



The Council of the City of Cockburn

Ordinary Council Meeting  
**Agenda Paper**

For Thursday, 9 March 2023



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

Cnr Rockingham Road and  
Coleville Crescent, Spearwood

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### **NOTICE OF MEETING**

Pursuant to Clause 2.4 of Council's Standing Orders, an Ordinary Meeting of Council has been called for Thursday 9 March 2023. The meeting is to be conducted at 7pm in the City of Cockburn Council Chambers, Administration Building, Coleville Crescent, Spearwood.

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

A handwritten signature in black ink, appearing to read 'Emma Milne', is positioned above the printed name and title.

Emma Milne  
**Acting Chief Executive Officer**

## The Council of the City of Cockburn

### Ordinary Council Meeting - 9 March 2023 at 7pm

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**The Council of the City of Cockburn**

**Ordinary Council Meeting - 9 March 2023 at 7pm**

**Agenda**

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**1. Declaration of Meeting**

**2. Appointment of Presiding Member (If required)**

**3. Disclaimer (To be read aloud by Presiding Member)**

Members of the public, who attend Council Meetings, should not act immediately on anything they hear at the Meetings, without first seeking clarification of Council's position.

Persons are advised to wait for written advice from the Council prior to taking action on any matter that they may have before Council.

**4. Acknowledgement of Receipt of Written Declarations of Financial Interests and Conflict of Interest (by Presiding Member)**

**5. Apologies & Leave of Absence**

Cr K Allen	Apology
Mr D Arndt, Chief of Built and Natural Environment	Apology

**6. Response to Previous Public Questions Taken on Notice**

Nil

**7. Written Requests for Leave of Absence**

Nil

**8. Public Question Time**

**9. Confirmation of Minutes**

**9.1 Minutes of the Ordinary Council Meeting - 9/2/2023**

**Recommendation**

That Council confirms the Minutes of the Ordinary Council Meeting held on Thursday, 9 February 2023 as a true and accurate record.

**9.2 Minutes of the Special Council Meeting - 15/2/2023 (7pm)**

**Recommendation**

That Council confirms the Minutes of the Special Council Meeting held on Wednesday, 15 February 2023 as a true and accurate record.

**9.3 Minutes of the Special Council Meeting - 15/2/2023 (7.30pm)**

**Recommendation**

That Council confirms the Minutes of the Special Council Meeting held on Wednesday, 15 February 2023 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. Decisions Made at Electors Meeting

### 13.1 Motion - Residential Council Rates 2023/2024

**Responsible Executive** A/Chief Financial Officer  
**Author** A/Chief Financial Officer  
**Attachments** N/A

#### RECOMMENDATION

That Council:

- (1) NOTES the Motion carried at the 7 February 2023 Annual General Meeting of Electors; and
- (2) RECEIVES the report.

#### Background

At the 7 February 2023 Annual Electors' Meeting, the following Motion was put forward and carried by Electors present:

That the City of Cockburn Council:

- (1) ADOPTS a rate setting criteria for the 2023/2024 Budget that caps the Residential Rate rise to a maximum of 4 percent for the next financial year in order to help break the inflation cycle and its adverse effects on the City's ratepayer.

#### Submission

N/A

#### Report

The City prepares a budget each year which must be adopted by Council.

The aim of the budget is to provide sufficient funding for the City to provide the services and key infrastructure that the community needs and expects, while also ensuring rates offer value for money to ratepayers.

As part of considerations in preparing and balancing the annual budget, Council assesses a range of increases to rates and fees and charges, together with other income sources (grants & subsidies, contributions, interest).

Council is guided in its budget considerations by the Long-Term Financial Plan (LTFP) in its aim to meet community expectations, as set by the adopted Strategic Community Plan and Corporate Business Plan.

One of the financial objectives contained in the City's LTFP is to "provide for rate increases that enable appropriate capital works (asset renewal, growth/expansion and upgrade) and asset maintenance".

The assumption contained in the LTFP for annual rates increases from 2022/23 and beyond was a base of 2.0%.

This is then reviewed each year during budget preparations, taking into consideration prevailing economic circumstances and budget funding priorities, including cost increases required to maintain existing service levels.

For example, the 2022/23 budget needed a rates increase of 3.0% to fund Council's budget commitments.

Council has previously responded favourably to economic circumstances by assuming lower rates increases.

A good example is the 2020/21 financial year when the State Government requested local governments freeze increases for both rates and fees and charges.

Council responded by freezing rates at prior year levels, as well as providing significant COVID concessions to ensure all residential ratepayers paid no more in rates than the previous year.

Fees and charges were also frozen at prior year levels.

In the 2021/22 financial year, Council retained fifty percent of the COVID concession, believing the economic circumstances at the time warranted this assistance to ratepayers.

The following table demonstrates Council having adopted modest increases over the past five years, compared to relevant measures of inflation:

Financial Year	Cockburn Rates Increase	LG Cost Index (LGCI)	Perth CPI
2022/23	3.0%	4.1%^	8.3%*
2021/22	1.50%	6.4%	7.8%
2020/21	0.00%	1.4%	4.2%
2019/20	1.90%	1.2%	0.1%
2018/19	1.90%	1.9%	1.6%
<b>Total</b>	<b>8.3%</b>	<b>15.0%</b>	<b>22.0%</b>
<i>Average</i>	<i>1.66%</i>	<i>3.0%</i>	<i>4.4%</i>

\* Perth CPI for 2022/23 is for December 2021 to December 2022 period

^ WALGA forecast December 2022

It is clear from Council's past rates increases that these are more aligned to the City's own needs and economic circumstances, rather than arbitrary measures.

Value for money is a key objective for the City's financial planning and yearly comparisons with our neighbouring Councils continually show Cockburn having low residential rates.

During the City's budget process for 2023/24, officers will model a range of options and their financial implications for Elected Members to consider before adoption of the annual budget. This will include the 4 percent maximum increase to residential rates requested in the motion will also be modelled for consideration.

Cost of living pressures currently being experienced by households across the City will be a foremost issue in preparing the draft 2023/24 budget for Council adoption. However, it is important to consider all options and make informed decisions on levels of service, costs, and funding.

A self-inflicted rates cap is therefore not recommended before understanding the financial requirements.

### **Strategic Plans/Policy Implications**

#### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

### **Budget/Financial Implications**

Any decision to arbitrarily cap rates before determining the requirements for the FY24 annual budget could lead to erosion of the City's future financial sustainability.

### **Legal Implications**

N/A

### **Community Consultation**

The City is required to advertise its objectives and reasons for the proposed differential rates and minimum payment amounts, inviting submissions from electors and ratepayers.

Any submissions received are presented to Council for consideration before imposing the proposed rates and adopting the annual budget.

### **Risk Management Implications**

Should Council adopt an arbitrary rates cap of 4% before determining its budgetary requirements for FY24, there is a risk the City may need to absorb rising costs over and above the funding provided by the rates increase.

This would reduce Council's discretion in balancing the budget and ensuring no reduction in service levels or planned project delivery.

**Advice to Proponent(s)/Submitters**

The mover of the Motion at the Annual General Meeting of Electors has been advised that this matter is to be considered at the 9 March 2023 Ordinary Council Meeting.

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

Nil

## 13.2 Motion - Bulk Verge Service Review

<b>Responsible Executive</b>	Chief of Operations
<b>Author</b>	Waste Services Manager
<b>Attachments</b>	N/A

### RECOMMENDATION

That Council:

- (1) NOTES the Motion put forward at the 7 February 2023 Annual Electors' Meeting; and
- (2) RECEIVES the Report.

### Background

At the 7 February 2023 Annual Electors' Meeting, the following Motion was put forward and carried by Electors present:

That the City of Cockburn Council:

- (1) REVOKES the decision made regarding 18.1, 9 June 2022 Ordinary Council Meeting (2022/Minute No112) regarding Bulk Verge Service Review;
- (2) UNDERTAKES proper Community Consultation and Feedback regarding the nine options outlined in the 9 June 2022 Ordinary Council Meeting prior to making a decision on behalf of the residents on the best option going forward into FY2025; and
- (3) DETERMINES a list of criteria to be taken into account when determining the best option going forward.

### Submission

Nil

### Report

The Bulk Waste Service Review report was presented to the Expenditure Review Committee (ERC) on 19 May 2022. The report outlined the following key points:

- Current bulk waste service provisions and limitations
- Eight potential options and their associated costs.
- Advantageous and disadvantages of each option
- WALGA best practice guide for bulk verge services
- Experiences of other LGA's bulk verge service
- Extensive community consultation
- Recommendation



The recommended option was adopted by the ERC, with the minutes endorsed at the 9 June 2022 Ordinary Council Meeting.

Council has determined the most advantageous bulk waste service provision based on the detailed provided in the report.

The notice of motion lacks a detailed rationale as to why the community needs have changed since the Council adopted the recommendation. In addition, the report detailed a list of options which validated the decision to progress with the preferred option, which conflicts with the notice of motion raised.

It is recommended Council receives the report and continues implementation of the waste service review.

### **Strategic Plans/Policy Implications**

#### Environmental Responsibility

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

- Sustainable resource management including waste, water and energy.

### **Budget/Financial Implications**

N/A

### **Legal Implications**

N/A

### **Community Consultation**

No consultation has been undertaken on the notice of motion

### **Risk Management Implications**

There is a medium to high risk the City's reputation will be impacted should Council determine the revocation motion be adopted.

Implementation of the resolution has commenced thereby the Council will be at risk of a financial loss should the revocation motion be adopted.

### **Advice to Proponent(s)/Submitters**

The mover of the motion at the Annual General Meeting of Electors has been informed that the matter is to be considered at the 9 March 2023 Ordinary Council Meeting.

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

NA

## 14 Reports - CEO (and Delegates)

### 14.1 Finance

#### 14.1.1 Payments Made from Municipal Fund and Local Procurement Summary - January 2023

<b>Responsible Executive</b>	A/Chief Financial Officer
<b>Author</b>	A/Head of Finance
<b>Attachments</b>	1. Payments Listing January 2023 <a href="#">↓</a> 2. Credit Card Expenses Report December 2022 <a href="#">↓</a>

#### RECOMMENDATION

That Council:

- (1) RECEIVES the list of payments from the Municipal Fund during the month of January 2023, 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

Payments made under delegation during the month of January totalled \$13.403 million, and a listing of these is attached to the agenda for review by Council.

These comprise:

- EFT payments (suppliers and sundry creditors) - \$10.087 million (488 payments)
- Payroll payments - \$3.228 million (2 fortnights)
- Corporate credit cards – total of \$75,184 (60 cards used)
- Bank transactional fees (BPay and merchant fees) - \$13,078.

The City has several payment runs each month to ensure its trade suppliers are paid on a timely basis, particularly local and small businesses.

Also attached is the monthly credit card payments report, showing December transactions (paid in January) by cardholder position. There were 12 transactions made on the Acting CEO's credit card for \$1,280.

### Local Procurement

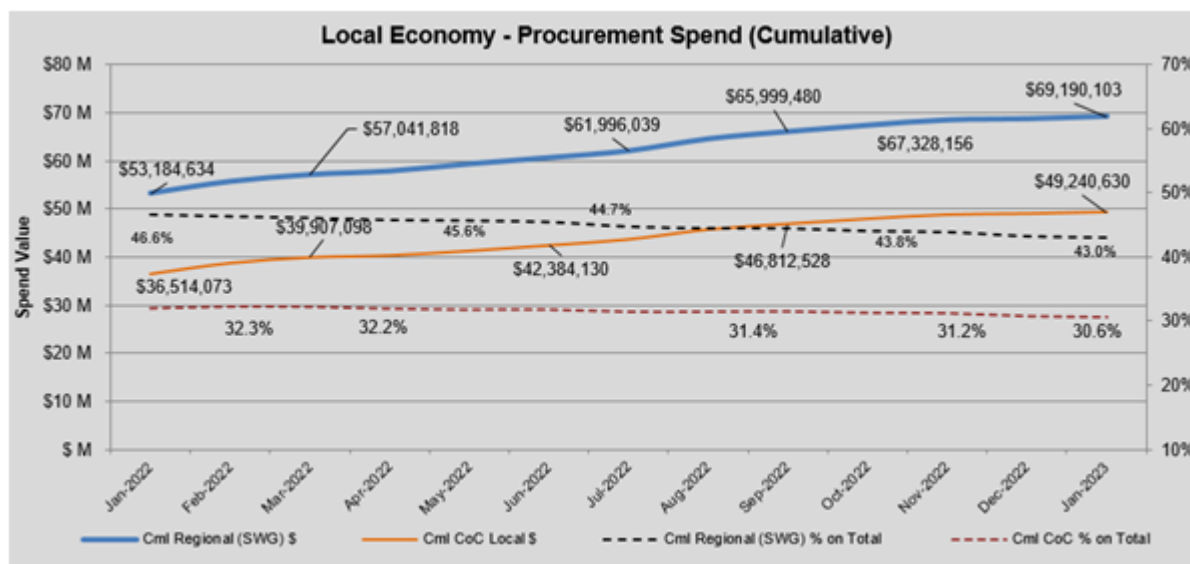
Monthly statistics on local and regional procurement spend are summarised below, showing the spend amounts and percentages against total spend:

Procurement Report - Local Buy Summary & Trends					January 2023
Monthly Statistics	Total SWG Spend	\$523,143	CoC Local \$	17.4%	Local/Regional \$ 26.5%
	CoC Local Spend	\$345,017	CoC Local %	25.8%	Local/Regional % 33.2%

In January, local spending within Cockburn made up 17.4 percent of the City's monthly spend, comprising 25.8 percent of all procurement transactions made for the month.

Within the Perth South West region, this increased to 26.5 percent of monthly spend from 33.2 percent of transactions.

The following one year rolling chart to January 2023 tracks the City's procurement spend with businesses located within Cockburn and the Perth South West region:



The rolling cumulative local Cockburn spend was \$49.24 million, representing 30.6 percent of the City's total spend, with \$69.19 million or 43.0 percent of total spend within the Perth South West regional area.

These results track 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

## JANUARY 2023 PAYMENT LISTING

## MUNICIPAL FUND

PAYMENT No.	ACCOUNT No.	PAYEE	PAYMENT DESCRIPTION	DATE	VALUE \$
EF155838	11741	Western Australian Treasury Corporation	Loan Repayments	5/01/2023	1,398,000.00
EF155839	99997	Family Day Care	Fdc Payment W/E 01/01/2023	5/01/2023	35,686.93
EF155840	26987	Cti Risk Management	Security - Cash Collection	5/01/2023	1,625.60
EF155841	10152	Aust Services Union	Payroll Deductions	5/01/2023	834.70
EF155842	10154	Australian Taxation Office	Payroll Deductions	5/01/2023	512,405.00
EF155843	10305	Child Support Agency	Payroll Deductions	5/01/2023	903.63
EF155844	11001	Local Government Racing & Cemeteries Employees Union Lgrceu	Payroll Deductions	5/01/2023	44.00
EF155845	19726	Health Insurance Fund Of Wa	Payroll Deductions	5/01/2023	1,077.35
EF155846	27874	Smartsalary	Salary Packaging/Leasing Administration	5/01/2023	10,931.94
EF155847	28458	Easi Group	Novated Leasing	5/01/2023	3,379.55
EF155848	99996	Kd James	Rates and Property related refunds	13/01/2023	750.00
EF155849	99996	Mark Farmer	Rates and Property related refunds	13/01/2023	100.00
EF155850	99996	Aussie Patio Designs	Rates and Property related refunds	13/01/2023	56.65
EF155851	99996	K & M Powdercoating T/As Advanced Patios	Rates and Property related refunds	13/01/2023	147.00
EF155852	99996	Shayne Kingman	Rates and Property related refunds	13/01/2023	147.00
EF155853	99996	Troy And Jocelyn Eddy	Rates and Property related refunds	13/01/2023	547.61
EF155854	99996	Peter Brown	Rates and Property related refunds	13/01/2023	397.00
EF155855	99996	Premiere Property Group	Rates and Property related refunds	13/01/2023	409.50
EF155856	99996	Gaylia Mcqueen	Rates and Property related refunds	13/01/2023	549.94
EF155857	99996	Ilda Oliveira	Rates and Property related refunds	13/01/2023	102.33
EF155858	99996	The Salvation Army (Western Australia) P	Rates and Property related refunds	13/01/2023	1,102.47
EF155859	10589	Fines Enforcement Registry	Fines Enforcement Fees	13/01/2023	81.00
EF155860	10944	Mcleods	Legal Services	13/01/2023	5,768.22
EF155861	11247	Richgro Wa	Gardening Supplies	13/01/2023	349.80
EF155862	15271	Ple Computers Pty Ltd	Computer Hardware	13/01/2023	41.56
EF155863	18126	Dell Australia Pty Ltd	Computer Hardware	13/01/2023	3,377.00
EF155864	19533	Woolworths Ltd	Groceries	13/01/2023	148.94
EF155865	21291	The Worm Shed	Environmental Education	13/01/2023	280.00
EF155866	21371	Ld Total Sanpoint Pty Ltd	Landscaping Works/Services	13/01/2023	3,299.49
EF155867	21946	Ryan's Quality Meats	Meat Supplies	13/01/2023	1,242.38
EF155868	22874	Economic Development Australia Ltd	Conference/Events	13/01/2023	1,633.50
EF155869	25418	Cs Legal	Legal Services	13/01/2023	3,847.70
EF155870	26610	Tracc Civil Pty Ltd	Civil Construction - C100838	13/01/2023	795,508.44
EF155871	26783	Leslie Hinton	Entertainment	13/01/2023	1,422.00
EF155872	26915	Focused Vision Consulting Pty Ltd	Consulting	13/01/2023	32,579.23
EF155873	26987	Cti Risk Management	Security - Cash Collection	13/01/2023	640.00
EF155874	27032	Wtp Australia Pty Ltd	Quantity Surveyors	13/01/2023	2,750.00

EF155875	27650	Datacom Systems (Au) Pty Ltd	It Sales, Consulting & Service	13/01/2023	224.11
EF155876	27734	Ecocene	Environmental Management Information Sys	13/01/2023	15,538.60
EF155877	27768	Y Research Pty Ltd	Marketing	13/01/2023	5,500.00
EF155878	27850	Dowsing Group Pty Ltd	Concreting Services	13/01/2023	5,246.89
EF155879	28049	Copy Magic	Printing Services	13/01/2023	264.00
EF155880	28215	Complete Office Supplies Pty Ltd	Stationery	13/01/2023	148.71
EF155881	28241	Swift Flow Pty Ltd	Plumbing	13/01/2023	12,785.45
EF155882	28277	Gesha Coffee Co	Coffee Supplies	13/01/2023	143.00
EF155883	28369	Camel West	Camel Rides	13/01/2023	2,310.00
EF155884	28371	Flexi Staff	Employment Services	13/01/2023	553.85
EF155885	28456	Apparatus Public Art And Cultural Services Pty	Public Art and Cultural Services	13/01/2023	2,662.00
EF155886	28464	Harvey Norman	Electrical Appliances	13/01/2023	1,097.00
EF155887	19059	Carol Reeve-Fowkes	Elected Member Sitting Fees & Allowances	13/01/2023	310.69
EF155888	27475	Lara Kirkwood	Elected Member Sitting Fees & Allowances	13/01/2023	562.50
EF155889	27871	Tom Widenbar	Elected Member Sitting Fees & Allowances	13/01/2023	415.92
EF155893	11794	Synergy	Electricity Usage/Supplies	13/01/2023	9,170.23
EF155894	12025	Telstra Corporation	Communications Services	13/01/2023	1,043.75
EF155895	11758	Water Corp Utility Account Only - Please Refer To 11760 When Raising	Water Usage / Sundry Charges	13/01/2023	19,959.70
EF155896	99997	Family Day Care	Fdc Payment W/E 08/01/2023	12/01/2023	19,462.41
EF155897	28239	Zencity Technologies Ltd	Software	13/01/2023	26,666.00
EF155898	88888	Jennifer Tanti	Bond Refund	13/01/2023	100.00
EF155899	88888	Sundry Creditor Eft	Bond Refund	13/01/2023	3,150.00
EF155900	88888	Mr Simon Voges	Bond Refund	13/01/2023	500.00
EF155901	88888	Peter And Nicola Scott	Bond Refund	13/01/2023	100.00
EF155902	88888	Sundry Creditor Eft	Bond Refund	13/01/2023	500.00
EF155903	88888	Charles R Farmer	Bond Refund	13/01/2023	100.00
EF155904	99997	Carly Mason	Nappy And Sanitary Product Rebate	13/01/2023	50.00
EF155905	99997	J A Collins	Nappy And Sanitary Product Rebate	13/01/2023	50.00
EF155906	99997	Thi Lanh Bui	Bird Bath Rebate	13/01/2023	30.00
EF155907	99997	Coolbellup Community School	Bus Subsidy	13/01/2023	253.80
EF155908	99997	Clive Douglas Mccallum & Diana Lillian M	Senior Security Subsidy Scheme	13/01/2023	200.00
EF155909	99997	Erena Gomoich	Senior Security Subsidy Scheme	13/01/2023	90.00
EF155910	99997	Anna Donald	Senior Security Subsidy Scheme	13/01/2023	200.00
EF155911	99997	Terry Robert Langridge	Senior Security Subsidy Scheme	13/01/2023	200.00
EF155912	99997	Norma Chalmers	Senior Security Subsidy Scheme	13/01/2023	200.00
EF155913	99997	Joan Horrocks	Senior Security Subsidy Scheme	13/01/2023	120.00
EF155914	99997	Ij & Jp Goldspink	Senior Security Subsidy Scheme	13/01/2023	100.00
EF155915	99997	Slavko Lipeć	Senior Security Subsidy Scheme	13/01/2023	300.00
EF155916	99997	Robyn Rae Colledge	Senior Security Subsidy Scheme	13/01/2023	120.00
EF155917	99997	Gianfranco & Justina Bascucci	Senior Security Subsidy Scheme	13/01/2023	120.00
EF155918	99997	Maria Da Conceicao Correia	Senior Security Subsidy Scheme	13/01/2023	200.00
EF155919	99997	Ines Babic	Senior Security Subsidy Scheme	13/01/2023	300.00
EF155920	99997	Jh & Jm Taylor	Senior Security Subsidy Scheme	13/01/2023	200.00

EF155921	99997	R Devenish-Meares	Senior Security Subsidy Scheme	13/01/2023	200.00
EF155922	99997	Maddalena Allegretta	Senior Security Subsidy Scheme	13/01/2023	100.00
EF155923	99997	Mr Brett Edmund Todhunter - Mrs Louise E	Senior Security Subsidy Scheme	13/01/2023	200.00
EF155924	99997	Giovina Spinozzi	Senior Security Subsidy Scheme	13/01/2023	100.00
EF155925	99997	Annette Clark	Nappy And Sanitary Rebate	13/01/2023	50.00
EF155926	99997	Shane And Jennifer Troy	Nappy & Sanitary Rebate	13/01/2023	50.00
EF155927	99997	K Hojna-Urbaniak	Nappy & Sanitary Rebate	13/01/2023	50.00
EF155928	99997	Am And Em Kirkwood	Nappy & Sanitary Rebate	13/01/2023	50.00
EF155929	99997	Gemma Collins	Nappy & Sanitary Rebate	13/01/2023	50.00
EF155930	99997	Rachael And Elizabeth Duncan	Nappy Rebate	13/01/2023	100.00
EF155931	99997	Hayden Croghan	Cloth Nappy Rebate	13/01/2023	100.00
EF155932	99997	Simon Bell	Compost Bin Rebate	13/01/2023	50.00
EF155933	99997	Aubin Grove Community Association Inc.	Cultural Grant	13/01/2023	5,000.00
EF155934	99997	Perth Glory Football Club	Sponsorship Womens A League Training At	13/01/2023	6,406.40
EF155935	99997	Claire Levett & Robb Wall	Landowner Biodiversity Conservation Gran	13/01/2023	1,039.18
EF155936	99997	Amanda Nooyen	Landowner Biodiversity Conservation Gran	13/01/2023	3,000.00
EF155937	99997	Ben & Emma Wale	Landowner Biodiversity Conservation Gran	13/01/2023	1,775.00
EF155938	99997	Bruce Layman	Landowner Biodiversity Conservation Gran	13/01/2023	2,707.00
EF155939	99997	Corinne & Dan Franklin	Landowner Biodiversity Conservation Gran	13/01/2023	3,000.00
EF155940	99997	George Formentin	Landowner Biodiversity Conservation Gran	13/01/2023	3,000.00
EF155941	99997	Helen & Dean Wood	Landowner Biodiversity Conservation Gran	13/01/2023	1,886.57
EF155942	99997	Katinka Ruthrof	Landowner Biodiversity Conservation Gran	13/01/2023	1,900.00
EF155943	99997	Klaus & Zafira Fahrner	Landowner Biodiversity Conservation Gran	13/01/2023	3,000.00
EF155944	99997	Neil & Sharon Clinch	Landowner Biodiversity Conservation Gran	13/01/2023	2,839.73
EF155945	99997	Pauline & Bert Smith	Landowner Biodiversity Conservation Gran	13/01/2023	2,975.00
EF155946	99997	Peter Cooper	Senior Security Rebate	13/01/2023	300.00
EF155947	99997	A.K Stehn And S.M Nicoll	Senior Security Rebate	13/01/2023	200.00
EF155948	99997	Donald And Veronica Chilcott	Senior Security Rebate	13/01/2023	100.00
EF155949	99997	Ronald B Dickinson	Senior Security Rebate	13/01/2023	200.00
EF155950	99997	Galic Marica	Senior Security Rebate	13/01/2023	200.00
EF155951	99997	Lawrence & Lynette Chen	Senior Security Rebate	13/01/2023	200.00
EF155952	99997	Mrs Andrea Bowen	Senior Security Rebate	13/01/2023	100.00
EF155953	99997	Gabrielle Walker	Nappy & Sanitary Rebate - G Walker	13/01/2023	25.00
EF155954	99997	Charlene Harmer	Nappy & Sanitary Rebate - C Harmer	13/01/2023	48.75
EF155955	99997	Kristy Orr	Compost Bin Rebate	13/01/2023	50.00
EF155956	99997	Easton K/C M	Compost Bin Rebate Form	13/01/2023	50.00
EF155957	99997	Yee Yan Kim And Muhammad Fakhari Bin Jaf	Compost Bin Rebate Form	13/01/2023	50.00
EF155958	99997	Charmaine Dalton	Compost Bin Rebate Form	13/01/2023	50.00
EF155959	99997	Jessica Alton	Nappy And Sanitary Product Rebate Reques	13/01/2023	45.19
EF155960	99997	Nina Dakin	Nappy And Sanitary Product Rebate Reques	13/01/2023	50.00
EF155961	99997	Kazumi Kubota	Nappy And Sanitary Product Rebate Reques	13/01/2023	35.80
EF155962	99997	Maddison Gill	Nappy And Sanitary Product Rebate Reques	13/01/2023	50.00
EF155963	99997	Nida Omo	Nappy And Sanitary Product Rebate Reques	13/01/2023	50.00

EF155964	99997	Nicole Jowett	Undergraduate Contribution	13/01/2023	1,002.00
EF155965	99997	Cristyn And Richard Elrington	Water Wise Verge Rebate	13/01/2023	500.00
EF155966	99997	Gideon Danny Santoso	Cpa Fees Reimbursement 50%	13/01/2023	395.00
EF155967	99997	Melville Cockburn Chamber Of Commerce	Sponsorship-Contractual For 6 Months Unt	13/01/2023	11,000.00
EF155968	99997	Tira La Hogue	Bird Bath Rebate	13/01/2023	34.50
EF155969	99997	Carys Jane Hawkins	Birdbath Rebate	13/01/2023	45.00
EF155970	99997	Lisa Norvall	Bird Bath Rebate	13/01/2023	50.00
EF155971	99997	E T Hall & J Y Hall	Bird Bath Rebate	13/01/2023	50.00
EF155972	99997	Daniel Stokes	Bird Bath Rebate	13/01/2023	50.00
EF155973	99997	Antony Svilichich	Neighbourhood Watch Facebook Ad	13/01/2023	69.99
EF155974	99997	Kalai Selvi Thanil Selrean	Youth Academic Grant	13/01/2023	700.00
EF155975	99997	Cooby Youth Space	Community Grant-Stephen Michael Foundati	13/01/2023	6,000.00
EF155976	99997	Southern Lions Rfuc	Sponsorship-Naming Rights Coc	13/01/2023	10,450.00
EF155977	99997	Kathryn Riley	Crossover Rebate	13/01/2023	300.00
EF155978	99997	Gloria Tan	Crossover Rebate	13/01/2023	300.00
EF155979	99997	Siu Wai Man	Crossover Rebate	13/01/2023	300.00
EF155980	99997	Police & Nurses	Individual Sponsorship Ref: 2223-Is0	13/01/2023	1,000.00
EF155981	99997	Teneka Lazzaro	Crossover Rebate, 37 Entrance Road	13/01/2023	300.00
EF155982	99997	Shane Adley	Safetly Glass Reimbursement	13/01/2023	400.00
EF155983	99997	Curtin University	12836119	13/01/2023	4,246.50
EF155984	99997	Vj Hartill & Gl Maker	Employee Reimbursement	13/01/2023	332.30
EF155985	99997	Aaron Thomas	Cpa Membership Reimbursement-2023	13/01/2023	395.00
EF155986	99997	Ying Jia	Cpa Membership Reimbursement-2023	13/01/2023	395.00
EF155987	22569	Sonic Health Plus Pty Ltd	Medical Services	17/01/2023	5,410.90
EF155988	25063	Superior Pak Pty Ltd	Vehicle Maintenance	17/01/2023	1,489.14
EF155989	26987	Cti Risk Management	Security - Cash Collection	17/01/2023	505.10
EF155990	10152	Aust Services Union	Payroll Deductions	23/01/2023	854.60
EF155991	10154	Australian Taxation Office	Payroll Deductions	23/01/2023	519,579.00
EF155992	10305	Child Support Agency	Payroll Deductions	23/01/2023	1,239.98
EF155993	11001	Local Government Racing & Cemeteries Employees Union Lgrceu	Payroll Deductions	23/01/2023	44.00
EF155994	19726	Health Insurance Fund Of Wa	Payroll Deductions	23/01/2023	1,066.80
EF155995	27874	Smartsalary	Salary Packaging/Leasing Administration	23/01/2023	12,713.02
EF155996	28458	Easi Group	Novated Leasing	23/01/2023	3,100.45
EF155997	27492	Superchoice Services Pty Limited	Payroll Deductions	24/01/2023	639,417.99
EF155998	26987	Cti Risk Management	Security - Cash Collection	24/01/2023	808.40
EF155999	99996	Vicki Miller	Rates and Property related refunds	31/01/2023	100.00
EF156000	99996	Humble Building Pty Ltd	Rates and Property related refunds	31/01/2023	56.65
EF156001	99996	Creative Buildings Wa Pty Ltd	Rates and Property related refunds	31/01/2023	269.00
EF156002	99996	Complete Approvals	Rates and Property related refunds	31/01/2023	147.00
EF156003	99996	Latisha Cully	Rates and Property related refunds	31/01/2023	222.00
EF156004	99996	David De Meo	Rates and Property related refunds	31/01/2023	2,418.59
EF156005	99996	Ray White Commercial Wa	Rates and Property related refunds	31/01/2023	1,060.78
EF156006	99996	Elesha Crighton	Rates and Property related refunds	31/01/2023	456.50



EF156007	99996	Erich Renner	Rates and Property related refunds	31/01/2023	585.09
EF156008	99996	Fangfang Zhao	Rates and Property related refunds	31/01/2023	467.64
EF156009	99996	Mark Robert Owen	Rates and Property related refunds	31/01/2023	408.18
EF156010	99996	Prd Project Markerting	Rates and Property related refunds	31/01/2023	410.50
EF156011	99996	D Hayes R Hardwick & S Coates	Rates and Property related refunds	31/01/2023	427.00
EF156012	99996	Sunjay Kumar	Rates and Property related refunds	31/01/2023	461.77
EF156013	99996	Niche Success	Rates and Property related refunds	31/01/2023	1,220.73
EF156014	99996	Acton Belle Property Fremantle	Rates and Property related refunds	31/01/2023	820.00
EF156015	99996	Louise C Moroney & Skye S Moroney	Rates and Property related refunds	31/01/2023	1,000.00
EF156016	99996	Beeliar Management Pty Ltd	Rates and Property related refunds	31/01/2023	215.36
EF156017	99996	Jenny-Lee S Hogan	Rates and Property related refunds	31/01/2023	837.71
EF156018	99996	Alvaro De Freitas	Rates and Property related refunds	31/01/2023	931.21
EF156019	99996	Cameron Sheppard & Luciana Rullo	Rates and Property related refunds	31/01/2023	3,114.00
EF156020	99996	Nithya Ramaswamy	Rates and Property related refunds	31/01/2023	470.50
EF156021	99996	Shona Glynn Thomlinson	Rates and Property related refunds	31/01/2023	816.28
EF156022	99996	Courtney E Sharp	Rates and Property related refunds	31/01/2023	560.16
EF156023	99996	Christopher Newall	Rates and Property related refunds	31/01/2023	685.41
EF156024	99996	3B Investments Pty Ltd	Rates and Property related refunds	31/01/2023	2,348.00
EF156025	99996	3B Investments Pty Ltd	Rates and Property related refunds	31/01/2023	1,123.00
EF156026	99997	Family Day Care	Fdc Payment W/E 22/01/2023	25/01/2023	49,819.39
EF156027	27277	Department Of Water And Environmental Regulation	Quarterly Land Fill Levy	27/01/2023	2,327,074.91
EF156028	11867	Kevin John Allen	Elected Member Sitting Fees & Allowances	31/01/2023	2,705.83
EF156029	12740	Logan Howlett	Elected Member Sitting Fees & Allowances	31/01/2023	11,725.09
EF156030	19059	Carol Reeve-Fowkes	Elected Member Sitting Fees & Allowances	31/01/2023	2,705.83
EF156031	25353	Philip Eva	Elected Member Sitting Fees & Allowances	31/01/2023	2,705.83
EF156032	27326	Michael Separovich	Elected Member Sitting Fees & Allowances	31/01/2023	2,705.83
EF156033	27327	Chontelle Stone	Monthly Elected Member Allowance	31/01/2023	2,705.83
EF156034	27475	Lara Kirkwood	Elected Member Sitting Fees & Allowances	31/01/2023	2,705.83
EF156035	27871	Tom Widenbar	Elected Member Sitting Fees & Allowances	31/01/2023	4,622.43
EF156036	27872	Phoebe Corke	Elected Member Sitting Fees & Allowances	31/01/2023	2,705.83
EF156037	28238	Tarun Dewan	Elected Member Sitting Fees & Allowances	31/01/2023	2,705.83
EF156038	88888	I G Hill & L S Ottosson Hill	Bond Refund	31/01/2023	3,150.00
EF156039	88888	Nathan Ferguson	Bond Refund	31/01/2023	500.00
EF156040	88888	Wayne Stewart	Bond Refund	31/01/2023	500.00
EF156041	88888	Kerry Anstiss	Bond Refund	31/01/2023	500.00
EF156042	88888	Paul Hishon	Bond Refund	31/01/2023	500.00
EF156043	88888	Jh Vf Billingham	Bond Refund	31/01/2023	224.85
EF156044	88888	Emma Papaphotis	Bond Refund	31/01/2023	500.00
EF156045	88888	Peci Properties Pty Ltd	Bond Refund	31/01/2023	6,237.58
EF156046	88888	Mr Simon Healy	Bond Refund	31/01/2023	500.00
EF156047	99997	Sally Inglis	Nappy & Sanitary Rebate	31/01/2023	50.00
EF156048	99997	Elizabeth Sullivan	Nappy & Sanitary Rebate	31/01/2023	50.00
EF156049	99997	Ansh Panthi	Crossover Rebate, 16 Blushing Approach	31/01/2023	300.00

EF156050	99997	Elke Van Vegchel	Nappy & Sanitary Rebate	31/01/2023	48.75
EF156051	99997	Samuel P Grech And Lauren L Grech	Nappy & Sanitary Rebate	31/01/2023	50.00
EF156052	99997	Sherling Yap	Nappy & Sanitary Rebate	31/01/2023	50.00
EF156053	99997	Emilia Gray	Nappy & Sanitary Rebate	31/01/2023	48.40
EF156054	99997	Emma Zillessen	Nappy & Sanitary Rebate	31/01/2023	50.00
EF156055	99997	Olivia Della-Maddalena	Nappy & Sanitary Rebate	31/01/2023	41.98
EF156056	99997	Josephine Ciputra	Nappy & Sanitary Rebate	31/01/2023	50.00
EF156057	99997	Shuyi Kimberly Loh	Crossover Rebate, 10 Sunstone Blvd	31/01/2023	300.00
EF156058	99997	Clare Courtauld	Nappy & Sanitary Rebate	31/01/2023	50.00
EF156059	99997	Katerina Rowe	Nappy & Sanitary Rebate	31/01/2023	50.00
EF156060	99997	R And R Weddikkara	Nappy & Sanitary Rebate	31/01/2023	50.00
EF156061	99997	Kristy Rose Felton	Nappy & Sanitary Rebate	31/01/2023	50.00
EF156062	99997	Sarah Rogers	Crossover Rebate, 8 Preston Drive	31/01/2023	300.00
EF156063	99997	Rebecca Ryan	Cross Over Rebate	31/01/2023	100.00
EF156064	99997	Albina Obilinovich	Nappy & Sanitary Rebate	31/01/2023	50.00
EF156065	99997	Zoe Renata De Wolf	Nappy & Sanitary Rebate	31/01/2023	42.00
EF156066	99997	Lakelands Senior Highschool	Grants, Donations & Refunds	31/01/2023	500.00
EF156067	99997	David Kursar	Employee Reimbursement	31/01/2023	92.10
EF156068	99997	Helen Merryfull	Compost Bin Rebate	31/01/2023	50.00
EF156069	99997	Scott Mcgrath	Compost Bin Rebate	31/01/2023	50.00
EF156070	99997	Nathan Giglia Maryse D'lima	Compost Bin Rebate	31/01/2023	50.00
EF156071	99997	Kim Franklin	Compost Bin Rebate	31/01/2023	50.00
EF156072	99997	Teng Yik Hoo	Compost Bin Rebate	31/01/2023	50.00
EF156073	99997	Renee Grego	Grants, Donations & Refunds	31/01/2023	73.00
EF156074	99997	Abhijit Basu	Compost Bin Rebate	31/01/2023	50.00
EF156075	99997	Judith Buchanan	Compost Bin Rebate	31/01/2023	50.00
EF156076	99997	Aleisha Anderson	Compost Bin Rebate	31/01/2023	50.00
EF156077	99997	Mr Oliver Ravlic	Grants, Donations & Refunds	31/01/2023	73.00
EF156078	99997	Hannah Andrews	Individual Sponsorship	31/01/2023	800.00
EF156079	99997	David Rowe	Compost Bin Rebate - D Rowe	31/01/2023	49.98
EF156080	99997	Gold Estate Holdings Pty Ltd	Refund - Contributions Paid	31/01/2023	15,033.93
EF156081	99997	Wayne Stewart	Pen Fee Refund_D142	31/01/2023	5,040.00
EF156082	99997	Ms Emma Papaphotis	Refund Pen Licence J232	31/01/2023	15,384.00
EF156083	99997	Gracia Hollett	Grants, Donations & Refunds	31/01/2023	73.00
EF156084	99997	Kazumi Kubota	Nappy And Sanitary Rebate	31/01/2023	19.95
EF156085	99997	Murray Quakernaat	Compost Bin Rebate	31/01/2023	50.00
EF156086	99997	Cayden Minchin	Centre Pass Refund	31/01/2023	18.00
EF156087	99997	Chandni Dhawan	Refund - Direct Debit	31/01/2023	18.00
EF156088	10032	Advanced Traffic Management (Wa) Pty Ltd	Controllers And Signs	31/01/2023	10,573.48
EF156089	10097	Blackwoods Atkins	Engineering Supplies	31/01/2023	182.05
EF156090	10118	Australia Post	Postage Charges	31/01/2023	4,762.79
EF156091	10207	Boc Gases	Gas Supplies	31/01/2023	381.47
EF156092	10220	Boya Equipment Pty Ltd	Equipment Supplies	31/01/2023	1,130.05

EF156093	10221	Bp Australia Pty Ltd	Diesel/Petrol Supplies	31/01/2023	27,361.97
EF156094	10226	Bridgestone Australia Ltd	Tyre Services	31/01/2023	33,106.45
EF156095	10231	Brooks Hire	Hire Services - Equipment	31/01/2023	2,676.30
EF156096	10239	Budget Rent A Car - Perth	Motor Vehicle Hire	31/01/2023	2,594.24
EF156097	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	31/01/2023	1,213.54
EF156098	10279	Castrol Australia Pty Ltd	Grease/Lubricants	31/01/2023	2,763.75
EF156099	10307	Cbca Wa Branch (Inc)	Childrens Books	31/01/2023	75.00
EF156100	10328	City Of Melville	Security Services	31/01/2023	6,688.00
EF156101	10333	Cjd Equipment Pty Ltd	Hardware Supplies	31/01/2023	1,472.37
EF156102	10357	Cockburn Ice Arena	Entertainment Services	31/01/2023	377.00
EF156103	10359	Cockburn Painting Service	Painting Supplies/Services	31/01/2023	3,586.00
EF156104	10483	Landgate	Mapping/Land Title Searches	31/01/2023	17,686.05
EF156105	10484	Department Of Mines, Industry Regulation And Safety	Building Services Levy	31/01/2023	39,712.97
EF156106	10535	Workpower Incorporated	Employment Services - Planting	31/01/2023	21,977.49
EF156107	10590	Department Of Fire And Emergency Services	Esl Levy & Related Costs	31/01/2023	18,820.60
EF156108	10683	Gronbek Security	Locksmith Services	31/01/2023	3,428.30
EF156109	10732	Horizons West Bus & Coachlines	Transportation Services	31/01/2023	3,052.47
EF156110	10783	Jandakot Metal Industries Pty Ltd	Metal Supplies	31/01/2023	4,604.60
EF156111	10787	Jandakot Accident Repair Centre	Panel Beating Services	31/01/2023	2,605.00
EF156112	10824	Kci Industries Pty Ltd	Repairs/Maintenance Services	31/01/2023	325.00
EF156113	10888	Lj Caterers	Catering Services	31/01/2023	757.35
EF156114	10913	Bucher Municipal Pty Ltd	Purchase Of New Plant / Repair Services - New sweeper	31/01/2023	419,100.00
EF156115	10923	Major Motors Pty Ltd	Repairs/Maintenance Services	31/01/2023	68,055.63
EF156116	10938	Mrp Pest Management	Pest & Weed Management	31/01/2023	1,458.66
EF156117	10944	Mcleods	Legal Services	31/01/2023	7,496.33
EF156118	10951	Melville Motors Pty Ltd	Motor Cars	31/01/2023	525.00
EF156119	10968	Miniquip	Hiring Services	31/01/2023	10,890.00
EF156120	10991	Beacon Equipment	Mowing Equipment	31/01/2023	6,281.10
EF156121	11028	Neverfail Springwater Ltd	Bottled Water Supplies	31/01/2023	77.19
EF156122	11036	Northlake Electrical Pty Ltd	Electrical Services	31/01/2023	55,919.36
EF156123	11182	Premium Brake & Clutch Services Pty Ltd	Brake Services	31/01/2023	3,801.60
EF156124	11307	Satellite Security Services Pty Ltd	Security Services	31/01/2023	434.50
EF156125	11308	Boss Industrial Formally Sba Supplies	Hardware Supplies	31/01/2023	1,330.34
EF156126	11334	Shenton Pumps	Pool Equipment/Services	31/01/2023	11,638.22
EF156127	11387	Bibra Lake Soils	Soil & Limestone Supplies	31/01/2023	30.00
EF156128	11701	Vibra Industrial Filtration Australasia	Filter Supplies	31/01/2023	541.64
EF156129	11793	Western Irrigation Pty Ltd	Irrigation Services/Supplies	31/01/2023	148,989.81
EF156130	11806	Westrac Pty Ltd	Repairs/Mtnce - Earthmoving Equipment	31/01/2023	5,705.24
EF156131	11854	Zipform Pty Ltd	Printing Services	31/01/2023	980.01
EF156132	12014	Tutt Bryant Equipment Bt Equipment Pty Ltd T/As	Excavating/Earthmoving Equipment	31/01/2023	6,875.61
EF156133	12153	Hays Personnel Services Pty Ltd	Employment Services	31/01/2023	22,224.74
EF156134	13825	Jackson Mcdonald	Legal Services	31/01/2023	35,200.00
EF156135	14307	Beilby Downing Teal Pty Ltd	Hr Consultancy Services	31/01/2023	5,500.00

EF156136	15550	Apace Aid Inc	Plants & Landscaping Services	31/01/2023	5,460.88
EF156137	15588	Natural Area Consulting Management Services	Weed Spraying	31/01/2023	25,793.91
EF156138	16107	Wren Oil	Waste Disposal Services	31/01/2023	33.00
EF156139	16257	The Finishing Touch Gallery	Framing Services	31/01/2023	92.00
EF156140	16653	Complete Portables Pty Ltd	Supply & Hire Of Modular Buildings	31/01/2023	1,022.58
EF156141	16985	Wa Premix	Concrete Supplies	31/01/2023	3,041.28
EF156142	18203	Natsync Environmental	Pest Control	31/01/2023	1,270.00
EF156143	18272	Austraclear Limited	Investment Services	31/01/2023	95.10
EF156144	19107	Forever Shining	Monument	31/01/2023	1,120.00
EF156145	19533	Woolworths Ltd	Groceries	31/01/2023	1,079.01
EF156146	19776	Josh Byrne & Associates	Environmental Consultant	31/01/2023	792.00
EF156147	20000	Aust West Auto Electrical Pty Ltd	Auto Electrical Services	31/01/2023	19,855.02
EF156148	20146	Data#3 Limited	Contract It Personnel & Software	31/01/2023	13,254.27
EF156149	20321	Riverjet Pty Ltd	Educting-Cleaning Services	31/01/2023	19,057.50
EF156150	20763	Jecoda Concrete	Concrete Supply	31/01/2023	2,850.00
EF156151	21139	Austraffic Wa Pty Ltd	Traffic Surveys	31/01/2023	297.00
EF156152	21294	Cat Haven	Animal Services	31/01/2023	1,152.53
EF156153	21371	Ld Total Sanpoint Pty Ltd	Landscaping Works/Services	31/01/2023	3,219.39
EF156154	21529	Brand Success	Promotional Products	31/01/2023	2,051.50
EF156155	21554	Ladybird Entertainment	Entertainment Services	31/01/2023	275.00
EF156156	21577	Lavan	Legal Services	31/01/2023	29,798.58
EF156157	21665	Mmj Real Estate (Wa) Pty Ltd	Property Management Services	31/01/2023	50,529.85
EF156158	21934	Phoenix Podiatry	Podiatry Services	31/01/2023	75.00
EF156159	22112	Fremantle Men's Community Shed Inc	Woodwork/Metalwork	31/01/2023	1,100.00
EF156160	22376	Bci Sales Pty Ltd	Bus Sales, Repairs, Maintenance	31/01/2023	539.88
EF156161	22553	Brownes Food Operations	Catering Supplies	31/01/2023	294.12
EF156162	22589	Jb Hi Fi - Cockburn	Electrical Equipment	31/01/2023	264.40
EF156163	22613	Vicki Royans	Artistic Services	31/01/2023	150.00
EF156164	22623	Landmark Products Ltd	Landscape Infrastructure	31/01/2023	23,435.50
EF156165	22639	Shatish Chauhan	Training Services - Yoga	31/01/2023	1,210.00
EF156166	22681	Abbey Blinds & Curtains	Blinds	31/01/2023	4,241.60
EF156167	22806	Chevron Australia Downstream Fuels Pty Ltd	Fuel Supplies	31/01/2023	60,774.41
EF156168	22854	Lgiswa	Insurance Premiums	31/01/2023	266,398.00
EF156169	22903	Unique International Recoveries Llc	Debt Collectors	31/01/2023	204.80
EF156170	23351	Cockburn Gp Super Clinic Limited T/A Cockburn Integrated Health	Leasing Fees	31/01/2023	4,226.58
EF156171	23457	Totally Workwear Fremantle	Clothing - Uniforms	31/01/2023	2,690.09
EF156172	23506	Hudson Global Resources (Aust) Pty Ltd	Human Resources Consult	31/01/2023	2,293.18
EF156173	23579	Daimler Trucks Perth	Purchase Of New Truck	31/01/2023	405.88
EF156174	23685	Astro Synthetic Turf Pty Ltd	Site Inspections	31/01/2023	4,235.00
EF156175	23971	Find Wise Location Services	Locating Services - Underground	31/01/2023	2,697.20
EF156176	24275	Truck Centre Wa Pty Ltd	Purchase Of New Truck	31/01/2023	7,454.99
EF156177	24506	Amaranti's Personal Training	Personal Training Services	31/01/2023	300.00
EF156178	24643	Bibliotheca Rfid Library Systems Australia Pty Ltd	Purchase Of Library Tags	31/01/2023	1,433.99

EF156179	24655	Automasters Spearwood	Vehicle Servicing	31/01/2023	11,966.10
EF156180	24725	Feral Invasive Species Eradication Management	Eradication Management Services	31/01/2023	2,475.00
EF156181	24816	Consolidated Training Services	Training Services	31/01/2023	529.00
EF156182	24945	Bridge 42 Pty Ltd	Project Management Services	31/01/2023	158.73
EF156183	24974	Scott Print	Printing Services	31/01/2023	13,561.90
EF156184	24978	Ambius	Plants Supplies	31/01/2023	0.66
EF156185	25121	Imagesource Digital Solutions	Billboards	31/01/2023	1,702.80
EF156186	25128	Horizon West Landscape & Irrigation Pty Ltd	Landscaping Services	31/01/2023	4,018.52
EF156187	25264	Acurix Networks Pty Ltd	Wifi Access Service	31/01/2023	12,720.40
EF156188	25418	Cs Legal	Legal Services	31/01/2023	1,015.70
EF156189	25586	Envirovap Pty Ltd	Hire Of Leachate Units	31/01/2023	19,827.50
EF156190	25736	Blue Tang (Wa) Pty Ltd T/As Emerge Associates (The Trustee For The F	Consultancy Services	31/01/2023	231.00
EF156191	26114	Grace Records Management	Records Management Services	31/01/2023	20.11
EF156192	26257	Paperbark Technologies Pty Ltd	Arboricultural Consultancy Services	31/01/2023	6,372.00
EF156193	26303	Gecko Contracting Turf & Landscape Maintenance	Turf & Landscape Maintenance	31/01/2023	236,382.33
EF156194	26314	Cpe Group	Temporary Employment Services	31/01/2023	2,949.24
EF156195	26403	Ches Power Group Pty Ltd	Engineering Solutions / Back Up Generato	31/01/2023	1,901.30
EF156196	26470	Scp Conservation	Fencing Services	31/01/2023	605.00
EF156197	26558	Healthcare Australia Pty Ltd	Temporary Employment Services	31/01/2023	522.40
EF156198	26574	Eva Bellydance	Entertainment - Belly Dancing	31/01/2023	300.00
EF156199	26614	Marketforce Pty Ltd	Advertising	31/01/2023	1,738.00
EF156200	26625	Andover Detailers	Car Detailing Services	31/01/2023	1,749.26
EF156201	26709	Talis Consultants Pty Ltd	Waste Consultancy	31/01/2023	15,197.88
EF156202	26735	Shane McMaster Surveys	Survey Services	31/01/2023	19,690.00
EF156203	26739	Kerb Doctor	Kerb Maintenance	31/01/2023	5,454.08
EF156204	26811	Romeri Motor Trimmers	Upholstery Repair	31/01/2023	330.00
EF156205	26843	Ergolink	Ergonomic Office Furniture	31/01/2023	828.20
EF156206	26888	Media Engine	Graphic Design, Marketing, Video Product	31/01/2023	3,113.00
EF156207	26901	Alyka Pty Ltd	Digital Consultancy And Web Development	31/01/2023	1,952.50
EF156208	26929	Elan Energy Matrix Pty Ltd	Recycling Services	31/01/2023	1,988.69
EF156209	26946	Av Truck Services Pty Ltd	Truck Dealership	31/01/2023	891.93
EF156210	26952	Focus Promotions	Promotion - Etertainment	31/01/2023	935.00
EF156211	26966	Hougoumont Hotel	Accomadation	31/01/2023	1,969.00
EF156212	26985	Access Icon Pty Ltd	Drainage Products	31/01/2023	3,284.24
EF156213	26987	Cti Risk Management	Security - Cash Collection	31/01/2023	1,843.71
EF156214	27006	Bibra Lake Iga Xpress	Liquor Supplies	31/01/2023	479.00
EF156215	27010	Quantum Building Services Pty Ltd	Building Maintenance	31/01/2023	1,950.58
EF156216	27011	Baileys Marine Fuel Australia	Fuel	31/01/2023	2,737.54
EF156217	27015	Intelli Trac	Gps Tracking	31/01/2023	2,685.10
EF156218	27031	Downer Edi Works Pty Ltd	Asphalt Services	31/01/2023	691.07
EF156219	27034	Adelby Pty Ltd	Firebreak Construction	31/01/2023	792.00
EF156220	27044	Graffiti Systems Australia	Graffiti Removal & Anti-Graffiti Coating	31/01/2023	4,344.78
EF156221	27046	Tfh Hire Services Pty Ltd	Hire Fencing	31/01/2023	721.55

EF156222	27054	Vocus Pty Ltd	Telecommunications	31/01/2023	2,953.45
EF156223	27059	Frontline Fire & Rescue Equipment	Manufacture-Fire Vehicles/Equipment	31/01/2023	3,705.94
EF156224	27065	Westbooks	Books	31/01/2023	1,310.48
EF156225	27082	Kulbardi Pty Ltd	Stationery Supplies	31/01/2023	744.17
EF156226	27130	Motio Play Pty Ltd	Digital Marketing & Software Service Pro	31/01/2023	709.82
EF156227	27138	Marina Industries Association Ltd	Accreditation	31/01/2023	1,230.90
EF156228	27150	Aluminium Seating Specialists	Manufacturing & Supplying Aluminium Furni	31/01/2023	2,951.30
EF156229	27168	Nightlife Music Pty Ltd	Music Management	31/01/2023	465.53
EF156230	27189	Healthstrong Pty Ltd	Home Care	31/01/2023	616.00
EF156231	27198	Green Promotions Pty Ltd	Promotional Supplies	31/01/2023	2,411.75
EF156232	27241	Landscape Elements	Landscaping Services	31/01/2023	48,027.70
EF156233	27246	Veale Auto Parts	Spare Parts Mechanical	31/01/2023	81.60
EF156234	27336	Srs Australia Pty Ltd	Pool Products	31/01/2023	786.06
EF156235	27348	Message Media	Telecommunications	31/01/2023	1,010.37
EF156236	27377	Accidental Health And Safety - Perth	First Aid Supplies	31/01/2023	130.70
EF156237	27381	Fit For Life Exercise Physiology	Exercise Classes	31/01/2023	1,080.00
EF156238	27396	Ankeet Mehta Spearwood Newspaper Round Delivery	Newspaper Delivery	31/01/2023	71.80
EF156239	27401	Emprise Mobility	Mobility Equipment	31/01/2023	20,366.00
EF156240	27427	Home Chef	Cooking/Food Services	31/01/2023	807.92
EF156241	27499	Hodge Collard Preston Architects	Architects	31/01/2023	26,928.00
EF156242	27507	Serco Facilities Management Pty Ltd	Cleaning Services	31/01/2023	3,109.20
EF156243	27518	Kyocera Document Solutions Australia Pty Ltd	Photocopying Machines	31/01/2023	3,108.48
EF156244	27529	Wa Library Supplies	Library Supplies & Furniture	31/01/2023	1,034.00
EF156245	27539	Jasmin Carpentry & Maintenance	Carpentry	31/01/2023	462.00
EF156246	27592	Hey Jay Fix It!! Home Maintenance Service	Home Maintenance	31/01/2023	2,235.00
EF156247	27617	Atturra Business Applications	Consultancy - It	31/01/2023	825.00
EF156248	27618	Christmas 360	Christmas Decorations	31/01/2023	10,985.50
EF156249	27622	Truegrade Medical Supplies	Medical Supplies	31/01/2023	692.20
EF156250	27631	Aquatic Services Wa Pty Ltd	Pool Equipment & Maintenance	31/01/2023	4,704.81
EF156251	27641	Office Of The Auditor General	Auditor General	31/01/2023	92,730.00
EF156252	27650	Datacom Systems (Au) Pty Ltd	It Sales, Consulting & Service	31/01/2023	45,722.17
EF156253	27657	Positive Balance Massage	Massage Therapy	31/01/2023	100.00
EF156254	27676	Blue Force Pty Ltd	Security Services	31/01/2023	165.73
EF156255	27717	Moore Stephens (Wa) Pty Ltd	Accounting Services	31/01/2023	11,000.00
EF156256	27722	Metra Australia	Software	31/01/2023	330.35
EF156257	27745	Vtp Engineering	Engineering - Structural	31/01/2023	1,200.00
EF156258	27749	Advisian	Consulting - Enginnering	31/01/2023	3,867.60
EF156259	27767	Altus Group Consulting Pty Ltd	Surveying Services	31/01/2023	3,960.00
EF156260	27803	Born To Sparkle	Entertainment	31/01/2023	330.00
EF156261	27809	Ra-One Pty Ltd	Software	31/01/2023	20,212.50
EF156262	27831	Butler And Brown	Event Management	31/01/2023	55,000.00
EF156263	27850	Dowsing Group Pty Ltd	Concreting Services	31/01/2023	87,271.36
EF156264	27855	Total Landscape Redevelopment Service Pty Ltd	Tree Watering	31/01/2023	73,762.70

EF156265	27894	Homecare Physiotherapy	Healthcare	31/01/2023	11,807.63
EF156266	27917	Go Doors Advanced Automation	Door Maintenance & Repair	31/01/2023	8,502.41
EF156267	27921	Sandstorm Events Pty Ltd	Artistic - Sand Sculpting	31/01/2023	7,645.00
EF156268	27983	Engie Mechanical Services (Wa) Pty Ltd	Mechanical & Hvac&R	31/01/2023	40,880.65
EF156269	27984	Sabrina Fenwick	Excercise Classes	31/01/2023	160.00
EF156270	27992	Learning Horizons	Training/Education	31/01/2023	7,920.00
EF156271	28002	Little Aussie Directories	Advertising	31/01/2023	1,265.00
EF156272	28015	Imprint Plastic	Badges	31/01/2023	500.50
EF156273	28025	The Nappy Guru	Nappy Workshops	31/01/2023	400.00
EF156274	28039	Djirrily Dreaming	Indigenous Cultural	31/01/2023	750.00
EF156275	28049	Copy Magic	Printing Services	31/01/2023	2,053.90
EF156276	28064	The Vale Bar & Brasserie	Pub/Tavern	31/01/2023	880.00
EF156277	28078	Crayon Australia Pty Ltd	Licensing	31/01/2023	9.70
EF156278	28164	Aaro Group Pty Ltd	Drainage Services	31/01/2023	12,843.20
EF156279	28179	Ecospill Pty Ltd	Emergency Shower Supply And Service	31/01/2023	215.96
EF156280	28189	Mercury Messengers Pty Ltd	Courier Service	31/01/2023	1,465.23
EF156281	28191	Enviro Sweep	Sweeping Services	31/01/2023	8,098.22
EF156282	28195	Cole Corporate	Consultancy - Governance	31/01/2023	4,400.00
EF156283	28196	Brightmark Group Pty Ltd	Cleaning Services	31/01/2023	4,516.22
EF156284	28197	Lite N Easy Pty Ltd	Food Supplies	31/01/2023	1,628.37
EF156285	28200	Amy Anne Price	Transcribing	31/01/2023	77.96
EF156286	28211	Nordic Fitness Equipment	Fitness Equipment	31/01/2023	2,970.00
EF156287	28215	Complete Office Supplies Pty Ltd	Stationery	31/01/2023	338.94
EF156288	28220	Comcare Foodservice Repairs	Catering Equipment Repairs	31/01/2023	247.50
EF156289	28241	Swift Flow Pty Ltd	Plumbing	31/01/2023	7,912.15
EF156290	28246	Hendercare	Nursing Services	31/01/2023	1,287.42
EF156291	28254	Cleantex Pty Ltd	Laundry Service	31/01/2023	564.15
EF156292	28258	Garden Care West	Gardening Services	31/01/2023	3,465.00
EF156293	28261	Hazed Services Pty Ltd	Safety - Roof	31/01/2023	352.00
EF156294	28264	Garden Organics	Organics Processing	31/01/2023	8,531.09
EF156295	28265	Tree Care Wa	Vegetation Maintenance Services	31/01/2023	39,560.86
EF156296	28273	Ae Hoskins Building Services	Construction Services	31/01/2023	41,856.36
EF156297	28275	Farrington Dry Cleaners	Dry Cleaning	31/01/2023	1,075.00
EF156298	28277	Gesha Coffee Co	Coffee Supplies	31/01/2023	1,557.80
EF156299	28283	Mills Recruitment	Recruitment Services	31/01/2023	5,101.36
EF156300	28289	Grafton General Products	Mobility Equipment	31/01/2023	2,358.40
EF156301	28297	Techbrain	It Consultancy	31/01/2023	1,324.40
EF156302	28302	Ohura Group Pty Ltd	Industrial Relations Consulting	31/01/2023	751.80
EF156303	28318	Ati-Mirage	Training	31/01/2023	4,659.60
EF156304	28326	Du Clene Pty Ltd	Cleaning Services	31/01/2023	3,621.30
EF156305	28336	Holonic Pty Ltd	Consulting - Enviro	31/01/2023	883.50
EF156306	28348	Thylacine Design And Project Management	Interpretive Design	31/01/2023	66,451.00
EF156307	28361	Indoor Gardens Pty Ltd	Hiring Indoor Plants	31/01/2023	765.60

EF156308	28371	Flexi Staff	Employment Services	31/01/2023	31,864.16
EF156309	28392	Mcs Civil Contracting	Engineering/Earthworks	31/01/2023	4,636.50
EF156310	28403	Flow Water Services Pty Ltd	Irrigation And Engineering	31/01/2023	5,148.00
EF156311	28408	Rc Vegetation Services Pty Ltd	Mowing Services	31/01/2023	11,493.03
EF156312	28419	Adam Puffler	Scooter Events	31/01/2023	1,258.00
EF156313	28423	Jordies Garden Bags	Waste Services	31/01/2023	4,158.00
EF156314	28437	Building & Industrial Cleaning Services	Clenaing Services	31/01/2023	1,300.00
EF156315	28439	Gambara Pty Ltd	Watering Services	31/01/2023	3,630.00
EF156316	28454	Aussie Natural Spring Water	Water Supplies	31/01/2023	79.40
EF156317	28459	G & C Sheetmetal	Sheetmetal Fabrication	31/01/2023	715.00
EF156318	28461	Carealert	Entertainment	31/01/2023	6.49
EF156319	28463	Antree Dnh Pty Ltd	Gardening	31/01/2023	2,866.00
EF156320	28467	Eyejack Pty Ltd	Software	31/01/2023	3,300.00
EF156321	28470	Pwd	Web Development and Digital Marketing	31/01/2023	3,190.00
EF156322	28474	Tmec Australia	Coaching	31/01/2023	3,850.00
EF156323	10747	linet Limited	Internet Services	31/01/2023	2,019.76
EF156324	11758	Water Corp Utility Account Only - Please Refer To 11760 When Raising	Water Usage / Sundry Charges	31/01/2023	32,067.04
EF156325	11760	Water Corporation	Sewer Easement	31/01/2023	428.84
EF156326	10047	Alinta Energy	Natural Gas & Electrcity Supply	31/01/2023	29,265.95
EF156327	11794	Synergy	Electricity Usage/Supplies	31/01/2023	406,680.90
EF156328	12025	Telstra Corporation	Communications Services	31/01/2023	3,353.93
		<b>TOTAL OF 488 EFT PAYMENTS</b>			<b>10,094,209.76</b>
		<b>LESS: CANCELLED EFT PAYMENTS</b>			
EF153380	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	11/01/2023	-50.00
EF155227	88888	Sundry Creditor Eft	Refund	11/01/2023	-3,150.00
EF155288	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	5/01/2023	-50.00
EF155308	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	5/01/2023	-30.00
EF155899	88888	Sundry Creditor Eft	Refund	18/01/2023	-3,150.00
EF155902	88888	Sundry Creditor Eft	Refund	18/01/2023	-500.00
		<b>TOTAL CANCELLED EFT PAYMENT</b>			<b>-6,930.00</b>
		<b>TOTAL EFT PAYMENTS ( EXCL. CANCELLED PAYMENTS)</b>			<b>10,087,279.76</b>
		<b><u>ADD: BANK FEES</u></b>			
		BPAY BATCH FEE			11.55
		MERCHANT FEES COC			4,521.46
		MERCHANT FEES MARINA			112.39
		MERCHANT FEES ARC			2,083.03



	MERCHANT FEES VARIOUS OUT CENTRES		1,263.76
	NATIONAL BPAY CHARGE		5,004.16
	RTGS/ACLR FEE		
	NAB TRANSACT FEE		81.24
	MERCHANDISE / OTHER FEES		
			<b>13,077.59</b>
	<b><u>ADD: CREDIT CARD PAYMENTS</u></b>		<b>75,184.18</b>
	<b><u>ADD: PAYROLL PAYMENTS</u></b>		
	COC01/01/23 Pmt 000222616720 City of Cockburn	4/01/2023	1,564,564.46
	COC27/12/22 Pmt 000222576166 City of Cockburn	4/01/2023	7,101.54
	COC06/01/23 Pmt 000222759014 City of Cockburn	6/01/2023	1,427.59
	COC05/01/23 Pmt 000222699062 City of Cockburn	5/01/2023	5,103.92
	COC03/01/23 Pmt 000223079592 City of Cockburn	12/01/2023	1,148.28
	COC09/01/23 Pmt 000223079203 City of Cockburn	12/01/2023	2,158.66
	COC10/01/23 Pmt 000223079434 City of Cockburn	12/01/2023	568.57
	COC11/01/23 Pmt 000223447915 City of Cockburn	18/01/2023	3,336.91
	COC13/01/23 Pmt 000223448493 City of Cockburn	18/01/2023	7,681.07
	COC15/01/23 Pmt 000223449109 City of Cockburn	18/01/2023	1,542.20
	COC15/01/23 Pmt 000223498326 City of Cockburn	18/01/2023	1,625,296.06
	COC18/01/23 Pmt 000223599959 City of Cockburn	19/01/2023	5,656.56
	COC19/01/23 Pmt 000223600303 City of Cockburn	19/01/2023	1,438.63
	COC20/01/23 Pmt 000223689231 City of Cockburn	20/01/2023	900.81
			<b>3,227,925.26</b>
	<b>TOTAL PAYMENTS MADE FOR THE MONTH</b>		<b>13,403,466.79</b>

## City of Cockburn

## Credit Card Transactions Report

Transactions Post Date Between 29-Nov-2022 and 29-Dec-2022

Reference	Date	Service Provider	Card Liability	Description
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## Acting CEO

1,279.86

CC78357	29/11/2022	ACT CABS 0261030882	10.50	Travel and Accommodation
CC78320	30/11/2022	HOTEL REALM PTY LTD	61.50	Travel and Accommodation
CC78321	30/11/2022	DEPT. OF PARLIAMENTA	15.10	Consumables
CC78322	30/11/2022	AERIAL CG 132227	12.39	Consumables
CC78323	30/11/2022	LNGELOPULO62913193	30.56	Consumables
CC78324	30/11/2022	HOTEL REALM PTY LTD	69.50	Travel and Accommodation
CC78325	30/11/2022	HOTEL REALM PTY LTD	70.50	Travel and Accommodation
CC78326	30/11/2022	GOVERNANCE INSTITUTE	-300.00	Subscriptions and Memberships
CC78327	30/11/2022	AERIAL CG 132227	24.78	Consumables
CC79119	1/12/2022	SPOTTO WA	60.53	Travel and Accommodation
CC78959	6/12/2022	PIRTEK CANNING VALE	1,188.00	Supplies and Materials purchases
CC79082	13/12/2022	YELLOW RAVEN CAFE	20.30	Consumables
CC78894	19/12/2022	WILSON PARKING PER031	16.20	Parking Expenses

## Adult Services Coordinator

882.75

000295	30/11/2022	PROUD ENTERTAINMENT	660.00	Professional Services
000295	7/12/2022	WOOLWORTHS 4367	28.45	Consumables
000295	8/12/2022	BWS LIQUOR 4097	74.70	Consumables
000295	8/12/2022	WOOLWORTHS 4367	22.45	Consumables
000295	9/12/2022	BWS LIQUOR 4097	12.00	Consumables
000295	9/12/2022	CPP STATE LIBRARY	12.12	Parking Expenses
000295	9/12/2022	FARMER JACKS SPEARWO	25.52	Consumables
000295	12/12/2022	FARMER JACKS SPEARWO	7.51	Consumables
000295	22/12/2022	SHIRE OF NORTHAM	40.00	Training & Professional Development

## Branch Manager - Spearwood Library

1,623.68

000287	2/12/2022	Boffins Bookshop	819.62	Supplies and Materials purchases
000287	2/12/2022	SECURE PARKING BARRA	18.41	Parking Expenses
000287	5/12/2022	JB HI FI FORREST CHA	342.79	Supplies and Materials purchases
000287	8/12/2022	MYO*GREEN WORLD INDOOR	198.00	Professional Services
000287	8/12/2022	NEVERFAIL SPRINGWTR	46.20	Supplies and Materials purchases
000287	21/12/2022	NEVERFAIL SPRINGWTR	198.66	Supplies and Materials purchases

## Branch Manager Coolbellup Library

538.93

CC79107	1/12/2022	WOOLWORTHS 4703	5.80	Consumables
CC79117	1/12/2022	SEC* CITY OF COCKBURN	66.00	Subscriptions and Memberships
CC79118	1/12/2022	Booktopia Pty Ltd	150.80	Supplies and Materials purchases
CC79036	5/12/2022	WOOLWORTHS 4703	8.00	Consumables
CC78856	8/12/2022	KMART 1162	63.20	Supplies and Materials purchases
CC79013	14/12/2022	WOOLWORTHS 4703	18.00	Consumables
CC78972	15/12/2022	Booktopia Pty Ltd	76.84	Supplies and Materials purchases
CC78930	16/12/2022	SP JB HI-FI ONLINE	144.49	Supplies and Materials purchases
CC78864	20/12/2022	WOOLWORTHS 4703	5.80	Consumables

## Branch Support Librarian

884.87

000310	30/11/2022	RED DOT STORES	45.00	Supplies and Materials purchases
000310	30/11/2022	YELLOW RAVEN CAFE	3.20	Events and Functions
000310	1/12/2022	BIG W 0444	38.00	Supplies and Materials purchases
000310	1/12/2022	COCKBURN SUPER CLINI	31.98	Supplies and Materials purchases
000310	1/12/2022	KMART 1362	5.25	Supplies and Materials purchases
000310	6/12/2022	Booktopia Pty Ltd	300.69	Supplies and Materials purchases
000310	6/12/2022	SP SKINNYMIXERS	102.95	Supplies and Materials purchases
000310	6/12/2022	SPOTLIGHT 104	18.40	Supplies and Materials purchases
000310	12/12/2022	BIGW ONLINE	146.00	Supplies and Materials purchases

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## City of Cockburn

## Credit Card Transactions Report

Transactions Post Date Between 29-Nov-2022 and 29-Dec-2022

Reference	Date	Service Provider	Card Liability	Description
000310	12/12/2022	SP JB HI-FI ONLINE	128.90	Supplies and Materials purchases
000310	13/12/2022	YELLOW RAVEN CAFE	3.20	Events and Functions
000310	16/12/2022	FAIRFAX SUBSCRIPTIONS	87.00	Supplies and Materials purchases
000310	19/12/2022	NEWS LIMITED	56.00	Supplies and Materials purchases
000310	22/12/2022	Booktopia Pty Ltd	-84.90	Supplies and Materials purchases
000310	22/12/2022	YELLOW RAVEN CAFE	3.20	Events and Functions

## Chief of Built and Natural Environment

344.02

000324	7/12/2022	THE GATE BAR AND BISTR	82.50	Consumables
000324	8/12/2022	COLES 0494	20.00	Consumables
000324	8/12/2022	Trybooking Pty Ltd	19.50	Parking Expenses
000324	9/12/2022	CPP CONVENTION CENTRE	18.17	Parking Expenses
000324	12/12/2022	CITY OF PERTH PARKING-	15.15	Parking Expenses
000324	15/12/2022	UDIAWA	188.70	Conferences and Seminars

## Child Care Services Manager

1,960.00

CC78944	16/12/2022	MYO*Harmony Kids	1,230.00	Subscriptions and Memberships
CC78946	16/12/2022	MYO*Harmony Kids	730.00	Subscriptions and Memberships

## City Facilities Manager

1,720.22

000322	2/12/2022	MM ELECTRICAL JANDAK	791.22	Supplies and Materials purchases
000322	8/12/2022	COLES 0333	59.00	Meeting/Workshop Catering
000322	12/12/2022	T & J SERVICES PTY L	870.00	Supplies and Materials purchases

## Civil Infrastructure Manager

342.22

000315	30/11/2022	TOTALLY WORK WEAR FR	169.95	Supplies and Materials purchases
000315	1/12/2022	BP BIBRA LAKE 7451	18.27	Motor vehicle expenses
000315	23/12/2022	DAYNITE TOWING SERVI	154.00	Motor vehicle expenses

## Cockburn Care Manager

4,651.60

CC79139	1/12/2022	ANNUAL FEE	26.67	Bank and other fees
CC79138	6/12/2022	RED DOT	117.56	Supplies and Materials purchases
CC79137	7/12/2022	KMART 1024	224.90	Supplies and Materials purchases
CC79135	8/12/2022	WOOLWORTHS 4703	75.67	Consumables
CC79136	8/12/2022	KARDINYA TAVERN	168.00	Events and Functions
CC79134	13/12/2022	Woolworths Online	100.88	Consumables
CC79133	14/12/2022	WOOLWORTHS 4703	39.60	Consumables
CC79130	19/12/2022	BUNNINGS 303000	59.00	Supplies and Materials purchases
CC79131	19/12/2022	AMZN Mktp US*KD2HL03U3	118.84	Supplies and Materials purchases
CC79132	19/12/2022	SURGICAL HOUSE	1,414.84	Supplies and Materials purchases
CC79128	20/12/2022	TRRYWHT CHM HAMLTN H	137.90	Supplies and Materials purchases
CC79129	20/12/2022	SURGICAL HOUSE	155.95	Supplies and Materials purchases
CC79126	21/12/2022	Aust Institute of Mana	1,382.00	Training & Professional Development
CC79127	21/12/2022	Aust Institute of Mana	-276.00	Training & Professional Development
CC79124	22/12/2022	SUPERIOR HEALTH CARE	297.05	Supplies and Materials purchases
CC79125	22/12/2022	Independence Australia	105.90	Supplies and Materials purchases
CC79123	28/12/2022	THOMSONS LAKE PHARM	4.00	Supplies and Materials purchases
CC79121	29/12/2022	PAYPAL *ACSA	275.00	Subscriptions and Memberships
CC79122	29/12/2022	SURGICAL HOUSE	223.84	Supplies and Materials purchases

## Collection Development Librarian

687.56

000286	5/12/2022	Neverfail	67.47	Supplies and Materials purchases
000286	13/12/2022	BOFFINS BOOKSHOP PTY L	165.92	Supplies and Materials purchases
000286	14/12/2022	BOLINDA PUBLISHING	454.17	Supplies and Materials purchases

## Communications and Marketing Manager

2,514.98

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## City of Cockburn

## Credit Card Transactions Report

Transactions Post Date Between 29-Nov-2022 and 29-Dec-2022

Reference	Date	Service Provider	Card Liability	Description
CC78343	29/11/2022	BUGGYBUDDYS	330.18	Subscriptions and Memberships
CC79112	1/12/2022	FACEBK *NN4GDKXMT2	179.74	Subscriptions and Memberships
CC79113	1/12/2022	DROPBOX*T58P967B2BK6	18.69	Subscriptions and Memberships
CC78957	6/12/2022	FAIRFAX SUBSCRIPTIONS	59.00	Subscriptions and Memberships
CC79059	13/12/2022	FAIRFAX SUBSCRIPTIONS	59.00	Subscriptions and Memberships
CC79080	13/12/2022	NEWS LIMITED	40.00	Subscriptions and Memberships
CC79050	14/12/2022	FAIRFAX SUBSCRIPTIONS	15.00	Subscriptions and Memberships
CC79052	14/12/2022	WANEWSDTI	-7.00	Subscriptions and Memberships
CC78994	15/12/2022	ASANA.COM	404.58	Subscriptions and Memberships
CC78901	19/12/2022	FACEBK *NQVHBLX8H2	255.50	Subscriptions and Memberships
CC78882	20/12/2022	Canva* 03639-5623495	164.99	Subscriptions and Memberships
CC78747	28/12/2022	INTNL TRANSACTION FEE	0.04	Bank and other fees
CC78755	28/12/2022	BITLY.COM	52.64	Subscriptions and Memberships
CC78756	28/12/2022	LNK.BIO	1.49	Subscriptions and Memberships
CC78758	28/12/2022	iStock.com	176.00	Subscriptions and Memberships
CC78760	28/12/2022	Mailchimp	763.81	Subscriptions and Memberships
CC78772	28/12/2022	INTNL TRANSACTION FEE	1.32	Bank and other fees

## Community Development Coordinator

954.25

000320	6/12/2022	WOOLWORTHS 4367	200.00	Events and Functions
000320	7/12/2022	SEC*CITY OF COCKBURN	86.25	Hire of equipment and facilities
000320	7/12/2022	SEC*CITY OF COCKBURN	78.00	Hire of equipment and facilities
000320	7/12/2022	SEC*CITY OF COCKBURN	68.50	Hire of equipment and facilities
000320	7/12/2022	SEC*CITY OF COCKBURN	68.50	Hire of equipment and facilities
000320	7/12/2022	SEC*CITY OF COCKBURN	66.00	Hire of equipment and facilities
000320	7/12/2022	SEC*CITY OF COCKBURN	66.00	Hire of equipment and facilities
000320	7/12/2022	SEC*CITY OF COCKBURN	38.00	Hire of equipment and facilities
000320	12/12/2022	TICKETS-2023 NATIONAL	185.00	Conferences and Seminars
000320	15/12/2022	SPACETOCO VENUE HIRE	76.00	Hire of equipment and facilities
000320	15/12/2022	SPACETOCO VENUE HIRE	22.00	Hire of equipment and facilities

## Community Safety Manager

153.94

CC79100	1/12/2022	ANNUAL FEE	26.67	Bank and other fees
CC79051	5/12/2022	BUNNINGS 729000	55.00	Supplies and Materials purchases
CC79055	5/12/2022	BCF AUSTRALIA	27.98	Supplies and Materials purchases
CC79058	5/12/2022	OFFICEWORKS 0620	3.99	Supplies and Materials purchases
CC78933	7/12/2022	7-ELEVEN 3010	30.00	Consumables
CC78814	9/12/2022	MK ESPRESSO	10.30	Consumables

## Customer Experience and Marketing Lead

753.27

000304	2/12/2022	BIG W 0444	43.80	Supplies and Materials purchases
000304	2/12/2022	SPOTLIGHT COCKBURN	87.40	Supplies and Materials purchases
000304	2/12/2022	SPOTLIGHT COCKBURN	34.50	Supplies and Materials purchases
000304	5/12/2022	A JS COSTUME HIRE	157.00	Hire of equipment and facilities
000304	6/12/2022	KMART 1362	36.00	Supplies and Materials purchases
000304	6/12/2022	RED DOT STORES	63.59	Supplies and Materials purchases
000304	7/12/2022	A JS COSTUME HIRE	-100.00	Hire of equipment and facilities
000304	7/12/2022	KMART 1362	92.00	Supplies and Materials purchases
000304	7/12/2022	WOOLWORTHS 4367	19.20	Supplies and Materials purchases
000304	7/12/2022	WOOLWORTHS 4703	72.60	Supplies and Materials purchases
000304	12/12/2022	CRICUT	13.99	Subscriptions and Memberships
000304	14/12/2022	BIG W 0455	20.00	Supplies and Materials purchases
000304	14/12/2022	FACEBK SCBA5N7EE2	142.19	Advertising
000304	16/12/2022	BIG W 0444	71.00	Supplies and Materials purchases

## Customer Experience Coordinator

88.90

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## City of Cockburn

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Reference	Date	Service Provider	Card Liability	Description
CC78789	23/12/2022	FAST FLOWERS PTY LTD	88.90	Supplies and Materials purchases

## Customer Experience Coordinator - ARC

2,732.36

000299	30/11/2022	WOOLWORTHS 4394	21.70	Meeting/Workshop Catering
000299	2/12/2022	FACEBK *YS7GPH7D52	76.61	Advertising
000299	2/12/2022	WOOLWORTHS 4394	66.00	Events and Functions
000299	7/12/2022	INTNL TRANSACTION FEE	4.28	Bank and other fees
000299	7/12/2022	OUTGROW	171.39	Subscriptions and Memberships
000299	8/12/2022	COCKBURN ARC	65.25	Subscriptions and Memberships
000299	8/12/2022	COCKBURN ARC	42.30	Subscriptions and Memberships
000299	8/12/2022	COCKBURN ARC	42.30	Subscriptions and Memberships
000299	9/12/2022	INTNL TRANSACTION FEE	13.39	Bank and other fees
000299	9/12/2022	KEEPMET PTE LTD	535.48	Subscriptions and Memberships
000299	12/12/2022	COLES 0333	52.45	Events and Functions
000299	13/12/2022	KMART	147.00	Equipment purchases
000299	14/12/2022	BIG W 0444	95.00	Consumables
000299	14/12/2022	BIG W 0444	78.00	Consumables
000299	14/12/2022	BIG W 0444	30.00	Consumables
000299	14/12/2022	COLES 0490	109.70	Consumables
000299	14/12/2022	Harvey Norman Online	440.00	Equipment purchases
000299	14/12/2022	WOOLWORTHS 4394	76.55	Consumables
000299	15/12/2022	COCKBURN GATEWAY SHOPP	154.50	Consumables
000299	16/12/2022	HEARTKIDS LIMITED	2.00	Subscriptions and Memberships
000299	21/12/2022	COCKBURN ARC	58.00	Subscriptions and Memberships
000299	21/12/2022	COCKBURN ARC	42.30	Subscriptions and Memberships
000299	21/12/2022	COCKBURN ARC	42.30	Subscriptions and Memberships
000299	21/12/2022	COCKBURN ARC	37.60	Subscriptions and Memberships
000299	21/12/2022	COCKBURN ARC	37.60	Subscriptions and Memberships
000299	21/12/2022	COCKBURN ARC	37.60	Subscriptions and Memberships
000299	21/12/2022	COCKBURN ARC	37.60	Subscriptions and Memberships
000299	21/12/2022	COCKBURN ARC	37.60	Subscriptions and Memberships
000299	21/12/2022	COCKBURN ARC	-149.85	Subscriptions and Memberships
000299	22/12/2022	COLES 0490	60.20	Consumables
000299	22/12/2022	FACEBK *TUW8GL7PQ2	42.59	Advertising
000299	22/12/2022	WOOLWORTHS 4394	65.20	Consumables
000299	28/12/2022	INTNL TRANSACTION FEE	4.81	Bank and other fees
000299	28/12/2022	QUICKTAPSURVEY	192.51	Subscriptions and Memberships

## Events and Culture Manager

830.51

000308	30/11/2022	VIBE PETROLEUM	7.08	Supplies and Materials purchases
000308	2/12/2022	MISS MAUD	462.05	Events and Functions
000308	5/12/2022	SQ *FRIENDS OF THE CO	101.50	Consumables
000308	6/12/2022	BP EX THOMSONS L 5992	35.20	Consumables
000308	8/12/2022	THE FINISHING TOUCH	201.00	Equipment purchases
000308	13/12/2022	BUNNINGS 303000	23.68	Equipment purchases

## Events Officer

1,301.38

000302	12/12/2022	CLASSIC HIRE	1,067.00	Hire of equipment and facilities
000302	14/12/2022	SQ *AK FOOD SERVICES	82.50	Events and Functions
000302	21/12/2022	Captain Cook*24VTR9	151.88	Events and Functions

## Executive Officer

1,451.03

CC78315	30/11/2022	HOTEL REALM PTY LTD	686.00	Travel and Accommodation
CC78770	12/12/2022	Myer Pty Ltd	59.88	Supplies and Materials purchases
CC78771	12/12/2022	Kitchen Warehouse	119.80	Supplies and Materials purchases
CC79016	14/12/2022	DAN MURPHYS ONLINE	127.60	Events and Functions
CC78919	16/12/2022	BEST GIFTS	402.75	Supplies and Materials purchases

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## City of Cockburn

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Reference	Date	Service Provider	Card Liability	Description
CC78794	23/12/2022	SP FIONAS FLORIST	55.00	Supplies and Materials purchases

## Family &amp; Community Development Manager

79.80

000312	16/12/2022	DOMESTIC COOGEE	22.85	Meeting/Workshop Catering
000312	16/12/2022	DOMESTIC COOGEE	4.70	Meeting/Workshop Catering
000312	23/12/2022	SPACETOCO VENUE HIRE	52.25	Hire of equipment and facilities

## Head of Community Development

21.95

000321	29/12/2022	PLAYSTATIONNETWORK	21.95	Supplies and Materials purchases
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## Head of Community Safety &amp; Ranger Svcs

1,289.30

CC79000	5/12/2022	IPVM IP VIDEO MARKET I	297.02	Subscriptions and Memberships
CC79010	5/12/2022	INTNL TRANSACTION FEE	7.43	Bank and other fees
CC78790	12/12/2022	Starlink Internet	139.00	Subscriptions and Memberships
CC78792	12/12/2022	JCH ANNUAL SUBS	176.46	Subscriptions and Memberships
CC78793	12/12/2022	INTNL TRANSACTION FEE	4.41	Bank and other fees
CC79072	13/12/2022	SP ELECOMES-AU	407.28	Subscriptions and Memberships
CC78906	19/12/2022	COLES 0494	31.90	Consumables
CC78908	19/12/2022	TONY ALE FRUIT & VEGET	99.77	Consumables
CC78858	20/12/2022	INTNL TRANSACTION FEE	0.71	Bank and other fees
CC78880	20/12/2022	VENNGAGE.COM	28.47	Subscriptions and Memberships
CC78750	28/12/2022	COLES 0391	96.85	Consumables

## Head of Develop Assessment &amp; Compliance

329.20

CC79067	5/12/2022	Little China Girl	311.20	Events and Functions
CC79032	14/12/2022	ASIC	9.00	Bank and other fees
CC78904	19/12/2022	ASIC	9.00	Bank and other fees

## Head of Information and Technology

107.60

CC79006	5/12/2022	CLOUDFLARE	29.85	Subscriptions and Memberships
CC79014	5/12/2022	INTNL TRANSACTION FEE	0.75	Bank and other fees
CC78878	20/12/2022	EZI* AISA	77.00	Subscriptions and Memberships

## Head of Library and Cultural Services

309.00

CC78754	12/12/2022	A LA FOLIE PTY LTD	99.00	Events and Functions
CC78757	12/12/2022	A LA FOLIE PTY LTD	99.00	Events and Functions
CC78759	12/12/2022	A LA FOLIE PTY LTD	58.50	Events and Functions
CC78974	15/12/2022	WOOLWORTHS 4367	52.50	Consumables

## Head of Planning

101.00

000292	9/12/2022	Priceless Discounts P	101.00	Supplies and Materials purchases
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## Head of Projects

3,039.21

000327	30/11/2022	SYNERGY	521.88	Application, Licence, Registration Fees
000327	9/12/2022	SEC* CITY OF COCKBURN	2,471.00	Application, Licence, Registration Fees
000327	16/12/2022	WILSON PARKING PER055	27.00	Travel and Accommodation
000327	16/12/2022	SQ *THE TERRACE PERTH	19.33	Meeting/Workshop Catering

## Head of Recreation Infrastructure &amp; Svcs

2,088.50

000311	6/12/2022	SECURE YOUR WORLD	440.00	Supplies and Materials purchases
000311	7/12/2022	WESTERN POWER	1,329.50	Professional Services
000311	9/12/2022	TENNIS WEST	319.00	Subscriptions and Memberships

## Head of Sustainability and Environment

579.99

CC79060	5/12/2022	DBCA WILDLIFE LICENS	195.00	Subscriptions and Memberships
CC78808	9/12/2022	CPP CONVENTION CENTRE	18.17	Parking Expenses
CC78815	9/12/2022	CPP CONVENTION CENTRE	18.17	Parking Expenses

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CC78773	12/12/2022	CPP CONVENTION CENTRE	18.17	Parking Expenses
CC78775	12/12/2022	VIBE PETROLEUM	9.00	Fuel
CC79024	14/12/2022	OFFICEWORKS	40.00	Supplies and Materials purchases
CC78976	15/12/2022	SPACETOCO VENUE HIRE	66.50	Hire of equipment and facilities
CC78980	15/12/2022	Woolworths Online	154.98	Consumables
CC78833	21/12/2022	COPY MAGIC	60.00	Supplies and Materials purchases

## Health Promotion Officer

416.90

CC79095	12/12/2022	WOOLWORTHS 4367	278.50	Consumables
CC78956	15/12/2022	COLES 0494	106.50	Consumables
CC78822	21/12/2022	WOOLWORTHS 4367	31.90	Consumables

## Infrastructure &amp; Operations Coordinator

2,648.36

000298	1/12/2022	INTNL TRANSACTION FEE	0.72	Bank and other fees
000298	1/12/2022	ZUBTITLE.COM	28.62	Subscriptions and Memberships
000298	2/12/2022	GECKOBOARD	299.73	Subscriptions and Memberships
000298	2/12/2022	INTNL TRANSACTION FEE	7.49	Bank and other fees
000298	5/12/2022	Canva* 03622-4825202	17.99	Subscriptions and Memberships
000298	5/12/2022	NAAVI PTY LTD	25.00	Subscriptions and Memberships
000298	5/12/2022	SQ *PERTH BOUNCY CAST	500.00	Events and Functions
000298	5/12/2022	SQ *PERTH BOUNCY CAST	500.00	Events and Functions
000298	5/12/2022	SQ *PERTH BOUNCY CAST	500.00	Events and Functions
000298	7/12/2022	Super Retail Group Ltd	248.97	Equipment purchases
000298	8/12/2022	MailChimp	105.32	Subscriptions and Memberships
000298	8/12/2022	RED DOT STORES	12.57	Consumables
000298	9/12/2022	KMART 1362	112.25	Consumables
000298	16/12/2022	OZWASHROOM	178.34	Equipment purchases
000298	23/12/2022	OFFICEWORKS 0620	50.75	Consumables
000298	28/12/2022	OFFICEWORKS	60.61	Consumables

## Landfill Supervisor HWRP

1,383.45

000297	30/11/2022	COLES 0494	24.35	Consumables
000297	30/11/2022	PIRTEK FREMANTLE P	866.25	Supplies and Materials purchases
000297	5/12/2022	BOSS INDUSTRIAL	151.00	Consumables
000297	5/12/2022	BUNNINGS 303000	100.79	Equipment purchases
000297	5/12/2022	SAFETY ZONE	206.10	Supplies and Materials purchases
000297	19/12/2022	Dominos Estore Success	34.96	Consumables

## Library Technician

1,438.58

000285	6/12/2022	SP UWA PUBLISHING	32.20	Supplies and Materials purchases
000285	8/12/2022	BIGW ONLINE	209.00	Supplies and Materials purchases
000285	8/12/2022	SP JB HI-FI ONLINE	314.75	Supplies and Materials purchases
000285	9/12/2022	Booktopia Pty Ltd	138.81	Supplies and Materials purchases
000285	12/12/2022	BIGW ONLINE	-24.00	Supplies and Materials purchases
000285	15/12/2022	BIGW ONLINE	108.00	Supplies and Materials purchases
000285	15/12/2022	SP JB HI-FI ONLINE	102.66	Supplies and Materials purchases
000285	16/12/2022	Booktopia Pty Ltd	69.28	Supplies and Materials purchases
000285	20/12/2022	AMAZON AU	15.45	Supplies and Materials purchases
000285	28/12/2022	BIGW ONLINE	19.00	Supplies and Materials purchases
000285	28/12/2022	Booktopia Pty Ltd	120.69	Supplies and Materials purchases
000285	28/12/2022	SP JB HI-FI ONLINE	332.74	Supplies and Materials purchases

## Library Technology Coordinator

805.30

000306	5/12/2022	CRAZYDOMAINSHOSTING	4.80	Subscriptions and Memberships
000306	5/12/2022	CRAZYDOMAINSHOSTING	9.00	Subscriptions and Memberships
000306	6/12/2022	MAILCHIMP *MISC	305.59	Subscriptions and Memberships

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## City of Cockburn

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Reference	Date	Service Provider	Card Liability	Description
000306	9/12/2022	Windcave	251.21	Subscriptions and Memberships
000306	14/12/2022	DREAMITHOS* DREAMIT HO	234.70	Subscriptions and Memberships

## Manager Advocacy and Engagement

468.84

000314	29/11/2022	DEPT. OF PARLIAMENTA	24.00	Meeting/Workshop Catering
000314	29/11/2022	DEPT. OF PARLIAMENTA	10.50	Meeting/Workshop Catering
000314	29/11/2022	DEPT. OF PARLIAMENTA	10.00	Meeting/Workshop Catering
000314	29/11/2022	GM CABS PTY LTD	47.25	Travel and Accommodation
000314	29/11/2022	LIVE TAXI AUSTRALIA	21.21	Travel and Accommodation
000314	29/11/2022	Tickets-Tour Best of P	84.00	Conferences and Seminars
000314	29/11/2022	UBER* TRIP	8.86	Travel and Accommodation
000314	29/11/2022	WANEWSDTI	14.00	Subscriptions and Memberships
000314	30/11/2022	ACT CABS 0261030882	12.29	Travel and Accommodation
000314	30/11/2022	ACT CABS 0261030882	30.03	Travel and Accommodation
000314	30/11/2022	AERIAL CG 132227	26.46	Travel and Accommodation
000314	30/11/2022	AUSSIE CPTL HLL GEN	13.50	Meeting/Workshop Catering
000314	30/11/2022	DEPT. OF PARLIAMENTA	48.60	Meeting/Workshop Catering
000314	30/11/2022	HOTEL REALM PTY LTD	24.00	Travel and Accommodation
000314	30/11/2022	HOTEL REALM PTY LTD	19.50	Travel and Accommodation
000314	30/11/2022	UBER *TRIP	22.46	Travel and Accommodation
000314	30/11/2022	UBER* TRIP	38.18	Travel and Accommodation
000314	29/12/2022	WANEWSDTI	14.00	Subscriptions and Memberships

## Manager Business &amp; Economic Development

1,345.18

CC78319	30/11/2022	COLES 0490	54.80	Consumables
CC78341	30/11/2022	OFFICEWORKS 0620	17.92	Supplies and Materials purchases
CC78342	30/11/2022	KMART 1362	30.00	Supplies and Materials purchases
CC79083	2/12/2022	WILSON PARKING AUSTRAL	14.00	Parking Expenses
CC79084	2/12/2022	LinkedIn 7692050476	40.03	Subscriptions and Memberships
CC79043	5/12/2022	LinkedIn 7702201396	155.58	Subscriptions and Memberships
CC79045	5/12/2022	LinkedIn 7699826556	103.37	Subscriptions and Memberships
CC79047	5/12/2022	Rumbles Cafe	199.50	Events and Functions
CC79049	5/12/2022	SQ *GRAZIE GIFT BASKE	100.00	Supplies and Materials purchases
CC78764	12/12/2022	CITY OF SUBIACO	1.00	Parking Expenses
CC78766	12/12/2022	LinkedIn 7725091016	27.05	Subscriptions and Memberships
CC79068	13/12/2022	City of Joondalup	0.64	Parking Expenses
CC79071	13/12/2022	FLEX EVENTS	580.00	Hire of equipment and facilities
CC79022	14/12/2022	CITY OF PERTH PARKING-	9.09	Parking Expenses
CC78932	16/12/2022	CITY OF FREMANTLE	7.80	Parking Expenses
CC78934	16/12/2022	CITY OF FREMANTLE	2.00	Parking Expenses
CC78868	20/12/2022	City of Joondalup	2.40	Parking Expenses

## Manager Environment Health

141.90

000290	15/12/2022	EUROFINS ARL PTY LTD	141.90	Professional Services
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## Manager Recreation Services

10.00

000283	30/11/2022	City of Joondalup	10.00	Travel and Accommodation
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## Marina Manager

806.10

000300	7/12/2022	BUNNINGS GROUP LTD	464.00	Equipment purchases
000300	9/12/2022	CANCER COUNCIL WA	174.10	Equipment purchases
000300	15/12/2022	CANCER COUNCIL WA	168.00	Supplies and Materials purchases

## Organisational Development Coordinator

3,796.70

CC78358	29/11/2022	SAFETYCULTURE	146.30	Training & Professional Development
CC79012	5/12/2022	INTNL TRANSACTION FEE	0.82	Bank and other fees



## City of Cockburn

## Credit Card Transactions Report

Transactions Post Date Between 29-Nov-2022 and 29-Dec-2022

Reference	Date	Service Provider	Card Liability	Description
CC79062	5/12/2022	POLINODE - NETWORKS	32.63	Training & Professional Development
CC79064	5/12/2022	795Pin* Australian Tra	295.00	Training & Professional Development
CC78937	7/12/2022	TONY AVELING & ASSOCIA	145.00	Training & Professional Development
CC78895	8/12/2022	ST JOHN AMBULANCE AUST	160.00	Training & Professional Development
CC78897	8/12/2022	ST JOHN AMBULANCE AUST	160.00	Training & Professional Development
CC78817	9/12/2022	ST JOHN AMBULANCE AUST	160.00	Training & Professional Development
CC78779	12/12/2022	SQ *JUSTCHILLIN VAN	790.00	Training & Professional Development
CC79028	14/12/2022	ST JOHN AMBULANCE AUST	160.00	Training & Professional Development
CC78982	15/12/2022	AU* SEEK MUL1670986593	1,600.65	Training & Professional Development
CC78742	29/12/2022	SAFETYCULTURE	146.30	Training & Professional Development

## Parenting Service Coordinator

991.48

000331	6/12/2022	KMART 1024	70.00	Supplies and Materials purchases
000331	7/12/2022	WOOLWORTHS 4703	130.92	Consumables
000331	9/12/2022	COLES ONLINE	151.00	Consumables
CC79085	12/12/2022	INTNL TRANSACTION FEE	15.60	Bank and other fees
CC79099	12/12/2022	OLYMPIA HOTEL AT CAPIT	623.96	Accommodation

## Parks Operations Coordinator

1,361.80

CC78960	6/12/2022	OFFICEWORKS	54.00	Supplies and Materials purchases
CC78962	6/12/2022	Harvey Norman Online	456.00	Supplies and Materials purchases
CC79092	12/12/2022	TOTAL TOOLS OCONNOR	367.30	Supplies and Materials purchases
CC79007	14/12/2022	Harvey Norman Online	-456.00	Supplies and Materials purchases
CC79009	14/12/2022	DIRECTCOMMSUPPLIES	940.50	Supplies and Materials purchases

## People Experience Business Partner

4,000.00

000326	15/12/2022	AU* SEEK MUL1670986457	4,000.00	Advertising
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## Ranger Services Manager

312.17

CC78345	29/11/2022	DEPARTMENT OF PRIMARY	76.50	Subscriptions and Memberships
CC78314	30/11/2022	MILMAR DISTRIBUTORS	209.00	Subscriptions and Memberships
CC79104	1/12/2022	ANNUAL FEE	26.67	Bank and other fees

## Recovery Park Coordinator

1,065.05

000332	12/12/2022	JB HI FI COCKBURN	791.00	Equipment purchases
000332	19/12/2022	KFC SPEARWOOD	48.80	Events and Functions
000332	20/12/2022	SCAVACI IGA	16.25	Events and Functions
000332	21/12/2022	THE GOOD GUYS	209.00	Equipment purchases

## Recycling Supervisor

91.50

000294	21/12/2022	COLES 0494	91.50	Consumables
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## Senior Centre Coordinator

1,718.06

000316	5/12/2022	THE WORKWEAR GROUP	786.70	Supplies and Materials purchases
000316	6/12/2022	KMART 1229	60.00	Supplies and Materials purchases
000316	7/12/2022	D&Z TRADING PTY LTD	50.00	Supplies and Materials purchases
000316	20/12/2022	BUNNINGS 303000	47.34	Supplies and Materials purchases
000316	23/12/2022	CROWN PERTH ATRIUM BUF	774.02	Events and Functions

## Senior Centre Programs Booking Officer

2,303.83

000318	6/12/2022	KMART	360.00	Events and Functions
000318	7/12/2022	KMART	240.00	Events and Functions
000318	9/12/2022	BUNNINGS GROUP LTD	129.00	Equipment purchases
000318	9/12/2022	KMART	250.00	Events and Functions
000318	9/12/2022	KMART	170.00	Events and Functions
000318	12/12/2022	CITY OF PERTH	63.00	Events and Functions

## City of Cockburn

## Credit Card Transactions Report

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Reference	Date	Service Provider	Card Liability	Description
000318	14/12/2022	OFFICEWORKS	966.43	Supplies and Materials purchases
000318	20/12/2022	BIG W 0455	107.40	Supplies and Materials purchases
000318	20/12/2022	Priceless Discounts P	18.00	Supplies and Materials purchases

## Senior Library Manager

785.47

000296	8/12/2022	Myer Pty Ltd	110.46	Supplies and Materials purchases
000296	8/12/2022	Green World Indoors	495.00	Hire of equipment and facilities
000296	23/12/2022	JB HI FI ONLINE	142.87	Supplies and Materials purchases
000296	23/12/2022	SP Riot Creatpl	37.14	Supplies and Materials purchases

## Senior Youth Justice and Outreach Worker

140.39

CC78331	30/11/2022	CIRCUM WASH	18.00	Supplies and Materials purchases
CC78966	6/12/2022	CITY OF PERTH PARKING-	9.59	Parking Expenses
CC79103	12/12/2022	Subway Spearwood 19850	11.15	Events and Functions
CC79106	12/12/2022	MCDONALDS THOMSNS LKE	16.65	Events and Functions
CC78951	15/12/2022	COOGEE BEACH CAFE	10.50	Events and Functions
CC78958	15/12/2022	COOGEE BEACH CAFE	74.50	Events and Functions

## Social Club Coordinator

1,433.55

CC78355	29/11/2022	WANEWSDTI	35.60	Subscriptions and Memberships
CC78356	29/11/2022	Woolworths Online	208.70	Consumables
CC78304	30/11/2022	KMART	115.25	Supplies and Materials purchases
CC78964	6/12/2022	Nutricia Australia	175.68	Supplies and Materials purchases
CC79089	12/12/2022	KMART	-64.00	Supplies and Materials purchases
CC79097	12/12/2022	BIG W 0455	67.30	Supplies and Materials purchases
CC79101	12/12/2022	WOOLWORTHS 4367	391.89	Consumables
CC79061	13/12/2022	HH RED CHICKEN PTY L	38.75	Events and Functions
CC79063	13/12/2022	PERTH PARTY HIRE	162.00	Hire of equipment and facilities
CC78885	20/12/2022	WOOLWORTHS 4367	143.29	Consumables
CC78826	21/12/2022	PERTH PARTY HIRE	114.00	Hire of equipment and facilities
CC78855	21/12/2022	CITY FARMERS	9.49	Consumables
CC78761	28/12/2022	WANEWSDTI	35.60	Subscriptions and Memberships

## Strategic Procurement Manager

5,468.17

000317	30/11/2022	HOTEL REALM PTY LTD	686.00	Travel and Accommodation
000317	30/11/2022	HOTEL REALM PTY LTD	686.00	Travel and Accommodation
000317	14/12/2022	DIGICERT INC	1,309.43	Application, Licence, Registration Fees
000317	14/12/2022	DIGICERT INC	780.31	Application, Licence, Registration Fees
000317	14/12/2022	INTNL TRANSACTION FEE	32.74	Bank and other fees
000317	14/12/2022	INTNL TRANSACTION FEE	19.51	Bank and other fees
000317	20/12/2022	INSTANT WEIGHING	1,954.18	Motor vehicle expenses

## Support Services Lead

1,916.06

000336	30/11/2022	TONY ALE FRUIT & VEGET	41.41	Consumables
000336	30/11/2022	Tony Ale	130.00	Consumables
000336	1/12/2022	SP ERGOPORT	435.00	Equipment purchases
000336	6/12/2022	MISS MAUD	317.95	Consumables
000336	7/12/2022	POST SUCCESS LPO SU	6.65	Application, Licence, Registration Fees
000336	9/12/2022	GURU BROTHERS CAFE AND	56.00	Consumables
000336	9/12/2022	SEC* CITY OF COCKBURN	332.50	Hire of equipment and facilities
000336	9/12/2022	TONY ALE FRUIT & VEGET	12.14	Consumables
000336	9/12/2022	Tony Ale	18.00	Consumables
000336	9/12/2022	WA ASSN FOR MENTAL HEA	245.00	Training & Professional Development
000336	12/12/2022	MISS MAUD	175.25	Consumables
000336	12/12/2022	WOOLWORTHS 4703	15.00	Consumables
000336	14/12/2022	Tony Ale	70.00	Consumables

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## City of Cockburn

## Credit Card Transactions Report

Transactions Post Date Between 29-Nov-2022 and 29-Dec-2022

Reference	Date	Service Provider	Card Liability	Description
000336	16/12/2022	ANGLICARE VICTORIA	61.16	Supplies and Materials purchases

## Waste Collection Supervisor

128.24

000325	15/12/2022	BUNNINGS 303000	128.24	Consumables
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## Waste Services Manager

1,071.43

000330	1/12/2022	COLES 0333	36.70	Meeting/Workshop Catering
000330	1/12/2022	Subway Beeliar	158.45	Meeting/Workshop Catering
000330	8/12/2022	LO TOW PTY LTD	398.00	Motor vehicle expenses
000329	16/12/2022	OIL/ENERGY PTY LTD	478.28	Consumables

## Young Peoples Services Coordinator

1,985.72

000323	2/12/2022	BIG W 0444	464.00	Supplies and Materials purchases
000323	2/12/2022	COLES 0490	113.50	Supplies and Materials purchases
000323	5/12/2022	SP JB HI-FI ONLINE	366.21	Supplies and Materials purchases
000323	5/12/2022	SP JB HI-FI ONLINE	279.80	Supplies and Materials purchases
000323	8/12/2022	Booktopia Pty Ltd	180.38	Supplies and Materials purchases
000323	14/12/2022	COLES 0490	58.39	Supplies and Materials purchases
000323	15/12/2022	MULTILIT PTY LIMITED	452.00	Supplies and Materials purchases
000323	16/12/2022	SWADES FOOD & GROCERY	16.44	Supplies and Materials purchases
000323	21/12/2022	BALDIVIS IGA	16.00	Supplies and Materials purchases
000323	22/12/2022	KMART	43.00	Supplies and Materials purchases
000323	28/12/2022	KMART	-9.00	Supplies and Materials purchases
000323	29/12/2022	BIG W 0444	5.00	Supplies and Materials purchases

## Young Peoples Services Librarian

392.55

000309	29/11/2022	WOOLWORTHS 4318	8.00	Consumables
000309	5/12/2022	BIG W 0455	20.00	Consumables
000309	8/12/2022	DYMOCKS BOORAGOON	101.55	Supplies and Materials purchases
000309	9/12/2022	TARGET 5076	121.00	Supplies and Materials purchases
000309	23/12/2022	TARGET 5076	142.00	Supplies and Materials purchases

## Youth Centre Coordinator

1,649.87

000291	29/11/2022	COLES 0490	137.84	Consumables
000291	6/12/2022	Bucking Bull Gateway	22.50	Meeting/Workshop Catering
000291	6/12/2022	WOOLWORTHS 4394	110.50	Consumables
000291	6/12/2022	YELLOW RAVEN CAFE	9.90	Meeting/Workshop Catering
000291	8/12/2022	YELLOW RAVEN CAFE	26.50	Meeting/Workshop Catering
000291	12/12/2022	ALDI STORES - SUCCESS	27.85	Consumables
000291	12/12/2022	OFFICEWORKS	100.00	Supplies and Materials purchases
000291	13/12/2022	BIGW ONLINE	95.00	Supplies and Materials purchases
000291	13/12/2022	COLES 0490	114.10	Consumables
000291	15/12/2022	CLARK RUBBER JANDAKOT	44.95	Supplies and Materials purchases
000291	15/12/2022	COLES 0490	29.90	Consumables
000291	16/12/2022	COLES 0490	7.30	Consumables
000291	16/12/2022	Dominos Estore Success	37.44	Consumables
000291	20/12/2022	COLES 0490	384.99	Consumables
000291	20/12/2022	Portuguese Delights	39.00	Meeting/Workshop Catering
000291	20/12/2022	TONY ALE FRUIT & VEGET	22.72	Consumables
000291	20/12/2022	Tony Ale	28.00	Supplies and Materials purchases
000291	20/12/2022	WOOLWORTHS 4394	31.50	Consumables
000291	21/12/2022	COLES 0490	32.30	Consumables
000291	22/12/2022	JB HI FI COCKBURN	29.00	Supplies and Materials purchases
000291	22/12/2022	LAKES BIKES	20.00	Supplies and Materials purchases
000291	22/12/2022	OFFICEWORKS 0620	100.36	Supplies and Materials purchases
000291	22/12/2022	THEBUTCHERSHOP.AU	198.22	Supplies and Materials purchases

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## City of Cockburn

## Credit Card Transactions Report

Transactions Post Date Between 29-Nov-2022 and 29-Dec-2022

Reference	Date	Service Provider	Card Liability	Description
Youth Development Officer			1,465.65	
CC78310	30/11/2022	Woolworths Online	46.80	Consumables
CC79090	2/12/2022	BP EX THOMSNS L 5992	17.19	Fuel
CC78954	6/12/2022	PAYPAL *KITWOOD GRP	388.00	Subscriptions and Memberships
CC78924	7/12/2022	Woolworths Online	42.60	Consumables
CC78890	8/12/2022	COLES 0490	26.35	Consumables
CC79039	14/12/2022	Woolworths Online	62.50	Consumables
CC78986	15/12/2022	SKYTEC TECH GATEWAY	75.00	Subscriptions and Memberships
CC78876	20/12/2022	COLES 0490	119.19	Consumables
CC78839	21/12/2022	THE HOYTS CORPORATIO	270.00	Events and Functions
CC78813	22/12/2022	MELVILLE GOLF CENTRE	300.00	Events and Functions
CC78816	22/12/2022	WOOLWORTHS 4995	73.66	Consumables
CC78787	23/12/2022	COLES 0490	44.36	Consumables
Total Cards - 60			75,184.18	

Report Run On: 20-Feb-2023 10:13:25

**14.1.2 Monthly Financial Reports - January 2023****Responsible Executive** A/Chief Financial Officer**Author** A/Head of Finance**Attachments** 1. Monthly Financial Report January 2023 [↓](#)**RECOMMENDATION**

That Council:

- (1) ADOPTS the Monthly Financial Report containing the Statement of Financial Activity and other financial information for the month of January 2023, as attached to the Agenda.

**Background**

*Local Government (Financial Management) Regulations 1996* prescribe that a Local Government is to prepare each month a Statement of Financial Activity.

Regulation 34(2) requires the Statement of Financial Activity to be accompanied by documents containing:

1. Details of the composition of the closing net current assets (less restricted and committed assets)
2. Explanation for each material variance identified between year to date (YTD) budgets and actuals
3. Any other supporting information considered relevant by the Local Government.

Regulation 34(4)(a) prescribes that the Statement of Financial Activity and accompanying documents 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.

The materiality threshold has been set by Council at \$300,000 for the 2022-23 financial year (FY23).

Detailed analysis of budget variances is an ongoing exercise, with necessary budget amendments either submitted for Council approval through the Expenditure Review Committee or included in the City's mid-year budget review required by legislation.

**Submission**

N/A

**Report**

The attached Monthly Financial Report for January 2023 has been prepared in accordance with the Local Government Act and the associated Financial Management Regulations.

This was reviewed by management, with the following commentary addressing key financial results and the City's budgetary performance to the end of the month.

Opening Surplus

The amended budget opening surplus is now \$11.93 million which includes the \$3.86 million mid-year budget review adjustment adopted by Council in February, \$2.50 million original budget surplus and \$5.56 million municipal funding for the City's carry forward projects.

Closing Surplus

The City's YTD closing surplus to the end of January was \$86.77 million, versus a YTD budget of \$71.49 million.

This represents a favourable variance of \$15.27 million, inclusive of variances across the FY23 operating and capital budget reported in the following sections.

Operating Revenue

Operating revenue of \$154.70 million was \$1.05 million behind YTD budget for January.

The following table summarises the operating revenue budget performance by nature:

Revenue from operating activities	Amended		YTD Actual \$	YTD Variance \$
	Full Year Budget \$	YTD Budget \$		
Rates	118,200,000	117,779,412	117,631,974	(147,438)
Specified Area Rates	624,000	622,000	603,860	(18,140)
Operating Grants, Subsidies, Contributions	11,863,320	6,377,663	5,754,055	(623,608)
Fees and Charges	40,972,049	26,103,648	25,943,822	(159,826)
Interest Earnings	6,425,280	4,217,397	4,185,632	(31,765)
Profit/(Loss) Asset Sale	1,444,042	650,852	579,033	(71,819)
<b>Total</b>	<b>179,528,817</b>	<b>155,750,972</b>	<b>154,698,376</b>	<b>(1,052,596)</b>

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

- Operating Grants, Subsidies, Contributions (\$0.62 million under YTD budget)
  - Community Development service funding is under by \$0.33 million – timing issue.



Operating Expenditure

Operating expenditure to the end of January of \$92.91 million was under YTD budget by \$10.88 million.

The following table summarises the operating expenditure budget variance performance by nature:

Expenditure from operating activities	Amended		YTD Actual \$	YTD Variance \$
	Full Year Budget \$	YTD Budget \$		
Employee costs	69,573,027	40,372,819	37,512,617	(2,860,202)
Materials & Contracts	44,752,678	24,090,794	17,882,701	(6,208,093)
Utility charges	6,209,122	3,631,398	3,397,533	(233,865)
Depreciation/Amortisation	42,461,606	24,034,391	23,117,755	(916,636)
Interest/Finance Costs	500,921	214,493	169,713	(44,780)
Insurance expenses	2,275,300	2,275,300	2,345,078	69,778
Other expenditure	15,013,811	9,168,556	8,484,704	(683,852)
<b>Total</b>	<b>180,786,465</b>	<b>103,787,751</b>	<b>92,910,101</b>	<b>(10,877,650)</b>

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

- Employee Costs (\$2.86 million under YTD budget):
  - There are salary budget variances across all business units totalling \$1.47 million, due to the Enterprise Agreement increase factored into the budget not being paid and above average staff vacancies due to tight labour market.
  - Leave entitlement reductions contributed a net \$0.99 million to the variance, reflecting the positive impact of leave management strategies.
  - Indirect employee costs also had an underspend of \$0.40 million (training, recruitment, conferences etc.)
- Materials and Contracts (\$6.21 million under YTD budget):
  - Environment, Parks & Streetscapes service unit showing a \$1.33 million underspend against YTD budget mostly due to timing issues seasonal factors.
  - Waste Services had \$0.86 million underspend against its YTD budget, within its various projects and activities.
  - Environmental Management, Policy & Planning service unit had a net underspend of \$0.57 million against YTD budget (includes rehabilitating former Roe 8 reserve \$0.15m under).
  - City Facilities service unit had a \$0.46 million underspend variance in contract costs across the facilities maintenance program.
  - Financial Accounting service unit had \$0.38 million underspend mostly due to insurance claims and payments.



- Other Expenditure (\$0.68 million over YTD budget):
  - Community Grants had \$0.68 million underspend – timing issue. This will be rectified at the next OCM.

### Capital Expenditure

Council adopted a capital works program of \$50.9 million in the FY23 annual budget, that is now \$69.1 million following carry forwards and the mid-year budget review adopted by Council.

The City had spent \$20.36 million on its capital program to the end of January, representing an underspend of \$8.80 million against YTD budget (timing variances).

The following table shows the budget performance by asset class:

Capital acquisitions	Amended		YTD Actual \$	YTD Actual Variance \$
	Budget \$	YTD Budget \$		
Land	1,680,000	1,680,000	1,680,000	0
Buildings	8,815,920	4,488,718	2,809,134	(1,679,584)
Furniture & Equipment	77,000	77,000	0	(77,000)
Plant and equipment	10,304,992	2,527,665	1,487,233	(1,040,432)
Information technology	4,022,732	475,344	180,626	(294,718)
Infrastructure - roads	25,175,682	11,223,896	9,494,081	(1,729,815)
Infrastructure - drainage	3,070,903	2,401,841	789,025	(1,612,816)
Infrastructure - footpath	1,989,439	908,124	306,338	(601,786)
Infrastructure - parks hard	3,950,935	2,654,243	2,051,403	(602,840)
Infrastructure - landscaping	1,742,132	831,383	483,196	(348,187)
Infrastructure - landfill site	4,922,172	281,646	226,121	(55,525)
Infrastructure - marina	2,254,348	1,163,623	780,127	(383,496)
Infrastructure - coastal	1,099,933	447,260	72,230	(375,030)
<b>Total</b>	<b>69,106,188</b>	<b>29,160,743</b>	<b>20,359,517</b>	<b>(8,801,229)</b>

Significant variances identified in the City's capital expenditure were identified as follows:

- Buildings construction had a net budget variance of \$1.68 million under YTD budget due to timing issue.
- Plant and equipment had a net budget variance of \$1.04 million under YTD budget mostly due to supply chain issue.
- Roads infrastructure had a net budget variance of \$1.73 million under YTD budget due to timing issue.
- Drainage infrastructure had a net budget variance of \$1.61 million under YTD budget as several projects have not eventuated.

### Non-Operating Grants, Subsidies and Contributions

The City's budget for capital grants and contributions is a net \$20.77 million. This includes \$24.74 million in funding to be received, less an outgoing contribution of \$3.97 million to the State Government for underground power in South Lake.

Non-operating revenue of \$8.74 million was recognised to the end of January, \$0.42 million over YTD budget.

### Financial Reserves

A detailed schedule of the City's financial reserves is included in the financial report, showing a balance of \$181.11 million held at the end of January (\$181.54 million last month).

Council funded reserves made up \$152.03 million of the balance, \$12.06 million for restricted and legislated purposes, and another \$17.01 million for developer contribution plans.

Transfers in and out of financial reserves are made in accordance with budgetary requirements.

### Cash and Financial Assets

The City's closing cash and financial assets investment holding at month's end totalled \$255.69 million (down from \$256.82 million last month).

This balance included financial assets (term deposits and investments) of \$244.87 million, and cash and cash equivalent holdings (cash at bank and at call deposits) of \$10.82 million.

\$185.05 million of these funds were internally and externally restricted, representing the City's financial reserves and liability for bonds and deposits held.

The remaining \$70.64 million represented unrestricted municipal funds for the City's operating activities and liabilities.

### Investment Performance, Ratings and Maturity

The City's term deposit portfolio running yield has continued increasing to an annualised 2.87 percent as of 31 January (up from 2.78 percent last month and 2.65 percent the month before).

This underperformed the City's KPI target rate of 3.60 percent, comprising RBA cash rate of 3.10 percent (end of January) plus a 0.50 percent performance margin.

The swiftness of back-to-back increases made to the official cash rate by the Reserve Bank of Australia (RBA), means many of the City's existing term deposits are yielding well under the City's current KPI target.

The City is investigating costs and benefits of breaking some longer dated term deposits placed with various institutions. Where this shows a net benefit, the City will execute the strategy.

The latest three cash rate increases have been for 0.25 percent (rather than 0.50 percent), indicating the RBA may be nearing the top of this tightening cycle.

Performance against the KPI target continues to improve each month with the City's new deposits being placed at relatively higher rates.

New investments placed during the month were at rates ranging between 4.43 and 4.73 percent over various durations.

Current term deposit investments are fully compliant with Council's Investment Policy requirements, as indicated below:

Investment Policy Compliance		
Legislative Requirements	✓	Fully compliant
Portfolio Credit Rating Limit	✓	Fully compliant
Institutional Exposure Limits	✓	Fully compliant
Term to Maturity Limits	✓	Fully compliant

The portfolio also includes several reverse mortgage securities purchased under previous policy and statutory provisions.

These have a face value of \$2.446 million and market value of \$1.591 million, although the City currently carries them at a book value of \$0.871 million (net of a \$1.575 million impairment provision made several years ago).

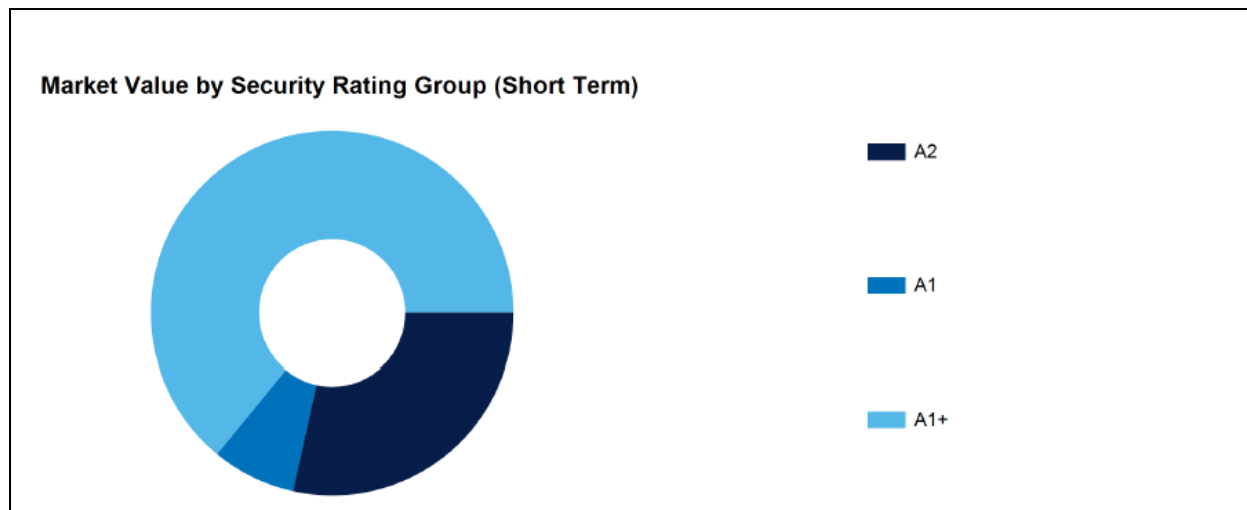
The City continues receiving interest and capital payments, with \$0.554 million returned to date of the original \$3.0 million invested.

The City's investments were held with the following financial institutions as at 31 January (inclusive of accrued interest):

Issuer	Market Value	% Total Value
AMP Bank Ltd	13,631,898.29	5.51%
Australian Unity Bank	2,044,010.96	0.83%
Bank of Queensland Ltd	19,960,211.70	8.06%
Commonwealth Bank of Australia Ltd	89,480,510.63	36.14%
Credit Union Australia Ltd t/as Great Southern Bank	2,000,000.00	0.81%
Defence Bank Ltd	5,043,006.85	2.04%
Emerald Reverse Mortgage Trust	1,591,693.21	0.64%
Macquarie Bank	1,535.77	0.00%
Members Equity Bank Ltd	7,125,452.07	2.88%
MyState Bank Ltd	19,181,120.81	7.75%
National Australia Bank Ltd	25,706,420.59	10.38%
Suncorp-Metway Ltd	21,779,949.60	8.80%
Westpac Banking Corporation Ltd	40,049,565.23	16.18%
Portfolio Total	247,595,375.70	100.00%

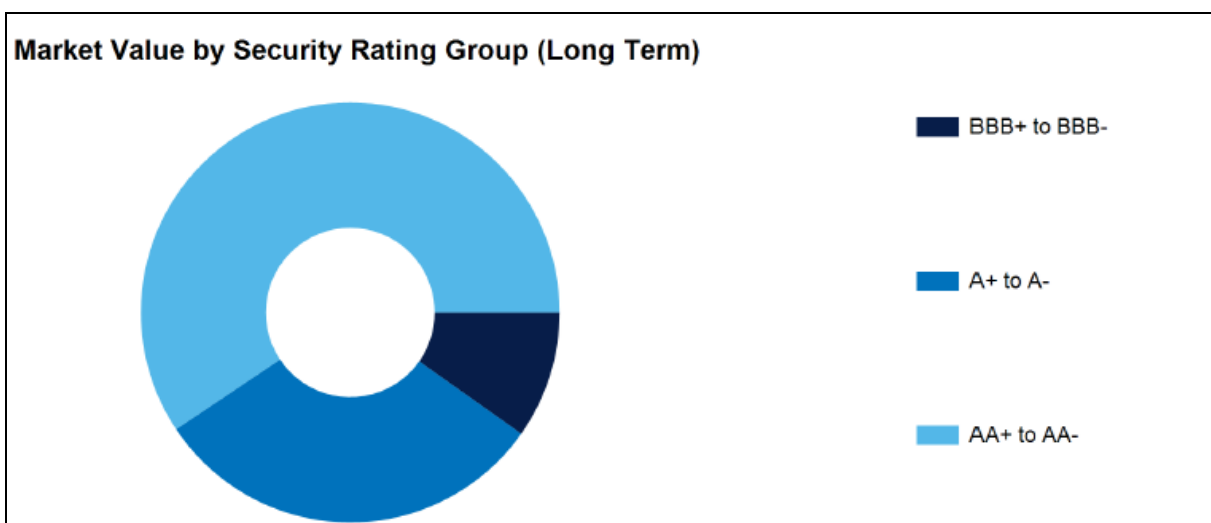
The City's short-term deposits (less than 12 months) made up 71.0 percent (\$175.86 million) of the City's portfolio, compared to 70.0 percent (\$172.00 million) last month.

These were classified under the following credit ratings:



Deposits invested between 1 and 3 years made up 29.0 percent (\$71.38 million) of the City's portfolio, compared to 30.0 percent (\$73.45 million) last month.

These were classified under following credit ratings:



#### Investment in Fossil Fuel Free Banks

At month end, the City held \$58.95 million (23.9 percent) of its investment portfolio with banks considered non-funders of fossil fuel related industries (down from \$61.95 million or 25.2 percent last month).

The amount invested with fossil fuel free banks fluctuates depending on the competitiveness of deposit rates being offered and the capacity of fossil fuel free banks to accept funds.

The City will always endeavour to preference a fossil fuel free investment, given a similar deposit rate.

#### Rates Debt Recovery

The collectible rates and charges for 2022-23 (comprising arrears, annual levies and part year rating) totals \$142.54 million.

To the end of January, the City had collected \$114.40 million (80.26 percent), leaving a balance outstanding of \$28.13 million (19.74 percent).

The City has also received \$1.13 million in prepayments for future year's rates.

In terms of overdue and delinquent rates accounts under formal or legal debt recovery processes, the City had 313 properties owing a total of \$1.20 million in combined rates and legal fees (down from 398 properties last month owing \$1.46 million).

Given the size of the City's ratepayer base (around 53,000 properties), this reflects the City's effective processes in controlling and managing overdue rates accounts.

Formal debt recovery activities are commenced when ratepayers have overdue rates and have not committed to instalment or other payment arrangements or sought relief under the City's Financial Hardship Policy.

#### Trade and Sundry Debtors

The City had \$2.86 million in outstanding trade and sundry debtors to the end of January (\$3.07 million last month).

Those debts overdue by more than 90 days made up \$342k or 12.0 percent of total debts outstanding (\$711k or 23.51 percent last month).

The 90-day debtors included debts owing by State Government related entities totalling \$252k (no risk) and lease monies owed by naval base tenants totalling \$58k (on payment plans).

### **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**

Budget amendments are referred to Council's Expenditure Review Committee for recommendation.

Council's adopted budget surplus for FY23 of \$360,899 has reduced over the year to \$297,954 due to various Council decisions (including the mid-year budget review).

These budget surplus changes are listed at Note 8 in the financial report.

### **Legal Implications**

N/A

### **Community Consultation**

N/A

### **Risk Management Implications**

It is important that Council reviews the performance of its adopted budget each month for revenue, expenditure, and the closing financial position.

This enables it to be informed on and identify any potential financial risks.

**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 Ended 31 January 2023****LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996****TABLE OF CONTENTS**

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**MONTHLY FINANCIAL REPORT**  
**FOR THE PERIOD ENDED 31 JANUARY 2023**

**SUMMARY INFORMATION**

**Funding surplus / (deficit) Components**

	Funding surplus / (deficit)			
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$11.93 M	\$11.93 M	\$11.93 M	(\$0.00 M)
Closing	\$0.30 M	\$71.49 M	\$86.77 M	\$15.27 M
Refer to Statement of Financial Activity				

Cash and financial assets		
	\$255.69 M	% of total
Unrestricted Cash	\$70.64 M	27.6%
Restricted Cash	\$185.05 M	72.4%
Refer to Note 2 - Cash and Financial Assets		

**Key Operating Activities**

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$36.45 M	\$77.13 M	\$87.83 M	\$10.70 M
Refer to Statement of Financial Activity			

Employee Cost		
YTD Actual	(\$37.51 M)	% Variance
YTD Budget	(\$40.37 M)	(7.1%)
Refer to Statement of Financial Activity		

Rates Revenue		
YTD Actual	\$118.24 M	% Variance
YTD Budget	\$118.40 M	0.0%
Refer to Statement of Financial Activity		

Fees and Charges		
YTD Actual	\$25.94 M	% Variance
YTD Budget	\$26.10 M	(0.6%)
Refer to Statement of Financial Activity		

Materials & Contracts		
YTD Actual	(\$17.88 M)	% Variance
YTD Budget	(\$24.09 M)	(25.8%)
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)
(\$46.16 M)	(\$19.93 M)	(\$10.90 M)	\$9.02 M
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.72 M	%
Amended Budget	\$2.18 M	33.1%
Refer to Note 3 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$20.36 M	% Spent
Amended Budget	\$69.11 M	29.5%
Refer to Note 4 - Capital Acquisition		

Capital Grants		
YTD Actual	(\$8.74 M)	% Received
Amended Budget	(\$20.77 M)	42.1%
Refer to Note 4 - Capital Acquisition		

**Key Financing Activities**

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.92 M)	\$2.36 M	(\$2.09 M)	(\$4.45 M)
Refer to Statement of Financial Activity			

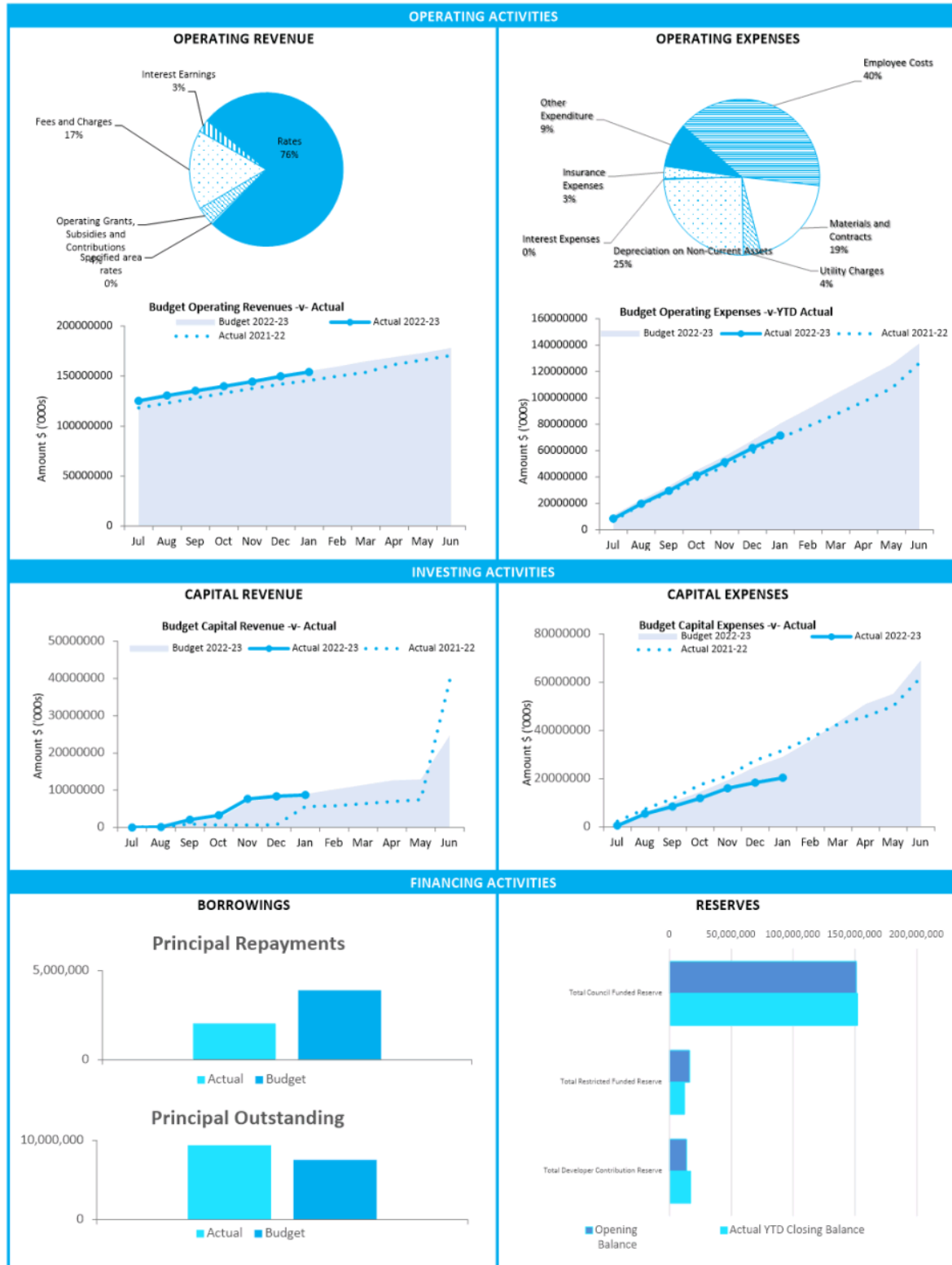
Borrowings	
Principal repayments	\$2.04 M
Interest expense	\$0.17 M
Principal due	\$9.39 M
Refer to Note 5 - Borrowings	

Reserves	
Reserves balance	\$181.11 M
Interest earned	\$0.25 M
Refer to Note 6 - Cash Reserves	

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

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 JANUARY 2023**

**SUMMARY INFORMATION - GRAPHS**



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

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2023

BY NATURE OR TYPE

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	11,927,765	11,927,765	11,927,765	0	0.00%	
<b>Revenue from operating activities</b>							
Rates		118,200,126	117,779,412	117,631,974	(147,438)	(0.13%)	
Specified area rates		624,000	622,000	603,860	(18,140)	(2.92%)	
Operating grants, subsidies and contributions		11,863,320	6,377,663	5,754,055	(623,608)	(9.78%)	▼
Fees and charges		40,972,049	26,103,648	25,943,822	(159,826)	(0.61%)	
Interest earnings		6,425,280	4,217,397	4,185,632	(31,765)	(0.75%)	
Profit/(loss) on disposal of assets		1,444,042	650,852	579,033	(71,819)	(11.03%)	
		<b>179,528,817</b>	<b>155,750,972</b>	<b>154,698,376</b>	(1,052,596)		
<b>Expenditure from operating activities</b>							
Employee costs		(69,573,027)	(40,372,819)	(37,512,617)	2,860,202	7.08%	▲
Materials and contracts		(44,752,678)	(24,090,794)	(17,882,701)	6,208,093	25.77%	▲
Utility charges		(6,209,122)	(3,631,398)	(3,397,533)	233,865	6.44%	
Depreciation on non-current assets		(42,461,606)	(24,034,391)	(23,117,755)	916,636	3.81%	▲
Interest expenses		(500,921)	(214,493)	(169,713)	44,780	20.88%	
Insurance expenses		(2,275,300)	(2,275,300)	(2,345,078)	(69,778)	(3.07%)	
Other expenditure		(15,013,811)	(9,168,556)	(8,484,704)	683,852	7.46%	▲
		<b>(180,786,465)</b>	<b>(103,787,751)</b>	<b>(92,910,101)</b>	10,877,650		
Non-cash amounts excluded from operating activities							
	1(a)	37,706,729	25,164,460	26,038,362	873,902	3.47%	▲
<b>Amount attributable to operating activities</b>		<b>36,449,081</b>	<b>77,127,681</b>	<b>87,826,637</b>	10,698,956		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions		20,765,807	8,317,236	8,735,604	418,368	5.03%	▲
Proceeds from disposal of assets	3	2,179,894	916,441	721,521	(194,920)	(21.27%)	
Payments for property, plant and equipment and infrastructure	4	(69,106,188)	(29,160,743)	(20,359,514)	8,801,229	30.18%	▲
<b>Amount attributable to investing activities</b>		<b>(46,160,487)</b>	<b>(19,927,066)</b>	<b>(10,902,389)</b>	9,024,677		
<b>Financing Activities</b>							
Transfer from reserves	6	49,018,225	10,376,596	12,548,442	2,171,847	20.93%	▲
Repayment of debentures	5	(3,900,000)	(1,950,000)	(2,044,629)	(94,629)	(4.85%)	
Transfer to reserves	6	(47,036,630)	(6,063,428)	(12,590,733)	(6,527,305)	(107.65%)	▼
<b>Amount attributable to financing activities</b>		<b>(1,918,405)</b>	<b>2,363,168</b>	<b>(2,086,920)</b>	(4,450,087)		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>297,954</b>	<b>71,491,548</b>	<b>86,765,094</b>	15,273,546		

KEY INFORMATION

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

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

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

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 JANUARY 2023**

**NATURE OR TYPE DESCRIPTIONS**

**REVENUE**

**RATES**

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

**OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**REVENUE FROM CONTRACTS WITH CUSTOMERS**

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

**FEES AND CHARGES**

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

**SERVICE CHARGES**

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

**INTEREST EARNINGS**

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

**OTHER REVENUE / INCOME**

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

**PROFIT ON ASSET DISPOSAL**

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

**EXPENSES**

**EMPLOYEE COSTS**

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

**MATERIALS AND CONTRACTS**

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

**UTILITIES (GAS, ELECTRICITY, WATER, ETC.)**

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

**INSURANCE**

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

**LOSS ON ASSET DISPOSAL**

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

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation expense raised on all classes of assets.

**INTEREST EXPENSES**

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

**OTHER EXPENDITURE**

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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2023**

**STATUTORY REPORTING BY BUSINESS UNIT**

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	11,927,765	11,927,765	<b>11,927,765</b>	(0)	(0.00%)	
<b>Revenue from operating activities</b>							
Office of the CEO		0	0	<b>759</b>	759	0.00%	
Corporate Strategy		0	0	<b>2,621</b>	2,621	0.00%	
Governance, Risk & Compliance		1,653	964	<b>834</b>	(130)	(13.49%)	
Finance		127,872,961	124,008,575	<b>123,542,128</b>	(466,447)	(0.38%)	▼
Information & Technology		0	0	<b>2,913</b>	2,913	0.00%	
Procurement		1,927	1,927	<b>1,927</b>	0	0.00%	
Library & Cultural Services		279,324	206,775	<b>94,090</b>	(112,685)	(54.50%)	
Recreation Infrastructure & Services		14,001,313	8,518,008	<b>8,471,451</b>	(46,557)	(0.55%)	
Community Development & Services		8,024,815	4,407,216	<b>4,011,109</b>	(396,107)	(8.99%)	▼
Community Safety & Ranger Services		1,206,960	718,700	<b>868,291</b>	149,591	20.81%	
Development Assessment & Compliance		3,577,282	2,329,638	<b>2,046,760</b>	(282,878)	(12.14%)	
Planning		148,702	(9,430)	<b>24,526</b>	33,956	(360.08%)	
Sustainability & Environment		847,076	481,456	<b>317,054</b>	(164,402)	(34.15%)	
Operations & Maintenance		20,335,073	12,994,566	<b>12,995,884</b>	1,318	0.01%	
Projects		0	0	<b>84,556</b>	84,556	0.00%	
Property & Assets		2,934,730	1,919,325	<b>1,986,212</b>	66,887	3.48%	
Business & Economic Development		0	0	<b>1,100</b>	1,100	0.00%	
People Experience		297,000	173,250	<b>246,162</b>	72,912	42.08%	
		<b>179,528,816</b>	<b>155,750,970</b>	<b>154,698,377</b>	(1,052,593)		
<b>Expenditure from operating activities</b>							
Executive Support		(3,423,979)	(1,945,564)	<b>(1,684,173)</b>	261,391	13.44%	
Corporate Strategy		(389,536)	(202,760)	<b>(130,857)</b>	71,903	35.46%	
Governance, Risk & Compliance		(1,010,050)	(638,033)	<b>(603,349)</b>	34,684	5.44%	
Finance		(7,538,565)	(5,068,598)	<b>(4,758,352)</b>	310,246	6.12%	▲
Information & Technology		(8,418,881)	(5,261,893)	<b>(5,003,416)</b>	258,477	4.91%	
Procurement		(936,248)	(482,369)	<b>(483,483)</b>	(1,114)	(0.23%)	
Library & Cultural Services		(7,973,014)	(4,634,305)	<b>(3,396,263)</b>	1,238,042	26.71%	▲
Recreation Infrastructure & Services		(15,733,866)	(8,755,377)	<b>(8,114,673)</b>	640,704	7.32%	▲
Community Development & Services		(13,137,407)	(7,924,154)	<b>(6,166,108)</b>	1,758,046	22.19%	▲
Community Safety & Ranger Services		(6,666,132)	(3,409,976)	<b>(2,874,272)</b>	535,704	15.71%	▲
Development Assessment & Compliance		(6,735,280)	(3,526,992)	<b>(3,005,479)</b>	521,513	14.79%	▲
Planning		(3,134,073)	(1,443,223)	<b>(1,270,692)</b>	172,531	11.95%	
Sustainability & Environment		(4,229,605)	(2,541,642)	<b>(1,798,453)</b>	743,189	29.24%	▲
Operations & Maintenance		(81,456,920)	(45,778,114)	<b>(43,053,365)</b>	2,724,749	5.95%	▲
Projects		(1,093,167)	(1,603,957)	<b>(1,371,646)</b>	232,311	14.48%	
Property & Assets		(11,253,097)	(6,529,394)	<b>(5,709,171)</b>	820,223	12.56%	▲
Stakeholder Management		(1,067,949)	(635,296)	<b>(615,124)</b>	20,172	3.18%	
Communications & Marketing		(1,780,180)	(953,505)	<b>(899,532)</b>	53,973	5.66%	
Customer Experience		(1,248,337)	(707,504)	<b>(546,229)</b>	161,275	22.79%	
Business & Economic Development		(607,806)	(378,540)	<b>(305,903)</b>	72,637	19.19%	
People Experience		(3,268,578)	(1,891,908)	<b>(1,816,536)</b>	75,372	3.98%	
Transformation, Culture & Innovation		(612,800)	(342,785)	<b>(191,999)</b>	150,786	43.99%	
Internal Recharging		929,007	868,140	<b>1,742,871</b>	874,731	(100.76%)	
		<b>(180,786,463)</b>	<b>(103,787,749)</b>	<b>(92,910,098)</b>	10,877,651		
Non-cash amounts excluded from operating activities	1(a)	37,706,729	25,164,460	<b>26,038,362</b>	873,902	3.47%	▲
<b>Amount attributable to operating activities</b>		<b>36,449,082</b>	<b>77,127,681</b>	<b>87,826,641</b>	10,698,960		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions		20,765,807	8,317,236	<b>8,735,604</b>	418,368	5.03%	▲
Proceeds from disposal of assets	3	2,179,894	916,441	<b>721,521</b>	(194,920)	(21.27%)	
Payments for property, plant and equipment and infrastructure	4	(69,106,188)	(29,160,743)	<b>(20,359,514)</b>	8,801,229	30.18%	▲
<b>Amount attributable to investing activities</b>		<b>(46,160,487)</b>	<b>(19,927,066)</b>	<b>(10,902,389)</b>	9,024,677		
<b>Financing Activities</b>							
Transfer from reserves	6	49,018,225	10,376,596	<b>12,548,442</b>	2,171,847	20.93%	▲
Repayment of debentures	5	(3,900,000)	(1,950,000)	<b>(2,044,629)</b>	(94,629)	(4.85%)	
Transfer to reserves	6	(47,036,630)	(6,063,428)	<b>(12,590,733)</b>	(6,527,305)	(107.65%)	▼
<b>Amount attributable to financing activities</b>		<b>(1,918,405)</b>	<b>2,363,168</b>	<b>(2,086,920)</b>	(4,450,087)		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>297,954</b>	<b>71,491,548</b>	<b>86,765,094</b>			

**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 2022-23 year is \$300,000 or 0.00% whichever is the greater.

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



**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 JANUARY 2023**

**BASIS OF PREPARATION**

**BASIS OF PREPARATION**

**REPORT PURPOSE**

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

**BASIS OF ACCOUNTING**

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

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

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

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 31 January 2023

**SIGNIFICANT ACCOUNTING POLICIES**

**CRITICAL ACCOUNTING ESTIMATES**

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

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

**GOODS AND SERVICES TAX**

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

**ROUNDING OFF FIGURES**

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2023**

**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)
<b>Non-cash items excluded from operating activities</b>				
		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: (Profit)/loss on asset disposals	3	(1,444,042)	(650,852)	(579,033)
Less: Movement in liabilities associated with restricted cash		(3,410,835)	1,780,921	3,314,824
Less: Movement in leased liabilities		0	0	(3,988)
Less: Movement in other liabilities		100,000	0	65,029
Movement in employee benefit provisions (non-current)		0	0	73,427
Add: Public Open Space payment (non-current)		0	0	50,348
Add: Depreciation on assets		42,461,606	24,034,391	23,117,755
<b>Total non-cash items excluded from operating activities</b>		<b>37,706,729</b>	<b>25,164,460</b>	<b>26,038,362</b>

**(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 2022	This Time Last Year 31 January 2022	Year to Date 31 January 2023
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	6	(181,064,488)	(167,538,372)	(181,106,778)
Less: Bonds & deposits		(4,303,373)	(5,377,172)	(3,942,769)
Add: Borrowings	5	3,934,065	3,261,287	1,889,436
Add: Lease liabilities		114,651	79,579	110,663
Add: Financial assets at amortised cost - non-current	2	101,900,141	910,452	59,871,084
<b>Total adjustments to net current assets</b>		<b>(79,419,004)</b>	<b>(168,664,226)</b>	<b>(123,178,364)</b>
Cash and cash equivalents	2	20,777,520	10,764,601	10,821,611
Financial assets at amortised cost	2	92,800,000	227,500,000	185,000,000
Rates receivables		2,204,257	34,796,268	27,029,390
Receivables		5,731,365	7,221,455	7,706,974
Other current assets		4,773,962	2,717,843	3,563,147
<b>Less: Current liabilities</b>				
Payables		(16,710,475)	(14,012,028)	(12,083,951)
Borrowings	5	(3,934,065)	(3,261,287)	(1,889,436)
Contract liabilities	7	(4,994,711)	(11,819,741)	(1,732,589)
Lease liabilities		(114,651)	(79,579)	(110,663)
Provisions	7	(9,186,433)	(9,642,377)	(8,361,018)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(79,419,004)</b>	<b>(168,664,226)</b>	<b>(123,178,364)</b>
<b>Closing funding surplus / (deficit)</b>		<b>11,927,765</b>	<b>75,520,924</b>	<b>86,765,094</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2023

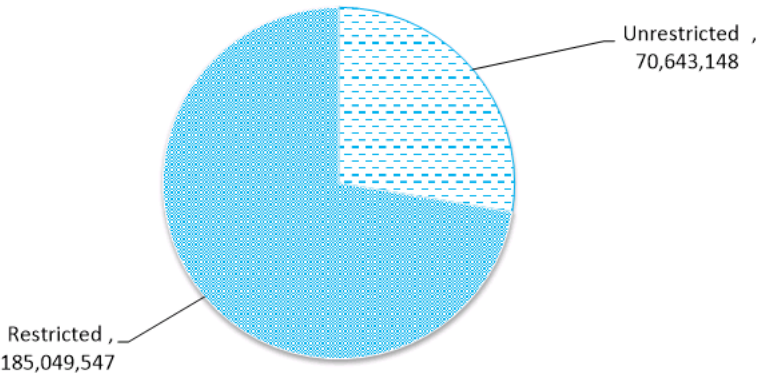
OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Institution
		\$	\$	\$	
<b>Cash on hand</b>					
Cash at bank	Cash and cash equivalents	794,248	0	794,248	NATIONAL AUSTRALIA BANK
Cash on hand	Cash and cash equivalents	27,364	0	27,364	
Term deposits - current	Cash and cash equivalents	10,000,000	0	10,000,000	NATIONAL AUSTRALIA BANK
Term deposits - current	Financial assets at amortised cost	0	11,700,000	11,700,000	BANK OF QUEENSLAND
Term deposits - current	Financial assets at amortised cost	0	76,300,000	76,300,000	COMMONWEALTH BANK
Term deposits - current	Financial assets at amortised cost	2,000,000		2,000,000	ASIA UNITED BANK
Term deposits - current	Financial assets at amortised cost	7,000,000		7,000,000	MEMBER'S EQUITY
Term deposits - current	Financial assets at amortised cost	0	26,000,000	26,000,000	WESTPAC
Term deposits - current	Financial assets at amortised cost	3,321,537	11,178,463	14,500,000	NATIONAL AUSTRALIA BANK
Term deposits - current	Financial assets at amortised cost	13,000,000		13,000,000	SUNCORP
Term deposits - current	Financial assets at amortised cost	2,000,000		2,000,000	CREDIT UNION AUSTRALIA
Term deposits - current	Financial assets at amortised cost	5,000,000		5,000,000	DEFENCE BANK
Term deposits - current	Financial assets at amortised cost	8,500,000		8,500,000	AMP
Term deposits - current	Financial assets at amortised cost	19,000,000		19,000,000	MYSTATE BANK
Other investment - non current	Financial assets at amortised cost	0	871,084	871,084	BARCLAYS BANK
Other investment - non current	Financial assets at amortised cost	0	8,000,000	8,000,000	BANK OF QUEENSLAND
Other investment - non current	Financial assets at amortised cost	0	12,500,000	12,500,000	COMMONWEALTH BANK
Other investment - non current	Financial assets at amortised cost	0	14,000,000	14,000,000	WESTPAC
Other investment - non current	Financial assets at amortised cost	0	11,000,000	11,000,000	NATIONAL AUSTRALIA BANK
Other investment - non current	Financial assets at amortised cost	0	8,500,000	8,500,000	SUNCORP
Other investment - non current	Financial assets at amortised cost	0	5,000,000	5,000,000	AMP
<b>Total</b>		<b>70,643,148</b>	<b>185,049,547</b>	<b>255,692,696</b>	
<b>Comprising</b>		<b>Unrestricted</b>	<b>Restricted</b>	<b>Total Cash</b>	
		\$	\$	\$	
Cash and cash equivalents		10,821,611	0	10,821,612	
Financial assets at amortised cost		59,821,537	185,049,547	244,871,084	
		<b>70,643,148</b>	<b>185,049,547</b>	<b>255,692,696</b>	

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

The local government classifies financial assets at amortised cost if both of the following criteria are met:  
- the asset is held within a business model whose objective is to collect the contractual cashflows, and  
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

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

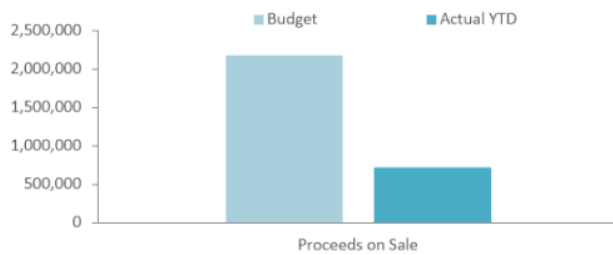




NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2023

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)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
		735,852	2,179,894	1,444,042	0	324,851	721,521	396,670	0
		<b>735,852</b>	<b>2,179,894</b>	<b>1,444,042</b>	<b>0</b>	<b>324,851</b>	<b>721,521</b>	<b>396,670</b>	<b>0</b>



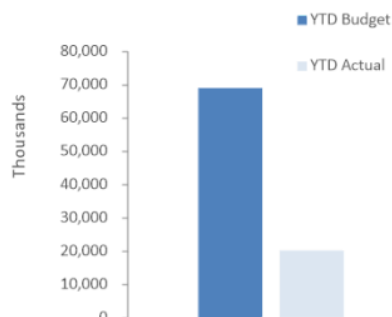
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2023

INVESTING ACTIVITIES  
NOTE 4  
CAPITAL ACQUISITIONS

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	1,680,000	1,680,000	1,680,000	0
Buildings	8,815,920	4,488,718	2,809,134	(1,679,584)
Furniture and equipment	77,000	77,000	0	(77,000)
Plant and equipment	10,304,992	2,527,665	1,487,233	(1,040,432)
Information technology	4,022,732	475,344	180,626	(294,718)
Infrastructure - roads	25,175,682	11,223,896	9,494,081	(1,729,815)
Infrastructure - drainage	3,070,903	2,401,841	789,025	(1,612,816)
Infrastructure - footpath	1,989,439	908,124	306,338	(601,786)
Infrastructure - parks hard	3,950,935	2,654,243	2,051,403	(602,840)
Infrastructure - parks landscaping	1,742,132	831,383	483,196	(348,187)
Infrastructure - landfill site	4,922,172	281,646	226,121	(55,525)
Infrastructure - marina	2,254,348	1,163,623	780,127	(383,496)
Infrastructure - coastal	1,099,933	447,260	72,230	(375,030)
<b>Payments for Capital Acquisitions</b>	<b>69,106,188</b>	<b>29,160,743</b>	<b>20,359,514</b>	<b>(8,801,229)</b>
<b>Total Capital Acquisitions</b>	<b>69,106,188</b>	<b>29,160,743</b>	<b>20,359,514</b>	<b>(8,801,229)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	(20,765,807)	(8,317,236)	(8,735,604)	(418,368)
Other (disposals & C/Fwd)	(2,179,894)	(916,441)	(721,521)	194,920
Cash backed reserves				
Information Technology	(26,794)	(15,631)	(26,794)	(11,163)
Major Building Refurbishment	(171,568)	(171,568)	(76,568)	95,000
Waste & Recycling	(5,554,676)	(328,315)	(226,871)	101,444
Land Development and Investment Fund	(5,959,291)	(4,032,053)	(3,692,635)	339,418
Roads & Drainage Infrastructure	(880,162)	(287,711)	(156,488)	131,224
Community Infrastructure	(1,661,307)	(523,383)	(53,236)	470,147
Port Coogee Special Maintenance - SAR	(393,666)	(97,250)	(113,666)	(16,416)
Community Surveillance	(200,250)	(81,655)	0	81,655
Restricted Grants & Contributions	(4,554)	(4,554)	(4,555)	(1)
CIHCF Building Maintenance	(100,000)	(100,000)	(121,031)	(21,031)
Cockburn ARC Building Maintenance	(150,000)	0	0	0
Carry Forward Projects	(7,719,724)	(3,683,264)	(2,089,568)	1,593,695
Port Coogee Marina Assets Replacement	(487,816)	(56,331)	(60,666)	(4,335)
Port Coogee Waterways - WEMP	(345,000)	(95,000)	0	95,000
Public Open Space - Various	(125,693)	(73,318)	(125,693)	(52,375)
Contribution - operations	(22,379,986)	(10,377,033)	(4,154,618)	6,222,415
<b>Capital funding total</b>	<b>(69,106,188)</b>	<b>(29,160,743)</b>	<b>(20,359,514)</b>	<b>8,801,229</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2023

## FINANCING ACTIVITIES

## NOTE 5

## BORROWINGS

## Repayments - borrowings

Information on borrowings		1 July 2022	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Community amenities</b>										
SMRC		1,434,065	0	0	794,629	1,400,000	639,436	34,065	21,713	50,020
<b>Recreation and culture</b>										
To assist fund the Cockburn Central West development	8	10,000,000	0	0	1,250,000	2,500,000	8,750,000	7,500,000	148,000	350,000
<b>C/Fwd Balance</b>		11,434,065	0	0	2,044,629	3,900,000	9,389,436	7,534,065	169,713	400,020
<b>Total</b>		11,434,065	0	0	2,044,629	3,900,000	9,389,436	7,534,065	169,713	400,020
Current borrowings		3,226,983					1,889,436			
Non-current borrowings		8,207,082					7,500,000			
		11,434,065					9,389,436			

All debenture repayments were financed by general purpose revenue.

## KEY INFORMATION

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2023

## 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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Council Funded</b>									
Staff Payments & Entitlements	762,036	0	0	1,000,000	0	(41,475)	0	1,720,561	762,036
Plant & Vehicle Replacement	12,190,360	0	0	1,320,000	0	(6,615,861)	(772,954)	6,894,499	11,417,406
Information Technology	1,674,702	0	0	1,500,000	0	(26,794)	(26,794)	3,147,908	1,647,908
Major Building Refurbishment	18,113,555	0	0	2,350,000	0	(171,568)	(76,568)	20,291,987	18,036,987
Waste & Recycling	16,226,330	0	0	6,133,456	0	(5,634,676)	(269,575)	16,725,110	15,956,755
Land Development and Investment Fund	8,173,172	0	0	963,272	0	(9,135,291)	(3,692,635)	1,153	4,480,538
Roads & Drainage Infrastructure	11,747,017	0	0	5,500,000	0	(974,818)	(156,488)	16,272,199	11,590,529
Naval Base Shacks	1,261,186	0	0	30,000	30,000	0	0	1,291,186	1,291,186
Community Infrastructure	31,702,223	0	0	10,000,000	0	(2,513,549)	(53,236)	39,188,674	31,648,987
Insurance	2,391,204	0	0	0	0	(558,840)	(21,597)	1,832,364	2,369,607
Greenhouse Action Fund	908,938	0	0	200,000	0	0	0	1,108,938	908,938
HWRP Post Closure Management & Contan	3,385,769	0	0	1,500,000	0	(60,000)	(287)	4,825,769	3,385,482
Municipal Elections	151,420	0	0	150,000	0	0	0	301,420	151,420
Community Surveillance	987,870	0	0	200,000	0	(450,250)	(66,439)	737,620	921,431
Waste Collection	8,312,856	0	0	1,607,149	2,000,000	(852,500)	0	9,067,505	10,312,856
Environmental Offset	248,759	0	0	0	0	0	0	248,759	248,759
Bibra Lake Management Plan	15,267	0	0	0	0	0	0	15,267	15,267
CIHCF Building Maintenance	11,706,747	0	0	800,000	565,221	(100,000)	(121,031)	12,406,747	12,150,937
Cockburn ARC Building Maintenance	6,675,048	0	0	1,500,000	0	(150,000)	0	8,025,048	6,675,048
Carry Forward Projects	12,322,168	0	0	7,414,128	5,563,428	(8,512,208)	(2,263,933)	11,224,088	15,621,663
Port Coogee Marina Assets Replacement	2,084,887	0	0	300,000	300,000	(487,816)	(60,666)	1,897,071	2,324,221
Coogee Beach Foreshore Management	0	0	714	0	116,165	0	0	0	116,879
<b>Total Council Funded Reserve</b>	<b>151,041,516</b>	<b>0</b>	<b>714</b>	<b>42,468,005</b>	<b>8,574,814</b>	<b>(36,285,646)</b>	<b>(7,582,203)</b>	<b>157,223,875</b>	<b>152,034,841</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2023

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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted Funded</b>									
Aged and Disabled Asset Replacement	465,834	0	5,177	0	0	0	0	465,834	471,012
Welfare Projects Employee Entitlements	1,053,457	0	5,554	0	0	0	0	1,053,457	1,059,011
Port Coogee Special Maintenance - SAR	2,040,979	0	21,786	400,000	396,193	(663,123)	(330,346)	1,777,856	2,128,612
Port Coogee Waterways - SAR	194,765	0	2,912	105,000	95,052	0	0	299,765	292,729
Family Day Care Accumulation Fund	11,600	0	129	0	0	0	0	11,600	11,729
Naval Base Shack Removal	826,130	0	9,252	35,000	35,000	0	0	861,130	870,382
Restricted Grants & Contributions	5,388,608	0	0	3,625	0	(4,068,649)	(4,430,745)	1,323,584	957,863
Public Open Space - Various	5,182,134	0	54,748	0	0	(125,693)	(125,693)	5,056,441	5,111,189
Port Coogee Waterways - WEMP	1,075,185	0	12,416	0	0	(482,231)	(55,676)	592,954	1,031,924
Cockburn Coast SAR	85,406	0	964	55,000	48,426	(12,048)	(11,008)	128,358	123,788
<b>Total Restricted Funded Reserve</b>	<b>16,324,097</b>	<b>0</b>	<b>112,938</b>	<b>598,625</b>	<b>574,672</b>	<b>(5,351,744)</b>	<b>(4,953,468)</b>	<b>11,570,978</b>	<b>12,058,239</b>
<b>Developer Contribution Plans</b>									
Community Infrastructure (DCA 13)	783,582	0	10,902	3,000,000	1,958,701	(2,979,783)	(12,771)	803,799	2,740,414
Developer Contribution Plans - Various	12,915,294	0	127,679	970,000	1,230,313	(4,401,052)	0	9,484,242	14,273,286
<b>Total Developer Contribution Reserve</b>	<b>13,698,876</b>	<b>0</b>	<b>138,581</b>	<b>3,970,000</b>	<b>3,189,015</b>	<b>(7,380,835)</b>	<b>(12,771)</b>	<b>10,288,041</b>	<b>17,013,700</b>
<b>Total Cash Reserve</b>	<b>181,064,488</b>	<b>0</b>	<b>252,233</b>	<b>47,036,630</b>	<b>12,338,500</b>	<b>(49,018,225)</b>	<b>(12,548,442)</b>	<b>179,082,893</b>	<b>181,106,778</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2023

OPERATING ACTIVITIES  
NOTE 7  
OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2022	Liability Increase	Liability Reduction	Closing Balance 31 January 2023
Other current liabilities		\$	\$	\$	\$
<b>Contract liabilities</b>					
Unspent grants, contributions and reimbursements - non-operating		4,994,711	4,389,229	(7,651,351)	1,732,589
<b>Total unspent grants, contributions and reimbursements</b>		4,994,711	4,389,229	(7,651,351)	1,732,589
<b>Provisions</b>					
Annual leave		4,812,649	36,201,944	(37,027,360)	3,987,234
Long service leave		4,373,784	0	0	4,373,784
<b>Total Provisions</b>		9,186,433	36,201,944	(37,027,360)	8,361,018
<b>Total other current assets</b>		<b>14,181,144</b>	<b>40,591,173</b>	<b>(44,678,711)</b>	<b>10,093,607</b>
Amounts shown above include GST (where applicable)					

KEY INFORMATION

**Provisions**

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

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

**Employee benefits**

**Short-term employee benefits**

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

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

**Other long-term employee benefits**

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

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

**Contract liabilities**

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2023**

**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
				\$	\$	\$	\$
	<b>Budget adoption</b>						360,899
OP4908	Expenditure Review Committee May 2022 - Womens Shed investigation	OCM 09/06/22 #18.1 OCM 14/07/22 #0142-0152	Operating Expenses			(20,000)	340,899
OP7965	Recruitment expenses. Confidential item.		Operating Expenses			(100,000)	240,899
CW6268	Marina boardwalk refurbishment funded from Reserves and budget surplus	OCM 11/08/22 #18.1	Capital Expenses			(98,000)	142,899
CW6268	Transfer from Marina Reserves to fund marina boardwalk refurbishment	OCM 11/08/22 #18.1	Transfer from Reserve		65,332		208,231
Various	Amendments as per 8 Sept 22 OCM	OCM 08/09/22				(120,000)	88,231
Various	Amendments as per 9 June 22 OCM to the Events Calendar	OCM 09/06/22 #18.1	Operating Expenses			(19,000)	69,231
GL 531	External grant from Department of Communities	OCM 13/10/22 #18.1	Operating Revenue		39,922		109,153
CW7577	Expenditure reduction - budget unspent	OCM 13/10/22 #18.1	Capital Expenses		10,000		119,153
CW7664	Missed from carry forward - increased in expenditure	OCM 13/10/22 #18.1	Capital Expenses			(26,000)	93,153
CW7664	Reserve funding for purchasing animal capsule	OCM 13/10/22 #18.1	Transfer from Reserve		26,000		119,153
	Increased muni funding required to fund traffic officer on casual contract	OCM 13/10/22 #18.1	Operating Expenses			(50,000)	69,153
OP9881	Cost of demolishing at Lot 147 Mopsa Way, Coolbellup	OCM 13/10/22 #18.1	Operating Expenses			(80,000)	(10,847)
OP9851	Waste Reserve to fund cost of demolition	OCM 13/10/22 #18.1	Transfer from Reserve		80,000		69,153
OP4905	Muni fund required for traffic study in Banjup	OCM 13/10/22 #18.1	Operating Expenses			(80,000)	(10,847)
OP4900	Indonesian delegation visit	OCM 08/12/22 #0283	Operating Expenses			(20,298)	(31,145)
Various	Amendments as per Expenditure Review Committee November 2022	OCM 08/12/22 #0284	Capital Expenses		96,000		64,855
Various	Amendments as per Expenditure Review Committee November 2022	OCM 08/12/22 #0284	Transfer to Reserve			(3,275,000)	(3,210,145)
Various	Amendments as per Expenditure Review Committee November 2022	OCM 08/12/22 #0284	Operating Revenue		6,240,740		3,030,595
Various	Amendments as per Expenditure Review Committee November 2022	OCM 08/12/22 #0284	Operating Expenses			(4,221,994)	(1,191,399)
Various	Amendments as per Expenditure Review Committee November 2022	OCM 08/12/22 #0284	Transfer from Reserve		1,192,815		1,416
Various	Mid-year budget review	OCM 09/02/23 #14.2.3			296,538		297,954
				<b>0</b>	<b>8,047,347</b>	<b>(8,110,292)</b>	

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**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2023**

**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 2022-23 year is \$300,000 or 0.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
<b>Revenue from operating activities</b>				
Finance	(466,447)	(0.38%)	▼ Timing	Revenue brought forward
Community Development & Services	(396,107)	(8.99%)	▼ Timing	Revenue delayed
<b>Expenditure from operating activities</b>				
Library & Cultural Services	1,238,042	26.71%	▲ Timing	Expenditure delayed
Recreation Infrastructure & Services	640,704	7.32%	▲ Timing	Expenditure delayed
Community Development & Services	1,758,046	22.19%	▲ Timing	Expenditure delayed
Finance	310,246	6.12%	▲ Timing	Insurance claim reimbursement delayed
Community Safety & Ranger Services	535,704	15.71%	▲ Timing	Expenditure delayed
Sustainability & Environment	743,189	29.24%	▲ Timing	Expenditure delayed
Operations & Maintenance	2,724,749	5.95%	▲ Timing	Expenditure brought forward
Development Assessment & Compliance	521,513	14.79%	▲ Timing	Expenditure delayed
Property & Assets	820,223	12.56%	▲ Timing	Expenditure delayed
Payments for property, plant and equipment and infrastructure	8,801,229	30.18%	▲ Timing	Expenditure delayed
Proceeds from non-operating grants, subsidies and contributions	418,368	5.03%	▲ Timing	Revenue brought forward
Transfer to reserves	(6,527,305)	(107.65%)	▼ Timing	Revenue brought forward (DCP13)
<b>Investing activities</b>				
Transfer from reserves	2,171,847	20.93%	▲ Timing	Expenditure brought forward



**14.1.3 RFT18-2022 Closed-Circuit Television (CCTV) (Supply and Install)**

<b>Responsible Executive</b>	Chief of Community Services
<b>Author</b>	Head of Community Safety and Ranger Services and Community Safety Manager
<b>Attachments</b>	1. Evaluation Summary ( <b>Confidential</b> )

**RECOMMENDATION**

That Council:

- (1) ACCEPTS the Tender submitted by Blue Force Pty Ltd for RFT18-2022 Closed-Circuit Television (CCTV) (Supply and Install) with an initial estimated value of \$887,013.49 (Ex GST), in accordance with the submitted price Schedule and the Schedule of Rates for determining variations and/or additional services. The contract sum is likely to increase during the contract period.

The initial contract value is based on selected locations on the current scope of services and the scope of works / specifications. This contract will be in force for an initial three (3) year period with Principal instigated options to extend to a maximum of five (5) years;

- (2) ACCEPTS Blue Force Pty Ltd as the preferred contractor for additional locations to supply and install further CCTV as specified or similar to the specifications described in this Tender and in accordance to an approved budget.

Additional locations (sites) will be in accordance with submitted Schedule of Rates, and the additional Schedule of Rates for determining variations and/or additional services. All new locations must demonstrate value against these Schedules.

- (3) NOTES that Individual Scope of Services (projects) applied to this contract must be approved through a Council budget request.

**Background**

The City of Cockburn (Principal) sought a suitably qualified and experienced contractor for the supply and installation of closed-circuit television (CCTV) at various locations within the City.

Subcontractors may be engaged by the primary contractor to fulfill specific parts of the contract that are unable to be completed by the primary contractor.

The City has over 700 CCTV cameras that include various camera brands and specifications over diverse life of assets at various fixed and mobile locations.

The City uses Milestone Xprotect VMS to operate and manage the CCTV system and includes a range of storage solutions for remote backup of CCTV footage.

The works contracted will be rolled out in a phase approach based on Council approval sought through its normal budgeting process. The projects scoped within Phase 1 have funds allocated in the 2022/2023 budget.

Prices tendered for projects listed in the Scope of Services under Phase 1 will be used as a baseline for future projects listed in the proposed roll out plan.

This roll-out plan may be adjusted to meet the Principal's requirements and is dependent on the Principal securing funding from Council during the annual budgeting process.

All services shall be executed to the satisfaction of the Principal in accordance with the Contract, this Specification, and the Contracted Schedule of Rates, along with any work instruction issued by the Principal.

The Contractor shall be required to provide all labour, equipment, software, licensing, plant, tools and equipment, materials, transport/cartage, administrative costs, travelling expenses etc. and anything else necessary for the completion of the works as they are required.

The proposed Contract shall be in place for a period of three (3) years from the date of award; with Principal instigated options to extend the period for a subsequent one (1) year period and up to an additional twelve (12) months after that, to a maximum of five (5) years.

RFT18/2022 Closed Circuit Television (CCTV) (Supply and Install), Three (3) Year Contract, was advertised on Wednesday, 30 November 2022 within the Local Government tender section of the West Australian newspaper.

The Tender was displayed on the City's E-Tendering website between Wednesday, 30 November 2022 and Wednesday, 11 January 2022 inclusive.

### Submission

The request for tender closed at 2:00pm (AWST) Wednesday, 11 January 2022 with four (4) submissions received from:

<b>Tenderers Name</b>	<b>Registered Entity Name</b>
ARA Security	ARA Security Services Pty Limited
Blue Force	Blue Force Pty Ltd
CMAK	CMAK Technologies Pty Ltd
Zenien	The trustee for Astuta Trust

## Report

### Compliance Criteria

The following criteria were used to determine whether the submissions received were compliant:

Compliance Criteria	
(a)	Compliance with A01 – RFT18/2022 – Request Document
(b)	Compliance with the Conditions of Responding and Tendering
(c)	Compliance with the General and Special Conditions of Contract
(d)	Compliance with and completion of the Price Schedule in the format provided
(e)	Completion of Qualitative Criteria
(f)	Compliance with ACCC Requirements and completion of Certificate of Warranty
(g)	Acknowledgment of an Addenda Issued
(h)	Attendance at the mandatory site / tender briefing

### Compliance Tenderers

Procurement Services undertook an initial compliance assessment, and all submitted Tenderers were deemed compliant and released for evaluation.

### Evaluation Criteria

Evaluation Criteria	Weighting Percentage
Demonstrated Experience	15%
Tenderer's Resources	15%
Methodology	15%
Sustainability	5%
Local/Regional	10%
Tendered Price	40%
<b>TOTAL</b>	<b>100%</b>

### Tender Intent/ Requirements

The Principal is seeking a suitably qualified and experienced contractor for the supply and installation of closed-circuit television (CCTV) at various locations within the City.

Evaluation Panel

Tender submissions were evaluated by the following City of Cockburn Officers.  
The Procurement Services representative attended in a probity role only.

Name	Position
Michael Emery (Chair)	Head of Community Safety and Ranger Services
William Wu	Community Safety Manager
Samantha Standish	Marina Manager
Brett Fellows	Head of Information and Technology
<b>Probity Role Only</b>	
Stephen White	Contracts Officer

Scoring Table – Combined Totals

Tenderer's Name	Percentage Score		
	Non-Cost Evaluation	Cost Evaluation	Total
	60%	40%	100%
CMAK	31.70%	40.00%	71.70%
<b>Blue Force**</b>	40.13%	28.14%	68.27%
Zenien	40.78%	25.61%	66.39%
ARA Security	43.20%	21.56%	64.76%

\*\* Recommended Submission

*Evaluation Criteria Assessment*Demonstrated Experience

ARA Security scored marginally higher than Zenien, followed by Blue Force.

ARA Security has demonstrated experience outside of WA, where Blue Force demonstrated their experience working with local governments in WA, including the Project BETTI contract for the Principal.

Zenien has considerable experience working for the Principal in various roles and sites including CCTV and security systems.

This included significant experience in license plate recognition (LPR) solutions through their involvement with WA Police.

CMAK provided insufficient information for this criterion which was reflected in the score.

### Tenderers Resources

ARA Security, Zenien and Blue Force scored well for this criterion with marginal differences.

They all provided sufficient information on their resources with relevant experience and sub-contractors.

Blue Force provided specific information on personnel with project experiences and certifications.

CMAK's score for this criterion reflected the lack of information provided. Compared to other submissions, CMAK provided a basic response and failed to address certain aspects of the criterion.

### Methodology

ARA Security, Zenien and Blue Force scored reflected a detailed response on project delivery and timeframes for this criterion.

ARA Security provided detail to indicate that the scope of services will be completed on time.

Zenien provided extensive information on their project approach including challenges and other factors which may impact the timeframe.

Zenien methodology demonstrated significant understanding of the CCTV network, LPR and the video quality requirements.

Blue Force provided a good level of detail within their project Gantt chart to support a suitable timeframe.

CMAK provided insufficient response for this criterion with minimal details and did not address the criterion with any specific information.

CMAK submitted timeframe was optimistic in comparison to the other submissions.

### Sustainability

ARA Security scored the best for this criterion, followed by Blue Force and Zenien.

These submissions were able to demonstrate an acceptable level of sustainable work practices as reflected in the evenness of the scoring in this criterion.

ARA provided sufficient information demonstrating their commitment to environmental and social sustainability.

Blue Force provided similar detail demonstrating suitable environmental sustainability and evidence of social sustainability programs.

Zenien provided less information with examples of net-negative energy use and recycling.

CMAK response was insufficient and failed to sufficiently address the criterion.

CMAK provided minimal detail on sustainability and no information on other areas within this criterion.

#### Local / Regional

CMAK score reflected their business location and staff based in the Perth South West Metropolitan Alliance.

All Tenderers were able to demonstrate an acceptable level of local contribution as reflected in the evenness of the scoring.

These Tenderers demonstrated the use of local suppliers to improve the local and regional economy.

#### Cost Evaluation

The costing provided by CMAK for Phase 1 – projects scopes was significantly less than the other Tenderers.

The evaluation panel considered CMAK price schedule to be inconsistent with the current market, with potential concern that require investigation.

The price schedule submitted by Blue Force was found to demonstrate the best value for the Principal.

#### Summation

The Evaluation Panel recommends that the submission by Blue Force Pty Ltd be accepted as being the most advantageous to deliver Tender RFT18-2022 – Closed Circuit Television (CCTV) (Supply and Install).

Blue Force qualitative score was acceptable by the Principal with an overall rank 2 from the evaluation panel. This included a known sub-contractor, who has extensive experience working for the City.

With a current City contract, Blue Force will potentially result in a streamlined project timeframe, with a potential for cost savings from the integration, network management, and other works related to the scope of service.

Blue Force has provided all relevant licenses to conform with the required legislation.

The evaluation panel consider Blue Force Pty Ltd as the most advantageous contractor for the City.

This included the acceptance of all addendums and clarifications during the tender process.

Blue Force Pty Ltd is a current contractor for the City with no external reference checks conducted. Internal reference checks were deemed sufficient.

The recommendation is based on:

- The key personnel that have demonstrated their experience in managing the works associated with the requirements of the contract.
- The required resources and contingency measures to undertake the works.
- Detailed tender submission reflective of a comprehensive methodology and program schedule to meet the key objectives of the tender.
- The most advantageous value for money submission to the City.

While Blue Force was financially assessed less than 12 months ago, given the City's ongoing risk and the current commitment, an independent financial risk assessment will be requested and provided prior to the Ordinary Council Meeting.

### **Strategic Plans/Policy Implications**

#### Community, Lifestyle & Security

A vibrant healthy, safe, inclusive and connected community.

- A safe and healthy community that is socially connected.

#### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

### **Budget/Financial Implications**

The estimated value of the contract will be based on current and future nominated project sites, time and material requirements and Council approved budget requests.

Phase 1 – project scope of services will be a fixed sum of \$887,013.49 (Ex GST). The projects scoped within Phase 1 will be funded from allocated budgets in the 2022/2023 financial year.

The final contract value will increase with additional sites based on Principal determined designs in accordance with the submitted Tender schedule of rates.

The contracted works will be rolled out in a phase approach based on Council approval sought through its normal budgeting process.

**Legal Implications**

CCTV installations within Western Australia are governed by the *Surveillance Devices Act 1998*, the *Security and Related Activities (Control) Act 1996* and the *Security and Related Activities (Control) Regulations 1997*.

3.57 of the *Local Government Act 1995* and Part 4 of the *Local Government (Functions and General) Regulations 1996* refers.

**Community Consultation**

N/A

**Risk Management Implications**

Should Council not support the recommendation to award a Tenderer the contract to continue implementing CCTV across the City, this may cause reputational damage to the City when community expectations are not met.

Safety and security are the highest priority for the community and residents across the City.

The community have continually requested that more CCTV cameras be installed.

This may lead to an increase in public complaints by failure to deliver the projects adopted by Council in the specified timeframe and an increase in officers time to develop individual tenders for every minor Scope of Services. (Projects)

**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 9 March 2023 Ordinary Council Meeting.

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

N/A



## 14.2 Operations

### 14.2.1 RFT19/2022 - Garden and Green Waste Composting or Processing

<b>Responsible Executive</b>	Chief of Operations
<b>Author</b>	Waste Services Manager
<b>Attachments</b>	1. Evaluation Summary <b>(Confidential)</b>

#### RECOMMENDATION

That Council:

- (1) ACCEPTS the tender submitted by JD Organics Pty Ltd t/a Go Organics for RFT19/2022 - Garden and Green Waste Composting or Processing for an estimated sum of \$2,941,925 (Ex GST) over three (3) years from the date of contract award, with a Principal instigated option to extend for a further one (1) year period and up to an additional twelve (12) months after that, to a maximum of five (5) years in total in accordance with the submitted Schedule of Rates for determining variations and/ or additional services.

The estimated value is based on a cost model with estimated quantities and the submitted rates.

#### Background

At the 9 February 2023 Ordinary Council Meeting, Council received RFT19/2022 – Garden and Green Waste Composting or Processing with the following resolution:

That Council:

- (1) NOTES the tender
- (2) DEFERS a decision on the tender to the March 2023 Ordinary Council Meeting, pending a comprehensive briefing on the proposal which is to include:
  - Rationale in converting greenwaste to AS 4454-2012 Compost as opposed to just removing greenwaste from the Henderson Waste Recovery Park (HWRP)
  - Confirming the removal of contaminants from the greenwaste at HWRP is most optimal business process

Following a briefing to the Elected Members on 1 March 2023, this report is now presented to Council for consideration.

#### Submission

The City of Cockburn (the Principal) is seeking a suitably experienced and equipped Contractor to convert the City's raw garden waste from the garden organics bin to compost, compliant with AS 4454-2012 Composts, Soil Conditioners and Mulches.

The Contractor is required to collect the garden and green waste from the Henderson Waste Recovery Park, 920 Rockingham Road, Henderson.

The removal of the garden waste may involve working on Saturdays or Public Holidays as well as the normal working week, but would exclude Good Friday, Christmas Day, and New Year's days.

The Contractor's vehicles will be loaded by the Principal's loader for transport off site, but the Principal may consider delivering the garden waste material direct to a Contractor's facility, provided it is no greater than 20 kilometres from 52 Wellard Street, Bibra Lake.

The Contractor composting site must be licensed with the Department of Water and Environmental Regulation (DWER).

The proposed Contract shall be in force for a period of three (3) years from the date of contract award, with a Principal instigated option to extend for a further one (1) year period and up to an additional twelve (12) months after that, to a maximum of five (5) years in total. The contract is expected to commence in March 2023.

RFT19/2022 Garden and Green Waste Composting or Processing, was advertised on Wednesday, 30 November 2022 within the Local Government tender section of the West Australian newspaper.

The Tender was displayed on the City's E-tendering website between Wednesday, 30 November 2022 and Wednesday, 11 January 2023 inclusive.

The request for tender closed at 2:00pm (AWST) Wednesday, 11 January 2023 with three (3) submissions received from:

<b>Tenderers Name</b>	<b>Registered Entity Name</b>
GO Organics	JD Organics Pty Ltd
Resource Recovery Group	Resource Recovery Group
Western Tree Recyclers	Craneswest (WA) Pty Ltd

## Report

### Compliance Criteria

The following criteria were used to determine whether the submissions received were compliant:

<b>Compliance Criteria</b>	
(a)	Compliance with A01 RFT19/2022 Request Document
(b)	Compliance with the General and Special Conditions of Contract
(c)	Compliance with and completion of the Price Schedule in the format provided
(d)	Completion of Qualitative Criteria
(e)	Compliance with ACCC Requirements and completion of Certificate of Warranty
(f)	Acknowledgment of an Addenda Issued

### Compliance Tenderers

Procurement Services undertook an initial compliance assessment, and all submitted Tenderers were deemed compliant and released for evaluation. It was noted that Resource Recovery Group provided partial costing on some service items and an alternate submission to process the City's FOGO material. This was rejected as the Principal does not have a FOGO bin.

### Evaluation Criteria

<b>Evaluation Criteria</b>	<b>Weighting Percentage</b>
Demonstrated Experience	10%
Tenderer's Resources	15%
Logistics	15%
Local/Regional	10%
Tendered Price	50%
<b>TOTAL</b>	<b>100%</b>

### Tender Intent/ Requirements

The Principal requires a suitably experienced and equipped Contractor to convert the City's raw garden waste from the garden organics bin to compost, compliant with AS 4454-2012 Composts, Soil Conditioners and Mulches.

Evaluation Panel

The Tender submissions were evaluated by the following City of Cockburn Officers. The Procurement Services representative attended in a probity role only.

Name	Position
Lyall Davieson	Waste Services Manager
Roger Haripersad	Cockburn Resource Recovery Park Manager
Brett Fellows	Head of Information and Technology
Anton Lees	Chief Operations Officer
<b>Probity Role Only</b>	
Karen Tate	Contracts Officer

Scoring Table – Combined Totals

Tenderer's Name	Percentage Score		
	Non-Cost Evaluation	Cost Evaluation	Total
	50%	50%	100%
<b>GO Organics **</b>	<b>34.63</b>	<b>50.00</b>	<b>84.63</b>
Resource Recovery Group	26.10	31.60	57.70
Western Tree Recyclers	32.85	23.19	56.04

\*\* Recommended Submission

*Evaluation Criteria Assessment*Demonstrated Experience

All three Tenderers demonstrated significant experience in dealing with organic waste and have large, proven, contracts in place.

The composting industry in Western Australia is small with limited competition and close relationships. The Resource Recovery Group and Western Tree Recyclers intend to use third party contractors to fulfill the requirements of the contract.

The three composting facilities that are intended to be used by the Tenderers are proven, well established with composting processes.

Go Organics scored the highest in this criterion followed by Western Tree Recyclers, both identifying multiple statewide relationships.

The Resource Recovery Group scored the lowest in this criterion failing to provide information regarding the transport raw garden or greenwaste material.

Tenderers Resources

All Tenderers and their sub-contractors have the qualifications and skills necessary to produce quality compost.

All composting facilities intended to be used in the requirements of the contract possess current DWER licences.

In addition, all Tenderers have the necessary plant, equipment and contingencies in place to convert the Principal's organic material (greenwaste, garden bin waste and transfer station waste product) into compost.

Go Organics scored the highest in this criterion due to their experience and capability to produce compost.

This was demonstrated by their contingency plans and onsite equipment. Western Tree Recyclers ranked second for this criterion with their extensive plant and resources. Resource Recovery Group score reflected their operation "receival only" status.

#### Logistics

The Go Organic approach is preferred with the provision of staff and plant to decontaminate (hand-picked) the garden bin waste on site before transporting product to their composting Facility. Western Tree Recycler propose to redirect all organic material to their site.

Resource Recovery Group require the Principal to redirect its organic waste trucks to their facility at Canning Vale, where the material will be sorted before transporting to a third-party contractor.

Go Organics scored the highest in this criterion demonstrating in detail their decontamination, transport and composting capabilities.

Western Tree Recyclers ranked second for this criterion providing a limited response for decontamination. Resource Recovery Group scored poor in this criterion providing no detail on the transport requirements for the contract.

#### Local / Regional

Resource Recovery Group and Western Tree Recyclers scored well for this criterion with facility based in Canning Vale and within the Perth South West Metropolitan Alliance.

They demonstrated their ability to employ residents and contribute to the local economy. Go Organics score reflected their lack of opportunity to contribute to the local / regional economy.

All composting facilities must be located in rural locations to achieve the required buffer distances from properties.

### Summation

The evaluation panel recommends that Council accept the submission from JD Organics Pty Ltd t/a Go Organics for RFT19/2022 - Garden and Green Waste Composting or Processing as being the most advantageous tender to deliver the service.

JD Organics Pty Ltd achieved the highest overall score and the best qualitative score from the panel. Clarifications were conducted to ensure the cost model was appropriate with positive feedback received from available referees.

The result from the external financial assessment will be available prior to the Council meeting.

The recommendation is based on:

- Well-demonstrated experience in performing similar work for other local governments.
- A range of personnel that have experience in managing the works associated with the requirements of the contract.
- Having the required resources and contingency measures to undertake the works.
- The best value for money.

### **Strategic Plans/Policy Implications**

#### Environmental Responsibility

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

- Sustainable resource management including waste, water and energy.

#### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money

### **Budget/Financial Implications**

The estimated annual contract value of \$980,642 (ex GST) will be sourced from OP was account: 8944 – Greenwaste Decontamination and OP account: 8309 - Wood Packaging and Processing.

The current combined FY 23 budget for these accounts totals \$615,000 with additional funding requested at MYBR to cover the project costs of the contact and works to date associated with the removal of existing stockpiles at Henderson Waste Recovery Park.

Future budgets will be designed to accommodate these costs relating to this activity.

The Tender Panel sought further clarification on costs and rates from the Tenderers to determine a cost model for comparative purposes. Quantities have been estimated and if not, available transport cost assumed to estimate the total value of the contract.

### **Legal Implications**

Section 3.57 of the Local Government Act 1995 and Part 4 of the Local Government (Functions and General) Regulations 1996 refers.

### **Community Consultation**

N/A

### **Risk Management Implications**

Should Council not accept the recommendation there is a significant risk the stockpiles at Henderson will not be removed in a coordination and timely approach leading to a potential fire and safety hazard and impact site operations.

In addition, the contractor undertaking the earthwork associate with the redevelopment requires unfettered site access to deliver the project and failure to remove these stockpiles could result in claims for extension of time or cost increases.

### **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 9 March 2023 Ordinary Council Meeting.

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

Nil

## 14.2.2 Landscape Construction Services (Minor Landscaping Projects/Works)

**Responsible Executive** Chief of Operations

**Author** Project Manager

**Attachments** 1. Evaluation Summary (**Confidential**)

### RECOMMENDATION

That Council:

- (1) ACCEPTS the responses for RFS01-2022 – Panel of Pre-Qualified Suppliers – Landscape Construction Services (Minor Landscaping Projects/Works) submitted by:
1. Landscape Elements Pty Ltd,
  2. GAS Assets Pty Ltd, T/A Gecko Contracting Turf and Landscape Maintenance, and
  3. A Proud Landmark Pty Ltd

The Panel will operate with an estimated total expenditure of \$1.4M per annum based on the previous three (3) years expenditure. All approved projects will be undertaken with approved operating and capital works budgets in accordance with the City's Procurement Policy.

The panel will be in force for an initial three (3) year period, with Principal instigated options to extend the period for a subsequent one (1) year period and up to an additional twelve (12) months after that, to a maximum of five (5) years.

A procurement cost model was used with the submitted Schedule of Rates to benchmark costs. The submitted Schedule of Rates will be used to determining variations and/or additional services as required under the contracts.

### Background

Parks Services capital works and operational programmes perform a significant number of landscape projects during each financial year that require the procurement of service providers to perform a range of landscape construction works.

The current panel contracts for these works are due to expire at the beginning of March 2023. The new panel will consist of three (3) pre-qualified suppliers to provide the most beneficial and functional mechanism to complete the works according to pre-determined timeframes in current and future capital works and operational programmes.

Minor works refers to relatively straight-forward construction works which are new or add to or change (renew, extend or upgrade) an existing infrastructure or other asset. Works are for less than twelve (12) months duration with a total project value less



than \$250,000 GST Exclusive. The City's Landscape Minor Works projects generally range between \$15,000 to \$100,000 each.

The total annual expenditure will vary depending on the approved budgets.

Minor landscape construction project scopes may include, but are not limited to: minor earthworks, grading, removal and disposal of materials, rotary soil cultivation, soil conditioning, sand supply, limestone works, planting, staking, fertilising and mulching, temporary safety fencing and security services (following construction).

A Contract/Framework Agreement will be issued to the supplier panel members for an initial period of three (3) years from the date of commencement of the Agreement. Principal instigated options to extend the Agreement period by an additional one (1) year period and for up to twelve (12) months after that to a maximum of five (5) years.

A secondary selection process will be undertaken by the Principal to assign contracts to members of the Panel of Pre-Qualified Suppliers (Landscape Construction Services). Such contracts will be for one-off projects/works for a duration; no greater than one (1) year in accordance with the requirements of Part 4 (Division 3) of the *Local Government (Functions and General) Regulations 1995*.

Request For Suppliers RFS 01/2022 Panel of Pre-Qualified Suppliers – Landscape Construction Services (Minor Projects/Works) was advertised on Saturday 29 October 2022 in the Local Government Tenders Section of "The West Australian" Newspaper. It was also displayed on the City's E-Tendering website between 29 October and 16 November 2022.

### Submission

Responses closed at 2:00pm (AWST) on Wednesday 16 November 2022 and five (5) submissions were received from:

Respondent	Registered Entity
A Proud Landmark	A Proud Landmark Pty Ltd
LD Total	Sanpoint Pty Ltd
Gecko Contracting	GAS Assets Pty Ltd
Horizon West Landscape	Horizon West Landscape & Irrigation Pty Ltd
Landscape Elements	Landscape Elements Pty Ltd

## Report

### Compliance Criteria

The following criteria were used to determine whether the submissions received were compliant:

Compliance Criteria	
(a)	Compliance with the Request document
(b)	Compliance with the Conditions of Responding and Tendering
(c)	Compliance with the General Conditions of Contract
(d)	Compliance with and completion of the Price Schedule in the format provided
(e)	Completion of the Qualitative Criteria
(f)	Compliance with ACCC Requirements and completion of Certificate of Warranty

### Compliance Tenderers

Procurement Services undertook an initial compliance assessment, and all five (5) Respondents were deemed compliant, and the responses were released for evaluation.

### Evaluation Criteria

Evaluation Criteria	Weighting Percentage
Demonstrated Experience	20%
Tenderers Resources	15%
Methodology	5%
Sustainability	10%
Local/Regional	10%
Tendered Price	40%
<b>TOTAL</b>	<b>100%</b>

### Request For Suppliers Intent/ Requirements

Parks Services capital works and operational programmes perform a significant number of landscape projects during each financial year that require the procurement of services from a panel of pre-qualified suppliers to perform a range of landscape construction works.

Evaluation Panel

The submissions were evaluated by the following:

Name	Position
Craig Martindale (Chair)	Project Manager
Julie Reidy	Environment, Parks & Streetscapes Manager
Sabina Rahman-Horstmann	Coastal Management & Planning Engineer
Nelson Mauricio	Acting Chief Financial Officer
Probity Role	
Caron Peasant	Contracts Coordinator

Scoring Table – Combined Totals

Tenderer's Name	Percentage Score		
	Non-Cost Evaluation	Cost Evaluation	Total
	60%	40%	100%
**Landscape Elements	44.85%	40.00%	84.85%
**Gecko Contracting	47.00%	32.88%	79.88%
**A Proud Landmark	41.80%	31.92%	73.72%
LD Total	37.73%	35.70%	73.42%
Horizon West Landscape	39.70%	25.59%	65.29%

\*\* Recommended Submission

*Evaluation Criteria Assessment*Demonstrated Experience

Landscape Elements, Gecko Contracting, A Proud Landmark, LD Total and Horizon West Landscape clearly demonstrated to the evaluation panel that they had the relative experience to perform the tasks associated with the landscape construction services.

All five provided substantial documentation of similar works performed for other Local Government Authorities and private corporations with a focus on project management and delivery works within specified timeframes and budgets.

All submissions received were of a high standard which reflected in the evenness of the scores in this criterion.

### Tenderers Resources

The submissions received from Landscape Elements, Gecko Contracting, A Proud Landmark, LD Total and Horizon West Landscape clearly demonstrated to the evaluation panel that their organisations have the key personnel and are equipped with plant and equipment to fulfil the requirements of the specification of this contract and to manage their respective concurrent workloads and to mitigate and contingency measures that may arise.

### Methodology

The submissions received from Landscape Elements, Gecko Contracting, A Proud Landmark, and Horizon West Landscape were all of a high standard which reflected in the evenness of the scores in this criterion. LD Total lacked sufficient level of detail which was reflected in their score.

### Sustainability

The submissions received from Landscape Elements, Gecko Contracting, A Proud Landmark, LD Total and Horizon West Landscape were able to demonstrate an acceptable level of sustainable work practices as reflected in the evenness of the scoring in this criterion.

### Local/Regional

Gecko Contracting scored the highest for this criterion with locations in the City of Cockburn boundary. Landscape Elements, A Proud Landmark, LD Total and Horizon West Landscape were able to demonstrate an acceptable level of local contribution as reflected in the evenness of the scoring.

These Tenderers demonstrated they can provide an improved local and regional outcome for the City.

### Cost Evaluation

For the purposes of evaluating this Request for Suppliers the panel has determined a cost model based on selected schedule of rates for core services.

The rates submitted by LD Total, Gecko Contracting and Landscape Elements were found to be the best value for the City.

### Summation

The responses submitted by Landscape Elements Pty Ltd, GAS Assets Pty Ltd, T/A Gecko Contracting Turf and Landscape Maintenance and A Proud Landmark Pty Ltd, scored highest on both the qualitative and total score, thus are considered the most advantageous for the City.

Therefore, the evaluation panel recommends these three (3) contractors are included in the panel of pre-qualified suppliers for Landscape Construction Services (Minor Projects/Works).

The recommendation for the three (3) selected pre-qualified supplier panel members is based on:

- Well demonstrated experience in performing similar work for similarly sized contracts, including positive referee feedback
- A range of personnel that have experience in managing the services associated with the requirements of the contract
- Having the required resources and contingency measures to undertake the works
- The best value for money.

The panel deemed to appoint three (3) contractors to minimise the risk to undertake all of the works and has considered the existing performance of the current incumbents in determining the recommendation.

Landscape Elements Pty Ltd, GAS Assets Pty Ltd, T/A Gecko Contracting Turf and Landscape Maintenance and A Proud Landmark Pty Ltd are current landscape providers to the City of Cockburn.

No external additional reference checks was conducted as Internal reference checks were deemed sufficient.

No independent financial risk assessment was conducted given the low range of project works cost expected from the individual pre-qualified panel suppliers.

### **Strategic Plans/Policy Implications**

#### Local Economy

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

- Increased Investment, economic growth and local employment.

#### Environmental Responsibility

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

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

#### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

**Budget/Financial Implications**

The estimated expenditure of the panel of pre-qualified suppliers per annum was extrapolated to \$1.4M (based on the previous three financial years) in providing landscape construction services (minor projects/works).

This cost can be accommodated within the 2022/2023 Parks and Environment Operational and Capital Works budgets.

The core rates indicate minor increases across the individual Schedule of Rates items. This will be mitigated on a project-by-project basis in compliance with the City's Procurement Policy.

For the purpose of evaluating this tender, cost models were used to compare submitted rates to estimate the expenditure of a selected project scenario.

This is an indicative amount only and may vary due to operational factors.

Where significant Landscape Project work is required, a separate procurement process will be undertaken by the City in accordance with the City's Procurement threshold requirements as detailed in the Procurement Policy.

**Legal Implications**

3.57 of the *Local Government Act 1995* and Part 4 of the *Local Government (Functions and General) Regulations 1996* refers.

**Community Consultation**

N/A

**Risk Management Implications**

If the recommendation is not approved a reduced service level would reflect the lack of adequate labour or machinery resources to conduct the works in-house.

If the City was not to conduct this service, this may cause reputational damage to the City when community expectations are not met.

This may lead to an increase in public complaints by failure to deliver the projects adopted by Council in the specified time frames and an increase in officers time to develop individual tenders for every minor landscape works.

**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 9 March 2023 Ordinary Council Meeting.

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

N/A

## 14.3 Community Services

### 14.3.1 Parking Restriction Proposal - Chieftain Esplanade, North Coogee

<b>Responsible Executive</b>	Chief of Community Services
<b>Author</b>	Head of Community Safety and Ranger Services and Parking Compliance Officer
<b>Attachments</b>	1. Map of Proposed Parking Restrictions on Chieftain Parade, North Coogee with legend. <a href="#">↓</a>

#### RECOMMENDATION

That Council:

- (1) APPROVES the installation of 'Yellow line marking and No Parking Zone' signage to the subject site (listed within the report) bound by Napoleon Parade, Chieftain Esplanade, Octavia Mews and Onyx Lane, North Coogee.

#### Background

On street parking around Omeo beach and other beaches in North Coogee are heavily trafficked during the summer season and with local attractions, there is additional projected growth for parking.

Due to ongoing development along Napoleon Parade and the surrounding area, new roads and embayment parking were opened in December 2022 without any parking restrictions approved by Council.

It has been observed by the City's Rangers and Parking Officers that vehicles have started parking in these new locations and causing traffic congestion and a potential hazard to pedestrians utilising the area.

Clause 8 of the Parking and Parking Facilities Local Law 2007, requires a resolution of Council as approval to install any new parking enforcement signs.

#### Submission

N/A

#### Report

With the opening of part of the Chieftain Esplanade extension and connected laneways, vehicles have been witnessed to park illegally (within intersection) and parking in these new thoroughfares.

This is causing issues with pedestrian safety, traffic obstructions for other motorist and access to properties under construction.





*Image 1 – Subject Site*

During the past two (2) months several infringements have been issued for vehicles parked within intersections and over footpaths.

Vehicles parked in the laneways of Onyx and Octavia Mews are obstructing access to properties and the laneways themselves. However, due to lack of restrictions the City's Rangers and parking team cannot effectively manage the use of this laneway for parking.

The City proposes that the following parking restrictions be installed;

1. Yellow 'No Stopping' lines at the intersection of Chieftain Esplanade and Napoleon Parade, and Chieftain Esplanade and Octavia Mews; and
2. 'No Parking Zone' be setup for the entirety of Octavia Mews and Onyx Lanes, as per the attached map.

The areas bound within the yellow no stopping lines, are already no stopping areas per the Road Traffic Code and City's Local Parking Law.

The installation of the yellow line is purely as an advisory and education tool. It is expected that this will limit the number of people who park illegally and find an alternative place to park.

The City is currently working on a proposed Parking Management Plan for the wider Marina precinct.

Based on the work done to date, the restrictions proposed within this report will complement the intended outcomes of the Management Plan

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

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

- An integrated, accessible and improved transport network.

Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

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

**Budget/Financial Implications**

The line marking and signage shown in attachment one will be completed with existing FY 23 allocated funds.

**Legal Implications**

Approval of the parking restriction signs by Council is consistent with Clause 8 of the Parking and Parking Facilities Local Law 2007.

**Community Consultation**

Yellow line marking is being added and an educational tool to reinforce it already against the law to park in these areas.

Effective community consultation on the 'no parking' area is also not viable, as most of the area remains undeveloped for the end-users and residents.

**Risk Management Implications**

This item has 'minor' reputational risk associated with the recommendation.

Not approving this request could pose a substantial risk, possibly resulting in multiple complaints from residents and other members of the public regarding the obstruction of roads and potential injury to pedestrians and other road user.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil







**14.3.2 Parking Restriction Proposal - Maraboo Loop, North Coogee**

<b>Responsible Executive</b>	Chief of Community Services
<b>Author</b>	Head of Community Safety and Ranger Services and Parking Compliance Officer
<b>Attachments</b>	N/A

**RECOMMENDATION**

That Council:

- (1) APPROVES the installation of parking restrictions “Yellow line marking” to the subject site (listed within this report) on Maraboo Loop, North Coogee.

**Background**

The City has seen a steady increase in complaints from Marina staff and residents regarding vehicles stopping or parking on the Maraboo Loop bridge and in front of the City of Cockburn Marina office at Maraboo Loop, North Coogee.

Traffic and parking issues have been increasing in this area due to the final development and construction of properties on Maraboo Loop and the increasing popularity of Ngarkal Beach.

Pursuant to Clause 8 of the City’s Parking and Parking Facilities Local Law 2007, Council may approve additional parking restrictions within the subject area and approve the installation of relevant signs to cause effect of the parking restrictions. Accordingly, this report has been prepared for Council’s consideration.

**Submission**

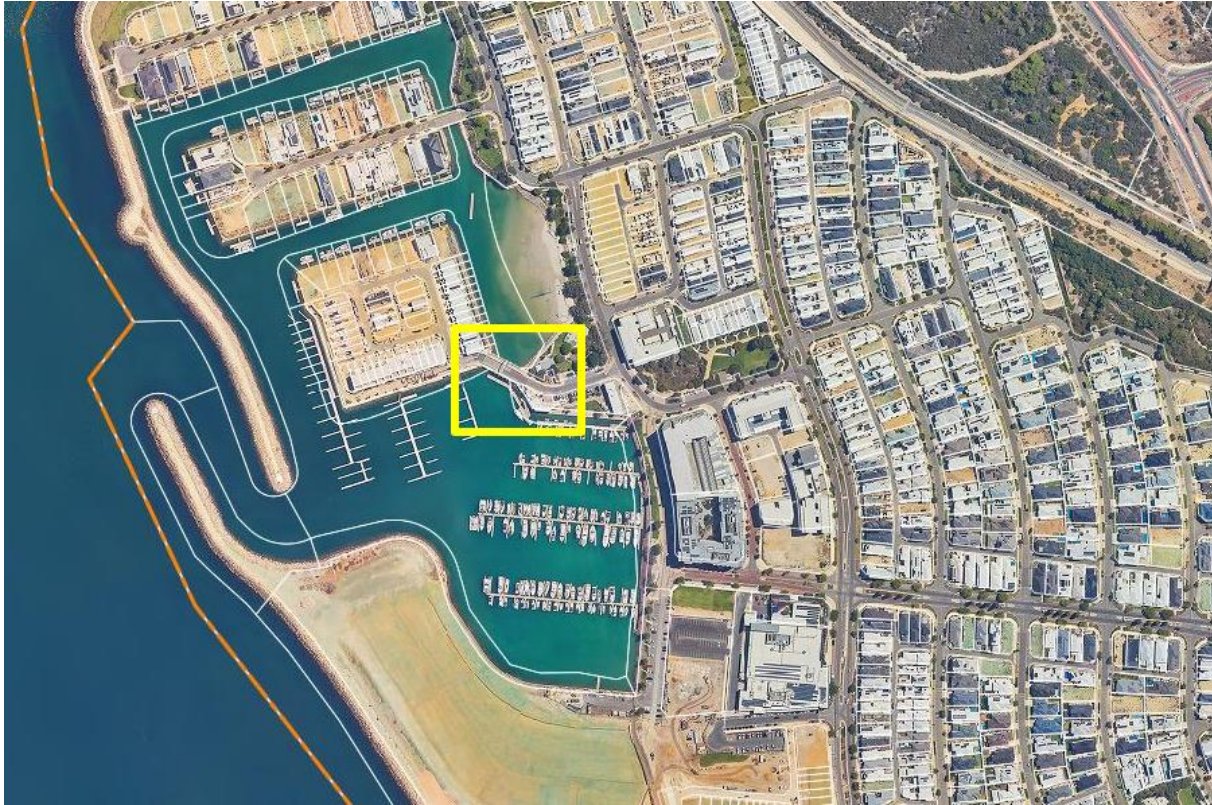
N/A

**Report**

Between 1 October 2022 and 31 December 2022, five parking complaints were received regarding parking in front of the marina office on Maraboo Loop, North Coogee.

During this same time, seven vehicles were infringed for parking over footpaths, two vehicles for breaches of ACROD bay conditions and two vehicles for double parking within the subject site.

Vehicles stopping in the proposed parking restriction area cause unnecessary congestion on the marina bridge.



**Image 1 – Subject Site**

The officer's recommendation proposes that a yellow line marking (per image 2) as per *Clause 26(1)(f) of the City of Cockburn Parking and Parking Facilities Local Law 2007* be installed within the subject site.

The line will be approximately 100m in length on the north side of Maraboo Loop and approximately 85m on the south side where it affects road users crossing the bridge.

Most of this area is already a 'no stopping area' per *Clause 33(a) of the City of Cockburn Parking and Parking Facilities Local Law 2007*.

Accordingly, the intent of the officer's recommendation is to provide the yellow line as an educational tool to alert motorists of their possible non-compliance with the City's Parking Local Law.



*Image 2 -Extent of Proposed Parking Restrictions*

The intended benefits will improve safety for pedestrians within the area and ensure residents using the Maraboo Loop Bridge are not adversely impacted by traffic.

The City is currently working on a proposed Parking Management Plan for the wider Marina precinct.

Based on the work done to date, the restrictions proposed within this report will complement the intended outcomes of the Management Plan.

### **Strategic Plans/Policy Implications**

#### City Growth & Moving Around

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

- An integrated, accessible and improved transport network.

#### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

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

### **Budget/Financial Implications**

The proposed works can be installed with existing municipal budgeted funds.

### **Legal Implications**

Approval of the parking restriction lines by Council is consistent with *Clause 8* of the *Parking and Parking Facilities Local Law 200*.

**Community Consultation**

As the bridge on Maraboo Loop is the only way for access to the island, it should not be obstructed by stopped or parked vehicles and is an offence under the City of Cockburn Parking and Parking Facilities Local Law 2007, Section 33(a).

Based on the outcome already being an offence within the City's Local Parking Law, there is limited scope to consult on this item.

**Risk Management Implications**

Should the officer's recommendation not be approved, the item has 'minor' reputational risk and likely continued advocacy by residents who live on Maraboo Loop and Pelous Lane.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil



**14.3.3 Community Safety and Crime Prevention Plan 2022 - 2027**

<b>Responsible Executive</b>	Chief of Community Services
<b>Author</b>	Head of Community Safety and Ranger Services, Community Safety Manager and Manager Advocacy and Engagement
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Community Safety and Crime Prevention Plan 2022 - 2027 <a href="#">↓</a></li><li>2. Community Feedback Summary <a href="#">↓</a></li><li>3. Letter to ARC Infrastructure <a href="#">↓</a></li><li>4. Letter to Element on behalf of Perron Group <a href="#">↓</a></li></ol>

**RECOMMENDATION**

That Council:

1. ADOPTS the Community Safety and Crime Prevention Plan 2022 – 2027 (Attachment 1); and
2. APPROVES the commencement of the Residential CCTV Subsidy from 1 July 2023.

**Background**

At the 9 June 2022 Ordinary Council Meeting, Council resolved:

That Council:

- (1) ADVERTISES the draft Community Safety and Crime Prevention Plan 2022–2027 for community consultation.

Since this resolution, the proposed Community Safety and Crime Prevention Plan (CSCPP) 2022–2027 was released for public comment.

The community consultation period ran from 28 November 2022 until 17 January 2023, with responses received from residents as well as external stakeholders.

These submissions were reviewed alongside previous community consultation data from Edith Cowan University (ECU) and Catalyse, and amendments to the CSCPP were made.

The proposed Community Safety and Crime Prevention Plan 2022–2027 incorporating the community feedback is presented to Council for adoption.

**Submission**

N/A



## Report

Local governments play a central role in community safety and crime prevention.

They work together with their local community and authorities such as the police, to develop and implement programs and policies towards education and early prevention.

Further, local governments also contribute to community safety through the implementation of CCTV, facilitating Neighbourhood Watch, and cleaning up graffiti.

The City of Cockburn is a leader in community safety and crime prevention and plays an active part in all the aforementioned aspects.

The City of Cockburn has always, historically, had such plans to provide clear direction to its staff and transparency to the community.

The most recent Community Safety and CCTV Strategy 2017–2022 has reached the end of its life, and objectives were achieved ahead of time.

Hence, the draft CSCPP is presented to Council for adoption to continue guiding and informing strategies for community safety and crime prevention.

The CSCPP conglomerated its many deliverables into four (4) key strategic objectives to act as the overarching themes of the plan (refer Attachment 1).

1. Strengthen Partnerships Through Collaboration and Advocacy
2. Reducing the Opportunity for Crime Through Technology
3. Increase Awareness of Community Safety and Crime Prevention
4. Early Intervention to Improve the Wellbeing of Our Community

To help guide the Plan and its objectives, Elected Member feedback was considered in two elected member workshops;

- Facilitated Elected Member workshop with Edith Cowan University
- A strategic Elected Member's Briefing with WA Police participation

The program will result in the trainees being empowered, provided nationally recognised training and leaderships ships,

This program's flow-on benefits include improved community relationships and promoting positive images for young Aboriginal people.

## Strategic Plans/Policy Implications

### Local Economy

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

- Increased Investment, economic growth and local employment.
- Thriving local commercial centres, local businesses and tourism industry.

### Environmental Responsibility

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

- Protection and enhancement of our natural areas, bushland, parks and open spaces.
- Sustainable resource management including waste, water and energy.

### Community, Lifestyle & Security

A vibrant healthy, safe, inclusive and connected community.

- A safe and healthy community that is socially connected.

### City Growth & Moving Around

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

- An attractive, socially connected and diverse built environment.

### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

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

## **Budget/Financial Implications**

The overall cost to implement the outcomes of the proposed CSCPP is approximately \$3.64M for the life of the plan.

The CSCPP's projected expenditure is consistent with the Long-Term Financial Plan projections and annual spending on community safety.

The primary spend is in the CCTV expansion project for public open spaces and key activity areas, which equates to approximately \$1.59M for the total life of the Plan.

All items included in the CSCPP will be subject to Council's annual budget deliberation process.

## **Legal Implications**

The installation of CCTV is regulated by the *Surveillance Devices Act 1998* and all CCTV projects and technology listed within the Plan have been reviewed to ensure compliance with State legislation.

## **Community Consultation**

Following endorsement by Council (in June 2022), the draft CSCPP was released for community consultation for 55 days from 23 November 2022 to 17 January 2023.

The draft CSCPP was made available for public viewing on the City's Comment on Cockburn website, and also in hard copy format at the City's administration building and libraries.

Multiple avenues of promotion were utilised to ensure maximum community and stakeholder reach. This included:

- Letters to businesses, organisations and property owners identified in the plan's proposed actions
- E-newsletters to Comment on Cockburn subscribers, Business in Cockburn subscribers, resident associations and the City's Age Friendly, Disability, and Aboriginal Reference Groups
- Project page on the Comment on Cockburn website
- PerthNow Cockburn newspaper advertisement
- Posts on the City's social media pages
- Information on the City of Cockburn website.
- Held community drop-in sessions at;
  - Phoenix Shopping Centre
  - Success Library
- Presentations to the following resident groups:
  - Atwell Community Association
  - Connecting South Lake.

The draft CSCPP was also presented to the City of Cockburn's Crime Prevention Reference Group. The purpose of this group is to bring together key stakeholders in crime prevention and drive strategic objectives for the City.

Its membership includes but are not limited to: WA Police, Cockburn Gateway, Perron Group, Department of Justice, and Department of Education.

The City's Comment on Cockburn web page received 515 visits, and a total of 26 submissions, which is attached (Attachment 2) to this report.

The majority of responses (68.5%) were supportive of the proposed strategies and initiatives contained within the CSCPP. In particular, the most popular initiatives were:

- The provision of a CCTV subsidy for residents
- the Aboriginal ranger traineeship program
- the continual rollout of CCTV across the City.

Respondents felt the City missed out on:

Concern	City's Response
Urban planning initiatives	There may have been some community confusion about the scope of this plan and other planning documents and policies that incorporate Crime Prevention Through Environmental Design principles.
Enhancing physical security presence	As part of objective 4.1 there will be an ongoing review of the CoSafe service delivery model to ensure the community's needs are met. The review will commence within Q1 FY 24.
Educational initiatives	The City's Safer Cities Service Unit will oversee most educational programs listed within this plan. The Service Unit currently has 2 FTE positions. Adding additional programs will likely require an increase in staff resourcing that would require amendments to the City's Workforce Plan.  Additionally, educational programs may overreach what other State agencies provide.
CCTV in South Lake	As a result of this community consultation, the plan was adapted to include a CCTV project in South Lake.

Three submissions from stakeholders identified in the plan's proposed strategies were also received during the feedback period (refer Attachments 3 and 4).

### Risk Management Implications

In recent months, youth-based and anti-social crime has received national attention, and based on the City's community prioritising community safety, there is likely to be community attention to the adoption of this plan.

Should the Council decide not to adopt the proposed Community Safety and Crime Prevention Plan 2022–2027, there is a potential "Substantial" level of associated brand/reputational risk.

Some projects, such as the Residential CCTV Subsidy, the ongoing review of CoSafe and the CCTV expansion project, will be postponed until the CSCPP is adopted by Council.

As a result, there will be increased community impact by residents wishing to use the services listed in this Plan, or live in areas where CCTV has been proposed.

None of the initiatives identified within the plan will be actioned, many of which the community is very supportive of, and looking forward to (as mentioned in *Stage 3 of the Community Consultation* section).

The adoption of the CSCPP is a critical step in improving community safety and maintaining City reputation as a leading local government in community safety.

**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 9 March 2023 Ordinary Council Meeting.

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

The CSCP Plan incorporates a number of projects that integrates and coordinates with services provided by the Commonwealth, the State and public bodies.

The initiatives do not unsuitably duplicate services or facilities provided by the Commonwealth, the State or any other body.



**DRAFT**

**Community Safety and  
Crime Prevention Plan  
2022-2027**



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6	Recent Highlights: City's Crime Prevention and Community Safety Initiatives
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15	Key Strategic Objectives
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## Acknowledgement of Country

The Mayor, Councillors and staff of the City of Cockburn acknowledge the Whadjuk Nyungar people of Beeliar boodja as the traditional custodians of this land. We pay our respect to the Elders, past, present and emerging.



## Executive Summary

The feeling of safety and avoiding becoming a crime victim is a desire for all residents within Cockburn and the broader community across Australia. Crime and anti-social behaviour issues are often brought about by more prominent complex societal factors and are often unable to be addressed in the short term. At the same time, mitigation programs are difficult to effectively gauge their successes.

The City is just one part of the broader community's responsibility to promote and provide a safer community for those who live, visit, invest, and work within the City of Cockburn.

The Cockburn community regularly identifies community safety as a priority within the City's Strategic Community Plan.

Effectively managing the City's response to support improved community safety requires a coordinated effort with residents, visitors and State service providers.

To coordinate these efforts, the City has developed the Community Safety and Crime Prevention Plan 2022-2027.

**The Plan proposes four key objectives:**



**Strengthen Partnerships Through Collaboration and Advocacy;**



**Reducing the Opportunity for Crime through Technology;**



**Increase Awareness of Community Safety and Crime Prevention;**



**Early Intervention to Improve the Wellbeing of our Community.**

The approaches mentioned above will address community priorities by making Cockburn a safer place to be.



## Introduction

According to annual community perception surveys, community safety has been the highest priority for the Cockburn community within recent years. As one of our highest priorities, the City's community safety and crime prevention initiatives have attracted high levels of community satisfaction.

The City has been a leader in this space and completed many sector first initiatives to benefit the community.

Ensuring the City continues to provide a vibrant, healthy, safe, inclusive and connected community is an outcome identified within the City's Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2021 to 2023-2024. The Community Safety and Crime Prevention Plan 2022-2027 (CSCPP) has been developed to support these strategic priorities.

This Plan was developed on the years of growth by the City's existing operations and independent research conducted by leading academia in Criminology from Edith Cowan University and further detailed analysis of the community's annual perception survey.

The actions within this Plan are in addition to the already extensive existing business as usual activities conducted by the City. The Plan highlights future initiatives to continue to make Cockburn a true leader in community safety and drive improved security for our residents, visitors and businesses.

## Links to the Strategic Community Plan 2020–2030

The Community Safety and Crime Prevention Plan 2022-2027 supports and underpins the Corporate Business Plan Outcome 3: Community, Lifestyle and Security. More specifically:

*Work to increase understanding and compliance to relevant state and local government local laws to improve safety and amenity to the City's residents, businesses and visitors. A range of education, prevention, mitigation, and enforcement strategies are used.*

### AND

*Continue to provide best practice mobile security patrolling. Oversee the development of the CCTV camera network and artificial intelligence software, to develop a smarter, safer City.*



## What is crime prevention and the perception of community safety?

### Crime prevention:

Crime prevention focuses on deterring criminal activity and reducing crime. It aims to eliminate factors that lead to crime occurring.

### Perception of community safety:

It is vital that people feel safe living in, working in and visiting Cockburn.

Feeling unsafe can lead to people avoiding certain places and discourage people from being an active part of their communities. Nationally, it is common for gaps between perceptions of crime in an area and the actual risk of experiencing crime.

While this is the case, community members have expressed concern and genuine fear of crime in Cockburn and their personal safety.

Informed by crime statistics, this Plan (this document) aims to paint an accurate picture of crime in the City. Misconceptions about the actual risk of crime can undermine perceptions of safety. This Plan seeks to address these issues and improve how safe the community feels in the City of Cockburn.

## Review of Community Safety and Closed Circuit Television (CCTV) Strategy 2017-2022

The City's Community Safety and Closed Circuit Television (CCTV) Strategy 2017-2022 was reviewed ahead of its intended document life due to the early completion of the actions listed.

As part of the previous strategy we have completed 100% of all our CCTV projects expanding the City's CCTV network to:



500 fixed cameras



12 Rapid Deployment Kits



30 mobile cameras



## Recent Highlights: City's Crime Prevention and Community Safety Initiatives



### CoSafe Review

A comprehensive review of CoSafe in 2019, resulting in the City changing the operating model and functions of the service.

The new CoSafe service is now overseen by City employed staff 24 hours a day. This improves oversight and has been authorised with expanded powers to manage local law matters.

This service resulted in:

- Saving the City over \$0.5 million
- Working with the WA Police Force on over 1,000 incidents and leading to 28 arrests
- Improving the overall feeling of safety for the community through their security presence.



### CCTV Artificial Intelligence

The City has been leading the way in trialling artificial intelligence (AI) solutions since 2013. In recent years the technology has dramatically improved and is achieving high accuracy rates. The City has trialled the technology at the Success Regional Sporting Facility as a pilot initiative.

The City is currently rolling out a comprehensive AI solution to many CCTV cameras throughout the City. This roll-out will increase the detection of anti-social behaviour and allow for automated alerts to be sent to CoSafe and WA Police.

The City has also increased the number of License Plate Number Recognition (LPNR) cameras in suburban areas to aid law enforcement partners to identify suspects of local crimes.

## Recent Highlights: City's Crime Prevention and Community Safety Initiatives



### Police Dashboard

With the new CoSafe service introduction, the City invested in a workforce distribution software through ESRI Australia. As part of the development of this solution, a dedicated police dashboard has been created, giving police real-time information and reports completed by CoSafe Officers.

The dashboard allows police to historically search by key descriptors, such as vehicles, persons of interest and community calls to CoSafe.

Within one week of operation, the dashboard led to an arrest of a person charged with residential burglary.



Treeby Community and Sports Centre Project - Artist impression

### Building Efficiencies Through Technological Innovation (Project BETTI)

The City has commenced a City wide upgrade of access control and security systems at most community facilities.








Once completed, residents will be able to hire community facilities online and use their mobile phone and other devices to unlock buildings during their hire period.

The project will increase the City's CCTV network by approximately 250 cameras, around some of the City's busiest buildings and reserves.

## Existing Services & Initiatives








Organisationally, the City of Cockburn undertakes numerous community safety initiatives as business as usual processes.

We contribute to this through the provision of the following services and initiatives:

Service/Initiative	Description
 <b>CoSafe</b>	A 24/7 mobile response service that provides specially trained officers to manage a wide range of issues within the community, including anti-social behaviour, suspicious behaviour, noise complaints, vandalism and various other concerns.
 <b>Technology/CCTV</b>	The City manages over 500 fixed CCTV cameras and 30 mobile cameras, which are deployed on vehicles or in hotspot areas.
 <b>Youth and Family Services</b>	Supports young people and their families through group programs and activities. Youth Services also work closely with WA Police Youth Engagement Officers to improve the take-up of support services by at-risk youth.
 <b>Youth XLR8 Program</b>	In collaboration with WA Police, Cockburn Youth Services, City mechanics and the Coastal Motorcycle Club, the Youth XLR8 Motocross program is targeted to engage young people aged 14 years and over, who may benefit from mentoring and guidance. Access to the program is by referral from key organisations.
 <b>Neighbourhood Watch (NHW)</b>	Cockburn has an active Neighbourhood Watch group, with representatives from most suburbs. The group of volunteers participates in crime prevention initiatives, including anti-theft screw installations, providing bicycle D-locks, letterboxing and information displays at shopping centres and community events.
 <b>Graffiti Removal</b>	The City has a KPI to remove offensive graffiti within three business days. The City also removes graffiti that is visible to the public on residential and commercial property free of charge if it is considered to be of a racist or obscene nature.
 <b>Community Safety</b>	The Safer Cities Service Unit at the City coordinates and contributes to the implementation of various strategies, plans and initiatives to improve the ongoing safety of the community.



## Existing Services & Initiatives

Service/Initiative	Description
 <b>Rangers</b>	Operating seven days per week, Rangers provide peace of mind to residents through patrols and attending to complaints relating to animals, litter, parking and off-road vehicles. At times, the Rangers work to resolve neighbourhood disputes by acting as an intermediary.
 <b>Community Development</b>	The Community Development team works with community members, volunteers and not-for-profit organisations to support and contribute to the community in which people feel a sense of belonging and connection.
 <b>Waste reduction</b>	Waste Services ensure the City's streetscapes are kept in presentable condition and reduce litter. Hole top bins with locks are used in specific areas. Locks provided on bin enclosures and rubber rosettes over bin holes prevent access. Covert cameras are also set up in illegal dumping areas in conjunction with the Community Safety and Ranger Services team.
 <b>Public Safety Education</b>	The City facilitates Cyber Crime Prevention workshops, Seniors Safety workshops and general crime prevention presentations in partnership with WAPOL.
 <b>Events and Community Bookings</b>	Recreation Services have strict criteria applicants must meet to use any of the City's halls and venues. Age limits, alcohol consumption rules, security requirements and noise restrictions apply to bookings. WA Police and CoSafe are notified of any one-off party bookings if deemed 'high risk'.
 <b>Planning - Crime Prevention Through Environmental Design (CPTED)</b>	The City incorporates CPTED strategies into the design of buildings and public open space as part of a holistic approach to crime prevention through passive surveillance.
 <b>Collaboration with agencies</b>	The City partners with many agencies and businesses including, but not limited to, WA Police, Neighbourhood Watch, CrimeStoppers, Cockburn Gateways, other Local Governments and various organisations across WA, to reduce crime in our community. The City supports the Crime Prevention Reference Group, which makes recommendations about safety and crime prevention.

## Community Consultation and Input

To develop this Plan, the City engaged two external consultants, Edith Cowan University (ECU) and Catalyse, to undertake extensive community consultation. The objective of this consultation was to assess the prevalence of crime, actual reported crime and identify community concerns within Cockburn.

The action items in this Plan have been developed based on this community engagement, statistics, strategic priorities and relevant literature.

ECU analysed the views of more than 900 people via an online survey, face-to-face interviews and focus groups as part of this consultation phase.

The average age of participants was 48.9 years, ranging from 14-88 years old (539 female, 349 male, three non-binary & 15 non - indication).

The findings of the Catalyse consultation were formed on 502 surveyed residents as part of the City's Annual Community Perceptions Scorecard.

### Edith Cowan University

ECU's community survey was developed to determine community perceptions of crime, disorder and anti-social behaviour.

This survey included categories of behaviour that may not have been captured in official data. The survey also assessed community perceptions of what is needed to prevent crime and improve community safety in the area.

Although the survey had 13 questions and response fields, the research was guided by the following overarching principle questions:

What is the prevalence of crime and antisocial behaviour in the City of Cockburn?

What are community perceptions of crime, anti-social behaviour and community safety?

What are stakeholder perceptions of crime, antisocial behaviour and community safety?

### ECU suggested strategies

The outcome of the ECU report focused on six key themes:



Monitored street and residential CCTV



Micro dotting of goods



Targeted hot spots approaches to crime prevention



Approaches to urban renewal and/or community design



Security services/presence



Resident groups

## Catalyse

The Catalyse data provided was from further analysis of community feedback from the 2021 Community Scorecard.



Surveyed  
**502**  
residents



Safety is a greater concern among families with teenagers and those who speak a Language other than English (LOTE) at home.



Safety, security and crime prevention was the #1 priority



**79%** of respondents gave a positive rating with a performance index score of **56/100**

## Suggested actions

Provide increased frequency of CoSafe patrols and improve how CoSafe responds to community concerns

Advocate for greater Police presence and stronger enforcement of criminal and anti-social behaviour

Provide more CCTV in public places and residential areas

Provide improved reporting and follow-up communications with residents who report issues

Advocate for homeowners to install more security measures

Educate residents about safety

Provide improved lighting in streets, parks and public places

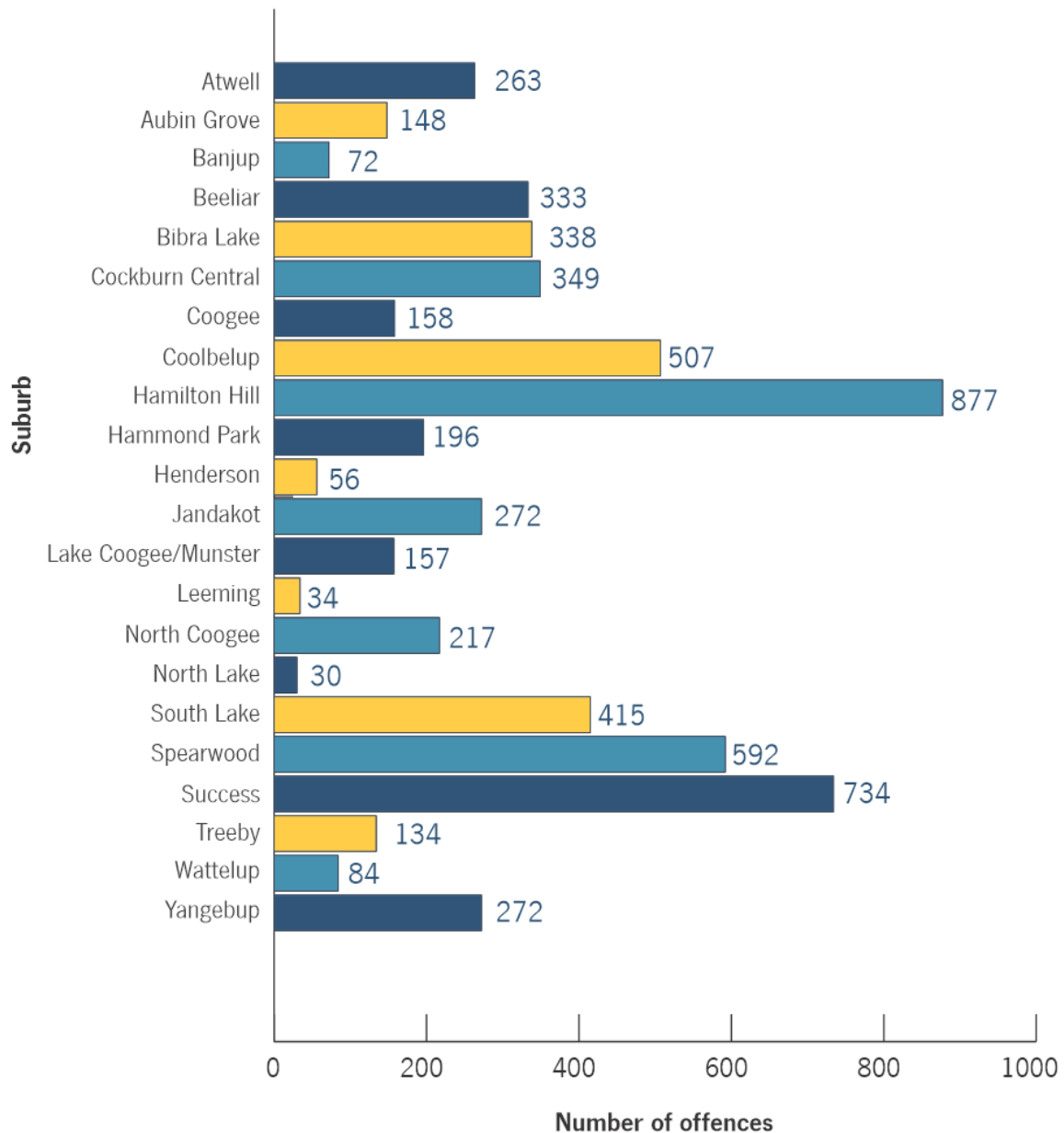
Engage with youth and provide more youth activities



## Crime Trends

The purpose of this analysis was to ensure the actions proposed as part of this Plan would be reflective of reported crimes within the City.

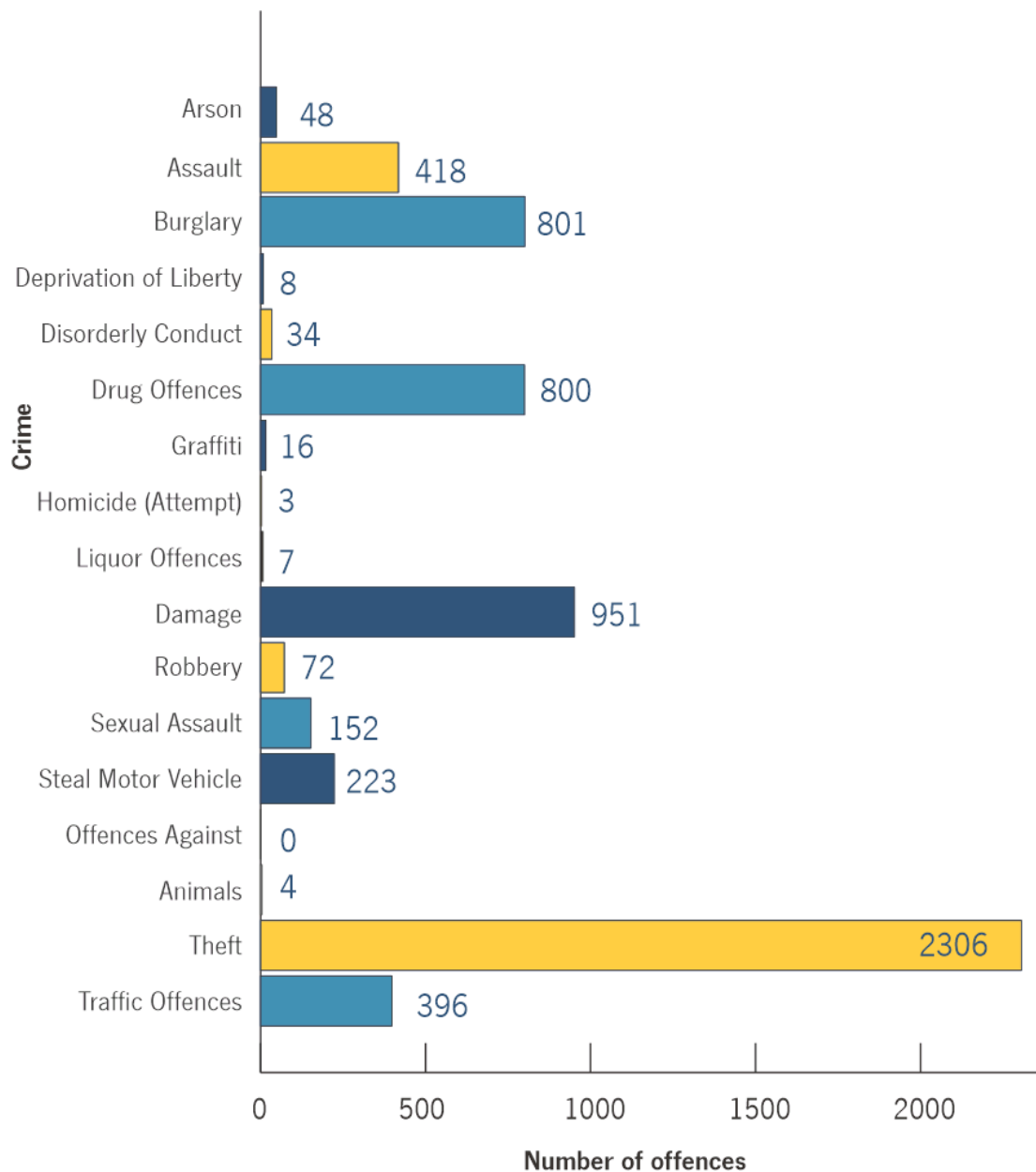
### Crime in Suburbs July 2020 – June 2021



Source: Western Australian Police Force

## Crime Trends

Crime Category July 2020 – June 2021



Source: Western Australian Police Force

## The City's Role in Community Safety and Crime Prevention

As a local government, the City is only one part of the broader social response to keeping our community safe and preventing crime. All communities and levels of government have their role in keeping residents safe. The image below highlights where the City is placed in this social response.



## Key Strategic Objectives

This Plan provides a framework to guide the City and its partners to improve our community's sense of security and invest in broader social initiatives designed to contribute to the community's overall wellbeing.

It also recognises that the City cannot address many of these factors alone. Collaborating with other stakeholders, including local businesses, government agencies and the community, is vital to the plan's success.

This Plan is underpinned by four key objectives:



1. **Strengthen Partnerships Through Collaboration and Advocacy;**



3. **Increase Awareness of Community Safety and Crime Prevention;**



2. **Reducing the Opportunity for Crime Through Technology;**





4. **Early Intervention to Improve the Wellbeing of our Community.**


Each objective is explained within the below section and specific action items are added to each objective area.

The following actions are used to determine the City's role in each objective:

 **Advocate** – As the closest level of government to the community, we are a voice for the community about community safety.

 **Facilitate** – We help to make it possible or easier for our communities.

 **Fund** – We fund external organisations or companies to provide services or infrastructure.


 **Partner** – We form strategic alliances with other interest groups and organisations to achieve our outcomes.

 **Provide** – We directly provide community infrastructure and services.

## Objective 1 – Strengthen Partnerships Through Collaboration and Advocacy

Objective 1 aims to enhance community safety and reduce criminal and anti-social behaviour through collaboration with key interest groups and agencies.

Objective 1 Deliverables				Timeframe		
Action	Lead	Budget (\$)	Measure of Success	Short Term	Mid Term	Long Term
1.1 <b>Provide</b> a teachers package for primary and secondary schools, increasing youth awareness of community safety programs and services.	Safer Cities	Existing	Program implemented within the allocated timeframe and provided to all public and private schools within the City. The program meets the relevant curriculum guidelines.	X		
1.2 <b>Advocate</b> for increased accountability of damaged and graffiti impacted infrastructure.	Safer Cities	Existing	Collaborative response to clean-up of graffiti and maintenance on assets owned by third parties.	X	X	X
1.3 <b>Facilitate</b> the City's Crime Prevention Reference Group.	Safer Cities	Existing	Improved representation of members and advocacy for community safety outcomes relevant to the community.	X	X	X
1.4 <b>Advocate</b> for increased support by the State government to NHW and future ways to engage younger members via online and social media platforms.	Safer Cities	Existing	Increased WA Police support for the program and renewal of the State's NHW Strategy. Implementation of online forums and groups available.	X	X	X



Objective 1 Deliverables				Timeframe		
Action	Lead	Budget (\$)	Measure of Success	Short Term	Mid Term	Long Term
1.5 <b>Fund</b> a review of the City's community safety social media messaging.	Safer Cities	\$10,000	Improved messaging of community safety via social media platforms, resulting in higher post engagements and community sharing.	X		
1.6 <b>Advocate</b> for increased CCTV and surveillance at the Australian Marine Complex, Henderson.	Community Safety and Ranger Services	Existing	Secure funding to implement CCTV in and around the Marine Complex, improving the area's security and business desirability to invest within the precinct.	X	X	X
1.7 <b>Facilitate</b> the trial of the LED street lighting within identified residential areas.	Civil Infrastructure	Funded outside of this Plan	Measures of success are identified within the project plan of the trial.	X	X	X
1.8 <b>Advocate</b> for increased Police resources within the Cockburn Area.	Community Safety and Ranger Services	In-Kind	Using the appropriate forums, advocate for an increased Police response to ongoing anti-social issues and timely response to crime.	X	X	X

## Objective 2 – Reducing the Opportunity for Crime Through Technology

The use of technology to improve safety is an increasing trend within the community. CCTV monitoring of public open spaces shows improvements in the perception of crime reduction and the overall sense of security by residents.

Technology such as artificial intelligence combined with an extensive CCTV network improves evidence to identify offenders. Ultimately this leads to increased arrest rates or prevention of crime in the first place.

Using research outcomes of the Catalyse study, Objective 2 also recommends introducing a home subsidy scheme for homeowners to install their own CCTV networks. The increased surveillance around residential homes will decrease the risk of burglaries and improve the feeling of safety while at home.

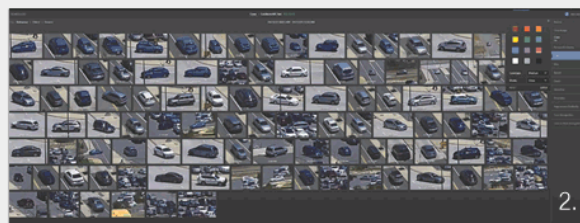
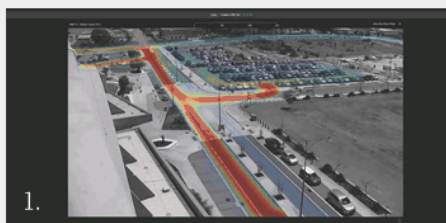
Stealing was the highest reported crime to police between July 2020 - July 2021. Stealing is often seen as a low-level but high volume crime by the police and shopping centre security.

With the advances in technology and the increasing shopping precinct in Cockburn Central, the City believes there is an emerging area that, with the help of technology, could reduce the volume of stealing.

Reducing retail theft through loss prevention measures improves the desirability of Cockburn as a place to do business. Being an entry level crime for young offenders, any reduction in retail theft may have long term benefits by reducing offending in the broader community.

Objective 2 Deliverables					Timeframe		
	Action	Lead	Budget (\$)	Measure of Success	Short Term	Mid Term	Long Term
2.1	<b>Fund</b> an expanded use of Artificial Intelligence across the City's CCTV network.	Community Safety and Ranger Services	\$150,000 (\$75,000 p/a)	Installation of AI on identified cameras within public open spaces and hotspot areas.	X	X	
2.2	<b>Provide</b> a residential home subsidy or purchase scheme for the installation of residential CCTV systems.	Safer Cities	\$200,000 (\$50,000 p/a)	The number of residents who take up the subsidy.	X	X	X
2.3	<b>Fund</b> the Project BETTI roll-out plan.	Community Safety and Ranger Services	\$1,375,000	Completion of the project on schedule and within the project tolerances.	X	X	X

Objective 2 Deliverables				Timeframe		
Action	Lead	Budget (\$)	Measure of Success	Short Term	Mid Term	Long Term
2.4 <b>Fund</b> the CCTV roll-out plan. (Annexure 1)	Community Safety and Ranger Services	\$1,599,000	Completion of the projects on schedule and within the allocated budget.	X	X	X
2.5 <b>Fund</b> the expansion of mobile CCTV cameras fleet.	Community Safety and Ranger Services	\$90,000	Completion of the project on time and within the allocated budget. Increased use of the mobile systems in consultation with the WA Police.	X	X	
2.6 <b>Fund</b> a super trial of Internet of Things (IoT) or LoRaWAN devices to aid community safety and smarter cities.	Community Safety and Ranger Services	\$30,000	Successful implementation of the project and selected locations and incorporation into the CoSafe service.	X		
2.7 <b>Advocate</b> Main Roads to install CCTV into pedestrian bridges and tunnels in and around the Armadale Road to North Lake Road Bridge.	Community Safety and Ranger Services	Existing	CoC enters into a partnership with Main Roads to implement and monitor CCTV within the area. Note: The City will seek external funding to implement this project.	X	X	X



Briefcam - 1. Car movements 2. Blue cars selected and display on Briefcam Video Analytics Platform - Footage collected from Cockburn ARC CCTV Cameras.



## Objective 3 – Increase Awareness of Community Safety and Crime Prevention

The City aims to increase awareness of community safety and how to prevent crime while improving security. Through these awareness programs, the community will better understand the local environment and its associated risks, contributing to a better quality of life by reducing unjustified fears.

Creating stronger community links can also detect crime, as unusual or suspicious activity is more likely to be reported to the police.

Empowering the community through education and awareness will reduce the fear of crime by creating a City where people feel informed, engaged, and welcomed.



Objective 3 Deliverables				Timeframe		
Action	Lead	Budget (\$)	Measure of Success	Short Term	Mid Term	Long Term
3.1 <b>Provide</b> workshops in Crime Prevention Through Environmental Design (CPTED) for the community to target harden their homes and businesses.	Safer Cities	\$15,000	The program will engage a broad age group and provide solid fundamentals of CPTED in an easy to interpret and meaningful way.	X	X	
3.2 <b>Partner</b> with Cockburn Gateways and Phoenix Shopping Centre to educate shoppers on the dangers of leaving items unattended.	Safer Cities	Existing	Measure of success will be based on engagement and collaboration with Crime Prevention Reference Group.		X	
3.3 <b>Provide</b> elder abuse prevention and awareness program with Council of the Ageing (COTA WA).	Safer Cities	\$25,000 (\$5,000 p/a)	Number of participants who attend the workshops and achieving a post-session positive rating of 90% happy with the training provided.	X	X	X
3.4 <b>Provide</b> keyed secure lockers at Omeo Wreck beach for visitors as part of a pilot project.	Safer Cities	\$30,000	Installation is incorporated into the ablution block design for the area. Lockers are accessible through a smart phone and incorporated into the City's Project BETTI system.		X	

## Objective 4 – Early Intervention to Improve the Wellbeing of our Community

Early intervention means identifying and providing practical early support to those at risk of committing or being victims of crime. Early intervention has been identified as the best way to support the community in building effective and resilient crime prevention mechanisms.

With early intervention and prevention programs, we aim to limit the number of young people at risk of offending to prevent contact with the justice system.

With a significant investment by stakeholders, early intervention programs can address the causes and risk factors of those offending.

Early intervention demands a united, coordinated and flexible approach between government departments designed and delivered in partnership with non-government organisations.



22 City of Cockburn

Objective 4 Deliverables				Timeframe		
Action	Lead	Budget (\$)	Measure of Success	Short Term	Mid Term	Long Term
4.1 <b>Provide</b> an excellent CoSafe service through continual evaluation and improvement.	CoSafe	\$2.5m (funded outside of the Plan)	Measures of the success of CoSafe identified within the Key Performance Indicators of this Plan.	X	X	X
4.2 <b>Facilitate</b> a mentoring program between CoSafe and Youth.	CoSafe	Existing	Creation of genuine relationships to improve awareness of CoSafe and other City community safety services relevant for young people.	X	X	X
4.3 <b>Advocate</b> for crime prevention studies to be implemented in identified commercial and residential developments.	Community Safety and Ranger Services	Existing	The number of initiatives identified from the studies and commitments are made by third parties to incorporate these initiatives as part of their developments.	X	X	X
4.4 <b>Provide</b> an Aboriginal ranger traineeship program.	Rangers	\$40,000 p/a	A suitable candidate is employed and provided ranger training within 12 months. Improving and maintaining community relationships.		X	X



## Performance Measures

Each project and initiative added within the Plan has a measurement of success on a per-project basis.

The overall measurement of this plan will be assessed against the City's annual community scorecard and below assessment criteria.

Performance Outcome	2020-21 Current	2026-27 Target Score	2026-27 Stretch Score
<b>Community safety, security and crime prevention</b>			
Positive Rating	79%	81%	83%
Performance Index Score	56	57	58
Languages Other Than English communities	50	51	52
People with children 13 -17	51	52	53
Home owner	56	57	58
<b>Community safety patrols (CoSafe)</b>			
Positive Rating	80%	82%	84%
Performance Index Score	61	62	63
People with a disability	56	57	58
<b>CCTV cameras (in public open spaces, parks and City facilities)</b>			
Positive Rating	72%	74%	76%
Performance Index Score	52	53	54
People with children 13 – 17	42	43	44
Languages Other Than English communities	47	48	49
<b>Service Delivery Targets of Plan</b>			
Safer Cities	N/A	100%	N/A
CoSafe	N/A	100%	N/A
Community Safety and Ranger Services	N/A	100%	N/A
Development & Compliance	N/A	100%	N/A

## Resourcing and Implementation

Additional municipal funding (outside of recurring funding) is highlighted within Annexure 2 of this Plan. Where actions fall part of commonly provided budgets, the project/action has not been included within Annexure 2.

Although CoSafe is considered to be recurring funding for the purposes of this Plan, the estimated financial cost of CoSafe is approximately \$2.5m per year, inclusive of all internal charges. This equates to approximately \$12.8m for the life of the plan.

With the increase in technology proposed within this Plan, there may be an opportunity to rationalise the CoSafe service in the future, without impact to the core response role CoSafe plays within the community.

Where specific objectives have outlined external funding, the funding arrangements will be facilitated by the City. The City will seek to fund these projects by State/ Federal grants programs or by direct contributions from government and non-government sources.

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## Resourcing the Plan

The City's Community Safety and Ranger Services business unit has been reviewed as part of an organisational wide restructure in 2021. As such, there is no immediate need to restructure this business unit to implement this Plan.

The Plan's objectives of improving the community through education and promotion has identified a shortfall in staff to deliver some of these actions and effectively handle the growing reliance our communities have on social media.

Accordingly, the City's officers will advocate to create an additional 0.5FTE into the City's Workforce plan throughout the life of this Plan.

The 0.5FTE will further assist with public education and social media campaigns to reduce the fear of being impacted by crime by residents, visitors and businesses within Cockburn.

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## Reporting and Revision

The ongoing reporting on the completion and updates of the Community Safety and Crime Prevention Plan 2022-2027 will be provided at and through the City's Crime Prevention Reference Group.

Throughout this Plan's life, snapshot surveys will be undertaken to assess the trend of performance, ensuring the City is on target to meet the performance measures identified.

The Crime Prevention Reference Group meets quarterly and has representation from the City's Elected Members, WA Police, State Agencies and key private/public educational institutes and businesses.



Annexure 1 – CCTV Roll Out Plan

Short Term

Safer Coolbellup (Phase 2)	\$140,000
Manning Park (Phase 2 incl. ridge)	\$184,000
Eliza Ponds (Phase 2)	\$70,000
Market Garden Swamp	\$30,000
South Lake	\$150,000

\$574,000

Short Term

Mid Term

Dixon Reserve Pump Track	\$25,000
Smart Park	\$60,000
Ammunition Jetty	\$40,000
Hamilton Hill and Spearwood (North) CCTV network (Phase 1)	\$100,000
Spearwood Ave Bridge	\$40,000
Coogee Beach (expansion)	\$30,000
Bibra Lake Industrial Complex	\$160,000
Hamilton Hill and Spearwood (North) CCTV network (Phase 2)	\$100,000
Treeby Estate	\$150,000

\$705,000

Mid Term

Long Term

C. Y. O'Connor (expansion)	\$60,000
Beeliar Drive (Shopping Precinct)	\$80,000
Hamilton Hill and Spearwood (North) CCTV network (Phase 3)	\$100,000
Henderson Marine Complex (Subject to co-contribution)	\$80,000

\$320,000

Long Term

The above figures have not been adjusted for inflation or are reflective of the current Consumer Price Index.

## Annexure 2 – Proposed Municipal Funding

Actions Items		Short Term	Mid Term	Long Term	Total Project Cost
<b>Objective 1 – Strengthen Partnerships Through Collaboration and Advocacy</b>					
1.6	Fund a review of the City's community safety social media messaging.	\$10,000			\$10,000
<b>Objective 2 – Reducing the Opportunity for Crime Through Technology</b>					
2.1	Fund an expanded use of Artificial Intelligence across the City's CCTV network.	\$75,000	\$75,000		\$150,000
2.2	Provide a residential home subsidy or purchase scheme for the installation of residential CCTV systems.	\$50,000	\$100,000	\$50,000	\$200,000
2.3	Fund the Project BETTI roll-out plan.	\$684,000	\$505,000	\$186,000	\$1,375,000
2.4	Fund the CCTV roll-out plan.	\$574,000	\$705,000	\$320,000	\$1,599,000
2.5	Fund the expansion of mobile CCTV cameras fleet.	\$90,000			\$90,000
2.6	Fund a super trial of Internet of Things (IoT) or LoRaWAN devices to selected parks to aid community safety and smarter cities.	\$30,000			\$30,000
<b>Objective 3 – Increase Awareness of Community Safety and Crime Prevention</b>					
3.1	Provide a 'short course' in Crime Prevention Through Environmental Design (CPTED) for residents to target harden their homes.	\$15,000			\$15,000
3.3	Provide elder abuse prevention and awareness program with Council of the Ageing (COTA WA).	\$10,000	\$10,000	\$5,000	\$25,000
3.4	Provide Keyed lockers at Omeo Wreck at Coogee Beach for visitors as part of a pilot project.	\$30,000			\$30,000
<b>Objective 4 – Early Intervention to Improve the Wellbeing of our Community</b>					
4.4	Provide an Aboriginal ranger traineeship program.		\$80,000	\$40,000	\$120,000
<b>Sub-totals</b>		<b>\$1,568,000</b>	<b>\$1,475,000</b>	<b>\$601,000</b>	
				<b>Total:</b>	<b>\$3,644,000</b>



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This information is available in alternative formats upon request.



Paper from responsible sources.

City of Cockburn website: [www.cockburn.wa.gov.au](https://www.cockburn.wa.gov.au)



## Community Feedback Summary

December 2022-January 2023

Draft Community Safety and Crime Prevention 2022-2027



[cockburn.wa.gov.au](http://cockburn.wa.gov.au)

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Appendix A – Stakeholder Submissions..... 15

## 1. Background

The City's vision is to continue providing a vibrant, healthy, safe, inclusive and connected community. The City is a leader in community safety and crime prevention, delivering many local government-first initiatives to benefit the community.

In 2021, the City commenced planning for a new Community Safety and Crime Prevention Plan for 2022-2027. The plan's purpose is to outline actions and initiatives beyond business-as-usual that the City will take to continue its leadership and enhance security for residents, businesses and visitors.

The City engaged leading criminologists from Edith Cowan University (ECU) to investigate community perspectives on safety and crime prevention in Cockburn. A draft plan was prepared considering the key findings alongside actual crime data.

The City invited community feedback on the draft plan over 55 days between 23 November 2022 and 17 January 2023 before presenting it to Council for adoption in early 2023.

The purpose of this document is to provide an overview the feedback process and comments received on the draft plan.

## 2. Process

During the feedback period, the draft plan was made available for public viewing on the City's community engagement website, Comment on Cockburn, and in hard copy at the City's administration building and libraries.

The administration and library displays also included:

- Hard copy feedback forms
- Frequently asked questions
- A one-page summary sheet outlining the plan's key actions.

The City promoted the feedback period to key stakeholders and the broader community in the following ways:

- Letters to businesses, organisations and property owners identified in the plan's proposed actions
- E-newsletters to Comment on Cockburn subscribers, Business in Cockburn subscribers, resident associations and the City's Age Friendly, Disability and Aboriginal Reference Groups
- Project page on the Comment on Cockburn website

- PerthNow Cockburn newspaper advertisement
- Posts on the City's social media pages
- Information on the City of Cockburn website.

The City held two community drop-in sessions to explain and answer questions about the draft:

- Session one - Phoenix Shopping Centre, Spearwood, between 10am and noon on Tuesday, 13 December 2022
- Session two - Success Library, Success, between 5 and 7pm on Thursday, 15 December 2022.

The City invited resident groups to hear a presentation by Community Safety Team representatives. Two groups accepted:

- Atwell Community Association Inc – Presentation provided at the Atwell Crime and Safety Forum on Monday, 21 November 2022
- Connecting South Lake – Presentation provided at the resident association meeting on Monday, 12 December 2022.

Community Safety Team representatives provided an overview of the plan to the City's Crime Prevention Reference Group at their meeting on 14 December 2022.

Participants could submit feedback on the plan via the following channels:

- Hard copy feedback form
- Online feedback form
- Phone
- Email
- Arranged meeting.

### 3. Feedback Summary

The project page on the Comment on Cockburn website received 515 visits. The City received 26 submissions, including 19 feedback form responses and seven written submissions. Three submissions were from stakeholders identified in the plan's proposed actions.

- The majority (68.5%) of feedback form respondents are satisfied or very satisfied with the draft plan, while 21% are neither satisfied or dissatisfied, and 10.5% are very dissatisfied.
- The top three initiatives respondents like most are:

- Residential home subsidy or purchase scheme for the installation of residential CCTV systems (19%)
  - Aboriginal ranger traineeship program (15%)
  - CCTV initiatives (11.5%).
- The top three modifications respondents would make to the plan are the following:
  - Expand the CCTV network to additional suburbs (15%)
  - Expand Aboriginal ranger and other traineeship opportunities (8%)
  - Retain a level of physical presence and patrols on the streets (4%).
- The top three matters respondents felt were missing from the plan include:
  - Urban planning initiatives such as reviewing fence set-back rules, supporting multi-use zoning, and building walkable cities (15%)
  - Enhancing physical presence and patrols on the streets (11.5%)
  - Education initiatives such as 'positive choice' programs for parents, and 'how to strengthen security' workshops for small businesses (7.5%).
- A handful of respondents (15%) commended the plan's presentation noting it was clear, sufficiently detailed and transparent. However, one respondent suggested the City could provide definitions for the "short, mid and long term" timeframes referenced in the plan.
- Three submissions were from stakeholders mentioned in the plan's proposed actions. These stakeholders noted support for the plan's overall vision however, two suggested wording changes to actions (1.2 and 4.3). Refer to Appendix A for further details on stakeholder submissions.



## 4. Officer Notes

City of Cockburn officers have reviewed key themes from community feedback. Refer to the table below for officer notes.

Feedback theme	Officer notes
CCTV - Expand network to additional suburbs.	The City will continue to seek opportunities to expand the CCTV network as budget and resources become available.
Employment and development - Expand Aboriginal ranger and other traineeship opportunities.	At its completion, the City will evaluate the traineeship program. This will help to inform how the program can be improved or potentially expanded in the future.
Patrols - Retain a level of physical presence and patrols on the streets.	CoSafe will continue neighbourhood patrols and maintain a physical presence.
Urban planning – Consider existing rules and initiatives such as reviewing fence set-back requirements, supporting multi-use zoning, and building walkable cities.	Many factors influence, and are considered in, the planning process (at all levels of planning), including the principle of Crime Prevention Through Environmental Design (CPTED).
Education – Consider initiatives such as ‘positive choice’ programs for parents, and ‘how to strengthen security’ workshops for small businesses.	The City currently offers a variety of workshops, programs, and services, including information tailored to businesses and parent support.  Visit <a href="https://cockburn.wa.gov.au/parenting">cockburn.wa.gov.au/parenting</a> for more information on parent support or <a href="https://cockburn.wa.gov.au">cockburn.wa.gov.au</a> for upcoming events.

## 5. Participant Responses

Responses are shown as received and therefore some spelling and grammatical errors may exist.

### 5.1 Community Submissions

Hello

I am part of the Disability Reference Group for the City of Cockburn. Ben has sent an email with an opportunity to provide feedback on the CS & CP Plan. Please see below some recommendations that may fit in with the plan.

I am not sure if they are suitable recommendations but are worth considering so that people with a disability can be included in the plan and know that there are other options that the City provide as far as safety and crime goes.

People with a disability (PWD)

-Cosafe - people with a disability register, where PWD can register with the council so that Co Safe have a register of homes where a person with a disability lives, in the case of emergency they can be aware. Doesn't change cosafe approach but worth noting. Maybe consider including- is this person able to answer the door, do they require a wheelchair, can the person see cosafe if they arrived at the door to assist etc etc. A list of alternative emergency contacts for the PWD.

-Educate community in crime safe but include people with a disability, providing alternative options for safety if someone entered the home or were they may feel unsafe in public with confrontations or attacks of any nature

-Mobility device registry or marking

-List of phone numbers for people with a disability who they can directly contact in case of emergency- printed in formats suitable to all disabilities - so they can have it available in the home and accessible according to their disability

-a list of local suppliers of safe and affordable camera equipment for the home

-safe space paths or parks list that are suitable and safe for PWD

-safety cards, for PWD to have on them. They can use them anywhere when out in public, a form of communication PWD can show to shop owners, members of the public, community centres. Communicating that they feel unsafe and need assistance.



Kind regards
<p>Hi</p> <p>Here's my feedback:</p> <p>I'd like the outdoor lights to be turned off by midnight.</p> <p>I'm very much in favour of an aboriginal ranger traineeship program. I'd like our council to employ and train more aboriginal people in all the departments.</p> <p>I'm not in favour of more CCTV. I don't like the idea of being watched – especially on the beach.</p> <p>Thank you for the opportunity to comment.</p>
<p>Hi there,</p> <p>Some ideas for consideration....</p> <ol style="list-style-type: none"> <li>1. Provide local and state govt financial subsidies for home owners wanting to instal cctv at their homes.</li> <li>2. Have shorter street set backs and approval processes for home owners that want to fence their front yards. I am elderly and live by myself and would like to instal a fence across the front yard to provide a deterrence for criminals from approaching my car, windows or front door. The council however said the set back from the curb is 4 metres which means i would lose half my front yard. There was a time when the council verge was only 1.5-2 metres from the curb.</li> <li>3. Shut down the deli on the corner of Tapper and Lydon Blvd because its a known drug supply.</li> </ol> <p>Kind regards</p>
<p>Hi there.</p> <p>I love the idea of increasing safety. There as you know has been so many acts of vandalism and violence at OneOneFive Hamilton Hill and no doubt that news among thieves attracted the two males who attacked Jean Parry and reversed over her with her own car.</p> <p>I wonder why a camera "eyes on the street" had not been placed at the corner of Ralston and Purvis where it is also a known dumping place for illegal rubbish. Also of course the infamous [REDACTED] of "community living" with people living in caravans and trucks and whatever else she has (usually about 6 cars lined up on</p>

the verge and then the backpackers with no cars).

<https://www.facebook.com/520716684/posts/update-room-wont-be-free-until-the-end-of-february-nowlooking-for-nice-human-to-/10156179344706685/>

If the camera was on that corner it would have caught the carjacker in the act and court would not be so arduous for Jean

<https://www.abc.net.au/news/2022-10-22/two-men-behind-bars-following-carjacking-hamilton-hill/101565748>

<https://gofund.me/0502f1fd>

We are still fundraising for her electric gate so if you have any ideas on how to do so, please let me know.

## 5.2 Feedback Form Responses

Which aspects of the draft plan do you like?
Proposition of an Aboriginal Ranger
All of it but it's ok having plans and laws these are only good if they are regulated! For example:- we have speeding laws but we seldom see a police person this makes the laws and regulations useless
Specific details of objectives, implementation and how each will be assessed. Excellent initiative to link up CoSafe with police using technology.
The city's adoption of tech including AI
The things the really stood out were the aboriginal Ranger program, the cosafe mentoring program, and the subsidy for security for homeowners. These sound like great initiatives.
Light & cctv
Provide household subsidies for CCTV in the house. Although we should not have to if Cockburn was safer.
Extra cctv
I don't. Whenever I read the words rationalize or streamline I know there is a service reduction about to occur.
I like the significant investment in preventative strategies
I like how the objectives are informed by previous work and community survey feedback. It is clear to read, and transparent, and the actions outlined under the objectives provide a good understanding of the key activities that will be undertaken.

Well presented.
Provide a residential home subsidy or purchase scheme for the installation of residential CCTV systems.
I like the layout and clear accountabilities.
The idea to create a residents subsidy to install CCTV as well as the lighting trials in suburbs.
Increased youth engagement
Providing lockers on the beachfront is a good idea, along with CCTV at Ammunition Jetty carpark which has been a hotspot for crime for many years. Also implementing CPTED principles in design phase to prevent crime.

<b>Is there anything in the draft plan you would change?</b>
No it's good We have dumping laws and we have laws regarding parking on footpaths Who manages these activities
Additional places for Indigenous Ranger training. An important role connecting the community, providing work opportunities and role models.
Investing in CCTV for suburbs such as Treeby and Coogee when there is a higher incidence of crime in suburbs like Hammond Park.
All of it
No, I thought it was laid out brilliantly and very well communicated.
No
Use funds in my suburb. You never do anything in Atwell with the money I pay that is armed robbery.
No
I would keep the Cosafe physical presence as it is and supplement it with technology...not replace it.
A \$40,000 aboriginal ranger would only equate to a 0.25-0.3FTE; unsure if this would be effective as there was no discussion on what would be completed by a this role and this FTE and whether it would be sufficient to have an impact.
No, just consider my points below about primary prevention activities to encourage better parental connection to children and young people and other ways young people can be better engaged in school and their community.
Would add South Lake to the CCTV plan

Reducing anti-social hooning on the neighbourhood streets. I would like to see safer street on Elderberry Drive, South Lake, where the speed limit is 50, but the street is wide.
I would like to understand WHY the named locations were prioritised for roll-out of the CCTV systems.
More concrete solutions than government jargon
Spearwood and Hamilton Hill have the highest rate of crime year on year, so therefore the CCTV should be rolled out sooner in these suburbs.

Are there any important issues, opportunities or actions we missed?
Targeting night burnouts, illegal racing, antisocial behaviour
Providing adoqueste legs on the ground in order to manage the issues
Local Youth Centres in each suburb linked with PCYC to engage, mentor and support teens giving them greater connection with their community.
Did not address what time frame constitutes short term, mid term and long term
I've seem used needles dropped around the lake lands near mater Christi school. Not sure what could be done about that.
Not that I'm aware of.
Fenced dog park Increased patrols - too many break ins Not enough street parking, especially in areas being developed currently like - Eliza ponds
More shared pathway
Take out the ability for low income earners to split with the government to purchase apartments. They come over from Cockburn to Atwell and break into houses. Take out the plan to build a walkl bridge that would allow them to easily get into Atwell.
No
Technology in the way you intend to use it is reactive in its nature. Crimes of opportunity may be discouraged but I doubt it. Crimes with intent will not be reduced and the lack of officers will compound the reactive nature of any response.
There was no discussion within the paper on how a long term strategy of creating a less car centric and more poeple friendly city will impact on crime reduction. There is no discussion on how multi-use zoning might be a useful strategy to increase foot traffic and provide passive surveillance.
Yes, I feel you have missed an opportunity to engage with and provide evidence-based education to parents in Cockburn. The council could provide good quality

<p>programs, such as Triple P and additional resources for parents from websites such as Positive Choices and the Alcohol and Drug Foundation. I also feel that you could address modifiable risk factors such as preventing harm from alcohol. We know alcohol use is linked to injuries such as assaults and road crash. I am a resident of Cockburn and also the General Manager of the Injury Prevention Team at Injury Matters. I have a particular interest in reducing harm from alcohol to young people and have experience in prevention and health promotion/community development. We are more than happy to provide data on injury in Cockburn to support your plan and come and discuss what we do at Injury Matters and how we can offer support. Feel free to contact me, [REDACTED] at [REDACTED]</p>
<p>Like the school initiative and information being shared, is there any information being provided to small businesses to strengthen their security to prevent theft?</p>
<p>Advocate to state government for more severe punishment for both repeat offenders and first-time offenders. Crime should never be tolerated. Our trust in the system depends on how the law is upheld. The justice system should not give the impression that the offender is given favor by given light punishment or no punishment at all.</p> <p>There is a sense in the community that 'human rights' of the offender is above the victim's rights for safe and secure life, free from harm to the private property and well-being. (Just join many of the community watch Facebook group and it is common to see posts that describe justice is done to the offender, comment such as -slap on the wrist- to the offender.)</p>
<p>I would like to understand WHY the named locations were prioritised for roll-out of the CCTV systems.</p>
<p>NA</p>
<p>Please improve the safety around the Simms Rd IGA, this could even include upgrading the look of amenities in this area. I don't feel safe around this shopping centre</p>
<p>There needs to be more activities for youth especially on school holidays. Maybe organise a rock climbing course, pool competition or abseiling or something to keep the kids off the streets</p>

Overall, how satisfied or dissatisfied are you with the draft plan?	
Very satisfied	3
Satisfied	10
Neither satisfied or dissatisfied	4
Dissatisfied	0



Very dissatisfied	2
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<b>Any further comments:</b>
Give an assurance that these issues are addressed and managed
Everything that promotes local community groups helps individuals and families feel safer.
Would like to see more information of CCTV subsidies
Speeding cars are an issue
Please consider more street parking when developing new blocks:
Again you never do anything in Atwell. You steal from me with rates and never provide any service that help me. Would be better off without the council. (yes you say wat about bins, well I get charged for 52 pick ups and use about 20 so not a vailid point).
"Thank you for asking us what we think
Do not do this. You are making the same mistake Police made when they withdrew street patrols.
I would like to see residential CCTV systems subsidy start as soon as possible. Victoria Park, Gosnells, and maybe many others, have already given subsidy to residents to install security camera.
I believe that as one of the top suburbs for crimes (7th based on data provided in the plan - however some of the suburbs that had a higher number of incidents also have the regional shopping centres which would boost number of incidents through retail thefts) that Bibra Lake be considered for the LED street lighting trial.

### 5.3 Stakeholder Submissions

Refer to Appendix A.

## 6. Next Steps

Thank you for sharing your feedback on the draft Community Safety and Crime Prevention Plan 2022-2027.

The City will review feedback alongside various considerations such as budget, resources and scope of jurisdiction as officers review and finalise the plan. The City

will present the final plan to Council for consideration and adoption in early 2023 and, once approved, will publish it on the City of Cockburn website.

For more information on community safety and crime prevention in the City visit [www.cockburn.wa.gov.au/Health-Safety-and-Rangers/Safety-and-Crime-Prevention](http://www.cockburn.wa.gov.au/Health-Safety-and-Rangers/Safety-and-Crime-Prevention) or contact the City on 08 9411 3444 or [customer@cockburn.wa.gov.au](mailto:customer@cockburn.wa.gov.au).

## Appendix A – Stakeholder Submissions

### 1. Council of the Ageing WA

Good afternoon Bianca,

Thank you for this opportunity, and we are happy to discuss further if this plan is approved.

Enjoy a lovely afternoon.

Sincerely,

Dana

Dana Moore

Executive Assistant to CEO, Christine Allen



COTA WA

The Perron Centre, Suite 2, 61 Kitchener Avenue, Victoria Park WA 6100

PO Box 923, Victoria Park WA 6979

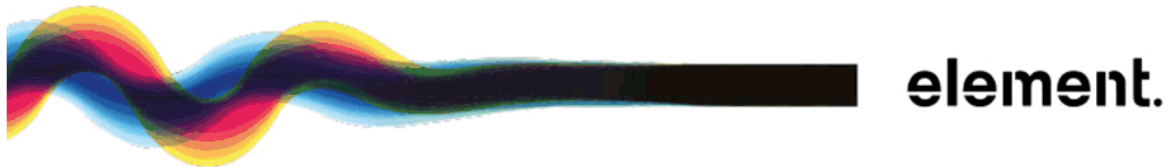
P: 08 9472 0104 F: 08 9253 0099 W: [www.cotawa.org.au](http://www.cotawa.org.au)

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## 2. element on behalf of Perron Group



Our Ref: 714-238

5 January 2023

Chief Executive Officer  
City of Cockburn  
9 Coleville Crescent  
SPEARWOOD WA 6163

via e-mail transmission to [comment@cockburn.wa.gov.au](mailto:comment@cockburn.wa.gov.au)

Dear Sir/Madam,

### **SUBMISSION ON CITY OF COCKBURN DRAFT COMMUNITY SAFETY AND CRIME PREVENTION PLAN 2022 – 2027**

**element**, on behalf of Perron Group (Perron), the landowners of Cockburn Gateway Shopping City (Cockburn Gateway), provide this submission in respect to the City of Cockburn (the City) draft Community Safety and Crime Prevention Plan 2022 – 2027 (CSCPP).

Following a detailed review, Perron commends the City on taking steps to adopt and implement a framework which seeks to improve the safety and security of its residents, businesses and visitors. Considering this, Perron is supportive of the objectives contained within the draft CSCPP. Specific comments in relation to the draft CSCPP are set out below for the City's consideration.

#### **Draft Community Safety and Crime Prevention Plan 2022 – 2027**

Perron welcomes the continued recognition of the safety and security of residents, businesses and visitors within the Cockburn Secondary Activity Centre (the Centre) as a key strategic priority for the City and is supportive of the broad vision and objectives established under the draft CSCPP.

The intent to further improve the safety and security throughout the Centre closely aligns with Perron's own objectives in relation to the evolution of Cockburn Gateway. Perron recognises that strengthening the presence of security and improving overall safety throughout the Centre is significant and can contribute positively to the day and night activation principles that underpin the objectives and operations of Cockburn Gateway.

With respect to many of the actions identified under the draft CSCPP, Perron is generally supportive and provides comment as detailed in the following Table.

Table 1: Summary of key actions

Action	Comment
[1.8] Advocate for Increased Police resources within the Cockburn area.	Perron supports this action and welcomes future opportunities to work collaboratively with Western Australian Police to provide improved safety and security for residents, businesses and visitors to Cockburn Gateway.
[2.1] Fund an expanded use of Artificial Intelligence across the City's CCTV network.	Perron supports these actions and welcomes future opportunities to work collaboratively with the City and CoSafe to deliver a coordinated approach to surveillance throughout the Cockburn Secondary Activity Centre to augment existing and future CCTV networks and improve the
[2.4] Fund the CCTV roll-out plan.	overall safety and security for residents, businesses and visitors to Cockburn Gateway.
[2.5] Fund the expansion of mobile CCTV cameras fleet.	
[2.7] Advocate Main Roads to install CCTV into pedestrian bridges and tunnels in and around the Armadale Road to North Lake Road Bridge.	Perron supports this action as it is likely to reduce opportunities for crime throughout and surrounding the Cockburn Secondary Activity Centre.
[3.2] Partner with Cockburn Gateway and Phoenix Shopping Centre to educate shoppers on the dangers of leaving items unattended.	Perron supports this action as it is likely:- - to reduce opportunities for crime at Cockburn Gateway; and - to increase awareness of community safety and crime prevention for residents, businesses and visitors to Cockburn Gateway.
[4.1] Provide the CoSafe service on a 24/7 basis.	Perron supports this action and welcomes future opportunities to work collaboratively with CoSafe to deliver coordinated approaches to crime prevention and security throughout the Cockburn Secondary Activity Centre and to provide improved safety for residents, businesses and visitors to Cockburn Gateway.
[4.3] Advocate for Perron Group to implement a crime prevention study into major redevelopment phases of Cockburn Gateway.	Whilst Perron recognises and supports the intended outcome of this action, there is concern that it inequitably 'singles-out' Perron Group/Cockburn Gateway from other landowners/Activity Centres who should also be responsible for implementing crime prevention through environmental design (CPTED) principles. It is respectfully requested that the City modify the wording of the suggested action to apply more generally to all landowners/Activity Centres across the broader local government area, rather than to apply to Cockburn Gateway only.

**Conclusion**

This submission has been prepared by element on behalf of Perron to provide comment on the City's draft CSCPP. As detailed above, Perron is generally supportive of the CSCPP and the vision, objectives and actions it aspires to deliver over the next five-years. Notably, the City's strategic vision largely aligns with Perron's on-going operations and future aspirations for Cockburn Gateway.

Whilst Perron recognises the intention of Action 4.3, it is respectfully requested that the City modify the wording of this action to apply more generally to all landowners/Activity Centres across the broader local government area, rather than to apply to Perron Group/Cockburn Gateway only.

Should you have any queries or require clarification on the above matters, please do not hesitate to contact the undersigned on 9289 8300.

Yours sincerely  
element



Michelle Huggins  
Associate - Planning

element acknowledges the Whadjuk people of the Noongar nation as Traditional Owners of the land on which we live and work. We acknowledge and respect their enduring culture, their contribution to the life of this city, and Elders, past and present.

### 3. ARC Infrastructure



Tuesday 10 January, 2023

William Wu  
Community Safety Manager

wwu@cockburn.wa.gov.au,

#### Response to City of Cockburn's Safety and Crime Prevention Plan 2022-27

Dear William,

Arc Infrastructure acknowledges our inclusion in the City of Cockburn's Safety and Crime Prevention Plan 2022-27, and we thank you for the opportunity to comment.

Arc Infrastructure is one of many asset owners within the City of Cockburn, including the City itself, targeted with graffiti. We aim to be as responsive and collaborative as possible when we receive graffiti complaints, however it should be noted that we often receive requests to remove graffiti from assets not managed by Arc. Where graffiti is located on one of our assets within the City, Arc infrastructure, in line with the City of Cockburn's policy, will always prioritise the removal of graffiti which is racist or obscene.

While we aim to work with the City, it is not practical or possible for Arc to remove graffiti that is not located on one of our assets, and we are under no obligation to do so in such a case. To help provide clarity around this issue in the future, we are exploring options to create an asset map or a set of guidelines that would assist with identifying the relevant asset owners when graffiti is reported.

As the manager of the State's freight rail network, we are committed to supporting and working with the local communities across our network footprint. In the past year, we have invested significant time and resources in resolving community issues within the City of Cockburn, particularly in the area of safety and crime.

Recent examples of positive actions we've taken in this area include:

- Supporting the creation of a mural on a previous graffiti hotspot in Yangebup: [Yangebup Progress Association Freight-line mural | Goodbye Graffiti](#)
- Bringing forward upgrades to the pedestrian level crossing on Rockingham Road, Spearwood, in response to community concerns about safety
- Working with individual residents to resolve issues around fencing and noise.

In light of the above, we would like to put forward the following amendments to the content of your plan, which currently references Arc.

1.2	Advocate for better accountability and management of freight rail links operated by <b>ARC</b> Infrastructure.	Safer Cities	Existing	Increased response to the clean-up of graffiti and damaged property by <b>ARC</b> Infrastructure.	X	X	X
-----	--	--------------	----------	---	---	---	---

1.2	Advocate for accountability of graffiti impacted infrastructure.	Safer Cities	Existing	Collaborative response to clean-up of priority graffiti on assets owned by third parties.
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We feel these statements better reflect the nature of the graffiti issue in the City of Cockburn, as well as our role as the manager of the freight rail network in Western Australia.

We would be happy to meet with you to discuss how we can bring further clarity to this issue, and invite you to get in touch with our Senior Stakeholder Relations Advisor, Sarah-Jane Dabarera, at [Sarah-Jane.Dabarera@arcinfra.com](mailto:Sarah-Jane.Dabarera@arcinfra.com) or via 0400 809 610 to arrange this meeting at a time convenient for you.

Thank you again for the opportunity to provide feedback.

Yours faithfully,

**Rochelle Zaknich**  
Head of Stakeholder Engagement

[arcinfra.com](http://arcinfra.com)

**City of Cockburn**

9 Coleville Crescent, Spearwood WA 6193  
PO Box 1215, Bibra Lake DC Western Australia 6965  
T: 08 9411 3444 F: 08 9411 3333  
E: [comment@cockburn.wa.gov.au](mailto:comment@cockburn.wa.gov.au)  
[cockburn.gov.wa.au](http://cockburn.gov.wa.au)







30 January 2023

Rochelle Zaknich  
ARC Infrastructure  
GPO Box S1411  
Perth WA 6845

Dear Ms Zaknich

### **Thank you for your feedback on our plan for a safer Cockburn**

The City of Cockburn recently sought community feedback on our draft Community Safety and Crime Prevention Plan 2022-2027. Thank you for taking the time to provide your comments on behalf of ARC Infrastructure. We appreciate your input and the valuable insights you have shared.

We have taken your comments and suggestions regarding 'objective 1.2' into consideration and have revised the draft plan as follows:

<b>Objective 1.2</b>	
<b>Original Action</b>	<b>Revised Action</b>
Advocate for better accountability and management of freight rail links operated by ARC Infrastructure.	Advocate for increased accountability of damaged and graffiti impacted infrastructure.
<b>Original Measure of Success</b>	<b>Revised Measure of Success</b>
Increased response to the clean-up of graffiti and damaged property by ARC Infrastructure.	Collaborative response to clean-up of graffiti and maintenance on assets owned by third parties.

The City expects to present the revised draft to Council for consideration and approval on Thursday, 9 March 2023. A copy of the agenda will be available on the City's website a week prior. Council's decision will be detailed in the meeting minutes, available on the City's website a week after.

Should Council approve the plan, the City will commence work on the deliverables.

9 Coleville Crescent, Spearwood WA 6163, PO Box 1215, Bibra Lake DC WA 6965  
T: 08 9411 3444 E: [customer@cockburn.wa.gov.au](mailto:customer@cockburn.wa.gov.au)  
W: [cockburn.wa.gov.au](http://cockburn.wa.gov.au) ABN 27 471 341 209



Thank you again for your time and input. We look forward to working together to make our community a safer place.

Yours faithfully



William Wu  
**Community Safety Manager**



30 January 2023

Michelle Huggins  
element  
Level 18, 191 St Georges Tce  
Perth, WA 6000

Dear Ms Huggins

### **Thank you for your feedback on our plan for a safer Cockburn**

The City of Cockburn recently sought community feedback on our draft Community Safety and Crime Prevention Plan 2022-2027. Thank you for taking the time to provide your comments on behalf of element and Perron Group. We appreciate your input and the valuable insights you have shared.

We have taken your comments and suggestions regarding 'Objective 4.3' into consideration and have revised the draft plan as follows:

<b>Objective 4.3</b>	
<b>Original Action</b>	<b>Revised Action</b>
Advocate for Perron Group to implement a crime prevention study into major redevelopment phases of Cockburn Gateway.	Advocate for crime prevention studies to be implemented in identified commercial and residential developments.
<b>Original Measure of Success</b>	<b>Revised Measure of Success</b>
The number of initiatives identified within the study incorporated by Peron Group into the redevelopment of Cockburn Gateways.	The number of initiatives identified from the studies and commitments made by third parties to incorporate these initiatives as part of their developments.

The City expects to present the revised draft to Council for consideration and approval on Thursday, 9 March 2023. A copy of the agenda will be available on the City's website a week prior. Council's decision will be detailed in the meeting minutes, available on the City's website a week after.

9 Coleville Crescent, Spearwood WA 6163, PO Box 1215, Bibra Lake DC WA 6965  
T: 08 9411 3444 E: [customer@cockburn.wa.gov.au](mailto:customer@cockburn.wa.gov.au)  
W: [cockburn.wa.gov.au](http://cockburn.wa.gov.au) ABN 27 471 341 209

Should Council approve the plan, the City will commence work on the deliverables.

Thank you again for your time and input. We look forward to working together to make our community a safer place.

Yours faithfully



William Wu

**Community Safety Manager**

**14.3.4 Multiple Dog Application for 11C Isted Avenue, Hamilton Hill**

<b>Responsible Executive</b>	Chief of Community Services
<b>Author</b>	Head of Community Safety and Ranger Services
<b>Attachments</b>	1. Community Feedback ( <b>Confidential</b> ) 2. Subject Site <a href="#">↓</a>

**RECOMMENDATION**

That Council:

- (1) REJECTS the Multiple Dog Application dated 10 November 2022, from Ben Wagner and Brooke Smith (the applicants), 11C Isted Avenue, Hamilton Hill, to keep three (3) dogs at the property; and
- (2) PROVIDES the owner with one (1) month to rehome one of the three dogs of their choosing, subject to this application.

**Background**

The City has received an application for retrospective approval to keep three (3) dogs at 11C Isted Avenue Hamilton Hill.

Pursuant to the City's Consolidated Local Law 2000, Division 3, part 2.9, owners or occupants within the City of Cockburn require approval to keep more than two (2) dogs over the age of three months.

Applicants must be able to demonstrate there are no bona fide objections prior to an approval being granted.

According to the Council's Delegated Authority, LGACS11 – Applications to Keep More Than Two (2) Dogs at a Residential Property, if any objections are received, an applicant may not keep more than two dogs without the approval of Council.

As a result of the application's mandatory public consultation, three (3) objections were received.

The application to keep more than two dogs at 11C Isted Avenue Hamilton Hill is presented to Council for consideration.

**Submission**

N/A

## Report

The applicant has sought retrospective approval to have three (3) dogs on the property.

The dogs are:

Breed	Gender
Mini Dachshund	Female
Mini Dachshund	Male
Mini Dachshund	Female

The applicant sought retrospective approval after Rangers were alerted to three dogs residing at the address.

During the investigation by Ranger's, they identified that the third dog was unregistered.

Historically, the applicant's address has been linked to previous dog barking complaints dating back to March 2021.

Complaints since that time have been from multiple neighbouring properties.

Procedurally, neighbouring properties were notified of the application.

The City received three (3) submissions (refer Attachment 1).

Based on these historical and ongoing complaints, there is clearly an ongoing community impact by the dogs at this address.

The number of complaints is likely due to the close proximity of homes (refer Attachment 2) and the property's overall size (231m<sup>2</sup>), providing minimal enrichment and stimulation for the dogs.

Based upon the following grounds, it is recommended that this application be refused:

1. Objections received
2. Overall size of the property
3. Owner's history of ongoing animal compliance (e.g. responsible ownership);

If the application is refused, the applicant may refer the matter to the State Administrative Tribunal.

The City can act on behalf of Council to mediate an outcome throughout these proceedings accordingly.

**Strategic Plans/Policy Implications**Community, Lifestyle & Security

A vibrant healthy, safe, inclusive and connected community.

- A safe and healthy community that is socially connected.

Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

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

**Budget/Financial Implications**

N/A

**Legal Implications**

*City of Cockburn Consolidated Local Law 2000*, Division 3, part 2.9.

**Community Consultation**

As part of the application process, the City wrote to neighbouring homes within 50 metres of the applicant's address.

The City received three (3) submissions in relation to the application to keep three (3) dogs at the subject property. All submissions opposed the application (refer Attachment 1).

**Risk Management Implications**

If approval is given, there may be adverse community reaction for all future instances of nuisance dog behaviour from the property.

Accordingly, this item has a "low" level of localised possible "Brand/Reputation" risk.

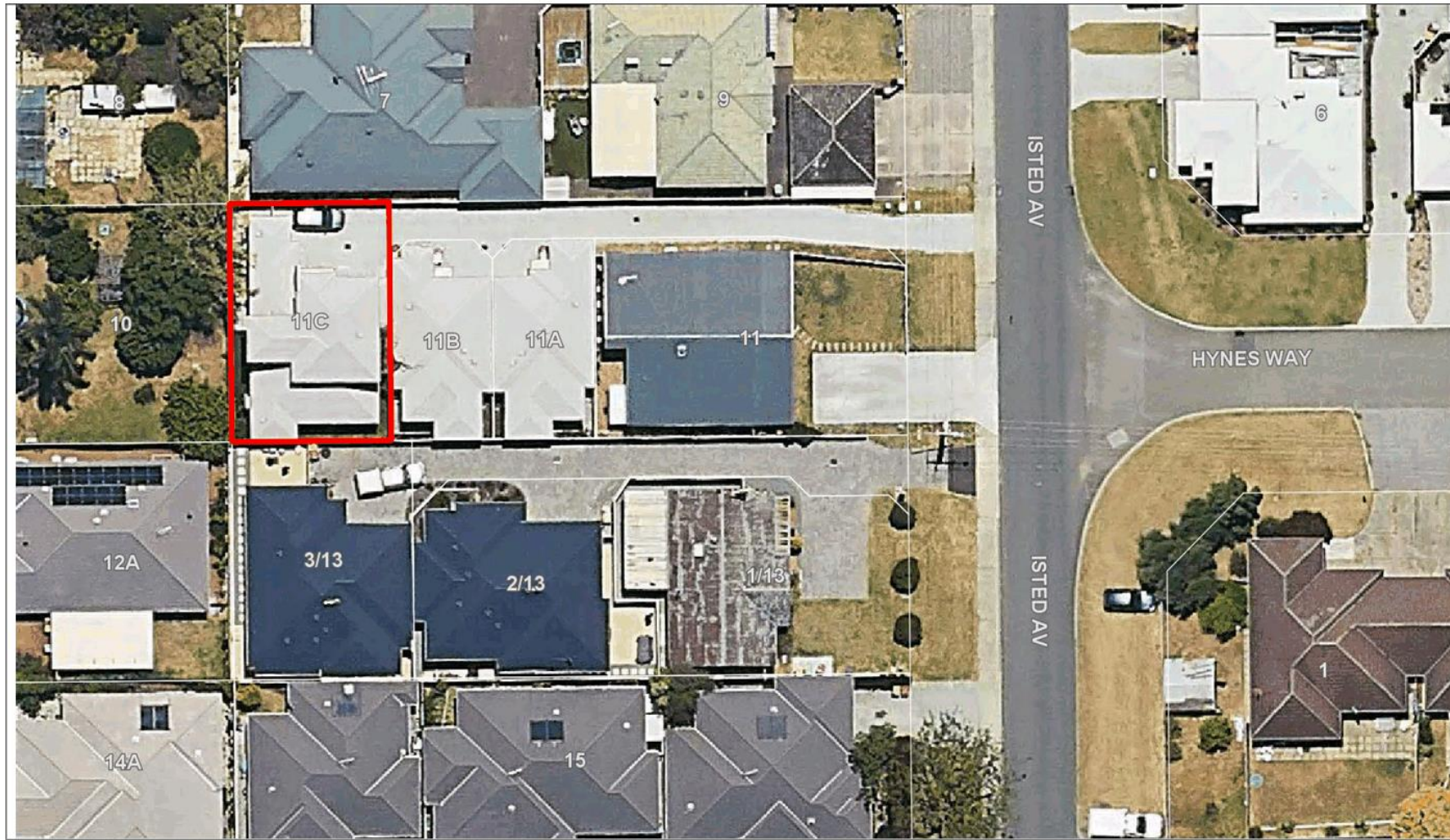
**Advice to Proponent(s)/Submitters**

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 9 March 2023 Ordinary Council Meeting.

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

Nil







**14.3.5 Multiple Dog Application - 16A Claygate Road Hamilton Hill**

<b>Responsible Executive</b>	Chief of Community Services
<b>Author</b>	Head of Community Safety and Ranger Services
<b>Attachments</b>	1. Noise Abatement Notice <a href="#">↓</a> 2. Community Feedback ( <b>Confidential</b> )

**RECOMMENDATION**

That Council:

- (1) REJECTS the Multiple Dog Application dated 10 November 2022 from Demi Varney (the applicant), 16A Glaygate Road Hamilton Hill, to keep three (3) dogs at the property; and
- (2) PROVIDES the owner with one (1) month to rehome one of the three dogs of her choosing, subject to this application.

**Background**

The City has received an application for retrospective approval to keep three (3) dogs at 16A Glaygate Road, Hamilton Hill.

Pursuant to the City's Consolidated Local Law 2000, Division 3, part 2.9, owners or occupants within the City of Cockburn require approval to keep more than two (2) dogs over the age of three months.

Applicants must be able to demonstrate there are no bona fide objections prior to an approval being granted.

According to the Council's Delegated Authority, LGACS11 – Applications to Keep More Than Two (2) Dogs at a Residential Property, if any objections are received, an applicant may not keep more than two dogs without the approval of Council.

As a result of the application's mandatory public consultation, five (5) submissions were received, with four (4) of these being objections.

The application to keep more than two dogs at 16A Glaygate Road, Hamilton Hill is presented to Council for consideration.

**Submission**

N/A

## Report

The applicant has sought retrospective approval to have three (3) dogs on the property.

The dogs are:

Breed	Gender
Staffordshire Terrier (Staffy)	Male
Pug	Female
Pug	Female

The applicant sought retrospective approval after Rangers were alerted to three dogs residing at the address.

During the investigation by Rangers they identified the third dog was unregistered.

Since October 2022, the City has received several dog barking complaints from multiple residents.

On 9 February 2022 the City issued a Noise Abatement Notice to the applicant.

The Notice was issued after significant evidence of continuous dog barking was provided to the City (refer Attachment 1).

Procedurally, neighbouring properties were notified of this application. The City received five (5) submissions (refer Attachment 2).

Based on the recent, but significant complaints there is demonstrated ongoing community impact by the three dogs being housed at the applicant's address.

Based upon the following grounds it is recommended that this application be refused:

1. Significant barking complaints;
2. The owner's history of managing the barking to date; and
3. Lack of compliance

Noting that if the application is refused, the applicant may refer the matter to the State Administrative Tribunal.

The City can act on behalf of Council to mediate an outcome throughout these proceedings accordingly.

**Strategic Plans/Policy Implications**Community, Lifestyle & Security

A vibrant healthy, safe, inclusive and connected community.

- A safe and healthy community that is socially connected.

Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

**Budget/Financial Implications**

N/A

**Legal Implications**

*City of Cockburn Consolidated Local Law 2000*, Division 3, part 2.9.

**Community Consultation**

As part of the application process, the City wrote to neighbouring homes within 50 metres of the applicant's address.

The City received five (5) submissions in relation to the application to keep three (3) dogs at the subject property.

Four (4) submissions opposed the application (refer Attachment 2).

**Risk Management Implications**

If approval is given, there may be adverse community reaction for all future instances of nuisance dog behaviour from the property.

Accordingly, there is a "low" level of localised possible "Brand/Reputation" risk associated with this item.

**Advice to Proponent(s)/Submitters**

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 9 March 2023 Ordinary Council Meeting.

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

Nil

## Form 8A

[r. 33A]

*Dog Act 1976 s. 38(3)***Order to prevent a dog being a nuisance**

To Demi Varney of 16A Claygate Road, Hamilton Hill, WA 6163.

I am satisfied that the dogs being

1. Penelope, a Black Pug, Registration 23 2014, Animal ID 64714
2. Prada, a Fawn Pug, Registration 23 2015, Animal ID 64713
3. Sargent, a Tan and White American Staffordshire Terrier, Registration 23 2972, Animal ID 64175

are a nuisance by making a noise by barking that persistently occurs to such a degree that it unreasonably interferes with the peace, comfort and convenience of a person, as a result of the dog barking in excess of the Department of Local Governments Guidelines for Nuisance Barking.

The dog is believed to be owned by Demi Varney as the registered owner and is ordinarily kept at 16A Claygate Road, Hamilton Hill, WA 6163.

THIS ORDER requires you to prevent the nuisance behaviour described above by Monday the 16<sup>th</sup> February 2023


This order will be in effect for a period of 6 months after the day on which it is issued.

Failure to comply with the order during the period in which it has effect may result in a penalty of \$200 but may also lead to prosecution for continued offences.

Issued the 9<sup>th</sup> day of FEBRUARY 2023

Jack Schofield

Ranger & Community Safety Services Team  
Leader

  
(Name and signature of authorised person)

**14.3.6 Private Parking Agreement - Dodd Street Road Reserve Hamilton Hill**

<b>Responsible Executive</b>	Chief of Community Services
<b>Author</b>	Head of Community Safety and Ranger Services
<b>Attachments</b>	N/A

**RECOMMENDATION**

That Council:

- (1) APPROVES the installation of all relevant parking restrictions within the subject site.

**Background**

Patheon Developments Pty Ltd are the owners of 5 Dodd Street, Hamilton Hill.

They have approval for development of a childcare centre on the site.

Currently the section of Road Reserve in front of its property (the subject site) is used as informal parking.

In early 2023, the City issued a Road Reserve License to Patheon Developments Pty Ltd under delegated authority.

The license term is for five (5) years with no further options.

The Licensee will be required to reapply for a new Licence within the last 12 months of their Licence term.

The purpose of this license is to formalise the current informal parking for the childcare centre and determine a fee schedule for the City to monitor and enforce parking on the subject site.

**Submission**

N/A

**Report**

The subject site adjacent to 5 Dodd Street, Hamilton Hill is approximately 403m<sup>2</sup> in size.

As part of the License issued, Patheon Developments Pty Ltd will be responsible for associated costs, including signage, resurfacing and line marking.



Image 1: Subject Site

The refurbished carpark will provide sufficient space for childcare centre staff and parents.

During the license application process, Patheon Developments Pty Ltd sought to enter a private parking agreement with the City to;

- install parking restriction signage
- monitor compliance and respond to request for patrols.

To cater for this service, the license requires Patheon Developments Pty Ltd pay an annual parking fee of \$14,600 + GST.

The fee is reviewable to the Consumer Price Index (CPI) and every third year by market review.

In addition to the annual parking fee, Patheon Developments Pty Ltd are required to bear the cost of any relevant fees, inclusive of;

- Legal Fees and Consultancy costs
- Property Services fee
- Signage costs (per the City's Fees and Charges)
- Patrol costs (per the City's Fees and Charges)
- Infringement withdrawal fees (per the City's Fees and Charges).

The signage will be installed under Clause 6 (2), to authorise staff and parents exclusive use during the childcare 6am – 6pm weekdays.

At all other times the parking area will be open for use by the public.

Based on the likelihood of compliance during the exclusive use times, the City's Parking Operations Service Unit has the adequate resources to patrol the subject site and respond to parking complaints without the need for additional resources.

### **Strategic Plans/Policy Implications**

#### Local Economy

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

- Increased Investment, economic growth and local employment.
- A City that is 'easy to do business with'.

#### 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.

#### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

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



**Budget/Financial Implications**

Nil capital costs to the City. Any implementation and parking patrolling costs will be charged to Patheon Developments Pty Ltd.

Patheon Developments Pty Ltd pay an annual parking fee of \$14,600 + GST.

The revenue generated will be transferred to the Land Development and Investment Fund Reserve.

**Legal Implications**

Approval of the parking restriction signs by Council is consistent with Clause 8 of the Parking and Parking Facilities Local Law 2007.

**Community Consultation**

As part of the Road Reserve License Application, the City undertook statutory advertising.

**Risk Management Implications**

If Council rejects this recommendation, the City will have to negotiate a termination of the Road Reserve License.

In this case it will reduce the number of car bays available for the childcare centre and impact the development.

Such an outcome will likely lead to isolated, but minor reputational risk to the City.

Additionally, it is likely that the subject site will continue to be used as an informal parking area, creating safety risks for children, parents and staff of the childcare centre.

**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 9 March 2023 Ordinary Council Meeting.

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

The subject site falls within a Road Reserves vested to the City.

As a result, there no implication with S.3.18 of the *Local Government Act 1995*, as the City does not authorise private parking enforcement on lands managed by the City.

## 14.4 Governance and Strategy

### 14.4.1 Extraordinary Vacancy - East Ward

<b>Responsible Executive</b>	Acting Executive Governance and Strategy
<b>Author</b>	Acting Executive Governance and Strategy
<b>Attachments</b>	N/A

#### RECOMMENDATION

That Council:

- (1) AUTHORISES the Acting Chief Executive Officer to request on behalf of the City, that the East Ward Vacancy remain unfilled until the 21 October 2023 Ordinary Election.

#### Background

Lara Kirkwood resigned as East Ward Councillor for the City of Cockburn, effective 10 February 2023.

The resignation has created an extraordinary vacancy in accordance with s2.32 of the *Local Government Act 1995* (the Act).

The Act contains provisions which determine the process for the vacancy to remain unfilled or declaring an extraordinary election be held to fill the vacancy.

#### Submission

N/A

#### Report

Section 4.17 of the Act provides timeframes in which a position may remain vacant in the case of a resignation:

- On or after the third Saturday in July in the election year in which the term of the office would have ended
- With the approval of the Electoral Commissioner:
  - after the third Saturday in January in the election year in which the term of the office would have ended;
  - but before the third Saturday in July in that election year

The East Ward now has an extraordinary vacancy, which was created after the third Saturday in January.

Accordingly, the local government can make a request to the Electoral Commissioner for approval that the vacancy remain unfilled, until the Ordinary Election.

Council was required to hold an Extraordinary Election in 2022 to fill an East Ward vacancy following the resignation of Chamonix Terblanche.

The cost estimate for the 2022 Extraordinary Election was \$70,000.

The local government is able to call an Extraordinary Election to fill the vacancy.

The City would be required to liaise with the Western Australian Electoral Commission to obtain available dates for the election to be held, and that date would need to comply with the legislative requirements (eg at least 80 days after the City appoints the Electoral Commission as the returning officer.)

The Ordinary Election will be held on 21 October 2023, meaning the East Ward vacancy would remain unfilled until this time.

In the event an Extraordinary Election is called, the term would only be equal to the remainder of what would have been Ms Kirkwood's term and would become vacant again upon the October election.

Given an Extraordinary Election for this vacancy would be for such a short term, it is recommended the vacancy not be filled.

The recommendation is that Council, in accordance with the provisions of section 4.17(2) of the Act, seek the permission of the Electoral Commissioner for the vacancy on Council to remain unfilled until the October 2023 Ordinary Election.

### **Strategic Plans/Policy Implications**

#### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

### **Budget/Financial Implications**

There are no budget implications if Council seeks the agreement of the Electoral Commissioner for the East Ward Extraordinary Vacancy to remain unfilled.

The City conducted an Extraordinary Election in 2022 to fill one ward vacancy, at a cost of approximately \$70,000. It is reasonable to expect the costs of an Extraordinary Election would be in this vicinity.

## Legal Implications

### *Local Government Act 1995*

#### **4.17. Cases in which vacant offices can remain unfilled**

- (1) If a member's office becomes vacant under section 2.32 on or after the third Saturday in July in the election year in which the term of the office would have ended under the Table to section 2.28, the vacancy is to remain unfilled and the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.
- (2) If a member's office becomes vacant under section 2.32 —
  - (a) after the third Saturday in January in the election year in which the term of the office would have ended under the Table to section 2.28; but
  - (b) before the third Saturday in July in that election year, the council may, with the approval of the Electoral Commissioner, allow the vacancy to remain unfilled and, in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.
- (3) If a councillor's office becomes vacant under section 2.32 and under subsection (4A) this subsection applies, the council may, with the approval of the Electoral Commissioner, allow\* the vacancy to remain unfilled and, subject to subsection (4), in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred. \* Absolute majority required.
- (4A) Subsection (3) applies —
  - (a) if —
    - (i) the office is for a district that has no wards; and
    - (ii) at least 80% of the number of offices of member of the council in the district are still filled; or
  - (b) if —
    - (i) the office is for a ward for which there are 5 or more offices of councillor; and
    - (ii) at least 80% of the number of offices of councillor for the ward are still filled.
- (4) If an ordinary or an extraordinary election is to be held in a district then an election to fill any vacancy in the office of councillor in that district that was allowed to remain unfilled under subsection (3) is to be held on the same election day and Division 9 applies to those elections as if they were one election to fill all the offices of councillor for the district or ward that need to be filled.

## Community Consultation

N/A

**Risk Management Implications**

There are implications for Council, with continuing to conduct business for the next 7 months with a permanent vacancy.

There are financial risks associated with calling an Extraordinary Election. At this stage no budgetary provisions have been made for an Extraordinary Election.

**Advice to Proponent(s)/Submitters**

N/A

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

Western Australian Electoral Commission

**14.4.2 2023 Local Government Elections**

<b>Responsible Executive</b>	Acting Executive Governance and Strategy
<b>Author</b>	Acting Executive Governance and Strategy
<b>Attachments</b>	1. Letter from the WA Electoral Commission <a href="#">↓</a>

**RECOMMENDATION**

That Council:

- (1) DECLARES, in accordance with Section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2023 Ordinary Elections, together with any other elections or polls which may be required; and
- (2) DECIDES, in accordance with section 4.61(2) of the *Local Government Act 1995*, that the method of conducting the election will be as a postal election.

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

**Background**

The City of Cockburn is required to comply with legislative procedures prior to each Ordinary Election if the Electoral Commissioner is to be declared responsible for the conduct of the Election by the Council.

Council must decide the method of conduct of the election (postal or in person). The City of Cockburn has historically opted for the postal method of conduct of the election.

Both decisions require an absolute majority of Council.

**Submission**

N/A

**Report**

There will be four (4) vacancies for the City of Cockburn elections to be held on 21 October 2023, being: two Councillors in East Ward, one (1) Councillor in Central Ward and one (1) Councillor in West Ward.

Retiring members are: Councillors Reeve-Fowkes (East Ward), Corke (West Ward), Widenbar (Central Ward), and former Councillor Kirkwood (East Ward).

Correspondence has been received from the Western Australian Electoral Commission (WAEC), (refer Attachment 1), advising of its agreement to be responsible for the conduct of these elections, plus any extraordinary elections

and/or polls of electors.

The WAEC correspondence also contains an agreement by the Commissioner to be responsible for the conduct of the 2023 elections, together with any other election or polls which may be required.

For the WAEC to conduct the elections, it is necessary that they be conducted by postal ballot and for the Commissioner to be declared responsible for the conduct of the election.

Costs related to the conduct of the election are reimbursed to the Commission, by the City, on a full cost recovery basis, so the cost estimate provided is an estimate, based on the information relied on by the Commission.

The Commission has advised in the correspondence due consideration has been given to the proposed legislation reform, which is proposed to change the way elections are conducted. The Commission has considered, as much as is practicable at this stage, how these changes may affect costs, to enable local governments to make budgetary provisions. It is possible there may be cost impacts, and the cost provided by the Commission is an estimate only.

More recent ordinary elections in Cockburn have averaged around 28% (26% - 30% over the last three ordinary elections). Ordinary Elections, which are also Mayoral elections, tend to have higher voter participation rates. This ordinary election is expected to achieve voter participation between 26 and 28 per cent.

It is recommended Council appoint the Electoral Commissioner to be responsible for the conduct of the 2023 Ordinary Election and that the method be by postal vote. The budget allocations will include the optional costs of the priority mail service from Australia Post.

### **Strategic Plans/Policy Implications**

#### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

### **Budget/Financial Implications**

Estimated costs submitted by the WAEC amount to \$430,050 (GST incl.), which includes Australia Post Priority Service costs of \$18,050.

This figure provides for all services associated with the conduct of the elections to be fully outsourced and requires limited involvement of City of Cockburn staff.

### **Legal Implications**

Part 4 of the *Local Government Act 1995* and the *Local Government (Elections) Regulations 1997*.



**Community Consultation**

N/A

**Risk Management Implications**

A 'moderate' level of 'compliance' risk is associated with this item, should Council not support the recommendation.

The City is not adequately resourced to conduct elections without appointing the Electoral Commission to conduct the election.

The method of conducting the election (postal) is known to the community and it is not recommended to change, due to the associated risks of this change.

A risk assessment has not been completed on an in-person election and is not recommended to be considered without this being effected.

**Advice to Proponent(s)/Submitters**

N/A

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

The City will support and coordinate with the Western Australian Electoral Commission the conduct of the City's 2023 Ordinary Election.



WESTERN AUSTRALIAN Electoral Commission

LGE 028

Mr Anton Lees  
Acting Chief Executive Officer  
City of Cockburn  
PO Box 1215  
BIBRA LAKE WA 6965

Dear Mr Lees

**Local Government Ordinary Election: 2023**

The next local government ordinary elections are being held on 21 October 2023. While this is still some distance in the future, I have enclosed an estimate for your next ordinary election to assist in your 2023/2024 budget preparations.

The estimated cost for the 2023 election if conducted as a postal ballot is \$412,000 inc GST, which has been based on the following assumptions:

- 83,900 electors
- response rate of approximately 32%
- 4 vacancies
- count to be conducted at the offices of the City of Cockburn
- appointment of a local Returning Officer
- regular Australia Post delivery service to apply for the lodgement of the election packages.

An additional amount of \$18,050 will be incurred if your Council decides to opt for the Australia Post Priority Service for the lodgement of election packages.

<b>CITY OF COCKBURN</b>
DOC No
14 FEB 2023
SUBJECT 089/2024
RETENTION 67.4 AS
PROPERTY
APP
ACTION EMMA MLWE

179916

Document Set ID: 11370746  
Version: 1 Version Date: 14/02/2023

Level 2, 111 St George's Terrace, PERTH WA 6000 GPO Box F316 PERTH WA 6841  
Telephone: (08) 9214 0400 Facsimile: (08) 9226 0577 Email: waec@waec.wa.gov.au  
Website: www.elections.wa.gov.au



The Commission is required by the *Local Government Act* to conduct local government elections on a full cost recovery basis and you should note that this is an estimate only and may vary depending on a range of factors.

Costs not incorporated in this estimate include:

- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission incurred as part of an invalidity complaint lodged with the Court of Disputed Returns
- the cost of any casual staff to assist the Returning Officer on election day or night
- any unanticipated costs arising from public health requirements for the COVID-19 pandemic.

As you are aware, the Government is currently considering reforms to the *Local Government Act 1995*, which include how elections are to be conducted. In order to assist with your local government's budget planning, we have included, to the best of our knowledge, costs that will arise from the changes proposed in legislation. For example, if under the amendments your local government will be required to conduct a mayoral/presidential election this has been included.

Some local governments may also note an increase in costs from their 2021 ordinary costs. These include increases arising from inflation in recent years affecting salaries for Returning Officers and other staff, printing and packaging costs as well as the increase in postage announced by Australia Post. Additional costs from the Commission have been included arising from improved processing procedures and additional resources to supplement the Commission's education, complaints management, investigation and legal efforts.

In order for the Commission to be responsible for the conduct of your election, the first step required by the *Local Government Act 1995* is my written agreement to undertake the election.

As such, you may take this letter as my agreement to be responsible for the conduct of the ordinary elections in 2023 for the City of Cockburn in accordance with section 4.20(4) of the *Local Government Act 1995*, together with any other elections or polls that may also be required.

My agreement is subject to the proviso that the City of Cockburn also wishes to have the election undertaken by the Western Australian Electoral Commission as a postal election.

In order to achieve this, your council would need to pass the following two motions by absolute majority:

- Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2023 ordinary elections together with any other elections or polls which may be required
- Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.

It would be greatly appreciated if this item was considered at your March council meeting, to enable the Commission to have sufficient time to work with you to effectively conduct the election.

I look forward to conducting this election for the City of Cockburn in anticipation of an affirmative vote by Council. If you have any further queries please contact Shani Wood Director, Election Operations on 9214 0400.

Yours sincerely



Robert Kennedy  
**ELECTORAL COMMISSIONER**

9 February 2023

**14.4.3 Australian Local Government Association National General Assembly (NGA) Motions – City of Cockburn**

**Responsible Executive** Acting Executive Governance and Strategy  
**Author** Acting Executive Governance and Strategy  
**Attachments** N/A

**RECOMMENDATION**

That Council:

- (1) APPOINTS \_\_\_\_\_ as its delegate for ALGA 2023 National General Assembly 13-16 June 2023.

**Background**

Convened annually by the Australian Local Government Association (ALGA), the National General Assembly (NGA) of Local Government is the peak annual event for Local Government, attracting more than 800 Mayors and Councillors each year.

This event provides a unique opportunity for Local Government to engage directly with the Federal Government, to develop national policy, and to influence the future direction of our councils and our communities.

The 2023 National General Assembly of Local Government (NGA) – incorporating the Regional Cooperation and Development Forum – will be held from 13-16 June in Canberra.

**Submission**

N/A

**Report**

The purpose of this report is for Council to endorse its delegate to attend the ALGA 2023 National General Assembly.

Previously Council has considered a report to authorise its delegate and endorsed its position on the motions to be considered at the ALGA NGA.

This year the conference will be held during Parliamentary sitting week, and it is noted there is limited availability for flights and accommodation during this time.

In order to make the appropriate arrangements for Elected Member attendance, Council are requested to endorse the delegate in March.

**Strategic Plans/Policy Implications**Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

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

**Budget/Financial Implications**

Costs are within the Elected Member Attendance at Events budget allowance.

**Legal Implications**

s5.90A Policy for Attendance at Events

**Community Consultation**

N/A

**Risk Management Implications**

There are low risks associated with the recommendations in this report. The purpose of this report is to endorse the delegate in advance to allow accommodation and travel arrangements to be made, due to limited availability.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil

## 15. Reports-Standing Committee

### 15.1 Governance Committee Meeting – 23/02/2023

#### 15.1.1 Review of Local Planning Policy 5.19 - Structure Plans and Telecommunications Infrastructure

<b>Responsible Executive</b>	Chief of Built and Natural Environment
<b>Author</b>	Senior Strategic Planner
<b>Attachments</b>	1. Draft Revised Local Planning Policy 5.19 - Structure Plan and Mobile Telecommunications Infrastructure <a href="#">↓</a>

#### Recommendation/Committee Recommendation

That Council:

- (1) ADOPTS the proposed amendments to *Local Planning Policy 5.19 – Structure Plans and Mobile Telecommunications Infrastructure* for the purpose of advertising, in accordance with Clause 5 (1) of the Deemed Provisions of the *Planning and Development (Local Planning) Schemes 2015* (the Regulations).

#### Background

Local Planning Policy 5.19 – *Structure Plans and Telecommunications Infrastructure* (LPP 5.19) was adopted at the 13 December 2018 Ordinary Council Meeting.

LPP 5.19 was drafted in response to concerns that new residential subdivision within the City of Cockburn was not being provided with an acceptable level of mobile phone coverage.

At the Annual General Meeting of Elected Members on 1 February 2022, several motions were passed by the City's ratepayers which highlighted issues with mobile telecommunications coverage in Treeby.

One of these motions (see below) requested that the City withhold approval of structure plans and development applications, until an appropriate level of mobile phone coverage in Treeby is provided:

*'That the City of Cockburn Council withholds approval on any current or future Structure Plan or Development Plans for Treeby until residents of Treeby, including Calleya Estate residents, have quality and reliable, widespread phone coverage.'*

City Officers prepared a report to the 10 March 2022 Ordinary Council Meeting (OCM).



The report noted the City did not have the ability to withhold approval for a structure plan, as the Western Australian Planning Commission (WAPC) is the determining authority for Structure Plans.

The report also noted that, although the City has attempted to address the requirements of LPP 5.19 prior to advertising a structure plan, this has been frustrated by the lack of action by developers and the telecommunication carriers.

At the OCM, Council endorsed the following recommendation:

*‘That Council REVIEWS Local Planning Policy (LPP) 5.19 – Structure Plans and Telecommunications Infrastructure, in light of the City’s recent experiences in seeking to implement the Policy under the current Planning Regulations.’*

### Current Requirements

Since the adoption of LPP 5.19, planning consultants and developers have been made aware of the policy requirement for mobile telecommunications to be considered in the preparation of Structure Plans.

The current policy requires that the following matters are considered prior to the lodgement of a structure plan with the City:

1. Demonstrated consultation with all telecommunications infrastructure providers
2. Information for the subject area regarding telecommunications network coverage, capacity and quality, and the types of telecommunications infrastructures likely to be required
3. Details regarding the likely above ground telecommunications requirements for the subject area.

In addition to the pre-lodgement requirement, the City is required to refer a structure plan to telecommunication providers to determine any forward planning for new or upgraded infrastructure.

During the advertising period the City will refer to all telecommunication infrastructure providers seeking information regarding forward planning, which they are obliged to provide pursuant to the C564:2011 Mobile Phone Base Station Deployment made under Part 6 of the Commonwealth *Telecommunications Act 1997*.

### **Submission**

N/A

## Report

### Limitations of the Current Adopted Policy

The current policy requires applicants to provide information regarding the current and future state of mobile phone networks, information which is difficult to obtain from Telecommunication Carriers.

Determining the 'quality' of mobile phone coverage is difficult to determine, as whilst providers acknowledge that their service covers a specific geographic area, they will not publish the strength of the coverage provided on the basis that this is considered commercially sensitive information.

Additionally, the specific quality of mobile phone coverage cannot be accurately determined at the structure planning stage, as the ultimate coverage experienced by residents and employees may vary depending on factors such as topography, material treatment of a building and the age of a mobile phone handset.

### Revisions to Local Planning Policy 5.19

In recognition of the difficulties in implementing the current LPP 5.19, a draft revision has been prepared. A summary of the revisions proposed and the reasoning behind them appear in the following table:

Revision	Reason
Renaming of the policy	<p>The renaming of the policy from 'Local Planning Policy 5.19 – Structure Plans and Telecommunications' to 'Local Planning Policy 5.19 – Structure Plans &amp; <b>Mobile</b> Telecommunications' is reflective of the fact that the policy specifically refers to mobile telecommunications, which include 3G, 4G, 5G and satellite internet services provided by the Telecommunication Carriers (Telstra, TPG and Optus).</p> <p>Underground fibre communications, predominantly provided by NBNCo, are a requirement for new subdivision and developments under Commonwealth legislation.</p>
Site identification	<p>The identification of a site or sites for telecommunications infrastructure ensures that short-term development does not prejudice telecommunication infrastructure in the longer-term.</p> <p>Designating sites under a Structure Plan that may be suitable for telecommunications infrastructure provides greater certainty for residents on sites that are capable of development for this purpose.</p>
Expansion of the policy to include District	<p>District Structure Plans (DSPs) are typically prepared over larger defined geographical areas to address matters such as major infrastructure, public open space and other critical land uses necessary to facilitate and service the subsequent development of</p>

Revision	Reason
Structure Plans	<p>local structure plans over smaller or individual landholdings.</p> <p>Given its scale of coverage, mobile telecommunications infrastructure is ideally identified at the district level.</p> <p>Consideration at the DSP stage will help ensure critical sites are identified early over fragmented landholdings, and where necessary, inform the creation of appropriate zoning or reservation under the Metropolitan Region Scheme and/or City's own local planning scheme.</p>
Removal of 'Quality' of Coverage	<p>Telecommunication Carriers will typically acknowledge that a mobile service is provided to a geographical area (i.e. 4G or 5G), but will not provide a local government or individual information on the strength of the coverage. Whilst an area may technically be covered by a specific Telecommunication Carrier, it is unclear whether the coverage is adequate to use the service.</p> <p>By way of example, Treeby is largely covered by a 4G service provided by Telstra, Optus and TPG, however, the experience of residents is that the quality of the coverage provided is insufficient in some areas to reasonably rely upon the service.</p>
Reference to 5G technology	5G technology represents an opportunity for telecommunications infrastructure to be located away from centralised monopole structures, including external to buildings and within existing utility infrastructure.
Exemptions	<p>The current policy applies to all Structure Plan proposals, irrespective of whether a new or amended Structure Plan.</p> <p>It is recognised that a number of Structure Plans were approved prior to the adoption of LPP 5.19 and are in the process of being implemented through subsequent subdivision approvals.</p> <p>Amendments that are not expected to generate additional demand for mobile communication infrastructure are to be considered exempt from the requirements of this policy.</p>
Reference to Infrastructure Providers	The three Telecommunication Providers (Telstra, Optus and TPG) have commenced divestment of their existing mobile telecommunications infrastructure to separate companies ('Infrastructure Providers'), currently Waveconn, Amplitel and Indara Digital Infrastructure, who are responsible for the planning, construction and ongoing management of infrastructure.
Guidance on co-location within public open space	As mobile telecommunications infrastructure has traditionally been planned for late in the development process (after a demonstrated need has been generated), public reserves such as public open space (POS) are often retrospectively targeted to accommodate the

Revision	Reason
	<p>location of key infrastructure.</p> <p>When arranged poorly, this can conflict and/or require compromising the primary purpose of the reserve, such as for conservation, drainage and/or recreation purposes.</p> <p>The revised policy recognises that there may be situations where telecommunications infrastructure is appropriately located within POS but should be limited to situations where there is a demonstrated oversupply, and the visual impact of infrastructure is appropriately addressed.</p>

## Strategic Plans/Policy Implications

### Local Economy

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

- Increased Investment, economic growth and local employment.
- Thriving local commercial centres, local businesses and tourism industry.

### Community, Lifestyle & Security

A vibrant healthy, safe, inclusive, and connected community.

- A safe and healthy community that is socially connected.

### City Growth & Moving Around

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

- An attractive, socially connected and diverse built environment.

## Budget/Financial Implications

The City will be responsible for the costs associated with advertising the amended local planning policy, as required by the Regulations.

## Legal Implications

N/A

## Community Consultation

Under Clause 5 (2), Schedule 3, Part 2 of the Regulations, a local government may elect to not advertise an amendment to a local planning policy, if in the opinion of the local government, the amendment is minor.

In this instance it is considered that the proposed changes are significant enough to warrant the need for consultation, hence should the Governance Committee adopt the recommendation, the amendment to LPP 5.19 will be advertised for a period of 21 days, as per the Regulations.

**Risk Management Implications**

The amendments to LPP 5.19 are necessary to recognise the needs, current operations and practices of a continually evolving telecommunications industry.

Should Council not adopt the recommended amendments, there is a risk that future structure planning in the City of Cockburn will fail to adequately plan for the mobile telecommunications infrastructure needs of its growing population.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil

<b>Title</b>	<b>Structure Plans &amp; Mobile Telecommunications Infrastructure</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP5.19</b>



### Policy Type

Local Planning Policy

### Policy Purpose

The purpose of this policy is to:

1. Ensure that mobile telecommunications infrastructure requirements are identified at the earliest stage of planning, having regard to the anticipated form of development and expected resident population.
2. ~~Ensure that telecommunications infrastructure requirements are considered at the earliest stages of planning.~~
3. ~~Set out the information required to be provided with structure plans to address the forward planning for telecommunications infrastructure.~~

Commonwealth and State legislation applies to the provision of services such as underground telecommunications (through NBN Co), reticulated water and sewer (through the Water Corporation) and power (through Western Power), which in most instances in the City are provided to lots at the subdivision stage. However, there is no legislative requirement to mandate the provision of mobile telecommunications infrastructure within new development areas, or areas proposed for development.

It is recognised that the provision of mobile telecommunications infrastructure is market-driven, generally in response to the demand on existing infrastructure, or in response to changes in technology.

The Australian Media and Communications Authority estimates that over 90 per cent of Australian households had access to a fixed line internet connection in 2021, however, less than 25 per cent of the Australian population use a fixed-line phone at home. Despite the provision of wired infrastructure to most homes and businesses that enables a fixed-line phone service to be provided, mobile phones remain the preferred method of audio communication.

The Australian Parliament's *Inquiry into the deployment, adoption and application of 5G in Australia* (2020) noted that the emergence of 5G technology will change the nature of how mobile infrastructure is designed, located and integrated with existing infrastructure, and will require collaboration between all tiers of government and the telecommunications industry. It may be necessary for 5G infrastructure to be deployed in locations not typically used for telecommunications infrastructure to provide sufficient coverage, including utility infrastructure.

*State Planning Policy 5.2 - Telecommunications Infrastructure (SPP 5.2)* applies throughout Western Australia in respect to above and below ground telecommunications infrastructure, other than those facilities exempted under the Commonwealth *Telecommunications Act 1997*.

[1]

<b>Title</b>	<b>Structure Plans &amp; <del>Mobile</del> Telecommunications Infrastructure</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP5.19</b>



Clause 6.2 (a) of SPP 5.2 states that:

*In the preparation and assessment of structure plans at the local level, consideration should be given to the need for telecommunications services in supporting documentation. Early consideration of wireless and mobile phone telecommunication system requirements allows for them to be incorporated into the design process and mitigate any potential visual impacts to the community.*

SPP 5.2 aims to balance the need for effective telecommunications services and effective roll-out of networks, with the community interest in protecting the visual character of local areas.

This policy sets out requirements to facilitate the delivery of mobile telecommunications infrastructure, and to ensure this is considered through the structure planning process to facilitate orderly and proper planning.

### Policy Statement

- (1) ~~All structure plans are to be submitted with information regarding telecommunications infrastructure, including the following:~~
- ~~1. Demonstrated consultation with all telecommunications infrastructure providers.~~
  - ~~2. Information for the subject area regarding telecommunications network coverage, capacity and quality, and the types of telecommunications infrastructure likely to be required.~~
  - ~~3. Details regarding the likely above ground telecommunications requirements for the subject area.~~

### Definitions

Structure Plan – means a 'standard structure plan' and 'precinct structure plan', as defined in Schedule 2, Part 4, Clause 14 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

District Structure Plan – means a high-level plan generally prepared over a defined geographical area, which identifies matters such as major infrastructure, public open space, land uses, necessary to coordinate the preparation of individual precinct structure plans.

Servicing Report – means a technical appendix prepared in support of a Structure Plan proposal which details how future subdivision and development will be serviced by infrastructure, including roads, public open space and utilities.

Telecommunications Carrier – means Telstra, Optus, TPG Telecom (Vodafone) and NBNCo, or another provider licensed to provide a mobile telecommunications service under Section 56 of the Commonwealth *Telecommunications Act 1997*.



<b>Title</b>	<b>Structure Plans &amp; Mobile Telecommunications Infrastructure</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP5.19</b>



**Infrastructure Provider** – means a company responsible for the development and ongoing management of wireless telecommunications infrastructure, but that is licensed to provide a mobile telecommunications service.

**Small Cell** – means a small-scale radio transmitter used for mobile phone services, typically attached to utility infrastructure (such as street lighting or sub-stations) or a building, which provides coverage to a radius of up to 200 metres.

- (2) ~~During the advertising period the City will refer structure plans to all telecommunications infrastructure providers seeking information regarding forward planning, which they are obliged to provide pursuant to the C564:2011 Mobile Phone Base Station Deployment made under Part 6 of the Commonwealth Telecommunications Act.~~

#### Structure Plan Requirements

All District Structure Plans and Structure Plans submitted to the City, except for those exempt under Policy Statement (3), must provide written evidence of consultation with Telecommunications Carriers responsible for operating mobile telecommunications infrastructure. The written evidence should be within Part Two (Explanatory Section) which references utility and servicing infrastructure, and if applicable as a technical appendix, a separate Servicing Report.

As a minimum, the written evidence must include:

- a) details of the existing mobile telecommunications infrastructure within a one (1) kilometre radius of the Structure Plan area boundary, including existing coverage mapping, the Telecommunications Carriers using the infrastructure, and the technology provided (i.e. 4G, 5G or wireless NBN); and
- b) consideration of the demand for new or upgraded mobile telecommunications infrastructure within the Structure Plan area, or within the immediate area, as a result of the forecast resident population and/or number of employees within the Structure Plan area.

Where information to satisfy the above is not provided to the City upon receipt of the Structure Plan, the City may advise in writing that the proposal is not able to be assessed and advertised in accordance with Schedule 2, Part 4, Clause 16 (1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Where a Structure Plan proposes a residential density range, the expected number of dwellings and resident population should be based on the highest density coding

- (3) Exemptions

Compliance with this policy is not required for amendments to an approved Structure Plan where:

- a) changes to the residential density will not result in an increase to the expected resident population and/or number of employees; or

[3]

<b>Title</b>	<b>Structure Plans &amp; Mobile Telecommunications Infrastructure</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP5.19</b>



b) the amendment seeks only to extend the validity period of the Structure Plan.

(4) Site Identification

Where one or more Telecommunication Carrier or Infrastructure Provider identifies that new mobile telecommunications infrastructure is required and can be suitably located within the Structure Plan area, at least one site appropriate for telecommunication infrastructure must be identified within Part Two of the Structure Plan and if applicable, the Servicing Report.

The City encourages Telecommunication Carriers, where possible to maintain an appropriate level of coverage, to co-locate infrastructure on one site.

The City will generally not support mobile telecommunications infrastructure on sites designated as public open space (POS) under a Structure Plan, except where it can be demonstrated that:

- a) the Telecommunications Carrier or Infrastructure Provider identifies that there is not an alternative location for such infrastructure that can provide an appropriate level of coverage within the Structure Plan area; and
- b) the quantum of POS for residential zoned area of the Structure Plan exceeds 10 per cent of the gross subdivisional area, excluding the area required for mobile telecommunications infrastructure; and
- c) the infrastructure will not inhibit the POS being available for its intended purposes, including active recreation, passive recreation and drainage; and
- d) the visual impact of the infrastructure is capable of being mitigated by hard and soft landscaping, or by adjacent built form.

Where a potential site is identified that relies upon Small Cell mobile telecommunications infrastructure being attached to utility infrastructure (such as street lighting, sub-station or pump station) managed by a State utility provider, the applicant should demonstrate evidence of support from the utility provider, and if required, Main Roads WA.

(5) Development Requirements

The identification of a site should not be construed as the City's support for such a development upon approval of the Structure Plan by the Western Australian Planning Commission. All mobile telecommunications infrastructure will require development approval, which may include public consultation, except where such development is otherwise exempt from requiring approval under Town Planning Scheme No.3 or is considered 'low impact' under the Commonwealth *Telecommunications Act 1997*.

(6) Consultation

[4]

<b>Title</b>	<b>Structure Plans &amp; <b>Mobile</b> Telecommunications Infrastructure</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP5.19</b>



Where a Structure Plan requires public advertisement under the *Planning and Development (Local Planning Schemes) Regulations 2015*, the City will refer the Structure Plan to all Telecommunication Carriers and Infrastructure Providers that operate mobile telecommunications infrastructure.

Under *Industry Code C564:2020 Mobile Phone Base Station Deployment*, a Telecommunications Carrier must respond to a reasonable request by a local government for information relating to the deployment of mobile telecommunications infrastructure.

Where a Telecommunications Carrier or Infrastructure Provider does not respond to the City during the public consultation period, it will be deemed that the Telecommunications Carrier or Infrastructure Provider has not undertaken forward planning regarding the deployment of mobile telecommunication infrastructure within the Structure Plan area.

Strategic Link:	City of Cockburn Town Planning Scheme No. 3
Category	Planning – Town Planning and Development
Lead Business Unit:	Planning
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

## 15.1.2 Review of Local Planning Policy 3.4 (LPP3.4) - Service Stations and Motor Vehicle Wash Facilities

<b>Responsible Executive</b>	Chief of Built and Natural Environment
<b>Author</b>	Strategic Planning Officer
<b>Attachments</b>	1. Draft Revised Local Planning Policy 3.4 - Service stations and Motor Vehicle Wash Facilities <a href="#">↓</a>

### Officer Recommendation/Committee Recommendation

That Council:

- (1) ADOPTS the proposed amendments to *Local Planning Policy 3.4 – Service Stations* for the purpose of advertising, in accordance with Clause 5 (1) of the Deemed Provisions of the *Planning and Development (Local Planning) Schemes 2015* (the Regulations).

### Background

#### Scheme Amendment No.157

On 8 December 2022, Council initiated Amendment No.157 to Town Planning Scheme No.3 (TPS3) which in part, seeks to modify the land use permissibility for a 'Motor Vehicle Wash' in the Local Centre Zone from an 'X' (not permitted) to an 'A' (at Council discretion following advertisement) use.

The proposed change does not mean that the use is suitable on all Local Centre zoned land, with the Amendment Report foreshadowing the preparation of a Local Planning Policy to help guide applicants and decision makers in considering appropriate locations and the information required to accompany such proposals.

In recognition of its strong affiliation with Service Station development (and the similarity of issues requiring consideration through the development approval process), this guidance is to be provided in the form of an update of *Local Planning Policy 3.4 (LPP3.4) - Service Stations* to also cover the assessment of Motor Vehicle Wash facilities.

Advertising of Amendment No.157 commenced on 9 February and will conclude on 23 March 2023.

#### Local Planning Policy 3.4

Originally adopted at the 17 September 2002 Ordinary Council Meeting, *Local Planning Policy 3.4 – Service Stations* provides guidance for the lodgement and determination of service station proposals on all zones throughout the City.

The policy has been periodically reviewed during its operation but could be further improved to reflect the outcomes and learnings from recent Joint Development Assessment Panel determinations.

### Submission

N/A

## Report

### Revisions to Local Planning Policy 3.4

A draft, updated version of LPP3.4 is included (refer Attachment 1).

A summary of the revisions proposed and the reasoning behind them appear in the following table:

Revision	Reason
Renaming of the policy	Renaming of the policy from 'Local Planning Policy 3.4 – Service Stations' to 'Local Planning Policy 3.4 – Service Stations & <b>Motor Vehicle Wash Facilities</b> ' reflects its expansion to guide the assessment of both land uses (which are commonly located together and involve the consideration of similar matters during the development assessment process).
Policy Purpose	This section has been re-worded to be more concise (removing unnecessary text relating to generic purpose of local planning policies) and include specific reference to the policy's application to motor vehicle wash facilities.
Advertising	In recognition of the typically strong public interest in such proposals, and that the potential impacts of these types of uses can vary from site to site, a paragraph has been inserted clarifying that the method and extent of advertising (where triggered) is to be determined by the Manager of Development Services.  The intent is to ensure a higher level of rigour in the advertising of these types of applications, especially where they are proposed adjacent to sensitive land uses, like residential.
Design Guidelines	This section has been re-worded to provide greater clarity and ensure more consistent language and terminology with the City's other LPP's, without adding any additional requirements beyond that already required for Service Station proposals.
Traffic Management	This section has been expanded to afford City Officers the ability to request a Parking Management Plan (PMP) be submitted in appropriate circumstances, such as in areas that there are existing parking issues or the proposal involves an under-provision of its standard on-site parking requirement.
Residential Amenity	The key changes to this section involve: <ol style="list-style-type: none"> <li>1. Advising that despite Amendment No.157 making the use approvable, the City's default position is not approve or support <b>self-service</b> motor vehicle wash proposals on Local Centre zoned land, where they abut residential development. This is due to the higher potential for off-site impacts due to their typical open-air configuration and/or lack or minimal on-site management; &amp;</li> <li>2. Clarifying the requirement for up-front provision of some form of management plan that clearly outlines the future operational</li> </ol>

	arrangements of either land use, to inform the assessment of potential future impacts on surrounding land use (e.g. noise, light, odour etc.).
Activity Centres	<p>This section has been updated to include a general presumption against 24 hours per day, 7 days per week service station or motor vehicle wash facilities on Local Centre zoned land.</p> <p>This reflects the higher potential for off-site amenity impacts from facilities located in Local Centres, which often have direct interface areas with existing and/or planned residential development.</p>

## Strategic Plans/Policy Implications

### Local Economy

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

- Increased Investment, economic growth and local employment.
- Thriving local commercial centres, local businesses and tourism industry.

### 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 will be responsible for the costs associated with advertising the amended local planning policy, as required by the Regulations.

## Legal Implications

N/A

## Community Consultation

Under Clause 5 (2), Schedule 3, Part 2 of the Regulations, a local government may elect to not advertise an amendment to a local planning policy, if in the opinion of the local government, the amendment is minor.

In this instance it is considered that the proposed changes are significant enough to warrant the need for consultation, hence should the Governance Committee adopt the recommendation, the amendment to LPP 3.4 will be advertised for a period of 21 days, as per the Regulations.

**Risk Management Implications**

The amendments to LPP3.4 are required to guide the future assessment of Motor Vehicle Wash facilities, in particular on Local Centre zoned land (should Amendment No.157 be successful).

The review also provides an important opportunity to update the City's guidance as it relates to service station developments based on the learnings from recent applications.

Should Council not adopt the recommended changes, there is a risk that an unintended consequence of Amendment No.157 will be that motor vehicle wash facilities could be approved in unsuitable locations (in particular on Local Centre zoned land), and that the City's development standards relating to service station facilities fail to keep pace and protect surrounding land use from the potential for adverse operational impacts.

If no changes are made to LPP3.4, the local planning policy will remain as is and will continue to have effect in guiding decision-making purely for Service Station development proposals.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil



Title	Service Stations <u>and Motor Vehicle Wash Facilities</u>
Policy Number (Governance Purpose)	LPP 3.4



### Policy Type

Local Planning Policy

### Policy Purpose

~~A policy is needed to assist the City in the assessment of proposals and decision-making process.~~

The purpose of this policy is to provide applicants and the City with guidelines for the assessment of as-to-how service station and/or motor vehicle wash proposals within the District. ~~will be assessed. The objective of the Policy is to promote a convenient and accessible pattern of service stations within the District to serve the resident and travelling public and to prevent stations from establishing in locations which are unsuitable on traffic and amenity grounds.~~

The ~~overall~~ objectives of the Policy are:

- (1) To ensure that service stations and/or motor vehicle wash proposals do not compromise traffic flows and safety.
- (2) To protect residential amenity by ensuring service stations s and/or motor vehicle wash proposals are located and designed in a way that reduces the impacts of noise, light and odour emissions on nearby dwellings.
- (3) To ensure that service stations s and/or motor vehicle wash proposals do not undermine the ability of activity centres to provide and support a mix of land uses and activity for the community and to perform their role/function as set out in the City's s of Cockburn Local Commercial and Activity Centre Strategy.
- (4) To ensure that service stations s and/or motor vehicle wash proposals do not negatively impact on the diversity and intensity of activity in activity centres in accordance with the City's s of Cockburn Local Commercial and Activity Centre Strategy.
- (5) To ensure that service stations s and/or motor vehicle wash proposals do not cause have a negative impacts on pedestrian and cyclist safety, connectivity, convenience and amenity.
- (6) To ensure that service stations s and/or motor vehicle wash proposals do not detract from the neighbourhood or streetscape character.

### Policy Statement

- (1) Design Guidelines
  1. The design and siting of development should take into consideration the siting, setbacks, design and scale of adjacent development to ensure it does not dominate or detract from the character of the streetscape.

[1]



<b>Title</b>	<b>Service Stations <u>and Motor Vehicle Wash Facilities</u></b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 3.4</b>



2. Glazing should be designed to maximise passive surveillance opportunities ~~for surveillance~~ of the street and/or public realm.
3. Blank walls ~~fronting to~~ the street and/or the public realm should be minimised ~~where possible as much as possible~~, and where blank walls cannot be avoided, ~~their design they should designed in such a way that they~~ contribute to a safe and attractive street environment by:
  - a. Minimising the length and height of blank walls, and
  - b. Articulating blank walls through the creative application of complementary materials, avoiding large continuous masses of the same finish; and/or the provision of appropriately integrated structural features, lighting, street furniture, artworks, and/or landscaping.
4. ~~All o~~ Opportunities for landscaping on ~~the~~ site should be maximised, and ~~landscaping~~ should be designed to:
  - a. soften the appearance of the development;
  - ~~b. and~~ enhance the streetscape; ~~and~~
  - ~~b.c.~~ improve the pedestrian environment.
5. Where opportunities for street trees adjacent to the site are restricted ~~due to crossovers~~, street trees should be identified as an alternative within the landscaping strip on ~~the~~ site to ensure that the current and future streetscape and pedestrian environment ~~(both current and future)~~ are not negatively impacted by the development.

(2) Traffic Management

1. Service station and/or motor vehicle wash proposals Applicants are required to ~~be accompanied with provide~~ a Traffic Impact Assessment prepared by a suitably qualified traffic consultant, which addresses the following:
  - a. Number, size, location and appropriateness of access and egress points;
  - b. Queuing of traffic and the impact on the surrounding road network;
  - c. Proximity to median breaks;
  - d. Proximity to traffic lights and speed bumps;
  - e. Provision of auxiliary lanes;
  - f. Manoeuvrability within the site demonstrated through a swept path analysis;
  - g. Impact on existing infrastructure within the road reserve; and
  - h. Impact on future road widening or other improvements.
2. Service station and/or motor vehicle wash proposals may be required to be accompanied by a parking management plan prepared by a suitably qualified consultant where car parking for the site and the surrounding area is considered to be problematic.

[2]

<b>Title</b>	<b>Service Stations <u>and Motor Vehicle Wash Facilities</u></b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 3.4</b>



(3) Residential Amenity

1. Service stations and/or motor vehicle wash proposals abutting residential development shall be designed to minimise impact on abutting-adjacent residents and shall address; noise, odour, light, traffic, visual amenity, safety and any other matter that may detract from the amenity of the residential area.
2. Service station and/or motor vehicle wash proposals may require the inclusion of The applicant may be required to submit an acoustic assessment or noise management plan prepared by a suitably qualified acoustic consultant, a light management plan prepared by a suitably qualified consultant and/or a site management plan addressing odour control.
3. The location of service stations and/or motor vehicle wash proposals shall generally be guided by the prescribed buffer distances set out under the Environmental Protection Authority *Separation Distances between Industrial and Sensitive Land Uses* (GS 3).
4. Self-service motor vehicle wash developments should generally not be supported where proposed on land which abuts Residentially zoned land.
5. Service station and/or motor vehicle wash proposals should be accompanied with an operational management plan (or similar) which details the following regarding the proposal:
  - a. Hours of operation;
  - b. Days of operation;
  - c. Number of vehicles that can be accommodated on site at any one time;
  - d. Number of staff members on site at any one time; and
  - a.e. Any other information the City considers relevant to be detailed.

(4) Service Station and/or Motor Vehicle Wash proposals in Activity Centres

1. Service station and/or motor vehicle wash proposals in activity centres will be deemed to be 'significant development applications' in accordance with the City's of Cockburn Local Commercial and Activity Centre Strategy due to their potential to have a significant impact on an activity centre's overall performance.
2. Service station and/or motor vehicle wash proposals in activity centres should demonstrate that the development does not reduce the performance of the activity centre through detrimental impacts on any of the assessment areas (as relevant for the level in the activity centre hierarchy) in accordance with the City's of Cockburn Local Commercial and Activity Centre Strategy.
- 2.3. Service station and/or motor vehicle wash developments proposed to operate 24 hours per day, 7 days per week in the Local Centre Zone will generally not be supported.

[3]

<b>Title</b>	<b>Service Stations <u>and Motor Vehicle Wash Facilities</u></b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 3.4</b>



<b>Strategic Link:</b>	<a href="#">Local Planning Strategy</a> <a href="#">City of Cockburn Local Planning Scheme No.3</a>
<b>Category</b>	Planning – Town Planning <u>&amp;and</u> Development
<b>Lead Business Unit:</b>	<a href="#">Statutory</a> Planning
<b>Public Consultation:</b> (Yes or No)	Yes
<b>Adoption Date:</b> (Governance Purpose Only)	<a href="#">10 November 2022</a>
<b>Next Review Due:</b> (Governance Purpose Only)	<a href="#">November 2024</a>
<b>ECM Doc Set ID:</b> (Governance Purpose Only)	<a href="#">4515269</a>

### 15.1.3 Proposed New Multicultural Reference Group

<b>Responsible Executive</b>	Chief of Community Services
<b>Author</b>	Head of Community Development and Services and Cultural Diversity Officer
<b>Attachments</b>	1. Multicultural Reference Group Draft Terms of Reference <a href="#">↓</a>

#### Officer Recommendation/Committee Recommendation

That Council:

- (1) APPOINTS an Elected Member to the Multicultural Reference Group; and
- (2) ADOPTS the Terms of Reference of the Multicultural Reference Group.

### Background

The need for a Multicultural Reference Group (MRG) was identified in the 2018-2021 Cultural Diversity strategy, but due to the global pandemic and resource shortfalls this strategy is yet to be implemented.

Current Australian Bureau of Statistics data indicates 34.1% of residents in the City are Languages other than English (LOTE) speakers.

The intent of forming a MRG is to provide a voice for people from Culturally and Linguistically Diverse backgrounds that live in the City of Cockburn (the City) and to celebrate cultural diversity in the City.

### Submission

N/A

### Report

The MRG will act in a guiding role and provide a voice for people of cultural and linguistically diverse (CaLD) backgrounds living in the City.

The purpose of the group is to provide the City with specialist knowledge on the needs and priorities of local multicultural communities, to support residents' wellbeing and encourage access to services.

The group will assist the City with communication and consultation with multicultural communities.

The group will support celebrating the benefits of cultural diversity and advise of important dates and celebrations in the communities.

The City undertook community engagement in October 2022 through community groups, the City's website, and other social media platforms, inviting expressions of interest to participate in a multicultural reference group.

The City received 18 expressions of interest from community members.

A draft Terms of Reference has been developed for the group.

The Cultural Diversity Officer (the Officer) is responsible for coordinating the MRG, providing administrative support and assisting the progress of meeting outcomes, in conjunction with the MRG.

The Officer reports at meetings on current projects and budgets, and provides a liaison point between the MRG and the City.

Other City staff may attend from time to time in an advisory capacity and provide a further contact point at the City in relation to MRG queries or concerns.

The City's support will include provision of a meeting facility, training if required and budget for sundry expenses.

A 'Meet and Greet' session was held in early December 2022, which provided prospective members an opportunity to meet with other community members who had expressed interest in being part of the Group.

An invitation to the 'Meet and Greet' was also shared with Elected Members, providing them an opportunity to attend.

This Group will be a formal Reference Group of Council with plans to commence in March 2023.

It would therefore be timely to appoint an Elected Member representative to the Multicultural Reference Group at the GOVCO meeting on 23 February 2023.

### **Strategic Plans/Policy Implications**

#### Community, Lifestyle & Security

A vibrant healthy, safe, inclusive, and connected community.

- Accessible and inclusive community, recreation and cultural services and facilities that enrich our community.
- Aboriginal and Torres Strait Islander cultures and other diverse cultures and heritage are recognised and celebrated.

Choose an item.

#### Listening & Leading

A community focused, sustainable, accountable, and progressive organisation.

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

**Budget/Financial Implications**

A budget of \$4,000 will be required to deliver the operations, sundry expenses and projects of the group.

**Legal Implications**

N/A

**Community Consultation**

Community consultation during development of the 2018-2021 Cultural Diversity Strategy identified the need for a Multicultural Reference Group.

In the Cultural Diversity Strategy item 5.3 states "Identify interested culturally diverse community representatives and facilitate opportunities to bring them together to discuss opportunities and issues".

Feedback from community provided through Markyt research scorecard results also identified a drop in satisfaction from groups identifying as LOTE.

**Risk Management Implications**

If a Multicultural Reference Group is not supported there is a risk that satisfaction rates will decline in the Culturally and Linguistically Diverse (CaLD) community.

The CaLD community make up 34.1 per cent of residents in the City.

Community consultation and engagement with the CaLD community could be impacted if there is not a vehicle for people of cultural and linguistically diverse backgrounds living in Cockburn to provide specialist knowledge on the needs and priorities of local multicultural communities to the City.

**Advice to Proponent(s)/Submitters**

The Proponent(s) and those who lodged interest in participating in the MRG have been advised that this matter is to be considered at the 23 February 2023 Governance Committee.

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

Nil

# **DRAFT**

## **Multicultural Reference Group**

### **Terms of Reference**

February 2023

The Multicultural Reference Group acknowledges the traditional owners of this land the Nyungar people of Beeliar Boodja. Long ago, now and in the future, they care for country.

Cockburn Nyungar moort Beeliar boodja-k. Koora, yeyi, benang baalap nidja boodja-k kaaradjiny.

**Name**

Multicultural Reference Group (MRG)

**Purpose**

- The Multicultural Reference Group acts in a guiding role and provides a voice for people of cultural and linguistically diverse (CaLD) backgrounds living in Cockburn.
- The group provides the City with specialist knowledge on the needs and priorities of local multicultural communities, to ensure residents wellbeing and access to services.
- The group assists the City with communication and consultation with multicultural communities.
- The group assists the City in identifying ways to celebrate the benefits of cultural diversity and advises of important dates/celebrations.

**Membership of the Group**

- Membership will normally be for a term of two (2) years.
- Membership terminates when an Ordinary Local Government election occurs every two years in October. Members may be reappointed.

The MRG will comprise of:

- A minimum of fifteen to a maximum of twenty (15 – 20) people from diverse backgrounds who are residents of the City of Cockburn
- Cultural Diversity Officer, City of Cockburn, or equivalent position
- Elected Member/s appointed by Council in accordance with Council Policy
- City of Cockburn staff: Community Development Lead, and/or Family and Community Development Manager (or delegates).

Members join the MRG by submitting an Expression of Interest (EOI) Form and being appointed to the Group.

- Inaugural membership of non-Elected Member MRG members will be by appointment by the Chief Executive Officer or delegated Officer of the City of Cockburn.



**Membership resignation**

- A member may resign from the MRG by giving notice to the meeting Facilitator, including the effective date

**Quorum**

A quorum consists of seven members.

**Roles & Responsibilities****Members**

- Attend, prepare for and participate in meetings
- Adhere to the Terms of Reference
- Adhere to the Employee code of Conduct and the Elected Member code of conduct
- Represent community views and provide information and advice on items related to the group's purpose, scope, and objectives
- 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
- Maintain positive relationships and communication with City staff and Elected Members, to be an effective liaison.

**Chairperson & Deputy Chairperson**

- A Chairperson is elected by the members of the Reference Group, to ensure:
  - the meeting is conducted according to the Terms of Reference
  - matters are dealt with in an orderly and efficient manner
  - meetings are kept on time.
- A Deputy Chair is elected by members and is to be Chair in the absence of the Chairperson, if neither is available then a member will be asked to Chair the meeting.

**Elected Members**

- Attend to provide a level of support to its membership
- Not to 'drive' the Group in achieving its objectives
- Not to try influence outcomes
- Meet responsibilities of Members as detailed in the Terms of Reference.

**Cultural Diversity Officer**

- Coordinating the MRG
- Administrative support to the MRG
- Progression of meeting outcomes
- Liaison between the MRG and the City

**Accountability & Process**

Members are required to:

- Act with honesty, good faith, and integrity
- Abide by the Terms of Reference and Code of Conduct
- Actively participate in meetings
- Provide leadership in the group so that other members will be proactive and participate and assist the group to function well
- Declare any actual or perceived conflicts of interest at the commencement of the meeting; Represent the interests of their local community rather than individual interests or issues
- Maintain confidentiality of discussions within meetings.

Members are not permitted to:

- Liaise with the media and represent either the opinions of council or the group
- Use any Community Reference Group for any public lobbying or political purposes, including use of social media to promote specific campaigns or strategies
- Discuss City of Cockburn business outside of the boundaries of official MRG and the City of Cockburn.

**Term**

The MRG will be ongoing until terminated by agreement by resolution of Council.

This Terms of Reference will be reviewed biennially in line with the Local Government election cycle and may be amended, varied, or modified in writing after consultation and agreement by resolution of Council.

**Review**

- The effectiveness of the MRG is to be reviewed annually by the MRG and may be subject to a review of Council.

**Meeting Information****Decision making**

- The process of coming to agreement is generally by consensus decision-making
- A motion is carried if a majority of the Group members present at the meeting vote in favour of the motion.

**Meetings**

- Bimonthly, (February – November) or as determined by the MRG
- Held at the City of Cockburn Administration Building or other City facilities
- Members to attend in person or virtually
- Chaired by the Chairperson.

## **Code of Conduct for Reference Group members**

Members are required to understand and agree 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 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 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 MRG or City business, or to unfairly target individuals (members, staff, or others) or breach confidentiality and/or cultural safety.

### **Respect**

All members of the MRG 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 MRG members are expected to value and respect the diversity and contribution of other members on the MRG.

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

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

### **Integrity**

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

- Maintaining the Business confidentiality of the City of Cockburn (written, spoken or otherwise)
- Maintaining the Personal confidentiality of fellow MRG members and all others who support or engage the MRG (written, spoken or otherwise)
- Ensuring that the behavior of members reflects the best interest of the MRG 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 MRG 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 MRG must have read and understood the Terms of Reference and Code of Conduct regarding membership of the MRG. 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.

MRG Member Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

## 15.1.4 Community Funding for Sporting Clubs and Individuals Policy - Minor Amendments

**Responsible Executive** Chief of Community Services

**Author** Club Development Officer

**Attachments** 1. Proposed Amendments - Community Funding for Sporting Clubs Individuals Policy [↓](#)

### Officer Recommendation/Committee Recommendation

That Council:

- (1) ENDORSES the minor amendments to the Community Funding for Sporting Clubs and Individuals Policy outlined in this report, to correctly frame the intent of Council's previous age amendments within the scope of the Policy.

### Background

A review of the Community Funding for Sporting Clubs and Individuals Policy was presented and endorsed at the 10 November 2022 Ordinary Council Meeting, with additional criteria as follows:

That Council:

- (1) ENDORSES the amendments to the Community Funding for Sporting Clubs and Individuals Policy to reflect the ongoing funding needs of sporting clubs
- (2) ENDORSES the amendments to the Community Funding for Sporting Clubs and Individuals – Delegated Authority to assess applications for funding and approve as applicable to policy guidelines and as efficiently as possible
- (3) AMENDS the Community Funding for Sporting Clubs and Individuals, clause 6, to include the following:
  - (6) Additional Criteria
    5. Preference will be given to applications from clubs that are named after Cockburn, one of its suburbs, or one of its landmarks, over clubs that are named, or contain in their name, a suburb or local government area that is outside of Cockburn.
    6. Sporting clubs that receive funding from the City will be encouraged to change their name to remove reference to other local government areas or suburbs that are not within the City of Cockburn.
    7. All references to 'junior' to be amended to '21 years of age or younger'.

The amendments referring to the Junior Sport Travel Assistance (JSTA) grant were written into the Policy in a contradictory manner.

This report proposes to amend the wording regarding the JSTA grant to improve clarity of the newly adopted policy.

**Submission**

N/A

**Report**

As part of the implementation of Council's decision to raise the eligible age for Junior Sport Travel Assistance, an additional criterion was inserted without review of the overall Policy.

To clarify the intent of the Council decision, the Policy has been amended with proposed new wording for Section 4, clause 5 to reflect the correct age limit with subsequent removal of clause 7 under the Additional Criteria section.

In addition, to reduce ambiguity in implementation the same clause has been further defined to identify eligibility requirements.

This minor amendment aligns with the current implementation of the grant and supporting guidelines.

**Strategic Plans/Policy Implications**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.

**Budget/Financial Implications**

Nil, these grants are currently provided as part of the City's Annual Budget.

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is low risk for Council to support these proposed policy changes.

The changes are to provide further clarity and direction on administering the Community Funding for Sporting Clubs and Individuals Policy.

**Advice to Proponent(s)/Submitters**



N/A

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

Nil

Title	Community Funding for Sporting Clubs & Individuals
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### Policy Type

Council

### Policy Purpose

To provide a framework of funding for sporting clubs and individuals that supports activities and builds their capacity to participate in sport and recreation. This specifically includes:

- (1) Support sporting clubs to undertake minor and major upgrades, alterations and additions of infrastructure to the City or State Government (where authorised) property to benefit the respective club(s) and the City.
- (2) Support sporting clubs to purchase essential sports equipment to ultimately provide better opportunities to attract and retain participation for sport.
- (3) Support local junior athletes financially to travel to State and National sporting competition.
- (4) Support sporting clubs with applications for Department of Local Government, Sport and Cultural Industries grants with associated discretion on applying appropriate deadlines for the purpose of meeting the applicable grant deadlines.

### Policy Statement

To approve applications for the Sport and Recreation Champion Club Grants in accordance with the evaluation and selection criteria set out below.

- (1) Major Capital Works Grant
  1. The maximum grant available is \$50,000 and the City contribution towards projects will not exceed 50% of the total project cost.
  2. Two grant rounds will be offered each financial year, closing dates will be displayed on the City of Cockburn's website.
  3. The following eligibility criteria will apply:
    - (a) The project will be completed within one year of the award of grant funding.
    - (b) Contributions of voluntary labour and donated materials can be recognised as a component of the applicant's contribution – refer to 'Sport & Recreation Club Grants Guidelines for Applicants' for further details.
    - (c) Additional information must be attached to the application form i.e. quotes
    - (d) Once a club has a successful application, they cannot apply for the grant again for three years and until they have acquitted all previous grant funding.

[1]

Title	Community Funding for Sporting Clubs & Individuals
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(2) Minor Capital Works Grant

1. The maximum grant available is \$4,000 per project.
2. The City's contribution towards projects will not exceed 50% of the total project cost.
3. Applications are open all year round.
4. Clubs may receive only one successful application in each financial year.

(3) Sports Equipment Grant

1. The Sports Equipment Grant is up to \$1,000 per project. The City's contribution towards projects will not exceed 50% of the total project cost.
2. Sporting Equipment can include any sport specific items and/or storage options which assist with ensuring equipment is stored safely and efficiently.
3. Applications are open all year round.
4. Clubs may receive only one successful application in each financial year

(4) Junior Sports Travel Assistance

1. The Junior Sport Travel Assistance program provides up to \$400 towards travel cost for individual athletes representing WA or Australia in a competition selected by a State or National Sporting Organisation.
2. Applicants must be travelling a minimum 100kms outside of the City of Cockburn.
3. Junior athletes applying must be residents of the City of Cockburn.
4. Applications are accepted throughout the year with closing dates being the first Friday of March, June, September, and December and successful applicants paid at end of month.
5. Applications are open to any person aged ~~18~~ 21 years or younger ~~by the as of the competition~~ closing date.
6. Successful applicants will only be eligible for funding once in any 12 month period.
7. An application for funding may be made up to three months before the date of travel.

[2]

Title	Community Funding for Sporting Clubs & Individuals
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## (5) Additional Criteria

1. Applicants must have no outstanding debt or financial obligation with the City of Cockburn before funds can be granted towards any project.
2. No additional funding will be provided over the approved application.
3. For the Major Capital Works Grant, Minor Capital Works Grant and Sports Equipment Grant the following applies:
  - (a) Open to incorporated sport or recreation clubs only.
  - (b) Sporting Clubs must have memberships open to the residents of the City and should show they are servicing a significant number of local residents.
  - (c) The City reserves the right to impose special conditions on the funding.
4. For the Minor and Major Capital Works Grants specifically; sporting clubs must be based or operating within the City of Cockburn:
  - (a) Under a lease or seasonal hire arrangement on City owned or managed property.
  - (b) Under a substantive lease with the State Government on land owned or managed by an authorised government department.
5. Preference will be given to applications from clubs that are named after Cockburn, one of its suburbs, or one of its landmarks, over clubs that are named, or contain in their name, a suburb or local government area that is outside of Cockburn.
6. Sporting clubs that receive funding from the City will be encouraged to change their name to remove reference to other local government areas or suburbs that are not within the City of Cockburn.

~~7. All references to 'junior' to be amended to '21 years of age or younger'.~~

Strategic Link:	Community Sport & Recreation Plan
Category	Sport and Recreation
Lead Business Unit:	Recreation and Community Safety
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	8238406

**15.1.5 Elected Member Strategic Briefing Forum****Responsible Executive** Acting Executive Governance and Strategy**Author** Manager Legal and Compliance**Attachments** 1. EMSBF Terms of Reference 2023 [↓](#)**Officer Recommendation**

That the Committee recommends that Council:

- (1) ENDORSES the Elected Member Strategic Briefing Forum Terms of Reference as attached to this report.

**Committee Recommendation**

That Council:

- (1) ENDORSES the Elected Member Strategic Briefing Forum Terms of Reference as attached to this report, with the following amendments:

**Objectives and Duties – Agenda Format**

Amend Point 3 to include a new point between Points 9 and 10:

"Briefing presentations on Council Committees scheduled for the week following the Elected Member Strategic Briefing Forum".

The Agenda may be varied by the Presiding Member in consultation with the Chief Executive Officer.

**Forum Guidelines**

Delete Point 4.

**Reason**

Currently we have no forum for briefings on committee agendas, given the EMSBF is held a week out from committee meetings, it is a good opportunity to include briefing sessions.

**Officer Comment**

Briefings on Committee items occur at Agenda Briefing, where Council can consider the recommendations of the relevant Committee with the report when presented to Council.

The purpose of a Council Committee structure is to allow Committee members to undertake specialist, detailed review of a matter, and make recommendations to Council.

Committees are created for specific purposes; at the City we have:

Governance Committee –governance related matters

Organisational Performance Committee –matters related to organisational performance.

Expenditure Review Committee - matters related to expenditure which has not been accounted for in the budget.

Audit, Risk and Compliance Committee – annual financial audit, other audits and matters relating to risk and compliance.

Members of each committee are those with a particular interest, or specialist knowledge, of the subject matter considered by those committees.

The objective is for those committees to reduce the workload of Council.

All committees, save for the Audit, Risk and Compliance Committee are closed to the public.

Committee members are able to seek additional information before a committee meeting via the EM Request process, where all Elected Members are provided with the same information.

Council may make a determination to include a committee agenda briefing within the EMSBF however the recommendation is this process occur at the monthly Agenda Briefing.

## **Background**

The Elected Member Strategic Briefing Forums (EMSBF) were introduced in 2021 to provide the Council with the opportunity to be more informed about strategic issues, key projects and important community or corporate issues.

At the Governance Review Steering Committee on 8 February 2022 there was feedback that the Elected Members would appreciate the opportunity to contribute more with the strategic discussions and present to the same audience.

On 10 March 2022 Council resolved to hold Strategic Briefing Sessions on the fourth Thursday of each month at 6pm. Subsequent decisions of Council have moved the EMSBFs to the third Thursday of each month.

On 14 April 2022 Council endorsed the Terms of Reference for the Elected Member Strategic Briefing Forum.

## **Submission**

N/A

## **Report**

The EMSBFs were reviewed as part of the Independent Governance Review (Review) completed in 2021.

Part of the outcomes of that review acknowledged the objective of Council to have more opportunity for strategic input in EMSBF subject matter.

The EMSBF Terms of Reference were adopted by Council in consideration of the Review recommendations and following review by the Governance Review Steering Committee in 2022.

The Terms of Reference have been in place for 12 months.

The administrative review has corrected errors within the terms, and minor updates to reflect current practices.

The Governance Committee are requested to consider the Terms of Reference and make recommendations to Council for adoption.

### **Strategic Plans/Policy Implications**

#### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

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

### **Budget/Financial Implications**

N/A

### **Legal Implications**

The EMSBF are not a decision-making forum therefore meeting regulations do not apply. Debate cannot occur at the forums.

### **Community Consultation**

N/A

### **Risk Management Implications**

There is a low risk associated with this report.

The EMSBF are not open to the public.

The Terms of Reference have been in place for 12 months and it is opportune for a review to be undertaken, to ensure the effectiveness of the briefings.

### **Advice to Proponent(s)/Submitters**

N/A

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

Nil

## Elected Member Strategic Briefing Forum (EMSBF)



### Terms of Reference

#### Background

1. The Elected Member- ~~Strategic Briefing Sessions were~~ Forum was introduced in 2021 to provide the Council with the opportunity to be more informed about strategic issues, key projects and important community or corporate issues.
2. At the ~~recent~~ Governance Review Steering Committee in February 2022 there was feedback that the Elected Members would appreciate the opportunity to contribute more with the strategic discussions and present to the same audience.
3. ~~The City will hold EMSBFs to inform and consult with Elected Members to enable informed decision-making by Council. In accordance with the Local Government Act 1995, briefings will not result in decisions and will not be opportunities for debate. The meetings have not been formally sanctioned as a meeting of Council, so this presents an opportunity to sanction the Elected Member Strategic Briefing Forum (EMSBF) as a formally appointed Meeting of Council.~~

#### Objectives and Duties

1. The agenda creates the opportunity for broader direct input and engagement by Elected Members in the strategic briefing and engagement process.
2. It provides for appropriate and properly informed dialogue and a collegiate and strategic approach for the Elected Members and the Executive.
3. The CEO prepares documentation generally based on the following matters (subject to variation if required):

#### *Agenda Format*

1. Acknowledgement of Country
2. Confirmation of Attendance
3. Declarations of Interest
4. Presentations/Deputations from External Parties
5. Elected Member – General Strategic Discussion
6. Elected Member - Presentations
7. Executive Strategic Briefing Presentations & Updates
8. Queries on the Monthly Management Report
9. Update on indicative next month OCM Agenda Items
10. Close

#### Membership

1. The EMSBF will comprise of:
  1. all Elected Members; ~~and;~~
  2. the Executive; ~~;~~



2. Relevant City staff shall attend, as directed by the CEO, each meeting of the ~~Forum~~EMSBBF to provide the necessary advisory, administrative and secretarial support.

#### Forum

1. The Forum shall be held on the third Thursday of each calendar month between 6.00pm and 9.00pm over dinner.
2. The Forum may continue past 9.00pm where there are additional matters for presentation.

~~The Forum shall not go past 9.00pm.~~

#### Delegation

Nil

#### Standing Orders

1. The EMSBF will not operate under Standing Orders.
- ~~2. The Presiding Member shall be the Mayor, or the Deputy Mayor in their absence. If both are unavailable, the CEO will preside.~~
- ~~2.3. General practice, norms, and direction in accordance with the Presiding Member shall be followed.~~
- ~~3. The Presiding Member shall be the Mayor, or the Deputy Mayor in their absence. If both are unavailable, the CEO will preside.~~

#### Public Attendance

1. As the EMSBF is not a decision-making forum or has any delegated powers, the forum shall not be open to the public.
2. Where required, external parties may be invited, at the discretion of the CEO, to make presentations

#### Confidentiality

1. The EMSBF papers, and information discussed or presented at the meeting, are strictly confidential and cannot be shared in whole, or part, unless approved by the CEO or separately by way of Council resolution.

#### Forum Guidelines

1. The purpose of the ~~Elected Member Briefing Session~~EMSBF is to provide opportunity to the Elected Members to receive briefing from the Executive on strategic matters.
2. Elected Members may ask questions, ~~make statements,~~ and participate in broad strategic dialogue.
3. Debate, deliberation, or decision making is strictly not permitted at an Elected Member Briefing Session.
4. Matters that will be considered within the next 30 days by Council are not permitted to be discussed at an ~~Elected Member Briefing Session~~EMSBF.

#### Reporting

1. Papers from Elected Members for inclusion on the agenda shall be forwarded to the [ea@cockburn.wa.gov.au](mailto:ea@cockburn.wa.gov.au) with a cc to [ceo.office@cockburn.wa.gov.au](mailto:ceo.office@cockburn.wa.gov.au) by COB on the Wednesday of the week prior to the EMSBF ~~session~~ (this will enable the Executive to provide any supporting papers and information).
2. Templates for the Elected Member ~~presentations~~ will be available on the HUB portal.
3. The Agenda Pack will be available to the Elected Members on the HUB portal at noon of the Friday preceding the EMSBF.
4. ~~Notes of the meeting recording attendance and declarations and matters presented will be recorded in the HUB portal.~~

## 15.1.6 Status Update - Review of City of Cockburn Local Laws

<b>Responsible Executive</b>	Acting Executive Governance and Strategy
<b>Author</b>	Acting Executive Governance and Strategy
<b>Attachments</b>	1. Draft Changes Consolidated Local Law Review - Contents <a href="#">↓</a>

### Officer Recommendation

That the Committee recommends that Council:

- (1) NOTES the status update on the review of the City of Cockburn Local Laws.

### Committee Recommendation

That Council:

- (1) NOTES the status update on the review of the City of Cockburn Local Laws; and
- (2) PRIORITISES the Bushfire Brigade Local Law into the schedule as shown in the status update as Number 5.

## Background

In August 2022 the Governance Committee (GovCo) were updated on the Local Law review schedule, given Council has initiated reviews of six City of Cockburn Local Laws, with the review of the Consolidated Local Laws 2000 requiring a substantive review, which will result in a recommendation for adoption of new local laws (which will include the Animal Management Local Law).

The schedule is as follows:

1. Standing Orders – new Meeting Procedures Local Law to be drafted for GovCo review.
2. Parking Local Law – Workshop content in development.
3. Consolidated Local Law Review – Currently in progress with an update to GovCo to follow.
4. Animal Management Local Law – Being managed in conjunction with the Consolidated Local Law Review.
5. Health Local Law Review – on hold due to the proposed changes to the *Health Act 1911*, which at this stage is not recommended to progress the review.
6. Fencing Local Law Review - on hold pending the finalisation of the Standing Orders and Parking Local Law reviews.
7. Jetties, Waterways and Marina Local Laws - on hold.

The purpose of this report is to provide a scheduled update to Council on the status of the local law reviews.

**Submission**

N/A

**Report**

As previously reported, there are a number of local laws which are the subject of reviews.

Following the completion of these reviews over the next 12-18 months, the objective will be to develop a local law review schedule, in line with legislative requirements, and operational needs, to ensure a review cycle which will not see reviews required at the same time.

The Department is currently developing further detail of the Local Government Reforms.

Part of the proposal includes changes which would see the streamlining of local laws.

It is proposed that local laws would only need to be reviewed every 15 years.

Local laws not reviewed in the timeframe would lapse, and no longer be applicable.

The changes will see the development of model local laws, with local governments who adopt the model local laws having reduced advertising requirements.

At this stage there is no substantive detail available regarding the model local laws, however it is expected these will include a Meeting Procedures Local Law.

The City is progressing the reviews initiated by Council. While it is expected the development of model local laws as part of the Local Government Reforms will impact the City's local laws, there is not sufficient detail on content or timing to warrant deferring any reviews.

A separate report is presented to the GovCo on the status of the City's *Standing Orders Local Law 2016* review.

***City of Cockburn (Local Government Act) Local Laws 2000***

This report includes further detail on the review of the *City of Cockburn (Local Government Act) Local Laws 2000*, commonly referred to as the City's "Consolidated" Local Laws, which were formally adopted at the 15 August 2000 Ordinary Council Meeting and have been in effect ever since, with several amendments (13 in total) being made during the ensuing period, the latest being in June 2020.

Some of the amendments have been significant (eg: deletion of Part X - Traffic and Vehicles - in January 2008 and replacing those provisions with the *Parking and Parking Facilities Local Law 2007*).

The *Parking and Parking Facilities Local Law 2007* is currently under review and in accordance with the decision of Council in May 2022, will be the subject of a Council workshop.

External Advisors have been engaged to present to Council on the City's Parking and Parking Facilities Local Law.

The workshop is in development and will be scheduled in due course.

The remainder were relatively minor and were required to either add new provisions (eg: street entertainment, or buskers), delete redundant provisions (eg: operation of refuse and recycling facilities) or amend other clauses, as required for statutory or operational purposes.

The City has commenced a preliminary review of the Consolidated Local Law, which has identified that a substantive review is required which will see the development of a new local law, and the transfer of some provisions in the Consolidated Local Law to other local laws.

The objective is to move away from a Consolidated Local Law and adopt local laws in line with current contemporary/best practices in the sector.

As with other City local laws, there are unnecessary duplications within the Consolidated Local Law, which are proposed to be deleted.

The review has identified a core group of provisions which need to be retained, while also noting some of the current provisions are now redundant and no longer required, mostly due to being superseded by other available statutory powers which have been introduced since the Local Law was originally established.

Accordingly, there is broad agreement at officer level that the review could result in changes, which will have the effect of reducing the content quantity of the Consolidated Local Law provisions, while ensuring the retention of the necessary provisions and that any residual functions of the Local Law can continue to be administered by other means, as required.

In summary, the following represents the current shared position of the City's officers in relation to the review and the proposed changes to the Local Law for the future:

### **Part I – Preliminary**

Minor changes and deletion of some unnecessary defined terms

### **Part II – Animals**

Remove and include required clauses in proposed new Animal Management Local Law (currently being prepared)

**Part III – Reserves, Foreshores and Beaches**

Retain – Provisions still required and applied

Propose the removal of Clause 3.6 related to vehicles to be considered for inclusion with the Parking Local Law currently under review

**Part IV – Buildings (Fencing)**

Repealed in 2012 and replaced with Fencing Local Law 2012

**Part V – Dangerous and Offensive Things**

Retain – Provisions still required and applied

**Part VI – Hawkers, Stallholders and Street Traders**

Retain – Provisions still required and applied

**Part VII – Management and Control of Local Government Property**

Propose deletion – Provisions related to hire of buildings governed by “Conditions of Hire”

Provisions related to waste receptacles covered in Waste Local Law

**Part VIII – Signs, Hoardings, Bill Posting**

Retain provisions required by Rangers for enforcement of illegal signage (mostly portable) on City of Cockburn verges

Delete remaining provisions related to signage which are governed by the Building Act and/or Town Planning Scheme 3

**Part IX – Streets and Public Places**

Retain provisions relating to activities on streets and other public places, including shopping trolleys

Delete provisions relating to the removal of obstructions in public places and street numbering of properties, both of which are covered under the provisions of the *Local Government Act 1995* (Sections 3.38 and Schedule 3.1 - Division 1-2)

**Part X – Traffic and Vehicles**

Repealed in 2008 and replaced with Parking and Parking Facilities Local Law

**Part XI – Law, Order and Security**

Proposed to delete - Provisions relate solely to Graffiti control, which is now covered under the Graffiti Vandalism Act

**Part XII – Enforcement of Local Laws**

Proposed to delete - Enforcement provisions, including appointment of authorised persons, impounding, infringement notices and offence/penalties are covered under the provisions of the *Local Government Act 1995* (Sections 9.10 – 9.57A – Legal Proceedings) and 3.37 -3.48 (Impounding Provisions)

**Schedule 1 – Dog Exercise Areas**

To be deleted – allocation of Dog Exercise Areas now controlled under the provisions of amendments to the Dog Act

**Schedule 2 – Modified Penalties**

To be retained, as applicable, noting that some penalties can be removed which relate to deleted provisions

Remaining penalties will be reviewed to reflect contemporary standards.

A draft of the contents page of the Consolidated Local Law is included for **information only**, as it is incomplete.

In due course, Council will be presented with substantive advice and information to progress the Consolidated Local Law review.

Accordingly, the matter will continue to be reviewed internally and when a final Draft is agreed upon, it will be formally presented through GovCo for consideration.

Due to other local laws currently in review, it is expected this will be progressed within the next 12 months.

**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.

- A safe and healthy community that is socially connected.

**Budget/Financial Implications**

There are no budget implications from the recommendations in this report.

**Legal Implications**

Section 3.16 of the *Local Government Act 1995* refers to the procedure which must be applied when undertaking a formal review of a Local Law.

**Community Consultation**

Once the proposed Local Law is considered formally by Council, the document is to be released for public comment for a period of at least six weeks, after which the matter, including any public comments received, are to be re-presented to Council for final adoption, if accepted.

The local law reviews are not at the development stage for community consultation.

**Risk Management Implications**

There is a “Low” level of “Compliance” risk associated with this item, as the procedure for making and reviewing Local laws is controlled by statute.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil





LOCAL GOVERNMENT ACT 1995

**CITY OF COCKBURN  
(LOCAL GOVERNMENT ACT) LOCAL LAWS ~~2000~~ 2022**

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(As amended 13/11/01, 15/11/02, 26/9/03, 25/11/03, 27/7/04, 17/05/05;  
11/1/08; 10/12/10; 16/12/11; 22/6/12; 20/12/13; 12/10/17; 19/6/20)

## LOCAL GOVERNMENT ACT 1995

**CITY OF COCKBURN**  
**(LOCAL GOVERNMENT ACT) LOCAL LAWS ~~2000-2022~~**

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### 15.1.7 Strategic Community Plan Outcome - Deep Dive Review - Community, Lifestyle and Security

**Responsible Executive** Acting Executive Governance and Strategy  
**Author** Manager Strategy and Integrated Planning  
**Attachments** N/A

#### Officer Recommendation/Committee Recommendation

That Council:

- (1) ENDORSES the rescheduling of the Strategic Objective Deep Dive Report on the Community, Lifestyle and Security Strategic Outcome to the October Governance Committee meeting.

#### Background

Council endorsed the two-year agenda for the Governance Committee (GovCo) at the 12 May 2022 Ordinary Council Meeting.

This agenda includes deep dive reports on each of the Strategic Outcome included in the Strategic Community Plan (SCP).

#### Submission

N/A

#### Report

The Deep Dive report on the Community, Lifestyle and Security Strategic Outcome has been delayed and will be presented at the October GovCo meeting, due to current resourcing gaps in the Strategy and Integrated Planning Service Unit.

Rescheduling to October also allows adequate time for the new Chief of Community Services to acclimate and provide input, as the Community Services division has the greatest input into this Strategic Outcome.

Rescheduling of the Deep Dive report on the Community, Lifestyle and Security Strategic Outcome has been captured in the annual review of the Governance Committee Annual Calendar of Business, which is included on the February GovCo meeting agenda.

Council will receive an overview of the City's performance against all Strategic Outcomes at the upcoming Elected Member Strategic Workshop at the beginning of March.



**Strategic Plans/Policy Implications**Community, Lifestyle & Security

A vibrant healthy, safe, inclusive and connected community.

- Accessible and inclusive community, recreation and cultural services and facilities that enrich our community.
- A safe and healthy community that is socially connected.
- Aboriginal and Torres Strait Islander cultures and other diverse cultures and heritage are recognised and celebrated.

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There are no risks associated with delaying Strategic Objective Deep Dive Report on the Community, Lifestyle and Security Strategic Outcome.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil

**15.1.8 Proposed Amendment - Payment to Employees in Addition to Contract and Award Policy**

<b>Responsible Executive</b>	Acting Executive, People Experience and Transformation
<b>Author</b>	Acting Executive, People Experience and Transformation
<b>Attachments</b>	N/A

**Officer Recommendation/Committee Recommendation**

That Council:

- (1) NOTES the development and commencement of implementation of the Talent Management Framework.

**Background**

At the 10 November 2022 Ordinary Council Meeting, Council resolved the following:

That Council:

- (1) MAKES no changes to the current Council Policy – Payments to Employees in Addition to Contract or Award  
REQUESTS a report be presented to the February 2023 Governance Committee meeting outlining a broader rewards and recognition and retention strategy.

The purpose of this report is to present the Governance Committee with a broader rewards and recognition and retention strategy.

**Submission**

N/A

**Report****Talent Management Framework**

At the 21 December 2022 Executive Committee Meeting, the concept of a Talent Management Framework for the City was endorsed.

This decision is in direct response to the request for a report outlining a broader rewards and recognition and retention strategy.

The Talent Management Framework sets out to:

- Act as a tool to ensure that the City has a high performing workforce that can deliver the strategic and operational objectives that have been committed to
- Ensure that the City has a strong organisational culture where our People feel physically and psychologically safe, and in doing so meet their full potential
- Add value to the City's 'Employer of Choice' branding to ensure that vacancies attract the best People
- Ensure that high performing employees are retained by the fostering of a positive culture in which our People feel valued and invested in, through reward and recognition.

The Talent Management Framework that has been endorsed is reflected in the diagram below:

Analyse	Recruit	Develop		Retain	
Talent Planning	Talent Acquisition	Performance Management	Training and Development	Leadership Progression	Reward and Recognition
Ensuring that the business is appropriately informed to make decisions	Ensuring that the business attracts high performing candidates, and our People can succeed	Ensuring that performance is optimised, and opportunities addressed	Investing in our people to give them the skills, knowledge, and experience to succeed	Investing in those who aspire to be leaders whilst ensuring that our current leaders have capability to be effective	Recognising the contributions of our people to ensure the retention of high performers
Attraction and Retention Strategy	Employer Brand Marketing	Performance Optimisation	Organisational Development Framework	Leadership Capability Framework	Reward and Recognition Framework
Employee Metrics	Inclusive Recruitment and Selection Process	Performance Appraisal and Planning	Learning and Development Annual Program	Emerging Leaders Program	Flexible Working Guidelines
Monitoring Staff Establishment	Inclusive Position Descriptions	Career Mapping	Traineeship and Mentoring Program	Succession Planning	Enterprise Agreement
Workforce Planning	Onboarding	Training Needs Analysis	Professional Development	Leadership Coaching and Development	Employee Recognition Awards

The deliverables and outcomes contained within the Talent Management Framework will be developed and implemented throughout 2023 calendar year.

The Talent Management Framework provides our Leaders with a structured approach to the attraction, retention, development, and recognition of our People to ensure that the City attracts and retains high performers and unlocks potential.

The Framework will be applied across whole of business with an inclusive approach, rather than focusing on hierarchy or specific roles.

Talent management focuses on the premise that business should focus on developing our People to meet not only the needs of the organisation, but also the needs of the team member.

The Talent Management Framework will encompass workforce planning, leadership development and succession planning aspects to ensure that there is a clear and concise approach to attraction, retention, development, and recognition.

The implementation of this Framework will also ensure that the City has the resource capability to delivery on community expectation and strategic and operational commitment.

The Framework recognises that the City is diverse, not only in the services that are delivered but the composition of the workforce, and it is this diversity that has determined the approach in relation to Talent Management.

As the business changes over time, the Framework will also adapt to ensure that the City remains agile enough to continue the delivery of the key strategic and operational commitments.

It is critical that our People are enabled through this Framework, with the ability to identify their own skills, knowledge, and opportunities for growth as well as their motivators in relation to recognition and future development potential.

Having a consolidated approach to talent management will result in the City being able to focus on the development of capability of our workforce.

The development and implementation of this Framework will ensure that there is a consistent, organisational wide focus to the development and investment into our People, who are our greatest asset.

#### Reward and Recognition

A comprehensive reward and recognition framework is currently in development and, in line with the Talent Management Framework will aim to recognise the contributions and value of our People.

The framework will be finalised once a consultation process with our People occurs, to ensure that the reward and recognition principles are balanced, meaningful and can intrinsically or extrinsically motivate.

#### **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**

The programs from the Talent Management Framework due for delivery in Q3 and Q4 for FY23 do not require an additional budget provision.

The programs due for development and delivery in FY24 will require a budget provision, specifically around Reward and Recognition and this will be presented through the FY24 annual budget process.

**Legal Implications**

*Local Government Act 1995 s. 5.50*

**Community Consultation**

N/A

**Risk Management Implications**

Whilst the City has obligations under Work Health and Safety legislation to provide a psychologically safe work environment, it is imperative from an attraction and retention perspective that the City fosters a positive organisational culture, in which Employees feel valued, respected and invested in.

Building an Employer of Choice brand, in conjunction with other elements of the Talent Management Framework, will ensure that the City can attract, retain and develop high performing Employees, potentially resulting in higher organisational performance.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil

## 15.1.9 Policy Amendment – Structure for Administering the City of Cockburn

**Responsible Executive** Acting Executive, People Experience and Transformation  
**Author** Acting Executive, People Experience and Transformation  
**Attachments** 1. Structure for Administering the City of Cockburn [↓](#)

### Officer Recommendation

The Committee recommends that Council:

- (1) ADOPTS the Structure for Administering the City of Cockburn Policy as shown in the attachment to the Agenda.

### Committee Recommendation

That Council:

- (1) ADOPTS the Structure for Administering the City of Cockburn Policy as shown in the attachment to the Agenda.

## Background

As per Section 5.2 of the *Local Government Act 1995*, Council maintains a Policy related to the structure of Administering the City of Cockburn.

The purpose of this report is to inform Council of a recent amendment to the structure and the updating of the Policy to reflect this amendment.

## Submission

N/A

## Report

The Policy includes six policy statements that relate to the Structure for Administering the City of Cockburn.

It also includes an Organisational Structure Chart and a Service Unit Table that provide context to the Organisation Structure Chart, including the key purpose and deliverables of relevant service units.

Amendments have been made to the Organisational Structure Chart and Service Unit Table to reflect an administration decision relating to the service delivery of the Civic Services Service Unit, which was previously within the Governance and Strategy Division.

From 27 January 2023, the Civic Services Service Unit transitioned to the Library and Cultural Services Business Unit.

The purpose and deliverables of this service unit remain unchanged.

**Strategic Plans/Policy Implications**Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

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

**Budget/Financial Implications**

There are no financial implications as a result of adopting the components of the Policy that have been amended.

**Legal Implications**

Section 5.2 of the *Local Government Act 1995*

**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

Title	Structure for Administering the City of Cockburn
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### Policy Type

Council

### Policy Purpose

The Policy serves to ensure that the City of Cockburn complies with the obligation to ensure that there is an appropriate structure for administering the City, as outlined in s5.2 of the *Local Government Act, 1995* (the Act).

The City of Cockburn is administered through a structure of seven Divisions, 13 Business Units and 54 Service Units. This structure is managed by a Chief Executive Officer, one Senior Officer, four Chiefs, three Executives and several Heads of Business Units, Strategic Managers and Managers. The structure is aligned to the activities and functions of the City and is reviewed regularly. It is changed when the City embarks on new business opportunities, divests itself of service functions or when there is a need to reorganise functions into different units for better management and alignment with our purpose.

### Policy Statement

- (1) Council recognises its responsibility pursuant to s5.2 of the Act, and considers the attached *Structure for Administering the City of Cockburn* an appropriate structure for administering its local government.
- (2) Council approval is required to implement any variation to the *Structure for Administering the City of Cockburn* in relation to the seven divisions, however the CEO may undertake minor variations as they see fit with regards to the allocations of functions and resources across those seven divisions as aligned with the City's purpose and the purpose of each division.
- (3) The *Structure for Administering the City of Cockburn* describes the principal functions that Council directs are to be undertaken by each Business and Service Unit.
- (4) In accordance with the Act, the CEO's function is to manage the day-to-day operations of the local government and be responsible for employing those employees not designated as "senior employees".
- (5) Consistent with the functions described in (4) above, Council notes the CEO will allocate employees across functions and activities, where he or she considers doing so increases organisational efficiency.

[1]



Title	Structure for Administering the City of Cockburn
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(6) The Executive Committee (Ex-Co) roles:

- Executive Governance and Strategy
- Chief Financial Officer
- Chief of Built and Natural Environment
- Chief of Community Services
- Chief of Operations
- Executive Corporate Affairs
- Executive People Experience and Transformation

are deemed by Council to be senior roles and designated as a Senior Employee, pursuant to Section 5.37 of the Act.

[2]

Title

Structure for Administering the City of Cockburn



## Departments Organisational Structure





Title	Structure for Administering the City of Cockburn
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Governance and Strategy Division		
Executive Governance and Strategy		
Corporate Strategy Service Unit	Legal, Governance and Risk Management Service Unit	Civic Services Service Unit
<p>To support the City in the development and integration of corporate planning</p> <ul style="list-style-type: none"> <li>Corporate Integrated Planning and Reporting</li> <li>Corporate Performance</li> <li>Services Planning</li> </ul>	<p>To ensure that Council's Compliance and Risk Management responsibilities are fulfilled in a timely manner within statutory and best practice standards.</p> <ul style="list-style-type: none"> <li>Policies and Local Laws</li> <li>Compliance and Returns</li> <li>Internal Audit</li> <li>Risk Management</li> </ul>	<p><del>To focus on the civic and ceremonial functions, including planning, security, and building amenities, and Elected Member communication.</del></p> <ul style="list-style-type: none"> <li><del>Civic functions</del></li> <li><del>Elected Members Communication and Support</del></li> </ul>



<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
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<b>Finance Division</b>		
Chief Financial Officer		
Finance Business Unit		
Head of Finance		
Revenue Management Service Unit	Financial Accounting Service Unit	Financial Performance Service Unit
Providing revenue management services, ensuring systems and processes support ratepayers and debtors making payments easily and affordably.	Providing transactional finance, treasury and statutory financial reporting, while ensuring compliance with audit, financial legislative and tax requirements.	Ensuring sustainable financial performance through facilitating best practice budgeting and financial planning outcomes for the City.
Procurement Business Unit		
Procurement Coordinator		
Purchasing Service Unit		
<p>To provide effective centred procurement services and support for competitive sourcing and the associated contract management, whilst also ensuring organisational compliance with statutory tendering and internal procurement requirements.</p> <ul style="list-style-type: none"> <li>Contracts and Compliance</li> </ul>		

[5]



<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
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<b>Finance Division</b>		
<b>Chief Financial Officer</b>		
<b>Information and Technology Business Unit</b>		
<b>Head of Information and Technology</b>		
<b>Technology Service Unit</b>	<b>Information Management Service Unit</b>	<b>GIS Service Unit</b>
<p>Supports the rest of the organisation using technology to achieve their strategic objectives.</p> <p>Functions include:</p> <ul style="list-style-type: none"> <li>• Service desk &amp; Customer support</li> <li>• Maintaining ICT laptops, desktops, mobile fleet</li> <li>• Maintaining networks, servers, storage and other ICT infrastructure</li> <li>• Improve the City's cyber security</li> </ul>	<p>Provision of a records management service to the organisation including but not limited to:</p> <ul style="list-style-type: none"> <li>• Processing/registration of incoming and outgoing mail</li> <li>• ECM system administration, support and training</li> <li>• Assisting with the development of records and information management policies</li> <li>• Providing advice about records management practices</li> <li>• Providing a records management service that complies with the City of Cockburn's Recordkeeping Plan, Records Management Policy, Recordkeeping Guidelines and WA State Records Office requirements</li> <li>• Managing the City's archives, including the disposal of records in accordance</li> </ul>	<p>Develop, support and maintain all spatial products and services in the City including but not limited to:</p> <ul style="list-style-type: none"> <li>• Internal/external mapping and spatial support</li> <li>• Development of Esri and IntraMaps.</li> </ul>
<b>Business Systems Service Unit</b>		
<p>Develop, support and maintain the City's business systems to enhance effectiveness and efficiency of Council's operations through the use of technology.</p> <ul style="list-style-type: none"> <li>• Review and improve business processes to increase quality and efficiency.</li> </ul>		

[6]

Title	Structure for Administering the City of Cockburn
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<ul style="list-style-type: none"><li>• Advise the business on technology and non-technology solutions.</li><li>• Integrate existing systems with new systems to consolidate data and information to add value to existing solutions.</li></ul>		
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<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
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<b>Built and Natural Environment Division</b>		
<b>Chief of Built and Natural Environment</b>		
<b>Development Assessment and Compliance Business Unit</b>		
<b>Head of Development Assessment and Compliance</b>		
<b>Building Services Service Unit</b>	<b>Statutory Planning Service Unit</b>	<b>Public Health Service Unit</b>
To ensure that buildings and structures within the district provide acceptable levels of public safety, amenity and comply with all relevant building Codes, Standards and regulations.	To provide control and management of development, land use and subdivision functions within the City to ensure standards of amenity are maintained. The Service also undertakes compliance and enforcement action against unapproved development.	To ensure that the conduct and operation of premises and activities within the district comply with accepted standards and practices for public health and to ensure that the quality of the environment is protected and improved.
<b>Subdivisional Service Unit</b>		
To review all applications for sub-division of land within the City and ensure that they meet the requirements for the range of services and utilities to affect the approvals provided by the WAPC.		
<b>Planning Business Unit</b>		
<b>Head of Planning</b>		
<b>Community Planning Service Unit</b>	<b>Transport and Traffic Service Unit</b>	<b>Strategic Land Planning Service Unit</b>
Assess the prioritisation of all major infrastructure needs from the different service units (recreation, public open space, cultural, civic, etc.) against projected urban growth and income sources, and creates an overarching plan to implement and facilitate these needs for the entire community.	Provides technical support that contributes to the management of a safe and efficient transport network by investigating and responding to complaints, enquiries, requests and submissions received by the City. The Team assists with the delivery of transport related actions, plans, policies, and strategies across the City.	Provides a wide range of roles related to long term land use planning of the City's neighbourhoods, natural areas, activity and employment centres. This includes structure plans and amendments to the local planning scheme. They also manage the City's development contribution plans and provide a cartography function to other units.



<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
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<b>Built and Natural Environment Division (Continued)</b>		
Chief of Built and Natural Environment		
Sustainability & Environment Business Unit		
Head of Sustainability and Environment		
<b>Sustainability and Climate Change Service Unit</b>	<b>Environmental Management, Policy and Planning Service Unit</b>	<b>Coastal Planning Service Unit</b>
To develop strategies and plans which guide the City's sustainability and climate change aspirations to make a better tomorrow.	To develop environmental and planning policies, undertake studies and provide advice on environmental matters for the protection and management of areas of environmental significance and lead towards a sustainable built environment.	To develop coastal adaptation plans, foreshore management plans and adopt planning controls to mitigate the impacts of coastal erosion.





<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
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<b>Community Services Division</b>		
<b>Chief of Community Services</b>		
<b>Library and Cultural Services Business Unit</b>		
<b>Head of Library and Cultural Services</b>		
<b>Lifelong Learning Service Unit</b>	<b>Branch Libraries Service Unit</b>	<b>Library Digital Services and Customer Experience Service Unit</b>
Provide and support a range of inclusive library programs, environments and collections that support the early and continued development of literacy skills in the children and young people of the City of Cockburn.	Manage a public facility that provides spaces and staff to enable capacity building, community collaborations and to deliver collections and services specific to the catchment demographic of the branch.	Provide and support a range of relevant digital and technology systems and to promote and market events and programs to ensure the needs and expectations of our community are met.
<b>Cultural Services Service Unit</b>	<b><u>Civic Services Service Unit</u></b>	
To provide a range of entertainment, cultural and heritage events and activities, to the community that properly and positively reflect the City's commitment to deliver quality and cost-effective programs, services and activities. Manage the arts, culture and events occurring in the City, including the calendar of municipally funded annual events.	<u>To focus on the civic and ceremonial functions, including planning, security, and building amenities.</u> <ul style="list-style-type: none"> <li><u>Civic functions</u></li> </ul>	
<b>Recreational Services Business Unit</b>		
<b>Head of Recreation and Infrastructure Services</b>		
<b>Recreation Services Service Unit</b>	<b>Cockburn ARC Service Unit</b>	<b>Port Coogee Marina</b>
Provide community need identification and assessment for the future provision and design of sport, recreation, and community facilities.	Provision of a range of affordable centre-based aquatic, indoor sports and recreation programs / services from Cockburn ARC.	To manage the Port Coogee Marina Facility including business development, penholder liaison and daily service operations.

<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
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<b>Community Services Division (Continued)</b>		
<b>Chief of Community Services</b>		
<b>Community Safety and Ranger Services Business Unit</b>		
<b>Head of Community Safety and Ranger Services</b>		
<b>Rangers Service Unit</b>	<b>CoSafe Service Unit</b>	<b>Fire and Emergency Management Services</b>
To provide Improved safety to our growing communities by applying state and local laws for a variety of matters local governments are responsible for managing. The Ranger's team use a host of education, prevention and mitigation strategies to improve proactive compliance before regulatory enforcement is required	Provides a community safety responses service to our community at times when they feel unsafe or when they witness anti-social behaviour. CoSafe work with a range of organisations and law enforcement agencies to improve the overall perception of safety within our community and provide added reassurance to the community.	The team work with the City's and DFES volunteers to establish a safer and more resilient community through Prevention, Preparedness, Response and Recovery from a range of emergencies that may impact the Cockburn residents. The team work collaboratively with stakeholders to ensure hazards are identified, communicated and managed appropriately
<b>Safer Cities Service Unit</b>	<b>Parking Operations Service Unit</b>	<b>Service Support</b>
To assist in the planning, design, management and delivery of inclusive and high-quality crime prevention and community safety programs and policies in partnership with local communities, government agencies and non-government organisations	To provide a responsive and proactive service for parking compliance and enforcement.	To facilitate responsive information and provide support to each service unit.



<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
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<b>Community Services Division (Continued)</b>		
<b>Chief of Community Services</b>		
<b>Community Development Business Unit</b>		
<b>Head of Community Development and Services</b>		
<b>Seniors Service Unit</b>	<b>Family and Community Development Service Unit</b>	<b>Youth Services Service Unit</b>
Administer Council funded services, programs and facilities aimed at providing and developing increased social support, activity and leisure opportunities for the senior citizens of Cockburn.	To provide a range of individual, family and child focussed services for residents, via a community development approach or direct service delivery including information, referral, advocacy or direct assistance and support. To provide capacity building mechanisms to strengthen and support community groups and volunteers operating within the City of Cockburn.	Administer grant and Council funded services, programs and facilities aimed at providing and developing increased social support, amenity, activity and leisure opportunities for the young people of Cockburn. Youth services offers three streams of services for young people – youth work, youth centre programs and youth development.
<b>Cockburn Care Service Unit</b>	<b>Child Care Services</b>	<b>Community Grants Service Unit</b>
Administer grant and fee funding provided to Council for the operation of the Home Support Program (CHSP), Home Care Packages (HCP), National Disability Insurance Scheme (NDIS) including Social Club services and Kwobarup Aboriginal Club for NDIS participants. Provide programs and Services for residents who are aged or have a disability to assist them in maintaining their independence.	To equitably and effectively administer fees provided to Council for the operation of the Family Day Care.	To provide a central City of Cockburn coordinating service for the distribution of grants, donations and sponsorship to community organisations and individuals. To seek grants from Commonwealth, State Government and other sources for services and facilities for residents of the City. To carry out research on matters related to issues of concern and interest to the City of Cockburn and to promote the interests of the City.



<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
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<b>Operations Division</b>		
<b>Chief of Operations</b>		
<b>Operations and Maintenance Business Unit</b>		
<b>Head of Operations and Maintenance</b>		
<b>Environment, Parks and Streetscapes Service Unit</b>	<b>Civil Infrastructure Service Unit</b>	<b>Fleet Management Service Unit</b>
The operational maintenance of Public Open Space, Natural Areas and Streetscapes to provide functional and attractive locations for recreational activities by the Community.	This service unit will review, implement and manage all activities associated with the extensive civil infrastructure including roads, drains, sumps, footpaths and cycle ways.	To repair, maintain, replace and manage the City's fleet, plant and equipment.
<b>Waste Services Service Unit</b>		
To operate a landfill site at Henderson to accept waste in accordance with the requirements of a Class II site under the Environmental Protection Act and maximise the financial return.		
To provide a regular, reliable and safe waste and recycling collection service for every premise within the district and dispose of it in an environmentally acceptable manner.		



<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
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<b>Operations Division (Continued)</b>		
<b>Chief of Operations</b>		
<b>Projects Business Unit</b>		
<b>Head of Projects</b>		
<b>Civil Projects Service Unit</b>	<b>Building and Security Projects Service Unit</b>	<b>Program Management Office (PMO) Service Unit</b>
To initiate, design and deliver approved civil projects.	To initiate, design and deliver approved building and security projects.	To manage the development and delivery of project and asset management frameworks, systems, processes and procedures. Provision of services for best practice asset and project management, including in the delivery of the City's major building and facility and other infrastructure capital works programs and operational activities.
<b>Landscape and Coastal Projects Service Unit</b>		
To initiate, design and deliver approved landscape and coastal projects.		
<b>Property and Assets Business Unit</b>		
<b>Head of Property and Assets</b>		
<b>Land and Leasing Services Unit</b>	<b>City Facilities Service Unit</b>	<b>Asset Management Service Unit</b>
The service unit is tasked with the effective implementation and management of City owned land assets, including strategic purchasing and disposal of land, resumption of private land (via taking order) for roads and infrastructure projects, dealing with crown land and land under management order from the State, managing caveats, easements and other encumbrances on City owned or managed land, and dealing with pedestrian access way closures.	<p>The service unit is tasked with delivering effective facilities services across all City owned buildings, to ensure that they remain functional, safe, modern and useful to the City and the community.</p> <p>This includes planned and preventative building maintenance, minor capital works programs, upgrades and repairs, contractor management, works cost management, and preventative and legislative maintenance to mitigate public liability risk and</p>	<p>The service unit is tasked with the implementation and management of the City's asset management and capital planning systems.</p> <p>The service unit is responsible for the collection and analysis of information that contributes towards asset condition assessment, financial management, level of service measures, asset replacement programs, anticipated useful life assessments, asset revaluations for long term</p>

Title	Structure for Administering the City of Cockburn
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The service unit also administers leases and licenses which span commercial, community and tourism purposes across the City's portfolio, in order to achieve the best use for each asset. In particular, this includes the management of the City of Cockburn Integrated Health Facility.	ensure maximum safety for the occupants and visitors to each City owned building.	planning, and forward works programming. The information generated by the service unit is critical to the implementation of the City's corporate business plan, strategic community plan and long-term financial plan.
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<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
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<b>Corporate Affairs Division</b>		
<b>Executive Corporate Affairs</b>		
<b>Advocacy and Engagement Service Unit</b>	<b>Communications and Marketing Service Unit</b>	<b>Customer Experience Service Unit</b>
To manage our key stakeholder and influencer understanding of City, and Council, priorities and issues.  To provide advice and guidance on best practice community engagement and consultation on major projects, services and areas of interest.	To provide a range of communications material and services that ensures that the community is informed about the City's services and programs. To ensure whole of City marketing services are undertaken to enhance our brand, reputation and recognition.	To provide a range of services that deliver quality, timely and cost-effective customer service to the community.
<b>Business and Economic Development Service Unit</b>		
To plan and implement the Business Engagement and Economic Development Framework.		



<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
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<b>People Experience and Transformation Division</b>		
<b>Executive People Experience and Transformation</b>		
<b>People Experience and Safety Business Unit</b>		
<b>Head of People Experience and Safety</b>		
<b>People Experience Service Unit</b>	<b>Workplace Health and Safety Service Unit</b>	
<p>To provide HR policy, programs and advice that shapes the workforce to ensure it can achieve the business objectives now and in the future.</p> <p>To pay employees and maintain accurate information regarding leave, personal details and entitlements.</p> <ul style="list-style-type: none"> <li>• People Experience (Human Resources)</li> <li>• Organisational Development</li> <li>• Payroll</li> </ul>	<p>To provide advice and support in the areas of safety, worker's compensation and rehabilitation.</p> <ul style="list-style-type: none"> <li>• Workplace Health and Safety</li> <li>• Injury Management and Rehabilitation</li> <li>• Workers Compensation</li> </ul>	
<b>Strategic Manager Culture &amp; Organisational Development</b>		
<b>Culture &amp; Organisational Development Service Unit</b>		
<p>To lead our cultural and organisational development program through culture initiatives, staff training, staff surveys, improved systems and processes, ideas and leadership capability building to deliver sustainable outcomes.</p> <ul style="list-style-type: none"> <li>• Culture Development</li> <li>• Change Management</li> <li>• Innovation</li> <li>• Leadership Capability</li> <li>• Organisational Development</li> </ul>		



Title	Structure for Administering the City of Cockburn
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Strategic Link:	Workforce Plan
Category:	Governance
Lead Business Unit:	Human Resource
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

**15.1.10 Policy Review - Governance and Strategy**

<b>Responsible Executive</b>	Acting Executive Governance and Strategy
<b>Author</b>	Acting Executive Governance and Strategy
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Elected Member Communication Policy <a href="#">↓</a></li> <li>2. Elected Member Communication Policy Clean <a href="#">↓</a></li> <li>3. Execution of Documents Policy <a href="#">↓</a></li> <li>4. Obtaining Legal &amp; Other Expert Advice &amp; Legal Proceedings Between City of Cockburn &amp; Other Parties Policy <a href="#">↓</a></li> <li>5. Recognition of Elected Members on Cessation of Service Policy <a href="#">↓</a></li> <li>6. Live Streaming Council Meetings Policy <a href="#">↓</a></li> <li>7. Council Policies Report February 2023 Update <a href="#">↓</a></li> </ol>

**Officer Recommendation**

That the Committee recommends that Council:

(1) AMENDS the following policies, as attached to the Agenda:

1. Elected Member Communications Policy;
2. Execution of Documents Policy;
3. Obtaining Legal & Other Expert Advice & Legal Proceedings Between City of Cockburn & Other Parties Policy;
4. Recognition of Elected Members on Cessation of Service Policy;
5. Live Streaming Council Meetings Policy.

**Committee Recommendation**

MOVED Deputy Mayor T Widenbar SECONDED Cr C Reeve-Fowkes

That Item 8.3.6 be considered as a complex motion.

**Committee Recommendation**

That Council:

- (1) AMENDS the Elected Member Communication Policy as attached to the Agenda, with the following additional amendments:
  1. Speaking on Behalf of the City – Media Relations  
Amend clause 2.1.1 to read “in accordance with the *Local Government Act 1995*, the Mayor may speak on behalf of the City on matters related to the governance of the City. In the event the office of Mayor is vacant or if the Mayor is not available or is unable or unwilling to perform the functions of the Mayor, then the Deputy Mayor may perform the functions of the Mayor. In the event the Mayor and Deputy Mayor are both unavailable to speak, then another Councillor or the CEO may be appointed by the Mayor or Deputy Mayor to speak on the Council’s behalf.  
  
The CEO is to speak to the media on behalf of the City on operational matters. In the case where the CEO is unavailable to speak to the media, the CEO may delegate authority to an Executive Member.”
  2. Representing the City at Functions and Events  
Amend clause 3.2 to include a subclause (h) to read “the CEO is authorised to release corporate images of events taken by the City, or subcontractor, to Elected Members at the request of an Elected Member, such as a digital gallery”.
  3. Related Statutory Requirements  
Amend clause 6 to include a subclause 8 to read “Section 5.34 of the act provides that the Deputy Mayor may perform the functions of the Mayor as the case requires, if the office of the Mayor is vacant or the Mayor is not available, or unable, or unwilling to perform the functions of the Mayor.
  4. Request for Information - Reinstate all matters in Point 5.

**Committee Recommendation**

That Council:

- (1) AMENDS the Execution of Documents Policy as attached to the Agenda.

**Committee Recommendation**

That Council:

- (1) AMENDS the Obtaining Legal & Other Expert Advice and Legal Proceedings Between City of Cockburn & Other Parties Policy, as attached to the Agenda:  
and
- (2) AMENDS the Live Streaming Council Meetings Policy, as attached to the Agenda.

**Committee Recommendation**

That Council:

- (1) AMENDS the Recognition of Elected Members on Cessation of Service Policy as attached to the Agenda, as follows:

Policy Statement

Delete the wording 'are permitted to receive a gift for service, as determined by the Chief Executive Officer in conjunction with the Mayor' and replace with 'will receive a gift for service'.

**Background**

The above policies are scheduled for a review and are presented to the Governance Committee (GovCo) for review, and recommendation to Council.

This report proposes amendments to the following Governance and Strategy Policies:

- Elected Member Communications Policy
- Execution of Documents Policy
- Obtaining Legal & Other Expert Advice & Legal Proceedings Between City of Cockburn & Other Parties Policy
- Recognition of Elected Members on Cessation of Service Policy
- Live Streaming Council Meetings Policy.

**Submission**

N/A

**Report**

The following table summarises the proposed changes following the Governance and Strategy Policy Review:

Policy Title	Description	Comment
Elected Member Communication	Clearer guidance on CEO protocols for EM Customer Requests and EM Requests	The updates to this policy aim to clearly define the CEO protocols for Elected Member Communications with the administration.  Removal of some superfluous information (e.g information briefings which are dealt with in the Elected Member Strategic Briefing Forum Terms of Reference).
Execution of Documents Policy	This policy has been produced in a new	Substantive changes have been made to the categorisation attachment to make it easier for officers to reference as well as

Policy Title	Description	Comment
	format.	inclusion of an authorisation schedule. Duplications have been removed. A clean marked up version is attached for ease of reference.
Obtaining Legal & Other Expert Advice & Legal Proceedings Between City of Cockburn & Other Parties Policy	Minor amendments	Correction to definition and committee references.
Recognition of Elected Members Cessation of Service	Minor amendments	Minor amendments to align this policy to the provisions of the legislation are proposed.
Live Streaming at Council Meetings Policy	Minor amendments	

### Elected Member Communication Policy

The CEO establishes protocols for communication between Elected Members and staff of the administration. This policy documents and defines the CEO's protocols to guide Council.

Amendments to the policy include clearly defining the process for Elected Member Requests and Elected Member Customer Requests (requests made by Elected Members on behalf of customers).

Requests for information will be managed in accordance with the legislation, and this section has been simplified.

Information briefings have been deleted. The Council have adopted relevant Terms of Reference for Elected Member Strategic Briefings and the provisions are not required to be duplicated in this policy.

Events and Meetings has been deleted. The objective of the Elected Member Communication Policy is to prescribe the way Elected Members are to interact with employees.

The provisions in this policy pertaining to events and meetings are more appropriately provided for within a procedure.

Related Statutory Requirements, though not required in this policy, have been retained for ease of reference for users of this policy.

A marked up copy and clean copy is attached for ease of reference.

### Execution of Documents Policy

The policy was initially developed and adopted by Council in December 2018, for the purposes of guiding staff on the use of the common seal, defining the different categories of documents, and identifying which officers had authority to execute the different category of documents. Since this time the policy has periodically been reviewed.

Section 9.49A of the *Local Government Act 1995* (the Act) provides that a document is executed if the common seal is affixed, or it is signed by a person or persons authorised by a local government by resolution.

The policy has been re-drafted and re-formatted. Authorised positions are identified in a schedule within the policy. Duplications have been removed.

### Obtaining Legal & Other Expert Advice & Legal Proceedings Between City of Cockburn & Other Parties Policy

This review does not propose any substantive changes to the policy however it is recommended a full review be completed in conjunction with the implementation of the Governance Framework adopted in November 2022 and following the commencement of the new Chief Executive Officer.

### Recognition of Elected Members Cessation of Service Policy

Minor amendments to align this policy to the provisions of the legislation are proposed.

### Live Streaming of Council Meetings Policy

Minor amendments to this policy, including updating the name of the Audit Risk and Compliance Committee.

## **Strategic Plans/Policy Implications**

### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

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

## **Budget/Financial Implications**

There are no budget implications from the recommendations in this report.

## **Legal Implications**

*Local Government Act 1995*, Section 2.7(2) (b).

**Community Consultation**

N/A

**Risk Management Implications**

The policy amendments will improve the policies and address some deficiencies in those policies.

It is recommended the policy changes be adopted.

**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 23 February 2023 Governance Committee.

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

Nil.

Title	Elected Members Communication
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## Policy Type

Council

## Policy Purpose

This objective of the policy is to:

~~Establishes~~ define protocols established by the Chief Executive Officer for communication between Elected Members and the administration. This policy prescribes the way Elected Members are to interact with employees to ensure duplication and loss of productive time is minimised and

~~E~~nsures the quality and consistency of information provided to the community and Elected Members.

## Policy Statement

### 1. Communication between Elected Members and Staff

#### 1.1. Elected Members and staff interact in the following ways:

- 1.1.1. At information briefings and workshops for Elected Members on matters of importance, including Council Meeting Agenda Briefings
- 1.1.2. Via email
- 1.1.3. Face-to-face meetings, by appointment
- 1.1.4. Via telephone
- 1.1.5. Via the Elected Member portal (LG Hub)
- 1.1.6. At events conducted on behalf of the City of Cockburn

#### 1.2. The following staff positions are available for Elected Members to directly contact in relation to matters which impact their responsibilities:

- ~~1.1.6.~~ 1.2.1. The Executive (CEO and ~~Directors / Executive Manager~~ Executive Committee)
- ~~1.1.7.~~ 1.2.2. Media officers (Mayor only)
- ~~1.1.8.~~ 1.2.3. Executive ~~Assistants~~ Officer/Assistants
- ~~1.1.9.~~ Manager Corporate Communications
- ~~1.1.10.~~ Customer Service Coordinator
- ~~Governance Officer~~
- 1.2.4.
- ~~1.1.11.~~ Minute Clerk
- 1.2.5.



Title	Elected Members Communication
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Any other direct contacts must only be where approved in writing through by a member of the CEO or Executive Committee.

~~1.2.1.3.~~ Staff contact with Elected Members must be via the Senior EA Executive Officer to the Mayor and Councillors, unless otherwise agreed with the relevant Executive Team member or if specified in (2) above or as authorised by the Executive Committee.

~~1.3.1.4.~~ Such contact must not seek to be directive or influential in nature and will only result in outcomes which are mutually acceptable, or otherwise agreed upon by both parties

## 2. ~~Authority to speak~~ Speaking on behalf of the City/Council

### 2.1. Media Relations

2.1.1. ~~(a)~~ — In accordance with the *Local Government Act 1995*, only the Mayor may speak on behalf of the City, or the CEO, if authorised by the Mayor and other officers delegated by the Chief Executive Officer.

2.1.2. ~~(b)~~ — When speaking to the media as spokesperson for the City, the Mayor may only represent the official view of the City, having regard to the City's *Code of Conduct*, the *Local Government Act 1995* and the *Local Government (Rules of Conduct) Regulations 2007*.

2.1.3. ~~(c)~~ — When speaking to the media or commenting on social media, Elected Members must make it clear that the opinion 'is their personal view' in order to avoid any perception that they are expressing the view of Council, unless it is to confirm a decision of Council.

2.1.4. ~~(d)~~ — Elected Members when speaking to the media or commenting on social media against a Council decision, need to be cognisant of comments which could be construed as being in breach of the *Local Government (Rules of Conduct) Regulations 2007*.

## 3. Representing the City at Functions and Events

3.1. The Mayor or, when unavailable, the Deputy Mayor, is the City's official representative at civic functions and events. In the event that neither is available for a specific event, the Mayor will nominate one of the following in order of preference.

3.1.1. Relevant Ward Councillor

3.1.2. Councillor with a specific interest

3.1.3. CEO (or delegate).

## 4. ~~Access to Information~~ Customer and EM Requests

4.1. Customer Requests for Service where Elected Members are supporting a customer in engaging with the administration:

Title	Elected Members Communication
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4.1.1. In the first instance, Elected Members should encourage customers to directly contact the City by email to [customer@cockburn.wa.gov.au](mailto:customer@cockburn.wa.gov.au); or

4.1.1.4.1.2. Elected Members should direct all requests to email requests for service on behalf of a customer to [EMCustomerRequests@cockburn.wa.gov.au](mailto:EMCustomerRequests@cockburn.wa.gov.au).

4.2. Service requests that are raised by an Elected Member on behalf of a resident will be entered in the City's customer request system, with the Elected Member being included in the customer request updates provided to the resident. Elected Member requests are to be emailed to [EMRequests@cockburn.wa.gov.au](mailto:EMRequests@cockburn.wa.gov.au)

4.1.2.4.2.1. Where an EM Request is received by officers as per clause 1.2, officers may raise an EM Request on behalf of the Elected Member through the EM Request channel.

## 5. Requests for information

5.1. Requests for information should be made via the CEO or relevant Executive Team member, sent by email to [EMRequestes@cockburn.wa.gov.au](mailto:EMRequestes@cockburn.wa.gov.au)

5.2.5.1.

Requests for information in this regard are to be relevant to Council business.

'Current Council business' is usually a matter currently before the Council, or a Committee, or likely to come before the Council or a Committee in the future.

A request for information relating to non-current matters may be fulfilled if it does not cause an unreasonable workload for officers, thereby deflecting them from current Council business.

The CEO may impose conditions as to the use of information supplied, or as to access to or custody of documents provided, in response to a request.

Access to information will not usually be given to a Council or Committee member who appears to have a financial interest in a matter, beyond the information that would ordinarily be made available to a person under s 5.94 of the Act.

5.3.5.2. Information provided to one or more Elected Members will be offered to or provided to all other Elected Members, at the discretion of the relevant officer. Information not provided directly to members (in either hard or electronic copy) will be located in the Elected Members "Hub", as will all other documents proactively provided by the Administration.

## 6. Information Briefings

6.1. The CEO (or representative) will provide information briefings on Council Meeting Agendas and briefings and workshops on other strategic matters of interest to Elected Members. The Agenda information briefings will provide a high level overview of agenda items before Elected Members read the agenda in detail. Questions may be asked on the evening and further detailed questions relating to the agenda should be asked of Executive, after fully reading the agenda, in the time leading up to the Council Meeting.

Title	Elected Members Communication
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## ~~7. Events and Meetings~~

~~7.1 City conducted events and meetings will be notified in Elected Members calendars as the City becomes aware of them, regardless of the format they are received in. This is limited to City run or hosted events.~~

## 8.6. Maintaining Confidentiality/Embargoed information

~~8.1.6.1.~~ Elected Members must not promote City information to the community that has not already been released or published, or until such time as the Mayor, as spokesperson for the City, has had an opportunity to speak.

~~8.2.6.2.~~ The CEO, or representative, will advise verbally, or in writing if appropriate, where information is deemed to be confidential in nature or embargoed. Such documents will be clearly marked 'confidential' or embargoed.

## 9.7. Related Statutory Requirements

~~9.1~~ The main statutory requirements relevant to Elected Member communications are referred to as follows:

### ~~9.29.1~~

#### ~~9.1.1~~

*State Records Act 2000* requires that all correspondence, including email, relating to the business of the City and the Council, must be retained in the official records of the City.

~~9.1.2~~ Sections 2.8(1)(d) and 5.41(f) of the *Local Government Act 1995*, provides that only the Mayor may speak on behalf of the City (or the CEO, if authorised by the Mayor to do so).

#### ~~9.1.2~~

#### ~~9.1.3~~

~~9.1.4~~ Section 5.92 of the *Local Government Act 1995* gives the right of access to Council and Committee Members to any information held by the local government that is relevant to the performance of their functions.

#### ~~9.1.3~~

#### ~~9.1.5~~

~~9.1.6~~ *Freedom of Information Act 1992* requires the preservation of correspondence and its availability. This Policy does not affect any right of access to information under the Freedom of Information Act.

#### ~~9.1.4~~

#### ~~9.1.7~~

~~9.1.8~~ Section 5.93 of the *Local Government Act 1995* provides that an Elected Member (and employees) must not make improper use of any information acquired.

#### ~~9.1.5~~

#### ~~9.1.9~~

Title	Elected Members Communication
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~~9.1.10~~ Regulation 6 of the *Local Government (Rules of Conduct) Regulations 2007* provides for Elected Members to maintain confidentiality.

~~9.1.11~~

~~9.1.6 7.~~

9.1.6 Regulation 7 of the *Local Government (Rules of Conduct) Regulations 2007* provides for Elected Members being required to refrain from using their position to secure advantage or seek to disadvantage others.

Strategic Link:	Communications Strategy & Action Plan, Elected Members Code of Conduct, Employee Code of Conduct
Category	Governance
Lead Business Unit:	<del>Corporate Communications</del> <u>Legal and Compliance</u>
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	<del>11 March 2021</del>
Next Review Due: (Governance Purpose Only)	<del>March 2023</del> <u>August 2025</u>
ECM Doc Set ID: (Governance Purpose Only)	8237201

Title	Elected Members Communication
-------	-------------------------------



## Policy Type

Council

## Policy Purpose

This objective of the policy is to define protocols established by the Chief Executive Officer for communication between Elected Members and the administration. This policy prescribes the way Elected Members are to interact with employees to ensure duplication and loss of productive time is minimised and ensures the quality and consistency of information provided to the community and Elected Members.

## Policy Statement

### 1. Communication between Elected Members and Staff

#### 1.1. Elected Members and staff interact in the following ways:

- 1.1.1. At information briefings and workshops for Elected Members on matters of importance, including Council Meeting Agenda Briefings
- 1.1.2. Via email
- 1.1.3. Face-to-face meetings, by appointment
- 1.1.4. Via telephone
- 1.1.5. Via the Elected Member portal (LG Hub)
- 1.1.6. At events conducted on behalf of the City of Cockburn

#### 1.2. The following staff positions are available for Elected Members to directly contact in relation to matters which impact their responsibilities:

- 1.2.1. The Executive (CEO and Executive Committee)
- 1.2.2. Media officers (Mayor only)
- 1.2.3. Executive Officer/Assistants
- 1.2.4.
- 1.2.5. Minute Clerk

**Any other direct contact must** only be where approved in writing by the CEO or Executive Committee.

#### 1.3. Staff contact with Elected Members must be via the Executive Officer to the Mayor and Councillors or as authorised by the Executive Committee.

#### 1.4. Such contact must not seek to be directive or influential in nature and will only result in outcomes which are mutually acceptable, or otherwise agreed upon by both parties



Title	Elected Members Communication
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## 2. Speaking on behalf of the City/Council

### 2.1. Media Relations

- 2.1.1. In accordance with the *Local Government Act 1995*, only the Mayor may speak on behalf of the City, or the CEO, if authorised by the Mayor and other officers delegated by the Chief Executive Officer.
- 2.1.2. When speaking to the media as spokesperson for the City, the Mayor may only represent the official view of the City, having regard to the City's *Code of Conduct*, the *Local Government Act 1995* and the *Local Government (Rules of Conduct) Regulations 2007*.
- 2.1.3. When speaking to the media or commenting on social media, Elected Members must make it clear that the opinion 'is their personal view' in order to avoid any perception that they are expressing the view of Council, unless it is to confirm a decision of Council.
- 2.1.4. Elected Members when speaking to the media or commenting on social media against a Council decision, need to be cognisant of comments which could be construed as being in breach of the *Local Government (Rules of Conduct) Regulations 2007*.

## 3. Representing the City at Functions and Events

- 3.1. The Mayor or, when unavailable, the Deputy Mayor, is the City's official representative at civic functions and events. In the event that neither is available for a specific event, the Mayor will nominate one of the following in order of preference.
  - 3.1.1. Relevant Ward Councillor
  - 3.1.2. Councillor with a specific interest
  - 3.1.3. CEO (or delegate).

## 4. Customer and EM Requests

- 4.1. Customer Requests for Service where Elected Members are supporting a customer in engaging with the administration:
  - 4.1.1. In the first instance, Elected Members should encourage customers to directly contact the City by email to [customer@cockburn.wa.gov.au](mailto:customer@cockburn.wa.gov.au); or
  - 4.1.2. Elected Members to email requests for service on behalf of a customer to [EMCustRequests@cockburn.wa.gov.au](mailto:EMCustRequests@cockburn.wa.gov.au).
- 4.2. Elected Member requests are to be emailed to [EMRequests@cockburn.wa.gov.au](mailto:EMRequests@cockburn.wa.gov.au)
  - 4.2.1. Where an EM Request is received by officers as per clause 1.2, officers may raise an EM Request on behalf of the Elected Member through the EM Request channel.

## 5. Requests for information

[2]

Title	Elected Members Communication
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5.1. Requests for information should be sent by email to  
EMRequestes@cockburn.wa.gov.au

5.2. Information provided to one or more Elected Members will be offered to or provided to all other Elected Members, at the discretion of the relevant officer. Information not provided directly to members (in either hard or electronic copy) will be located in the Elected Members "Hub", as will all other documents proactively provided by the Administration.

## 6. Maintaining Confidentiality/Embargoed information

6.1. Elected Members must not promote City information to the community that has not already been released or published, or until such time as the Mayor, as spokesperson for the City, has had an opportunity to speak.

6.2. The CEO, or representative, will advise verbally, or in writing if appropriate, where information is deemed to be confidential in nature or embargoed. Such documents will be clearly marked 'confidential' or embargoed.

## 7. Related Statutory Requirements

9.1 The main statutory requirements relevant to Elected Member communications are referred to as follows:

9.1.1 *State Records Act 2000* requires that all correspondence, including email, relating to the business of the City and the Council, must be retained in the official records of the City.

9.1.2 Sections 2.8(1)(d) and 5.41(f) of the *Local Government Act 1995*, provides that only the Mayor may speak on behalf of the City (or the CEO, if authorised by the Mayor to do so).

9.1.3 Section 5.92 of the *Local Government Act 1995* gives the right of access to Council and Committee Members to any information held by the local government that is relevant to the performance of their functions.

9.1.4 *Freedom of Information Act 1992* requires the preservation of correspondence and its availability. This Policy does not affect any right of access to information under the Freedom of Information Act.

9.1.5 Section 5.93 of the *Local Government Act 1995* provides that an Elected Member (and employees) must not make improper use of any information acquired.

9.1.6 Regulation 6 of the *Local Government (Rules of Conduct) Regulations 2007* provides for Elected Members to maintain confidentiality.

9.1.6 Regulation 7 of the *Local Government (Rules of Conduct) Regulations 2007* provides for Elected Members being required to refrain from using their position to secure advantage or seek to disadvantage others.

<b>Title</b>	<b>Elected Members Communication</b>
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Strategic Link:	Communications Strategy & Action Plan, Elected Members Code of Conduct, Employee Code of Conduct
Category	Governance
Lead Business Unit:	Legal and Compliance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	August 2025
ECM Doc Set ID: (Governance Purpose Only)	8237201



Title	Execution of Documents
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## Policy Type

Council

## Policy Purpose

This policy provides guidance on the appropriate method of execution for the City's documents and ensures that the City's common seal is applied and documents executed in accordance with the provisions of the Local Government Act 1995 (the Act).

According to the Act, s9.49A, a document is duly executed by a local government if the common seal is affixed to it or it is signed by an officer authorised to do so.

This policy e-establishes, in accordance with the requirements of Division 3 sections 9.49 and 9.49A of the Local Government Act 1995 (the Act):

- Protocols for affixing and administration of the City of Cockburn Common Seal; and
- Authority for the Chief Executive Officer (CEO) and other Officers and Agents to execute (sign) documents on behalf of the City of Cockburn.

## Policy Statement

This Policy applies to all City officers ~~preparing documents for execution and/or who have been authorised through the provisions of this Policy~~ to execute documents on behalf of the City. Any legislation, formal requirements of a Commonwealth or State department, ~~authority~~ authority, or agency (as described in a Policy) or Council decision will take precedent over this Policy in the event of any inconsistency.

### Document Categories:

For the purpose of this policy, agreements involving the Council are classified into ~~four~~ three categories, as follows:

	Category
<u>1. Documents</u>	

1. Requiring the Common Seal to be affixed and signed by CEO and Mayor or a Senior Employee authorised by the CEO, or an employee authorised by the CEO in accordance with the Act.

1.1. The Common Seal of the local government is to be affixed to documents appertaining to all dealings initiated by a Council resolution, in the presence of:

1.1.1. the Mayor, and

1.1.2. the CEO; or

1.1.3. An Executive Committee Member.

Title	Execution of Documents
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In this regard the Council resolution need not refer to the sealing of documents and may express its wish for certain action which may ultimately require the affixing of the Common Seal to documents to achieve the Council's resolution.

1.2. Following is a list of documents that are Category 1 documents:

- 1.2.1. Local Planning Schemes
- 1.2.2. Local Laws
- 1.2.3. Loan documentation
- 1.2.4. Documents of a ceremonial nature
- 1.2.5. Documents which, in the opinion of the CEO, an Executive Committee Member and/or Legal Services, are sufficiently complex, high risk and/or significant in nature to warrant the affixing of the common seal; and
- 1.1.1.1.2.6. Funding Agreements

Category 2 Documents

2. These documents do not require the common seal to be affixed under section 9.49(A) (4) of the Act.

1.2. Council authorises those officers persons designated to the positions listed in the table schedule 1 below to sign documents on behalf of the City. These authorisations do not undermine any delegations which may be in place.

2.1.

1.3.

Following is a list relating to matters that are Category 2 documents:

docu

ments that include, but are not limited to:

- 1.4.1.2.1.1. Local Planning Scheme Amendments.
- 1.4.2.2.1.2. Deeds, including Deeds of Arrangement, Development Contribution Deeds (only where a development contribution plan is awaiting gazettal), Deeds of Indemnity and Memorandums of Understanding in respect to sale, purchase or other commercial dealings relating to assets and equitable interests
- 1.4.3.2.1.3. Property Leases (including extensions, renewals, assignments and variations)
- 1.4.4.2.1.4. Licences to occupy land or premises
- 1.4.5.2.1.5. Restrictive Covenants - under section 129BA of the *Transfer of Land Act 1893* and any discharge or variation of covenants
- 1.4.6.2.1.6. Lodgement, modification and withdrawal of memorials
- 1.4.7.2.1.7. Easements and the surrender or modification of easements;
- 1.4.8.2.1.8. Rights of carriageway agreements and withdrawal or variation of rights of carriageway agreements;
- 1.4.9.2.1.9. Reciprocal access agreements and withdrawal or variation of reciprocal access agreements;

[2]

Title	Execution of Documents
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- 1.4.10.2.1.10. \_\_\_\_\_ Notifications (and removals thereof) under section  
70A of the *Transfer of Land Act 1893*; and  
1.4.11.2.1.11. \_\_\_\_\_ Transfer of land documents. ~~;~~ and

### Category 3 Documents

#### 3. Created in the normal course of business to discharge the duties of an officer's position in a manner consistent with City policies and procedures.

3.1. These documents are day-to-day routine communications or transactions and do not require specific authorisation through this Policy, as they are the subject to Section 5.41(d) of the Act, prescribing the CEO's duty to manage the day to day operations of the City. Such duties are undertaken by "acting through" Officers.

Title	Execution of Documents
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## Schedule 1

	Category	Mayor	CEO	Ex-Co / Employee authorised by CEO	Head	Manager
Local Planning Scheme	1	x	x	Where authorised		
Local Laws	1	x	x	Where authorised		
Loan documentation	1	X	x	Where authorised		
Documents of a ceremonial nature	1	x	x	Where authorised		
Documents which, in the opinion of the CEO, a Director and/or Legal Services, are sufficiently complex, high risk and/or significant in nature to warrant the affixing of the common seal	1	X	x	Where authorised		
Funding Agreements	1	x	x	Where authorised		
Local Planning Scheme Amendments	2	x	x	x	x	
Port Coogee Marina related documents; Pen licensees	2	x	x	x	x	x
Deeds, including Deeds of Arrangement, Development Contribution Deeds (only where a development contribution plan is awaiting gazettal), Deeds of Indemnity and Memorandums of Understanding in respect to sale, purchase	2	X	x	x	x	x

[4]

Title	Execution of Documents
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	Category	Mayor	CEO	Ex-Co / Employee authorised by CEO	Head	Manager
or other commercial dealings relating to assets and equitable interests						
Property Leases (including extensions, renewals, assignments and variations)	2	x	x	x	x	x
Licences to occupy land or premises	2	x	x	x	x	x
Restrictive Covenants - under section 129BA of the Transfer of Land Act 1893 and any discharge or variation of covenants, and removal of	2	x	x	x	x	x
Lodgement, modification and withdrawal of memorials	2	x	x	x	x	x
Easements and the surrender or modification of easements	2	x	x	x	x	x
Rights of carriageway agreements and withdrawal or variation of rights of carriageway agreements	2	x	x	x	x	x
Reciprocal access agreements and withdrawal or variation of reciprocal access agreements	2	x	x	x	x	x
Notifications (and removals)	2	x	x	x	x	x

[5]

Title	Execution of Documents
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	Category	Mayor	CEO	Ex-Co / Employee authorised by CEO	Head	Manager
thereof) under section 70A of the Transfer of Land Act 1893						
Transfer of land documents	2	x	x	x	x	x
Subdivision, Survey Strata, Strata Title or Development Approvals or provisions of a Structure Plan, Activity Centre Plan or Local Development Plan	3		x	x	x	x
Documents which arise out of the general operation of a Directorate, and/or a matter an officer of Directorate has the authority to deal with	3		x	x	x	x

Title	Execution of Documents
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Strategic Link:	Corporate Governance Framework
Category	Governance
Lead Business Unit:	Legal Risk and Compliance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	March 2023
ECM Doc Set ID: (Governance Purpose Only)	8030199

Title	Obtaining Legal & Other Expert Advice & Legal Proceedings Between City of Cockburn & Other Parties
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## Policy Type

Council

## Policy Purpose

This policy provides a ~~mechanism to expedite~~guidance for the acquisition of legal and other expert advice, as required, and also provides a system enabling advice and the ongoing status of legal proceedings of the City of Cockburn to be provided to Elected Members on a regular basis.

## Policy Statement

The City of Cockburn is required to seek legal and other expert advice on a regular basis, to ensure its best interests are protected at all times. The City of Cockburn is also frequently a party to legal proceedings, either as a result of initiating actions, or as a result of responding to actions.

### 1. Application

1.1 This Policy applies to in relation to legal & other expert advice sought by the City of Cockburn, and legal proceedings commenced or responded to by the City, or any person acting in their capacity as a representative of the City and for whom the City is vicariously liable.

### 2. Obtaining Legal & Other Expert Advice

2.1. In this Policy "legal advice" ~~has the same meaning as in the~~means advice provided by a local legal practitioner as defined in the –Legal Profession Uniform Law Application Act 2022~~Legal Practice Act 2003 (WA).~~

2.2. Other expert advice includes that obtained from practitioners qualified in areas of specific professional expertise or knowledge. Examples include advice sought from consulting firms or individuals and from employees of federal or state government agencies with whom Council has binding contractual or statutory obligations.

2.3. The Chief Executive Officer is authorised to obtain legal and other expert advice as is deemed necessary to maintain the proper administration of Council affairs, subject to the following conditions:-

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

[1]



Title	<b>Obtaining Legal &amp; Other Expert Advice &amp; Legal Proceedings Between City of Cockburn &amp; Other Parties</b>
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- 2.3.2. where copies of legal or other expert advice are made available to Elected Members, the content of the advice is not permitted to be disclosed to third parties, unless by resolution of Council<sup>1</sup>, following the opinion of the Solicitor or specialist who provided advice to the Council about the possible consequences of making that advice available to a third party.
- 2.3.3. that where a legal or other expert opinion is sought in relation to an item placed before Council, a note that the item is subject to legal or other expert advice (as appropriate) be included in the relevant Agenda or Minutes.
- 2.3.4. before the Council considers an item on an agenda that includes or is based on expert advice (eg legal, environmental, financial) the Council shall have been provided with a copy of that advice (or summary if appropriate) prior to the meeting with adequate time to read and understand the advice before making its decision.
- 2.3.5. Legal advice sought by Council can only be obtained utilising the services of practitioners who form part of the Panel of Preferred Suppliers, as adopted by Council from time to time, unless, in the CEO's opinion, it is advantageous to utilise the services of a different provider who has specific expertise in a particular case.

### 3. Commencing Legal Proceedings

- 3.1. This section applies to any legal proceedings initiated as a result of a resolution of Council.
- 3.2. A Council decision to initiate a legal proceeding may include instructions to be issued on behalf of the City and which legal practitioners are to be engaged.
- 3.3. In addition, a Council decision may authorise the Chief Executive Officer (CEO) to negotiate an outcome on its behalf and settle proceedings, if considered appropriate to do so, and in doing so the Council will consider any legal constraints applicable to the CEO which may compromise that officer's capacity to achieve any outcome desired by Council.
- 3.4. In the absence of any clear direction to the CEO in this regard, settlement outcomes must be considered and decided by Council.
- 3.5. This policy does not apply to actions commenced by officers of the City who are authorised to commence proceedings on behalf of the City by authority vested in them through legislation, (including delegated legislation) or other delegated authority of Council.
- 3.6. Notwithstanding (5) above, the CEO, or any officer, through the CEO, may inform the Elected Members of the commencement and ongoing status of any action commenced by an officer of the City.
- 3.7. The CEO shall establish and maintain a procedure which enables those matters which are subject to the terms of this section to be centrally recorded and updated.

[2]

Title	Obtaining Legal & Other Expert Advice & Legal Proceedings Between City of Cockburn & Other Parties
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3.8. A record of the procedure mentioned in (3.77) above shall be presented to the ~~Audit Risk and Compliance Committee (ARC)~~ ~~Audit and Strategic Finance Committee~~ at least annually, or as often as considered appropriate by the CEO or as requested by the ~~Audit and Strategic Finance Committee~~ ARC.

#### 4. Responding to Legal Proceedings

4.1. This section applies to any legal proceedings to which the City is required to formally respond.

4.2. The Elected Members must be advised that a legal proceeding has been commenced against the City as soon as practicable after the City has been given notice of the proceeding.

4.3. The CEO shall establish and maintain a procedure which enables those matters which are subject to the terms of this section to be centrally recorded and updated, as appropriate.

4.4. A record of the procedure mentioned in (3) above shall be presented to the ~~Audit and Strategic Finance Committee~~ ARC at least annually, or as often as considered appropriate by the CEO, or as requested by the ~~Audit and Strategic Finance Committee~~ ARC.

Strategic Link:	<del>Corporate Governance Framework</del> <u>Corporate Governance Charter</u>
Category	Governance <u>and Strategy</u>
Lead Business Unit:	<del>Governance</del> <u>Legal and Compliance</u>
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	<u>11 March 2021</u>
Next Review Due: (Governance Purpose Only)	<del>March 2023</del> <u>March 2025</u>
ECM Doc Set ID: (Governance Purpose Only)	8028250

Title	Recognition of Elected Members on Cessation of Service
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### Policy Type

Council

### Policy Purpose

This policy provides for recognition of service to the community by Elected Members upon cessation of their service. Regulation 34AC of the *Local Government (Administration) Regulations, 1996*, as amended, applies to this policy.

### Policy Statement

Elected Members who have served the community for at least one full four year term of office are ~~entitled-permitted to receive~~ a gift for service, as determined by the Chief Executive Officer in conjunction with the Mayor.

The value of the gift may be up to \$100 per year of service to a maximum of \$1,000 (for 10 or more years of service) ~~as prescribed~~.

The gift may be given as a store / service voucher or as an item, as preferred by the Elected Member. Cash may not be given as a gift.

The gift may be presented at a suitable occasion as agreed with the Elected Member.

An Elected Member may decline such a gift and should advise the Chief Executive Officer or Mayor at the earliest convenience.

A budget is approved each year to provide for gifts pursuant to this policy.

If an Elected Member's service is 12 or more years, a request shall be forwarded to the Western Australian Local Government Association (WALGA), for additional recognition of service.

Strategic Link:	Strategic Community Plan
Category	Elected Members
Lead Business Unit:	Governance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	<del>11 March 2021</del>
Next Review Due: (Governance Purpose Only)	<del>March 2023</del> <u>March 2025</u>
ECM Doc Set ID: (Governance Purpose Only)	4133993

[1]

Title	Live Streaming at Meetings
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## Policy Type

Council

## Policy Purpose

This policy provides guidance in relation to the recording and live streaming of Council meetings.

Council has approved the live streaming of Council meetings through the website to make the meetings more accessible. Live streaming means that residents are able to watch the Council meeting from home if they are unable to leave home because of personal circumstances or would prefer the convenience of viewing meetings from an external location improves accessibility of Council meetings and supports transparency.

A further benefit is increased transparency of Council's processes.

The recording of the meeting will also serve as a record of the minutes.

This policy details which meetings will be live streamed and how the public will be made aware.

## Policy Statement

Ordinary Council meetings, Special Council Meetings, Audit ~~and Strategic Finance~~ Risk and Compliance Committee Meetings and Electors Meetings will be audio visually recorded and live streamed from the start of the meeting until the end of the meeting except when the meeting has resolved to go behind closed doors.

The recording with transcript will be uploaded to the website as soon as practical after the meeting.

The Presiding Member will make an announcement at the start of every meeting, drawing attention to the fact that these meetings will be web streamed and that the recordings will be made available on the website. The Presiding Member will advise the public that they should be aware of this when ~~speaking at the~~ attending a meeting as their image may be broadcast.

A sign will be prominently displayed at each Council Meeting notifying attendees that the meeting will be web streamed.

The City will ensure that all information is accessible and offered in alternative formats upon request in line with the City's commitment contained within its Disability Action and Inclusion Plan.

[1]

Title	Live Streaming at Meetings
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All recordings are to be retained as part of the City's records in accordance with the *State Records Act, 2000*.

Strategic Link:	<del>Corporate Governance Charter</del> <u>Governance Framework</u>
Category	Governance
Lead Business Unit:	<del>Corporate Communications</del> <u>Legal and Compliance</u>
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	<del>9 December 2021</del>
Next Review Due: (Governance Purpose Only)	<del>December 2023</del> <u>March 2025</u>
ECM Doc Set ID: (Governance Purpose Only)	9019782

## City of Cockburn - Council Policies Report February 2023

Policy Type	Policy	Division	GOVCO Feb	GOVCO April	GOVCO June	GOVCO Aug	GOVCO Oct	Next review date	Action
Council	Environmental Conservation - Policy	Built and Natural Environment					2022		
Council	Landowner Biodiversity Conservation Grant Program - Policy	Built and Natural Environment					2022		
Council	Sustainability - Policy	Built and Natural Environment					2022		
Council	Residential Design Codes Alternative Deemed to Comply Provisions - LPP1.1 - Policy	Built and Natural Environment					2022		
Council	Residential Design Guidelines - LPP1.2 - Policy	Built and Natural Environment					2022		
Council	Special Purpose Dwelling - LPP1.3 - Policy	Built and Natural Environment					2022		
Council	Lodging Houses - LPP1.6 - Policy	Built and Natural Environment					2022		
Council	Coogee Residential Height Requirements - LPP1.7 - Policy	Built and Natural Environment					2022		
Council	Flagpoles & Camera Poles - LPP1.8 - Policy	Built and Natural Environment					2022		
Council	Domestic Satellite Dishes - LPP1.9 - Policy	Built and Natural Environment					2022		

Policy Type	Policy	Division	GOVCO Feb	GOVCO April	GOVCO June	GOVCO Aug	GOVCO Oct	Next review date	Action
Council	Subdivision Around Thomsons Lake - LPP1.10 - Policy	Built and Natural Environment					2022		
Council	Residential Rezoning & Subdivision Adjoining Midge Infested Lakes & Wetlands - LPP1.11 - Policy	Built and Natural Environment					2022		
Council	Noise Attenuation - LPP1.12 - Policy	Built and Natural Environment					2022		
Council	Waste Management in Multiple Unit Developments - LPP1.14 - Policy	Built and Natural Environment					2022		
Council	Tourist Accommodation - LPP1.15 - Policy	Built and Natural Environment					2022		
Council	Single House Standards for Medium Density Housing in the Development Zone - LPP1.16 - Policy	Built and Natural Environment					2022		
Council	Non-Residential Uses in Residential Zones - LPP1.17- Policy	Built and Natural Environment					2022		
Council	Rural Subdivision LPP2.1 - Policy	Built and Natural Environment					2022		



Policy Type	Policy	Division	GOVCO Feb	GOVCO April	GOVCO June	GOVCO Aug	GOVCO Oct	Next review date	Action
Council	Subdivision in Jandakot & Treeby - LPP2.2 - Policy	Built and Natural Environment					2022		
Council	The Keeping of Horses & Other Animals in the Resource Zone - LPP2.3 - Policy	Built and Natural Environment					2022		
Council	Outbuildings - LPP2.4 - Policy	Built and Natural Environment					2022		
Council	Building Envelopes - LPP2.5 - Policy	Built and Natural Environment					2022		
Council	Child Care Premises - LPP3.1 - Policy	Built and Natural Environment					2022		
Council	Educational Establishments - LPP3.2 - Policy	Built and Natural Environment					2022		
Council	Health Studios - LPP3.3 - Policy	Built and Natural Environment					2022		
Council	Service Stations - LPP3.4 - Policy	Built and Natural Environment					2022		
Council	Alfresco Dining - LPP3.5 - Policy	Built and Natural Environment					2022		
Council	Licensed Premises (Liquor) - LPP3.6 - Policy	Built and Natural Environment					2022		



Policy Type	Policy	Division	GOVCO Feb	GOVCO April	GOVCO June	GOVCO Aug	GOVCO Oct	Next review date	Action
Council	Signs & Advertising - LPP3.7 - Policy	Built and Natural Environment					2022		
Council	Industrial Subdivision - LPP3.8 - Policy	Built and Natural Environment					2022		
Council	Industrial Development - LPP3.9 - Policy	Built and Natural Environment					2022		
Council	Discretion to Modify Development Standards - Non-Residential Development - LPP3.10 - Policy	Built and Natural Environment					2022		
Council	Phoenix Business Park Design Guidelines - LPP4.1 - Policy	Built and Natural Environment					2022		
Council	Cockburn Central North (Muriel Court) Structure Plan - Design Guidelines - LPP4.2 - Policy	Built and Natural Environment					2022		
Council	Newmarket Precinct Design Guidelines - LPP4.3 - Policy	Built and Natural Environment					2022		
Council	Heritage Conservation Design Guidelines - LPP4.4 - Policy	Built and Natural Environment					2022		
Council	Naval Base Holiday Park Heritage Area - LPP4.5 - Policy	Built and Natural Environment					2022		

Policy Type	Policy	Division	GOVCO Feb	GOVCO April	GOVCO June	GOVCO Aug	GOVCO Oct	Next review date	Action
Council	Cockburn Coast Design Guidelines for Robb Jetty & Emplacement Precincts - LPP4.6 - Policy	Built and Natural Environment					2022		
Council	Phoenix Activity Centre Design Guidelines - LPP4.7 - Policy	Built and Natural Environment					2022		
Council	Public Open Space - LPP5.1 - Policy	Built and Natural Environment					2022		
Council	Incorporating Natural Areas in Public Open Space and/or Drainage Areas - LPP5.2 - Policy	Built and Natural Environment					2022		
Council	Control Measures for Protecting Water Resources in Receiving Environments - LPP5.3 - Policy	Built and Natural Environment					2022		
Council	Location of High Voltage Overhead Power Lines & Microwave Towers - LPP5.4 - Policy	Built and Natural Environment					2022		
Council	Local Development Plans - LPP5.5 - Policy	Built and Natural Environment					2022		
Council	Vehicle Access - LPP5.6 - Policy	Built and Natural Environment					2022		

Policy Type	Policy	Division	GOVCO Feb	GOVCO April	GOVCO June	GOVCO Aug	GOVCO Oct	Next review date	Action
Council	Uniform Fencing - LPP5.7 - Policy	Built and Natural Environment					2022		
Council	Sea Containers - LPP5.8 - Policy	Built and Natural Environment					2022		
Council	Renewable Energy Systems - LPP5.9 - Policy	Built and Natural Environment					2022		
Council	Filling of Land - LPP5.11 - Policy	Built and Natural Environment					2022		
Council	Retaining Walls - LPP5.12 - Policy	Built and Natural Environment					2022		
Council	Percent for Art - LPP5.13 - Policy	Built and Natural Environment					2022		
Council	Cockburn Coast Percent for Art - LPP5.14 - Policy	Built and Natural Environment					2022		
Council	Access Street - Road Reserve & Pavement Standards - LPP5.15 - Policy	Built and Natural Environment					2022		
Council	Design Review Panel - LPP5.16 - Policy	Built and Natural Environment					2022		
Council	Cockburn Central Percent for Art - LPP5.17 - Policy	Built and Natural Environment					2022		

Policy Type	Policy	Division	GOVCO Feb	GOVCO April	GOVCO June	GOVCO Aug	GOVCO Oct	Next review date	Action
Council	Subdivision & Development - Street Trees - LPP5.18 - Policy	Built and Natural Environment					2022		
Council	Structure Plans & Telecommunications Infrastructure - LPP5.19 - Policy	Built and Natural Environment					2022		
Council	Dust Management for Development Sites - Policy	Built and Natural Environment					2022		
Council	Food Act 2008 - Fee Exemptions - Policy	Built and Natural Environment					2022		
Council	Uninhabitable Premises - Policy	Built and Natural Environment					2022		
Council	Subdivision Construction Standards - Policy	Built and Natural Environment					2022		
Council	Local Area Traffic Management Investigation - Policy	Built and Natural Environment					2022		
Council	Promotional & Advertising Sign Within Road Reserve - Policy	Built and Natural Environment					2022		
Council	Access & Equity - Policy	Community Services				2023			
Council	Acknowledgement of Traditional Custodians - Policy	Community Services				2023			

Policy Type	Policy	Division	GOVCO Feb	GOVCO April	GOVCO June	GOVCO Aug	GOVCO Oct	Next review date	Action
Council	Community Engagement - Policy	Community Services				2023			
Council	Community Funding for Community Organisations & Individuals (Grants, Donations & Sponsorships) - Policy	Community Services				2023			
Council	Artwork Collection - Policy	Community Services				2023			
Council	Completion of Firebreaks on Private Property - Policy	Community Services				2023			
Council	Library Services - Policy	Community Services				2023			
Council	Use of Closed Circuit Television (CCTV) System - Policy	Community Services				2023			
Council	Community Funding for Sporting Clubs & Individuals - Policy	Community Services				2023			
Council	Establishing Markets on Land Owned or Controlled by the City of Cockburn - Policy	Community Services				2023			
Council	Prohibition of Exotic Animals in Circuses - Policy	Community Services				2023			

Policy Type	Policy	Division	GOVCO Feb	GOVCO April	GOVCO June	GOVCO Aug	GOVCO Oct	Next review date	Action
Council	Sports Hall of Fame - Policy	Community Services				2023			
Council	Sponsorship & Naming Rights on City Controlled Land and/or Buildings	Community Services				2023			
Council	Usage & Management of Community & Sporting Facilities - Policy	Community Services				2023			
Administration	<i>Ministerial and Agency Heads Engagement</i>	<i>Corporate Affairs</i>				2022			
Council	Community Funding to Support Local Economic Development (Grants) - Policy	Corporate Affairs				2022			
Council	City of Cockburn Branding & Logos - Policy	Corporate Affairs				2022			
Council	Sponsorship of City Events - Policy	Corporate Affairs				2022			
Council	Sister City Relationships & Engagement – Policy	Corporate Affairs				2022		10/06/2023	
Council	Investment of Funds - Policy	Finance					2023		
Council	Public Internet Use & Wireless Access - Policy	Finance					2023		

Policy Type	Policy	Division	GOVCO Feb	GOVCO April	GOVCO June	GOVCO Aug	GOVCO Oct	Next review date	Action
Council	Corporate Strategic Planning & Budget - Policy	Finance					2023		
Council	Procurement - Policy	Finance					2023		
Council	Records Management - Policy	Finance					2023		
Council	Approval to Participate in Representative Delegations – Policy	Governance and Strategy			2022			09/12/2023	
Council	Civic Hospitality & Gifts - Policy	Governance and Strategy			2022			12/05/2024	
Council	Council Administration Building Access - Policy	Governance and Strategy			2022			09/12/2023	Review at February GovCo
Council	Council Meetings - Policy	Governance and Strategy			2022			14/11/24	
Council	Attendance at Events Policy (new)	Governance and Strategy						14/11/24	
Council	Elected Member Professional Development Policy (new)	Governance and Strategy						14/11/24	
Council	Elected Members Appointment - Standing Committees, Reference Groups, Boards & External Organisations - Policy	Governance and Strategy			2022			10/06/2023	Business Unit changed to Legal and Compliance.

Policy Type	Policy	Division	GOVCO Feb	GOVCO April	GOVCO June	GOVCO Aug	GOVCO Oct	Next review date	Action
									Currently under review as per GRSC recommendations
Council	Elections - Caretaker Period - Policy	Governance and Strategy			2022			10/06/2023	
Council	Elected Member Code of Conduct - Complaints of Alleged Behaviour Breach - Policy	Governance and Strategy			2022			09/09/2023	To be reviewed as part of Inquiry Actions.
Council	Elected Members Entitlements - Allowances & Reimbursements - Policy	Governance and Strategy			2022			10/03/2024	
Council	Elected Members - Leave of Absence	Governance and Strategy			2022			12/05/2024	Review at February GovCo
Council	Recognition of Elected Members on Cessation of Service - Policy	Governance and Strategy			2022			11/03/2023	Review at February GovCo
Council	Representation at Council Related Forum - Policy	Governance and Strategy			2022			09/12/2023	



Policy Type	Policy	Division	GOVCO Feb	GOVCO April	GOVCO June	GOVCO Aug	GOVCO Oct	Next review date	Action
Council	Appointment of Acting Chief Executive Officer - Policy	Governance and Strategy			2022			10/03/2024	Approval sought through August GovCo 2022.
Council	Awarding 'Honorary Freeman of the City of Cockburn' - Policy	Governance and Strategy			2022			10/06/2023	
Council	Compliments, Feedback & Complaints - Policy	Governance and Strategy			2022			11/03/2023	Joint review with Corporate Affairs required.  Approval sought through October GovCo 2022.
Council	Execution of Documents - Policy	Governance and Strategy			2022			11/03/2023	Review at February GovCo
Council	Flying of Flags & Bereavement Recognition - Policy	Governance and Strategy			2022			11/03/2023	
Council	Formal Introduction & Review of Council Delegated Authorities & Policies - Policy	Governance and Strategy			2022			12/05/2024	
Council	Fraud & Misconduct Control & Resilience - Policy	Governance and Strategy			2022			10/06/2023	Lead Business Unit changed to Legal and Compliance.  To be reviewed in FY23 as part of the

Policy Type	Policy	Division	GOVCO Feb	GOVCO April	GOVCO June	GOVCO Aug	GOVCO Oct	Next review date	Action
									KPI - Review and Implement the Corporate Governance Framework.  NFA.
Council	Access to Legal Services for Elected Members and Employees - Policy	Governance and Strategy			2022			10/03/2024	
Council	Obtaining Legal & Other Expert Advice & Legal Proceedings Between City of Cockburn & Other Parties - Policy	Governance and Strategy			2022			13/12/2020	Reviewed at February GovCo
Council	Privacy Management - Policy	Governance and Strategy			2022			09/09/2023	Lead Business Unit changed to Legal and Compliance.  Updated 9 September 2021.  NFA.
Council	Related Party Disclosures - Policy	Governance and Strategy			2022			09/12/2023	Lead Business Unit changed to Legal and Compliance.

Policy Type	Policy	Division	GOVCO Feb	GOVCO April	GOVCO June	GOVCO Aug	GOVCO Oct	Next review date	Action
									Updated 9 December 2021.  NFA.
Council	Risk Management - Policy	Governance and Strategy			2022			10/06/2023	Lead Business Unit changed to Legal and Compliance.  Updated 10 June 2021.  To be reviewed in FY23 as part of the Risk Management Framework Review.
Council	Elected Member Communication - Policy	Governance and Strategy				2022			Lead business unit change to Legal and Compliance  Review at February 2023 GovCo
Council	Live Streaming at Council Meetings - Policy	Governance and Strategy				2022			Lead business unit change to Legal and Compliance

Policy Type	Policy	Division	GOVCO Feb	GOVCO April	GOVCO June	GOVCO Aug	GOVCO Oct	Next review date	Action
									Review at February 2023 GovCo
Council	Asset Management - Policy	Operations		2023					
Council	Graffiti Management & Response - Policy	Operations		2023					
Council	Installation of Private Memorial Plaques in Public Open Space - Policy	Operations		2023					
Council	Maintenance of Public Open Space & Road Reservations following Residential Subdivision - Policy	Operations		2023					
Council	Street and Public Open Space Lighting - Policy	Operations		2023					
Council	Community Gardens - Policy	Operations		2023					
Council	Street & Reserve Tree Management - Policy	Operations		2023					
Council	Wastewise Events - Policy	Operations		2023					
Council	Commercial Leasing & Other Dispositions of City of	Operations		2023					

Policy Type	Policy	Division	GOVCO Feb	GOVCO April	GOVCO June	GOVCO Aug	GOVCO Oct	Next review date	Action
	Cockburn Owned & Controlled Property - Policy								
Council	Geographical Naming - Policy	Operations		2023					
Council	Leasing of City of Cockburn Property for Community and/or Recreational Purposes (including Non-for-Profit) - Policy	Operations		2023					
Council	Pedestrian Accessway Closures - Policy	Operations		2023					
Council	Installation of Recreational Equipment on Public Open Space - Policy	Operations		2023					
Council	Street Verge Improvements - Policy	Operations		2023					
Council	Crossover - Policy	Operations		2023					
Council	House Numbering - Policy	Operations		2023					
Council	Executive and Senior Leadership Team Remuneration and Performance Management	People Experience and Transformation			2022			10/06/2023	Lead Business Unit changed to People Experience.  Updated 10 June 2021.

Policy Type	Policy	Division	GOVCO Feb	GOVCO April	GOVCO June	GOVCO Aug	GOVCO Oct	Next review date	Action
									NFA.
Council	Structure for Administering the City of Cockburn - Policy	People Experience and Transformation			2022			09/12/2023	<p>Lead Business Unit changed to People Experience.</p> <p>Updated 9 December 2021.</p> <p>Minor changes required to names in structure.</p> <p>Approval sought through August GovCo 2022.</p>
Council	Payments to Employees in Addition to Contract or Award	People Experience and Transformation			2022			10/12/2022	Approval sought through October GovCo 2022

**15.1.11 Standing Orders Local Law Review****Responsible Executive** Acting Executive Governance and Strategy**Author** Acting Executive Governance and Strategy**Attachments** N/A**Recommendation**

That the Committee recommend that Council:

- (1) DIRECTS the CEO to cause a draft new local law to be drafted, for consideration by the Council, incorporating the following principles:
1. The introduction of a new “Public Statement” time.
  2. The “suspension of standing orders” is to apply only to the limitations applying to the rules of debate.
  3. The local law is to be renamed as the “Meeting Procedures Local Law”.
  4. There is to be no duplication of provisions in the Act or the Regulations including matters covered in the Code of Conduct.
  5. The order of business is to reflect the Council’s current practice.
  6. The deletion of the item “Motions of which previous notice has been given”
  7. The deletion of the item “Executive Division issues”.
  8. The deletion of the item “Declaration by Members who have not given due consideration to matters contained in the business paper presented before the meeting”.
  9. The deletion of the item “Confidential Matters”.
  10. The inclusion of a provision to allow matters having unanimous support to be voted upon “en bloc”.

**Committee Recommendation**

That Council:

- (1) DIRECTS the CEO to cause a draft new local law to be drafted, for consideration by the Council, incorporating the following principles:
1. The introduction of a new “Public Statement” time.
  2. The “suspension of standing orders” is to apply only to the limitations applying to the rules of debate.
  3. The local law is to be renamed as the “Meeting Procedures Local Law”.
  4. There is to be no duplication of provisions in the Act or the Regulations including matters covered in the Code of Conduct.
  5. The order of business is to reflect the Council’s current practice.
  6. The deletion of the item “Executive Division issues”.
  7. The inclusion of a provision to allow matters having unanimous support to be voted upon “en bloc”.
  8. Items with an Impartiality Interest are permitted to be included en bloc if identified prior to voting on the en bloc resolution.

## Background

The Council initiated a review of the Standing Orders Local Law 2016, following the Inquiry.

In March 2022 Council resolved:

“...REQUESTS a review of the Standing Orders Part 17 – Committees specifically to update as per the updated “Elected Members Appointment – Standing Committees”

A series of workshops were undertaken by Hammond Woodhouse Advisory in June and July of 2022. Part 17 was not a focus of the workshops, where a holistic review of the Standing Orders Local Law was undertaken to achieve the objective of a local law which aligned with contemporary practices.

The officer recommendation is the recommendation prepared by the Consultants based on the outcomes of the workshops.

## Submission

N/A

## Report

The primary recommendation is that a new “Meeting Procedures” local law be developed and that this new local law is based on current best practice and a number of “principles” which are intended to address existing shortcomings and address areas of concern raised during several workshops conducted with the Council.

During the workshops the consultants raised and explained a number of issues with the substance and the operation of the existing Standing Orders Local Law 2016. These were issues considered were not consistent with contemporary good practice in relation to local government meeting procedures.

In addition to the issues identified by the consultants, there was considerable input from the elected members on items of form or substance which they considered:

- were inconsistent with the current practice of the council
- appeared to be errors or inaccuracies
- could be changed to improve the business of the meeting
- were not conducive to good decision making.

A total of over 20 separate matters were identified in the first Forum which the consultants considered prior to conducting a second workshop where recommendations were presented to Elected Members for discussion. Those recommendations gave regard to the input from Elected Members and to:

- lessons learned from past Inquiries into local government
- local laws applying to meeting procedures in other metropolitan Cities in WA and to laws and practices in other Australian States.



The consultant's recommendation was that Council consider the development of a new Meetings Procedures Local Law to replace the current Standing Orders Local Law, and resolve the principles identified by the consultant be included in the new local law.

The "principles" are proposed from the consultant's research and of the elected members' input.

Those principles are set out in the officer recommendation, and will be found to be largely self-explanatory.

Discussion during the Forums indicated that improvements could be made to the understanding of the Elected Members of the "rules of debate" and meeting procedures including the powers of the presiding person.

The recommendation from the consultants was that further training on meeting procedures be undertaken by Elected Members to contribute to a greater understanding of the application of the local law.

The City has some training opportunities scheduled for Elected Members, one of which will have been completed by Elected Members prior to considering this report, however more extensive training would be completed following the adoption of the new Meeting Procedures Local Law to ensure the training is relevant to the City's new contemporary meeting procedures.

It was also recommended by the consultants that a "manual" be prepared for Elected Members to be able to refer to. It is proposed a manual be prepared following the adoption of the new local law.

The draft Meeting Procedures Local Law would be prepared by external consultants, with a draft to be presented to GovCo for the Committees consideration and recommendations to Council.

The purpose of this report is to provide an update to Council on the status of the Standing Orders Local Law review, and for Council to resolve the principles to be incorporated into the new Meeting Procedures Local Law.

The principles in the officer recommendation include those recommended by the consultants who facilitated the workshops in 2022.

### **Strategic Plans/Policy Implications**

#### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

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

## Budget/Financial Implications

There are no budget implications from the recommendations in this report.

## Legal Implications

*Local Government Act 1995*

### 3.12. Procedure for making local laws

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.
- (2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.
- (3) The local government is to —
  - (a) give local public notice stating that —
    - (i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and
    - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
    - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and
  - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
  - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
- [(3a) deleted]
- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.  
\* Absolute majority required.
- (5) After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the Gazette the local government is to give local public notice —
  - (a) stating the title of the local law; and
  - (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and

- (c) advising that the local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.
- (8) In this section — making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

### **Community Consultation**

Community consultation is required in the process for making of local laws in accordance with the requirements of the *Local Government Act 1995*. It is not required at this stage.

### **Risk Management Implications**

The Department of Local Government, Sport and Cultural Industries is in the process of the Local Government Reforms, which we are aware will include model local laws local governments may adopt.

There is a low risk associated with advancing the City's Standing Orders Local Law Review given it is reasonably expected that a model meeting procedures local law will be an outcome of the reforms. It is recognised that there is no information to hand which the City can reasonably rely on as to when those model local laws will be available.

The review has identified issues with the current Standing Orders Local Law, and there is a low risk associated with not addressing the deficiencies identified.

It is recommended the review progress despite the expected impact in the future of the Local Government Reforms.

### **Advice to Proponent(s)/Submitters**

N/A

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

Nil

### 15.1.12 Governance Committee - Terms of Reference Review

<b>Responsible Executive</b>	Acting Executive Governance and Strategy
<b>Author</b>	Acting Executive Governance and Strategy
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. GovCo Terms of Reference - Marked Up <a href="#">↓</a></li> <li>2. GovCo Terms of Reference Clean <a href="#">↓</a></li> <li>3. GovCo Annual Calendar of Business -February 2023 <a href="#">↓</a></li> </ol>

#### Officer Recommendation/Committee Recommendation

That Council:

- (1) ADOPTS the Governance Committee Terms of Reference and changes to the Annual Calendar as attached to this report.

#### Background

The Governance Committee (GovCo) was established in March 2022.

Council adopted GovCo Terms of Reference in May 2022.

The Annual calendar is indicative, in that additional matters may be raised, and orders may be amended to reflect priority areas or changes from external drivers.

The GovCo Terms of Reference are presented to GovCo for consideration, and referral to Council.

#### Submission

N/A

#### Report

In April 2022 the GovCo recommended Council adopt the Terms of Reference for the Committee.

Objectives and Duties are as follows:

1. The GovCo will be responsible for the regular and timely review of the Council Policy documents. This includes the consideration of new Policy statements, as appropriate, but does not incorporate Policies of an Administrative nature, which are the responsibility of the Chief Executive Officer (CEO) to consider and authorise.
2. The GovCo will be responsible for overseeing the development and review of Local Laws for consideration by Council.
3. The GovCo will be responsible for review of the Corporate Business Plan and associated Key Performance Indicators and subsequent recommendations to Council.

There may be scope to further improve the Committee Structure for the City of Cockburn, in consideration of the recommendations from the Independent Governance Review from 2021, however it is recommended no substantive changes be made to the Council Committee Meeting structure until the appointment of a permanent Chief Executive Officer (CEO).

This review proposes nominal changes to the Terms of Reference, as shown in the attachment.

The Annual calendar endorsed by Council has been updated as attached to this report.

Due to resource limitations, the Operations Division Policy review has been deferred to June 2023.

### **Strategic Plans/Policy Implications**

#### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

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

### **Budget/Financial Implications**

There are no budget implications from the recommendations in this report.

### **Legal Implications**

Sections 5.11 (1) (c), 5.8 and 5.10 (1) of the *Local Government Act 1995* refers in relation to the disbanding of the current Committee, establishment of proposed new Committee, and appointment of membership to the proposed new Committee.

### **Community Consultation**

N/A

### **Risk Management Implications**

An annual review of the Terms of Reference is recommended.

A full review of the City's committee structure should be undertaken after the appointment of a permanent CEO.

### **Advice to Proponent(s)/Submitters**

N/A

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

Nil

## Governance Committee (GovCo)



### Terms of Reference

#### Purpose

To give concentrated focus on key aspects of the City's Governance, allowing the Committee to consider matters within the Objectives and Duties of the Committee and advise Council.

#### Background

1. The Governance Committee (GovCo) is a formally appointed Committee of Council.
2. Section 2.7 (2) (b) of the *Local Government Act 1995* (~~t~~The Act) stipulates that it is the role of the Council to "determine the local government's policies".
3. Section 3.11 of ~~t~~The Act provides for the making of Local Laws under the Act and other Acts of State Parliament, as well as the procedures for doing so.
4. Section 5.56 of ~~t~~The Act and Regulation 19DA of the *Local Government (Administration) Regulations 1996* requires Council to develop a Corporate Business Plan which will cover the period of at least 4 financial years. The ~~p~~Plan is reviewed annually and must be consistent with the priorities set out in the Strategic Community Plan, for the organisational operations related to asset management, workforce planning and long-term financial planning.

#### Objectives and Duties

1. The GovCo will be responsible for:
  - a. ~~T~~he regular and timely review of the Council Policy documents. This includes the consideration of new Policy statements, as appropriate, but does not incorporate Policies of an Administrative nature, which are the responsibility of the Chief Executive Officer (CEO) to consider and authorise.
  - a.
  - b. ~~The GovCo will be responsible for o~~verseeing the development and review of Local Laws for consideration by Council.
  - b.
  - c. ~~The GovCo will be responsible for t~~The review of the Corporate Business Plan and associated Key Performance Indicators and subsequent recommendation to Council.
  - c.
  - d. ~~The Gov-Co will be responsible for T~~he review of the Corporate Governance Framework.
  - d.
  - e. Other matters referred by decision of Council.

### Membership

1. The GovCo will comprise of a minimum of four Elected Members, who shall be appointed by Council for a two year term, in accordance with the two year Electoral Cycle.
2. The CEO, Executive and administrative staff, under the direction of the CEO, shall attend each Meeting of the Committee to provide the necessary advisory, administrative and secretarial support to the Committee.

### Meetings

1. The GovCo shall meet five (5) times each year, on the fourth Thursday in February, April, June, August, and October and on any other occasions as may be required to undertake the functions of the Committee.
2. The Committee shall be held in person at 6:00pm to 7:00pm or at 7:30 to 8:30pm on a rotating basis with the other three Committees as determined in advance Organisational Performance Committee, in accordance with the two-year Electoral Cycle.
3. Any external Consultant or other officer of the Council may be invited to attend any Meeting of the Committee to address any specific item of business on the Agenda.

### Delegation

1. Nil

### Reporting

1. ~~The Committee shall ensure that~~ The Minutes of each Meeting are forwarded for inclusion on the Agenda of the next practicable Ordinary Council Meeting for the Committee recommendations to be considered in accordance with the Standing Orders Local Law 2016.
2. ~~Reports from GovCo are referred to the next practicable Ordinary Council Meeting for determination by Council.~~
2. ~~The Reports to Council accompanying the Minutes shall include provide a summary of the matters considered at the Committee meeting and any relevant clarifying commentary any recommendations~~ from the Committee, including the Officer Recommendation.
- 3.

## Governance Committee (GovCo)



### Terms of Reference

#### Purpose

To give concentrated focus on key aspects of the City's Governance, allowing the Committee to consider matters within the Objectives and Duties of the Committee and advise Council.

#### Background

1. The Governance Committee (GovCo) is a formally appointed Committee of Council.
2. Section 2.7 (2) (b) of the *Local Government Act 1995* (the Act) stipulates that it is the role of the Council to "determine the local government's policies".
3. Section 3.11 of the Act provides for the making of Local Laws under the Act and other Acts of State Parliament, as well as the procedures for doing so.
4. Section 5.56 of the Act and Regulation 19DA of the *Local Government (Administration) Regulations 1996* requires Council to develop a Corporate Business Plan which will cover the period of at least 4 financial years. The plan is reviewed annually and must be consistent with the priorities set out in the Strategic Community Plan, for the organisational operations related to asset management, workforce planning and long-term financial planning.

#### Objectives and Duties

1. The GovCo will be responsible for:
  - a. The regular and timely review of the Council Policy documents. This includes the consideration of new Policy statements, as appropriate, but does not incorporate Policies of an Administrative nature, which are the responsibility of the Chief Executive Officer (CEO) to consider and authorise.
  - b. Overseeing the development and review of Local Laws for consideration by Council.
  - c. The review of the Corporate Business Plan and associated Key Performance Indicators and subsequent recommendation to Council.
  - d. The review of the Corporate Governance Framework.
  - e. Other matters referred by decision of Council.

#### Membership

1. The GovCo will comprise of a minimum of four Elected Members, who shall be appointed by Council for a two year term, in accordance with the two year Electoral Cycle.
2. The CEO, Executive and administrative staff, under the direction of the CEO, shall attend each Meeting of the Committee to provide the necessary advisory, administrative and secretarial support to the Committee.



### Meetings

1. The GovCo shall meet five (5) times each year, on the fourth Thursday in February, April, June, August, and October and on any other occasions as may be required to undertake the functions of the Committee.
2. The Committee shall be held in person at 6:00pm to 7:00pm or at 7:30 to 8:30pm on a rotating basis with the Organisational Performance Committee,
3. Any external Consultant or other officer of the Council may be invited to attend any Meeting of the Committee to address any specific item of business on the Agenda.

### Delegation

1. Nil

### Reporting

1. The Minutes of each Meeting are forwarded for inclusion on the Agenda of the next practicable Ordinary Council Meeting for the Committee recommendations to be considered in accordance with the *Standing Orders Local Law 2016*.
2. Reports from GovCo are referred to the next practicable Ordinary Council Meeting for determination by Council.
3. Reports to Council shall include any recommendations from the Committee, including the Officer Recommendation.



## GOVERNANCE (GovCo) COMMITTEE

### Terms of Reference – Objectives and Duties

1. The GovCo will be responsible for the regular and timely review of the Council Policy documents. This includes the consideration of new Policy statements, as appropriate, but does not incorporate Policies of an Administrative nature, which are the responsibility of the Chief Executive Officer (CEO) to consider and authorise.
2. The GovCo will be responsible for overseeing the development and review of Local Laws for consideration by Council.
3. The GovCo will be responsible for the review of the Corporate Business Plan and associated Key Performance Indicators and subsequent recommendations to Council.

### Calendar of Business – 2 Year Election Cycle

#### Year 1

	February	April	June	August	October
Election 2021	Annual Review of Terms of Reference	Update on review of the Corporate Business Planning and Corporate Strategy	Review newly developed Corporate Business Plan KPIs for upcoming FYFY23	Annual Calendar / Program (following year)	
			Set Principles for Corporate Business Plan Annual Review, FY24	Deep dive review of Strategic Community Plan outcomes: <b>Environmental Responsibility</b>	Deep dive review of Strategic Community Plan outcome: <b>City Growth and Moving Around</b>
			Policy Review Governance and Strategy and, People Experience and Transformation	Policy review Corporate Affairs	Policy Built and Natural Environment
<b>Standing Items</b>					
Review of Local Laws / Action Status Report					
Review of Policies / Action Status Report					
Legislative Changes					

## GOVERNANCE (GovCo) COMMITTEE

### Calendar of Business – 2 Year Election Cycle

#### Year 2

	February	April	June	August	October	
	Annual Review of Terms of Reference	Update on review of the Corporate Business Planning and Corporate Strategy	Review Corporate Business Plan KPIs for upcoming FYReview newly developed Corporate Business Plan KPIs FY23	Annual Calendar / Program (following year)		Election 2023
	Deep dive review of Strategic Community Plan outcome: <b>Community, Lifestyle and Security</b>	Deep dive review of Strategic Community Plan outcome: <b>Listening and Leading</b>	Set Principles for Corporate Business Plan Annual Review, FY24	Deep dive review of Strategic Community Plan outcome: <b>Local Economy</b>	Deep dive review of Strategic Community Plan outcome: <b>Community, Lifestyle and Security</b>	
		Policy Review Operations	Policy Review Operations	Policy Review Communities Services and Finance		
<b>Standing Items</b>						
Review of Local Laws / Action Status Report						
Review of Policies / Action Status Report						
Legislative Changes						

### 15.1.13 Policy - Tobacco Smoking

<b>Responsible Executive</b>	Chief of Built and Natural Environment
<b>Author</b>	Manager Environmental Health
<b>Attachments</b>	N/A

#### Officer Recommendation/Committee Recommendation

That Council:

- (1) AMENDS the Terms and Conditions for hirers of community buildings/halls to state that users must ensure that smokers keep at least 5m away from the building's entrance(s);
- (2) REMINDS all sporting clubs and regular hirers to enforce the rule that smokers must be at least 5m from the entrance(s) to the building(s) and any discarded cigarette butts must be disposed of in waste bins; and
- (3) AUDITS all City owned public buildings and playgrounds to ensure they all have appropriate smoke free signage.

#### Background

Cr Kirkwood submitted the following Notice of Motion to the 8 December 2022 Ordinary Council Meeting:

That Council:

1. Amends the smoking clause in all policies relating to council owned sport and community facilities by March 2023, to read:

Smoking is not permitted around playgrounds or less than 30 metres from entry points to any buildings. Smoking is restricted to well-ventilated outdoor areas, and any discarded butts must be disposed of appropriately,

2. Advises all sports clubs and regular hirers of the change,
3. Installs no smoking signage around the exterior of the facilities.

Reason:

Currently the policy states 6 metres from all entry points to buildings. In some facilities that's at the edge of the verandas. As a City we should be discouraging smoking as much as possible, especially at our sports and community facilities.

#### Submission

N/A

#### Report

The City has been an industry leader in its approach to smoking.

The City was one of the first Local Government Authorities to adopt a Tobacco Action Plan in 2008, and in 2013 the City's Public Health Plan included smoking as one of five priority areas with numerous actions that continue to be implemented.

These actions included enforcement of two Council policies aimed at reducing the incidence of smoking.

These policies were deleted at the 9 December 2021 Ordinary Council Meeting, largely because they were seen to duplicate State Government policy and laws.

Nevertheless, both policies continue to be actioned as informal guidance and are action items in the City's draft updated Public Health Plan.

The following actions continue to be implemented by officers from the City's Public Health Team:

- All City events are designated smoke free
- City vehicles and buildings are, in the majority of cases, fixed with 'Smoke Free' stickers
- In 2020 a new style sticker/sign was fixed to the front of many halls and sporting facilities with the message 'Proud to be Smoke Free'.
- All playgrounds are signed with stickers advising smokers must keep 10m away to align with WA Legislation
- An audit of the number of cigarette butts around playgrounds was carried out in 2021 and as a result signage was increased at a playground in Aubin Grove, with the result that cigarette butts are rarely found at that playground.

With reference to the request to ban smoking to less than 30m from entry points to buildings, this is not considered to be necessary as the current signage is proving to be effective, and 30m does not align with the prescribed restrictions in the relevant legislation.

The City's current terms and conditions for hirers of community halls and facilities, currently specifies that smoking is not permitted within 6m of the building entrance.

The relevant state legislation, *Tobacco Products Control Act 2006*, prohibits smoking within 5m of the public entrance to an enclosed public space and 10m from air conditioning intakes.

The terms and conditions for hirers of community halls and facilities should be updated to reflect the relevant State legislation.

The City's leases for halls and community sports buildings includes a general clause requiring compliance with all relevant statutes and laws, therefore leaseholders are expected to ensure compliance with the prohibition of smoking within 5m of the building's entrance(s).

It is proposed that all sports clubs and regular hirers also be reminded of the need to ensure the legislative requirement prohibiting smoking within 5m from an entrance to the building and that any discarded cigarette butts must be disposed of in waste bins.

Most City buildings have smoke free signs or stickers, however an audit will be carried out in 2023 to ensure that all buildings and playgrounds are appropriately signed.

The Cancer Council reports that in WA the prevalence of current adult smokers has halved from 21.8% in 2002 to 10.4% in 2020.

This means that the Quit Smoking, Make Smoking History, and other initiatives like plain paper packaging and restrictions on where people can smoke, are proving to be effective.

The City's smoking related programs, however, will continue, as smoking is still a significant Public Health risk.

### **Strategic Plans/Policy Implications**

#### Community, Lifestyle & Security

A vibrant healthy, safe, inclusive and connected community.

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

### **Budget/Financial Implications**

N/A

### **Legal Implications**

N/A

### **Community Consultation**

N/A

### **Risk Management Implications**

Smoking is one of many public health risks that cause preventable diseases, including cancer.

It is appropriate and prudent for the City to play a role in minimising the community's incidence of smoking and exposure to second-hand smoke.

### **Advice to Proponent(s)/Submitters**

N/A

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

Nil

### 15.1.14 Policy Review - Administration Building Access, Elected Member Leave of Absence, Elected Member Communication, Fraud and Misconduct and Resilience

<b>Responsible Executive</b>	Acting Executive Governance and Strategy
<b>Author</b>	Acting Executive Governance and Strategy
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Administration Building Access Policy <a href="#">↓</a></li> <li>2. Elected Member Leave of Absence Policy <a href="#">↓</a></li> <li>3. Proposed Elected Member Leave of Absence Policy <a href="#">↓</a></li> <li>4. Elected Member Communication Policy <a href="#">↓</a></li> <li>5. Fraud and Misconduct Control and Resilience Policy <a href="#">↓</a></li> </ol>

#### Recommendation

That Council:

- (1) ADOPTS the changes to the Elected Member Leave of Absence Policy as attached.

#### Committee Recommendation

That Council:

- (1) ADOPTS the changes to the Elected Member Leave of Absence Policy as attached; and
- (2) INVESTIGATES how to provide Elected Members unrestricted 24/7 access to the Elected Member areas, facilitated through swipe cards.

### Background

Cr Reeve-Fowkes submitted the following Notice of Motion on 8 February 2023:

That the Committee recommends that Council:

- (1) REVIEWS the following Policies at the Governance Committee Meeting on 23 February 2023:
  1. Administration Building Access
  2. Elected Members Leave of Absence
  3. Elected Member Communication
  4. Fraud and Misconduct Control and Resilience.

Reason

These four Policies have been modified over the past two years and since I was last on Council.

After an in-depth review of these Policies, I believe there are potential gaps that have been introduced by the various reviews.

By referring these to the GOVCO, we can further investigate potential gaps and ensure we are providing the gold standard of Governance our Community expects.

## Submission

N/A

## Report

Policy reviews are completed every 2 years, or as required. The structure of policy reviews are in accordance with the Governance Committee Annual Calendar. This report will present a summary of reviews which have occurred in the last two years to the policies.

### Administration Building Access Policy

The Administration Building Access Policy was reviewed in December 2021, where minor amendments were made to change “Council” to “City”. This change was based on advice from the Conway Highbury report, which was the result of a review of the City’s delegations and policies. Prior to this, this policy was reviewed in March 2021. The changes from previous versions relate to access to alcohol.

### Elected Members Leave of Absence

The Elected Member Leave of Absence Policy was adopted by Council in September 2021. The Policy was reviewed in May 2022 following a Motion of Motion from Councillor Dewan, and a motion from the February 2022 Annual Electors Meeting:

*That the City of Cockburn Council AMENDS the “Elected Members Entitlements – Allowances and Reimbursements Policy” of 9 September 2021, Policy Statement, (9) Policy Administration, 2, Payment of Fees/Allowances (on Page 6) by INSERTING the following sub clause:*

- (f) If an Elected Member is granted Leave of Absence by Council for any reason, then all relevant allowances will automatically be suspended for the period of leave granted.*

The May 2022 amendments gave Council the discretion to consider non-payment of the monthly attendance fee for Elected members who were granted a period of leave. The Council gave consideration to legal advice at the time of adopting this change.

An officer review has been completed for this report, and recommends the changes including the removal of an officer report for leave of absence applications, which is not required.

### Elected Member Communication

This policy is the subject of the Governance Policy Review and changes are recommended in that report.

This policy has not been reviewed since March 2021.

#### Fraud Misconduct Control and Resilience Policy

This policy was the subject of a review in June 2021.

This review included grammatical amendments in the policy purpose, references to documents/legislation referenced in full, and updated references to staff in accordance with the new organisational structure.

A review of this policy is scheduled for June 2023, as part of the implementation of the City's Governance Framework adopted in November 2022.

#### **Strategic Plans/Policy Implications**

##### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

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

#### **Budget/Financial Implications**

There are no budget implications from the recommendations in this report.

#### **Legal Implications**

*Local Government Act 1995*, Section 2.7(2) (b).

#### **Community Consultation**

N/A

#### **Risk Management Implications**

The City has adopted a policy review schedule to ensure policies are reviewed every two years, or in accordance with statutory requirements. There is a low risk associated with the recommendations in this report.

#### **Advice to Proponent(s)/Submitters**

N/A

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

Nil



<b>Title</b>	<b>Administration Building Access</b>
--------------	---------------------------------------



## Policy Type

Council

## Policy Purpose

This policy designates areas within the City of Cockburn Administration Building, their intended use and access protocols.

## Policy Statement

The City Administration Building has defined areas for Elected Members, staff and the public. These areas are shown on the layout diagram at the end of this policy and use/access is described below.

### (1) Elected Members' Area

The Elected Members' Area is primarily for the use of Elected Members and includes:

1. Council Chamber - used for all Ordinary and Special Meetings of Council, as well as Electors' Meetings.
2. Mayor's suite – used by the Mayor for Council related business; or in the Mayor's absence, an Elected Member performing Council duties pursuant to Sec. 5.34 or 5.35 of the Local Government Act, 1995.
3. Elected Members' suite – used for Council related business. If an Elected Member is hosting a member of the public within this suite, they are responsible for conduct and security. Members of the public are not to be in the facility without a host.
4. Function Room/Reception Area (including bar) – used for public meetings, workshops and civic functions.
5. Dining Room – used for meetings, briefings and meals.
6. Committee Room 1- used by staff but use by Elected Members takes precedence.
7. Committee Room 2 - used by staff but use by Elected Members takes precedence.
8. Bar – mainly used for civic functions.
9. Kitchen – commercial kitchen for use by catering and civic support staff.
10. Upper level foyer
11. Gallery
12. Toilets

[1]

<b>Title</b>	<b>Administration Building Access</b>
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### 13. Elected Members Office.

Requests for use other than that listed above may be considered by the Mayor, Councillors or Chief Executive Officer.

#### (2) Staff Area

Staff Work Areas are those designated for the staff to conduct their normal employment duties. These areas are not to be accessed by Elected Members or the public without the authorisation of a senior member of staff (manager or above). The Mayor has authorisation to access the Executive and Civic Support areas.

#### (3) Public Areas

The entry level foyer on the ground floor may be freely accessed by the public to conduct business with Council, during business hours. Outside of business hours, access is restricted. Access to the upper level areas is restricted at all times to ensure security.

#### (4) Security

All areas are subject to a range of security including swipe card access, surveillance cameras, alarms, physical locks and security personnel. Evacuation plans and signage is located throughout all the areas. Access to the building is controlled by Civic Support, Executive Support and Customer Service as appropriate.

Strategic Link:	Governance Framework
Category	Elected Members
Lead Business Unit:	Governance, Risk and Compliance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	9 December 2021
Next Review Due: (Governance Purpose Only)	December 2023
ECM Doc Set ID: (Governance Purpose Only)	4133966

[2]

<b>Policy</b>	<b>Elected Members Leave of Absence</b>
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### Policy Type

Council

### Policy Purpose

To provide guidance and criteria for elected members to include in applications for leave of absence from attending to Council related duties and responsibilities, pursuant to Section 2.25 of the Local Government Act 1995.

### Policy Statement

- (1) Applications by elected members for formal Leave of Absence from Council commitments are to be provided in writing to the CEO.
- (2) Applications are required to include the following information, as a minimum:
  1. Period of Leave sought (dates from beginning to end).
  2. Reason for Absence (e.g. Holiday, Health, Work Related).
  3. Expected number of Ordinary Council Meetings held during applicable period of leave.
  4. Any Meetings, Briefings or other functions conducted by the City during the requested period of leave which the member expressly wishes to attend.
- (3) Where the period of absence is anticipated to be less than three (3) months, members should consider lodging an apology for Ordinary Council Meetings which fall within the related leave of absence period.
- (4) Any application for a period of leave which would result in the relevant member being absent for three (3) or more consecutive Ordinary Council Meetings will be presented to a Council Meeting for consideration, as soon as practicable, to ensure the matter is dealt with in a timely manner.
- (5) Council may consider the non-payment of the monthly attendance fee for Elected Members who are granted a period of leave which includes the dates of any Ordinary Council Meetings, based on the details contained in the application.
- (6) All applications will be subject to an officer report and recommendation, on the following basis:
  1. The application conforms with the requirements of (1) and (2) above.
  2. The details and reasons provided in the application are considered valid.

[1]

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<b>Policy</b>	<b>Elected Members Leave of Absence</b>
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3. The member is unable to submit an apology on or before an Ordinary Council Meeting, where the period of leave requested is for less than three (3) months.
4. The member is expected to be absent from all City related commitments during the applicable period, including Ordinary Council Meetings, except for those to which the member has already notified their attendance.

Strategic Link:	Strategic Community Plan
Category:	Elected Members
Lead Business Unit:	Legal and Compliance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	12 May 2022
Next Review Due: (Governance Purpose Only)	May 2024
ECM Doc Set ID: (Governance Purpose Only)	10789396

[2]

Document Set ID: 10789396  
Version: 5, Version Date: 07/06/2022

## Policy

## Elected Members Leave of Absence



### Policy Type

Council

### Policy Purpose

To provide guidance and criteria for elected members to include in applications for leave of absence from attending to Council related duties and responsibilities, pursuant to Section 2.25 of the *Local Government Act 1995*.

### Policy Statement

1. ~~(1)~~ Applications by elected members for formal Leave of Absence from Council commitments are to be provided in writing to the CEO.
2. ~~(2)~~ Applications are required to include the following information, as a minimum:
  - 2.1. ~~1.~~ Period of Leave sought (dates from beginning to end).
  - 2.2. ~~2.~~ Reason for Absence (e.g. Holiday, Health, Work Related).
  - 2.3. ~~3.~~ Expected number of Ordinary Council Meetings held during applicable period of leave.
  - 2.4. ~~4.~~ Any Meetings, Briefings or other functions conducted by the City during the requested period of leave which the member expressly wishes to attend.
- ~~(3) Where the period of absence is anticipated to be less than three (3) months, members should consider lodging an apology for Ordinary Council Meetings which fall within the related leave of absence period.~~
3. ~~(4)~~ Any application for a period of leave which would result in the relevant member being absent for three (3) or more consecutive Ordinary Council Meetings will be presented to a Council Meeting for consideration, as soon as practicable, to ensure the matter is dealt with in a timely manner.
4. ~~(5)~~ Council may consider the non-payment of the monthly attendance fee for Elected Members who are granted a period of leave which includes the dates of any Ordinary Council Meetings, based on the details contained in the application.
- ~~(6) All applications will be subject to an officer report and recommendation, on the following basis:~~
  - ~~1. The application conforms with the requirements of (1) and (2) above.~~
  - ~~2. The details and reasons provided in the application are considered valid.~~

[1]

## Policy

## Elected Members Leave of Absence



3. ~~The member is unable to submit an apology on or before an Ordinary Council Meeting, where the period of leave requested is for less than three (3) months.~~
4. ~~The member is expected to be absent from all City related commitments during the applicable period, including Ordinary Council Meetings, except for those to which the member has already notified their attendance.~~

Strategic Link:	Strategic Community Plan
Category:	Elected Members
Lead Business Unit:	Legal and Compliance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	12 May 2022
Next Review Due: (Governance Purpose Only)	May 2025 <sup>4</sup>
ECM Doc Set ID: (Governance Purpose Only)	10789396

<b>Title</b>	<b>Elected Members Communication</b>
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### Policy Type

Council

### Policy Purpose

This objective of the policy is to:

- (1) Establishes protocols for communication between Elected Members and the administration.
- (2) Ensures the quality and consistency of information provided to the community and Elected Members.

### Policy Statement

- (1) Communication between Elected Members and Staff
  1. Elected Members and staff interact in the following ways:
    - (a) At information briefings and workshops for Elected Members on matters of importance, including Council Meeting Agenda Briefings
    - (b) Via email
    - (c) Face-to-face meetings, by appointment
    - (d) Via telephone
    - (e) Via the Elected Member portal (LG Hub)
    - (f) At events conducted on behalf of the City of Cockburn
  2. The following staff positions are available for Elected Members to directly contact in relation to matters which impact their responsibilities:
    - (a) The Executive (CEO and Directors / Executive Manager)
    - (b) Media officers (Mayor)
    - (c) Executive Assistants
    - (d) Manager Corporate Communications
    - (e) Customer Service Coordinator
    - (f) Governance Officer
    - (g) Minute Clerk

Any other direct contacts must be approved in writing through a member of the Executive.
  3. Staff contact with Elected Members must be via the Senior EA to the Mayor and Councillors, unless otherwise agreed with the relevant Executive Team member or if specified in (2) above.

[1]



<b>Title</b>	<b>Elected Members Communication</b>
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4. Such contact must not seek to be directive or influential in nature and will only result in outcomes which are mutually acceptable, or otherwise agreed upon by both parties
- (2) Authority to speak on behalf of the City/Council
1. Media Relations
    - (a) In accordance with the Local Government Act 1995, only the Mayor may speak on behalf of the City, or the CEO, if authorised by the Mayor and other officers delegated by the Chief Executive Officer.
    - (b) When speaking to the media as spokesperson for the City, the Mayor may only represent the official view of the City, having regard to the City's *Code of Conduct*, the *Local Government Act 1995* and the *Local Government (Rules of Conduct) Regulations 2007*.
    - (c) When speaking to the media or commenting on social media, Elected Members must make it clear that the opinion 'is their personal view' in order to avoid any perception that they are expressing the view of Council, unless it is to confirm a decision of Council.
    - (d) Elected Members when speaking to the media or commenting on social media against a Council decision, need to be cognisant of comments which could be construed as being in breach of the Local Government (Rules of Conduct) Regulations.
  2. Representing the City at Functions and Events
    - (a) The Mayor or, when unavailable, the Deputy Mayor, is the City's official representative at civic functions and events. In the event that neither is available for a specific event, the Mayor will nominate one of the following in order of preference.
      - I. Relevant Ward Councillor
      - II. Councillor with a specific interest
      - III. CEO (or delegate).
- (3) Access to Information
1. Customer Requests for Service
    - (a) Elected Members should direct all requests for service to [emrequests@cockburn.wa.gov.au](mailto:emrequests@cockburn.wa.gov.au)
    - (b) Service requests that are raised by an Elected Member on behalf of a resident will be entered in the City's customer request system, with the Elected Member being included in the customer request updates provided to the resident.
  2. Requests for information

[2]



<b>Title</b>	<b>Elected Members Communication</b>
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- (a) Requests for information should be made via the CEO or relevant Executive Team member.
- (b) Requests for information in this regard are to be relevant to Council business.
- (c) 'Current Council business' is usually a matter currently before the Council, or a Committee, or likely to come before the Council or a Committee in the future.
- (d) A request for information relating to non-current matters may be fulfilled if it does not cause an unreasonable workload for officers, thereby deflecting them from current Council business.
- (e) The CEO may impose conditions as to the use of information supplied, or as to access to or custody of documents provided, in response to a request.
- (f) Access to information will not usually be given to a Council or Committee member who appears to have a financial interest in a matter, beyond the information that would ordinarily be made available to a person under s 5.94 of the Act.
- (g) Information provided to one or more Elected Members will be offered to or provided to all other Elected Members, at the discretion of the relevant officer. Information not provided directly to members (in either hard or electronic copy) will be located in the Elected Members "Hub", as will all other documents proactively provided by the Administration.

### 3. Information Briefings

- (a) The CEO (or representative) will provide information briefings on Council Meeting Agendas and briefings and workshops on other strategic matters of interest to Elected Members. The Agenda information briefings will provide a high level overview of agenda items before Elected Members read the agenda in detail. Questions may be asked on the evening and further detailed questions relating to the agenda should be asked of Executive, after fully reading the agenda, in the time leading up to the Council Meeting.
- (b) Large and/or complex documents to be presented at the Council Meeting will be provided wherever possible, at least 10 days prior to the Council Meeting to give Elected Members sufficient time to read them.

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<b>Title</b>	<b>Elected Members Communication</b>
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(4) Events and Meetings

City conducted events and meetings will be notified in Elected Members calendars as the City becomes aware of them, regardless of the format they are received in. This is limited to City run or hosted events.

(5) Maintaining Confidentiality/Embargoed information

1. Elected Members must not promote City information to the community that has not already been released or published, or until such time as the Mayor, as spokesperson for the City, has had an opportunity to speak.
2. The CEO, or representative, will advise verbally, or in writing if appropriate, where information is deemed to be confidential in nature or embargoed. Such documents will be clearly marked 'confidential' or embargoed.

(6) Related Statutory Requirements

The main statutory requirements relevant to Elected Member communications are referred to as follows:

1. *State Records Act 2000* requires that all correspondence, including email, relating to the business of the City and the Council, must be retained in the official records of the City.
2. Sections 2.8(1)(d) and 5.41(f) of the *Local Government Act 1995*, provides that only the Mayor may speak on behalf of the City (or the CEO, if authorised by the Mayor to do so).
3. Section 5.92 of the *Local Government Act 1995* gives the right of access to Council and Committee Members to any information held by the local government that is relevant to the performance of their functions.
4. *Freedom of Information Act 1992* requires the preservation of correspondence and its availability. This Policy does not affect any right of access to information under the *Freedom of Information Act*.
5. Section 5.93 of the *Local Government Act 1995* provides that an Elected Member (and employees) must not make improper use of any information acquired
6. Regulation 6 of the *Local Government (Rules of Conduct) Regulations 2007* provides for Elected Members to maintain confidentiality.
7. Regulation 7 of the *Local Government (Rules of Conduct) Regulations 2007* provides for Elected Members being required to refrain from using their position to secure advantage or seek to disadvantage others.

[4]

<b>Title</b>	<b>Elected Members Communication</b>
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Strategic Link:	Communications Strategy & Action Plan, Elected Members Code of Conduct, Employee Code of Conduct
Category	Governance
Lead Business Unit:	Corporate Communications
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	11 March 2021
Next Review Due: (Governance Purpose Only)	March 2023
ECM Doc Set ID: (Governance Purpose Only)	8237201

[5]

Document Set ID: 8237201  
Version: 3, Version Date: 16/03/2024

<b>Title</b>	<b>Fraud and Misconduct Control and Resilience</b>
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## Policy Type

Council

## Policy Purpose

To articulate the commitment of the City of Cockburn (the City) to a zero-tolerance approach to fraud, misconduct, bribery and corruption (Fraud and Misconduct) and to building resilience through the identification and implementation of strategies to prevent, detect and respond to Fraud and Misconduct.

All Employees will need to be aware of this Policy, the Framework and its implications, together with other stakeholders, including contractors and consultants.

## Policy Statement

The City adopts a zero tolerance approach to Fraud and Misconduct and will appropriately deal with all allegations and suspected instances of Fraud and Misconduct. This includes notifying, reporting or referring any such instances to the appropriate authority for investigation and possible prosecution. The City will seek to recover any losses incurred after considering all relevant issues.

The management of Fraud and Misconduct is a collective responsibility of all persons engaged or closely associated with the City in any capacity.

The *City of Cockburn Information Sheet - Statement of Business Ethics* outlines the integrity and ethical standards expected by the City to ensure business relationships between the City (and its Employees), suppliers and/or service providers exhibit the highest standards of integrity when conducting business.

### (1) Implementation

1. The City has adopted a Fraud and Misconduct Control and Resilience Framework (the Framework) that is aligned with the Australian Standard AS8001-2008 *Fraud and Corruption Control*.
2. This Policy along with the *City of Cockburn Employee Code of Conduct*, the *City of Cockburn Corporate Governance Framework*, the *City of Cockburn Enterprise Risk Management Framework* and the City's values and culture all operate in synergy to prevent, detect and respond to potential or actual fraud and misconduct.
3. The Framework establishes the strategies and processes by which the City will determine specific practices, plans and procedures to manage the prevention and detection of fraudulent activities, the related investigation and, where appropriate, referral of incidents to the appropriate authorities.
4. The City provides all Employees with education and training in ethics and fraud

[1]

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<b>Title</b>	<b>Fraud and Misconduct Control and Resilience</b>
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awareness to ensure that all Employees understand their responsibilities and obligations.

(2) Reporting Serious or Minor Misconduct

A Public Officer or any other person may report to the Corruption and Crime Commission (CCC) or the Public Sector Commission (PSC) any matter which that person suspects on reasonable grounds concerns or may concern serious or minor misconduct. Information on reporting to the appropriate authority is available on the City's public website.

(3) Public Interest Disclosure (PID)

1. Any person may make an appropriate disclosure of public interest information to a proper authority (which includes a local government). The legislation which governs such disclosures is the *Public Interest Disclosure Act 2003* (the PID Act).
2. A disclosure can be made by anyone and may be made anonymously. If disclosures are made in accordance with the PID Act, the person making them is protected from reprisal. This means that the person enjoys immunity from civil or criminal liability and is protected from any disciplinary action or dismissal.
3. The PID Act requires local governments to appoint a PID Officer to whom disclosures may be made. The PID Officer should be consulted when considering whether to make a disclosure. Information on public interest disclosures and the City's PID Officers are maintained on the City's public website.

(4) Disciplinary and Recovery Action

The City will respond to all instances of Fraud and Misconduct in accordance with its disciplinary process which may lead to termination. The City will also seek to recover any losses it may have suffered through Fraud and Misconduct.

(5) Roles and responsibilities

The roles and responsibilities of the Audit and Strategic Finance Committee, CEO, Chiefs and Executives, Heads of Business and Service Units, Legal, Governance and Risk Management Service Unit, Human Resources Service Unit and all Employees in respect of this Policy are articulated in detail in the Framework.

(6) Dispute Resolution

All disputes in respect of this Policy must be referred to the Executive Governance and Strategy in the first instance, and if unresolved, to the CEO.

[2]



<b>Title</b>	<b>Fraud and Misconduct Control and Resilience</b>
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## (7) Relevant Documents

1. *City of Cockburn Fraud and Misconduct Control and Resilience Framework*
2. *City of Cockburn Enterprise Risk Management Policy and Framework*
3. *City of Cockburn Employee Code of Conduct*

## (8) References

In developing the Policy, reference has been made to relevant guidance and/or legislation as follows:

1. Standards Australia AS8001-2008 *Fraud and Corruption Control*
2. Standards Australia AS 8002-2003 *Organizational Codes of Conduct*
3. Standards Australia AS 8004-2003 *Whistleblower Protection Programs for Entities*
4. Australian National Audit Office – *Fraud Control in Australian Government Agencies*
5. Public Sector Commission *Commissioner's Instruction (CI) No. 7 Code of Ethics*
6. Public Sector Commission *Commissioner's Instructions (CI) No. 8 Code of Conduct and Integrity Training*
7. Corruption and Crime Commission: *Misconduct Resistance – An Integrated Governance Approach to Protecting Agency Integrity*
8. *Public Interest Disclosure Act 2003*
9. *Corruption, Crime and Misconduct Act 2003*

<b>Term</b>	<b>Definition</b>
<b>Bribe</b>	The offering, giving, receiving, or soliciting of something of value for the purpose of influencing the action of an official in the discharge of his or her public or legal duties
<b>CEO</b>	Chief Executive Officer
<b>Code of Conduct</b>	Principles, values, standards, and rules of behaviour that guide the decisions, procedures and systems of the City of Cockburn
<b>Corruption</b>	Dishonest activity in which a director, executive, manager, employee, or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity. The concept of "corruption" [within this standard] can also involve corrupt conduct by the entity, or a person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity
<b>Employee</b>	A person employed by a local government in accordance with section 5.36 of the <i>Local Government Act 1995</i> including the CEO, Directors, Managers, officers, casual and contract employees

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<b>Title</b>	<b>Fraud and Misconduct Control and Resilience</b>
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<b>Term</b>	<b>Definition</b>
<b>Fraud</b>	<p>Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or falsified documentation used or intended for use for a normal purpose or the improper use of information or position for personal financial benefit.</p> <p>The theft of property belonging to an entity by a person or persons internal to the entity but where deception is not used is also considered 'fraud' [for the purposes of this standard] (Source: AS8001-2008).</p>
<b>Minor Misconduct</b>	<p>Minor misconduct occurs if a public officer engages in conduct that:</p> <ul style="list-style-type: none"> <li>(a) adversely affects the honest or impartial performance of the functions of a public authority or public officer, whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct; or</li> <li>(b) involves the performance of functions in a manner that is not honest or impartial; or</li> <li>(c) involves a breach of the trust placed in the public officer; or</li> <li>(d) involves the misuse of information or material that is in connection with their functions as a public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person;</li> </ul> <p><b>and</b></p> <p>constitutes, or could constitute, a disciplinary offence providing reasonable grounds for termination of a person's office or employment. (Source: <i>Corruption, Crime and Misconduct Act 2003</i>)</p>
<b>Misconduct</b>	<p>Means when a public officer abuses their position and/or authority for personal gain, to cause detriment to another person, or acts contrary to the public interest (Source: Corruption and Crime Commission)</p>
<b>PID Act</b>	<p>The <i>Public Interest Disclosure Act 2003</i> was introduced to encourage people to report wrongdoing within the State Government, local government and public universities and protect them when they do.</p>

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<b>Term</b>	<b>Definition</b>
<b>PID Officer</b>	The 'Public Interest Disclosure (PID) Officer' is the person who holds the specified position as the proper authority to receive public interest disclosures within the sphere of responsibility of the public authority. This person is designated by the Principal Executive Officer (PEO) under section 23(1)(a) of the PID Act.
<b>Public Interest Information</b>	means information that tends to show, in relation to its public function a public authority, a public officer, or a public sector contractor is, has been, or proposes to be, involved in: <ul style="list-style-type: none"> <li>(a) improper conduct; or</li> <li>(b) an act or omission that constitutes an offence under a written law; or</li> <li>(c) a substantial unauthorised or irregular use of, or substantial mismanagement of, public resources; or</li> <li>(d) an act done or omission that involves a substantial and specific risk of – <ul style="list-style-type: none"> <li>(i) injury to public health; or</li> <li>(ii) prejudice to public safety; or</li> <li>(iii) harm to the environment;</li> </ul> </li> </ul> or <ul style="list-style-type: none"> <li>(e) a matter of administration that can be investigated under section 14 of the <i>Parliamentary Commissioner Act 1971</i>. (Source: <i>Public Interest Disclosure Act 2003</i>)</li> </ul>
<b>Public Officer</b>	Includes a member, officer, or employee of an authority, board, corporation, commission, local government, council, committee or other similar body established for a public purpose under an Act. (Source: <i>Corruption, Crime and Misconduct Act 2003</i> )
<b>Public Authority</b>	Includes an authority, board, corporation, commission, council, committee, local government, regional local government or similar body established under a written law. (Source: <i>Corruption, Crime and Misconduct Act 2003</i> )

[5]



<b>Title</b>	<b>Fraud and Misconduct Control and Resilience</b>
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<b>Term</b>	<b>Definition</b>
<b>Serious Misconduct</b>	<p>Serious misconduct occurs when:</p> <ul style="list-style-type: none"> <li>(a) a public officer corruptly acts or corruptly fails to act in the performance of the functions of the public officer's office or employment; or</li> <li>(b) a public officer corruptly takes advantage of the public officer's office or employment as a public officer to obtain a benefit for himself or herself or for another person or to cause a detriment to any person; or</li> <li>(c) a public officer whilst acting or purporting to act in his or her official capacity commits an offence punishable by two or more years' imprisonment. (Source: <i>Corruption, Crime and Misconduct Act 2003</i>)</li> </ul>

Strategic Link:	Fraud and Misconduct Control and Resilience Framework
Category	Governance
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)	4134601

[6]

Document Set ID: 4134601  
Version: 5, Version Date: 18/06/2021

## 15.2 Organisational Performance Committee Meeting – 23/02/2023

### 15.2.1 CEO and Organisational KPI - Mid Year Update

<b>Responsible Executive</b>	Acting Executive Governance and Strategy
<b>Author</b>	Manager Strategy and Integrated Planning
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. FY23 CBP KPI Mid-Year Review Summary Report <a href="#">↓</a></li> <li>2. CBP Updates Required at Mid-Year Review <a href="#">↓</a></li> <li>3. Corporate KPI Mid-Year Review Progress Report <a href="#">↓</a></li> <li>4. Corporate KPI - At Risk Items <a href="#">↓</a></li> <li>5. FY23 Corporate KPI Mid-Year Review Changes <a href="#">↓</a></li> </ol>

#### Officer Recommendation/Committee Recommendation

That Council:

- (1) NOTES the CBP and Corporate KPI Mid-Year review update;
- (2) ENDORSES the changes to the FY23 CBP recommended via the CBP KPI Progress Mid-year review; and
- (3) ENDORSES the changes to the Corporate KPIs recommended via the Mid-year review.

#### Background

Council endorsed the Corporate Business Plan (CBP) and received CBP Key Performance Indicators (KPIs) at the 23 June 2022 Special Council meeting.

Council endorsed the CEO (Corporate) KPIs at the 14 July 2022 Ordinary Council Meeting (OCM).

A mid-year review has been completed for the CBP, CBP KPIs, and Corporate KPIs.

#### Submission

NA

#### Report

A mid-year review of progress delivering the FY23 CBP (using the CBP KPIs) and the Corporate KPIs has been undertaken concurrently with the Budget Mid-Year Review.

This report presents the findings of the Mid-year review and recommends changes to the FY23 CBP (including CBP KPIs) and Corporate KPIs. KPI progress information is presented in line with the recommended changes.

The mid-year review status report on the progress of the CBP and Corporate KPIs for FY23 (1 June October 2022 to 31 December 2022) has been provided (refer to Attachments 1, 2, 3, 4, and 5).

### CBP Mid-Year Review

The progress and status of the CBP KPIs is provided in Attachment 1. Attachment 1 is colour coded to indicate progress:

- Green indicates the KPI is complete
- Orange indicates the KPI is on track
- Red indicates the KPI is not commenced or not on track.

A summary of the KPIs status is included in Table 1:

Table 1: CBP KPI Mid-Year Progress Summary

	KPIs		Q1&2 Milestones	
<b>Complete</b>	6	16%	42	63%
<b>On track</b>	26	68%	2	3%
<b>Not on track / not commenced</b>	6	16%	23	34%
<b>Total</b>	38	100	67	100%

Attachment 1 outlines details of CBP progress at the time of mid-year review, in summary:

- The majority (63%) of Q1 and Q2 milestones were completed
- 34% of Q1 and Q2 milestones were not on track/not commenced. A review of annual KPI delivery indicates the milestones underperformance is not anticipated to have a significant impact on KPI delivery. In contrast to the Q1 and Q2 milestones, only five (5) KPIs (12%) are rated as being not on track/not commenced. The milestones and KPIs listed as not on track/not commenced should be monitored closely for the remainder of the financial year to ensure timely delivery. Specific updates on these milestones and KPIs will be highlighted in the Q3 update.
- 88% of annual KPIs are on track or complete.

Specific detail on individual KPIs is presented in the Organisational Performance Review Q2 update, Item 8.1.2 on February 2023 Organisational Performance Committee Agenda.

Attachment 2 outlines the proposed changes to the CBP (and associated KPIs). Attachment 2 is colour coded to indicate the type of change recommended:

- **No Change**: KPI/Milestone unchanged.
- **Program change**: Outcome unchanged, delivery program updated.
- **Milestone removed**: Outcome unchanged, milestone unnecessary due to program changes.
- **Reforecast to FY24**: CBP item undeliverable within FY23 and reforecast to FY24. Specific justifications are provided in Attachment 2.
- **Remove, BAU**: Item considered business as usual and not appropriate for inclusion in the CBP.
- **Remove, additional planning required**: KPI and associated milestones were removed as additional planning is required prior to delivery, inclusion in CBP was premature. Specific justifications are provided in Attachment 2.
- **New**: Additional KPI to capture the planning work required in FY23 for the KPIs in the category **Remove, additional planning required**.

Specific reasoning for changes is outlined in Attachment 2.

Table 2: Summary of CBP recommended changes

Change type	KPIs		Milestones	
<b>No Change</b>	22	42%	96	54%
<b>Program change</b>	15	28%	35	20%
<b>Milestone removed</b>	NA	NA	4	2%
<b>Reforecast to FY24</b>	7	13%	23	13%
<b>Remove, BAU</b>	4	7.5%	15	8%
<b>Remove, additional planning required</b>	4	7.5%	4	2%
<b>New</b>	1	2%	2	1%
<b>Total</b>	53	100%	179	100%
<b>New total</b>	38		124	

### Corporate KPIs

Attachment 3 is colour coded to indicate the progress and status of the Corporate KPIs:

- Green indicates the KPI is complete
- Blue indicates the KPI is on track
- Red indicates the KPI is at risk.

A summary of the KPIs status is included in Table 3:

Table 3: Corporate KPI Mid-Year Progress Summary

	KPIs	
<b>Complete</b>	1	7%
<b>On track</b>	8	86%
<b>At Risk</b>	6	7%
<b>Total</b>	15	

Attachment 3 outlines full details of Corporate KPI progress at the time of the mid-year review, in summary:

- Four (6) KPIs are at risk, additional detail is outlined in Attachment 4
- Eight (8) of the Corporate KPIs are on track, this is appropriate for KPIs that assess annual performance.
- One (1) KPI is complete, the Governance Framework KPI. The Governance Framework was endorsed by Council at the November 2022 OCM.

Attachment 5 outlines the proposed changes to the Corporate KPIs. Attachment 5 is colour coded to indicate the type of change recommended:

- **No change:** no change to the KPI or the Target
- **KPI and Target Refined:** Changes to improve system alignment, measurability, and relevance of KPIs. specific justification is provided in table below
- **KPI and Target Removed:** KPI and Target have been removed, specific justification is provided in the summary below.

Table 4: Summary of Corporate KPI Recommended Changes

Change type	KPIs	
No Change	11	65%
KPI and Target Refined	4	23%
Original	New	Reasoning
Ensures the organisation delivers on agreed plans and services against budget	Delivery of Service plans including budget	KPI too broad, lacked direct accountability, wasn't measurable. KPI refined based on SMART principles.
Audit reports reflect full compliance with legislation.	Demonstrated improvement in compliance	KPI did not align with audit best practice and was unachievable.
Exit Survey summary of matters raised to be presented to OpCo Bi-annually	Results of the exit survey indicate that ceasing employees recommend the City as an employer.	The original KPI did not provide a measure of ceasing staff who would recommend the City as an employer.
Undertake a detailed cultural survey and pulse check per annum	Culture survey results indicate employees feel safe, both physically and psychologically, in the work environment.	The system for implementing the cultural survey has been improved, enabling the tracking of scores rather than the occurrence of surveys.
KPI and Target Removed	2	12%
Original	Reasoning	
Deliver planned services against targets	This KPI is a duplication of 'Ensures the organisation delivers on agreed plans and services against budget' and as such has been removed	
Completion and progressive implementation of the	Completion of the stakeholder plan occurred in FY22, this KPI should not have been maintained for FY23.	

stakeholder plan		
<b>Total</b>	<b>17</b>	<b>100%</b>
<b>New total</b>	<b>15</b>	

### Strategic Plans/Policy Implications

#### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

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

### Budget/Financial Implications

Budget implications of the changes to the CBP have been captured through the Budget Mid-year Review process.

### Legal Implications

N/A

### Community Consultation

N/A

### Risk Management Implications

Minor reputational risk due to community perception of the carry forward of CBP items to FY24. This reputational risk is considered less than the reputational risk of postponing all CBP changes to the next annual CBP and Budget processes.

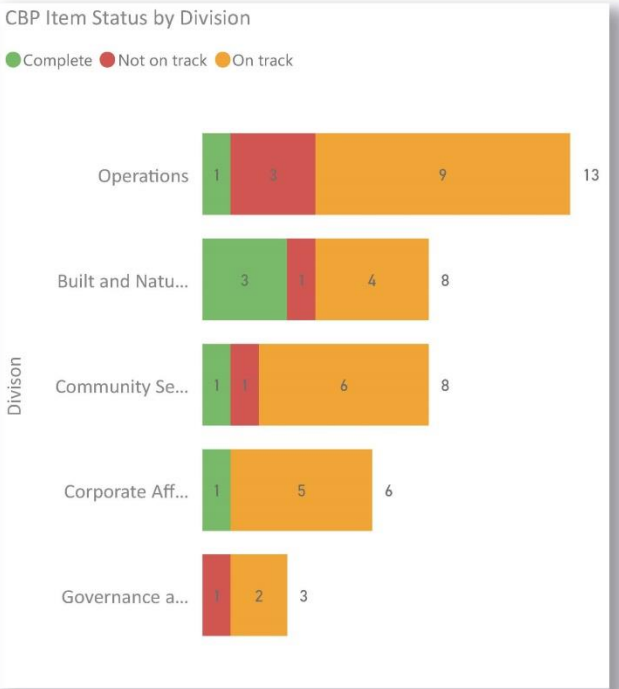
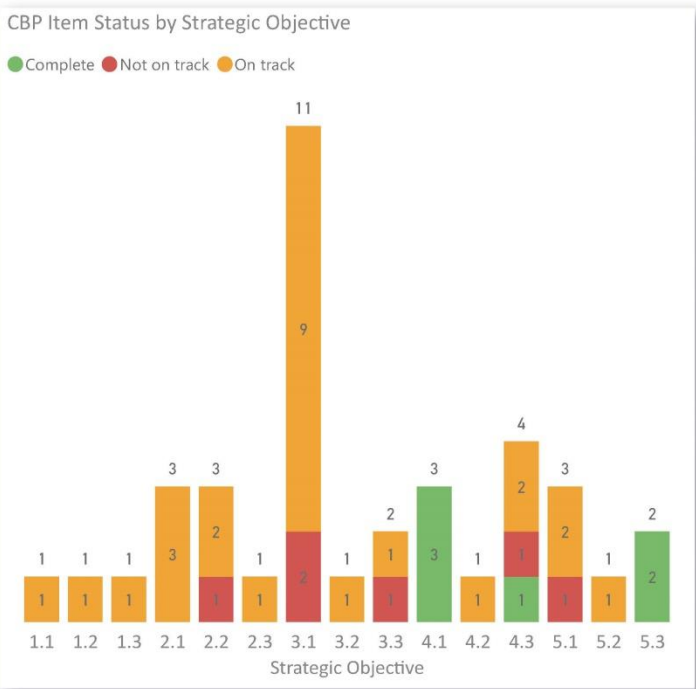
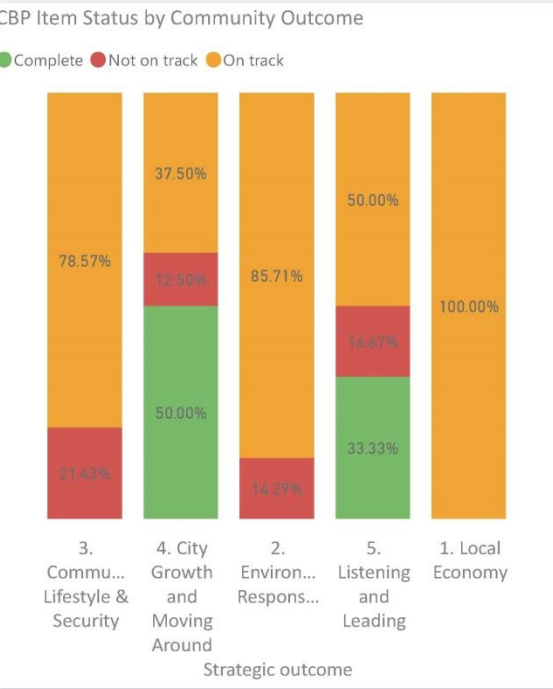
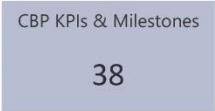
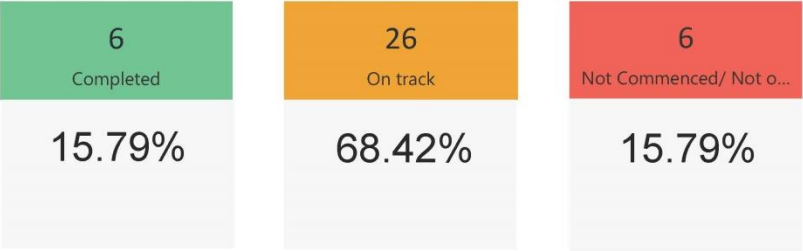
### Advice to Proponent(s)/Submitters

N/A

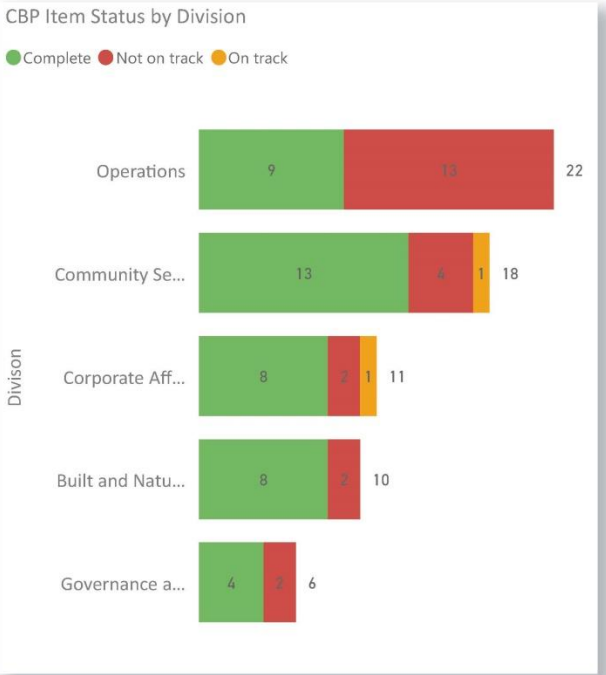
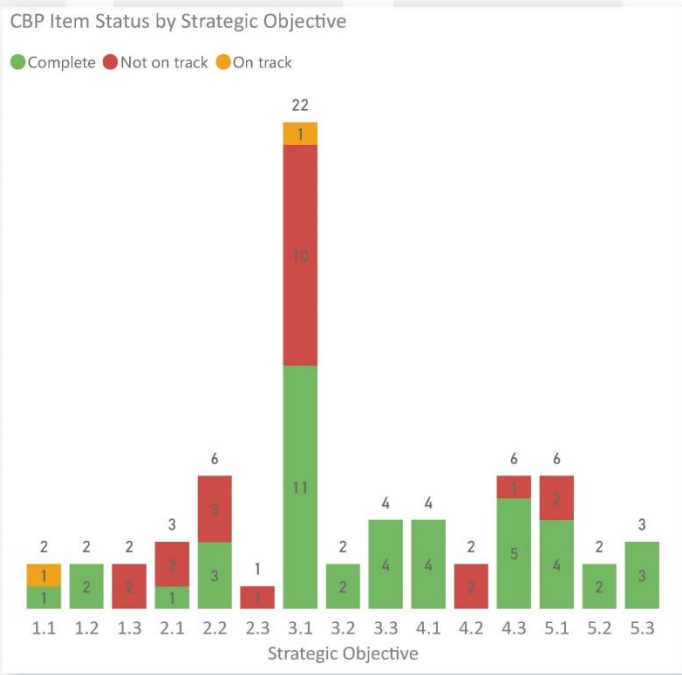
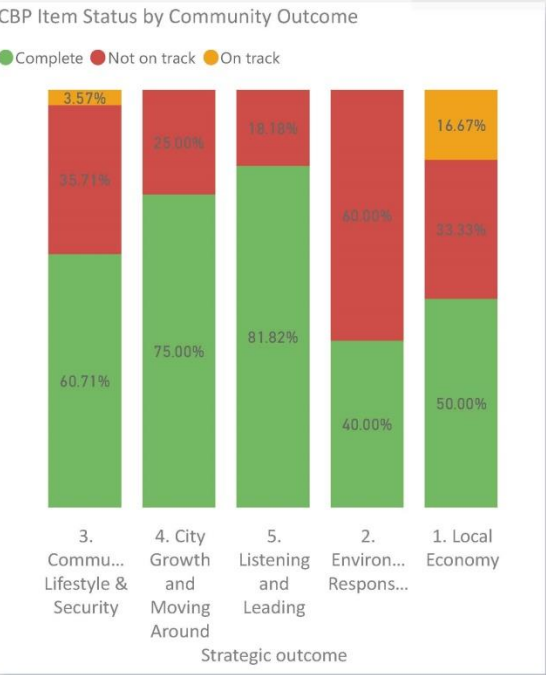
### Implications of Section 3.18(3) *Local Government Act 1995*

N/A

FY 22/23 CBP KPI  
Mid Year Review  
Summary Report



FY23 CBP Q1 & Q2  
Milestone  
Summary Report





ID	Strategic Outcome	Class	Original Project/Activity	Updated Project/Activity	Change Summary	Change Notes	Due date	Division	Updated Division	Original B/S Unit	Updated B/S unit
201.00	Listening and Leading	Qrtly Milestone	Q1 - Progress community priorities highlighted in MARKYT Community Scorecard 2021 - Review and agree priorities	Q1 - Progress community priorities highlighted in MARKYT Community Scorecard 2021 - Review and agree priorities	no change		30/09/2022	Corporate Affairs	No change	Communication and Marketing	No Change
202.00	Listening and Leading	Qrtly Milestone	Q2 - Progress community priorities highlighted in MARKYT Community Scorecard 2021 - Develop implementation plan	Q2 - Progress community priorities highlighted in MARKYT Community Scorecard 2021 - Develop implementation plan	no change		31/12/2022	Corporate Affairs	No change	Communication and Marketing	No Change
203.00	Listening and Leading	Qrtly Milestone	Q3 - Progress community priorities highlighted in MARKYT Community Scorecard 2021 - Implementation	Q3 - Progress community priorities highlighted in MARKYT Community Scorecard 2021 - Implementation	no change		31/03/2023	Corporate Affairs	No change	Communication and Marketing	No Change
204.00	Listening and Leading	Qrtly Milestone	Q4 - Progress community priorities highlighted in MARKYT Community Scorecard 2021 - Implementation	Q4 - Progress community priorities highlighted in MARKYT Community Scorecard 2021 - Implementation	no change		30/06/2023	Corporate Affairs	No change	Communication and Marketing	No Change
205.00	Listening and Leading	KPI	Deliver Elected Member civic support		Removed from CBP as BAU	Elected member civic support is a BUA service delivery. Inclusion in the CBP is unnecessary and duplicates the Civic Services Service Level Plan.	30/06/2023	Governance and Strategy	No change	Civic Services	No Change
206.00	Listening and Leading	Qrtly Milestone	Q1 - Deliver Elected Member civic support - Quarterly survey results		Removed from CBP as BAU	Elected member civic support is a BUA service delivery. Inclusion in the CBP is unnecessary and duplicates the Civic Services Service Level Plan.	30/09/2022	Governance and Strategy	No change	Civic Services	No Change
207.00	Listening and Leading	Qrtly Milestone	Q2 - Deliver Elected Member civic support - Quarterly survey results		Removed from CBP as BAU	Elected member civic support is a BUA service delivery. Inclusion in the CBP is unnecessary and duplicates the Civic Services Service Level Plan.	31/12/2022	Governance and Strategy	No change	Civic Services	No Change
208.00	Listening and Leading	Qrtly Milestone	Q3 - Deliver Elected Member civic support - Quarterly survey results		Removed from CBP as BAU	Elected member civic support is a BUA service delivery. Inclusion in the CBP is unnecessary and duplicates the Civic Services Service Level Plan.	31/03/2023	Governance and Strategy	No change	Civic Services	No Change
209.00	Listening and Leading	Qrtly Milestone	Q4 - Deliver Elected Member civic support - Quarterly survey results		Removed from CBP as BAU	Elected member civic support is a BUA service delivery. Inclusion in the CBP is unnecessary and duplicates the Civic Services Service Level Plan.	30/06/2023	Governance and Strategy	No change	Civic Services	No Change
210.00	Listening and Leading	KPI	Develop and Implement Smart Cities projects in partnership with South West Group	Develop and Implement Smart Cities projects in partnership with South West Group	no change		30/06/2023	Operations	No change	Community Safety and Ranger Services	No Change
211.00	Listening and Leading	Qrtly Milestone	Q1 - Develop and Implement Smart Cities projects in partnership with South West Group - Sign contracts with Western Power, communications plan with residents and rate payers	Q1 - Develop and Implement Smart Cities projects in partnership with South West Group - Sign contracts with Western Power, communications plan with residents and rate payers	no change		30/09/2022	Operations	No change	Community Safety and Ranger Services	No Change
212.00	Listening and Leading	Qrtly Milestone	Q2 - Develop and Implement Smart Cities projects in partnership with South West Group - Implement stage 1	Q2 - Develop and Implement Smart Cities projects in partnership with South West Group - Implement stage 1	no change		31/12/2022	Operations	No change	Community Safety and Ranger Services	No Change
213.00	Listening and Leading	Qrtly Milestone	Q3 - Develop and Implement Smart Cities projects in partnership with South West Group - Implement stage 2	Q3 - Develop and Implement Smart Cities projects in partnership with South West Group - Implement stage 2	no change		31/03/2023	Operations	No change	Community Safety and Ranger Services	No Change
214.00	Listening and Leading	Qrtly Milestone	Q4 - Develop and Implement Smart Cities projects in partnership with South West Group - Implement stage 3	Q4 - Develop and Implement Smart Cities projects in partnership with South West Group - Implement stage 3	no change		30/06/2023	Operations	No change	Community Safety and Ranger Services	No Change
215.00	Listening and Leading	KPI	Deliver Transformation Framework Initiatives		Removed from CBP as BAU	Transformation framework delivery is BAU, identification of specific projects within the framework for inclusion in the FY24 CBP will be undertaken.	30/06/2023	PxT	No change	Communication and Marketing	No Change
216.00	Listening and Leading	Qrtly Milestone	Q1 - Establish a Digital Transformation Board to prioritise technology projects for the City		Removed from CBP as BAU	Transformation framework delivery is BAU, identification of specific projects within the framework for inclusion in the FY24 CBP will be undertaken.	31/12/2022	PxT	No change	Communication and Marketing	No Change
217.00	Listening and Leading	Qrtly Milestone	Q2 - Launch new employee code of conduct and values program		Removed from CBP as BAU	Transformation framework delivery is BAU, identification of specific projects within the framework for inclusion in the FY24 CBP will be undertaken.	31/03/2023	PxT	No change	Communication and Marketing	No Change
218.00	Listening and Leading	Qrtly Milestone	Q3 - Develop succession management plan for senior leadership roles		Removed from CBP as BAU	Transformation framework delivery is BAU, identification of specific projects within the framework for inclusion in the FY24 CBP will be undertaken.	30/06/2023	PxT	No change	Communication and Marketing	No Change
219.00	Listening and Leading	Qrtly Milestone	Q4 - Deliver leadership transformation program for senior leadership roles		Removed from CBP as BAU	Transformation framework delivery is BAU, identification of specific projects within the framework for inclusion in the FY24 CBP will be undertaken.	30/06/2023	PxT	No change	Communication and Marketing	No Change

Attachment 2 CBP updates required at mid-year review

ID	Strategic Outcome	Class	Original Project/Activity	Updated Project/Activity	Change Summary	Change Notes	Due date	Division	Updated Division	Original B/S Unit	Updated B/S unit
184.00	Listening and Leading	KPI	Undertake 3 Strategic service reviews		Removed from CBP as BAU	Service reviews are BUA service delivery. Inclusion in the CBP is unnecessary and duplicates the Strategy and Integrated planning Service Level Plan.	30/06/2023	Governance and Strategy	No change	Strategy and Integrated Planning	No Change
185.00	Listening and Leading	Qrtly Milestone	Q1 - Undertake service review in line with ERC Annual Calendar and provide recommendations to Committee and Council		Removed from CBP as BAU	Service reviews are BUA service delivery. Inclusion in the CBP is unnecessary and duplicates the Strategy and Integrated planning Service Level Plan.	30/09/2022	Governance and Strategy	No change	Strategy and Integrated Planning	No Change
186.00	Listening and Leading	Qrtly Milestone	Q2 - Undertake service review in line with ERC Annual Calendar and provide recommendations to Committee and Council		Removed from CBP as BAU	Service reviews are BUA service delivery. Inclusion in the CBP is unnecessary and duplicates the Strategy and Integrated planning Service Level Plan.	31/12/2022	Governance and Strategy	No change	Strategy and Integrated Planning	No Change
187.00	Listening and Leading	Qrtly Milestone	Q3 - Undertake service review in line with ERC Annual Calendar and provide recommendations to Committee and Council		Removed from CBP as BAU	Service reviews are BUA service delivery. Inclusion in the CBP is unnecessary and duplicates the Strategy and Integrated planning Service Level Plan.	31/03/2023	Governance and Strategy	No change	Strategy and Integrated Planning	No Change
188.00	Listening and Leading	KPI	Review and Implement the Corporate Governance Framework	Review and Implement the Corporate Governance Framework	no change		30/06/2023	Governance and Strategy	No change	Legal and Compliance	No Change
189.00	Listening and Leading	Qrtly Milestone	Q1 - Review and Implement the Corporate Governance Framework - Development of corporate governance framework	Q1 - Review and Implement the Corporate Governance Framework - Development of corporate governance framework	no change		30/09/2022	Governance and Strategy	No change	Legal and Compliance	No Change
190.00	Listening and Leading	Qrtly Milestone	Q2 - Review and Implement the Corporate Governance Framework - Adoption of corporate governance framework	Q2 - Review and Implement the Corporate Governance Framework - Adoption of corporate governance framework	no change		31/12/2022	Governance and Strategy	No change	Legal and Compliance	No Change
191.00	Listening and Leading	Qrtly Milestone	Q3 - Implementation of Corporate Governance Framework		milestone removed as unnecessary		31/03/2023	Governance and Strategy	No change	Legal and Compliance	No Change
192.00	Listening and Leading	Qrtly Milestone	Q4 - Implementation of Corporate Governance Framework		milestone removed as unnecessary		31/03/2023	Governance and Strategy	No change	Legal and Compliance	No Change
193.00	Listening and Leading	KPI	Refine the long-term financial planning methods to better integrate with the City's Strategic Community Plan objectives and implement COVID-19 financial measures		Reforecast to FY24	Item reforecast to FY24 to align with major CBP review, Major SCP review, Major Workforce Plan review. Alignment will enable integration.	30/06/2023	Finance	No change	Finance	No Change
194.00	Listening and Leading	Qrtly Milestone	Q1 - Consult ExCo and SLT on planning parameters.		Reforecast to FY24	Item reforecast to FY24 to align with major CBP review, Major SCP review, Major Workforce Plan review. Alignment will enable integration.	30/09/2022	Finance	No change	Finance	No Change
195.00	Listening and Leading	Qrtly Milestone	Q2 - Project initiation		Reforecast to FY24	Item reforecast to FY24 to align with major CBP review, Major SCP review, Major Workforce Plan review. Alignment will enable integration.	31/12/2022	Finance	No change	Finance	No Change
196.00	Listening and Leading	Qrtly Milestone	Q3 - Implement Project and brief ExCo		Reforecast to FY24	Item reforecast to FY24 to align with major CBP review, Major SCP review, Major Workforce Plan review. Alignment will enable integration.	31/03/2023	Finance	No change	Finance	No Change
197.00	Listening and Leading	Qrtly Milestone	Q4 - Brief and present to Elected Members		Reforecast to FY24	Item reforecast to FY24 to align with major CBP review, Major SCP review, Major Workforce Plan review. Alignment will enable integration.	30/06/2023	Finance	No change	Finance	No Change
198.00	Listening and Leading	KPI	Operations Centre Expansion		Remove additional planning required	Interdependencies between Spearwood Civic Precinct Renewal, Spearwood land development, Cockburn Civic and Cultural Centre, and Operations Centre Expansion require additional scoping work to enable project delivery. All projects removed from FY23 CBP and replaced with a single item for scoping direction, scoping work will inform FY24 CBP.	30/06/2023	Operations	No change	Property and Assets	No Change
199.00	Listening and Leading	Qrtly Milestone	Q4 - Operations Centre Expansion - Project initiation		Remove additional planning required	Interdependencies between Spearwood Civic Precinct Renewal, Spearwood land development, Cockburn Civic and Cultural Centre, and Operations Centre Expansion require additional scoping work to enable project delivery. All projects removed from FY23 CBP and replaced with a single item for scoping direction, scoping work will inform FY24 CBP.	30/06/2023	Operations	No change	Property and Assets	No Change
200.00	Listening and Leading	KPI	Progress community priorities highlighted in MARKYT Community Scorecard 2021.	Progress community priorities highlighted in MARKYT Community Scorecard 2021.	no change		30/06/2023	Corporate Affairs	No change	Communication and Marketing	No Change

Attachment 2 CBP updates required at mid-year review



ID	Strategic Outcome	Class	Original Project/Activity	Updated Project/Activity	Change Summary	Change Notes	Due date	Division	Updated Division	Original B/S Unit	Updated B/S unit
166.00	City Growth & Moving Around	Qrtly Milestone	Q1 - Semple/Berrigan Realignment - Stakeholder engagement	Q1 - Semple/Berrigan Realignment - Stakeholder engagement	no change		30/09/2022	Built and Natural Environment	No change	Planning	No Change
167.00	City Growth & Moving Around	Qrtly Milestone	Q2 - Semple/Berrigan Realignment - Annual cost review (DCP11)	Q2 - Semple/Berrigan Realignment - Annual cost review (DCP11)	no change		31/12/2022	Built and Natural Environment	No change	Planning	No Change
168.00	City Growth & Moving Around	Qrtly Milestone	Q3 - Semple/Berrigan Realignment - Stakeholder Engagement	Q3 - Semple/Berrigan Realignment - Stakeholder Engagement	no change		31/03/2023	Built and Natural Environment	No change	Planning	No Change
169.00	City Growth & Moving Around	Qrtly Milestone	Q4 - Semple/Berrigan Realignment - Stakeholder Engagement	Q4 - Semple/Berrigan Realignment - Stakeholder Engagement	no change		30/06/2023	Built and Natural Environment	No change	Planning	No Change
170.00	City Growth & Moving Around	KPI	Hammond Road Duplication	Hammond Road Duplication	Outcome unchanged, Program updated		30/06/2023	Operations	No change	Property and Assets	No Change
171.00	City Growth & Moving Around	Qrtly Milestone	Q1 - Project delivery		Outcome unchanged, Program updated, Project name updated		30/09/2022	Operations	No change	Property and Assets	No Change
172.00	City Growth & Moving Around	Qrtly Milestone	Q2 - Project delivery		Outcome unchanged, Program updated, Project name updated		31/12/2022	Operations	No change	Property and Assets	No Change
173.00	City Growth & Moving Around	Qrtly Milestone	Q3 - Project delivery	Q3 - Hammond Road Duplication - Project Delivery	Outcome unchanged, Program updated, Project name updated		31/03/2023	Operations	No change	Property and Assets	No Change
174.00	City Growth & Moving Around	Qrtly Milestone	Q4 - Practical completion	Q4 - Hammond Road Duplication - Practical completion	Outcome unchanged, Program updated, Project name updated		30/06/2023	Operations	No change	Property and Assets	No Change
175.00	Listening and Leading	KPI	Consolidate all strategies into 7 Divisional Strategies	Deliver Corporate Strategy Framework	Outcome unchanged, Program updated, Project name updated		30/06/2023	Governance and Strategy	No change	Strategy and Integrated Planning	No Change
176.00	Listening and Leading	Qrtly Milestone	Q1 - Development of divisional strategies	Q1 - Commence divisional detailed strategic document audit	Outcome unchanged, Program updated, Project name updated		30/09/2022	Governance and Strategy	No change	Strategy and Integrated Planning	No Change
177.00	Listening and Leading	Qrtly Milestone	Q2 - Adoption of divisional strategies by Council	Q2 - Minor CBP review commenced	Outcome unchanged, Program updated, Project name updated		30/09/2022	Governance and Strategy	No change	Strategy and Integrated Planning	No Change
178.00	Listening and Leading	Qrtly Milestone	Q3 - Implementation of divisional strategies	Q3 - Major review program for CBP, WFP, LTFP and budget identified	Outcome unchanged, Program updated, Project name updated		31/03/2023	Governance and Strategy	No change	Strategy and Integrated Planning	No Change
179.00	Listening and Leading	Qrtly Milestone	Q4 - Implementation of divisional strategies	Q4 - Divisional strategic document audit complete	Outcome unchanged, Program updated, Project name updated		31/03/2023	Governance and Strategy	No change	Strategy and Integrated Planning	No Change
180.00	Listening and Leading	KPI	Review Organisational Risk Management Maturity	Review Organisational Risk Management Maturity	Outcome unchanged, Program updated		30/06/2023	Governance and Strategy	No change	Legal and Compliance	No Change
181.00	Listening and Leading	Qrtly Milestone	Q1 - Organisational Risk Management Maturity Review - Review list of service providers	Q1 - Organisational Risk Management Maturity Review - Review list of service providers	no change		30/09/2022	Governance and Strategy	No change	Legal and Compliance	No Change
182.00	Listening and Leading	Qrtly Milestone	Q2 - Organisational Risk Management Maturity Review - Engage service provider	Q2 - Organisational Risk Management Maturity Review - Engage service provider	no change		31/12/2022	Governance and Strategy	No change	Legal and Compliance	No Change
183.00	Listening and Leading	Qrtly Milestone	Q3 - Report to ARC at September 2023 meeting	Q3 - Organisational Risk Management Maturity Review - Review complete	Outcome unchanged, Program updated, Project name updated		23/03/2023	Governance and Strategy	No change	Legal and Compliance	No Change

Attachment 2 CBP updates required at mid-year review

ID	Strategic Outcome	Class	Original Project/Activity	Updated Project/Activity	Change Summary	Change Notes	Due date	Division	Updated Division	Original B/S Unit	Updated B/S unit
149.00	City Growth & Moving Around	KPI	Cockburn Civic and Cultural Centre		Remove additional planning required	Interdependencies between Spearwood Civic Precinct Renewal, Spearwood land development, Cockburn Civic and Cultural Centre, and Operations Centre Expansion require additional scoping work to enable project delivery. All projects removed from FY23 CBP and replaced with a single item for scoping direction, scoping work will inform FY24 CBP.	30/06/2023	Operations	No change	Property and Assets	No Change
150.00	City Growth & Moving Around	Qrtly Milestone	Q4 - Cockburn Civic and Cultural Centre. - Project initiation		Remove additional planning required	Interdependencies between Spearwood Civic Precinct Renewal, Spearwood land development, Cockburn Civic and Cultural Centre, and Operations Centre Expansion require additional scoping work to enable project delivery. All projects removed from FY23 CBP and replaced with a single item for scoping direction, scoping work will inform FY24 CBP.	30/06/2023	Operations	No change	Property and Assets	No Change
151.00	City Growth & Moving Around	KPI	Cockburn Central Carparking Project	Cockburn Central West car parking (Poletti rd.)	Outcome unchanged, Program updated, Project name updated		30/06/2023	Operations	No change	Property and Assets	No Change
152.00	City Growth & Moving Around	Qrtly Milestone	Q1 - Project initiation	Q1 - Cockburn Central Carparking Project - Business Case	Outcome unchanged, Program updated, Project name updated		30/09/2022	Operations	No change	Property and Assets	No Change
153.00	City Growth & Moving Around	Qrtly Milestone		Q2 - Cockburn Central Carparking Project - Business Case	Outcome unchanged, Program updated, Project name updated		31/12/2022	Operations	No change	Property and Assets	No Change
154.00	City Growth & Moving Around	Qrtly Milestone		Q3 - Cockburn Central Carparking Project - Refer to ERC	Outcome unchanged, Program updated, Project name updated		31/03/2023	Operations	No change	Property and Assets	No Change
155.00	City Growth & Moving Around	Qrtly Milestone		Q4 - Cockburn Central Carparking Project - Secure lease and commence carpark works	Outcome unchanged, Program updated, Project name updated		30/06/2023	Operations	No change	Property and Assets	No Change
156.00	City Growth & Moving Around	KPI	Review and update the City's District Traffic Study 2018	Review and update the City's District Traffic Study 2018	no change		30/06/2023	Built and Natural Environment	No change	Planning	No Change
157.00	City Growth & Moving Around	Qrtly Milestone	Q1 - Review and update the City's District Traffic Study 2018 - Assess scope requirements	Q1 - Review and update the City's District Traffic Study 2018 - Assess scope requirements	no change		30/09/2022	Built and Natural Environment	No change	Planning	No Change
158.00	City Growth & Moving Around	Qrtly Milestone	Q2 - Review and update the City's District Traffic Study 2018 - Report to ERC	Q2 - Review and update the City's District Traffic Study 2018 - Report to ERC	no change		31/12/2022	Built and Natural Environment	No change	Planning	No Change
159.00	City Growth & Moving Around	Qrtly Milestone	Q3 - Review and update the City's District Traffic Study 2018 - Project Initiation	Q3 - Review and update the City's District Traffic Study 2018 - Project Initiation	no change		31/03/2023	Built and Natural Environment	No change	Planning	No Change
160.00	City Growth & Moving Around	KPI	Advocacy for Cockburn Road Upgrade, Pedestrian Crossing and Car Parking	Advocacy for Cockburn Road Upgrade, Pedestrian Crossing and Car Parking	no change		30/06/2023	Corporate Affairs	No change	Advocacy and Engagement	No Change
161.00	City Growth & Moving Around	Qrtly Milestone	Q1 - Advocacy for Cockburn Road Upgrade, Pedestrian Crossing and Car Parking - Stakeholder Engagement	Q1 - Advocacy for Cockburn Road Upgrade, Pedestrian Crossing and Car Parking - Stakeholder Engagement	no change		30/09/2022	Corporate Affairs	No change	Advocacy and Engagement	No Change
162.00	City Growth & Moving Around	Qrtly Milestone	Q2 - Advocacy for Cockburn Road Upgrade, Pedestrian Crossing and Car Parking - Stakeholder Engagement	Q2 - Advocacy for Cockburn Road Upgrade, Pedestrian Crossing and Car Parking - Stakeholder Engagement	no change		31/12/2022	Corporate Affairs	No change	Advocacy and Engagement	No Change
163.00	City Growth & Moving Around	Qrtly Milestone	Q3 - Advocacy for Cockburn Road Upgrade, Pedestrian Crossing and Car Parking - Council update	Q3 - Advocacy for Cockburn Road Upgrade, Pedestrian Crossing and Car Parking - Council update	no change		31/03/2023	Corporate Affairs	No change	Advocacy and Engagement	No Change
164.00	City Growth & Moving Around	Qrtly Milestone	Q4 - Advocacy for Cockburn Road Upgrade, Pedestrian Crossing and Car Parking - Stakeholder Engagement	Q4 - Advocacy for Cockburn Road Upgrade, Pedestrian Crossing and Car Parking - Stakeholder Engagement	no change		30/06/2023	Corporate Affairs	No change	Advocacy and Engagement	No Change
165.00	City Growth & Moving Around	KPI	Samble/Berrigan Realignment	Samble/Berrigan Realignment	no change		30/06/2023	Built and Natural Environment	No change	Planning	No Change

Attachment 2 CBP updates required at mid-year review

ID	Strategic Outcome	Class	Original Project/Activity	Updated Project/Activity	Change Summary	Change Notes	Due date	Division	Updated Division	Original B/S Unit	Updated B/S unit
136.00	City Growth & Moving Around	Qrtly Milestone	Q2 - Document review		Reforecast to FY24 as dependent on ministerial approval for Planning Strategy	Scheme review dependent completion of local planning strategy (LPS). LPS completion dependent on ministerial approval, timeframes for LPS approval outside of CoC control.	31/12/2022	Built and Natural Environment	No change	Planning	No Change
137.00	City Growth & Moving Around	Qrtly Milestone	Q3 - Document drafting		Reforecast to FY24 as dependent on ministerial approval for Planning Strategy	Scheme review dependent completion of local planning strategy (LPS). LPS completion dependent on ministerial approval, timeframes for LPS approval outside of CoC control.	31/03/2023	Built and Natural Environment	No change	Planning	No Change
138.00	City Growth & Moving Around	Qrtly Milestone	Q4 - Report to Council		Reforecast to FY24 as dependent on ministerial approval for Planning Strategy	Scheme review dependent completion of local planning strategy (LPS). LPS completion dependent on ministerial approval, timeframes for LPS approval outside of CoC control.	30/06/2023	Built and Natural Environment	No change	Planning	No Change
139.00	City Growth & Moving Around	KPI	Cockburn Central West Car park	Cockburn Central town centre parking facility feasibility study - AT GRADE	Outcome unchanged, Program updated, Project name updated		30/06/2023	Community Services	No change	Community Safety and Ranger Services	No Change
140.00	City Growth & Moving Around	Qrtly Milestone	Q1 - Cockburn Central West Car Park - Project Delivery	Q1 - Cockburn Central West Car Park - Project Delivery	no change		30/09/2022	Community Services	No change	Community Safety and Ranger Services	No Change
141.00	City Growth & Moving Around	Qrtly Milestone	Q2 - Cockburn Central West Car Park - Project completion	Q2 - Cockburn Central West Car Park - Project completion	no change		31/12/2022	Community Services	No change	Community Safety and Ranger Services	No Change
142.00	City Growth & Moving Around	KPI	Reconnecting Hamilton Hill (post Roe 9) Urban Renewal Project	Reconnecting Hamilton Hill (post Roe 9) Urban Renewal Project	Outcome unchanged, Program updated		30/06/2023	Built and Natural Environment	No change	Planning	No Change
143.00	City Growth & Moving Around	Qrtly Milestone	Q1 - Data collection and review (including early identification of stakeholders)		Outcome unchanged, Program updated, Project name updated		31/12/2022	Built and Natural Environment	No change	Planning	No Change
144.00	City Growth & Moving Around	Qrtly Milestone	Q2 - Reconnecting Hamilton Hill (post Roe 9) Urban Renewal Project - Prepare lists of technical disciplines and draft stakeholders	Q2 - Reconnecting Hamilton Hill (post Roe 9) Urban Renewal Project - Prepare lists of technical disciplines and draft stakeholders	no change		31/12/2022	Built and Natural Environment	No change	Planning	No Change
145.00	City Growth & Moving Around	KPI	Spearwood Civic Precinct Renewal		Remove additional planning required	Interdependencies between Spearwood Civic Precinct Renewal, Spearwood land development, Cockburn Civic and Cultural Centre, and Operations Centre Expansion require additional scoping work to enable project delivery. All projects removed from FY23 CBP and replaced with a single item for scoping direction, scoping work will inform FY24 CBP.	30/06/2023	Operations	No change	Property and Assets	No Change
146.00	City Growth & Moving Around	Qrtly Milestone	Q4 - Spearwood Civic Precinct Renewal - Project initiation		Remove additional planning required	Interdependencies between Spearwood Civic Precinct Renewal, Spearwood land development, Cockburn Civic and Cultural Centre, and Operations Centre Expansion require additional scoping work to enable project delivery. All projects removed from FY23 CBP and replaced with a single item for scoping direction, scoping work will inform FY24 CBP.	30/06/2023	Operations	No change	Property and Assets	No Change
147.00	City Growth & Moving Around	KPI	Spearwood Land Development		Remove additional planning required	Interdependencies between Spearwood Civic Precinct Renewal, Spearwood land development, Cockburn Civic and Cultural Centre, and Operations Centre Expansion require additional scoping work to enable project delivery. All projects removed from FY23 CBP and replaced with a single item for scoping direction, scoping work will inform FY24 CBP.	30/06/2023	Operations	No change	Property and Assets	No Change
148.00	City Growth & Moving Around	Qrtly Milestone	Q4 - Spearwood Land Development - Project initiation		Remove additional planning required		30/06/2023	Operations	No change	Property and Assets	No Change

Attachment 2 CBP updates required at mid-year review



ID	Strategic Outcome	Class	Original Project/Activity	Updated Project/Activity	Change Summary	Change Notes	Due date	Division	Updated Division	Original B/S Unit	Updated B/S unit
117.00	Community, Lifestyle and Security	Qrtly Milestone	Q3 - Smart Building Project (Project BETTI) - Project delivery	Q3 - Smart Building Project (Project BETTI) - Project delivery	no change		31/03/2023	Community Services	No change	Community Safety and Ranger Services	No Change
118.00	Community, Lifestyle and Security	Qrtly Milestone	Q4 - Smart Building Project (Project BETTI) - Project delivery	Q4 - Smart Building Project (Project BETTI) - Project delivery	no change		30/06/2023	Community Services	No change	Community Safety and Ranger Services	No Change
119.00	Community, Lifestyle and Security	KPI	Aboriginal Cultural and Visitors Centre Development	Aboriginal Cultural and Visitors Centre Development	Outcome unchanged, Program updated		30/06/2023	Community Services	operations	Recreation	project services
120.00	Community, Lifestyle and Security	Qrtly Milestone	Q1 - Aboriginal Cultural and Visitors Centre Development - Design Development	Q1 - Aboriginal Cultural and Visitors Centre Development - Design Development	no change		30/09/2022	Community Services	operations	Recreation	project services
121.00	Community, Lifestyle and Security	Qrtly Milestone	Q2 - Aboriginal Cultural and Visitors Centre Development - Design Development	Q2 - Aboriginal Cultural and Visitors Centre Development - Design Development	no change		31/12/2022	Community Services	operations	Recreation	project services
122.00	Community, Lifestyle and Security	Qrtly Milestone	Q3 Aboriginal Cultural and Visitors Centre Development - Design Development	Q3 - Aboriginal Cultural and Visitors Centre Development - Public Tender	Outcome unchanged, Program updated, Project name updated		31/03/2023	Community Services	operations	Recreation	project services
123.00	Community, Lifestyle and Security	Qrtly Milestone	Q4 - Aboriginal Cultural and Visitors Centre Development - Construction	Q4 - Aboriginal Cultural and Visitors Centre Development - Construction	no change		30/06/2023	Community Services	operations	Recreation	project services
124.00	Community, Lifestyle and Security	KPI	Review the Reconciliation Action Plan 2018-2021	Review the Reconciliation Action Plan 2018-2021	no change		30/06/2023	Community Services	No change	Community Development and Services	No Change
125.00	Community, Lifestyle and Security	Qrtly Milestone	Q1 - Review the Reconciliation Action Plan 2018-2021 - Continue to review plan	Q1 - Review the Reconciliation Action Plan 2018-2021 - Continue to review plan	no change		30/09/2022	Community Services	No change	Community Development and Services	No Change
126.00	Community, Lifestyle and Security	Qrtly Milestone	Q2 - Review the Reconciliation Action Plan 2018-2021 - Stakeholder Engagement	Q2 - Review the Reconciliation Action Plan 2018-2021 - Stakeholder Engagement	no change		31/12/2022	Community Services	No change	Community Development and Services	No Change
127.00	Community, Lifestyle and Security	Qrtly Milestone	Q3 - Review the Reconciliation Action Plan 2018-2021 - Draft Plan submitted to Reconciliation Australia	Q3 - Review the Reconciliation Action Plan 2018-2021 - Draft Plan submitted to Reconciliation Australia	no change		31/03/2023	Community Services	No change	Community Development and Services	No Change
128.00	Community, Lifestyle and Security	Qrtly Milestone	Q4 - Review the Reconciliation Action Plan 2018-2021 - Plan submitted to OCM	Q4 - Review the Reconciliation Action Plan 2018-2021 - Plan submitted to OCM	no change		30/06/2023	Community Services	No change	Community Development and Services	No Change
129.00	City Growth & Moving Around	KPI	Prepare the new Local Planning Strategy for the District	Prepare the new Local Planning Strategy for the District	Outcome unchanged, Program updated, Project name updated		30/06/2023	Built and Natural Environment	No change	Planning	No Change
130.00	City Growth & Moving Around	Qrtly Milestone	Q1 - Prepare new Local Planning Strategy - Public Consultation	Q1 - Prepare new Local Planning Strategy - Public Consultation	no change		30/09/2022	Built and Natural Environment	No change	Planning	No Change
131.00	City Growth & Moving Around	Qrtly Milestone	Q2 - Report to Council		Outcome unchanged, Program updated, Project name updated		31/12/2022	Built and Natural Environment	No change	Planning	No Change
132.00	City Growth & Moving Around	Qrtly Milestone	Q3 - Western Australian Planning Commission and Ministerial determinations		Outcome unchanged, Program updated, Project name updated		31/03/2023	Built and Natural Environment	No change	Planning	No Change
133.00	City Growth & Moving Around	Qrtly Milestone	Q4 - Finalise strategy	Q4 - Prepare new Local Planning Strategy - Draft document endorsed by Council for submission to the WAPC	Outcome unchanged, Program updated, Project name updated		30/06/2023	Built and Natural Environment	No change	Planning	No Change
134.00	City Growth & Moving Around	KPI	Prepare the new Local Planning Scheme for the District		Reforecast to FY24	Scheme review dependent completion of local planning strategy (LPS). LPS completion dependent on ministerial approval, timeframes for LPS approval outside of CoC control.	30/06/2023	Built and Natural Environment	No change	Planning	No Change
135.00	City Growth & Moving Around	Qrtly Milestone	Q1 - Document review		Reforecast to FY24 as dependent on ministerial approval for Planning Strategy	Scheme review dependent completion of local planning strategy (LPS). LPS completion dependent on ministerial approval, timeframes for LPS approval outside of CoC control.	30/09/2022	Built and Natural Environment	No change	Planning	No Change

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ID	Strategic Outcome	Class	Original Project/Activity	Updated Project/Activity	Change Summary	Change Notes	Due date	Division	Updated Division	Original B/S Unit	Updated B/S unit
95.00	Community, Lifestyle and Security	Qrtly Milestone	Q1 - Santich Park Upgrade - Development application	Q1 - Santich Park Upgrade - Development application	no change		30/09/2022	Community Services	operations	Recreation	project services
96.00	Community, Lifestyle and Security	Qrtly Milestone	Q2 - Santich Park Upgrade - Tender issue and award	Q2 - Santich Park Upgrade - Tender issue and award	no change		31/12/2022	Community Services	operations	Recreation	project services
97.00	Community, Lifestyle and Security	Qrtly Milestone	Q3 - Santich Park Upgrade - Construction	Q3 - Santich Park Upgrade - Construction	no change		31/03/2023	Community Services	operations	Recreation	project services
98.00	Community, Lifestyle and Security	Qrtly Milestone	Q4 - Santich Park Upgrade - Construction	Q4 - Santich Park Upgrade - Construction	no change		30/06/2023	Community Services	operations	Recreation	project services
99.00	Community, Lifestyle and Security	KPI	Manning Park Master Plan Implementation		Reforecast to FY 24, funding not allocated	Funding for Manning Park Masterplan was not included in the FY23 budget, this will be addressed through the FY24 budgeting process	30/06/2023	Built and Natural Environment	No change	Sustainability and Environment	No Change
100.00	Community, Lifestyle and Security	Qrtly Milestone	Q1 - Stage 3 of lakeside path improvements complete. Report to Expenditure Review Committee on trail network actions		reforecast to FY 24, funding not allocated	Funding for Manning Park Masterplan was not included in the FY23 budget, this will be addressed through the FY24 budgeting process	30/09/2022	Built and Natural Environment	No change	Sustainability and Environment	No Change
101.00	Community, Lifestyle and Security	Qrtly Milestone	Q2 - Subject to budget adjustment, management of trails network		reforecast to FY 24, funding not allocated	Funding for Manning Park Masterplan was not included in the FY23 budget, this will be addressed through the FY24 budgeting process	31/12/2022	Built and Natural Environment	No change	Sustainability and Environment	No Change
102.00	Community, Lifestyle and Security	Qrtly Milestone	Q3 - Subject to budget adjustment, management of trails network		reforecast to FY 24, funding not allocated	Funding for Manning Park Masterplan was not included in the FY23 budget, this will be addressed through the FY24 budgeting process	31/03/2023	Built and Natural Environment	No change	Sustainability and Environment	No Change
103.00	Community, Lifestyle and Security	Qrtly Milestone	Q4 - Subject to budget adjustment, management of trails network		reforecast to FY 24, funding not allocated	Funding for Manning Park Masterplan was not included in the FY23 budget, this will be addressed through the FY24 budgeting process	30/06/2023	Built and Natural Environment	No change	Sustainability and Environment	No Change
104.00	Community, Lifestyle and Security	KPI	Review the Community, Sport & Recreation Facilities Plan 2018-2033	Review the Community, Sport & Recreation Facilities Plan 2018-2033	no change		30/06/2023	Community Services	No change	Recreation	No Change
105.00	Community, Lifestyle and Security	Qrtly Milestone	Q1 - Review the Community, Sport & Recreation Facilities Plan 2018-2033 - Community consultation round 1	Q1 - Review the Community, Sport & Recreation Facilities Plan 2018-2033 - Community consultation round 1	no change		30/09/2022	Community Services	No change	Recreation	No Change
106.00	Community, Lifestyle and Security	Qrtly Milestone	Q2 - Review the Community, Sport & Recreation Facilities Plan 2018-2033 - Community consultation continued, drafting plan	Q2 - Review the Community, Sport & Recreation Facilities Plan 2018-2033 - Community consultation continued, drafting plan	no change		31/12/2022	Community Services	No change	Recreation	No Change
107.00	Community, Lifestyle and Security	Qrtly Milestone	Q3 - Review the Community, Sport & Recreation Facilities Plan 2018-2033 - Community Consultation round 2	Q3 - Review the Community, Sport & Recreation Facilities Plan 2018-2033 - Community Consultation round 2	no change		31/03/2023	Community Services	No change	Recreation	No Change
108.00	Community, Lifestyle and Security	Qrtly Milestone	Q4 - Review the Community, Sport & Recreation Facilities Plan 2018-2033 - Draft plan presented to council	Q4 - Review the Community, Sport & Recreation Facilities Plan 2018-2033 - Draft plan presented to council	no change		30/06/2023	Community Services	No change	Recreation	No Change
109.00	Community, Lifestyle and Security	KPI	Indigenous Multicultural Sport & Learning Centre – ARC Precinct	Multicultural Centre for Sport and Education – ARC Precinct	Outcome unchanged, name of project updated		30/06/2023	Community Services	No change	Recreation	No Change
110.00	Community, Lifestyle and Security	Qrtly Milestone	Q1 - Multicultural Sport & Learning Centre – ARC Precinct - High level, built form concept drawings	Q1 - Multicultural Sport & Learning Centre – ARC Precinct - High level, built form concept drawings	no change		30/09/2022	Community Services	No change	Recreation	No Change
111.00	Community, Lifestyle and Security	Qrtly Milestone	Q2 - Multicultural Sport & Learning Centre – ARC Precinct - Land ownership and assessment	Q2 - Multicultural Sport & Learning Centre – ARC Precinct - Land ownership and assessment	no change		31/12/2022	Community Services	No change	Recreation	No Change
112.00	Community, Lifestyle and Security	Qrtly Milestone	Q3 - Multicultural Sport & Learning Centre – Feasibility Study	Q3 - Multicultural Sport & Learning Centre – Feasibility Study	no change		31/03/2023	Community Services	No change	Recreation	No Change
113.00	Community, Lifestyle and Security	Qrtly Milestone	Q4 - Multicultural Sport & Learning Centre – Feasibility study	Q4 - Multicultural Sport & Learning Centre – Feasibility study	no change		30/06/2023	Community Services	No change	Recreation	No Change
114.00	Community, Lifestyle and Security	KPI	Smart Buildings Project (Project BETTI)	Smart Buildings Project (Project BETTI)	no change		30/06/2023	Community Services	No change	Community Safety and Ranger Services	No Change
115.00	Community, Lifestyle and Security	Qrtly Milestone	Q1 - Smart Building Project (Project BETTI) - Commence Project delivery	Q1 - Smart Building Project (Project BETTI) - Commence Project delivery	no change		30/09/2022	Community Services	No change	Community Safety and Ranger Services	No Change
116.00	Community, Lifestyle and Security	Qrtly Milestone	Q2 - Smart Building Project (Project BETTI) - Project delivery	Q2 - Smart Building Project (Project BETTI) - Project delivery	no change		31/12/2022	Community Services	No change	Community Safety and Ranger Services	No Change

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ID	Strategic Outcome	Class	Original Project/Activity	Updated Project/Activity	Change Summary	Change Notes	Due date	Division	Updated Division	Original B/S Unit	Updated B/S unit
75.00	Community, Lifestyle and Security	Qrtly Milestone	Q1 - Cockburn Arc Health and Fitness expansion - Design Development	Q1 - Cockburn Arc Health and Fitness expansion - Design Development	no change		30/09/2022	Community Services	operations	Recreation	project services
76.00	Community, Lifestyle and Security	Qrtly Milestone	Q2 - Cockburn Arc Health and Fitness expansion - Design Development	Q2 - Cockburn Arc Health and Fitness expansion - Design Development	no change		31/12/2022	Community Services	operations	Recreation	project services
77.00	Community, Lifestyle and Security	Qrtly Milestone	Q3 - Cockburn Arc Health and Fitness expansion - Tender	Q3 - Cockburn Arc Health and Fitness expansion - Tender	no change		31/03/2023	Community Services	operations	Recreation	project services
78.00	Community, Lifestyle and Security	Qrtly Milestone	Q4 - Cockburn Arc Health and Fitness expansion - Construction	Q4 - Cockburn Arc Health and Fitness expansion - Construction	no change		30/06/2023	Community Services	operations	Recreation	project services
79.00	Community, Lifestyle and Security	KPI	Coogee Golf Course review		Reforecast to FY24	Resourcing limitations, internal resource not sufficient to delivery. Business plan is under review to include recent completion of geotechnical survey and update costs with current market conditions.	30/06/2023	Community Services	No change	Recreation	No Change
80.00	Community, Lifestyle and Security	Qrtly Milestone	Q1 - Coogee Golf Course Review - Expenditure Review Committee		Reforecast to FY24	Resourcing limitations, internal resource not sufficient to delivery. Business plan is under review to include recent completion of geotechnical survey and update costs with current market conditions.	30/09/2022	Community Services	No change	Recreation	No Change
81.00	Community, Lifestyle and Security	Qrtly Milestone	Q2 - Coogee Golf Course Review - Project Initiation		Reforecast to FY24	Resourcing limitations, internal resource not sufficient to delivery. Business plan is under review to include recent completion of geotechnical survey and update costs with current market conditions.	31/12/2022	Community Services	No change	Recreation	No Change
82.00	Community, Lifestyle and Security	Qrtly Milestone	Q3 - Coogee Golf Course Review - Project Initiation		Reforecast to FY24	Resourcing limitations, internal resource not sufficient to delivery. Business plan is under review to include recent completion of geotechnical survey and update costs with current market conditions.	31/03/2023	Community Services	No change	Recreation	No Change
83.00	Community, Lifestyle and Security	Qrtly Milestone	Q4 - Coogee Golf Course Review - Project Initiation		Reforecast to FY24	Resourcing limitations, internal resource not sufficient to delivery. Business plan is under review to include recent completion of geotechnical survey and update costs with current market conditions.	30/06/2023	Community Services	No change	Recreation	No Change
84.00	Community, Lifestyle and Security	KPI	Beeliar Reserve Redevelopment	Beeliar Reserve Redevelopment	no change		30/06/2023	Community Services	operations	Recreation	project services
85.00	Community, Lifestyle and Security	Qrtly Milestone	Q1 - Beeliar Reserve Redevelopment - Community and stakeholder engagement, and needs assessment	Q1 - Beeliar Reserve Redevelopment - Community and stakeholder engagement, and needs assessment	no change		30/09/2022	Community Services	operations	Recreation	project services
86.00	Community, Lifestyle and Security	Qrtly Milestone	Q2 - Beeliar Reserve Redevelopment - feasibility study and concept plans	Q2 - Beeliar Reserve Redevelopment - feasibility study and concept plans	no change		31/12/2022	Community Services	operations	Recreation	project services
87.00	Community, Lifestyle and Security	Qrtly Milestone	Q3 - Beeliar Reserve Redevelopment - finalise business case	Q3 - Beeliar Reserve Redevelopment - finalise business case	no change		31/03/2023	Community Services	operations	Recreation	project services
88.00	Community, Lifestyle and Security	Qrtly Milestone	Q4 - Beeliar Reserve Redevelopment - investigate and prepare funding application	Q4 - Beeliar Reserve Redevelopment - investigate and prepare funding application	no change		30/06/2023	Community Services	operations	Recreation	project services
89.00	Community, Lifestyle and Security	KPI	Tempest Park Redevelopment	Tempest Park Redevelopment	no change		30/06/2023	Community Services	operations	Recreation	project services
90.00	Community, Lifestyle and Security	Qrtly Milestone	Q1 - Tempest Park Redevelopment - Community and stakeholder engagement and Needs assessment	Q1 - Tempest Park Redevelopment - Community and stakeholder engagement and Needs assessment	no change		30/09/2022	Community Services	operations	Recreation	project services
91.00	Community, Lifestyle and Security	Qrtly Milestone	Q2 - Tempest Park Redevelopment - Feasibility study and concept plans	Q2 - Tempest Park Redevelopment - Feasibility study and concept plans	no change		31/12/2022	Community Services	operations	Recreation	project services
92.00	Community, Lifestyle and Security	Qrtly Milestone	Q3 - Tempest Park Redevelopment - Prepare external funding submission(s) for sports lighting	Q3 - Tempest Park Redevelopment - Prepare external funding submission(s) for sports lighting	no change		31/03/2023	Community Services	operations	Recreation	project services
93.00	Community, Lifestyle and Security	Qrtly Milestone	Q4 - Tempest Park Redevelopment - Business case	Q4 - Tempest Park Redevelopment - Business case	no change		30/06/2023	Community Services	operations	Recreation	project services
94.00	Community, Lifestyle and Security	KPI	Santich Park – Upgrade	Santich Park – Upgrade	no change		30/06/2023	Community Services	operations	Recreation	project services

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ID	Strategic Outcome	Class	Original Project/Activity	Updated Project/Activity	Change Summary	Change Notes	Due date	Division	Updated Division	Original B/S Unit	Updated B/S unit
52.00	Community, Lifestyle and Security	Qrtly Milestone	Q3 - Submit to OCM for adoption	Q3 - Review the Disability Access and Inclusion Plan - stakeholder engagement complete	Outcome unchanged, Program updated		31/03/2023	Community Services	No change	Community Development and Services	No Change
53.00	Community, Lifestyle and Security	Qrtly Milestone	Q4 - Implement new DAIP plan	Q4 - Review the Disability Access and Inclusion Plan - Draft submitted to OCM	Outcome unchanged, Program updated		30/06/2023	Community Services	No change	Community Development and Services	No Change
54.00	Community, Lifestyle and Security	KPI	Malabar BMX Park Redevelopment		Reforecast to FY24	Resourcing limitations, internal resource not sufficient to delivery Malabar within FY23. contract documentation ready for market engagement.	30/06/2023	Community Services	operations	Recreation	project services
55.00	Community, Lifestyle and Security	Qrtly Milestone	Q1 - Malabar BMX Park redevelopment - Develop grant funding submission		Reforecast to FY24	resourcing limitations, internal resource not sufficient to delivery Malabar with FY23.	30/09/2022	Community Services	operations	Recreation	project services
56.00	Community, Lifestyle and Security	Qrtly Milestone	Q2 - Malabar BMX Park redevelopment - Submit grant funding submission		Reforecast to FY24	resourcing limitations, internal resource not sufficient to delivery Malabar with FY23.	31/12/2022	Community Services	operations	Recreation	project services
57.00	Community, Lifestyle and Security	Qrtly Milestone	Q3 - Malabar BMX Park redevelopment - Submit grant funding submission		Reforecast to FY24	resourcing limitations, internal resource not sufficient to delivery Malabar with FY23.	31/03/2023	Community Services	operations	Recreation	project services
58.00	Community, Lifestyle and Security	Qrtly Milestone	Q4 - Malabar BMX Park redevelopment - Refer to Expenditure Review Committee prior to tender		Reforecast to FY24	resourcing limitations, internal resource not sufficient to delivery Malabar with FY23.	30/06/2023	Community Services	operations	Recreation	project services
59.00	Community, Lifestyle and Security	KPI	Beale Park Redevelopment	Beale Park Redevelopment	no change		30/06/2023	Community Services	operations	Recreation	project services
60.00	Community, Lifestyle and Security	Qrtly Milestone	Q1 - Beale Park Redevelopment - Design development	Q1 - Beale Park Redevelopment - Design development	no change		30/09/2022	Community Services	operations	Recreation	project services
61.00	Community, Lifestyle and Security	Qrtly Milestone	Q2 - Beale Park Redevelopment - Design development	Q2 - Beale Park Redevelopment - Design development	no change		31/12/2022	Community Services	operations	Recreation	project services
62.00	Community, Lifestyle and Security	Qrtly Milestone	Q3 - Beale Park Redevelopment - Design development	Q3 - Beale Park Redevelopment - Design development	no change		31/03/2023	Community Services	operations	Recreation	project services
63.00	Community, Lifestyle and Security	Qrtly Milestone	Q4 - Beale Park Redevelopment - Refer to Expenditure Review Committee prior to tender	Q4 - Beale Park Redevelopment - Refer to Expenditure Review Committee prior to tender	no change		30/06/2023	Community Services	operations	Recreation	project services
64.00	Community, Lifestyle and Security	KPI	Port Coogee Community Space	Port Coogee Community Space	no change		30/06/2023	Community Services	No change	Recreation	No Change
65.00	Community, Lifestyle and Security	Qrtly Milestone	Q1 - Port Coogee Community Space - Design development	Q1 - Port Coogee Community Space - Design development	no change		30/09/2022	Community Services	No change	Recreation	No Change
66.00	Community, Lifestyle and Security	Qrtly Milestone	Q2 - Port Coogee Community Space - Design development	Q2 - Port Coogee Community Space - Design development	no change		31/12/2022	Community Services	No change	Recreation	No Change
67.00	Community, Lifestyle and Security	Qrtly Milestone	Q3 - Port Coogee Community Space - Design complete	Q3 - Port Coogee Community Space - Design complete	no change		31/03/2023	Community Services	No change	Recreation	No Change
68.00	Community, Lifestyle and Security	Qrtly Milestone	Q4 - Port Coogee Community Space - Await construction by Frasers	Q4 - Port Coogee Community Space - Await construction by Frasers	no change		31/03/2023	Community Services	No change	Recreation	No Change
69.00	Community, Lifestyle and Security	KPI	Wally Hagan Recreation Centre Redevelopment	Wally Hagan Recreation Centre Redevelopment	no change		30/06/2023	Community Services	No change	Recreation	No Change
70.00	Community, Lifestyle and Security	Qrtly Milestone	Q1 - Wally Hagan Recreation Centre Redevelopment - Project Initiation	Q1 - Wally Hagan Recreation Centre Redevelopment - Project Initiation	no change		30/09/2022	Community Services	No change	Recreation	No Change
71.00	Community, Lifestyle and Security	Qrtly Milestone	Q2 - Wally Hagan Recreation Centre Redevelopment - Project Initiation	Q2 - Wally Hagan Recreation Centre Redevelopment - Project Initiation	no change		31/12/2022	Community Services	No change	Recreation	No Change
72.00	Community, Lifestyle and Security	Qrtly Milestone	Q3 - Wally Hagan Recreation Centre Redevelopment - Project Initiation and memorial	Q3 - Wally Hagan Recreation Centre Redevelopment - Project Initiation and memorial	no change		31/03/2023	Community Services	No change	Recreation	No Change
73.00	Community, Lifestyle and Security	Qrtly Milestone	Q4 - Wally Hagan Recreation Centre Redevelopment - Develop business case	Q4 - Wally Hagan Recreation Centre Redevelopment - Develop business case	no change		30/06/2023	Community Services	No change	Recreation	No Change
74.00	Community, Lifestyle and Security	KPI	Cockburn ARC – Health and Fitness Expansion	Cockburn ARC – Health and Fitness Expansion	no change		30/06/2023	Community Services	operations	Recreation	project services

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ID	Strategic Outcome	Class	Original Project/Activity	Updated Project/Activity	Change Summary	Change Notes	Due date	Division	Updated Division	Original B/S Unit	Updated B/S unit
24.00	Environmental Responsibility	Qrtly Milestone	Q3 - Review Urban Forest Plan 2018-2028 - Finalise review	Q3 - Review Urban Forest Plan 2018-2028 - Finalise review	no change		31/03/2023	Built and Natural Environment	No change	Sustainability and Environment	No Change
25.00	Environmental Responsibility	KPI	Undertake Yandjet Park Yangebup Improvements	Undertake Yandjet Park Yangebup Improvements	no change		30/06/2023	Operations	No change	Project Management Office	No Change
26.00	Environmental Responsibility	Qrtly Milestone	Q1 - Undertake Yandjet Park Yangebup Improvements - Consultation	Q1 - Undertake Yandjet Park Yangebup Improvements - Consultation	no change		30/09/2022	Operations	No change	Project Management Office	No Change
27.00	Environmental Responsibility	Qrtly Milestone	Q2 - Undertake Yandjet Park Yangebup Improvements - Concept design	Q2 - Undertake Yandjet Park Yangebup Improvements - Concept design	no change		31/12/2022	Operations	No change	Project Management Office	No Change
28.00	Environmental Responsibility	Qrtly Milestone	Q3 - Undertake Yandjet Park Yangebup Improvements - Schematic design	Q3 - Undertake Yandjet Park Yangebup Improvements - Schematic design	no change		31/03/2023	Operations	No change	Project Management Office	No Change
29.00	Environmental Responsibility	Qrtly Milestone	Q4 - Undertake Yandjet Park Yangebup Improvements - detailed design	Q4 - Undertake Yandjet Park Yangebup Improvements - detailed design	no change		30/06/2023	Operations	No change	Project Management Office	No Change
30.00	Environmental Responsibility	KPI	EV charges at all City infrastructure with Solar	EV charges at all City infrastructure with Solar	no change		30/06/2023	Operations	No change	Project Management Office	No Change
31.00	Environmental Responsibility	Qrtly Milestone	Q2 - EV charging points at all City infrastructure with solar - Project initiation	Q2 - EV charging points at all City infrastructure with solar - Project initiation	no change		31/12/2022	Operations	No change	Project Management Office	No Change
32.00	Environmental Responsibility	Qrtly Milestone	Q3 - EV charging points at all City infrastructure with solar - Project initiation	Q3 - EV charging points at all City infrastructure with solar - Project initiation	no change		31/12/2022	Operations	No change	Project Management Office	No Change
33.00	Environmental Responsibility	Qrtly Milestone	Q4 - EV charging points at all City infrastructure with solar - Project design	Q4 - EV charging points at all City infrastructure with solar - Project design	no change		31/03/2023	Operations	No change	Project Management Office	No Change
34.00	Environmental Responsibility	KPI	Waterwise Council Action Plan 2018-2028	Waterwise Council Action Plan 2018-2028	Outcome unchanged, Program updated		30/06/2023	Built and Natural Environment	No change	Sustainability and Environment	No Change
35.00	Environmental Responsibility	Qrtly Milestone	Q1 - Waterwise Council Action Plan 2018-2028 - Waterwise Verge Rebate Program Roll Out	Q1 - Waterwise Council Action Plan 2018-2028 - Waterwise Verge Rebate Program Roll Out	no change		30/09/2022	Built and Natural Environment	No change	Sustainability and Environment	No Change
36.00	Environmental Responsibility	Qrtly Milestone	Q2 - Commencement of waterwise Council Gold re-accreditation	Q3 - Waterwise Council Action Plan 2018-2028 - Commencement of annual review of WCAP	Outcome unchanged, Program updated		1/03/2023	Built and Natural Environment	No change	Sustainability and Environment	No Change
37.00	Environmental Responsibility	Qrtly Milestone	Q3 - Commencement of annual review of WCAP	Q4 - Waterwise Council Action Plan 2018-2028 - Commencement of Community Water Literacy Program	Outcome unchanged, Program updated		30/06/2023	Built and Natural Environment	No change	Sustainability and Environment	No Change
38.00	Environmental Responsibility	Qrtly Milestone	Q4 - Commencement of Community Water Literacy Program	Q2 - Waterwise Council Action Plan 2018-2028 - Commencement of waterwise Council Gold re-accreditation	Outcome unchanged, Program updated		31/12/2022	Built and Natural Environment	No change	Sustainability and Environment	No Change
39.00	Environmental Responsibility	KPI	Henderson Waste Recovery Park Redevelopment	Henderson Waste Recovery Park Redevelopment	no change		30/06/2023	Operations	No change	Project Management Office	No Change
40.00	Environmental Responsibility	Qrtly Milestone	Q1 - Henderson Waste Recovery Park Redevelopment - Project Design	Q1 - Henderson Waste Recovery Park Redevelopment - Project Design	no change		30/09/2022	Operations	No change	Project Management Office	No Change
41.00	Environmental Responsibility	Qrtly Milestone	Q2 - Henderson Waste Recovery Park Redevelopment - Project Design	Q2 - Henderson Waste Recovery Park Redevelopment - Project Design	no change		31/12/2022	Operations	No change	Project Management Office	No Change
42.00	Environmental Responsibility	Qrtly Milestone	Q3 - Henderson Waste Recovery Park Redevelopment - Tender	Q3 - Henderson Waste Recovery Park Redevelopment - Tender	no change		1/03/2023	Operations	No change	Project Management Office	No Change
43.00	Environmental Responsibility	Qrtly Milestone	Q4 - Henderson Waste Recovery Park Redevelopment - Project Delivery	Q4 - Henderson Waste Recovery Park Redevelopment - Project Delivery	no change		30/06/2023	Operations	No change	Project Management Office	No Change
44.00	Environmental Responsibility	KPI	Develop the Coastal Management and Development Plan	Develop the Coastal Management and Development Plan	Outcome unchanged, Program updated		30/06/2023	Built and Natural Environment	No change	Sustainability and Environment	No Change
45.00	Environmental Responsibility	Qrtly Milestone	Q1 - Design development		Outcome unchanged, Program updated		30/09/2022	Built and Natural Environment	No change	Sustainability and Environment	No Change
46.00	Environmental Responsibility	Qrtly Milestone	Q2 - Design development	Q2 - Develop the Coastal Management and Development Plan - Scope Development	Outcome unchanged, Program updated		31/12/2022	Built and Natural Environment	No change	Sustainability and Environment	No Change
47.00	Environmental Responsibility	Qrtly Milestone	Q3 - Design development	Q3 - Develop the Coastal Management and Development Plan - Design Development	Outcome unchanged, Program updated		31/03/2023	Built and Natural Environment	No change	Sustainability and Environment	No Change
48.00	Environmental Responsibility	Qrtly Milestone	Q4 - Stakeholder engagement	Q4 - Develop the Coastal Management and Development Plan - Stakeholder engagement	Outcome unchanged, Program updated		30/06/2023	Built and Natural Environment	No change	Sustainability and Environment	No Change
49.00	Community, Lifestyle and Security	KPI	Review the Disability Access and Inclusion Plan	Review the Disability Access and Inclusion Plan	Outcome unchanged, Program updated		30/06/2023	Community Services	No change	Community Development and Services	No Change
50.00	Community, Lifestyle and Security	Qrtly Milestone	Q1 - Review the Disability Access and Inclusion Plan - Complete project brief, commence plan review	Q1 - Review the Disability Access and Inclusion Plan - Complete project brief, commence plan review	no change		30/09/2022	Community Services	No change	Community Development and Services	No Change
51.00	Community, Lifestyle and Security	Qrtly Milestone	Q2 - Stakeholder engagement, draft plan developed	Q2 - Review the Disability Access and Inclusion Plan - Stakeholder engagement underway	Outcome unchanged, Program updated		31/12/2022	Community Services	No change	Community Development and Services	No Change

Attachment 2 CBP updates required at mid-year review



ID	Strategic Outcome	Class	Original Project/Activity	Updated Project/Activity	Change Summary	Change Notes	Due date	Division	Updated Division	Original B/S Unit	Updated B/S unit
1.00	Local Economy	KPI	Position Cockburn as a leader in the Blue Economy	Position Cockburn as a leader in the Blue Economy	Outcome unchanged, Program updated		30/06/2023	Corporate Affairs	No change	Business and Economic Development	No Change
2.00	Local Economy	Qrtly Milestone	Q1 - Position Cockburn as a leader in the Blue Economy - Position advisory group for establishment	Q1 - Position Cockburn as a leader in the Blue Economy - Position advisory group for establishment	no change		30/09/2022	Corporate Affairs	No change	Business and Economic Development	No Change
3.00	Local Economy	Qrtly Milestone	Q2 - Industry-led engagement and advocacy	Q2 - Position Cockburn as a leader in the Blue Economy - Revise Business Grant Program	Outcome unchanged, Program updated		31/12/2022	Corporate Affairs	No change	Business and Economic Development	No Change
4.00	Local Economy	Qrtly Milestone	Q3 - Industry-led engagement and advocacy		milestone removed as unnecessary		31/03/2023	Corporate Affairs	No change	Business and Economic Development	No Change
5.00	Local Economy	Qrtly Milestone	Q4 - Industry-led engagement and advocacy		milestone removed as unnecessary		30/06/2023	Corporate Affairs	No change	Business and Economic Development	No Change
6.00	Local Economy	KPI	Develop Visitor Economy Approach		Reforecast to FY24	Resourcing limitations, blue economy and defence industry have been prioritised for remainder of FY23.	30/06/2023	Corporate Affairs	No change	Business and Economic Development	No Change
7.00	Local Economy	Qrtly Milestone	Q1 - Develop visitor economy approach - Initial scope undertaken		Reforecast to FY24	Resourcing limitations, blue economy and defence industry have been prioritised for remainder of FY23.	30/06/2023	Corporate Affairs	No change	Business and Economic Development	No Change
8.00	Local Economy	Qrtly Milestone	Q2 - Develop visitor economy approach - RFQ for development of visitor economy approach		Reforecast to FY24	Resourcing limitations, blue economy and defence industry have been prioritised for remainder of FY23.	31/12/2022	Corporate Affairs	No change	Business and Economic Development	No Change
9.00	Local Economy	Qrtly Milestone	Q3 - Develop visitor economy approach - implementation of priority activities		Reforecast to FY24	Resourcing limitations, blue economy and defence industry have been prioritised for remainder of FY23.	31/03/2023	Corporate Affairs	No change	Business and Economic Development	No Change
10.00	Local Economy	Qrtly Milestone	Q4 - Develop visitor economy approach - implementation continues		Reforecast to FY24	Resourcing limitations, blue economy and defence industry have been prioritised for remainder of FY23.	30/06/2023	Corporate Affairs	No change	Business and Economic Development	No Change
11.00	Local Economy	KPI	Deliver business grants program supporting Economic Development Principles, Policy and Guide	Deliver business grants program supporting Economic Development Principles, Policy and Guide	no change		30/06/2023	Corporate Affairs	No change	Business and Economic Development	No Change
12.00	Local Economy	Qrtly Milestone	Q1 - Deliver business grants program supporting Economic Development Principles, Policy and Guidelines - Interdepartmental acceptance of new revised grant program (Communities/grants)	Q1 - Deliver business grants program supporting Economic Development Principles, Policy and Guidelines - Interdepartmental acceptance of new revised grant program (Communities/grants)	no change		30/09/2022	Corporate Affairs	No change	Business and Economic Development	No Change
13.00	Local Economy	Qrtly Milestone	Q2 - Deliver business grants program supporting Economic Development Principles, Policy and Guidelines - Revised Business Grant program presented to EXCO for approval	Q2 - Deliver business grants program supporting Economic Development Principles, Policy and Guidelines - Revised Business Grant program presented to EXCO for approval	no change		31/12/2022	Corporate Affairs	No change	Business and Economic Development	No Change
14.00	Local Economy	KPI	Small Business Friendly Approvals Project implementation	Small Business Friendly Approvals Project implementation	no change		30/06/2023	Corporate Affairs	No change	Corporate Affairs	No Change
15.00	Local Economy	Qrtly Milestone	Q1 - Small Business Friendly Approvals Project implementation - Communications plan development	Q1 - Small Business Friendly Approvals Project implementation - Communications plan development	no change		30/09/2022	Corporate Affairs	No change	Corporate Affairs	No Change
16.00	Local Economy	Qrtly Milestone	Q2 - Small Business Friendly Approvals Project implementation - Continue rollout of implementation	Q2 - Small Business Friendly Approvals Project implementation - Continue rollout of implementation	no change		31/12/2022	Corporate Affairs	No change	Corporate Affairs	No Change
17.00	Local Economy	Qrtly Milestone	Q3 - Small Business Friendly Approvals Project implementation - Continue rollout of implementation	Q3 - Small Business Friendly Approvals Project implementation - Continue rollout of implementation	no change		31/03/2023	Corporate Affairs	No change	Corporate Affairs	No Change
18.00	Local Economy	Qrtly Milestone	Q4 - Small Business Friendly Approvals Project implementation - Continue rollout of implementation	Q4 - Small Business Friendly Approvals Project implementation - Continue rollout of implementation	no change		30/06/2023	Corporate Affairs	No change	Corporate Affairs	No Change
19.00	Environmental Responsibility	KPI	Coogee Beach Masterplan Review	Coogee Beach Masterplan Review	Outcome unchanged, Program updated		30/06/2023	Built and Natural Environment	No change	Planning	No Change
20.00	Environmental Responsibility	Qrtly Milestone	Q3 - Design development	Q3 - Coogee Beach Masterplan Review - Project Scope confirmed	Outcome unchanged, Program updated		31/03/2023	Built and Natural Environment	No change	Planning	No Change
21.00	Environmental Responsibility	Qrtly Milestone	Q4 - Council decision / community consultation	Q4 - Coogee Beach Masterplan Review - Tender released	Outcome unchanged, Program updated		30/06/2023	Built and Natural Environment	No change	Planning	No Change
22.00	Environmental Responsibility	KPI	Review Urban Forest Plan 2018-2028	Review Urban Forest Plan 2018-2028	no change		30/06/2023	Built and Natural Environment	No change	Sustainability and Environment	No Change
23.00	Environmental Responsibility	Qrtly Milestone	Q2 - Review Urban Forest Plan 2018-2028 - Commence review	Q2 - Review Urban Forest Plan 2018-2028 - Commence review	no change		31/12/2022	Built and Natural Environment	No change	Sustainability and Environment	No Change

Attachment 2 CBP updates required at mid-year review

ID	Strategic Outcome	Class	Original Project/Activity	Updated Project/Activity	Change Summary	Change Notes	Due date	Division	Updated Division	Original B/S Unit	Updated B/S unit
220.00	Listening and Leading	KPI	Develop an Innovation Program		Removed from CBP as BAU	Innovation Program delivery is BAU, identification of specific projects within the framework for inclusion in the FY24 CBP will be undertaken.	30/09/2022	PxT	No change	Transformation and Culture	No Change
221.00	Listening and Leading	Qrtly Milestone	Q1 - Deliver innovation capability training		Removed from CBP as BAU	Innovation Program delivery is BAU, identification of specific projects within the framework for inclusion in the FY24 CBP will be undertaken.	31/12/2022	PxT	No change	Transformation and Culture	No Change
222.00	Listening and Leading	Qrtly Milestone	Q2 - Launch employee innovation program		Removed from CBP as BAU	Innovation Program delivery is BAU, identification of specific projects within the framework for inclusion in the FY24 CBP will be undertaken.	31/03/2023	PxT	No change	Transformation and Culture	No Change
223.00	Listening and Leading	Qrtly Milestone	Q3 - Establish innovation research partnership with an academic institution		Removed from CBP as BAU	Innovation Program delivery is BAU, identification of specific projects within the framework for inclusion in the FY24 CBP will be undertaken.	30/06/2023	PxT	No change	Transformation and Culture	No Change
224.00	Listening and Leading	Qrtly Milestone	Q4 - Establish an innovation procurement panel to enable businesses to engage with the City on future innovation projects		Removed from CBP as BAU	Innovation Program delivery is BAU, identification of specific projects within the framework for inclusion in the FY24 CBP will be undertaken.	30/06/2023	PxT	No change	Transformation and Culture	No Change
225.00	Listening and Leading	KPI	Review requirements for required website upgrades	Review requirements for required website upgrades	Outcome unchanged, Program updated		30/09/2022	Corporate Affairs	No change	Communication and Marketing	No Change
226.00	Listening and Leading	Qrtly Milestone	Q1 - Review requirements	Q2 - Review requirements for required website upgrades - procurement and delivery	Outcome unchanged, Program updated, Project name updated		31/12/2022	Corporate Affairs	No change	Communication and Marketing	No Change
227.00	Listening and Leading	Qrtly Milestone	Q2 - Subject to requirements go out to market	Q3 - Review requirements for required website upgrades - rollout	Outcome unchanged, Program updated, Project name updated		31/03/2023	Corporate Affairs	No change	Communication and Marketing	No Change
228.00	Listening and Leading	Qrtly Milestone	Q3 - Procurement process finalised/budget request for 2023-23	Q4 - Review requirements for required website upgrades - rollout	Outcome unchanged, Program updated, Project name updated		30/06/2023	Corporate Affairs	No change	Communication and Marketing	No Change
229.00	Listening and Leading	KPI	Staff Mobility Enablement (Zero Client Desktop Replacement)		Reforecast to FY24	Internal resource limitations. Internal resource is not sufficient to deliver within FY23.	30/06/2023	Finance	No change	Information Technology Services	No Change
230.00	Listening and Leading	Qrtly Milestone	Q2 - Procurement & Delivery		Reforecast to FY24	Internal resource limitations. Internal resource is not sufficient to deliver within FY23.	31/12/2022	Finance	No change	Information Technology Services	No Change
231.00	Listening and Leading	Qrtly Milestone	Q3 - Rollout		Reforecast to FY24	Internal resource limitations. Internal resource is not sufficient to deliver within FY23.	31/03/2023	Finance	No change	Information Technology Services	No Change
232.00	Listening and Leading	Qrtly Milestone	Q4 - Rollout		Reforecast to FY24	Internal resource limitations. Internal resource is not sufficient to deliver within FY23.	30/06/2023	Finance	No change	Information Technology Services	No Change
233.00	City Growth & Moving Around	KPI		Civic and administration facilities planning	New	Replacement for Spearwood Civic Precinct Renewal, Spearwood land development, Cockburn Civic and Cultural Centre, and Operations Centre Expansion require. Cross project scoping to account for interferences.	30/06/2023	Operations	No change		No Change
234.00		Qrtly Milestone		Q3 - Appoint consultant	New		31/03/2023	Operations	No change		No Change
235.00		Qrtly Milestone		Q4 - Consultancy outputs, Direction setting	New		30/06/2023	Operations	No change		No Change

Attachment 2 CBP updates required at mid-year review

# FY 22/23 Corporate KPI Q2 Review Summary Report

Completed

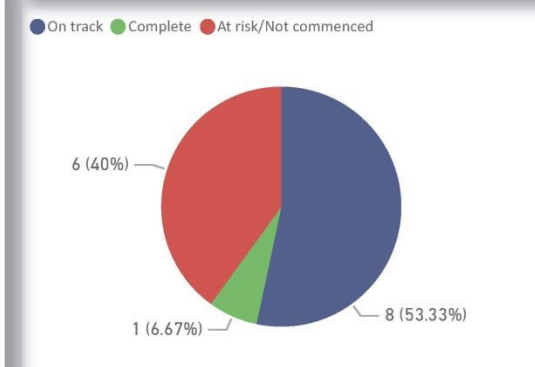
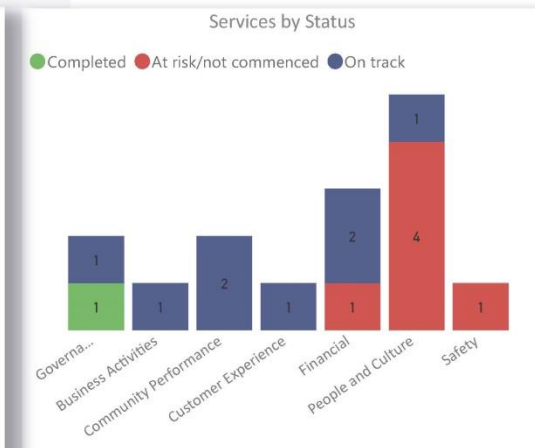
6.67%

On track

53.33%

At risk/Not  
Commenced  
40%7  
Services15  
Corporate KPI

Services	KPI/Target	FY KPI/Target	Summary Progress	Division
Safety	Deliver Safety program against targets	5 < LTI	At risk/Not commenced	People Experience and Transformation
People and Culture	Turnover to be less than Tier 1 LG equivalent benchmark rates	<21%	At risk/Not commenced	People Experience and Transformation
People and Culture	Increased senior leadership gender diversity	30% composition of either gender in leadership roles	On track	People Experience and Transformation
People and Culture	Employees promote the City as the Employer of choice (recommend City to others) from the Culture Scorecard	75%	At risk/Not commenced	People Experience and Transformation
People and Culture	Results of the culture survey indicate employees feel both physically and psychologically safe in the work	85%	At risk/Not commenced	People Experience and Transformation
People and Culture	Results of the exit survey indicate that ceasing employees recommend the city as an employer	85%	At risk/Not commenced	People Experience and Transformation
Governance	Demonstrated improvement in compliance	implementation of process improvement to address any adverse compliance audit findings	On track	Governance and Strategy
Governance	Ensure the Council and City's governance and communication processes provide a best practice framework and are supported with appropriate training	Presentation of a revised Governance Framework and Charter, in consultation with Elected Members, to GovCo by March 2023	Complete	Governance and Strategy
Financial	No Budget Variance	+ or - 2% Variance	At risk/Not commenced	Finance
Financial	No Budget Variance	+ or - 2% Variance	On track	Finance
Financial	Ensures the organisation delivers on agreed plans and services against budget	By decision of Council	On track	Governance and Strategy
Customer Experience	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	On track	Corporate Affairs
Community Performance	Performance Scorecard results (place to work or operate a business and as a governing organisation) maintained	71 performance indicator score	On track	Corporate Affairs
Community Performance	Performance Scorecard results (place to live and governing organisation) maintained	73 performance indicator score	On track	Corporate Affairs
Business Activities	Delivery of major (> \$500k) projects against targets (Registered in PPM)	0.8	On track	Operations





## Corporate KPIs At Risk

Services	Measure	Target	Progress Detail	Contributing Factors	Administration Response
Financial	Budget versus actual Operating Expenditure	No Budget Variance + or – 2% Variance	-5.9%, outside +/-2% target due to materials and labour underspend	Tight labour market and low unemployment rate are impacting the City's ability to fill positions developed through the restructure or to backfill vacancies as they arise. Resultant under resourcing is impacting service and project delivery with flow on impacts for materials spend. Delay in finalising the EA has also contributed to labour underspend.	Mid year review of the budget and CBP has identified projects to be reforecast to FY24 due to internal resourcing restrictions. It is likely that the underspend will continue. Capital, asset renewal and rating strategies for FY24 will include consideration of FY23 budget underspends. The EA is also likely to be finalised over coming months, increasing the labour spend. However, likely that some underspend will continue in the Opex budget
People and Culture	Employee Engagement & Culture	Employees promote the City as the Employer of choice (recommend City to others) from the Culture Scorecard 75%	Pulse survey in December 2022 indicated that 67% of employees would recommend the City as an Employer	Significant impacting organisational culture include: - Significant change over the past 2 years (organisational restructure) - ongoing instability due to CEO recruitment - protracted EA negotiations (due to transition from the Federal to the State system) - under resourcing impacting staff workloads	<b>Workload management</b> - Mid year budget and CBP review have identified projects to reforecast to FY24 to ensure deliverable program for FY23. FY24 planning will focus developing achievable programs <b>Recruitment</b> - ExCo prioritising recruitment through additional resourcing within PxT. <b>EA negotiations</b> - Anticipated to be resolved by end April 2023. remaining item for negotiation is a wage offer, will be presented to March OCM <b>CEO recruitment</b> - ExCo communicating to staff that this is a Council priority and providing appropriate updates to staff as the process progresses.
People and Culture	Employee Engagement & Culture	Results of the culture survey indicate employees fell both physically and psychologically, in the work environment 85%	Pulse Survey undertaken in December 2022, indicates that 82% of employees feel safe at work	Tight labour market and low unemployment rate are impacting the City's ability to fill positions developed through the restructure or to backfill vacancies as they arise. High vacancy rates result in increased workloads for existing staff.	<b>Workload management</b> - Mid year budget and CBP review have identified projects to reforecast to FY24 to ensure deliverable program for FY23. FY24 planning will focus developing achievable programs <b>Recruitment</b> - ExCo prioritising recruitment through additional resourcing within PxT.
People and Culture	Staff Turnover	Turnover to be less than Tier 1 LG equivalent benchmark rates <21%	January 2023 turnover is 23.04%	Staff turnover 12 month rolling average peaked at 25.86% in October 2023. November, December and January data shows an ongoing reduction. At January turnover rate was 23.04%. The City's turnover rate is mirroring the turnover rate visible across the LGA sector more broadly. this indicates the current labour market is a compounding factor of the City's turnover rate.	Recruitment - ExCo prioritising recruitment through additional resourcing within PxT Workload management - Mid year budget and CBP review have identified projects to reforecast to FY24 to ensure deliverable program for FY23. FY24 planning will focus developing achievable programs Monitoring - ongoing monitoring of the turnover rate to identify if the current downward trend continues.
People and Culture	Staff Turnover	Results of the exit survey indicate that ceasing employees recommend the city as an employer 85%	53% of ceasing Employees would recommend the City as an Employer	The City has commenced a new process of surveying ceasing employees. The average being communicated at this time is drawn from data from 1 October 2022 to the 9 February 2023 only. The KPI result is in line with current employee engagement which has been impacted by a number of core issues including workload management, Enterprise Agreement negotiations and the CEO recruitment process.	<b>Workload management</b> - Mid year budget and CBP review have identified projects to reforecast to FY24 to ensure deliverable program for FY23. FY24 planning will focus developing achievable programs <b>Recruitment</b> - ExCo prioritising recruitment through additional resourcing within PxT. <b>EA negotiations</b> - Anticipated to be resolved by end April 2023. remaining item for negotiation is a wage offer, will be presented to March OCM <b>CEO recruitment</b> - ExCo communicating to staff that this is a Council priority and providing appropriate updates to staff as the process progresses.
Safety	Safety Program	Deliver Safety program against targets 5<LTI	The current 12 month rolling average LTIFR is 10.08.	Under resourcing within the WHS team has lead to a reduction in WHS performance across the City.	<b>Prioritise WHS:</b> The Work Health and Safety team is now fully resourced for the first time in 1.5 years ExCo have identified WHS as a priority and the administration is actively working to establish WHS performance across the City.

# FY23 Corporate KPI Mid-Year Review Changes





## 15.2.2 Organisational Performance Review - Quarter 2 Update

**Responsible Executive** Acting Executive Governance and Strategy

**Author** Manager Strategy and Integrated Planning

**Attachments** 1. Corporate KPI Q2 Review Summary Report [↓](#)  
2. CBP KPI Q2 Review Summary Report [↓](#)

### Officer Recommendation/Committee Recommendation

That Council:

- (1) NOTES the FY23 Quarter Two status report on the progress of the Chief Executive Officer Corporate Key Performance Indicators and Corporate Business Plan Key Performance Indicators.

### Background

Council received the Corporate Business Plan (CBP) Key Performance Indicators (KPIs) at the 23 June 2022 Special Council meeting.

Council endorsed the CEO (Corporate) KPIs at the 14 July 2022 Ordinary Council Meeting (OCM). Part of the recommendation requires a quarterly status update be included in a report to an Organisational Performance Committee Meeting on the progress of the Key Performance Indicators (KPIs).

### Submission

NA

### Report

The CEO and Executive Team (ExCo) identified the series of KPIs and allocated accountability for each objective to an ExCo member. In addition, responsibility then cascades to a Senior Leadership Team (SLT) member, being a direct report to an ExCo officer.

The second quarter status report on the progress of the KPIs for FY23 (1 October 2022 to 31 December 2022) has been provided (refer to Attachments 1 and 2). The status update is provided in line with the recommended changes in Agenda Item 15.2.1.

Attachment 1 is colour coded to indicate the progress and status of the CEO Corporate KPIs:

- Green indicates the KPI is complete
- Navy indicates the KPI is on track.
- Red indicates the KPI is at risk/not commenced

Corporate KPIs		
Complete	1	7%
On track	8	53%
At risk / not commenced	6	40%
<b>Total</b>	<b>15</b>	<b>100%</b>

Detailed analysis of the CEO Corporate KPIs progress is provided in the Mid-Year Review, Agenda item 15.2.2.

The quarter 2 progress of the CBP is outlined in Attachment 2. Attachment 2 is colour coded to indicate the progress:

- Green indicates the KPI is complete
- orange indicates the KPI is on track
- Red indicates the KPI is not commenced or not on track.

A summary of the KPIs status is included at Table 2 below:

Table 2: CBP KPI Progress Summary

	KPIs		Q2 Milestones	
Complete	6	16%	20	56%
On track	26	68%	2	6%
Not on track / not commenced	6	16%	14	39%
<b>Total</b>	<b>42</b>	<b>100</b>	<b>36</b>	<b>100%</b>

Attachment 2 outlines full details of KPI and Quarter 1 milestone progress. In summary:

- The majority (56%) of Q2 milestones are complete
- 39% of Q2 Milestones are not on track or not commenced, progress the KPIs these milestones relate to will need to be monitored closely across Q3 to ensure delivery is not impacted.
- 84% of annual KPIs are on track or complete.

### 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

N/A

**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

# FY 22/23 Corporate KPI Q2 Review Summary Report

Completed

6.67%

On track

53.33%

At risk/Not  
Commenced

40%

7

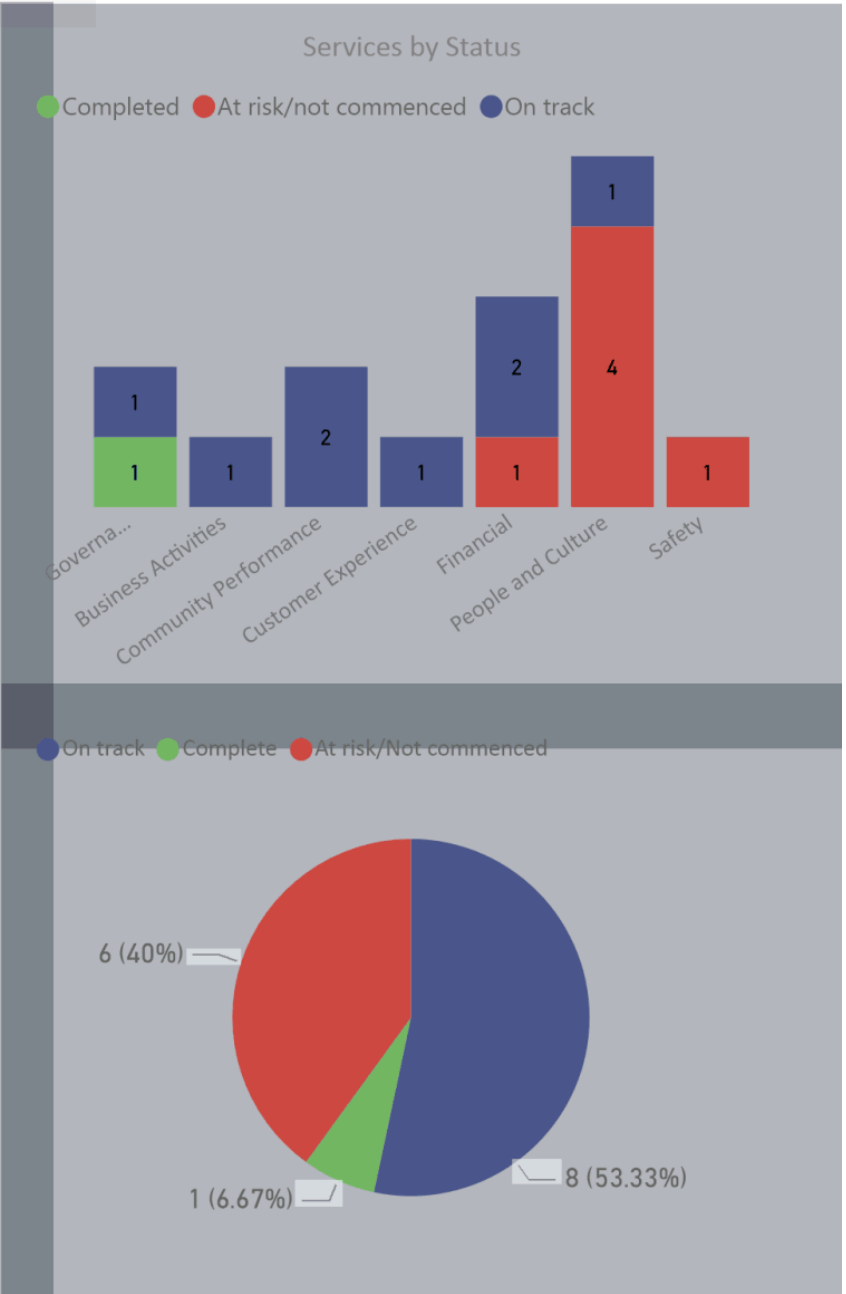
Services

15

Corporate KPI



Services	KPI Target	FY KPI Target	Summary Progress	Division
Safety	Deliver Safety program against targets	5<LTI	At risk/Not commenced	People Experience and Transformation
People and Culture	Turnover to be less than Tier 1 LG equivalent benchmark rates	<21%	At risk/Not commenced	People Experience and Transformation
People and Culture	Increased senior leadership gender diversity	30% composition of either gender in leadership roles	On track	People Experience and Transformation
People and Culture	Employees promote the City as the Employer of choice (recommend City to others) from the Culture Scorecard	75%	At risk/Not commenced	People Experience and Transformation
People and Culture	Results of the culture survey indicate employees fell both physically and psychologically, in the work environment	85%	At risk/Not commenced	People Experience and Transformation
People and Culture	Results of the exit survey indicate that ceasing employees recommend the city as an employer	85%	At risk/Not commenced	People Experience and Transformation
Governance	Demonstrated improvement in compliance	implementation of process improvement to address any adverse compliance audit findings	On track	Governance and Strategy
Governance	Ensure the Council and City's governance and communication processes provide a best practice framework and are supported with appropriate training	Presentation of a revised Governance Framework and Charter, in consultation with Elected Members, to GovCo by March 2023	Complete	Governance and Strategy
Financial	No Budget Variance	+ or – 2% Variance	At risk/Not commenced	Finance
Financial	No Budget Variance	+ or – 2% Variance	On track	Finance
Financial	Ensures the organisation delivers on agreed plans and services against budget	By decision of Council	On track	Governance and Strategy
Customer Experience	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	On track	Corporate Affairs
Community Performance	Performance Scorecard results (place to work or operate a business and as a governing organisation) maintained	71 performance indicator score	On track	Corporate Affairs
Community Performance	Performance Scorecard results (place to live and governing organisation) maintained	73 performance indicator score	On track	Corporate Affairs
Business Activities	Delivery of major (>\$500k) projects against targets (Registered in PPM)	0.8	On track	Operations



ID	Strategic Outcome	Title	Class	Due date	Progress	KPI & Target	Outperformance	Division	Business/Service Unit
153.00	4. City Growth and Moving Around	Q2 - Semple/Berrigan Realignment - Annual cost review (DCP11)	Qrtly Milestone	31/12/2022	At risk/Not commenced			Built and Natural Environment	Planning
154.00	4. City Growth and Moving Around	Q3 - Semple/Berrigan Realignment - Stakeholder Engagement	Qrtly Milestone	31/03/2023	At risk/Not commenced			Built and Natural Environment	Planning
155.00	4. City Growth and Moving Around	Q4 - Semple/Berrigan Realignment - Stakeholder Engagement	Qrtly Milestone	30/06/2023	At risk/Not commenced			Built and Natural Environment	Planning
156.00	4. City Growth and Moving Around	Hammond Road Duplication	KPI	30/06/2023	On track	Project (construction) complete Q4 FY23	Project (construction) complete Q3 FY23	Operations	Project Services
157.00	4. City Growth and Moving Around	Q3 - Hammond Road Duplication - Project Delivery	Qrtly Milestone	31/03/2023	On track	Project is in construction stage		Operations	Project Services
158.00	4. City Growth and Moving Around	Q4 - Hammond Road Duplication - Practical completion	Qrtly Milestone	30/06/2023	At risk/Not commenced	Road duplication has reached practical completion		Operations	Project Services
159.00	5. Listening and Leading	Deliver Divisional Strategy Reform	KPI	30/06/2023	At risk/Not commenced	Elected Member endorsement for proposed Reform October 2022	Consolidated Divisional Strategies endorsed by Council November 2022.	Governance and Strategy	Strategy and Integrated Planning
160.00	5. Listening and Leading	Q1 - Consolidate all strategies into 7 divisional strategies - Commence divisional detailed strategic document audit	Qrtly Milestone	30/09/2022	At risk/Not commenced	at least 1 division detailed audit of strategic documents commenced		Governance and Strategy	Strategy and Integrated Planning
161.00	5. Listening and Leading	Q2 - Consolidate all strategies into 7 divisional strategies - Divisional detailed strategic document audits complete	Qrtly Milestone	31/12/2022	At risk/Not commenced	all divisional detailed audit of strategic documents complete		Governance and Strategy	Strategy and Integrated Planning
162.00	5. Listening and Leading	Q3 - Consolidate all strategies into 7 divisional strategies - Divisional strategy structure approved by ExCo	Qrtly Milestone	31/03/2023	On track	Divisional strategy structure approved by ExCo		Governance and Strategy	Strategy and Integrated Planning
163.00	5. Listening and Leading	Q4 - Consolidate all strategies into 7 divisional strategies - commence development of divisional strategy documents	Qrtly Milestone	31/03/2023	On track	at least 1 divisional strategy document approved by ExCo		Governance and Strategy	Strategy and Integrated Planning
164.00	5. Listening and Leading	Review Organisational Risk Management Maturity	KPI	30/06/2023	On track	Undertake Risk Management Maturity Review for completion by June 2023	Commence procurement process to measure the City's approach to risk management to ensure it is driving stakeholders to put in place suitable risk mitigation strategies by Feb 2023	Governance and Strategy	Legal and Compliance
165.00	5. Listening and Leading	Q1 - Organisational Risk Management Maturity Review - Review list of service providers	Qrtly Milestone	30/09/2022	Complete	Shortlist of providers determined		Governance and Strategy	Legal and Compliance
166.00	5. Listening and Leading	Q2 - Organisational Risk Management Maturity Review - Engage service provider	Qrtly Milestone	31/12/2022	Complete	Service provider engaged		Governance and Strategy	Legal and Compliance
167.00	5. Listening and Leading	Q3 - Organisational Risk Management Maturity Review - Review complete	Qrtly Milestone	31/03/2023	On track	Review report received		Governance and Strategy	Legal and Compliance
172.00	5. Listening and Leading	Review and Implement the Corporate Governance Framework	KPI	30/06/2023	On track	Implement Corporate Governance Framework by June 2023	Council adoption by Feb 2023	Governance and Strategy	Legal and Compliance
173.00	5. Listening and Leading	Q1 - Review and Implement the Corporate Governance Framework - Development of corporate governance framework	Qrtly Milestone	30/09/2022	Complete	Framework document finalised		Governance and Strategy	Legal and Compliance
174.00	5. Listening and Leading	Q2 - Review and Implement the Corporate Governance Framework - Adoption of corporate governance framework	Qrtly Milestone	31/12/2022	Complete	Corporate Governance framework adopted by committee and council		Governance and Strategy	Legal and Compliance
182.00	5. Listening and Leading	Progress community priorities highlighted in MARKYT Community Scorecard 2021.	KPI	30/06/2023	On track	Present MARKYT scorecard results to ExCo by Q4	Present MARKYT scorecard results to Elected Members in Q4 (usually Q1 due to busy June for EMs)	Corporate Affairs	Communication and Marketing
183.00	5. Listening and Leading	Q1 - Progress community priorities highlighted in MARKYT Community Scorecard 2021 - Review and agree priorities	Qrtly Milestone	30/09/2022	Complete	Take to ExCo to agree how to progress	Implementation plan developed	Corporate Affairs	Communication and Marketing
184.00	5. Listening and Leading	Q2 - Progress community priorities highlighted in MARKYT Community Scorecard 2021 - Develop implementation plan	Qrtly Milestone	31/12/2022	Complete	Implementation plan is developed	Plan contains new initiatives	Corporate Affairs	Communication and Marketing
185.00	5. Listening and Leading	Q3 - Progress community priorities highlighted in MARKYT Community Scorecard 2021 - Implementation	Qrtly Milestone	31/03/2023	On track	Implementation	Implementation - hard to put ahead of schedule as a lot is ongoing	Corporate Affairs	Communication and Marketing



ID	Strategic Outcome	Title	Class	Due date	Progress	KPI & Target	Outperformance	Division	Business/Service Unit
127.00	4, City Growth and Moving Around	Q1 - Cockburn Central West Car Park - Project Delivery	Qrtly Milestone	30/09/2022	Complete	Commence Business Case	Business Case provided to ERC in Q3 FY 23.	Community Services	Community Safety and Ranger Services
128.00	4, City Growth and Moving Around	Q2 - Cockburn Central West Car Park - Project completion	Qrtly Milestone	31/12/2022	Complete	Project completed	Subject to the outcome of the Business Case and ERC - detailed design occurs in FY 23	Community Services	Community Safety and Ranger Services
129.00	4, City Growth and Moving Around	Reconnecting Hamilton Hill (post Roe 9) Urban Renewal Project	KPI	30/06/2023	Complete	Prepare lists of technical disciplines and draft stakeholders by Q2 FY23	Prepare lists of technical disciplines and draft stakeholders by Q1 FY23	Built and Natural Environment	Planning
130.00	4, City Growth and Moving Around	Q2 - Reconnecting Hamilton Hill (post Roe 9) Urban Renewal Project - Prepare lists of technical disciplines and draft stakeholders	Qrtly Milestone	31/12/2022	Complete	lists of technical disciplines and draft stakeholders complete		Built and Natural Environment	Planning
137.00	4, City Growth and Moving Around	Cockburn Central West car parking (Poletti rd)	KPI	30/06/2023	On track	Construction completed by end of Q3	Construction completed by end of Q2	Operations	Project Services
138.00	4, City Growth and Moving Around	Q1 - Cockburn Central Carparking Project - Business Case	Qrtly Milestone	30/09/2022	At risk/Not commenced			Operations	Property and Assets
139.00	4, City Growth and Moving Around	Q2 - Cockburn Central Carparking Project - Business Case	Qrtly Milestone	31/12/2022	At risk/Not commenced			Operations	Property and Assets
140.00	4, City Growth and Moving Around	Q3 - Cockburn Central Carparking Project - Refer to ERC	Qrtly Milestone	31/03/2023	At risk/Not commenced			Operations	Property and Assets
141.00	4, City Growth and Moving Around	Q4 - Cockburn Central Carparking Project - Secure lease and commence carpark works	Qrtly Milestone	30/06/2023	At risk/Not commenced			Operations	Property and Assets
142.00	4, City Growth and Moving Around	Review and update the City's District Traffic Study 2018	KPI	30/06/2023	Complete	Report to Expenditure Review Committee by end of Q2 FY23	Report to Expenditure Review Committee before Q2 FY23	Built and Natural Environment	Planning
143.00	4, City Growth and Moving Around	Q1 - Review and update the City's District Traffic Study 2018 - Assess scope requirements	Qrtly Milestone	30/09/2022	Complete	Scope Determined		Built and Natural Environment	Planning
144.00	4, City Growth and Moving Around	Q2 - Review and update the City's District Traffic Study 2018 - Report to ERC	Qrtly Milestone	31/12/2022	Complete	Expenditure recommendation adopted by ERC		Built and Natural Environment	Planning
145.00	4, City Growth and Moving Around	Q3 - Review and update the City's District Traffic Study 2018 - Project Initiation	Qrtly Milestone	31/03/2023	At risk/Not commenced	Tender for consultancy services issued		Built and Natural Environment	Planning
146.00	4, City Growth and Moving Around	Advocacy for Cockburn Road Upgrade, Pedestrian Crossing and Car Parking	KPI	30/06/2023	On track	Undertake proactive stakeholder engagement, including meeting with relevant Member(s) of Parliament.		Corporate Affairs	Advocacy and Engagement
147.00	4, City Growth and Moving Around	Q1 - Advocacy for Cockburn Road Upgrade, Pedestrian Crossing and Car Parking - Stakeholder Engagement	Qrtly Milestone	30/09/2022	Complete			Corporate Affairs	Advocacy and Engagement
148.00	4, City Growth and Moving Around	Q2 - Advocacy for Cockburn Road Upgrade, Pedestrian Crossing and Car Parking - Stakeholder Engagement	Qrtly Milestone	31/12/2022	Complete			Corporate Affairs	Advocacy and Engagement
149.00	4, City Growth and Moving Around	Q3 - Advocacy for Cockburn Road Upgrade, Pedestrian Crossing and Car Parking - Council update	Qrtly Milestone	31/03/2023	At risk/Not commenced			Corporate Affairs	Advocacy and Engagement
150.00	4, City Growth and Moving Around	Q3 - Advocacy for Cockburn Road Upgrade, Pedestrian Crossing and Car Parking - Stakeholder Engagement	Qrtly Milestone	30/06/2023	At risk/Not commenced			Corporate Affairs	Advocacy and Engagement
151.00	4, City Growth and Moving Around	Sampe/Berrigan Realignment	KPI	30/06/2023	At risk/Not commenced	Quantify landowner costs as part of DCP11 review by end of Q2 FY23	Quantify landowner costs before Q2 FY23	Built and Natural Environment	Planning
152.00	4, City Growth and Moving Around	Q1 - Sampe/Berrigan Realignment - Stakeholder engagement	Qrtly Milestone	30/09/2022	Complete	1st round stakeholder engagement complete		Built and Natural Environment	Planning

ID	Strategic Outcome	Title	Class	Due date	Progress	KPI & Target	Outperformance	Division	Business/Service Unit
106.00	3. Community, Lifestyle & Security	Q4 - Multicultural Sport & Learning Centre – Feasibility study	Qrtly Milestone	30/06/2023	At risk/Not commenced			Community Services	Recreation Services
107.00	3. Community, Lifestyle & Security	Smart Buildings Project (Project BETTI)	KPI	30/06/2023	On track	Continue roll-out of CCTV and Access Control Systems to identified sites Q2 FY23	Integrate online bookings and mobile phone based access control to selected locations Q4 FY23	Community Services	Community Safety and Ranger Services
108.00	3. Community, Lifestyle & Security	Q1 - Smart Building Project (Project BETTI) - Commence Project delivery	Qrtly Milestone	30/09/2022	Complete	Contract commencement	Negotiate improved supplier terms for technology partners	Community Services	Community Safety and Ranger Services
109.00	3. Community, Lifestyle & Security	Q2 - Smart Building Project (Project BETTI) - Project delivery	Qrtly Milestone	31/12/2022	Complete	Phase 1 commences	Sites within Phase 1 have hardware installed and tested.	Community Services	Community Safety and Ranger Services
110.00	3. Community, Lifestyle & Security	Q3 - Smart Building Project (Project BETTI) - Project delivery	Qrtly Milestone	31/03/2023	On track	Phase 1 delivery underway	Phase 1 underway with no significant disruption to user groups at the nominated buildings.	Community Services	Community Safety and Ranger Services
111.00	3. Community, Lifestyle & Security	Q4 - Smart Building Project (Project BETTI) - Project delivery	Qrtly Milestone	30/06/2023	At risk/Not commenced	Pending budget approval - Commence Phase 2 rollout	Some physical works commence at Phase 2 sites.	Community Services	Community Safety and Ranger Services
112.00	3. Community, Lifestyle & Security	Aboriginal Cultural and Visitors Centre Development	KPI	30/06/2023	At risk/Not commenced	Project delivery commences Q4 FY23	Project delivery commences Q3 FY23	Operations	Project Services
113.00	3. Community, Lifestyle & Security	Q1 - Aboriginal Cultural and Visitors Centre Development - Design	Qrtly Milestone	30/09/2022	Complete	Design and contract documentation signed off Market engagement approved by ExCo		Operations	Project Services
114.00	3. Community, Lifestyle & Security	Q2 - Aboriginal Cultural and Visitors Centre Development - Design	Qrtly Milestone	31/12/2022	Complete	Design and contract documentation signed off Market engagement approved by ExCo		Operations	Project Services
115.00	3. Community, Lifestyle & Security	Q3 - Aboriginal Cultural and Visitors Centre Development - Public Tender	Qrtly Milestone	31/03/2023	On track	Tender process commenced		Operations	Project Services
116.00	3. Community, Lifestyle & Security	Q4 - Aboriginal Cultural and Visitors Centre Development - Construction	Qrtly Milestone	30/06/2023	At risk/Not commenced	Construction commenced		Operations	Project Services
117.00	3. Community, Lifestyle & Security	Review the Reconciliation Action Plan 2018-2021	KPI	30/06/2023	On track	Draft Plan ready to go to Council Q4 FY23	Draft Plan ready to go to Council Q3 FY23	Community Services	Community Development and Services
118.00	3. Community, Lifestyle & Security	Q1 - Review the Reconciliation Action Plan 2018-2021 - Continue to review plan	Qrtly Milestone	30/09/2022	Complete	Complete review of 2018-2021 RAP outcomes		Community Services	Community Development and Services
119.00	3. Community, Lifestyle & Security	Q2 - Review the Reconciliation Action Plan 2018-2021 - Stakeholder Engagement	Qrtly Milestone	31/12/2022	Complete	Stakeholder engagement plan complete and engagement commenced		Community Services	Community Development and Services
120.00	3. Community, Lifestyle & Security	Q3 - Review the Reconciliation Action Plan 2018-2021 -Draft Plan submitted to Reconciliation Australia	Qrtly Milestone	31/03/2023	At risk/Not commenced	Draft plan submitted to Reconciliation Australia		Community Services	Community Development and Services
121.00	3. Community, Lifestyle & Security	Q4 - Review the Reconciliation Action Plan 2018-2021 -Plan submitted to OCM	Qrtly Milestone	30/06/2023	At risk/Not commenced	Plan adopted at OCM		Community Services	Community Development and Services
122.00	4. City Growth and Moving Around	Prepare the new Local Planning Strategy for the District	KPI	30/06/2023	Complete	Commencement of public consultation by Q2 FY 23	Completion of public consultation before Q1 FY23	Built and Natural Environment	Planning
123.00	4. City Growth and Moving Around	Q1 - Prepare new Local Planning Strategy - Public Consultation	Qrtly Milestone	30/09/2022	Complete	public consultation commenced		Built and Natural Environment	Planning
124.00	4. City Growth and Moving Around	Q4 - Prepare new Local Planning Strategy - WAPC and Ministerial determinations	Qrtly Milestone	30/06/2023	On track	Strategy report submitted OCM for consideration		Built and Natural Environment	Planning
126.00	4. City Growth and Moving Around	Cockburn Central town centre parking facility feasibility study - AT GRADE	KPI	30/06/2023	Complete	Finalise business case for project and present to the Expenditure Review Committee by End Q4	Finalise business case for project and present to the Expenditure Review Committee by End Q3	Community Services	Community Safety and Ranger Services



ID	Strategic Outcome	Title	Class	Due date	Progress	KPI & Target	Outperformance	Division	Business/Service Unit
84.00	3. Community, Lifestyle & Security	Q3 - Beeliar Reserve Redevelopment - finalise business case	Qrtly Milestone	31/03/2023	At risk/Not commenced			Operations	Project Services
85.00	3. Community, Lifestyle & Security	Q4 - Beeliar Reserve Redevelopment - investigate and prepare funding application	Qrtly Milestone	30/06/2023	At risk/Not commenced			Operations	Project Services
86.00	3. Community, Lifestyle & Security	Tempest Park Redevelopment	KPI	30/06/2023	On track	Project Initiation Q4 FY23	Project Initiation Q3 FY23	Operations	Project Services
87.00	3. Community, Lifestyle & Security	Q1 - Tempest Park Redevelopment - Community and stakeholder engagement and Needs assessment	Qrtly Milestone	30/09/2022	At risk/Not commenced			Operations	Project Services
88.00	3. Community, Lifestyle & Security	Q2 - Tempest Park Redevelopment - Feasibility study and concept plans	Qrtly Milestone	31/12/2022	At risk/Not commenced			Operations	Project Services
89.00	3. Community, Lifestyle & Security	Q3 - Tempest Park Redevelopment - Prepare external funding submission(s) for sports lighting	Qrtly Milestone	31/03/2023	At risk/Not commenced			Operations	Project Services
90.00	3. Community, Lifestyle & Security	Q4 - Tempest Park Redevelopment - Business case	Qrtly Milestone	30/06/2023	At risk/Not commenced			Operations	Project Services
91.00	3. Community, Lifestyle & Security	Santich Park – Upgrade	KPI	30/06/2023	On track	Oval lighting component completed Q4 FY23	Oval lighting component completed Q3 FY23	Operations	Project Services
92.00	3. Community, Lifestyle & Security	Q1 - Santich Park Upgrade - Development application	Qrtly Milestone	30/09/2022	At risk/Not commenced	Development approval received		Operations	Project Services
93.00	3. Community, Lifestyle & Security	Q2 - Santich Park Upgrade - Tender issue and award	Qrtly Milestone	31/12/2022	At risk/Not commenced	Tender awarded		Operations	Project Services
94.00	3. Community, Lifestyle & Security	Q3 - Santich Park Upgrade - Construction	Qrtly Milestone	31/03/2023	At risk/Not commenced	Construction commenced		Operations	Project Services
95.00	3. Community, Lifestyle & Security	Q4 - Santich Park Upgrade - Construction	Qrtly Milestone	30/06/2023	At risk/Not commenced	Construction completed		Operations	Project Services
97.00	3. Community, Lifestyle & Security	Review the Community, Sport & Recreation Facilities Plan 2018-2033	KPI	30/06/2023	On track	Draft plan to Council by June 23	Draft plan to Council by April 23	Community Services	Recreation Services
98.00	3. Community, Lifestyle & Security	Q1 - Review the Community, Sport & Recreation Facilities Plan 2018-2033 - Community consultation round 1	Qrtly Milestone	30/09/2022	Complete	Consultancy RFQ advertised		Community Services	Recreation Services
99.00	3. Community, Lifestyle & Security	Q2 - Review the Community, Sport & Recreation Facilities Plan 2018-2033 - Community consultation continued, drafting plan	Qrtly Milestone	31/12/2022	Complete	community consultation engagement plan finalised		Community Services	Recreation Services
100.00	3. Community, Lifestyle & Security	Q3 - Review the Community, Sport & Recreation Facilities Plan 2018-2033 - Community Consultation round 2	Qrtly Milestone	31/03/2023	On track	community consultation underway, engagement sessions complete		Community Services	Recreation Services
101.00	3. Community, Lifestyle & Security	Q4 - Review the Community, Sport & Recreation Facilities Plan 2018-2033 - Draft plan presented to council	Qrtly Milestone	30/06/2023	At risk/Not commenced	Council engaged on draft community sport and recreation facilities plan review		Community Services	Recreation Services
102.00	3. Community, Lifestyle & Security	Multicultural Centre for Sport and Education – ARC Precinct	KPI	30/06/2023	On track	Stage 1 feasibility study complete Q4 FY23	Stage 1 feasibility study complete Q3 FY23	Community Services	Project Services
103.00	3. Community, Lifestyle & Security	Q1 - Multicultural Sport & Learning Centre – ARC Precinct - High level, built form concept drawings	Qrtly Milestone	30/09/2022	Complete			Community Services	Recreation Services
104.00	3. Community, Lifestyle & Security	Q2 - Multicultural Sport & Learning Centre – ARC Precinct - Land ownership and assessment	Qrtly Milestone	31/12/2022	On track			Community Services	Recreation Services
105.00	3. Community, Lifestyle & Security	Q3 - Multicultural Sport & Learning Centre – Feasibility Study	Qrtly Milestone	31/03/2023	At risk/Not commenced			Community Services	Recreation Services

ID	Strategic Outcome	Title	Class	Due date	Progress	KPI & Target	Outperformance	Division	Business/Service Unit
63.00	3. Community, Lifestyle & Security	Q2 - Port Coogee Community Space - Design development	Qrtly Milestone	31/12/2022	Complete			Community Services	Recreation Services
64.00	3. Community, Lifestyle & Security	Q3 - Port Coogee Community Space - Design complete	Qrtly Milestone	31/03/2023	At risk/Not commenced			Community Services	Recreation Services
65.00	3. Community, Lifestyle & Security	Q4 - Port Coogee Community Space - Await construction by Frasers	Qrtly Milestone	31/03/2023	At risk/Not commenced			Community Services	Recreation Services
66.00	3. Community, Lifestyle & Security	Wally Hagan Recreation Centre Redevelopment	KPI	30/06/2023	At risk/Not commenced	Section 18 application complete Q3 FY22	Section 18 application complete Q2 FY22	Community Services	Recreation Services
67.00	3. Community, Lifestyle & Security	Q1 - Wally Hagan Recreation Centre Redevelopment - Project Initiation	Qrtly Milestone	30/09/2022	At risk/Not commenced			Community Services	Recreation Services
68.00	3. Community, Lifestyle & Security	Q2 - Wally Hagan Recreation Centre Redevelopment - Project Initiation	Qrtly Milestone	31/12/2022	At risk/Not commenced			Community Services	Recreation Services
69.00	3. Community, Lifestyle & Security	Q3 - Wally Hagan Recreation Centre Redevelopment - Project Initiation	Qrtly Milestone	31/03/2023	At risk/Not commenced			Community Services	Recreation Services
70.00	3. Community, Lifestyle & Security	Q4 - Wally Hagan Recreation Centre Redevelopment - Develop business case	Qrtly Milestone	30/06/2023	At risk/Not commenced			Community Services	Recreation Services
71.00	3. Community, Lifestyle & Security	Cockburn ARC – Health and Fitness Expansion	KPI	30/06/2023	On track	Market engagement and tender award Q4 FY23	Market engagement and tender award Q3 FY23	Operations	Project Services
72.00	3. Community, Lifestyle & Security	Q1 - Cockburn Arc Health and Fitness expansion - Design Development	Qrtly Milestone	30/09/2022	Complete			Operations	Project Services
73.00	3. Community, Lifestyle & Security	Q2 - Cockburn Arc Health and Fitness expansion - Design Development	Qrtly Milestone	31/12/2022	Complete			Operations	Project Services
74.00	3. Community, Lifestyle & Security	Q3 - Cockburn Arc Health and Fitness expansion - Tender	Qrtly Milestone	31/03/2023	On track			Operations	Project Services
75.00	3. Community, Lifestyle & Security	Q4 - Cockburn Arc Health and Fitness expansion - Construction	Qrtly Milestone	30/06/2023	At risk/Not commenced			Operations	Project Services
76.00	3. Community, Lifestyle & Security	Coogee Golf Course Review	KPI	30/06/2023	At risk/Not commenced	Report to expenditure review committee September FY23	Report to expenditure review committee July FY23	Operations	Recreation Services
77.00	3. Community, Lifestyle & Security	Q1 - Coogee Gold Course Review - Expenditure Review Committee	Qrtly Milestone	30/09/2022	At risk/Not commenced			Community Services	Recreation Services
78.00	3. Community, Lifestyle & Security	Q2 - Coogee Gold Course Review - Project Initiation	Qrtly Milestone	31/12/2022	At risk/Not commenced			Community Services	Recreation Services
79.00	3. Community, Lifestyle & Security	Q3 - Coogee Gold Course Review - Project Initiation	Qrtly Milestone	31/03/2023	At risk/Not commenced			Community Services	Recreation Services
80.00	3. Community, Lifestyle & Security	Q4 - Coogee Gold Course Review - Project Initiation	Qrtly Milestone	30/06/2023	At risk/Not commenced			Community Services	Recreation Services
81.00	3. Community, Lifestyle & Security	Beeliar Reserve Redevelopment	KPI	30/06/2023	On track	Project Initiation Q4 FY23	Project Initiation Q3 FY23	Operations	Project Services
82.00	3. Community, Lifestyle & Security	Q1 - Beeliar Reserve Redevelopment - Community and stakeholder engagement, and needs assessment	Qrtly Milestone	30/09/2022	At risk/Not commenced			Operations	Project Services
83.00	3. Community, Lifestyle & Security	Q2 - Beeliar Reserve Redevelopment - feasibility study and concept plans	Qrtly Milestone	31/12/2022	At risk/Not commenced			Operations	Project Services

33.00	2. Environmental Responsibility	Q1 - Waterwise Council Action Plan 2018–2028 - Waterwise Verge Rebate Program Roll Out	Qrtly Milestone	30/09/2022	Complete	Finished allocating grants from waterwise verge rebate program		Built and Natural Environment	Sustainability and Environment
34.00	2. Environmental Responsibility	Q2 - Waterwise Council Action Plan 2018–2028 - Commencement of waterwise Council Gold re-accreditation	Qrtly Milestone	31/12/2022	Complete			Built and Natural Environment	Sustainability and Environment
35.00	2. Environmental Responsibility	Q3 - Waterwise Council Action Plan 2018–2028 - Commencement of annual review of WCAP	Qrtly Milestone	31/03/2023	At risk/Not commenced			Built and Natural Environment	Sustainability and Environment
36.00	2. Environmental Responsibility	Q4 - Waterwise Council Action Plan 2018–2028 - Commencement of Community Water Literacy Program	Qrtly Milestone	30/06/2023	At risk/Not commenced			Built and Natural Environment	Sustainability and Environment
37.00	2. Environmental Responsibility	Henderson Waste Recovery Park Redevelopment	KPI	30/06/2023	On track	Design approved and project delivery commences Q4 FY23	Design approved and project delivery commences Q3 FY23	Operations	Project Services
38.00	2. Environmental Responsibility	Q1 - Henderson Waste Recovery Park Redevelopment - Project Design	Qrtly Milestone	30/09/2022	Complete	transition to design stage of PPM framework		Operations	Project Services
39.00	2. Environmental Responsibility	Q2 - Henderson Waste Recovery Park Redevelopment - Project Design	Qrtly Milestone	31/12/2022	At risk/Not commenced			Operations	Project Services
40.00	2. Environmental Responsibility	Q3 - Henderson Waste Recovery Park Redevelopment - Tender	Qrtly Milestone	31/03/2023	At risk/Not commenced			Operations	Project Services
41.00	2. Environmental Responsibility	Q4 - Henderson Waste Recovery Park Redevelopment - Project Delivery	Qrtly Milestone	30/06/2023	At risk/Not commenced			Operations	Project Services
42.00	2. Environmental Responsibility	Develop the Coastal Management and Development Plan	KPI	30/06/2023	On track	CMDP completed by June 2023	CMDP completed by April 2023	Built and Natural Environment	Sustainability and Environment
43.00	2. Environmental Responsibility	Q2 - Develop the Coastal Management and Development Plan - Scope Development	Qrtly Milestone	31/12/2022	At risk/Not commenced	Executive (BANE) approval for Scope		Built and Natural Environment	Sustainability and Environment
44.00	2. Environmental Responsibility	Q3 - Develop the Coastal Management and Development Plan - Design Development	Qrtly Milestone	31/03/2023	At risk/Not commenced			Built and Natural Environment	Sustainability and Environment
45.00	2. Environmental Responsibility	Q4 - Develop the Coastal Management and Development Plan - Stakeholder engagement	Qrtly Milestone	30/06/2023	At risk/Not commenced			Built and Natural Environment	Sustainability and Environment
46.00	3. Community, Lifestyle & Security	Review the Disability Access and Inclusion Plan	KPI	30/06/2023	On track	Draft Plan completed for Council consideration Q4 FY23	Draft Plan completed for Council consideration Q3 FY23	Community Services	Community Development and Services
47.00	3. Community, Lifestyle & Security	Q1 - Review the Disability Access and Inclusion Plan - Complete project brief, commence plan review	Qrtly Milestone	30/09/2022	Complete	Brief complete, plan review underway	NA	Community Services	Community Development and Services
48.00	3. Community, Lifestyle & Security	Q2 - Review the Disability Access and Inclusion Plan - Stakeholder engagement underway	Qrtly Milestone	31/12/2022	Complete	Stakeholder engagement plan complete and engagement has commenced	NA	Community Services	Community Development and Services
49.00	3. Community, Lifestyle & Security	Q3 - Review the Disability Access and Inclusion Plan - stakeholder engagement complete	Qrtly Milestone	31/03/2023	At risk/Not commenced	Stakeholder engagement report drafted	NA	Community Services	Community Development and Services
50.00	3. Community, Lifestyle & Security	Q4 - Review the Disability Access and Inclusion Plan - Draft submitted to OCM	Qrtly Milestone	30/06/2023	At risk/Not commenced	OCM approval of DAIP	NA	Community Services	Community Development and Services
56.00	3. Community, Lifestyle & Security	Beale Park Redevelopment	KPI	30/06/2023	On track	Refer to the Expenditure Review Committee prior to Tender Q4 FY23	Refer to the Expenditure Review Committee prior to Tender Q3 FY23	Operations	Project Services
57.00	3. Community, Lifestyle & Security	Q1 - Beale Park Redevelopment - Design development	Qrtly Milestone	30/09/2022	Complete			Operations	Project Services
58.00	3. Community, Lifestyle & Security	Q2 - Beale Park Redevelopment - Design development	Qrtly Milestone	31/12/2022	Complete			Operations	Project Services
59.00	3. Community, Lifestyle & Security	Q3 - Beale Park Redevelopment - Design development	Qrtly Milestone	31/03/2023	On track			Operations	Project Services
60.00	3. Community, Lifestyle & Security	Q4 - Beale Park Redevelopment - Refer to Expenditure Review Committee prior to tender	Qrtly Milestone	30/06/2023	At risk/Not commenced			Operations	Project Services
61.00	3. Community, Lifestyle & Security	Port Coogee Community Space	KPI	30/06/2023	On track	Fit out designs complete Q4 FY23	Fit out designs complete Q3 FY23	Community Services	Recreation Services
62.00	3. Community, Lifestyle & Security	Q1 - Port Coogee Community Space - Design development	Qrtly Milestone	30/09/2022	Complete			Community Services	Recreation Services



ID	Strategic Outcome	Title	Class	Due date	Progress	KPI & Target	Outperformance	Division	Business/Service Unit
1.00	1. Local Economy	Position Cockburn as a leader in the Blue Economy	KPI	30/06/2023	On track	Establish Blue Economy Advisory Committee and undertake promotional activity	Placement of Blue Economy articles in strategic media	Corporate Affairs	Business and Economic Development
2.00	1. Local Economy	Q1 - Position Cockburn as a leader in the Blue Economy - Position advisory group for establishment	Qrtly Milestone	30/09/2022	Complete	Advisory Group established		Corporate Affairs	Business and Economic Development
3.00	1. Local Economy	Q2 - Position Cockburn as a leader in the Blue Economy - Revise Business Grant Program	Qrtly Milestone	31/12/2022	On track	Revised business grant program accepted by ExCo		Corporate Affairs	Business and Economic Development
9.00	1. Local Economy	Deliver business grants program supporting Economic Development Principles, Policy and Guide	KPI	30/06/2023	On track	Deliver two rounds of revised business grant program	Oversubscription in both rounds	Corporate Affairs	Business and Economic Development
10.00	1. Local Economy	Q1 - Deliver business grants program supporting Economic Development Principles, Policy and Guidelines - Interdepartmental acceptance of new revised grant program (Communities/grants)	Qrtly Milestone	30/09/2022	Complete	Interdepartmental feedback incorporated into revised document		Corporate Affairs	Business and Economic Development
11.00	1. Local Economy	Q2 - Deliver business grants program supporting Economic Development Principles, Policy and Guidelines - Revised Business Grant program presented to EXCO for approval	Qrtly Milestone	31/12/2022	Complete	ExCo acceptance of revised grant program		Corporate Affairs	Business and Economic Development
12.00	1. Local Economy	Small Business Friendly Approvals Project Implementation	KPI	30/06/2023	On track	Undertake implementation activities in line with plan	project rollout and completion Q3 FY23	Corporate Affairs	Corporate Affairs
13.00	1. Local Economy	Q1 - Small Business Friendly Approvals Project implementation - Communications plan development	Qrtly Milestone	30/09/2022	At risk/Not commenced	Communications plan developed		Corporate Affairs	Corporate Affairs
14.00	1. Local Economy	Q2 - Small Business Friendly Approvals Project implementation - Continue rollout of implementation	Qrtly Milestone	31/12/2022	At risk/Not commenced			Corporate Affairs	Corporate Affairs
15.00	1. Local Economy	Q3 - Small Business Friendly Approvals Project implementation - Continue rollout of implementation	Qrtly Milestone	31/03/2023	At risk/Not commenced			Corporate Affairs	Corporate Affairs
16.00	1. Local Economy	Q4 - Small Business Friendly Approvals Project implementation - Continue rollout of implementation	Qrtly Milestone	30/06/2023	At risk/Not commenced			Corporate Affairs	Corporate Affairs
17.00	2. Environmental Responsibility	Coogee Beach Masterplan Review	KPI	30/06/2023	On track	Presented for Council decision (advertising) by end of Q4 FY23	Presented for Council decision (advertising) before Q4 FY23	Built and Natural Environment	Planning
18.00	2. Environmental Responsibility	Q3 - Coogee Beach Masterplan Review - Project Scope confirmed	Qrtly Milestone	31/03/2023	On track	Project Scope to ERC		Built and Natural Environment	Planning
19.00	2. Environmental Responsibility	Q4 - Coogee Beach Masterplan Review - Tender released	Qrtly Milestone	30/06/2023	At risk/Not commenced	Tender for masterplan review advertised		Built and Natural Environment	Planning
20.00	2. Environmental Responsibility	Review Urban Forest Plan 2018-2028	KPI	30/06/2023	On track	Review complete by March 2023	Review complete by Dec 2022	Built and Natural Environment	Sustainability and Environment
21.00	2. Environmental Responsibility	Q2 - Review Urban Forest Plan 2018-2028 - Commence review	Qrtly Milestone	31/12/2022	Complete	Review commenced		Built and Natural Environment	Sustainability and Environment
22.00	2. Environmental Responsibility	Q3 - Review Urban Forest Plan 2018-2028 - Finalise review	Qrtly Milestone	31/03/2023	At risk/Not commenced	Review approved by ExCo		Built and Natural Environment	Sustainability and Environment
23.00	2. Environmental Responsibility	Undertake Yandjet Park Yangebup Improvements	KPI	30/06/2023	On track	Revised concept and engagement with stakeholders by Q4 FY23	Revised concept and engagement with stakeholders by Q3 FY23	Operations	Project Services
24.00	2. Environmental Responsibility	Q1 - Undertake Yandjet Park Yangebup Improvements - Consultation	Qrtly Milestone	30/09/2022	At risk/Not commenced	Mater Christi sign off on design		Operations	Project Services
25.00	2. Environmental Responsibility	Q2 - Undertake Yandjet Park Yangebup Improvements - Concept design	Qrtly Milestone	31/12/2022	At risk/Not commenced	Concept design adopted		Operations	Project Services
26.00	2. Environmental Responsibility	Q3 - Undertake Yandjet Park Yangebup Improvements - Schematic design	Qrtly Milestone	31/03/2023	At risk/Not commenced	schematic design complete		Operations	Project Services
27.00	2. Environmental Responsibility	Q4 - Undertake Yandjet Park Yangebup Improvements - detailed design	Qrtly Milestone	30/06/2023	At risk/Not commenced	detailed design complete		Operations	Project Services
28.00	2. Environmental Responsibility	EV charges at all City infrastructure with Solar	KPI	30/06/2023	At risk/Not commenced	Project Initiation & Design Q4 FY23	Project Initiation & Design Q3 FY23	Operations	Project Services
29.00	2. Environmental Responsibility	Q2 - EV charging points at all City infrastructure with solar - Project initiation	Qrtly Milestone	31/12/2022	At risk/Not commenced			Operations	Project Services
30.00	2. Environmental Responsibility	Q3 - EV charging points at all City infrastructure with solar - Project initiation	Qrtly Milestone	31/12/2022	At risk/Not commenced			Operations	Project Services
31.00	2. Environmental Responsibility	Q4 - EV charging points at all City infrastructure with solar - Project design	Qrtly Milestone	31/03/2023	At risk/Not commenced			Operations	Project Services
32.00	2. Environmental Responsibility	Waterwise Council Action Plan 2018-2028	KPI	30/06/2023	On track	Waterwise gold accreditation retained	Achieve Platinum Waterwise Council Accreditation by June 2023.	Built and Natural Environment	Sustainability and Environment

## FY 22/23 CBP Q2 Milestone Update Report

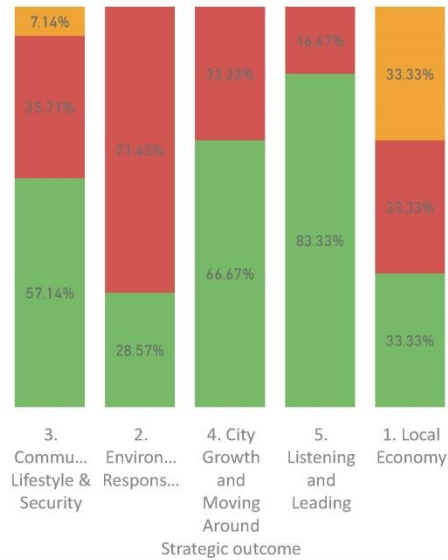


CBP KPIs & Milestones  
36

Strategic Objective  
15

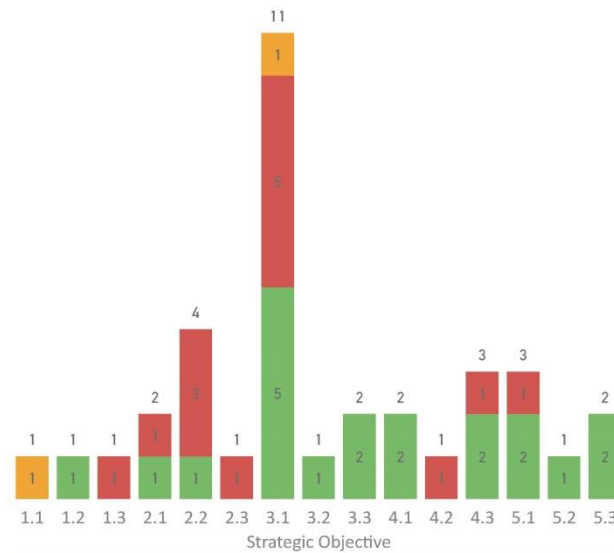
CBP Item Status by Community Outcome

● Complete ● Not on track ● On track



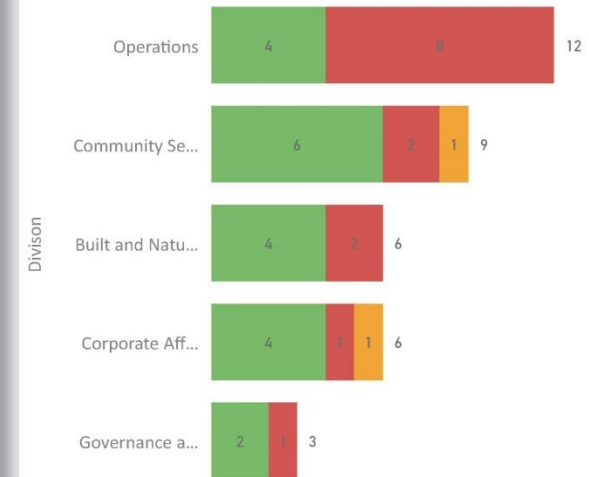
CBP Item Status by Strategic Objective

● Complete ● Not on track ● On track



CBP Item Status by Division

● Complete ● Not on track ● On track



## FY 22/23 CBP KPI Q2 Update Report

6  
Completed  
15.79%

26  
On track  
68.42%

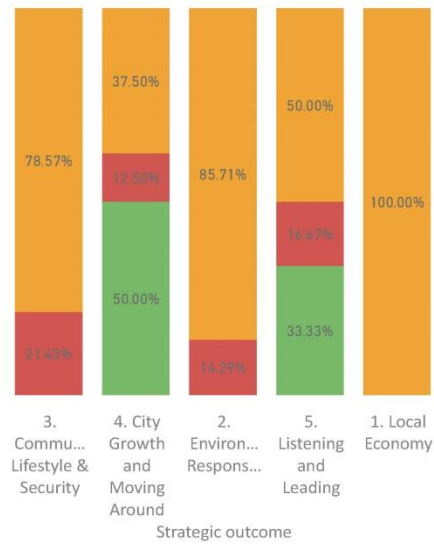
6  
Not Commenced/ Not o...  
15.79%

CBP KPIs & Milestones  
38

Strategic Objective  
15

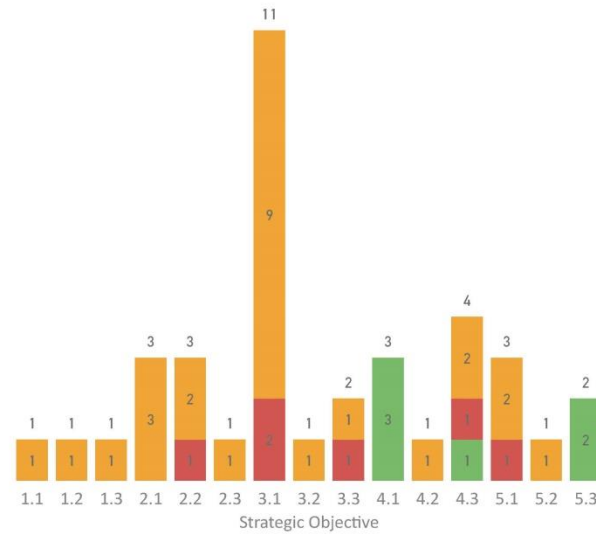
CBP Item Status by Community Outcome

● Complete ● Not on track ● On track



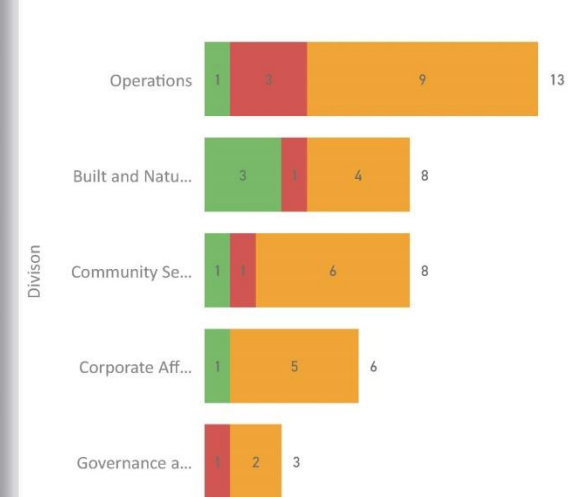
CBP Item Status by Strategic Objective

● Complete ● Not on track ● On track



CBP Item Status by Division

● Complete ● Not on track ● On track



ID	Strategic Outcome	Title	Class	Due date	Progress	KPI & Target	Outperformance	Division	Business/Service Unit
186.00	5. Listening and Leading	Q4 - Progress community priorities highlighted in MARKYT Community Scorecard 2021 - Implementation	Qtrly Milestone	30/06/2023	On track	Implementation	Implementation - hard to put ahead of schedule as a lot is ongoing	Corporate Affairs	Communication and Marketing
192.00	5. Listening and Leading	Develop and Implement Smart Cities projects in partnership with South West Group	KPI	30/06/2023	Complete			Operations	Community Safety and Ranger Services
193.00	5. Listening and Leading	Q1 - Develop and Implement Smart Cities projects in partnership with South West Group - Sign contracts with Western Power, communications plan with residents and rate payers	Qtrly Milestone	30/09/2022	Complete			Operations	Community Safety and Ranger Services
194.00	5. Listening and Leading	Q2 - Develop and Implement Smart Cities projects in partnership with South West Group - Implement stage 1	Qtrly Milestone	31/12/2022	Complete			Operations	Community Safety and Ranger Services
195.00	5. Listening and Leading	Q3 - Develop and Implement Smart Cities projects in partnership with South West Group - Implement stage 2	Qtrly Milestone	31/03/2023	Complete			Operations	Community Safety and Ranger Services
196.00	5. Listening and Leading	Q4 - Develop and Implement Smart Cities projects in partnership with South West Group - Implement stage 3	Qtrly Milestone	30/06/2023	Complete			Operations	Community Safety and Ranger Services
197.00	5. Listening and Leading	Review requirements for required website upgrades	KPI	30/06/2023	Complete	Requirements are understood		Corporate Affairs	Communication and Marketing
198.00	5. Listening and Leading	Q2 - Review requirements for required website upgrades - procurement and delivery	Qtrly Milestone	31/12/2022	Complete	Procurement has occurred and delivery started	Procurement and delivery start by end of October	Corporate Affairs	Communication and Marketing
199.00	5. Listening and Leading	Q3 - Review requirements for required website upgrades - rollout	Qtrly Milestone	31/03/2023	On track	Implementation starts	Implementation complete	Corporate Affairs	Communication and Marketing
200.00	5. Listening and Leading	Q4 - Review requirements for required website upgrades - rollout	Qtrly Milestone	30/06/2023	On track	Implementation completed	Implementation completed	Corporate Affairs	Communication and Marketing



### 15.2.3 Review of Delegated Authority

**Responsible Executive** Acting Executive Governance and Strategy  
**Author** Manager Legal and Compliance  
**Attachments** N/A

#### Officer Recommendation/Committee Recommendation

That Council:

- (1) RECEIVES the Delegated Authority Review Update.

#### Background

Section 5.46 of the *Local Government Act 1995* requires local governments to keep and maintain a Register of Delegations.

In accordance with section 5.46(2), a review is to be completed at least once each financial year.

Council is required to review delegations made to the Chief Executive Officer (CEO) and the CEO is to review any delegations made by the CEO to employees.

The review of the Delegations made under the *Local Government Act 1995* is in progress, with the review to be presented to the April Governance Committee (GovCo) meeting.

It is recognised a new CEO will commence with the City in the coming months, and it will be appropriate for that person to review the delegations in place against operational requirements.

A further review may be completed after this time, however this review has commenced to meet the requirements of a delegation review at least once each financial year.

#### Submission

N/A

#### Report

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

Section 5.46(2) of the Act requires a complete review of the Register of Delegations to be conducted at least once every financial year.

The review of the delegations is in progress

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by relevant legislation and to ensure decisions are made lawfully by the delegate.

The review and recommendations will be presented to the April OPCo.

## Strategic Plans/Policy Implications

### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

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

## Budget/Financial Implications

No budget implications are associated with the recommendations in this report.

## Legal Implications

*Local Government Act 1995*

### **5.42. Delegation of some powers and duties to CEO**

- (1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
  - (a) this Act other than those referred to in section 5.43; or
  - (b) the Planning and Development Act 2005 section 214(2), (3) or (5).

\* Absolute majority required.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

### **5.46. Register of, and records relevant to, delegations to CEO and employees**

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

## Community Consultation

N/A

## Risk Management Implications

The CEO and Council have a statutory obligation to complete a review of any delegations made under Division 4 of the *Local Government Act 1995* at least once each financial year.

Failure to do so would result in a non-compliance record on the City's Annual Compliance Audit Return.

## Advice to Proponent(s)/Submitters

N/A

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

Nil.

## 15.2.4 Leadership Succession Planning - Mid Year Review

**Responsible Executive** Acting Executive, People Experience and Transformation  
**Author** Strategic Manager Culture and Organisation Development  
**Attachments** N/A

### Officer Recommendation/Committee Recommendation

That Council:

- (1) NOTES the Leadership Succession Planning Mid-Year Review.

### Background

The Governance Review arising from the Inquiry into the City of Cockburn (May 2021) identified that the City did not have a solid succession planning process/framework, with development plans in place for identified high performers only.

On this basis Council endorsed the administration developing a Leadership Capability Framework and Succession Planning Program.

The purpose of this report is to provide an update on the progress that has been made in these areas to-date.

### Submission

N/A

### Report

The development of a Leadership Capability Framework and Succession Planning Program will establish:

1. Clear expectations of how leaders will behave and perform.
2. Clear expectations of how leaders will develop their capabilities and/or competencies.
3. A clear path for emerging leaders internally allowing for improved succession planning for all leadership roles at the City, including Senior and Executive level roles.
4. Clarity around recruitment expectations for leadership positions.

As part of the initial phase of framework development, the City engaged Human Synergistics, a research-based consultancy specialising in a circumplex tool that assists in the development of effective leaders.

The circumplex comprises twelve behavioural styles according to three categories – Constructive, Passive/Defensive, and Aggressive/Defensive.

Each category comprises of four behaviours.

The work around constructive style behaviours will be used in the development of the Leadership Capability Framework with the aim that developed competencies result in Senior Leaders at the City building capability to know and demonstrate these leaderships behaviours.

To date, Senior Leaders at the City have:

1. Undertaken self and 360 assessments using Human Synergistics Lifestyles Inventory (LSI) Circumplex Assessment.
2. Participated in individual and group debriefs to establish the current status of leadership at the City in regard to the assessment tool.
3. Participated in individual coaching sessions to explore opportunities for development.

The following phases of the development of the Leadership Capability Framework and Succession Planning Program will:

1. Confirm leadership levels across the business, including the differentiation of organisational, strategic, and operational level roles.
2. Establish leadership focus areas, such as culture, capability, and collaboration.
3. Define expectations and behaviours under each focus area.
4. Clarify the competencies needed to meet expectations of each leadership level and how this translates to performance.

The completion of the Leadership Capability Framework will allow for existing succession planning strategies to continue and new succession planning strategies to be development and established for other leadership levels.

In addition, more targeted and effective leadership development programs, including Emerging Leaders, will be developed, and implemented.

### **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**

The 2022/2023 Annual Budget includes a budget allocation of \$250,000 for the development of leadership programs.

The development of the Leadership Capability Framework; implementation of leadership programs; continued rollout of the Human Synergistics leadership assessments and debriefs for managers and new Senior Leaders; and the potential implementation of an organisational assessment will be funded through this budget allocation.

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

The City will gain a leadership advantage when the right leaders are developed and placed into the most critical positions.

Insufficient leadership frameworks, capability building, and succession planning can have a significant and critical impact on the strategic and operational delivery of City services to its residents.

The new Leadership Framework will allow for a pragmatic and diligent approach to assessing and then putting into place leadership development programs.

It will also allow for those leaders who are not meeting expectations to be managed appropriately.

**Advice to Proponent(s)/Submitters**

N/A

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

S.5.2 of the *Local Government Act 1995* (as amended).

**16. Committee Minutes****16.1 Governance Committee Meeting – 23/02/2023****Recommendation**

That Council RECEIVES the Minutes of the 23 February 2023 Governance Committee Meeting.

**16.2 Organisational Performance Committee Meeting – 23/02/2023****Recommendation**

That Council RECEIVES the Minutes of the 23 February 2023 Organisational Performance Committee Meeting.

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

### 17.1 Elected Member Training

<b>Responsible Executive</b>	Acting Executive Governance and Strategy
<b>Author</b>	Acting Executive Governance and Strategy
<b>Attachments</b>	N/A

#### RECOMMENDATION

That Council:

- (1) ACCEPTS/REJECTS the public speaking coaching professional development application request by the Deputy Mayor.

### Background

Deputy Mayor Widenbar submitted the following Notice of Motion on 22 February 2023:

That Council:

- (1) Endorses Deputy Mayor Tom Widenbar's request for additional professional development of public speaking coaching.

Reason:

The current Elected Member Professional Development Policy states that Elected Members are encouraged to attend professional development opportunities that will improve their skills and knowledge that is essential to fulfil their duties and responsibilities on Council.

My latest request for ongoing public speaking coaching was denied by the Acting Chief Executive Officer with the reason given I had undertaken sufficient training already.

Given the request is directly linked to my role as Deputy Mayor, is by a City recommended provider, that the scope has been determined in consultation with the Executive Corporate Affairs, myself and the speaking coach, and is continued professional development, I believe the training fits our Policy and should therefore be approved.

### Submission

N/A

### Report

Deputy Mayor Widenbar has submitted a request to Council for endorsement of a training request for public speaking coaching.



In 2022 Deputy Mayor undertook the following training with Chatterbox for public speaking coaching:

January 2022	Public Speaking Coach	\$ 2,200
May & June 2022	Public Speaking Coach	\$ 4,000
August & September 2022	Public Speaking Coach	\$10,400

The Deputy Mayor has an incomplete training course from August 2021, with completion due August 2022 as well as another incomplete course from December 2021.

Total value of training attending by the Deputy Mayor in FY23 is \$11,350 or 15% of the FY23 Elected Member professional development budget.

The CEO received a request for additional public speaking coaching in January 2023.

The criteria for assessment of requests for professional development is as follows:

- *Builds the skills and knowledge of Elected Members*
- *Meets the needs of the district*
- *Fills the gaps of expertise of the Council as a whole.*

*Consideration must also be given to how any proposed training aligns with the City's strategic direction and the organisation's values.*

The request was considered in line with the above and a determination made to reject the application.

A proposal for one-on-one sessions from Chatterbox Public Speaking was received with the request from the Deputy Mayor with costs outlined as follows:

#### Investment Breakdown

1. In person sessions - \$7,400 ex GST
2. In person event attendance - \$1,600 ex GST
3. Review, edit and timestamped feedback - \$1,400 ex GST

Total Investment - \$10,400 ex GST

The Executive Corporate Affairs sought another more financially viable option for the Deputy Mayor with Chatterbox Public Speaking which provided three speaking opportunities within the program.

Total Investment - \$5,200 ex GST

The Deputy Mayor's preference was the one-on-one proposal for \$10,400 ex GST.

Accordingly, the matter is before Council for determination, as Elected Members are able to seek Council endorsement for professional development by submitting a Notice of Motion.

### **Strategic Plans/Policy Implications**

#### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

### **Budget/Financial Implications**

Elected Member Professional Development has an annual budget allocation of \$77,000 each financial year. Following changes to the Professional Development Policy, the budget allocation was changed from an allocation to each Elected Member, to a bucket fund which can be accessed by any Elected Member until the budget is depleted.

### **Legal Implications**

*Local Government Act 1995*

S5.128 Policy for continuing professional development

### **Community Consultation**

N/A

### **Risk Management Implications**

Council has a budget allocation for Elected Member Professional Development.

Where professional development requests are considered by Council, Council should assess those applications in accordance with the criteria within the Elected Member Professional Development Policy to minimise risk.

### **Advice to Proponent(s)/Submitters**

N/A

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

Nil

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

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

**20. Matters to be Noted for Investigation, Without Debate**

Nil

**21. Confidential Business**

Nil

**22. 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.

**23. Closure of Meeting**