



The Council of the City of Cockburn

Ordinary Council Meeting **Agenda**

Tuesday, 12 November 2024



City of Cockburn
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Western Australia 6965

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Notice of Meeting

Pursuant to Clause 2.4 of Council's Standing Orders, an Ordinary Meeting of Council has been called for Tuesday 12 November 2024.

The meeting is to be conducted at 7.00pm in the City of Cockburn Council Chambers, Administration Building, Coleville Crescent, Spearwood.

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

A handwritten signature in black ink, appearing to read 'D. Simms', is positioned above the name of the Chief Executive Officer.

Daniel Simms
Chief Executive Officer

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Ordinary Council Meeting

7:00pm, Tuesday 12 November 2024

Agenda

1. Declaration of Meeting

“Kaya, Wanju Wadjuk Boodja” means “Hello, Welcome to Whadjuk Land”.

The Presiding Member will acknowledge the Whadjuk Peoples of the Nyungar Nation, who are the traditional custodians of the land on which the meeting is being held, and pay respect to their Elders both past and present and extend that respect to First Nations Peoples present.

2. Appointment of Presiding Member (when required)

3. Disclaimer

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 and Leaves of Absence

Apology

Cr Tarun Dewan

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 - 8/10/2024

Recommendation

That Council confirms the Minutes of the Ordinary Council Meeting held on Tuesday, 8 October 2024 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

Nil

14 Reports - CEO (and Delegates)

14.1 Planning and Sustainability

14.1.1 Initiation of (Standard) Scheme Amendment No.182 - Modification to Significant Tree Provisions

Executive	Director Planning and Sustainability
Author	Senior Strategic Planner
Attachments	1. Draft Scheme Amendment No.182 Report ↓

RECOMMENDATION

That Council:

- (1)

INITIATES, pursuant to section 75 of the *Planning and Development Act 2005*, an amendment to the City of Cockburn Town Planning Scheme No.3 for the following purposes:

1. Deleting Clause 4.18 of the Scheme Text.
- (2)

DETERMINES that the Amendment is ‘standard’ under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* as it satisfies the following criteria of Part 5, Division 1, Regulation 34:

•

It is an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area; and

•

would not constitute a complex or basic amendment as defined in Part 5 Division 1 Regulation 34; and

REFERS the Amendment to the Western Australian Planning Commission, pursuant to Part 5, Division 3, Regulation 46A of the *Planning and Development (Local Planning Schemes) Regulations 2015* for its consideration;
- (3)

REFERS the Amendment to the Environmental Protection Authority (EPA), pursuant to Section 81 of the *Planning and Development Act 2005*, by giving the EPA written notice of this resolution and such written information about the amendment as is sufficient to enable the EPA to comply with Section 48A of the *Environmental Protection Act 1986* in relation to the proposed Scheme Amendment;
- (4)

REFERS the Amendment to the Minister for Planning, pursuant to Section 83A of the *Planning and Development Act 2005*, for permission to advertise the proposed Scheme Amendment;
- (5)

Upon compliance with Sections 81, 82 and 83A of the *Planning and Development Act 2005*, ADVERTISES the proposed Amendment pursuant to the details prescribed within Part 5, Division 3, Regulation 47 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Background

The City of Cockburn's current framework for protecting 'Significant Trees' originated from the identification of trees with cultural heritage significance when the City's first Local Heritage Survey (Municipal Heritage Inventory) was prepared in 1998.

Trees in this Inventory were not given statutory protection at that time. In response, Amendment No.86 to City of Cockburn Town Planning Scheme No.3 (TPS3) introduced protection for Significant Trees via the requirement for development approval prior to their removal or major pruning, currently included at Clause 4.18 of the TPS3 (gazetted 14 September 2012).

The purpose of the City's 'Significant Tree' list is to protect trees with cultural heritage value or trees that make an exceptional contribution to amenity by meeting specific Council adopted criteria.

Amendment No. 158

At the 13 July 2023 meeting, Council adopted Scheme Amendment No.158 to update the City's 'Significant Tree' list provisions and introduce Tree Protection Orders (TPOs) as a more robust mechanism. This was in response to a review of the provisions and legal advice received.

The Minister for Planning did not support the proposed TPO provisions and required retention of existing clause 4.18, with insertion of a new clause 13B into Schedule A - Supplemental provisions.

Clause 13B sets out the process for including trees on the 'Significant Tree' list and requires nominations to include landowner consent.

Proposed Local Planning Policy – Tree Protection

The City of Cockburn is seeking to introduce a local planning policy (LPP) to protect 'regulated trees' on private property (Item 8.1.1 of the 15 October 2024 Governance Committee Meeting minutes).

The removal of a tree is 'works' that may require Development Approval if the planning framework clarifies the circumstances in which approval is required to remove a tree.

Clause 61(1) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* ('LPS Regulations') provides that:

"works specified in a local planning policy or local development plan that applies to the works as works that do not require development approval"

are exempt from requiring Development Approval. In this respect, a LPP could also specify instances where Development Approval is not required for tree removal (e.g. invasive species or trees under a certain height).

A LPP can therefore identify the circumstances in which the removal of a tree on private property is exempt development, having the effect of requiring Development Approval if the works are not exempt.

However, for such a LPP to be effective there must not be any conflict with existing Scheme provisions requiring Development Approval to remove trees.

Submission

N/A

Report

Should Council resolve to adopt draft Local Planning Policy 5.26 'Tree Protection' for advertising, it is recommended a Scheme Amendment be initiated to allow for its implementation.

Scheme Amendment No.182 (Attachment 1) proposes the deletion of clause 4.18 of TPS3, which reads as follows:

4.18 Planning approval is required prior to the removal, destruction of and/or interference with any tree included on the local government Inventory Significant Tree list.

Clause 4.18 will conflict with broader tree protection measures within a LPP because if the local planning scheme specifies circumstances where Development Approval is required to remove or prune trees, a LPP cannot then specify other circumstances where trees may be subject to the requirement for Development Approval.

Draft LPP 5.26 proposes to include the protection of 'Significant Trees' to replace the function of clause 4.18 and ensure their ongoing protection.

The recently added clause 13B inserted into 'Schedule A - Supplemental provisions' through Amendment No.158 (as required by the Minister for Planning) sets out the process for including trees on the 'Significant Tree' register. This clause can remain in the Scheme and does not require adjusting because it will not conflict with the proposed LPP.

Amendment No.182 and the draft LPP would subsequently be advertised together to provide a clear overview of the proposed changes to the planning framework.

Amendment No.182 should not be gazetted prior to an LPP for tree protection being given final approval to ensure the City's 'Significant Trees' are still afforded protection within the planning framework.

Type of Amendment

The Amendment is considered a 'standard amendment' under the provisions of the LPS Regulations on the basis it is an amendment that:

- does not result in any significant environmental, social, economic or governance impacts on land in the scheme area
- would not constitute a complex or basic amendment as defined in Part 5 Division 1 Regulation 34.

Conclusion

The proposed Amendment will ensure there is no conflict between TPS3 and the proposed LPP for broader tree protection measures, whilst still providing a statutory framework for including and deleting trees from the 'Significant Tree' list.

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.
- Address Climate Change.

Community, Lifestyle and Security

A vibrant healthy, safe, inclusive, and connected community.

- A safe and healthy community that is socially connected.

City Growth and 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 and Leading

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

A Community Engagement Plan will identify the engagement scope and process to ensure appropriate consultation with stakeholders for the proposed introduction of an LPP for tree protection (draft LPP 5.26 'Tree Protection'), which will include Amendment No.182 as part of the implementing changes.

It is possible additional funding will need to be allocated to undertake suitable City-wide engagement for the project which is likely to include letters/flyers to all residents where possible and associated marketing and outreach activities.

While this level and type of consultation is not a statutory requirement, it is recommended to ensure broad feedback is received.

This may cost more than \$15,000 which would be greater than the current Strategic Planning advertising budget. However, it is not anticipated the advertising of Amendment No.182 in conjunction with draft LPP 5.26 would incur additional costs.

Legal Implications

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015*

Legal advice has confirmed broader tree protection measures through a LPP will require the deletion of current references in TPS3 to the requirement for Development Approval to remove 'Significant Trees' (proposed Amendment No.182). This will remove the potential conflict between the two planning mechanisms.

Should Council not adopt LPP 5.26 it is not recommended Amendment No.182 be progressed, with clause 4.18 remaining to protect 'Significant Trees'.

The process for Standard Amendments is set out in the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Community Consultation

The intention is for Scheme Amendment No.182 to be advertised with Draft LPP 5.26 'Tree Protection' to provide a clear overview of the proposed changes to the planning framework.

A Community Engagement Plan will identify the engagement scope and process to ensure appropriate consultation with stakeholders.

Regulation 47 specifies advertising must not be less than a period of 42 days.

Risk Management Implications

Should LPP 5.26 'Tree Protection' be adopted and clause 4.18 of TPS3 remain, there may be a conflict of law whereby the State Administrative Tribunal (SAT) or Court may rule in favour of the Scheme. This would mean Development Approval may not be required to removed 'regulated trees' as intended by LPP 5.26, undermining the statutory protection of 'regulated trees' being sought.

Advice to Proponent(s)/Submitters

N/A

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

Nil



Town Planning Scheme No.3
Amendment No.182
(Standard)

*Deletion of Clause 4.18
To allow for broader tree protection through a Local Planning Policy*

NOVEMBER 2024

Planning and Development Act 2005
RESOLUTION TO AMEND A LOCAL PLANNING SCHEME

City of Cockburn
Town Planning Scheme No.3
Amendment No.182

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

1. Deleting Clause 4.18 of the Scheme Text.

The Amendment is 'standard' under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* on the basis that it is an amendment that:

- *does not result in any significant environmental, social, economic or governance impacts on land in the scheme area; and*
- *would not constitute a complex or basic amendment as defined in Part 5 Division 1 Regulation 34.*

Dated this _____ day of _____ 20____

CHIEF EXECUTIVE OFFICER

AMENDMENT REPORT

1.0 INTRODUCTION

The purpose of this amendment is to ensure there is no conflict between the provisions of the City of Cockburn Town Planning Scheme No.3 (TPS3) and a proposed Local Planning Policy to introduce broader tree protection measures.

2.0 BACKGROUND

The City's current framework for protecting Significant Trees originated from the identification of trees with cultural heritage significance when the City's first Local Heritage Survey, the Municipal Heritage Inventory, was prepared in 1998. Trees in this Inventory were not given statutory protection at that time.

Trees were identified for inclusion on the Heritage List, however the local planning scheme provisions and Heritage Act at this time only referred to the protection of buildings and structures meaning trees were not able to be protected under this provision.

Amendment No.86

Amendment No.86 to the Scheme introduced protection for Significant Trees via the requirement for Development Approval prior to their removal or major pruning currently included at Clause 4.18 of the TPS3 (gazetted 14 September 2012). Alongside Amendment No.86, the City's 'Significant Tree' list criteria were adopted in 2012 based on National Trust criteria for significant trees and Office of Heritage criteria for heritage places.

The purpose of the City's 'Significant Tree' list is to protect trees with cultural heritage value or trees that make an exceptional contribution to amenity by meeting specific Council adopted criteria.

Amendment No.158

At the 13 July 2023 meeting, Council adopted Scheme Amendment No.158 to update the City's Significant Tree list provisions and introduce Tree Protection Orders (TPOs) as a more robust mechanism. This was in response to a review of the provisions and legal advice received.

The Minister for Planning did not support the proposed TPO provisions and required the retention of existing clause 4.18, with inclusion of additional requirements, including for landowner consent to be required for nominations for the 'Significant Tree' list.

Amendment No.158 inserted clause 13B into Schedule A – Supplemental provisions, setting out the process for including trees on the 'Significant Tree' list.

Proposed Local Planning Policy – Tree Protection

The City is now proposing to introduce a LPP to protect trees more broadly. Clause 4.18 would conflict with the operation of such a LPP.

3.0 AMENDMENT TYPE

Part 5, Division 1, Regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, identifies different amendment types: basic, standard and complex.

Regulation 35(2) requires the local government to specify in their resolutions to prepare or adopt an amendment what type of amendment it is, as well as the explanation for forming that opinion.

This amendment is considered a 'standard' amendment, in which Regulation 34 describes as any of the following amendments to a local planning scheme:

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

This proposed amendment satisfies parts (f) and (g) of the above criteria.

4.0 TOWN PLANNING CONTEXT

4.1 State Planning Framework

This amendment does not propose any changes to TPS3 which would contravene or be inconsistent with the State Planning Framework or Metropolitan Region Scheme (MRS).

4.2 City of Cockburn Local Planning and Environmental Framework

The City's draft Local Planning Strategy encourages the continued protection of trees with cultural heritage value via retention of the Significant Tree List.

The proposed Scheme Amendment will facilitate protection of trees more broadly whilst still protecting trees on the 'Significant Tree' list.

The proposal will work favourably in combination with the general amenity, sustainability and environmental objectives of the following City adopted documents:

- *Strategic Community Plan (2020 – 2030)*
- *Climate Change Strategy (2020 – 2030)*
- *Urban Forest Plan (2018 – 2028)*

5.0 PROPOSAL

It is proposed that clause 4.18 of TPS3 be deleted to allow the implementation of a LPP introducing broader tree protection mechanisms for private land.

This is required because if the local planning scheme specifies circumstances where Development Approval is required to remove or prune trees (such as specified by clause 4.18 for 'Significant Trees'), a LPP cannot then specify other circumstances where trees may be subject to the requirement for Development Approval.

Proposed Local Planning Policy – Tree Protection

The City of Cockburn is seeking to introduce a LPP to protect 'regulated trees' on private property.

The removal of a tree is 'works' that may require Development Approval if the planning framework clarifies the circumstances in which approval is required to remove a tree.

Clause 61(1) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* ('Regulations') provides that:

“works specified in a local planning policy or local development plan that applies to the works as works that do not require development approval”

are exempt from requiring development approval. In this respect, a LPP could also specify instances where Development Approval is not required for tree removal.

A LPP can therefore identify the circumstances in which the removal of a tree is exempt development, having the effect of requiring Development Approval if the works are not exempt.

A LPP is considered the best available mechanism to trigger Development Approval for removal of certain trees on private land, given the Department for Planning Lands and Heritage have advised a Scheme Amendment to introduce the requirement for development approval to remove trees that meet certain criteria would not be supported by the Western Australian Planning Commission and Minister for Planning.

The draft LPP is therefore proposed to include the protection of 'Significant Trees'.

Amendment No.182 to delete clause 4.18 is proposed to be initiated and advertised with the draft LPP.

Amendment No.182 should not be gazetted prior to an LPP for tree protection being given final approval to ensure the City's 'Significant Trees' are still afforded protection within the planning framework.

6.0 CONCLUSION

The proposed amendment will ensure there is no conflict between TPS3 and the proposed LPP for broader tree protection measures, whilst still providing a statutory framework for including and deleting trees from the 'Significant Tree' list.

Planning and Development Act 2005***City of Cockburn
Town Planning Scheme No.3
Amendment No.182***

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

1. Deleting Clause 4.18 of the Scheme Text.

DRAFT

ADOPTION

Adopted by resolution of the Council of the City of Cockburn at the Meeting of the Council held on ____ day of _____ 20__.

MAYOR

CHIEF EXECUTIVE OFFICER

FINAL APPROVAL

Adopted for final approval by resolution of the City of Cockburn at the Meeting of the Council held on the ____ day of _____ 20__, and the Common Seal of the City of Cockburn was hereunto affixed by the authority of a resolution of the Council in the presence of:

MAYOR

(Seal)

CHIEF EXECUTIVE OFFICER

Recommended/Submitted for Final Approval

DELEGATED UNDER S.16 OF
THE P&D ACT 2005

DATE _____

Final Approval Granted

MINISTER FOR PLANNING

DATE _____

14.1.2 Initiation of (Standard) Scheme Amendment No.183 - Short Term Rental Accommodation (STRA)

Executive	Director Planning and Sustainability
Author	Senior Strategic Planner
Attachments	1. Draft Scheme Amendment No.183 Report ↓

RECOMMENDATION

That Council:

- (1) INITIATES, pursuant to section 75 of the *Planning and Development Act 2005*, an amendment to the City of Cockburn Town Planning Scheme No.3 for the following purposes:
 1. In Part 6 (1. General Definitions):
 - A. Include a new general definition for *cabin*:
means a building that –
 - (a) *is an individual unit other than a chalet; and*
 - (b) *forms part of –*
 - (i) *tourist and visitor accommodation; or*
 - (ii) *a caravan park;*
 - and*
 - (c) *if the unit forms part of a caravan park – is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*
 - B. Include a new general definition for *chalet*:
means a building that –
 - (a) *is a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and*
 - (b) *forms part of –*
 - (i) *tourist and visitor accommodation; or*
 - (ii) *a caravan park;*
 - (c) *and if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*
 2. In Part 6 (2. Land Use Definitions):
 - A. Delete the definitions for:
 - *bed and breakfast;*
 - *tourist accommodation;*
 - *holiday home (standard);*
 - *holiday home (large);*
 - *motel; and*
 - *lodging house.*

- B. Amend the land use definition for *residential building* to delete reference to excluding a lodging-house, as follows:
Has the same meaning as the Residential Design Codes.
- C. Insert a new land use definition for *road house*:
means premises that has direct access to a State road other than a freeway and which provides the services or facilities provided by a freeway service centre and may provide any of the following facilities or services –
- (a) a full range of automotive repair services;*
 - (b) wrecking, panel beating and spray painting services;*
 - (c) transport depot facilities;*
 - (d) accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period;*
 - (e) facilities for being a muster point in response to accidents, natural disasters and other emergencies.*
- D. Insert a new land use definition for *workforce accommodation*:
means premises, which may include modular or relocatable buildings, used –
- (a) primarily for the accommodation of workers engaged in construction, resource, agricultural or other industries on a temporary basis; and*
 - (b) for any associated catering, sporting and recreation facilities for the occupants and authorised visitors.*
- E. Insert a new land use definition for *tourist and visitor accommodation*:
- (a) means a building, or a group of buildings forming a complex, that*
 - (i) is wholly managed by a single person or body; and*
 - (ii) is used to provide accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period; and*
 - (iii) may include on-site services and facilities for use by guests; and*
 - (iv) in the case of a single building — contains more than 1 separate accommodation unit or is capable of accommodating more than 12 people per night;**and*
 - (b) includes a building, or complex of buildings, meeting the criteria in paragraph (a) that is used for self-contained serviced apartments that are regularly serviced or cleaned during the period of a guest's stay by the owner or manager of the apartment or an agent of the owner or manager; but does not include any of the following —*
 - (i) an aged care facility as defined in the Land Tax Assessment Act 2002 section 38A(1);*
 - (ii) a caravan park;*

- (iii) *hosted short-term rental accommodation;*
- (iv) *a lodging-house as defined in the Health (Miscellaneous Provisions) Act 1911 section 3(1);*
- (v) *a park home park;*
- (vi) *a retirement village as defined in the Retirement Villages Act 1992 section 3(1);*
- (vii) *a road house;*
- (viii) *workforce accommodation.*

3. In Table 1 'Zoning Table' insert in alphabetical order the following land uses and permissibility:

USE CLASS	RESIDENTIAL	REGIONAL CENTRE (SE NOTE 4)	DISTRICT CENTRE	LOCAL CENTRE	MIXED BUSINESS	MIXED USE	LIGHT AND SERVICE INDUSTRY	INDUSTRY	RURAL LIVING	RURAL	RESOURCE	SPECIAL USE	DEVELOPMENT	CONSERVATION	STRATEGIC INDUSTRY
Road house	X	X	X	X	X	X	X	X	X	X	NOTE 1	NOTE 2	NOTE 3	X	X
Hosted short term rental accommodation	P	P	P	P	P	P	X	X	P	P				P	X
Unhosted short term rental accommodation	A	D	D	D	A	A	X	X	A	A				A	X
Tourist and visitor accommodation	A	D	D	D	D	D	X	X	A	A				A	X
Workforce accommodation	X	X	X	X	D	X	X	X	X	A				X	A

4. In Table 1 'Zoning Table', delete all references to:
- bed and breakfast
 - holiday home (standard)
 - holiday home (large)
 - motel
 - house – lodging
 - tourist accommodation.
5. Replace all references to the land use 'Tourist Accommodation' with 'Tourist and visitor accommodation' throughout the Scheme (with the exception of Table 1), including Table 2 – Parking; Table 8 – Special Use zones and Table 9 – Development Areas.
6. Delete the following land use definitions from Table 2 – Parking; Table 8 – Special Use zones; and Table 9 – Development Area:
- Bed and Breakfast
 - Motel

- Lodging House / House – Lodging.

(2) DETERMINES the Amendment is 'standard' under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* as it satisfies the following criteria of Part 5, Division 1, Regulation 34:

- *It is an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area; and*
- *would not constitute a complex or basic amendment as defined in Part 5 Division 1 Regulation 34; and*

REFERS the Amendment to the Western Australian Planning Commission, pursuant to Part 5, Division 3, Regulation 46A of the *Planning and Development (Local Planning Schemes) Regulations 2015* for its consideration;

(3) REFERS the Amendment to the Environmental Protection Authority (EPA), pursuant to Section 81 of the *Planning and Development Act 2005*, by giving the EPA written notice of this resolution and such written information about the amendment as is sufficient to enable the EPA to comply with Section 48A of the *Environmental Protection Act 1986* in relation to the proposed Scheme Amendment;

(4) REFERS the Amendment to the Minister for Planning, pursuant to Section 83A of the *Planning and Development Act 2005*, for permission to advertise the proposed Scheme Amendment; and

(5) Upon compliance with Sections 81, 82 and 83A of the *Planning and Development Act 2005*, ADVERTISES the proposed Amendment pursuant to the details prescribed within Part 5, Division 3, Regulation 47 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Background

Short-Term Rental Accommodation (STRA) refers to the practice of renting out a property (or part of a property) for a relatively short period of time, usually on a nightly or weekly basis. This type of accommodation is usually booked through online platforms and is popular among visitors seeking temporary lodging for holidays, business trips or other short stays.

In November 2023, the Western Australian Planning Commission (WAPC) released its *Position Statement: Planning for Tourism and Short-Term Rental Accommodation* ([Position Statement - Planning for Tourism 2023 \(www.wa.gov.au\)](https://www.wa.gov.au/government/publications/position-statement-planning-for-tourism-2023)) - 'Position Statement' and associated Guidelines ([planning-for-tourism-guidelines-2023.pdf \(www.wa.gov.au\)](https://www.wa.gov.au/government/publications/planning-for-tourism-guidelines-2023.pdf)).

The release of the Position Statement complemented other reforms relating to STRA, responding to recommendations made in the 2019 parliamentary enquiry '*Levelling the Playing Field: Managing the impact of the rapid increase of short-term rentals in Western Australia*'. This included development of a state-wide registration scheme for STRA.

The state-wide STRA Register, established by the *Short-Term Rental Accommodation Act 2024* (STRA Act 2024), is now operational. Registration for all STRA will be mandatory by 1 January 2025.

All STRA are required to register prior to operation – regardless of whether they are ‘hosted’ or ‘unhosted’, or whether they qualify for a Development Approval exemption through the *Planning and Development (Local Planning Schemes) Regulations 2015* (‘LPS Regulations’). Registration is completed by either the STRA owner or tenant (with the owner’s consent) and is renewed annually.

Alongside the registration scheme, which sits separately to the planning system, there have been amendments to LPS Regulations. These changes have triggered the need for the City to amend its local planning scheme to ensure consistency.

State Planning Framework

The State Government’s planning reforms for STRA are being implemented predominantly through the LPS Regulations.

Amendments to both Schedules 1 (model provisions) and Schedule 2 (deemed provisions) of the LPS Regulations have been made to facilitate the necessary planning changes of the State Government’s STRA reform initiatives. These changes include:

- i. new ‘deemed’ land use classes of ‘hosted short-term rental accommodation’ and ‘unhosted short-term rental accommodation’ to ensure these are classified as dedicated land use classes in local planning schemes
- ii. new ‘deemed’ general terms to define ‘short-term rental accommodation’ and link to the overarching *Short-Term Rental Accommodation Act 2024*, which provides the legal framework for the STRA Register
- iii. a new ‘model’ land use class of ‘tourist and visitor accommodation’ to differentiate these use types from STRA, and consolidate a number of existing land use terms for tourist and visitor accommodation (aside from ‘hotel’), and other changes to general definitions
- iv. a state-wide development approval exemption for ‘hosted short-term rental accommodation’ (this includes ancillary dwellings)
- v. a 90-night (cumulative) exemption within a 12-month period for ‘unhosted short-term rental accommodation’ in the Perth metropolitan area.

Planning Bulletin 115/2024 ‘Short-Term Rental Accommodation (STRA) – Guidance for local government’ ([Planning Bulletin 115/2024 \(www.wa.gov.au\)](https://www.wa.gov.au/government/publications/planning-bulletin-115-2024)) - ‘Planning Bulletin 115’) outlines the steps and timeframes for implementing recent changes to the LPS Regulations for STRA.

Planning Bulletin 115 identifies amendments to local planning schemes that need to be initiated as soon as possible and should ideally be completed by mid-2025, to allow for development approvals to be obtained by 1 January 2026.

Local Planning Strategy

The City's Draft Local Planning Strategy (awaiting WAPC final approval) recommends preparation of a Tourism and Visitor Strategy to include analysis of tourism accommodation needs in the City as a future action.

A Destination Plan is currently being prepared by the City's Business and Economic Development Service Unit as part of a broader Investment Strategy.

In the meantime, it is still consistent with the draft Local Planning Strategy to progress an amendment to TPS3 to implement changes to the LPS Regulations and ensure consistency with the State Planning Framework.

Submission

NA

Report

The purpose of this report is for Council to consider initiating a Scheme Amendment to implement the State Government's planning reforms for STRA, ensuring the City of Cockburn Town Planning Scheme No.3 (TPS3) aligns with the new 'deemed' and 'model' land use classes and general definitions of the LPS Regulations.

The draft Scheme Amendment No.183 report is included at Attachment 1. Key elements are discussed below.

Deemed Short-Term Rental Accommodation Land Use Classes

STRA uses are dwellings (inclusive of ancillary dwellings) being used under a short-term rental agreement.

STRA is either hosted – where the host lives on the property during the short-term stay; or unhosted – where guests have exclusive use of an entire dwelling, for example a whole house, unit or apartment.

Accordingly, the LPS Regulations now include two 'deemed' definitions – 'hosted short-term rental accommodation' and 'unhosted short-term rental accommodation'.

These new 'deemed' land use classes are automatically read into TPS3 through the LPS Regulations, along with the exemptions (discussed below). However, these uses are still proposed to be incorporated into local planning scheme definitions and Table 1 – Zoning Table at the direction of the WAPC.

This is to ensure clarity from an interpretation perspective, particularly given these uses replace long-standing 'model' land use classes within TPS3.

The Position Statement and Planning Bulletin 115 provide further direction for how STRA should be dealt with in local planning schemes from a permissibility standpoint.

Hosted short-term rental accommodation

'Hosted short term rental accommodation' is where the host lives on the property and includes ancillary dwellings, or 'granny flats', where the host lives in the primary dwelling on the property.

A host may alternatively live in the ancillary dwelling, with the primary dwelling being rented out as short-term rental accommodation.

'Hosted short term rental accommodation' is exempt from requiring development approval within Western Australia, but still requires registration.

The proposed land use permissibility for 'hosted short term rental accommodation' reflects the LPS Regulation exemptions (already operative) – being a 'P' (permitted) use in all zones where any type of dwelling is capable of approval.

Unhosted short-term rental accommodation

The LPS Regulations provide exemptions for 'unhosted short term rental accommodation' – a 90-night cumulative exemption within a 12-month period (maximum of 12 people per night). This means Development Approval will only be required for longer periods.

Where it is not exempt, the proposed land use permissibility provides for 'unhosted short term rental accommodation' to be an 'A' (discretionary after advertising) use where it may impact residential amenity, and an 'A' or 'D' (discretionary without advertising) use in other zones where residential land uses are permitted.

This approach is consistent with the Position Statement and Planning Bulletin 115.

Model 'Tourist and Visitor Accommodation' Land Use

A new model land use class of 'tourist and visitor accommodation' has been introduced to the LPS Regulations to supersede various traditional accommodation land use types (excluding 'hotel') and provide a clearer delineation between these uses and STRA.

STRA uses are dwellings being used under a short-term rental agreement, whereas 'tourist and visitor accommodation' are generally purpose-built short stay accommodation, such as a building or complex managed by a single person/body used to provide accommodation for guests (stays up to 3 months in duration).

In the context of TPS3, 'tourist and visitor accommodation' is a similar use to 'tourist accommodation'.

'Tourist and visitor accommodation' is not intended to replace other accommodation types such as lodging houses. These are not considered STRA or traditional accommodation for the purposes of these changes. Instead they will be classed as 'residential buildings' (as defined in the Residential Design Codes) for the purposes

of the planning framework, as outlined in Planning Bulletin 115. Accordingly, a minor change will be required to the land use definition under TPS3 for 'residential building'.

Although the land use definition for 'lodging house' is proposed to be deleted from TPS3, the existing requirements of the Building Code (Class 1b or Class 3 depending on the number of occupants), the *Health (Miscellaneous Provisions) Act 1911*, and the City's Local Laws will still apply.

The proposed land use permissibility provides for 'tourist and visitor accommodation' to be an 'A' use where it may impact residential amenity, a 'D' use in other zones where residential land uses are permitted, and an 'X' (not permitted) use in industrial zones which are intended to be protected for industrial land uses and are generally unsuitable for sensitive land uses.

References to 'Tourist Accommodation' are proposed to be replaced with 'Tourist and visitor accommodation' as the intent of these land uses is very similar. This will ensure the permissibility of these uses continues.

Superseded Land uses

To implement the required changes, this amendment proposes deletion of the following superseded land use classes, consistent with Planning Bulletin 115:

- 'bed and breakfast' – replaced by hosted STRA
- 'holiday home (standard)' – replaced by hosted or unhosted STRA
- 'holiday home (large)' – replaced by hosted or unhosted STRA
- 'motel' – either 'hotel' or 'tourist and visitor accommodation'
- 'lodging house' – becomes 'residential building' (as per the R-Codes)
- tourist accommodation – replaced by 'tourist and visitor accommodation'.

New and revised Land Use and General Definitions

As part of the LPS Regulations changes, amendments to some other model definitions were introduced to avoid confusion or conflict with the new STRA land use terms.

To reflect these, Amendment No.183 proposes the following:

- Introducing general model definitions of 'cabin' and 'chalet', as set out in the LPS Regulations
- Introducing new land use definitions 'road house' and 'workforce accommodation' given these are within the model provisions and referenced in the definition for 'short term rental accommodation', as set out in the LPS Regulations.

Type of Amendment

The Amendment is considered a 'standard amendment' under the provisions of the LPS Regulations on the basis it is an amendment that:

- does not result in any significant environmental, social, economic or governance impacts on land in the scheme area

- would not constitute a complex or basic amendment as defined in Part 5 Division 1 Regulation 34.

Future update to Local Planning Policies

The City's existing *Local Planning Policy 1.15: Tourist Accommodation* and *Local Planning Policy 1.6: Lodging Houses* will need to be reviewed and amended in light of the STRA changes.

This will likely include development standards for 'tourist and visitor accommodation', non-exempt STRA development (including management plan requirements); and further guidance for 'workforce accommodation' and 'residential buildings' (including those meeting the definition of 'lodging houses' under other legislation) as appropriate.

Changes to local planning policies will be subject to Governance Committee and Council consideration and will be subject to community consultation as required by the LPS Regulations.

Conclusion

It is recommended Council initiate Scheme Amendment No.183 to implement changes to the LPS Regulations and ensure there is no conflict between TPS3 and the State Planning Framework.

Scheme Amendment No.183 would be advertised for public comment (after referral to the WAPC and the Environmental Protection Authority as required), and the outcomes of consultation presented to Council for consideration.

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.

Community, Lifestyle and Security

A vibrant healthy, safe, inclusive, and connected community.

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

City Growth and 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 Scheme Amendment documentation has been prepared, and the proposal will be progressed by the administration under its FY25 budget allocation.

Legal Implications

- *Short-Term Rental Accommodation Act 2024*
- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015*

Community Consultation

The *Planning and Development (Local Planning Schemes) Regulations 2015* identifies three amendment types: basic, standard, and complex.

Scheme Amendment No.183 meets the definition of 'Standard' Scheme Amendment. Part 5, Division 3, Regulation 47 requires advertising for a minimum period of 42 days.

Risk Management Implications

The officer recommendation considers the relevant planning matters associated with the proposal. It is considered the officer recommendation is appropriate.

If the Scheme Amendment does not proceed the new 'deemed' land use classes will continue to be automatically read into TPS3 and will override any existing scheme provision to the extent of any inconsistencies.

Where there is a conflict between these provisions and the scheme, the deemed provisions prevail.

However, there will be no land use permissibility framework for non-exempt STRA, and the new land use of 'tourist and visitor accommodation'.

There will also be numerous inconsistencies between TPS3 and the State Planning Framework, creating confusion and uncertainty for landowners and the community regarding STRA and other land uses.

If an amendment is not initiated as soon as possible, it will be unlikely to be completed by mid-2025, to allow for development approvals to be obtained by 1 January 2026, which is the target set in Planning Bulletin 115.

Advice to Proponent(s)/Submitters

N/A

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

Nil.



Town Planning Scheme No.3
Amendment No.183
(Standard)

Update scheme text to introduce new and revised land use classes and general definitions to facilitate State Government reforms for Short-Term Rental Accommodation.

NOVEMBER 2024

Planning and Development Act 2005
RESOLUTION TO AMEND A LOCAL PLANNING SCHEME

City of Cockburn
Town Planning Scheme No.3
Amendment No.183

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

1. In Part 6 (1. General Definitions):

A. Include a new general definition for *cabin*:

means a building that –

- (a) *is an individual unit other than a chalet; and*
 - (b) *forms part of –*
 - (i) *tourist and visitor accommodation; or*
 - (ii) *a caravan park;*
- and*
- (c) *if the unit forms part of a caravan park – is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*

B. Include a new general definition for *chalet*:

means a building that –

- (a) *is a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and*
- (b) *forms part of –*
 - (i) *tourist and visitor accommodation; or*
 - (ii) *a caravan park;*
- (c) *and if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*

2. In Part 6 (2. Land Use Definitions):

A. Delete the definitions for:

- *bed and breakfast;*
- *tourist accommodation;*
- *holiday home (standard);*

- *holiday home (large);*
- *motel;*
- *lodging house.*

B. Amend the land use definition for *residential building* to delete reference to excluding a lodging-house, as follows:

Has the same meaning as the Residential Design Codes.

C. Insert a new land use definition for *road house*:

means premises that has direct access to a State road other than a freeway and which provides the services or facilities provided by a freeway service centre and may provide any of the following facilities or services —

- (a) *a full range of automotive repair services;*
- (b) *wrecking, panel beating and spray painting services;*
- (c) *transport depot facilities;*
- (d) *accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period;*
- (e) *facilities for being a muster point in response to accidents, natural disasters and other emergencies.*

D. Insert a new land use definition for *workforce accommodation*:

means premises, which may include modular or relocatable buildings, used —

- (a) *primarily for the accommodation of workers engaged in construction, resource, agricultural or other industries on a temporary basis; and*
- (b) *for any associated catering, sporting and recreation facilities for the occupants and authorised visitors.*

E. Insert a new land use definition for *tourist and visitor accommodation*:

- (a) *means a building, or a group of buildings forming a complex, that —*
 - (i) *is wholly managed by a single person or body; and*
 - (ii) *is used to provide accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period; and*
 - (iii) *may include on-site services and facilities for use by guests; and*
 - (iv) *in the case of a single building — contains more than 1 separate accommodation unit or is capable of accommodating more than 12 people per night;*
- and*

- (b) *includes a building, or complex of buildings, meeting the criteria in paragraph (a) that is used for self-contained serviced apartments that are regularly serviced or cleaned during the period of a guest's stay by the owner or manager of the apartment or an agent of the owner or manager; but*
- (c) *does not include any of the following –*
- (i) *an aged care facility as defined in the Land Tax Assessment Act 2002 section 38A(1);*
 - (ii) *a caravan park;*
 - (iii) *hosted short-term rental accommodation;*
 - (iv) *a lodging-house as defined in the Health (Miscellaneous Provisions) Act 1911 section 3(1);*
 - (v) *a park home park;*
 - (vi) *a retirement village as defined in the Retirement Villages Act 1992 section 3(1);*
 - (vii) *a road house;*
 - (viii) *workforce accommodation.*

3. In Table 1 'Zoning Table' insert in alphabetical order the following land uses and permissibility:

USE CLASS	RESIDENTIAL	REGIONAL CENTRE (SE NOTE 4)	DISTRICT CENTRE	LOCAL CENTRE	MIXED BUSINESS	MIXED USE	LIGHT AND SERVICE INDUSTRY	INDUSTRY	RURAL LIVING	RURAL	RESOURCE	SPECIAL USE	DEVELOPMENT	CONSERVATION	STRATEGIC INDUSTRY
Road house	X	X	X	X	X	X	X	X	X	X	NOTE 1	NOTE 2	NOTE 3	X	X
Hosted short term rental accommodation	P	P	P	P	P	P	X	X	P	P				P	X
Unhosted short term rental accommodation	A	D	D	D	A	A	X	X	A	A				A	X
Tourist and visitor accommodation	A	D	D	D	D	D	X	X	A	A				A	X
Workforce accommodation	X	X	X	X	D	X	X	X	X	A				X	A

4. In Table 1 'Zoning Table', delete all references to:

- *bed and breakfast*;
- *holiday home (standard)*;
- *holiday home (large)*;
- *motel*;
- *house – lodging*; and
- *tourist accommodation*.

5. Replace all references to the land use 'Tourist Accommodation' with 'Tourist and visitor accommodation' throughout the Scheme (with the exception of Table 1), including Table 2 – Parking; Table 8 – Special Use zones and Table 9 – Development Areas.

6. Delete the following land use definitions from Table 2 – Parking; Table 8 – Special Use zones; and Table 9 – Development Area:

- *Bed and Breakfast*;
- *Motel*;
- *Lodging House / House – Lodging*.

The amendment is 'standard' under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* on the basis that it is an amendment that:

- *does not result in any significant environmental, social, economic or governance impacts on land in the scheme area; and*
- *would not constitute a complex or basic amendment as defined in Part 5 Division 1 Regulation 34.*

Dated this _____ day of _____ 20____

CHIEF EXECUTIVE OFFICER

AMENDMENT REPORT

1.0 INTRODUCTION

The purpose of this amendment is to amend the City of Cockburn Local Planning Scheme No.3 (TPS3) to implement the State Government's planning reforms for short-term rental accommodation.

This amendment is required to ensure alignment with new 'deemed' and 'model' land use classes and general definitions introduced into the state planning framework. Most significantly, it includes amendments to reflect the 'deemed' land use classes for 'hosted short-term rental accommodation' and 'unhosted short-term rental accommodation', along with removal of superseded land uses. The following report provides further detail and background information on these changes, including specific implications for the City of Cockburn.

2.0 BACKGROUND

Short-Term Rental Accommodation (STRA) refers to the practice of renting out a property (or part of a property) for a relatively short period of time, usually on a nightly or weekly basis. This type of accommodation is usually booked through online platforms and is popular among travellers and visitors seeking temporary lodging for holidays, business trips or other short stays. The State Government has committed to various initiatives to deliver better regulation of the short-term rental accommodation sector.

In November 2023, the Western Australian Planning Commission released its *Position Statement: Planning for Tourism and Short-Term Rental Accommodation* (Position Statement) and associated Guidelines. The release of the Position Statement complemented other whole-of-government reforms relating to STRA, responding to recommendations made in the 2019 parliamentary enquiry *Levelling the Playing Field: Managing the impact of the rapid increase of short-term rentals in Western Australia*. This included development of a state-wide registration scheme for STRA, as well as an incentive scheme to encourage transition of properties from the short to long term rental market.

Alongside the registration scheme, which sits separately to the planning system and is mandatory for all STRA, amendments to planning regulations were flagged as a key part of the State Government's goal to ensure a fairer and more consistent treatment of STRA from both a legal and practical standpoint. The planning changes, which have triggered the need for the City to amend its scheme, aim to provide greater consistency across the state in relation to what approvals are needed for STRA proposals as well as how these uses are defined in local planning schemes.

3.0 STATE PLANNING FRAMEWORK

The State Government's planning reforms for STRA are being implemented predominantly through the *Planning & Development (Local Planning Schemes) Regulations 2015* (LPS Regulations), which in turn have been informed by policy direction provided through the Position Statement.

Position Statement

The Position Statement foreshadowed a series of amendments to the LPS Regulations with the overall aim of providing more certainty and consistency across jurisdictions in respect to the treatment of STRA. Key changes flagged in this document included dedicated land use classes for STRA to ensure a clear delineation between this use and traditional accommodation types, as well as a state-wide exemption for hosted STRA and a 90-night exemption for unhosted STRA within the Perth Metropolitan Area. The Position Statement also includes guidance on strategic and statutory planning matters for both tourism and STRA, as well as local planning policy development.

LPS Regulations

The LPS Regulations are a key component of Western Australia's planning system comprising of three major parts:

- Regulations proper, which set out the process for preparing or amending a local planning scheme;
- 'Model' provisions, set out in Schedule 1, which are to be used by local governments in preparing or amending a local planning scheme; and
- 'Deemed' provisions, set out in Schedule 2, read automatically into all local planning schemes, and override any existing scheme provision to the extent of any inconsistencies. Where there is a conflict between these provisions and the scheme, the deemed provisions prevail.

Amendments to both Schedules 1 and 2 of the LPS Regulations have been made to facilitate the necessary planning changes of the State Government's short-term rental accommodation (STRA) reform initiatives, as envisaged by the Position Statement. These changes, most notably, include:

- i. new 'deemed' land use classes of 'hosted short-term rental accommodation' and 'unhosted short-term rental accommodation' to

ensure these accommodation types are classified as dedicated land use classes in planning schemes;

- ii. new 'deemed' general terms to define 'short-term rental accommodation' and link to the overarching *Short-Term Rental Accommodation Act 2024*, which provides the legal framework for the STRA Register;
- iii. a new 'model' land use class of 'tourist and visitor accommodation' to differentiate these use types from STRA, and consolidate a number of existing land use terms for tourist and visitor accommodation (aside from 'hotel'), as well as other changes to general definitions;
- iv. a state-wide development approval exemption for 'hosted short-term rental accommodation' (this includes ancillary dwellings); and
- v. a 90-night (cumulative) exemption within a 12-month period for 'unhosted short-term rental accommodation' in the Perth metropolitan area.

The implications for these changes to the City of Cockburn are detailed further in the following sections of this report.

4.0 LOCAL PLANNING CONTEXT

City of Cockburn Local Planning Strategy

The City's Draft Local Planning Strategy (awaiting WAPC final approval) recognises the City of Cockburn is well placed to accommodate tourists with good access to the Perth CBD and Fremantle, major transport networks, health and educational facilities, and access to world-class beaches. Tourist and other short-term accommodation proposals are therefore expected to increase within the City.

It recommends preparation of a Tourism and Visitor Strategy to include analysis of tourism accommodation needs in the City, including for hotels. A hotel has been flagged for Cockburn Central, with a possible site identified in Port Coogee Marina Village structure plan. However, analysis for Port Coogee suggests a hotel may not be feasible, particularly given proximity to Fremantle which may be more attractive for tourists. In light of this, it is acknowledged 'holiday homes' may have the potential to meet demand within the City for short stay accommodation if hotels are not feasible.

There have been some land use planning issues with 'holiday home' uses, such as noise and activity impacting on residential amenity, which the Local Planning Strategy identifies will be addressed through local planning policy provisions. This amendment responds to changes to the LPS Regulations to reflect new land uses and definitions, and where STRA is not exempt the City will modify local planning policies as necessary to protect residential amenity and provide a framework to exercise discretion.

Local Planning Policies

Currently the City has two key local planning policies that relate to short stay accommodation, discussed below:

LPP 1.15: Tourist Accommodation

TPS3 provides limited development standards for STRA, therefore LPP 1.15 provides development standards for the following land use types as defined in TPS3:

- Tourist Accommodation (including cabins, chalets, short-stay self-contained accommodation and similar forms of tourist accommodation;
- Bed and Breakfast;
- Hotel;
- Motel;
- Holiday Home (Standard); and
- Caravan Parks.

LPP 1.15 will require renaming and amending in response to this amendment and changes to the LPS Regulations, including definitions and reference to applicable exemptions. It will include development standards for non-exempt STRA development, including management plan requirements.

LPP 1.6: Lodging Houses

This Policy seeks to ensure the establishment of a lodging house is suitable to the nature and character of the locality within which it will be situated, and is conveniently positioned relative to local shops, community infrastructure and public transport services.

The land use definition for 'lodging houses' is not contained within the LPS Regulations, and Planning Bulletin 115 specifies these are not considered STRA or traditional accommodation and such land uses will be classed as 'residential buildings'. It is noted they are defined in the *Health (Miscellaneous Provisions) Act 1911* section 3(1) (which stipulate applicable regulations), however for the purposes of the planning framework they are proposed to fall within the land use definition of 'residential building' pursuant to the R-Codes.

It is anticipated this policy will be revoked in future with appropriate measures included in a new consolidated policy relating to 'residential building' if deemed necessary, including referencing the Heath Act and Building Code, given these will be class 1b and class 3 buildings with specific requirements.

Background - Short stay accommodation in the City of Cockburn

Over the past 11 years (since 1 January 2013), the City of Cockburn have approved the following number of short term rental/holiday accommodation Development Applications:

Short stay land use (TPS3)	No. of Development Approvals (since January 2013)
Holiday Home (Standard)	23
Tourist Accommodation	21
Bed and Breakfast	7
Lodging House	6
Motel	3

These are generally focussed in the suburbs of Coogee, North Coogee, Cockburn Central and Aubin Grove.

Many of the holiday home (standard) and tourist accommodation applications have resulted from development compliance cases which come from neighbour complaints relating to noise, parking etc.

Development applications (in particular, the management plans) are assessed against LPP 1.15: Tourist Accommodation.

5.0 PROPOSED AMENDMENT

With the introduction of the new deemed land use classes into planning schemes associated with STRA, this scheme amendment relates to the introduction, modification and deletion of various land use and general definitions to TPS3.

The new exemptions are also 'deemed' and as such are already operative, however this amendment does include changes to the zoning table to reflect the hosted STRA exemption as a permitted use.

Deemed Short-Term Rental Accommodation Land Use Classes

Whilst the new 'deemed' land use classes are automatically read into TPS3 through the LPS Regulations, along with the previously mentioned exemptions, these uses are being incorporated into the zoning table (at the direction of the WAPC) to ensure clarity from an interpretation perspective, particularly given these uses replace long-standing 'model' land use classes within TPS3.

To implement the required changes, this amendment requires deletion of all references to the land use classes of *Bed and breakfast*; *Holiday home (standard)*; *Holiday home (large)*; *Motel*; *Lodging House/ House – Lodging*.

The new 'deemed' definitions of *hosted short-term rental accommodation* and *unhosted short-term rental accommodation* are proposed to be included in Table 1 – Zoning Table and Definitions schedules of TPS3 accordingly.

In addition to the LPS Regulations, the Position Statement: 'Planning for Tourism and Short-term Rental Accommodation' and Planning Bulletin 115 provide further direction for how STRA should be dealt with in local planning schemes from a permissibility standpoint. To reflect these requirements, this amendment proposes the following designations for these new land use classes:

USE CLASS	RESIDENTIAL	REGIONAL CENTRE (SE NOTE 4)	DISTRICT CENTRE	LOCAL CENTRE	MIXED BUSINESS	MIXED USE	LIGHT AND SERVICE INDUSTRY	INDUSTRY	RURAL LIVING	RURAL	RESOURCE	SPECIAL USE	DEVELOPMENT	CONSERVATION	STRATEGIC INDUSTRY
Hosted short term rental accommodation	P	P	P	P	P	P	X	X	P	P	NOTE 1	NOTE 2	NOTE 3	P	X
Unhosted short term rental accommodation	A	D	D	D	A	A	X	X	A	A				A	X
Tourist and visitor accommodation	A	D	D	D	D	D	X	X	A	A				A	X

Hosted short term rental accommodation:

This land use permissibility reflects the LPS Regulation exemptions for hosted short term rental accommodation.

Unhosted short term rental accommodation:

This land use permissibility provides for unhosted short term rental accommodation to be an 'A' (discretionary after advertising) use where it may impact residential amenity, and a 'D' (discretionary without advertising) or an 'A' use in other zones where residential land uses are permitted (consistent with Position Statement: 'Planning for Tourism and Short-term Rental Accommodation'). The LPS Regulations provide for exemptions for unhosted accommodation (90-night cumulative exemption within a 12-month period), therefore Development Approval will only be required where it is not exempt.

Model 'Tourist and Visitor Accommodation' Land Use

A new model land use class of 'tourist and visitor accommodation' has been introduced to supersede various traditional accommodation land use types

(excluding 'hotel') and provide a clearer delineation between these uses and 'short-term rental accommodation'. In the context of TPS3, this use is similar to 'Tourist Accommodation' and uses that require deletion through this change are:

- *Bed and breakfast;*
- *Holiday home (standard);*
- *Holiday home (large);*
- *Motel;*
- *Lodging house; and*
- *Tourist accommodation.*

To reflect the proposed deletion of these land uses it is proposed the following land use definitions be deleted from Table 2 – Parking; Table 8 – Special Use zones; and Table 9 – Development Area:

- Bed and Breakfast – this can be deleted and will be covered by 'hosted STRA' which is exempt under the LPS Regulations and proposed to be designated as a 'P' (permitted) use where dwellings are permissible.
- Motel
- Lodging House / House – Lodging

This new model use class is not intended to replace other accommodation types such as lodging houses. These are not considered STRA or traditional accommodation for the purposes of these changes, and such land uses will continue to be classed as 'residential buildings', as outlined in Planning Bulletin 115.

Accordingly, the TPS definition for 'residential building' will be amended to delete reference to it excluding lodging houses.

The new land use 'tourist and visitor accommodation' is proposed to have the following land use permissibilities:

USE CLASS	RESIDENTIAL	REGIONAL CENTRE (SE NOTE 4)	DISTRICT CENTRE	LOCAL CENTRE	MIXED BUSINESS	MIXED USE	LIGHT AND SERVICE INDUSTRY	INDUSTRY	RURAL LIVING	RURAL	RESOURCE	SPECIAL USE	DEVELOPMENT	CONSERVATION	STRATEGIC INDUSTRY
Tourist and visitor accommodation	A	D	D	D	D	D	X	X	A	A	NOTE 1	NOTE 2	NOTE 3	A	X

This land use permissibility provides for 'tourist and visitor accommodation' to be an 'A' use where it may impact residential amenity, a 'D' or 'A' use in other zones where residential land uses are permitted, and an 'X' (not permitted) use in industrial zones that are to be protected for industrial land uses and generally unsuitable for sensitive land uses.

It should be noted the land use may not be appropriate in the Kwinana Air Quality Buffer which affects much of the 'Rural' and 'Rural Living' zone, given it is a sensitive land use.

It is proposed all references to the land use 'Tourist Accommodation' in Table 2 – Parking; Table 8 – Special Use zones and Table 9 – Development Areas be replaced with 'Tourist and visitor accommodation' as the intent of these land uses is very similar. This will ensure the permissibility of these uses continues.

Other New Land Use Definitions

The new 'short term rental accommodation' definition (deemed provisions) references 'road house' and 'workforce accommodation' (as being excluded), and these are not land uses currently included in TPS3.

These land use terms are therefore proposed to be included as per the LPS Regulations.

USE CLASS	RESIDENTIAL	REGIONAL CENTRE (SEE NOTE 4)	DISTRICT CENTRE	LOCAL CENTRE	MIXED BUSINESS	MIXED USE	LIGHT AND SERVICE INDUSTRY	INDUSTRY	RURAL LIVING	RURAL	RESOURCE	SPECIAL USE	DEVELOPMENT	CONSERVATION	STRATEGIC INDUSTRY
Road house	X	X	X	X	X	X	X	X	X	X	NOTE 1	NOTE 2	NOTE 3	X	X
Workforce accommodation	X	X	X	X	D	X	X	X	X	A	NOTE 1	NOTE 2	NOTE 3	X	A

There are no identified suitable zones for 'road house' land uses, given these have the potential to be extensive, multi-purpose land uses as follows:

Road house:

means premises that has direct access to a State road other than a freeway and which provides the services or facilities provided by a freeway service centre and may provide any of the following facilities or services —

- (a) *a full range of automotive repair services;*
- (b) *wrecking, panel beating and spray painting services;*
- (c) *transport depot facilities;*
- (d) *accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period;*
- (e) *facilities for being a muster point in response to accidents, natural disasters and other emergencies.*

For 'workforce accommodation' it is proposed this be permissible in the Mixed Business, Rural and Strategic Industry zones, noting this may be restricted within the Kwinana Air Quality buffer.

New and Revised General Definitions

As part of the LPS Regulations changes, amendments to some other model definitions were also introduced to not cause confusion or conflict with the new STRA land use terms.

TPS3 does not contain these general definitions, therefore this amendment proposes to include 'cabin' and 'chalet' as per the LPS Regulations.

TPS3 does not contain the general term 'short term accommodation' so there are no required modifications, and this definition is referenced in full through the model and deemed provisions as required.

Planning and Development Act 2005***City of Cockburn
Town Planning Scheme No.3
Amendment No.183***

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

1. In Part 6 (1. General Definitions):

A. Include a new general definition for *cabin*:

means a building that –

- (a) *is an individual unit other than a chalet; and*
 - (b) *forms part of –*
 - (i) *tourist and visitor accommodation; or*
 - (ii) *a caravan park;*
- and*
- (c) *if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*

B. Include a new general definition for *chalet*:

means a building that –

- (a) *is a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and*
- (b) *forms part of –*
 - (i) *tourist and visitor accommodation; or*
 - (ii) *a caravan park;*
- (d) *and if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*

2. In Part 6 (2. Land Use Definitions):

A. Delete the definitions for:

- *bed and breakfast;*
- *tourist accommodation;*
- *holiday home (standard);*
- *holiday home (large);*

- *motel;*
- *lodging house.*

B. Amend the land use definition for *residential building* to delete reference to excluding a lodging-house, as follows:

Has the same meaning as the Residential Design Codes.

C. Insert a new land use definition for *road house*:

means premises that has direct access to a State road other than a freeway and which provides the services or facilities provided by a freeway service centre and may provide any of the following facilities or services —

- (a) *a full range of automotive repair services;*
- (b) *wrecking, panel beating and spray painting services;*
- (c) *transport depot facilities;*
- (d) *accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period;*
- (e) *facilities for being a muster point in response to accidents, natural disasters and other emergencies.*

D. Insert a new land use definition for *workforce accommodation*:

means premises, which may include modular or relocatable buildings, used —

- (a) *primarily for the accommodation of workers engaged in construction, resource, agricultural or other industries on a temporary basis; and*
- (b) *for any associated catering, sporting and recreation facilities for the occupants and authorised visitors.*

E. Insert a new land use definition for *tourist and visitor accommodation*:

- (a) *means a building, or a group of buildings forming a complex, that —*
 - (i) *is wholly managed by a single person or body; and*
 - (ii) *is used to provide accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period; and*
 - (iii) *may include on-site services and facilities for use by guests; and*
 - (iv) *in the case of a single building — contains more than 1 separate accommodation unit or is capable of accommodating more than 12 people per night;*
- and*

- (b) includes a building, or complex of buildings, meeting the criteria in paragraph (a) that is used for self-contained serviced apartments that are regularly serviced or cleaned during the period of a guest's stay by the owner or manager of the apartment or an agent of the owner or manager; but
- (c) does not include any of the following –
- (i) an aged care facility as defined in the Land Tax Assessment Act 2002 section 38A(1);
 - (ii) a caravan park;
 - (iii) hosted short-term rental accommodation;
 - (iv) a lodging-house as defined in the Health (Miscellaneous Provisions) Act 1911 section 3(1);
 - (v) a park home park;
 - (vi) a retirement village as defined in the Retirement Villages Act 1992 section 3(1);
 - (vii) a road house;
 - (viii) workforce accommodation.

3. In Table 1 'Zoning Table' insert in alphabetical order the following land uses and permissibility:

USE CLASS	RESIDENTIAL	REGIONAL CENTRE (SE NOTE 4)	DISTRICT CENTRE	LOCAL CENTRE	MIXED BUSINESS	MIXED USE	LIGHT AND SERVICE INDUSTRY	INDUSTRY	RURAL LIVING	RURAL	RESOURCE	SPECIAL USE	DEVELOPMENT	CONSERVATION	STRATEGIC INDUSTRY
Road house	X	X	X	X	X	X	X	X	X	X	NOTE 1	NOTE 2	NOTE 3	X	X
Hosted short term rental accommodation	P	P	P	P	P	P	X	X	P	P				P	X
Unhosted short term rental accommodation	A	D	D	D	A	A	X	X	A	A				A	X
Tourist and visitor accommodation	A	D	D	D	D	D	X	X	A	A				A	X
Workforce accommodation	X	X	X	X	D	X	X	X	X	A				X	A

4. In Table 1 'Zoning Table', delete all references to:
- *bed and breakfast*;
 - *holiday home (standard)*;
 - *holiday home (large)*;
 - *motel*;
 - *house – lodging*; and
 - *tourist accommodation*.
5. Replace all references to the land use 'Tourist Accommodation' with 'Tourist and visitor accommodation' throughout the Scheme (with the exception of Table 1), including Table 2 – Parking; Table 8 – Special Use zones and Table 9 – Development Areas.
6. Delete the following land use definitions from Table 2 – Parking; Table 8 – Special Use zones; and Table 9 – Development Area:
- *Bed and Breakfast*;
 - *Motel*;
 - *Lodging House / House – Lodging*.

ADOPTION

Adopted by resolution of the Council of the City of Cockburn at the Meeting of the Council held on ____ day of _____ 20__.

MAYOR

CHIEF EXECUTIVE OFFICER

FINAL APPROVAL

Adopted for final approval by resolution of the City of Cockburn at the Meeting of the Council held on the ____ day of _____ 20__, and the Common Seal of the City of Cockburn was hereunto affixed by the authority of a resolution of the Council in the presence of:

MAYOR

(Seal)

CHIEF EXECUTIVE OFFICER

Recommended/Submitted for Final Approval

DELEGATED UNDER S.16 OF
THE P&D ACT 2005

DATE _____

Final Approval Granted

MINISTER FOR PLANNING

DATE _____

14.1.3 Proposed Structure Plan - Lot 559 Wentworth Parade, Success

Executive	Director Planning and Sustainability
Author	Strategic Planning Officer
Attachments	1. Proposed Structure Plan ↓ 2. Proposed Subdivision Concept ↓ 3. Schedule of Submisslons ↓ 4. Schedule of Modifications ↓
Location	Lot 559 and Pt. Lot 9073 Wentworth Parade, Success
Owner	Richard Noble Pty Ltd
Applicant	Hatch Pty Ltd
Application Reference	110/250

RECOMMENDATION

That Council:

- (1) ADOPTS the Schedule of Submissions prepared in response to the proposed Structure Plan as set out in Attachment 3;
- (2) RECOMMENDS pursuant to Schedule 2, Part 4, Clause 20 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the Western Australian Planning Commission approve the proposed Lot 559 Wentworth Parade Structure Plan (Attachment 1) subject to the modifications listed in Attachment 4;
- (3) REQUESTS, pursuant to Schedule 2, Part 4, Clause 28(3)(a) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the WAPC revoke its approval of the existing Lot 559 Wentworth Parade, Success Structure Plan (SPN/2066), upon approval of this proposal; and
- (4) ADVISES those who made a submission of Council's decision accordingly.

Background

The proposed Structure Plan (refer Attachment 1) is presented for a recommendation on final determination by the Western Australian Planning Commission (WAPC).

Southern Suburbs District Structure Plan (DSP)

Lots 559 and 9073 Wentworth Parade (the site) are located within the area subject to the former Stage 1 Southern Suburbs District Structure Plan (DSP).

Adopted by Council in 1999, the DSP identified a broad land use framework including the major road network, neighbourhood structure, commercial, education, community, and significant open spaces areas, to guide the preparation of Local Structure Plans.

It was also used to inform the cost sharing of a significant infrastructure like portions of Hammond Road and the provision of arterial drainage infrastructure that have since been completed and the Development Contribution Area (DCA2) deleted.

Of relevance to this proposal, the DSP identified Lot 559 for low density residential development and associated public open space (refer key extract at Figure 1 below).

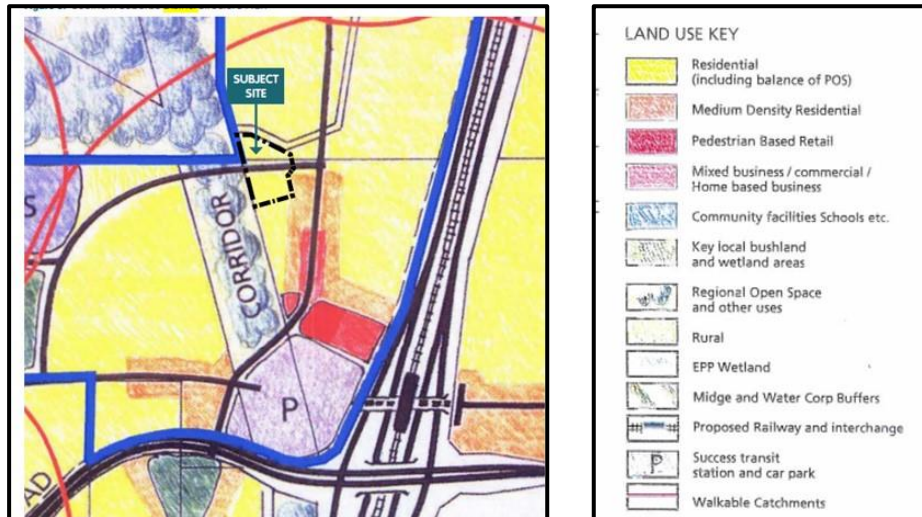


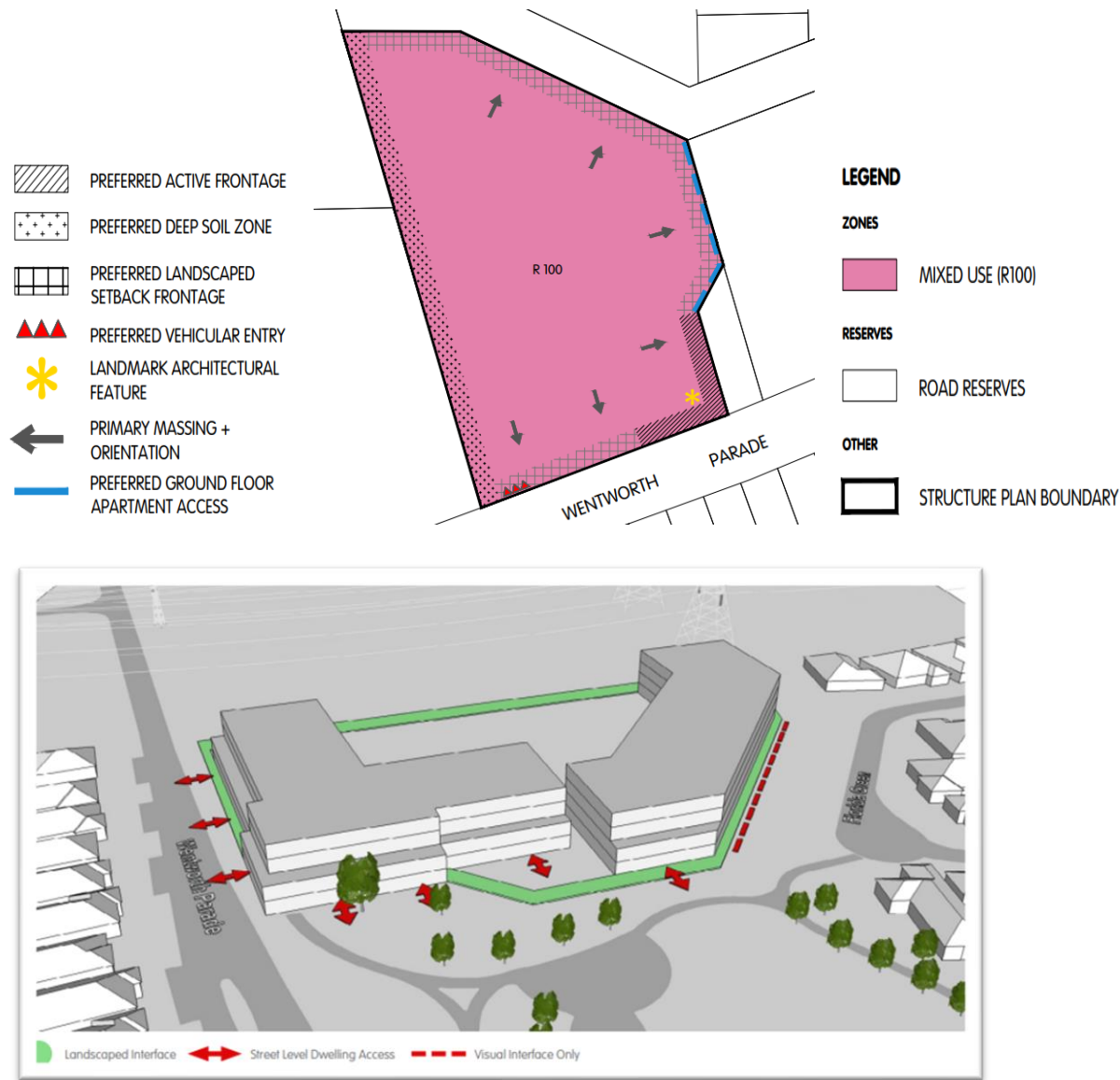
Figure 1 – Extract of Southern Suburbs District Structure Plan Map

Local Structure Planning History

Lot 559 has previously formed the subject of a number of local structure planning proposals. In 2001 it was approved for low density housing as part of the Success Lakes Estate Structure Plan.

In 2004 it was approved for medium-density Residential (R40) and Local Centre use, as part of the Magnolia Gardens Phase One Structure Plan.

In 2017 it formed the subject of a standalone structure plan (Lot 559 Wentworth Parade, Success LSP), that identified the land as ‘Mixed Use (R100)’, to facilitate high-density housing on top ground floor commercial uses, in recognition of its proximity to the soon to be opened Aubin Grove Railway Station (refer key extracts at Figure 2 below).



Despite repeated efforts to market the site since this time, the owner has advised there has been little commercial interest in developing the site for this purpose.

Furthermore, this situation appears unlikely to change in the short to medium-term future, with mixed-use and apartment construction struggling with high up-front building costs relative to the final sale price of completed buildings.

This is particularly true outside major activity centres and/or high-amenity locations (like along the river or near the coast).

Given this proposal involves a significant departure to the 2017 approval, the City recommended that it be treated as a new application. If approved, the WAPC will need to revoke its approval of the current Structure Plan.

Submission

N/A

Report

Encompassing around 1.2167 hectares of land zoned 'Urban' under the Metropolitan Region Scheme (MRS), the proposal involves the entirety of Lot 559, and the eastern sliver of Lot 9073 Wentworth Parade, which are differently zoned under the City's Town Planning Scheme No.3 (as described and depicted in Figures 3 and 4 below):

- Lot 559 is zoned Development (DA8 Special Control Area)
- Lot 9073 is zoned Special Use 23 (SU23), which allows for a limited range of uses (carpark, civic use, community purposes, nursery, public amusement and private recreation) within the easement of a high-voltage transmission powerline running parallel to the site.

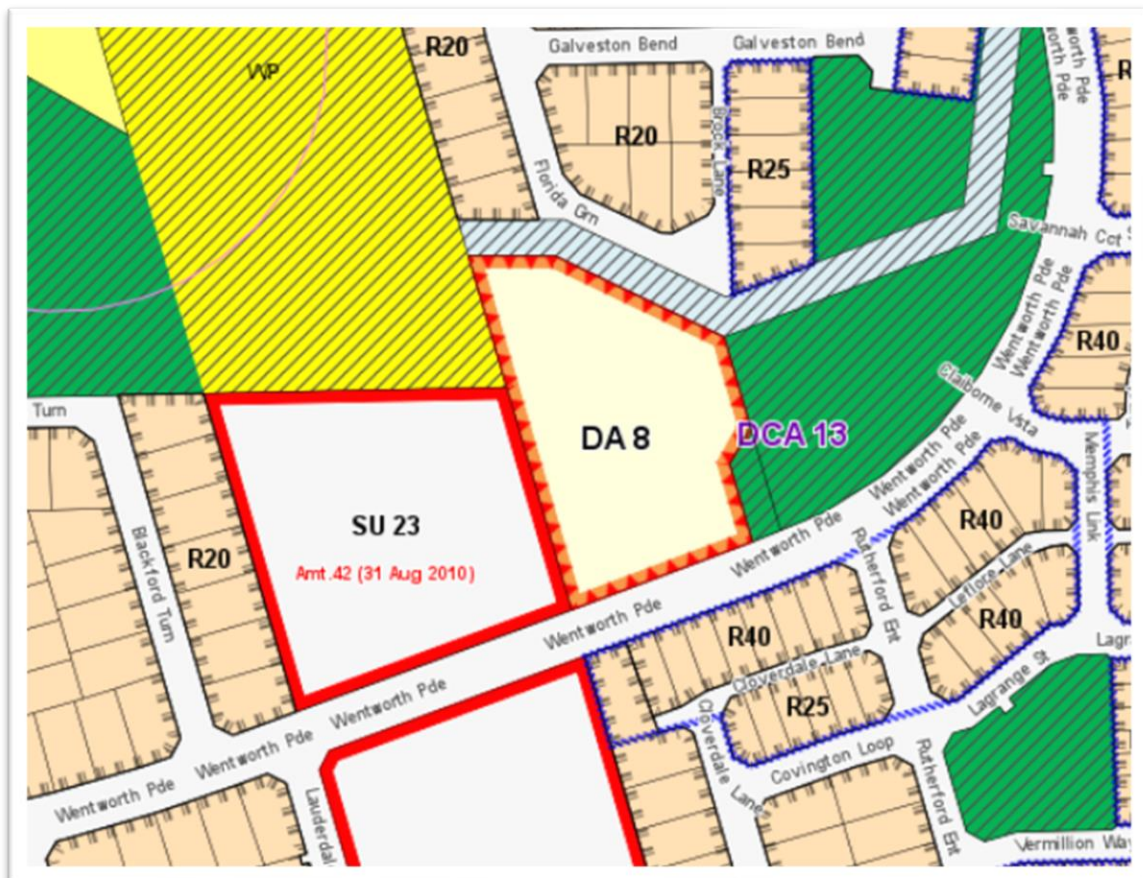


Figure 3 – Current TPS3 Zoning of the site and surrounding area (2024)



Figure 4 – Aerial Image of the Affected Lots (2024)

The subject site is bound by Wentworth Parade to the south, Wentworth Park to the east, an existing drainage reserve to the north (encompassing an open drain landscaped and maintained as a natural extension of Wentworth Park), and the balance of the high-voltage transmission line easement to the west.

Surrounding development is primarily a mixture of low-density (R20 and R25) single residential housing, with a strip of medium-density (R40) laneway serviced housing to the south, on the opposite side of Wentworth Parade.

Proposed Structure Plan

The proposed Structure Plan (refer to Attachment 1) provides:

- a residential coding of 'R30', delivering an estimated 22 lots (Attachment 2);
- a small area of Public Open Space (POS), measuring 82m²; and
- an internal road network involving a local road that makes partial use of the transmission line corridor and terminates at a cul-de-sac, with a 6m wide laneway that completes an internal loop and provides rear access to the lots fronting Wentworth Parade.

The inclusion and use of a portion of the transmission line corridor as a local road reserve (including visitor parking embayments), is consistent with the City's support for similar proposals along the same corridor (east of Barfield Road in Hammond Park) and is a good efficient use of underutilised urban zoned land.

It has also resulted an improved edge treatment including vehicle control fencing and landscaping (within the limits afforded by the existing easement).

Future subdivision will contribute towards the provision of community infrastructure included in DCA13.

Residential Density

A residential coding of 'R30' is proposed for all Residential land within the Structure Plan area. Whilst this represents a significant reduction to the R100 coding that currently applies, the proposed density is considered appropriate given it:

- continues to meets both the 15 dwellings per gross hectare of urban zoned land and 23 dwellings per hectare residential site density targets, as set out in the State Planning Framework (*Perth and Peel @ 3.5 Million*);
- will not compromise the City's ability to meet its residential dwelling targets, as set out in the *South Metropolitan Peel Sub-regional Planning Framework* (and recently measured via the City's adopted Draft Local Planning Strategy); and
- will be far more in keeping with the density, scale and character of surrounding residential development.

Public Open Space

Under the 2004 Phase One Magnolia Gardens Structure Plan, the 'Local Centre' portion of the site was treated as a deduction in the POS calculations, meaning that a POS contribution was not required unless residential subdivision occurred.

The current (2017) Structure Plan anticipates the 10% POS requirement being met entirely via cash-in-lieu.

This proposal largely mimics the 2017 outcome, with a small, elevated area (82m²) located at the end of the cul-de-sac bulb, to enable an enhanced landscaped transition inclusive of stairs and a path that provide direct access down to Wentworth Park and its associated playground (refer Figure 5 below).

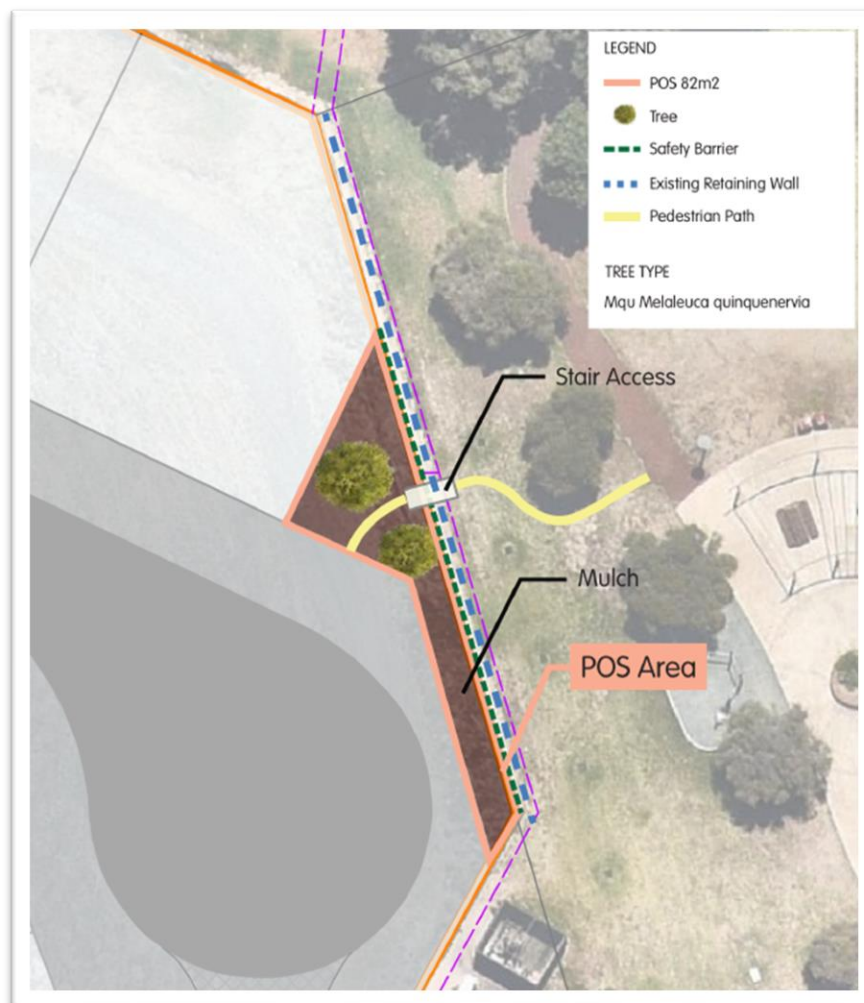


Figure 5 – Extract of Proposed Landscape Concept

Given the number of resulting residential dwellings is being significantly reduced, it is reasonable to accept that the balance of the typical 10% requirement be provided in the form of cash-in-lieu (inclusive of a contribution towards the additional developable area created via use of portion of the adjoining transmission corridor).

Modifications to the executive summary, Parts 1 and 2 of the proposed Structure Plan are recommended to ensure clarity on this matter.

The final outcome will achieve a suitable balance between ensuring an efficient development outcome in an area that already has direct access to appropriate facilities, whilst avoiding the complexities of having to accommodate an expanded park at differing levels and provide funding towards the future improvement of POS facilities within the broader area.

Public Reserve Interface

The proposed lot design involves a number of lots either siding or backing onto a 'Drainage' reserve to the north and Wentworth Park to the east.

The proposed Structure Plan currently suggests the use of non-permeable fencing along these interface areas.

Despite the existing interface of nearby lots, such an outcome would be inappropriate and inconsistent with the requirements of both the City's Local Planning Policy 5.5 Local Development Plans (LPP 5.5) and Local Planning Policy 5.7 Uniform Fencing (LPP 5.7), both of which require visually permeable fencing to maximise the visual relationships between public and private spaces.

The requirement for the fencing to be visually permeable with the POS interface has been captured as a recommended modification to the proposed Structure Plan.

Bushfire Planning

An updated version of *State Planning Policy 3.7 – Planning in Bushfire Prone Areas* was published on 24 September and will become operational from 18 November 2024. In addition to refined requirements and associated guidelines, included was an updated Map of Bushfire Prone Areas (refer extract in Figure 6 below).



Figure 6 – DFES Bushfire Prone Mapping

Prior to this update, the subject site was not formally identified as a bushfire prone area. However it was included in the new Bush Fire Prone Area 2 draft map that was advertised for comment in 2023.

Up until 18 November 2024, decision-makers have the discretion to consider proposals against the previous (2015) framework, in acknowledgement that some proponents will have expended significant time and funds in preparing their application.

Given the Structure Plan is unlikely to be determined by the WAPC ahead of the deadline, in this instance the requirement to prepare a Bushfire Management Plan (BMP) has been recommended as a modification prior to final approval.

This reflects the City's typical risk averse approach to the protection of life and property, consistent with the precautionary principle that underpins the state planning policy.

This approach is also consistent with preliminary advice received from the Bushfire Program Manager at the Department of Planning Lands and Heritage (DPLH), who advised that the need (or otherwise) to prepare a BMP will ultimately be determined by their Land Use Planning team as part of the final Structure Plan and subsequent subdivision assessment processes.

Based on the outcome of BMP's for land abutting other sections of the transmission corridor, it's possible that this may trigger the need for adjustment to the Structure Plan and Concept Plan layouts, particularly at the northern end of the site where there is a direct lot interface with the transmission corridor.

Council endorsement of the BMP is not included in the recommendation, as any change is likely to be relatively minor in nature, and unlikely to trigger any additional management requirements upon the City, beyond its current obligations to keep the new roads and adjoining drain and POS reserves in a fire safe state.

Strategic Plans/Policy Implications

Environmental Responsibility

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

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

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

Legal Implications

N/A

Community Consultation

The proposal was advertised for a period of 42 days, in accordance with Regulation 18(3A) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, between 6 August 2024 and 17 September 2024.

Advertising consisted of a notice on the City's 'Comment on Cockburn' website, letters to surrounding landowners/occupiers and relevant State Government agencies and servicing authorities. Hard copies were also on display and available to view at the City's administration building during business hours.

As per the requirements of *Local Planning Policy 5.19 – Structure Plans & Telecommunications Infrastructure*, the proposal was forwarded to telecommunications providers.

The City received 13 submissions, including 10 from State Government agencies and servicing authorities and 3 submissions from members of the public.

In summary:

- 11 submissions provided comment or no objection
- two submissions objected to the proposal.

A copy of the Schedule of Submissions, including officer responses to the issues raised is included as Attachment 3.

In response the City has recommended a number of modifications be made to the Structure Plan as outlined in Attachment 4. Most are minor typographical and/or formatting errors inadvertently copied from the 2017 (or earlier) structure plans for the site. The applicant has been made aware of the recommended changes and has not raised any objections with the City.

Risk Management Implications

The officer recommendation considers the relevant planning matters associated with the proposal. It is considered that the officer recommendation is appropriate.

The City is required under the *Planning and Development (Local Planning Schemes) Regulations 2015* to provide the WAPC with a recommendation within 60 days of the advertising period closing, or within a longer timeframe agreed by the WAPC.

The City has until 16 November 2024 to provide its recommendation to the WAPC.

The WAPC is able to make a decision in the absence of the City's recommendation, should the recommendation not be provided before 16 November 2024, or a longer timeframe agreed by the WAPC.

Where the City does not provide a recommendation, the Regulations enable the WAPC to charge the City for the cost incurred in assessing the Structure Plan Amendment.

Advice to Proponent(s)/Submitters

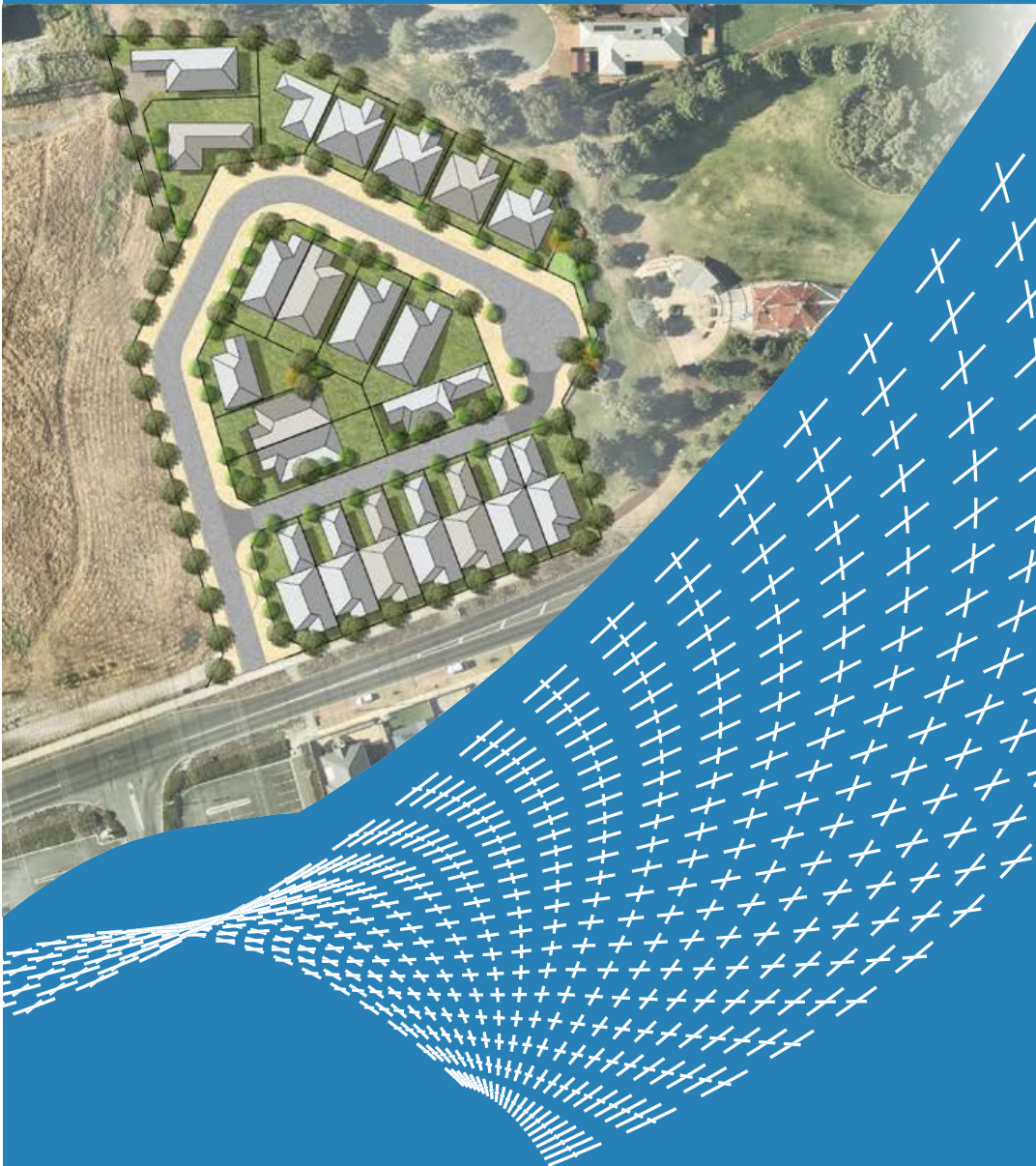
The Proponent and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 12 November 2024 Ordinary Council Meeting.

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

Nil

LOT 559 WENTWORTH PARADE, SUCCESS **REVISED STRUCTURE PLAN**

JULY 2024



Prepared for Richard Noble Pty Ltd.

HATCH

Document Control

Title:	Lot 559 Wentworth Parade, Success Revised Structure Plan	
Prepared for:	Richard Noble Pty Ltd.	
Prepared by:	Hatch	
Contact:	Tim Trefry (Partner) tim.trefry@hatch.com t +61 8 9213 7300	
Project Team:	Planning + Urban Design	Hatch

Revision	Comment	Author	Approved by	Date Issued
A	Draft for client review	TT	TT	April 2024
B	Draft for client review	TT	TT	July 2024
C	City of Cockburn updates for advertising			July 2024

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Lot 559 Wentworth Parade, Success Revised Structure Plan 3

TABLE OF AMENDMENTS

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1			
2			

TABLE OF DENSITY CODE PLANS

Amendment No.	Summary of amendment	Amendment Type	Date endorsed by WAPC
1			
2			



ENDORSEMENT PAGE

This Structure Plan is prepared under the provisions of the City of Cockburn Local Planning Scheme No. 3.
IT IS CERTIFIED THAT THIS STRUCTURE PLAN WAS APPROVED BY RESOLUTION OF THE WESTERN AUSTRALIAN PLANNING COMMISSION ON:

.....
Date

Signed for and on behalf of the Western Australian Planning Commission

.....
An officer of the Commission duty authorised by the Commission pursuant to Section 16 of the Planning and Development Act 2005 for that purpose, in the presence of:

.....
Witness

.....
Date

.....
Date of Expiry



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Executive Summary

This Structure Plan has been prepared to guide the development of Lot 559 Wentworth Parade, a 1.0942 hectare site located within the City of Cockburn.

The Revised Lot 559 Wentworth Parade Structure Plan provides an overarching planning framework for the subject site. Implementation of a Structure Plan over the site will ensure compliance with the current statutory framework established by the Planning and Development (Local Planning Schemes) Regulations 2015 and allow for the provision of additional guidance which will ensure that future development is of a high quality and appropriately responds to surrounding development.

The Revised Structure Plan supersedes the approved Lot 559 Wentworth Place Structure Plan endorsed on 11 April 2017, which superseded the previously endorsed Magnolia Gardens Phase One Structure Plan. The currently endorsed Structure Plan otherwise continues to coordinate development of the surrounding locality.

The Revised Structure Plan been prepared in support of the designation of the subject site to Residential at a density of R30. This rezoning will enable a residential development of 22 lots, facilitating the development of dwellings in proximity to the Aubin Grove Train Station, an area of public open space and a new road reserve. This outcome supports state and local strategic planning objectives which seek to increase the number of dwellings in close proximity to public transportation.

It is anticipated that the Structure Plan area will accommodate 22 dwellings in a variety of sizes and shapes including compact lots, rear loaded lots and irregular lots, an area of public open space and a new road reserve within a section of the neighbouring site. An overview of the Structure Plan and its key elements is provided in Table 1.

Executive Summary Table

Item	Data
Total area covered by the Structure Plan	1.0942 ha
Area of each land use proposed: <ul style="list-style-type: none">ResidentialPublic Open SpaceLocal Roads	8,236m ² 82m ² 2,624m ²
Estimated lot yield	22 lots
Estimated number of dwellings	22 dwellings
Estimated percentage of public open space (Urban Zone)	(82m2) (1%)

8

Lot 559 Wentworth Parade, Success Revised Structure Plan

Lot 559 Wentworth Parade, Success Revised Structure Plan

9

PART ONE IMPLEMENTATION



01 Structure Plan Area

This Structure Plan applies to Lot 559 Wentworth Parade, Success, being the land contained within the inner edge of the line denoting the structure plan boundary on the Structure Plan Map (refer Plan 1).

02 Structure Plan Content

- This Structure Plan comprises the:
- Implementation section (Part 1)
 - Explanatory section (Part 2)
 - Technical appendices (Part 3)

03 Interpretations and Use Class Permissibility

Land use permissibility within the Structure Plan area shall be in accordance with the Structure Plan Map and corresponding Zones and Reserves under the Scheme.

04 Operation Date

This Revised Structure Plan shall come into operation when it is endorsed by the Western Australian Planning Commission and is valid for a period of 10 years from that date or another period determined by the WAPC in accordance with the Planning and Development (Local Planning Scheme) Regulations 2015 Schedule 2 - Deemed Provisions.

The Revised Structure Plan is to be given due regard whom making decisions on the development and subdivision of land within the Structure Plan area.

05 Residential Density

Plan 1 defines the residential density, in accordance with the Residential Design Codes, that applies to specific areas within the Structure Plan area.

06 General Subdivision and Development Requirements

6.1 Notifications on Title

In respect of an application to develop or subdivide the land, a condition shall be imposed or recommended to be imposed on the grant of approval advising that a notification is to be placed on the Certificate(s) of Title(s) to advise of the increased risk of mosquito borne diseases due to the proximity of Thomson’s Lake.

6.2 Local Development Plans

1. Local Development Plans (LDPs) are required for lots comprising one or more of the following site attributes:
- i. Lots with rear-loaded vehicle access;
 - ii. Lots with direct boundary frontage (primary or secondary) to an area of Public Open Space.

6.3 Other provisions / standards / requirements


- i. Proportional contributions being made towards DCA 13 (Community Infrastructure) in accordance with clause 6.3 of the City of Cockburn Town Planning Scheme No. 3
- ii. The site adjoining the SP site to the east contains a powerline easement and is zoned Special Use Zone No.23 (SU23). A portion of the proposed road reserve will be located on this site.

Plan 1: SP559.1 Local Structure Plan Map





LEGEND

ZONES


 RESIDENTIAL (R30)


RESERVES

 ROAD RESERVES

 PUBLIC OPEN SPACE

OTHER

 STRUCTURE PLAN BOUNDARY

 WESTERN POWER EASEMENT



PART TWO
EXPLANATORY



01 PLANNING BACKGROUND

1.1 Introduction and purpose

This report has been prepared on behalf of Richard Noble Pty Ltd, in support of a Revised Structure Plan (Structure Plan) for Lot 559, Wentworth Parade, Success (Structure Plan area). The Structure Plan will provide for residential development, an area of public open space and new road reserves. The project team responsible for the preparation of the Structure Plan are:

- Hatch - Town planning, design and landscape concept;
- The Civil Group – Drainage Management Strategy; and
- Transcore - Traffic Impact Assessment.

1.2 Land description

1.2.1 Location

The Structure Plan area is in the locality of Success which is approximately 21.5 kilometres south of the Perth Central Business District and 2.5 kilometres south of the Cockburn Central Activity Centre within the municipal boundaries of the City of Cockburn. The Structure Plan area is bounded by a vacant lot in Special Use Zone – Schedule 23 with a powerline easement to the west, Wentworth Parade to the south and an area of parkland to the north and west.

The Structure Plan area is located in close proximity to transport infrastructure, being approximately 600 metres north of the Aubin Grove Train Station, and 600 metres north of the Russell Road Kwinana Freeway interchange. As above, the site is also located in close proximity to Public Open Space, directly adjoining Wentworth Parade park at two frontages and being located approximately 200 metres east of the Success Regional Sporting Facility. The site is also well-serviced by commercial facilities, being located approximately 800m north of Harvest Lakes Shopping Centre, and educational facilities, with Success Primary School located approximately 200 metres west of the site.

Figure 1: Regional Context Plan

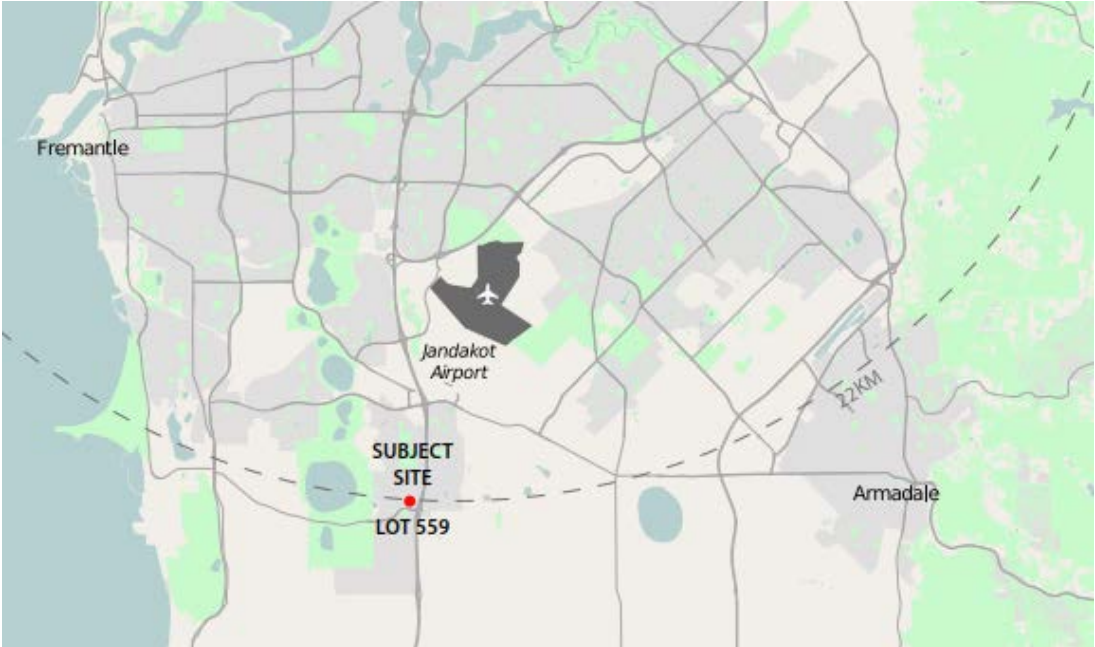


Figure 2: Local Context Plan



1.2.2 Area and land use

The Magnolia Gardens locality is typically characterised by low-density single detached residential dwellings constructed within the last two decades. Some examples of grouped dwelling developments, including duplexes and villas, are distributed throughout the locality.

The Structure Plan area has a total area of 1.0942 hectares and is currently vacant and cleared of vegetation.

Figure 3: Site Plan



1.2.3 Legal description and ownership

The legal description of the subject land is provided in Table 1. Aerial photograph plan depicts the lots and their land use (Figure 3).

Table 1: Property Details

Lot No.	Street Address	Volume/Folio	Plan	Area	Registered Proprietor
559	332 Wentworth Pde, Success	2781/783	71906	1.0942 ha	Richard Noble Pty Ltd
9073	Wentworth Pde, Success	2849/2	76373	1.4052 ha	Richard Noble Pty Ltd

1.3 Planning framework

1.3.1 Zoning and reservations

1.3.1.1 Metropolitan Region Scheme

The Structure Plan area is zoned ‘Urban’ under the provisions of the Metropolitan Region Scheme (MRS).

1.3.1.2 City of Cockburn Town Planning Scheme No. 3

The Structure Plan area is zoned ‘Development’ (Development Area 8) under the provisions of the City of Cockburn Town Planning Scheme No.3 (TPS 3). Cl 4.2.1 provides the following objectives for the ‘Development’ zone:

- i. Development Zone

To provide for future residential, industrial or commercial development in accordance with a comprehensive Structure Plan prepared under the Scheme.

As a requirement for land zoned ‘Development’ in TPS 3, a Structure Plan has to be prepared prior to Council providing comment on subdivision applications and determining development applications. This Structure Plan report has been prepared in accordance with requirements listed under Cl. 6.2.6 of TPS 3.

To the west, the site abuts a Public Purposes Reserve containing a Western Power high voltage transmission line.

1.3.2 Applicable Structure Plans

1.3.2.1 District Structure Plan

The Structure Plan area was subject to the provisions of the Southern Suburbs District Structure Plan (1999), prepared by the City of Cockburn. The District Structure Plan designates the subject site as Residential.

1.3.2.2 Local Structure Plans

The Structure Plan area is addressed by the Lot 559, Wentworth Parade Success Structure Plan endorsed by the City of Cockburn on 11th April 2017 which designated the site for a mixed-use development which was viewed as a scale best to enable transit-oriented development.

Prior to the endorsement of the Lot 559, Wentworth Parade Success Structure Plan, the Structure Plan area is addressed Magnolia Gardens Phase One Structure Plan (SP8A), which was endorsed by the City of Cockburn on 17 January 2004. SP8A identifies the SP area for Residential (R40) and Local Centre use.

Prior to the endorsement of the Magnolia Gardens Structure Plan, the site was subject to the Success Lakes Estate Structure Plan, prepared in August 2001.

This Revised Structure Plan has been prepared to supersede current structure planning and enable development at a scale which respects the surrounding residential character and built form.

Figure 4: Metropolitan Region Scheme Zoning



Figure 5: Town Planning Scheme No.3 Zoning





1.3.3 State Policies

1.3.3.1 State Sustainability Strategy

The State Sustainability Strategy provides an overarching framework for the State Government to respond to the sustainability agenda. The Strategy identifies the following six broad goals and 42 strategy areas intended to fulfil these goals and to guide Government action towards achieving its vision for a sustainable Western Australia:

- Sustainability and governance;
- Contributing to global sustainability;
- Sustainable natural resource management;
- Sustainability and settlements;
- Sustainability and community; and
- Sustainability and business.

The policy objectives of the State Sustainability Strategy are incorporated into the planning system through State and Local Government policy and formally applied through planning decisions. The role of sustainability - economic, environmental and social - is fundamental to the planning of the site and is implicitly embodied in the content of this Structure Plan.

1.3.3.2 State Planning Strategy

The State Planning Strategy (1997) was prepared by the WAPC as a whole of Government approach to guide sustainable land use planning throughout the State up until 2029. The Strategy is aimed at developing a land use planning system to help the State achieve a number of key goals. These include generating wealth, conserving and enhancing the environment and building vibrant and safe communities for the enjoyment of this and subsequent generations of Western Australians. The Strategy was last audited in 2000- 2001. The Structure Plan is consistent with the goals and objectives of the State Planning Strategy.

1.3.3.3 Directions 2031 and Draft Outer Metropolitan Perth and Peel Sub-Regional Strategy

Directions 2031 and beyond (Directions 2031) is the high-level spatial framework and strategic plan for metropolitan Perth and Peel regions. Directions 2031 provides a framework for the detailed planning and delivery of housing, infrastructure and services necessary for a variety of growth scenarios.

Directions 2031 identifies growth scenarios for low, medium (Connected City approach) and high-density rates of infill and greenfield development. The Connected City scenario, identified as the preferred growth scenario, was modelled to determine the area of greenfield land required to provide for a city of 3.5 million people. Consistent with the outcomes of this approach, Directions 2031 sets a target of 15 dwellings per gross urban zoned hectare land in development areas.

Directions 2031 is supported by a series of Sub-Regional Strategies. Each Sub-Regional Strategy provides information about the levels of expected population growth in individual local government areas. They also identify development opportunities and prospects for increased density within Greenfield areas, facilitating the housing targets outlined in Directions 2031.

The Structure Plan area is included within the South-West Sub-Region identified within the Draft Outer Metropolitan Sub-Regional Strategy for Perth and Peel (Draft OMPPSS). The South-West Sub Region is expected to supply 119,760 dwellings under the adopted 'Connected City' scenario.

18,280 of these dwellings are expected to come from greenfield sites within the City of Cockburn.



1.3.3.4 Liveable Neighbourhoods

Liveable Neighbourhoods, Edition 3 (LN 3) is a Western Australian Planning Commission (WAPC) policy used to guide the design and assessment of structure plans (regional, district and local) and subdivision and development applications for new urban areas. Its aims include promoting the design of walkable neighbourhoods; places that support community and a sense of place; mixed uses and active streets; accessible and sustainable parks; energy efficient design; and housing choice. The key initiatives of LN 3 are covered under eight design elements.

The implementation of each of these elements and the fulfilment of the overall principles of LN 3 will be fundamental to ensuring that development of the structure plan area and the wider metropolitan region occurs in a thoughtful and sustainable manner. Application of the LN 3 principles is therefore relevant to all levels of planning for the site from the proposed Structure Plan through to detailed lot and building design. By providing for a diverse range of housing within a connected and walkable neighbourhood, configured around a range of accessible open space areas, the Structure Plan reflects the requirements of LN 3.

1.3.3.5 State Planning Policy No.1: State Planning Framework

State Planning Policy No.1: State Planning Framework (SPP1) unites existing state and regional policies, strategies and statements under a central framework to provide a context for decision-making on land use planning and development matters in Western Australia.

The Structure Plan is consistent with the primary aim of this overarching policy, which can be summarised as "...to provide for the sustainable use and development of land." The WAPC and local government will refer to the relevant planning instruments referred to under SPP1 for all planning decisions, including those concerning the Structure Plan and subsequent planning proposals presented for the site.

1.3.3.6 State Planning Policy No.3 Urban Growth and Settlement

State Planning Policy No.3: Urban Growth and Settlement (SPP3) applies to the whole of the State in promoting sustainable and well-planned settlement patterns that have regard to community needs and are responsive to environmental conditions. The objectives and principles of Directions 2031 and Liveable Neighbourhoods are enshrined in this Policy.

SPP3 recognises that a majority of new development in metropolitan Perth has been in the form of low-density suburban growth. This form of development intensifies pressure on valuable land and water resources; imposes costs in the provision of infrastructure and services; increases the dependence on private cars; and creates potential inequalities for those living in the outer suburbs where job opportunities and services are limited.

To promote growth that is sustainable, equitable and liveable, SPP3 encourages a more consolidated urban form. In general terms the proposal for the site is consistent with the high-level principles of SPP3. This Revised Structure Plan will facilitate:

- access to public transport (bus and rail);
- suitable access to areas of high quality POS;
- the creation of cohesive and walkable communities through the application of traditional neighbourhood design principles; and
- a diversity of housing types and lot sizes.

1.3.4 City of Cockburn Strategies and Policies

1.3.4.1 City of Cockburn Local Planning Strategy

The SSDPS3 states that the District Structure Plan is consistent with the following actions outlined in the City of Cockburn Local Planning Strategy (LPS):

- Ensure there is an appropriate housing and density mix to fulfil existing and potential demand from various groups.
- Promote medium density housing in and near regional and district centres and near public transport facilities.
- Provide a range of housing opportunities; and
- Promote mixed land uses in communities, especially through the location of housing in commercial centres.

The Structure Plan remains generally consistent with the SSDPS3 and as such is in accordance with the above actions within the LPS.

1.3.4.2 Local Planning Policy 5.19 - Structure Plans and Telecommunications Infrastructure (LPP 5.19)

LPP 5.19 requires structure plans to provide evidence of consultation with telecommunications carriers responsible for operating mobile telecommunications infrastructure, to ensure infrastructure requirements are outlined at the earliest stage of planning. Mobile coverage from all major providers is available throughout the Structure Plan area.

Hatch have attempted to contact the major service providers to obtain written confirmation regarding the operation and potential upgrades of telecommunication services in the area, however, no direct line of contact has been possible. Every attempt to contact the providers directly, resulted in being referred to the general enquiry number. Through the coverage mapping provided on each providers website, confirmation of the provision of telecommunication services is provided, with all major providers (Optus, Telstra and Vodafone) providing the structure plan area with 4G, and Telstra and Vodafone providing 5G across the structure plan site.

02 PRE-LODGE MENT CONSULTATION

The following summarises the pre-lodgement consultation that has informed the progression of the Structure Plan design.

Table 2: Summary of consultation

Date	Attendance	Points of Discussion
January – April 2024	City of Cockburn	Various discussions on the draft Structure Plan design for City of Cockburn feedback and discuss: <ul style="list-style-type: none">• Required Technical reports
January – April 2024	Telstra Optus	Various phone calls & E-mails
6 February 2024	DPLH	Meeting to discuss the proposed R30 density & report format.

03 EXISTING SITE CONDITIONS

The bulk of this commentary has been extracted from the presently endorsed Structure Plan as it largely remains relevant.

3.1 Biodiversity and Natural Area Assets

As the site is cleared and located within an established urban environment, the SP area offers no significant biodiversity or natural area assets and is not affected by any statutory environmental listings of significance. As a consequence of this, environmental assessment specific to the subject site is deemed to not be required.

The SP area was subject to environmental assessment as part of the broader Success Lakes Estate Structure Plan (SP8A). SP8A identified that the site had been cleared to facilitate historic land uses such as cattle grazing and market gardens and confirmed the suitability of the area for urban development.

The SP area is located adjacent to Wentworth Park, a recreation reserve. As Wentworth Park does not contain retained vegetation, it is not considered to materially impact upon the SP.

3.2 Landform and Soils

3.2.1 Landform

The subject site is gently sloping, falling from approximately 29m AHD at the southern boundary where the site adjoins Wentworth Parade to 23m AHD at the northern boundary adjoining a drainage reserve. The site was earth worked and filled with 1 metre of clean fill as part of development works associated with Magnolia Gardens estate. As geotechnical assessment carried out as part of SP8A confirmed that the landform is conducive to residential development, no further analysis is deemed to be required.

3.2.2 Soils

SP8A indicates that the majority of soils within the broader locality are highly leached, deep grey sands of the Bassendean Dune landform system. This soil type is identified as having excellent drainage qualities and being well-suited to urban development. The Department of Environment Regulation’s Swan Coastal Plain Acid Sulfate Soil Risk Map indicates that the subject site is generally Class 2, with a moderate to low risk of acid sulfate soils occurring within 3 metres of the natural soil surface. As this classification did not preclude development of the surrounding urban area it is not considered to materially impact upon the Structure Plan.

3.3 Site Hydrology and Water Management

As part of development of Magnolia Gardens estate, the drainage has been landscaped as a linear open space and fitted with suitable drainage infrastructure. Run-off on Wentworth Parade is captured by side entry pits and pipes which discharges into a basin for treatment and storage. There is a small retention basin and open drain in the drainage reserve north of Lot 559 which captures runoff from the development north of the drain. The drain untimely discharges into Thomsons Lake to the west of Hammond Road.

3.4 Bushfire Hazard

The subject site is not currently designated by the Department of Fire and Emergency Services (DFES) as a Bush Fire Prone Area, in accordance with State Planning Policy 3.7 Planning in Bushfire Prone Areas. As such, the site is not considered to be subject to bushfire attack and no further planning or building requirements are deemed to be required.

3.5 Site Heritage

3.5.1 Aboriginal Heritage

A search of the Department of Indigenous Affairs Aboriginal Heritage Management System was undertaken in April 2024 for the Success Area, confirming that there are no registered Aboriginal Heritage Places within or adjacent to SP area.

3.5.2 Development History

A search of the Heritage Council of Western Australia Heritage Places Register was undertaken in April 2024 for the Success Area, confirming that there are no known sites of heritage significance within or adjacent to the subject site. The surrounding locality was designated as the suburb of Success in 1973, named after the HMS Success, a ship commanded by Captain James Stirling during exploration of the Perth region in 1827. Prior to residential development, the subject site and surrounding locality were partially cleared and utilised for cattle grazing. Development of the Magnolia Gardens locality, within which the subject site is located, was governed by the Success Lakes Structure Plan (SP8A) and latter revisions known as Magnolia Gardens Phase One and Phase Two and Three. Development of the Magnolia Gardens locality was commenced subsequent to the approval of these governing documents between 2000-04, with the immediate surrounds of the subject site developed between 2008-11.

3.6 Western Power Powerline Easement and SU23

A western power transmission line corridor, containing three lines, adjoins the western boundary of the subject site and will contain a portion of the new road reserve as proposed in this structure plan. The width of the Easement is approximately 120 metres and contains a number of steel-framed pylons that support high voltage power transmission cables. This site is within a Special Use Zone- No. 23. The SU23 is described in the City of Cockburn planning scheme as follows:
All land within transmission line corridors designated as SU23 on the Scheme Map.
The only portion of this proposal in the SU23 is the road reserve, which is not a land use that is precluded in the SU23.

04 STRUCTURE PLAN

4.1 General

The Revised Structure Plan provides for residential development of 22 dwellings, an area of POS and new road reserves. A subdivision design plan for the site is provided at Appendix 1.

4.2 Land Use

As depicted in the Structure Plan Map, it is proposed that the subject site be zoned to accommodate residential development with an area of POS and new road reserves, which makes use of the close proximity of the site to Aubin Grove Train Station and Wentworth Park, in accordance with State and Local planning policy relating to transit-oriented and infill development and the provision of diverse and affordable housing. The proposed Structure Plan is consistent with the existing State and Local Government planning framework applicable to the subject site and will contribute to accommodating forecast population growth within the City of Cockburn.

4.3 Residential

The Structure Plan area is to have an applicable residential density of R30, in accordance with Residential Design Codes. The existing structure plan was an ambitious proposal to deliver 'Mixed Use' development to the site. The residential density code of R100 was proposed to enable the development of approximately 80-130 multiple dwellings. The ground floor of the development allowed for commercial tenancies in response to any market demand. The R100 density coding was considered appropriate given the proximity to the Aubin Grove Train Station (approximately 600m away), adjacent bus routes and connections to Cockburn Central, Gateway shopping centre and surrounding service and employment facilities.

Unfortunately, in the 8 years since adoption of the current structure plan there has been little commercial interest in the site. Furthermore, given the increasing building costs associated with apartment / multiple dwellings the form of development proposed under the current structure plan is not commercially viable. The surrounding area has predominantly been developed for single residential dwellings with an average lot size of 378sqm. The proposed R code of R30 and corresponding residential concept plan proposes the creation of 22 lots ranging in area from 300sqm to 660sqm with an average lot area of 374sqm. The lot range and average lot size is in keeping with the surrounding locality and will address in a small way the need for affordable housing.

The proposed lot design provides for lots fronting Wentworth Pde and accessed via a rear laneway. This design reflects the existing housing on the southern side of Wentworth Pde and will provide for a consistent streetscape. These lots will be provided with uniform fencing fronting Wentworth Pde and visitor parking located on the new subdivisional road. The majority of the balance lots will have frontage to the subdivisional road. Those lots backing onto the existing drainage corridor will be provided with uniform fencing. As these lots back onto the drainage corridor and POS and the lots in Florida Green face these lots, the uniform fencing will not be permeable. The subdivisional road has been designed to provide

for views of the adjacent Wentworth Park from those residential lots on the eastern boundary. Lots on the western boundary will have frontage to the adjacent vacant landholding which contains the Western Power easement. The small POS area has been provided to ensure a pedestrian linkage to the adjacent Wentworth Park. (Refer Appendix 1 – Subdivision Design).

4.3.1 Surrounding Residential Density

A substantial portion of the residential area to the north of the Aubin Grove Train Station, situated to the immediate south of the subject site, is zoned to a residential density of R40 in accordance with the Magnolia Gardens Structure Plan. Therefore, amending Lot 559 to an R30 density coding will more accurately reflect the surrounding density of Success.

4.4 Movement Networks

This section has been informed by a Transport Impact Statement undertaken by Transcore, appended as Appendix 2.

4.4.1 Movement Hierarchy

Wentworth Parade northeast of the subject site is constructed as a two-lane boulevard-style road standard with one lane in each direction and a 4.5m central median. Wentworth Parade is classified as a Local Distributor road in the Main Roads WA Functional Road Hierarchy and has a posted speed of 60 km/h.

It is estimated that the proposed structure plan would generate a total of approximately 176 daily vehicle trips with around 18 trips during both AM and PM peak hour periods including inbound and outbound movements. The traffic assessment undertaken demonstrates that the impact of the structure plan traffic on the surrounding road network will be insignificant.

4.4.2 Pedestrian Movement

There is good pedestrian connectivity surrounding the subject site through a 2.0m shared path located on the northwest side of Wentworth Parade and a 1.5m footpath on the southeast side of Wentworth Parade opposite the subject site. Pedestrian crossing facilities including drop kerbs/pram ramps and median refuges currently exist in many locations along Wentworth Parade, including in close proximity to the subject site. The subject site has adequate pedestrian access to/from the Aubin Grove Station precinct, south of Wentworth Parade. Given the introduction of the new subdivisional road the existing pedestrian crossing / pram ramp has been relocated to the east to avoid any vehicle conflicts.

A pedestrian path and stair access is shown on the landscape plan to ensure residents will have access to the adjoining Wentworth Park. A portion of the existing shared / dual use path along Wentworth Parade will be removed and constructed to ensure no conflict with the creation of the proposed residential lots. The new shared use path will tie-in with the red asphalt path within the adjoining POS reserve (Wentworth Park).

4.4.3 Cycling

There is sufficient cyclist connectivity to the subject site via a 2.0m shared path on the northwest side of Wentworth Parade.

The closest bicycle access connection to the Principal Shared Path adjacent to the freeway is available from Savannah Circuit, which intersects Wentworth Parade about 200m northeast of the subject site.

4.4.4 Public Transport

The subject site is currently served by Transperth bus route 526 which stops on Wentworth Parade right in front of the subject site. This service connects to Cockburn Central Station, providing access to the Mandurah railway line.

The subject site is also located 420m from Aubin Grove Station, also on the Mandurah line. This can be accessed by foot via the existing footpath network in this locality.

4.4.5 Private Vehicle Access and Parking

The structure plan proposes that all residential lots are accessed by an internal road loop located south-west corner of the site forming a priority-controlled T-intersection with Wentworth Parade.

The internal road loop is proposed to be two-way with a variable road reservation ranging from 8.0m to 13.5m to 15.0m albeit with a consistent 6.0m wide trafficable carriageway, with latter reservations broadly consistent with the Access Street D reservation recommendation of 14.2 (WAPC Liveable Neighbourhoods 2009). A portion of the internal loop on approach to Wentworth Parade is proposed to be situated within the adjacent Western Power easement site. Lots fronting Wentworth Parade are intended to gain access from back (rear loaded), off the 6.0m wide section of the loop road.

The resident and visitor parking are expected to be accommodated individually within each residential lot, and for visitors to the lots fronting Wentworth Parade located on the new subdivisional road. There is also embayed parking located on the southeast side of Wentworth Parade opposite the subject site.

As per Section 3.6, a portion of the new road reserve is located in the neighbouring site which is zoned SU23. Road is not a land use that is precluded in the SU23. The road reserve will be provided with street trees and mulch to provide an appropriate interface to the adjacent site. In addition a 1.2m double post and rail chainlink fence will be provided along the boundary to preclude vehicle access.

4.5 Open Space

This section has been informed by a Landscape Concept Plan appended as Appendix 3.

There is one small area of POS provided in the Structure Plan of approximately 82m² in size. It borders Wentworth Park to the east, offering a green link between the dwellings and the park.

Liveable Neighbourhoods identifies the function of POS as: sport, recreation, and nature, which replaces the terms active and passive use. A balance between native vegetation retention and provision of functional POS for sport, nature and recreation. Nature spaces provide a setting for people to enjoy and connect with nature. Nature spaces should be fully accessible to the public (i.e. not fenced off), although providing walking trails to prevent undue damage to vegetation is acceptable.

Public Open Space for the area was delivered under the guidance of the former planning framework for the locality, the Magnolia Gardens Phase One Structure Plan.

The area previously allocated for Local Centre under the former planning framework and was designated as a deduction for the purposes of calculating Public Open Space. As such, Public Open Space will need to be provided based on 10% applicable to the Residential proportion of the of the site physically (1%) and as cash-in-lieu (9%)

4.6 Water Management

A Drainage Management Strategy has been prepared by The Civil Group and is appended as Appendix 4.

In accordance with the City of Cockburn's requirements for lots greater than 300 m², all stormwater falling within lot boundaries will be contained within the lot. Runoff from roofs will be directed to soakwells and pervious garden areas where it will infiltrate through sandy soils to groundwater.

Runoff from roads and verges will be collected in gully pits and side entry pits, interconnected with a pipe network. The pits will have soakwell liners, perforated bases and a 1.2m deep trap below pipe invert levels providing storage for the first 15mm of 1.35m³ per pit. The pipe network will be sized to convey the 20% Annual Exceedance Probability (AEP) runoff to existing drainage infrastructure in Wentworth Parade, discharging into the basin to the north.

Earthworks levels are proposed at approximately between RL26.5mAHD and RL27mAHD. As the maximum groundwater level is reported to be RL22.47mAHD and the soils are of a sandy nature with adequate separation between finished level and groundwater level, no subsoil drainage or dewatering is proposed.

4.7 Bush Fire Management

Lot 559 Wentworth Parade, Success is not situated within a designated bushfire prone area so there is no trigger for bushfire planning considerations under SPP3.7 for this Structure Plan.

4.8 Infrastructure coordination, servicing and staging

The Structure Plan area is capable of being fully serviced by all sewerage, water, power, gas and telecommunications services, which have been extended to the surrounding locality in accordance with the Success Lakes Estate Structure plan and Magnolia Gardens Phase One Structure Plan.

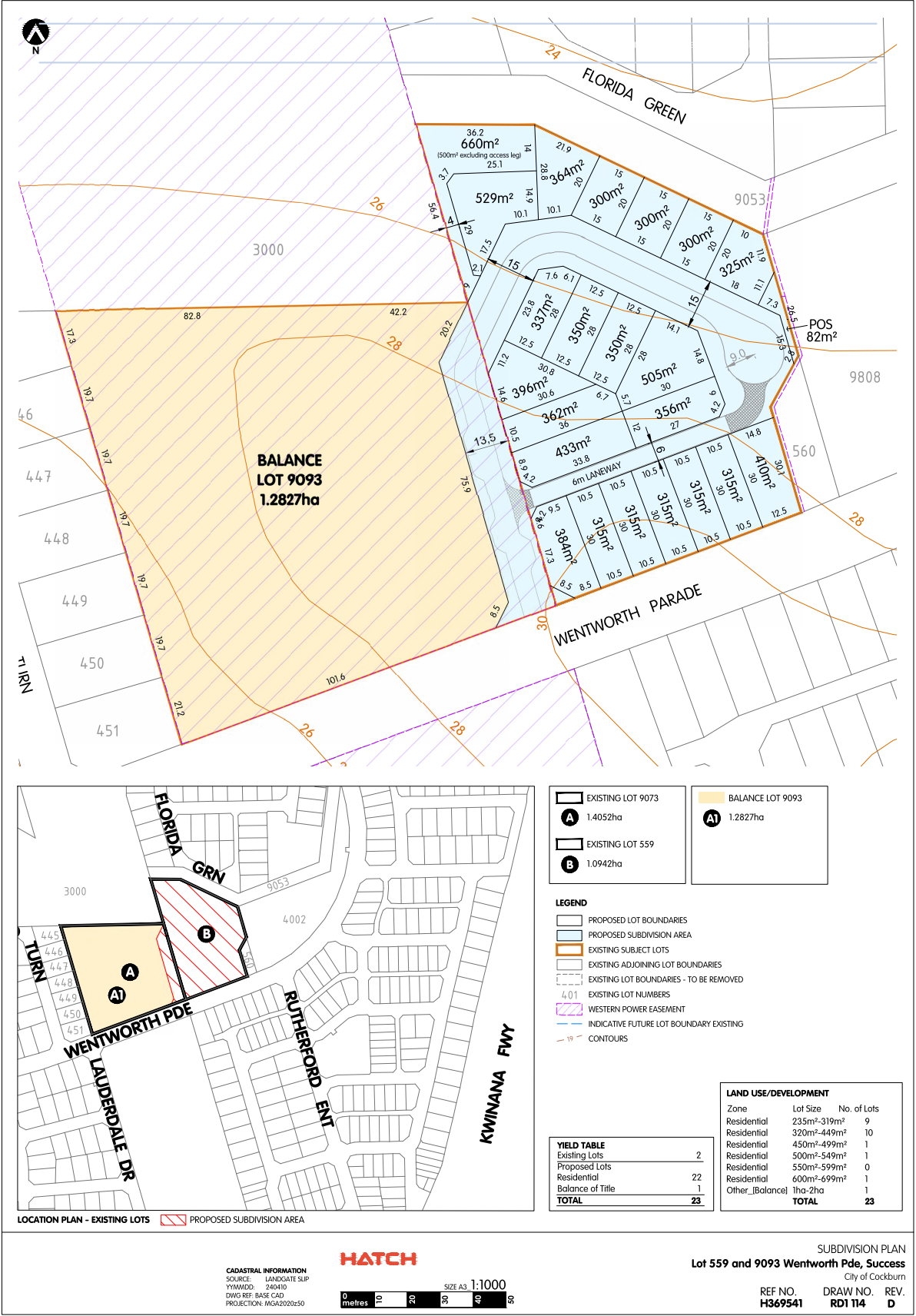
4.9 Developer Contribution Arrangements

The Structure Plan is subject to the requirements of Development Contribution Area 13 for Community Infrastructure, as detailed in the Development Contribution Plan table within the City of Cockburn Town Planning Scheme No. 3.

05 CONCLUSION

This Revised Structure Plan will facilitate the development of Lot 559 Wentworth Parade, Success for residential development with an applicable residential density of R30. The provisions of the Structure Plan, will ensure that future development is of high quality residential lots which respond to surrounding development. The Revised Structure supersedes the approved SP559 as it applies to the site which ambitiously designated the site as a mixed-use area with R100 density across the site. After little commercial interest and increasing building costs for those style developments the mixed-use development was no longer viable.

It is expected that the amended Structure Plan will accommodate 22 dwellings an area of POS and new road reserves. The subject site is ideally positioned to take advantage of the Aubin Grove Train Station, located approximately 350 metres due south of the subject site. Future residents will also be well serviced by vehicular, cyclist and pedestrian networks, public open spaces and retail, employment and education facilities within the surrounding locality. Overall the Revised Structure Plan presents an appropriate development outcome for the site that reflects and supports the surrounding development pattern.



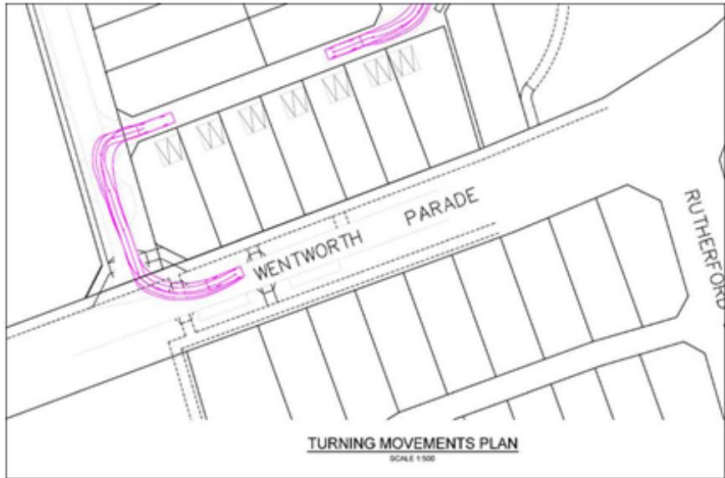
File No. 110/250

Schedule of Submissions
Proposed Structure Plan – Lot 559 Wentworth Pde, Success

No.	Name/Address	Submission	Recommendation
1	Telstra Australia	COMMENT: No issues, albeit with the usual Dial Before You Dig disclaimer and make note for any of Telstra's underground assets needing to be relocated this must be done via an application	1. Noted
2.	Dept of Biodiversity, Conservation and Attractions, Bentley WA	NO COMMENT: The Department of Biodiversity Conservation and Attractions - Swan Region Office has no comments on the proposal	1. Noted
3.	ATCO Gas Australia, Jandakot WA	NO OBJECTION: ATCO Gas Australia (ATCO) has no objection to the proposed application, based on the information and plan provided. Advice notes: <ul style="list-style-type: none"> Anyone proposing to carry out construction or excavation works must contact 'Before You Dig Australia' (www.byda.com.au) to determine the location of buried gas infrastructure. Refer to ATCO document AGA-O&M-PR24- Additional Information for Working Around Gas Infrastructure https://www.atco.com/en-au/for-home/natural-gas/wa-gas-network/working-around-gas.html Proposed construction and excavation works need to be managed in accordance with the ATCO document <i>Additional Information for Working Around Gas Infrastructure - AGA-O&M-PR24</i> https://www.atco.com/en-au/for-home/natural-gas/wa-gas-network/working-around-gas.html 	1. Noted
4.	Name and Address withheld	COMMENT: The lot 559 is unique in its nature as it is an open area close to children park and next to high voltage power line. The open plan of the area provides a beautiful aesthetics to the residents not only to the residential units near it but also provide a safer place for the kids coming to the playground. The open area of the Lot also provide as a beautiful spot for an outdoor party in good weather without disturbing any of the neighbours (all neighbours far away with plenty of parking space available).	1. The vision for this lot has been to have some form of development either through its current structure plan (residential and commercial purposes) and in the event this structure plan is approved (residential and public open space). Wentworth Park to the east provides opportunities for recreational/leisure pursuits.
5.	Water Corporation, Leederville WA	COMMENT: Water Corporation offers the following comments regarding this proposal:	1. Noted

		<p><u>Water</u></p> <p>Reticulated water is currently available to the subject lot. Water mains will need to be extended from the surrounding network to facilitate adequate servicing. Extensions should be laid within the proposed road reserves, on the correct alignment and in accordance with the Utility Providers Code of Practice.</p> <p>The proposed servicing strategy outlined in the report will need to be further refined by the developer's consultant engineers at the subdivision stage in consultation with our Land Servicing Section</p> <p><u>Wastewater</u></p> <p>Reticulated sewerage is currently available to the subject lot. Sewer mains will need to be extended from the surrounding network to facilitate adequate servicing. Extensions should be laid within the proposed road reserves, on the correct alignment and in accordance with the Utility Providers Code of Practice.</p> <p>The proposed servicing strategy outlined in the report will need to be further refined by the developer's consultant engineers at the subdivision stage in consultation with our Land Servicing Section.</p> <p><u>Drainage</u></p> <p>Our drainage system can only take predevelopment flows. So, the developer will need to compensate any additional flows on their own land.</p> <p><u>General Comments</u></p> <p>The developer is expected to provide all water and wastewater reticulation that is required. A contribution for Water, Sewerage and Drainage headworks may also be required. In addition, the developer may be required to fund new works or the upgrading of existing works and protection of all works.</p> <p>The information provided above is subject to review and may change. If the proposal has not proceeded within the next 6 months, please contact us to confirm that this information is still valid.</p>	
6.	Western Power, Perth	<p>COMMENT: Unfortunately requests for general comments, feedback and approval for proposals can't be provided for without a formal application and the investigation by Western Power that follows.</p> <p>We suggest reviewing your query against the processes referred to in our Strategic Planning web page:</p>	1. Noted

		<ul style="list-style-type: none"> Using our provided mapping tools and Before You Dig Australia to locate any assets that may be affected by any proposed change or development Consider the proposal against our Products and Services If there are transmission assets (66,000VOLTS-330,000 VOLTS) in proximity to your work, applying via our move or remove transmission and communication assets form, Ensuring any developers involved are aware that they will need to make an application to deal with any assets that are in the development area as well as for the power requirements for the development. <p>Submission of a proposed road closure or property boundary changes:</p> <p>If the new property boundary changes the relationship of distribution equipment to that boundary, i.e. poles, cables, or ground mounted equipment formerly in the road reserve or running in proximity to the old boundary are now well within the property an application will need to be made to move or remove equipment. This application will determine if an easement is required or if a physical change is necessary.</p> <p>Even if our assets are present but not affected by a boundary change, continued physical access for maintenance and emergency response must be provided. If this is not via the original road path, changed access conditions should be communicated via our Land Entry Preferences form.</p>	
7.	Department of Education	<p>NO OBJECTION: Department of Education has no in principle objection to the proposal and offers the following comments:</p> <p>The Department has reviewed the information in support of the proposed local structure plan and notes the dwelling yield has reduced significantly to 22 residential lots ranging in area between 300m² to 660m² from the originally planned 80 to 130 multiple dwellings. The subject site is within the local intake area of Success Primary School. The resultant student yield from the proposal is expected to remain the same and will unlikely place accommodation pressure on the school. Please note, any requirement for primary school developer contributions will be assessed and applied at the subdivision stage.</p>	1. Noted
8.	Department of Water and Environmental Regulation	<p>NO OBJECTION: Department of Water and Environmental Regulation has no objection to the proposal and offers the following comment:</p> <p>In the event there are modifications to the proposal that may have implications on aspects of environment and/or water management, the Department should be notified to enable the implications to be assessed.</p>	1. Noted

9.	Department of Transport, Perth W.A	COMMENT: The Urban Mobility (UM) division of DoT has reviewed the submitted documents and advises that DoT has no comment to provide.	1. Noted
10.	Public Transport Authority of WA (PTA), Perth	<p>COMMENT: The PTA have no issues regarding the Plan, however we raise the following comments:</p> <ul style="list-style-type: none"> Image 3 below taken from the turning movement plan provide show: <ul style="list-style-type: none"> Existing crossing point at proposed estate entry being relocated, developer to confirm this is in their scope of work, at their cost and will be completed prior to removal of existing crossing point. Failure to do so we limit access to bus services for residents to the south. Similarly foot path at Southeast corner of property, currently passing through lot 599 shown to be realigned to run along southern boundary and around south east corner, developer to confirm this is in their scope of work, at their cost and will be completed prior to removal of existing footpath. Failure to do so we limit access to bus services for residents to the northeast.  <p>TURNING MOVEMENTS PLAN SCALE 1:100</p> <ul style="list-style-type: none"> Developer to be made fully aware of WALGA agreement pertaining to bus stop impact. Any modification or damage to existing bus stop will result in developer making all rectifications to PTA standards at their cost. City of Cockburn requested to hold any construction bond until such time PTA confirm completion of project and satisfactory condition of bus stop. 	<p>1. Noted.</p> <p>The proponent is aware of their obligations with respect to the crossing point, footpath and bus stop which will be imposed as conditions of the subsequent subdivision application process.</p> <p>It is recommended the Structure Plan be modified to include reference to the timing in the Part 1 section.</p>

11	Dept of Health, Perth	<p>COMMENT: The DoH provides the following comment:</p> <p>1. Water Supply and Wastewater Disposal</p> <p>The proposed structure plan must be connected to drinking water and sewage services must be provided by a licenced service provider.</p> <p>2. Medical Entomology</p> <p>The subject land is in a region that regularly experiences significant problems with nuisance and disease-carrying mosquitoes. The site is within 3km of mosquito breeding sites at Thomsons Lake Reserve and Harry Waring Marsupial Reserve. These mosquitoes can disperse several kilometres from breeding sites and are known carriers of Ross River (RRV) and Barmah Forest (BFV) viruses. Human cases of RRV and BFV diseases occur annually in this general locality.</p> <p>The DoH acknowledges the inclusion of a notification on newly created property titles for new residents has been recommended in the structure plan. The DoH suggests the following wording for these notifications:</p> <p>“This lot is located near extensive mosquito breeding habitat and can experience substantial numbers of nuisance mosquitoes under certain environmental conditions. The mosquito species in the region are known vectors of Ross River virus and other mosquito-borne diseases, and the region is subject to annual outbreaks of these diseases.”</p> <p>The DoH also recommends that:</p> <ul style="list-style-type: none"> • Prior to development, a mosquito management plan (MMP) be developed and approved by the City of Cockburn to ensure the risk of community exposure to nuisance and/or disease-carrying mosquitoes is considered. This MMP is to be approved by the City prior to any subdivision. • Changes to topography resulting from earthworks (e.g., installation of pipelines, footpaths, roads, etc.) must prevent run-off from creating surface ponding as it may become mosquito breeding habitat. <p>The DoH has provided guides and templates for the development of suitable mosquito management plans to assist land developers meet these requirements. Please see Mosquito management (health.wa.gov.au) for additional support.</p>	<ol style="list-style-type: none"> 1. Noted 2. In Part One, clause 6.1 of the Structure Plan report outlines a notification will be placed on titles advising potential purchaser(s) the increased risk of mosquito borne diseases due to the proximity of Thomson’s Lake. <p>Required modification to Part One of the report to include the additional reference to Harry Waring Marsupial Reserve.</p> <p>Notwithstanding, at the time of subdivision appropriate wording from the model subdivision conditions will be enforced, reflective to that of the Department of Health’s.</p> <p>With respect to placing notifications on titles for midge infestation as required by the City’s Local Planning Policy 1.11 Residential Rezoning and Subdivision Adjoining Midge Infested Lakes and Wetlands (LPP 1.11), given the subject site is outside the nominated buffer area, compliance with LPP 1.11 does not apply.</p> <p>With respect to the requirement of the proposal submitting a Mosquito Management Plan (MMP), given the subject site will not include any static waterways to encourage breeding grounds that the risk of mosquitos is minimal and should not require an MMP.</p> <p>Furthermore, the requirement for an Urban Water Management Plan (UWMP) at the subdivision stage will implement principles of water sensitive urban design with best practice/latest technologies, that may assist in reducing potential mosquito breeding sites.</p>
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12	Joel Popham, Blackford Turn, Success	OBJECT: Turn the vacant land in to an extended nature reserve we do not need additional housing and demand on already congested road networks.	1. The proposed structure plan is for a 22 lot dwelling yield at an R30 density coding consistent with the existing neighbourhood character. This proposal is considered to have less amenity impact on the surrounding locality in terms of density, built form and traffic compared to the current approved Structure Plan which designates the site for mixed use development with a Residential density of R100.
13	Name and Address withheld	OBJECT: Already a congested area with a main road and road structure not adequate to support more people in an area. No further houses needed in the area.	1. Refer to response to Submission 12 above.

File No. 110/250

Schedule of Modifications
Proposed Structure Plan – No. 332 (Lot 559) Wentworth Parade, Success

No.	Reference	Modification	Reason
Executive Summary			
1.	Summary & Table	<p>Modify both the 'Executive Summary' and 'Executive Summary Table' in the following manner:</p> <ul style="list-style-type: none"> a. Reference inclusion of eastern portion of Lot 9073 Wentworth Parade; b. Correct the total area covered by the structure plan (as per the structure plan boundary shown on Plan 1); and c. Correct the 'Estimated percentage of public open space'. 	<p>The relevant portion of Lot 9073 forms a critical component of the structure plan proposal.</p> <p>The POS % quoted appears to be incorrectly calculated based purely on the 'Residential Area' proposed.</p>
Part One – Implementation			
2.	Section 4	<p>Modify the wording of the 'Operation Date' in the following manner:</p> <ul style="list-style-type: none"> a. Replace 'endorsed' with 'approved'. 	To properly reflect the WAPC's role in structure plans (since the LPS Regulations were adopted in 2015).
3.	Section 6.1	<p>Modify 'Notifications on Title' in the following manner:</p> <ul style="list-style-type: none"> a. Insert 'and Harry Waring Marsupial Reserve' after Thomson's Lake. b. If required, insert an additional requirement that the following notification is to be placed on the Certificate(s) of Titles(s) of all lots located within an area declared bushfire prone and subject to a bushfire attack risk level of 12.5 or more: <i>"This land is within a bushfire prone area as designated by an Order made by the Fire and Emergency Services Commissioner and is subject to a bushfire management plan. Additional planning and building requirements may apply."</i> 	<ul style="list-style-type: none"> a. To refer to Department of Health's advice to reference its proximity of another mosquito breeding site besides Thomson's Lake. b. To reflect the outcome of a Bushfire Management Plan prepared in response to the land's identification as a Bush Fire Prone 2 Area in the updated mapping that becomes operational on 18 November 2024.
4.	Section 6.2	<p>Modify 'Local Development Plans' in the following manner:</p> <ul style="list-style-type: none"> ii. include specific reference to the existing drainage reserve. 	To ensure the treatment is not limited to just the land reserved under TPS3 for Parks and Recreation.
5.	Section 6.3	<p>Modify 'Other provisions / standards / requirements' in the following manner:</p> <ul style="list-style-type: none"> iii. include reference to POS being primarily met via cash-in-lieu. iv. include reference to the need to ensure that the replacement crossing points and footpaths are to be in place prior to removal of the existing facilities. 	To ensure a subdivision conditions (and/or relevant Advice Notes) are imposed to this effect, and ensure continued access is provided to public transport facilities for existing residents.

No.	Reference	Modification	Reason
6.	Plan 1	<p>Modify the formal Structure Plan in the following manner:</p> <ol style="list-style-type: none"> Correct the labelling of the lot affected by the Western Power Easement affected lot to 'Lot 9073'; If required, update the plan (<i>and associated Concept Plan at Appendix 1</i>) to reflect any changes necessitated by the Bushfire Management Plan included as Appendix 5. 	<ol style="list-style-type: none"> Minor typographical error. To reflect the outcome of a Bushfire Management Plan prepared in response to the land's identification as a Bush Fire Prone 2 Area in the updated mapping that becomes operational on 18 November 2024.
Part Two – Explanatory			
7.	Section 1.2.1	<p>Modify the wording of the 'Location' in the following manner:</p> <ol style="list-style-type: none"> Replace the word 'west' with 'east' at the end of the first paragraph. 	Minor typographical error.
8.	Section 1.2.2	<p>Modify 'Area and land use: in the following manner:</p> <ol style="list-style-type: none"> Replace 'The Magnolia Gardens locality' with Success; and Correct the total area of the structure plan to include the relevant portion of Lot 9073. 	Magnolia Gardens was an estate name that no longer has any relevance. The suburb is Success.
9.	Section 1.3.1.2	<p>Modify 'City of Cockburn Town Planning Scheme No.3' in the following manner:</p> <ol style="list-style-type: none"> Correct the clause number referenced to CI 3.2.1. Replace the sub-clause reference and wording of the clause as per the following TPS3 extract: <p>j) Development Zone</p> <p>To provide for future residential, industrial or commercial development to be guided by a comprehensive Structure Plan prepared under the Scheme.]</p> Replace 'listed under CI 6.2.6 of TPS 3' with 'of Part 4 of the Deemed Provisions, as guided by CI. 5.2 and Table 9 (Development Area 8 – Success Lakes Special Provisions) of TPS3.' 	Correct outdated scheme references.
10.	Section 1.3.2.2	<p>Modify 'Local Structure Plans' in the following manner:</p> <ol style="list-style-type: none"> Replace 'endorsed' with 'approved' and the 'City of Cockburn' with 'Western Australian Planning Commission' in the first paragraph. 	Incorrectly references the decision maker and action that occurred to the current structure plan on 11 April 2017.
11.	Section 1.3.3.1	<p>Modify 'State Sustainability Strategy,' in the following manner:</p> <ol style="list-style-type: none"> Delete the forward slash (\) in the first paragraph after the word 'framework'. 	Minor typographical error.

No.	Reference	Modification	Reason
12.	Section 1.3.3.3	Replace this section with updated commentary relating to <i>Perth and Peel @ 3.5million</i> and the <i>South Metropolitan Peel Sub-Regional Planning Framework</i> .	Referencing outdated State Planning Framework documents.
13.	Section 1.3.3.6	Modify 'State Planning Policy No.3 Urban Growth and Settlement', in the following manner: a. Replace the reference to 'Directions 2031' with 'Perth and Peel @ 3.5million' in the first paragraph.	Referencing outdated State Planning Framework documents.
14.	Section 1.3.4	Insert reference and commentary relating to 'Local Planning Policies 5.5 (Local Development Plans)' and '5.7 (Uniform Fencing)'.	Both policies have relevance to the long sections of direct lot interface with public reserves proposed by this structure plan.
15.	Section 3.2.1	Modify 'Landform', in the following manner: a. Correct the spacing in the first paragraph.	Minor formatting error.
16.	Section 3.4	Modify 'Bushfire Hazard', in the following manner: a. Update the section to reflect the recent release of the updated SPP (3.7) and associated mapping, and its impact on the structure plan.	To reflect the land's formal recognition as Bush Fire Prone area on the updated mapping that becomes operational on 18 November 2024.
17.	Section 3.5.1	Modify 'Aboriginal Heritage', in the following manner: a. Correct the spacing in the first paragraph.	Minor formatting error.
18.	Section 3.5.2	Modify 'Development History', in the following manner: a. Correct the spacing in the last paragraph	Minor formatting error.
19.	Section 4.3	Modify 'Residential', in the following manner: a. Remove the reference in the third paragraph 'Those lots backing onto the existing drainage corridor will be provided with uniform fencing. As these lots back onto the drainage corridor and POS and the lots in Florida Green faces these lots, the uniform fencing will not be permeable'. Insert new wording addressing the requirement for those lots that backing onto the existing drainage corridor and POS, that uniform fencing will have some elements of visual permeability.	The City's Local Planning Policy 5.5 Local Development Plans (LPP 5.5) and Local Planning Policy 5.7 Uniform Fencing (LPP 5.7) require visually permeable fencing to maximise the visual relationships between public and private spaces. A solid 1.8m fence on top of a retaining wall would not be an appropriate interface to the POS or housing on Florida Green that orientate towards this edge of the proposed development
20.	Section 4.4.4	Modify 'Public Transport', in the following manner:	In response to the requirements outlined by the PTA in their submission.

No.	Reference	Modification	Reason
		a. Include reference to the order and timing of works necessary to ensure continued access to the existing bus stop by surrounding residents during the construction process.	
21.	Section 4.4.5	Modify 'Private Vehicle Access and Parking', in the following manner: a. Remove the reference to a 'loop road' and '8.0m' width; and b. Recognises the introduction of a cul-de-sac head with an 18m diameter bulb, with a 6.0m rear lane servicing the lots front Wentworth Parade.	To reflect the latest subdivision concept.
22.	Section 4.5	Insert a POS Schedule that details the extent of the Local Centre (from the Magnolia Gardens Phase 1 Structure Plan) for which a POS contribution has not yet been provided and potentially correct the references to 1% and 9% in the final paragraph.	To ensure the cash-in-lieu obligation is clearly and correctly articulated, noting that the POS provided and local roads (including the expanded developable area taken from within the powerline easement) do not form a deduction to the gross subdivisible area.
23.	Section 4.7	Modify 'Bush Fire Management', in the following manner: a. Update the section to reflect the recent release of the updated SPP (3.7) and associated mapping, and its impact on the structure plan.	To reflect the land's formal recognition as Bush Fire Prone area on the updated mapping that becomes operational on 18 November 2024.
Appendices			
24.	New Appendix 5	Include a new Appendix 5 (Bushfire Management Plan) addressing the updated SPP 3.7 and associated guidelines.	To demonstrate that development can occur in a fire safe manner and document any necessary management arrangements, as a result of the land's formal recognition as Bush Fire Prone area on the updated mapping expected to become operational ahead of the Structure Plan's final approval by the WAPC.

14.1.4 Coogee Beach Land Use Master Plan

Executive	Director Planning and Sustainability S
Author	trategic Planning Officer
Attachments (Under separate cover)	1. Draft Master Plan - Part 1 (Implementation) 2. Draft Master Plan - Part 2 (Background)

RECOMMENDATION

That Council ENDORSES the Draft Coogee Beach Land Use Master Plan (Parts One and Two) and the infrastructure staging priorities identified in the report for the purposes of a minimum of 60 days’ public comment.

Background

The Coogee Beach Foreshore is a popular coastal precinct that has significant social, environmental and economic value. Accessible via Cockburn Road, the area sits within the Woodman Point Regional Park and existing management plans and master plan documents apply to the Coogee Beach study area, including:

- Woodman Point Regional Park Management Plan (2010 – DBCA)
- Coogee Beach Foreshore Management Plan (2020 – 2070 – City of Cockburn)
- Coogee Beach Landscape Master Plan (2014 – City of Cockburn).

The Coogee Beach Landscape Master Plan was adopted in 2014 and has guided the phased implementation of infrastructure and public space improvement for the recreational precinct. Although the initial stages have been completed, emerging issues necessitate a review of the 2014 Master Plan.

The City’s 2016 Coastal Adaptation Plan (under review) and the subsequent Foreshore Management Plan identifies increasing coastal erosion risks for the Coogee Beach area and recommends a long-term strategy of managed retreat of assets and an updated Master Plan be prepared to help co-ordinate the continued recreational, tourism and commercial use of the foreshore going forward.

Pursuant to this aim, the City commissioned Shape Urban as lead consultants in late 2023 to prepare a Land Use Master Plan (Master Plan) for Coogee Beach spanning to 2050 that creates a unified plan that meets community needs and coastal planning requirements.

The Master Plan will also seek to ensure development projects are delivered in a structured and logical order.

Submission

N/A

Report

The Coogee Beach Land Use Master Plan covers the area shown in Figure 1 below, and has the following objectives:

- Define the intended role of Coogee Beach as a coastal node;
- Manage Coastal hazard risk and adaptation;
- Improve access to Cockburn Road;
- Better accommodate and manage car parking demand;
- Improve pedestrian access to and through the project area;
- Inform and guide future redevelopment of the Coogee Beach Caravan Park (and associated access arrangements); and
- Facilitate redevelopment of the Coogee Beach Café and explore other complementary commercial opportunities.



Figure 1: Coogee Beach Land Use Master Plan Project Area Boundary

The draft Master Plan process involved the following key steps:

- Literature Review and Site Analysis
- Initial Consultation and Stakeholder Engagement
- Option Preparation and Preliminary Testing
- Staging Consideration and Preliminary Costings

Following initial site analysis and community consultation (refer to the Community Consultation section below for further details), the following guiding principles were adopted to inform preparation of the draft Master Plan:

- Vision and Aspiration: A place for swimming, walking, running, and riding, focusing on retaining the natural character of the foreshore and family friendly atmosphere.
- Heritage Considerations: Highlighting and integrating the Aboriginal and European cultural importance of the site.
- Coastal Node Hierarchy: Having the feel of a district coastal node with the type of amenities that would be seen at a regional coastal node but maintaining it at a low-key scale.
- Coastal Node Experiences: Improve amenities while maintaining a balance between development and bushland and dune preservation.
- Movement and Access: Improved pedestrian connectivity, including safe pedestrian crossings. Improved car parking and connectivity of cycle paths. Improved public transport access.
- Features and Amenities: Key attractions include the jetty, the shark barrier swimming area, picnic/BBQ shelters, swimming pontoons and the surf lifesaving club.
- Opportunities and Constraints: Underutilisation of the tennis courts, informal parking on eastern side of Cockburn Road, café upgrade, bushland management and inclusive access.
- Issues and Concerns: Road/pedestrian safety of Cockburn Road, improved safety, lighting and surveillance.

A variety of options were considered for each part of the Project Area and tested against the guiding principles.

The draft Master Plan developed, covers a 30-year planning horizon with a detailed approach taken to actions within the immediate 10-year period and a high-level flexible approach adopted for actions beyond this immediate timeframe.

The final plan and associated implementation strategy (outlined in further detail within the Part 1 Implementation and Part 2 Background Reports included as Attachments 1 and 2) will balance community desires, coastal planning requirements, heritage preservation, and staged development to ensure Coogee Beach remains a coastal node for future generations.

An Opinion of Probable Costs has been prepared for the various infrastructure items proposed in the draft Master Plan over the 10-year planning scenario, with an estimated cost of \$14,286,900 (exclusive of any contingencies or GST).

The staged development of a new northern activity hub, including a new café building (including public toilets, changing facilities and alfresco/viewing terrace), beach plaza, playground and associated road and car park adjustments (refer Figure 2 below), constitute the bulk of this expenditure.

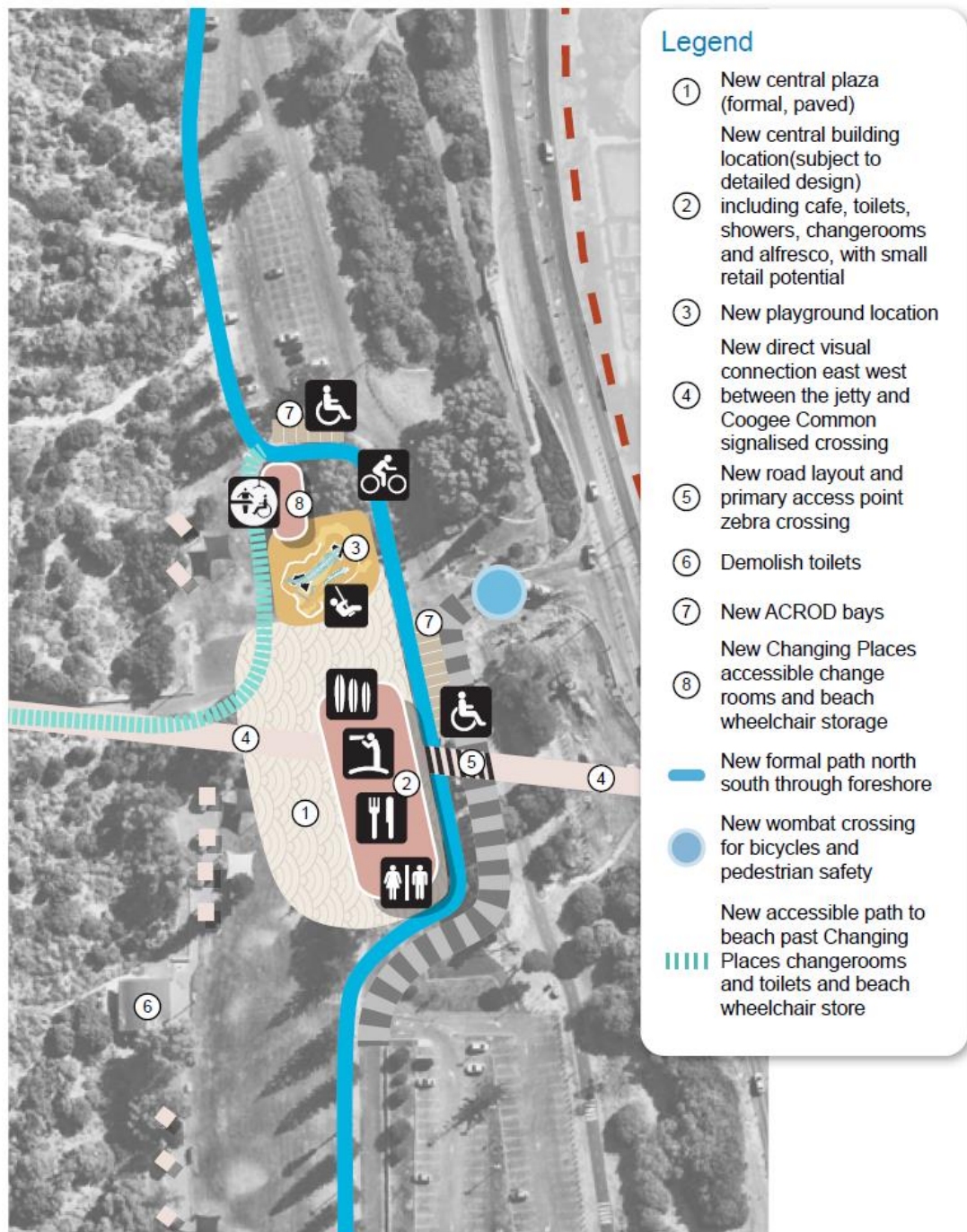


Figure 2: New Northern Activity Hub

These works and associated figures will be reviewed as part of the Master Plan finalisation process following the completion of public advertisement.

Further investigative work (beyond this Master Plan) will be required to support the business case for infrastructure upgrade proposals.

This will include exploring the various grants and funding streams identified, including investigating cost shared development opportunities with lessees, such as the forthcoming Request for Proposal process relating to the new kiosk facility.

Of note, both scenarios have been deliberately prepared in a manner that do not impinge on Main Roads WA's current (1999 adopted) ultimate Cockburn Road carriageway design to avoid complications with implementation.

It is anticipated that the Master Plan will form the subject of a 10-year review process, that will allow the City to make changes in response to changing circumstances over time, including external factors such as MRWA's eagerly anticipated review of the regional road network, including the function and ultimate form of Cockburn Road.

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.

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 and Security

A vibrant healthy, safe, inclusive, and connected community.

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

City Growth and 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 and Leading

A community focused, sustainable, accountable, and progressive organisation.

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

Budget/Financial Implications

There is an existing budget allocation available to support any consultation costs during the public comment period.

The draft Master Plan includes an indicative staging strategy with elements prioritised, and/or structured in a manner that could be packaged for future implementation.

Delivery is expected to occur as and when funding is made available via government grants, municipal funding and/or government/corporate partnerships.

If Council were to endorse the final Master Plan at a future meeting, funding requests for minor projects and planning/developing project proposals within the Master Plan will be made as part of the Annual Budget process.

Should a major proposal be determined to be viable following the planning and development phase (Business Case) requests for capital delivery will be made as part of the Annual Budget process.

As with all projects, the prioritisation of these upgrades in view of other City projects will need consideration.

Legal Implications

N/A

Community Consultation

The adopted Community Engagement Plan for this project involves two phases of consultation.

Phase 1, launched on 22 February 2024, sought to gather additional background information, and understand the various aspirations for the Project Area from key stakeholders and the broader community. Methods adopted included:

- erecting signs on-site
- an online survey (via the City's Comment on Cockburn webpage)
- writing to nearby residents, community groups and commercial tenants
- a drop-in session at the 2024 Coogee Live event
- a well-attended community workshop
- presentation at the City's Aboriginal Reference Group (and a Walk on Country)
- a Youth Advisory Collective engagement workshop
- meetings with key stakeholders (including relevant government agencies).

Over 400 community members and stakeholders provided feedback.

A summary report of the Phase 1 Engagement outcomes has been prepared and will be included in the materials released as part of the Phase 2 engagement process.

Phase 2 involves seeking feedback on the draft design concepts to ensure alignment with Phase 1 outcomes. Feedback will be sought via another online survey, a further drop-in session at the 2025 Coogee Beach Festival event) and writing to the same parties offering the opportunity to provide further written feedback.

If the draft plans are endorsed by Council, Phase 2 is anticipated to commence mid-December 2024 and run through to mid-February 2025.

Special exemption to ordinary processes would be facilitated to run it over the summer period (including the Xmas through to Australia Day period) to maximise the opportunity for feedback during the peak use period.

Risk Management Implications

If Council decides to defer or not proceed with the draft Master Plan scenarios for comment, there is a reputational risk future service delivery will not meet the community's needs and aspirations for the project area, in part, as a result of an increased likelihood of loss, damage and lack of renewal planning for existing assets, loss of environmental habitat and diminished public amenity.

There is also a risk of City and external agency resources being wasted by the progression of ad-hoc, potentially conflicting proposals without the benefit of an up-to-date coordinating plan that if adopted, can then be used as the basis for future grant funding applications.

Advice to Proponent(s)/Submitters

N/A

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

Nil

14.1.5 Development Contribution Plan 13 - Exercise of Clause 5.3.11.5

Executive	Director Planning and Sustainability
Author	Head of Planning
Attachments	N/A

RECOMMENDATION

That Council:

- (1) EXERCISES clause 5.3.11.5 of Town Planning Scheme No. 3 to apply a lesser Development Contribution Plan rate for the 2024 annual review than the independent certification recommends for Development Contribution Plan 13 (DCP13), with the rate to be not more than the WALGA (Local Government Index) applied to the annual rate update and escalated each quarter until the next annual review; and
- (2) NOTES in applying the lesser rate:
 - 1. it seeks to be aligned in principle to how DCP13 was originally constructed.
 - 2. see the attractiveness of Cockburn as a place to invest and develop continue.
 - 3. seek additional funding sources where available to supplement the DCP13 shortfall.

Background

Development contribution provisions (DCP) have been contained in Town Planning Scheme 3 (TPS3) for a number of years.

The current provisions primarily reflect the wording from State Planning Policy 3.6 Infrastructure Contributions (SPP3.6) with some additions which clarify and deal with specific issues related to the City of Cockburn.

Some of the provisions are ‘non-discretionary’ in that they provide no flexibility to the administrator of the scheme. In 2020 a discretionary provision was added to provide Council the opportunity to apply flexibility in relation to the rates charged. This is clause 5.3.11.5 which reads:

‘Notwithstanding clauses 5.3.11.1, 5.3.11.2(ii), 5.3.11.3 and 5.3.11.4, where the development contribution plan relates to community infrastructure, the local government may adopt a lesser rate than the independent certification recommends and make up the shortfall in accordance with clause 5.3.17.1’.

The purpose of this report is to inform Council’s consideration in whether to exercise this clause which is not covered by the delegations to the Chief Executive Officer, in relation to the next review of Development Contribution Plan 13 (DCP13).

Previously, this matter had been understood to be part of the delegation and therefore, in line with Council’s decision to pursue the introduction of clause 5.3.11.5 and still maintain Cockburn as an attractive place to invest and develop, only indexation was applied to the DCP13 rate – using the delegation to the Chief Executive Officer.

Submission

N/A

ReportExtent of Development Contribution Plan 13

DCP13 is the City's largest and most extensively applied DCP, for community infrastructure applying to all residential development in the City of Cockburn. It was originally drafted around 2009, and after extensive consultation, gazetted in August 2011.

At the time, it was the first such DCP to be approved under the 2009 State Planning Policy. The lifespan of DCP13 adopted was 30 June 2031, based on a future total of 52,442 dwellings (at 2031) and just under \$150M of infrastructure to deliver.

As developments at Cockburn Coast and Treeby were rezoned, additional infrastructure was added. This was for a future total of 64,417 dwellings (as at 2031) with just over \$220M of infrastructure to deliver.

All these items remain in DCP13, none has been reconsidered (and then deleted and refunded).

Progress on delivering DCP13

Significant progress has been made in delivering on the DCP13 commitments, however, all items had originally been anticipated to be completed by 2021.

Completion of infrastructure was important as it meant the 'actual cost' to be collected via the DCP was known and fixed, instead of being based on estimates and the continuing risk of construction increases.

According to the City's best and latest estimates, the total cost of the DCP13 infrastructure is now more than \$360M (including the completed items).

Some of this is reflective of the enormous construction market cost increases since 2019. It would be unfair to not also acknowledge, many of the items have substantially changed in scope since 2009, meaning the local government has taken on more cost than originally planned (the DCP will only fund the original scope).

The City recently participated in the Parliamentary Inquiry into local government sustainability, one of the matters noted was development contributions given their importance as a funding stream towards community infrastructure.

There are governance obligations when managing these DCP which are critical to observe but were seemingly created with little regard to how community needs or the construction industry might change over time.

Maintaining attractiveness of Cockburn as a place to invest and develop

When DCP13 was established, it was envisaged to be generally be in the order of 1–2% of the value of each new lot created by developers.

There was industry feedback at the time this could be acceptable. It is worth noting 2009 was a time where housing affordability was a critical concern in the development and broader communities.

Affordability is once again a major issue, but now combined with higher external pressures (especially the rate of population growth).

This warrants a reflection on how this concern was treated when DCP13 was set up, as well as changes the State has made to the overarching policy about infrastructure contributions and how this might influence Council's direction today.

In recent years, the State has introduced a “capped rate” for newer community infrastructure DCP of \$5000 per lot. This is in State Planning Policy 3.6 ‘Infrastructure Contributions’.

Taking one of Cockburn's popular greenfield development areas, Hammond Park as an example, the current rates are still consistent with these two amounts as shown in the table below:

Hammond Park land listings October 2024	Current listing price	1% of listing price	2% of listing price	Current DCP13 rate (due for review in 2024)
Lot 244 Frankland Avenue (375m ²)	\$380,000	\$3,800	\$7,600	\$5,354.54
Lot 33 Spinifex Road (313m ²)	\$390,000	\$3,900	\$7,800	
Lot 64 Tallerack Road (375m ²)	\$430,000	\$4,300	\$8,600	

This consistency seems to also apply in one of Cockburn's more established suburbs, Hamilton Hill as shown in the table below. Sales recorded have been used as most current listings are not priced.

Hamilton Hill land sales recorded April 2024	Sold price	1% of listing price	2% of listing price	Current DCP13 rate (due for review in 2024)
29A Sawle Road (287m ²)	\$345,000	\$3,450	\$6,900	\$4,317.33
49A Owen Road (330m ²)	\$306,000	\$3,060	\$6,120	

The DCP13 rate in practice is not applied as a percentage of the land sale price and rather a rate is set per lot/dwelling. This is because DCP13 is there to partially fund the community infrastructure needs for these new lots and the people who will live there, rather than the value of the property.

Summary

After 2031, the City would lose the ability to levy developers for DCP13 – unless it sought to extend the lifespan of the DCP (via scheme amendment).

Whether this would be approved would be up to the Minister for Planning. In the interim, efforts need to continue delivery of the remaining DCP13 items.

There is a balance between remaining 'open for business' with our development community and being able to afford to deliver our committed infrastructure items.

Therefore, it is recommended to apply a lesser rate than the independent certification recommendations, not exceeding the WALGA (LGI) rate for the annual review (with quarterly escalation).

Strategic Plans/Policy Implications

Local Economy

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

- A City that is 'easy to do business with'.
- Increased Investment, economic growth and local employment.

Community, Lifestyle and Security

A vibrant healthy, safe, inclusive, and connected community.

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

City Growth and 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 and Leading

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

Development Contribution rates are based on estimates (both of growth forecasts and construction costs for remaining infrastructure items).

The reliance on estimates is less than ideal, making forward budget planning difficult for both Council and to a lesser extent, developers dealing with the City.

Development Contribution Plan 13 has a lifespan till 30 June 2031, which is a 20-year period from its commencement.

Originally the infrastructure was intended for delivery in the first 11 years of operation, which has now passed. In part, this would have mitigated the risk of using estimates for construction costs.

Adopting a 'lesser rate' brings an obligation to find another source of funding to provide the remaining infrastructure. In the City's Long Term Financial Plan (LTFP), an amount has been allocated towards community infrastructure projects, as well as an estimate of external funding sources like DCP13.

In preparing the LTFP, there is a recognition of the projects in all our development contribution plans.

Legal Implications

The City's Town Planning Scheme No. 3 enables a lesser rate in the situation of DCP13 to be adopted by Council.

This clause is only able to be applied to DCP where the City is a participant (i.e. we have a municipal share to provide) and the DCP is for community infrastructure.

Community Consultation

The City is not required to consult on the annual rate review of DCPs, but it needs to undertake that review.

Advertising of each DCP occurs as part of a scheme amendment process to introduce a DCP into the City's planning scheme. This includes a draft cost and important aspects like the infrastructure item details and the methodology for calculations.

Once the reviewed rate is determined, it is published to the City's website and becomes the new rate to be applied. Before DCP rates are updated, the outcomes of the review are not publicised with developers. Rates are updated in the later part of the calendar year, generally as all required inputs are received and able to be reviewed.

There is not a 'fixed date', other than to be mindful of the last date of publication.

Risk Management Implications

Council has the discretion to exercise clause 5.3.11.5 of the Scheme. There is no 'obligation' to do so.

Over the years, since DCP13's gazettal, Council has adopted a number of budgets and project plans for capital infrastructure related to DCP13 items.

Very strong progress has been made in delivering and/or progressing the project planning for many of the items, often well beyond the original project envisioned.

Our community enjoys and benefits from some wonderful community facilities as a result.

There are still a number of facilities on the other hand, which have not progressed. This means their final cost is still uncertain (creating risk of the City not collecting sufficient DCP funds).

These items are costed annually based on estimates. There is a direct correlation between how much Council has invested in planning these projects and the reliability of the estimated costs.

Predictably as time goes on, costs also will generally rise, widening the gap between what the DCP will contribute and what Council will need to fund by other means.

In the context of the above level of risk to DCP funding already exercised, there is limited additional risk taken on by exercising clause 5.3.11.5 of the Scheme to apply a lesser rate.

If Council chooses not to apply this lesser rate, this will see higher charges applied to persons and companies undertaking development in Cockburn.

This would be all developers, not simply the larger firms, but also a landowner who might be doing a two-lot subdivision in an older suburb. There is a risk these higher rates would be disputed as well as have the impact of slowing development.

Decreased development has a direct impact on the DCP reserve. Without incoming revenue, the DCP reserve is unable to pay towards projects as they reach completion (this means the local government must fund and carry this share till the DCP receives incoming revenue). This lack of momentum may also delay further project delivery.

Maintaining at least some momentum in development in Cockburn (and the related DCP revenue) could be achieved by applying a lesser rate as per the recommendation.

Advice to Proponent(s)/Submitters

N/A

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

Nil

14.2 Corporate and System Services

14.2.1 Payments Made from Municipal Fund and Local Procurement Summary - September 2024

Executive	A/Director Corporate and System Services
Author	A/Head of Finance
Attachments	<ol style="list-style-type: none"> 1. Payment Listing September 2024 ↓ 2. Purchase Cards Transactions September 2024 ↓ 3. BP Fuel Cards September 2024 ↓ 4. Credit Cards Transactions August 2024 ↓

RECOMMENDATION

That Council:

- (1) RECEIVES the list of payments from the Municipal Fund during the month of September 2024, as attached to the Agenda; and
- (2) RECEIVES the list of transactions made from purchase cards during the month of September 2024, 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.

Regulation 13A requires a list of payments to be prepared and presented to Council each month for those made by employees using credit, debit, or other purchasing cards.

Submission

N/A

Report

Payments made under delegation during the month of September totalled \$23.83 million, and a listing of these is attached to the agenda for review by Council.

These comprise:

- EFT payments (suppliers, sundry creditors) - \$19.72 million (823 payments)
- Cancelled EFT payments - \$846
- Payroll payments - \$4.00 million (2 fortnights)
- Corporate credit cards – total of \$97,990 (66 cards used)
- Bank transactional fees (BPay and merchant fees) - \$21,463.

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 August transactions (paid in September) grouped by cardholder position.

There were 8 transactions made on the CEO's credit card for \$466.

The following table summarises all purchases made by corporate credit cards for the month of August, representing 0.41% of the City's monthly expenditure spend:

Description	Amount	Major items
Supplies and Materials Purchases	16,865	Library books, Council newspaper, stationery
Subscriptions and Memberships	15,074	Library marketing platform, GitHub licence fees, FDC educators subscription fees
Training & Professional Development	14,035	Tuition fees, ADMA Global Forum, drug & alcohol testing training, Test & Tag HWRP Leachate Pond Licence
Application, Licence, Registration Fees	10,300	Amendment, Working with Children Checks
Conferences and Seminars	7,696	Reconciliation Australia, WALGA Convention, Treenet Conference
Events and Functions	6,312	CSC outing
Professional Services	5,877	NDIS Audit, clinical supervision
Equipment Purchases	4,658	Shelving. Mahjong table, Compliance Officer jacket, safety shoes
Advertising	4,606	Facebook and Google advertising
Program Costs	4,052	Outrage program, client meals
Meeting/Workshop		Sparkling mineral water, Wise Women
Catering	2,726	Workshop
Travel and Accommodation		Flights to Canberra, Canberra accommodation, flight to Jakarta, hotel in Surabaya
Hire of Equipment and Facilities	2,660	
	1,470	Indoor plant hire, Beeliar Hub venue hire
Office Supplies	784	CSC scrabble group
Motor Vehicle Expenses	616	Registration fees
Parking Expenses	207	Parking expenses
Grand Total	97,990	

The Department of Local Government, Sport and Cultural Industries has provided guidance on the types of purchase cards to be included in monthly reporting to Council, being those using an approved line of credit. These include the following:

- business or corporate credit cards
- debit cards
- store cards
- fuel cards
- taxi cards.

The City has reviewed its purchase cards held across the City and identified the following usage for September 2024:

- Woolworths Group – 6 cards totalling \$5,275
- Bunnings PowerPass - 15 cards totalling \$4,942
- BP Plus fuel card – 92 cards totalling \$22,069.

Local Procurement

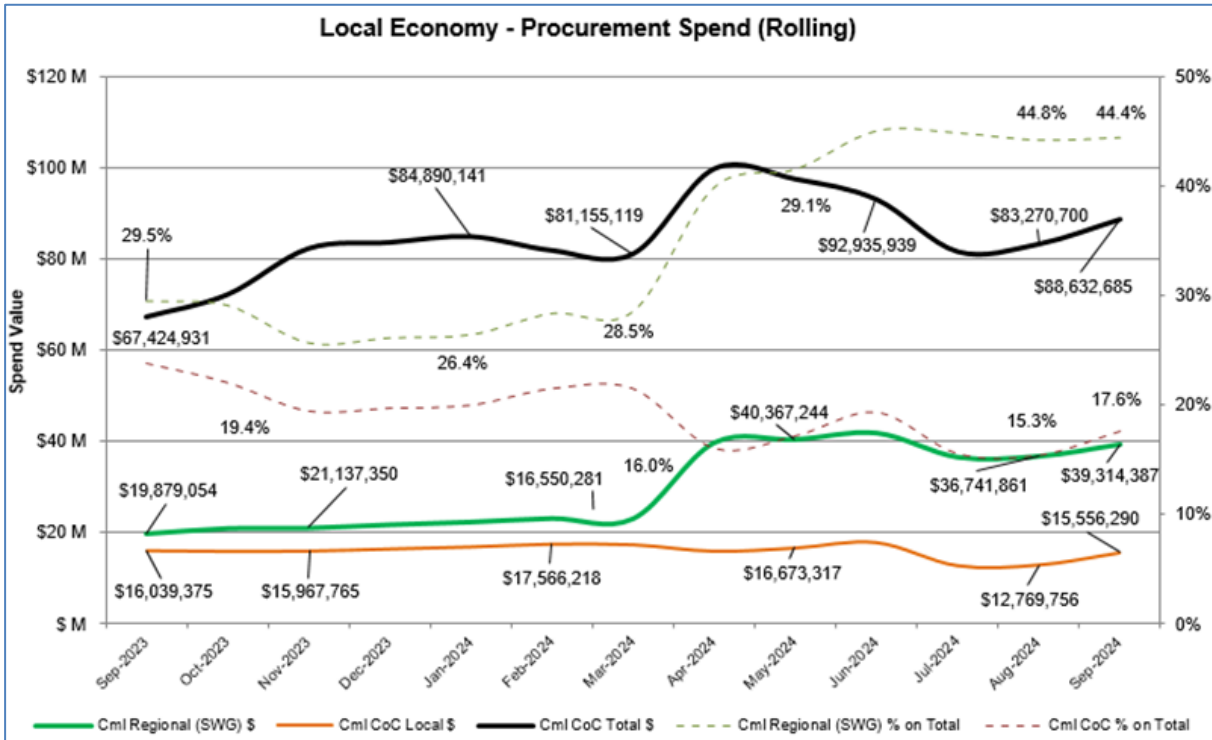
Monthly statistics on local and regional procurement spend are summarised below, showing the spend amounts and percentages against total spend:

Procurement Report - Local Buy Summary & Trends					September 2024	
Monthly Statistics	CoC Local Spend	\$3,685,869	CoC Local \$	40.11%	CoC Local Qty	22.33%
	Local/Regional Spend	\$4,013,488	Local/Regional \$	43.68%	Local/Regional Qty	29.14%
Aboriginal Engagement	Suppliers used YTD	11	Orders raised YTD	163	Committed spend YTD	\$80,138

In September, local spending within Cockburn made up 40.11 percent of the City's monthly spend, comprising 22.33 percent of all procurement transactions made for the month.

Within the Perth South West Metropolitan Alliance (PSWMA) region, this increased to 43.68 percent of monthly spend from 29.14 percent of transactions.

The following one year rolling chart to September 2024 tracks the City’s procurement spend with businesses located within Cockburn and the PSWMA:



The 12-month rolling local Cockburn spend was \$15.56 million, representing 17.60 percent of the City’s total spend, with \$39.32 million or 44.40 percent of total spend within the PSWMA.

These results track the City’s performance in achieving Council’s “local and regional economy” and the “social” principle contained within its Procurement Policy (i.e. a buy local procurement preference).

Social Procurement

To the end of September, the City had engaged eleven (11) Aboriginal businesses, with a total YTD spend of \$80,138. This has increased from eight (8) businesses and \$67,631 in August 24.

The City aims to improve its procurement spend with Aboriginal businesses in FY25 and outperform the results for FY24.

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 & 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, 13, and 13A 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 Proponent(s)/Submitters

N/A

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

Nil

September 2024 PAYMENT LISTING

MUNICIPAL FUND

Payment Number	Account Number	Payee Name	Payment Listing Description	Date	Alloc Amount
EF172403	10152	Aust Services Union	Payroll Deductions	2/09/2024	701.50
EF172404	10154	Australian Taxation Office	Payroll Deductions	2/09/2024	578,121.00
EF172405	10305	Child Support Agency	Payroll Deductions	2/09/2024	3,265.48
EF172406	19726	Health Insurance Fund Of Wa	Payroll Deductions	2/09/2024	839.60
EF172407	27874	Smartsalary	Salary Packaging/Leasing Administration	2/09/2024	13,365.67
EF172408	28458	Easi Group	Novated Leasing	2/09/2024	13,122.45
EF172409	28741	The Local Government, Racing & Cemeteries Employees Union Wa Lgrceu	Union	2/09/2024	22.00
EF172410	28890	Construction Forestry Mining Energy Union - Construction & G Cfmeu Wa - Co	Payroll Deductions	2/09/2024	30.00
EF172411	26303	Gecko Contracting Turf & Landscape Maintenance	Turf & Landscape Maintenance	3/09/2024	147,754.70
EF172412	26987	Cti Risk Management	Security - Cash Collection	3/09/2024	1,039.95
EF172413	28265	Tree Care Wa	Vegetation Maintenance Services	3/09/2024	39,346.50
EF172414	28569	Choiceone Pty Ltd	Recruitment Services	3/09/2024	139,158.05
EF172415	28746	Stephenson, Ross John Sav Technologies	Audio Visual	3/09/2024	107,466.42
EF172416	19059	Carol Reeve-Fowkes	Elected Member Sitting Fees & Allowances	3/09/2024	299.50
EF172417	99997	Family Day Care	Fdc Payment W/E 01/09/2024	5/09/2024	50,690.06
EF172418	26987	Cti Risk Management	Security - Cash Collection	10/09/2024	963.80
EF172419	99997	Jennifer Eaton	Senior Security Rebate	10/09/2024	100.00
EF172420	99997	Claire Mcgettigan & David Neilson	Junior Sports Travel Assistance	10/09/2024	400.00
EF172421	99996	Leah Seubert	Rates and Property related refunds	12/09/2024	30.00
EF172422	99996	Linda Healey	Rates and Property related refunds	12/09/2024	30.00
EF172423	99996	Mariah Rasmussen	Rates and Property related refunds	12/09/2024	150.00
EF172424	99996	Janet Rothel	Rates and Property related refunds	12/09/2024	100.00
EF172425	99996	Jarred Stenfors	Rates and Property related refunds	12/09/2024	110.00
EF172426	99996	Inspired Property Group Pty Ltd	Rates and Property related refunds	12/09/2024	824.05
EF172427	99996	Inspired Property Group Pty Ltd	Rates and Property related refunds	12/09/2024	824.05
EF172428	99996	Inspired Property Group Pty Ltd	Rates and Property related refunds	12/09/2024	952.66
EF172429	99996	Homebuyers Centre (Abn) Residential	Rates and Property related refunds	12/09/2024	796.47
EF172430	99996	Tingey Development Group Pty Ltd	Rates and Property related refunds	12/09/2024	1,470.19
EF172431	99996	Tingey Development Group Pty Ltd	Rates and Property related refunds	12/09/2024	1,387.17
EF172432	99996	Tingey Development Group Pty Ltd	Rates and Property related refunds	12/09/2024	1,394.45
EF172433	99996	Sj & Lm O'Sullivan	Rates and Property related refunds	12/09/2024	239.56
EF172434	99996	John Rian Escasura	Rates and Property related refunds	12/09/2024	465.91
EF172435	99996	Gary Swan	Rates and Property related refunds	12/09/2024	2,677.00
EF172436	99996	Ultan M Bradshaw	Rates and Property related refunds	12/09/2024	437.05
EF172437	99996	Janelle L Whyte	Rates and Property related refunds	12/09/2024	400.00
EF172438	99996	Mvp Real Estate Trust Account	Rates and Property related refunds	12/09/2024	439.49
EF172439	99996	John Kerr	Rates and Property related refunds	12/09/2024	779.47
EF172440	99996	Matthew A Collova	Rates and Property related refunds	12/09/2024	84.05
EF172441	99996	S & D Marino	Rates and Property related refunds	12/09/2024	2,000.00
EF172442	99996	Ruth E Jackson	Rates and Property related refunds	12/09/2024	52.02
EF172443	99996	Giovanna Pacella	Rates and Property related refunds	12/09/2024	106.81
EF172444	99996	Honsun Realty	Rates and Property related refunds	12/09/2024	521.58

EF172445	99996	Mortar & Soul Real Estate	Rates and Property related refunds	12/09/2024	712.77
EF172446	99996	Kishikawa Superfund	Rates and Property related refunds	12/09/2024	448.12
EF172447	99996	Shane Pingel	Rates and Property related refunds	12/09/2024	569.35
EF172448	99996	Gracia Linda Lauw	Rates and Property related refunds	12/09/2024	2,162.13
EF172449	99996	Andrea Gavranic	Rates and Property related refunds	12/09/2024	160.71
EF172450	99996	Richard Denboer	Rates and Property related refunds	12/09/2024	1,180.86
EF172451	99996	Phyllis Starr	Rates and Property related refunds	12/09/2024	270.00
EF172452	99996	S Tarrant	Rates and Property related refunds	12/09/2024	1,631.06
EF172453	99996	Semple Property Group	Rates and Property related refunds	12/09/2024	561.92
EF172454	99996	Quok Lim	Rates and Property related refunds	12/09/2024	197.40
EF172455	99996	Acton Belle Property Coogee	Rates and Property related refunds	12/09/2024	568.85
EF172456	99996	Yarraan Kai Streat	Rates and Property related refunds	12/09/2024	1,805.69
EF172457	99996	Joshua Amato	Rates and Property related refunds	12/09/2024	539.13
EF172458	99996	Infinite Real Estate Trust	Rates and Property related refunds	12/09/2024	739.49
EF172459	99996	Brian Hubbard	Rates and Property related refunds	12/09/2024	1,537.00
EF172460	99996	Thomas Brown	Rates and Property related refunds	12/09/2024	171.65
EF172461	99996	Angelo D'Antuono	Rates and Property related refunds	12/09/2024	50.00
EF172462	13476	The Historical Society Of Cockburn Inc Historical Society Of Cockburn	Expenses Reimbursement	12/09/2024	15,800.00
EF172463	88888	Stefan Palenberg	Bond Refund	12/09/2024	500.00
EF172464	88888	Joey Navarro	Bond Refund	12/09/2024	500.00
EF172465	88888	Aveling Homes Pty Ltd	Bond Refund	12/09/2024	2,000.00
EF172466	88888	Fiona Sims	Bond Refund	12/09/2024	500.00
EF172467	88888	D & C Onoforo	Bond Refund	12/09/2024	500.00
EF172468	99997	City Of Mandurah Municipal Fund	Invoice 5608	12/09/2024	15,984.20
EF172469	99997	Calvin Phasey	Compost Rebate	12/09/2024	50.00
EF172470	99997	Samantha Papalia	Nappy And Sanitary Product Rebate	12/09/2024	62.33
EF172471	99997	Angela Calanna	Sanitary Product Rebate	12/09/2024	50.00
EF172472	99997	Jacqueline Zappavigna	Nappy And Sanitary Product Rebate	12/09/2024	50.00
EF172473	99997	Rhiannon M Coad	Nappy And Sanitary Product Rebate	12/09/2024	50.00
EF172474	99997	Sara Cossetti	Rebate For Compost Bin	12/09/2024	50.00
EF172475	99997	Sara Cossetti	Rebate For Sanitary And Nappy Products	12/09/2024	46.26
EF172476	99997	Liana Perica	Cloth Nappy Rebate	12/09/2024	100.00
EF172477	99997	Ben & Carina Brophy	Nappy And Sanitary Product Rebate	12/09/2024	85.00
EF172478	99997	Daniel Griffiths	Rebate For Compost Bin	12/09/2024	50.00
EF172479	99997	Jemma Elizabeth Thevenau	Rebate For Compost Bin	12/09/2024	50.00
EF172480	99997	Khaiah Thomson	Invoice 1004	12/09/2024	100.00
EF172481	99997	South Lake Primary School	Invoice 06/2024	12/09/2024	330.00
EF172482	99997	Jilbup Primary School	Invoice 276	12/09/2024	350.00
EF172483	99997	Our Veterans Forge Inc	Sustainability Grant	12/09/2024	3,758.61
EF172484	99997	Aubin Grove Primary School	Coc Grant	12/09/2024	295.00
EF172485	99997	John Cameron	Rebate For Compost Bin	12/09/2024	50.00
EF172486	99997	Newton Primary School	Invoice 2024-009	12/09/2024	348.18
EF172487	99997	Theresa Giersch	Sofie De Meyer	12/09/2024	2,909.90
EF172488	99997	Sustainable Tradies	Sustainability Grant	12/09/2024	3,300.00
EF172489	99997	Julie Raffaele	Invoice 2024_08_08Tz	12/09/2024	550.00
EF172490	99997	A Peck And A Warne	Refund For Catering & Fuel	12/09/2024	154.33
EF172491	99997	Bibra Lake Residents Association	Invoice 2024009	12/09/2024	4,350.00
EF172492	99997	Wa Wildlife/Native Arc	Year 2 Of A Five Year Funding Agreement	12/09/2024	147,862.00

EF172493	99997	Kathryn George	Staff Medical - Renewal Of Pv	12/09/2024	165.00
EF172494	99997	Bibra Lake Residents Association	Invoice 20240010	12/09/2024	2,069.00
EF172495	99997	Lf & Jc Petrovic	Bird Bath Rebate	12/09/2024	50.00
EF172496	99997	Harvest Lakes Residence Association Inc	Resident Groups Grant	12/09/2024	5,000.00
EF172497	99997	Angela Brooks	Waterwise Verge Scheme Rebate	12/09/2024	250.00
EF172498	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	12/09/2024	250.00
EF172499	99997	Takako Iwahashi	Waterwise Verge Scheme Rebate	12/09/2024	250.00
EF172500	99997	Brett Walker	Waterwise Verge Scheme Rebate	12/09/2024	250.00
EF172501	99997	Mr T And Mrs W Mackintosh	Waterwise Verge Scheme Rebate	12/09/2024	250.00
EF172502	99997	Jamie Batten	Waterwise Verge Scheme Rebate	12/09/2024	250.00
EF172503	99997	Luciano Ambus Scherer	Homes Bird Bath Rebate	12/09/2024	49.99
EF172504	99997	Karen Blair	Book Week 2024 Workshop	12/09/2024	341.00
EF172505	99997	Beeliar Community Association	Resident Groups Grant Program	12/09/2024	1,232.00
EF172506	99997	Samantha Standish	Reimbursement For New Marina Lounge	12/09/2024	549.75
EF172507	99997	Vj Hartill & Gf Maker	Employee Reimbursement	12/09/2024	211.19
EF172508	99997	Pauline Legg	Refund For Belmont Races	12/09/2024	61.50
EF172509	99997	Kabil Osman T/As Radh	Toddler Sing And Play Event	12/09/2024	300.00
EF172510	99997	Rachel Davis	Individual Sponosrship	12/09/2024	800.00
EF172511	99997	Susannah Murphy	Book Refund	12/09/2024	9.90
EF172512	99997	Julie Mcdonald	Refund Of Picture Hanging Books	12/09/2024	274.73
EF172513	99997	J & B Del Fante	Crossover Claim	12/09/2024	500.00
EF172514	99997	Helena Patricia De Franca	Staff Police Clearance	12/09/2024	63.80
EF172515	99997	Veronica Delica	Crossover Claim	12/09/2024	500.00
EF172516	99997	Jaya Penelope Mullumby	Inv 005	12/09/2024	250.00
EF172517	99997	M A Faulkner	Maritime Domain Industry Forum	12/09/2024	778.33
EF172518	99997	Bimla Rani	Book Refund	12/09/2024	44.97
EF172519	99997	Monica Sampson	Unspent Fund	12/09/2024	6.69
EF172520	99997	Bibra Lake Residents Association	Resident Groups Grant Program	12/09/2024	1,350.00
EF172521	10058	Alsco Pty Ltd	Hygiene Services/Supplies	12/09/2024	308.67
EF172522	10091	Aslab Pty Ltd	Asphalting Services/Supplies	12/09/2024	2,926.00
EF172523	10118	Australia Post	Postage Charges	12/09/2024	6,868.32
EF172524	10184	Benara Nurseries	Plants	12/09/2024	10,778.68
EF172525	10207	Boc Gases	Gas Supplies	12/09/2024	781.01
EF172526	10221	Bp Australia Pty Ltd	Diesel/Petrol Supplies	12/09/2024	30,615.41
EF172527	10226	Bridgestone Australia Ltd	Tyre Services	12/09/2024	926.52
EF172528	10239	Busby Investments Pty Ltd. Budget Rent A Car - Perth	Motor Vehicle Hire	12/09/2024	71.25
EF172529	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	12/09/2024	1,591.57
EF172530	10333	Cjd Equipment Pty Ltd	Hardware Supplies	12/09/2024	1,755.94
EF172531	10352	Cockburn Bowling & Recreational Club Inc Cockburn Barc	Recreation Club	12/09/2024	1,500.00
EF172532	10359	Cockburn Painting Service	Painting Supplies/Services	12/09/2024	13,448.60
EF172533	10526	E & Mj Rosher Pty Ltd	Mower Equipment	12/09/2024	990.00
EF172534	10535	Workpower Incorporated	Employment Services - Planting	12/09/2024	13,387.41
EF172535	10589	Fines Enforcement Registry	Fines Enforcement Fees	12/09/2024	2,270.00
EF172536	10787	Jandakot Accident Repair Centre	Panel Beating Services	12/09/2024	1,732.16
EF172537	10878	Abcorp Australasia Pty Ltd	Printing Services	12/09/2024	1,100.00
EF172538	10913	Bucher Municipal Pty Ltd	Purchase Of New Plant / Repair Services	12/09/2024	15,064.24
EF172539	10923	Major Motors Pty Ltd	Repairs/Maintenance Services	12/09/2024	3,414.53
EF172540	10991	Beacon Equipment	Mowing Equipment	12/09/2024	1,997.00

EF172541	11036	Northlake Electrical Pty Ltd	Electrical Services	12/09/2024	76,322.16
EF172542	11152	Fulton Hogan Industries Pty Ltd	Road Maintenance	12/09/2024	5,649.60
EF172543	11182	Premium Brake & Clutch Services Pty Ltd	Brake Services	12/09/2024	2,904.55
EF172544	11247	Richgro Wa	Gardening Supplies	12/09/2024	132.13
EF172545	11307	Satellite Security Services Pty Ltd	Security Services	12/09/2024	25,864.20
EF172546	11333	Shelford Constructions Pty Ltd	Construction Services A001492	12/09/2024	1,330,603.35
EF172547	11425	Resource Recovery Group	Waste Disposal Gate Fees	12/09/2024	600.00
EF172548	11449	Spearwood Florist Ultimate Co Pty Ltd	Floral Arrangements	12/09/2024	125.00
EF172549	11483	St John Ambulance Aust Wa Operations	First Aid Courses	12/09/2024	503.40
EF172550	11505	State Library Of Western Australia	Book Supplies	12/09/2024	10,224.50
EF172551	11511	Statewide Bearings	Bearing Supplies	12/09/2024	569.33
EF172552	11557	Technology One Ltd	It Consultancy Services	12/09/2024	43,271.32
EF172553	11625	Nutrien Water	Reticulation Supplies	12/09/2024	2,311.74
EF172554	11701	Vibra Industrial Filtration Australasia	Filter Supplies	12/09/2024	731.50
EF172555	11722	Wa Hino Sales & Service	Purchase Of New Trucks / Maintenance	12/09/2024	607.68
EF172556	11773	Nutrien Ag Solutions	Chemical Supplies	12/09/2024	2,255.00
EF172557	11789	Walga	Advertising/Training Services	12/09/2024	1,199.00
EF172558	11793	Western Irrigation Pty Ltd	Irrigation Services/Supplies	12/09/2024	12,740.51
EF172559	11835	Wurth Australia Pty Ltd	Hardware Supplies	12/09/2024	1,351.56
EF172560	12014	Tutt Bryant Equipment Bt Equipment Pty Ltd T/As	Excavating/Earthmoving Equipment	12/09/2024	4,890.79
EF172561	12295	Stewart & Heaton Clothing Co. Pty Ltd	Clothing Supplies	12/09/2024	3,912.66
EF172562	13779	Porter Consulting Engineers	Engineering Consultancy Services	12/09/2024	1,650.00
EF172563	14350	Baileys Fertiliser	Fertiliser Supplies	12/09/2024	324.72
EF172564	14530	Donald Veal Consultants Pty Ltd	Consultancy Services	12/09/2024	34,793.00
EF172565	15393	Stratagreen	Hardware Supplies	12/09/2024	4,669.86
EF172566	15550	Apace Aid Inc	Plants & Landscaping Services	12/09/2024	5,006.10
EF172567	15850	Ecoscope Australia Pty Ltd	Environmental Consultancy	12/09/2024	9,669.00
EF172568	16064	Cms Engineering	Airconditioning Services	12/09/2024	3,043.14
EF172569	16107	Wren Oil	Waste Disposal Services	12/09/2024	165.00
EF172570	16846	Action Glass & Aluminium	Glazing Services	12/09/2024	23,980.00
EF172571	16979	Japanese Truck And Bus Spares Pty Ltd	Spare Parts - Automotive	12/09/2024	318.30
EF172572	17343	Rac Businesswise	Membership Subscription	12/09/2024	463.75
EF172573	17553	Altus Traffic Pty Ltd	Traffic Control Services	12/09/2024	4,920.82
EF172574	18122	Signman	Signage	12/09/2024	280.50
EF172575	18203	Natsync Environmental	Pest Control	12/09/2024	6,950.00
EF172576	18962	Sealanes (1985) P/L	Catering Supplies	12/09/2024	3,058.48
EF172577	19460	Insight Enterprises Australia Pty Ltd	Hardware, Software, Technology Solutions	12/09/2024	146.37
EF172578	19533	Woolworths Group Ltd (Woolworths & Big W)	Groceries	12/09/2024	3,232.77
EF172579	19558	Complete Fire Design	Fire Consultancy Services	12/09/2024	880.00
EF172580	19762	Australian Training Management Pty Ltd	Training Services	12/09/2024	2,700.00
EF172581	20000	Aust West Auto Electrical Pty Ltd	Auto Electrical Services	12/09/2024	14,986.59
EF172582	20146	Data#3 Limited	Contract It Personnel & Software	12/09/2024	6,229.11
EF172583	20215	Powervac	Cleaning Equipment	12/09/2024	1,592.10
EF172584	20321	Riverjet Pty Ltd	Educting-Cleaning Services	12/09/2024	495.00
EF172585	20535	Home-Grown Theatre	Drama Classes	12/09/2024	3,300.00
EF172586	20539	The Trustee For The Cox Architecture (Aust) Unit Trust Cox Architecture Pty Ltd	Architecture	12/09/2024	6,732.00
EF172587	20549	A1 Carpet, Tile & Grout Cleaning	Cleaning Services - Tiles/Carpet	12/09/2024	330.00
EF172588	20631	I.D. Consulting Pty Ltd	Demographic And Economic Analysis	12/09/2024	15,262.50

EF172589	21291	The Worm Shed	Environmental Education	12/09/2024	155.00
EF172590	21294	Cat Haven	Animal Services	12/09/2024	3,162.50
EF172591	21697	Ict Express Pty Ltd	Consultancy Services - It	12/09/2024	781.00
EF172592	21744	Jb Hi Fi - Commercial	Electronic Equipment	12/09/2024	740.66
EF172593	21782	Westcoast Timber Flooring	Flooring Supplies	12/09/2024	21,846.00
EF172594	21868	Australian Barbell Company P/L	Fitness Equipment	12/09/2024	306.00
EF172595	21946	Ryan's Quality Meats	Meat Supplies	12/09/2024	2,989.81
EF172596	22106	Intelife Group	Services - Daip	12/09/2024	8,357.75
EF172597	22404	Cleverpatch Pty Ltd	Arts/Craft Supplies	12/09/2024	124.74
EF172598	22553	Brownes Food Operations	Catering Supplies	12/09/2024	395.96
EF172599	22623	Landmark Products Ltd	Landscape Infrastructure	12/09/2024	43,835.87
EF172600	22752	Elgas Limited	Gas Supplies	12/09/2024	974.69
EF172601	22806	Chevron Australia Downstream Fuels Pty Ltd	Fuel Supplies	12/09/2024	77,126.06
EF172602	23457	Totally Workwear Fremantle	Clothing - Uniforms	12/09/2024	1,982.66
EF172603	23570	A Proud Landmark Pty Ltd	Landscape Contruction Services	12/09/2024	35,393.82
EF172604	23579	Daimler Trucks Perth	Purchase Of New Truck	12/09/2024	3,406.08
EF172605	24275	Truck Centre Wa Pty Ltd	Purchase Of New Truck	12/09/2024	675.16
EF172606	24655	Automasters Spearwood	Vehicle Servicing	12/09/2024	2,936.30
EF172607	24736	Zenien	Cctv Camera Licences	12/09/2024	1,870.00
EF172608	24748	Pearmans Electrical & Mechanical Services P/L	Electrical Services	12/09/2024	431.29
EF172609	25102	Fremantle Mobile Welding	Welding Services	12/09/2024	33,476.96
EF172610	25121	Imagesource Digital Solutions	Billboards	12/09/2024	657.80
EF172611	25201	Jtagz Pty Ltd	Wriststraps	12/09/2024	1,545.78
EF172612	25418	Cs Legal	Legal Services	12/09/2024	2,385.12
EF172613	25771	Integral Development Associates Pty Ltd	Training Courses	12/09/2024	3,586.00
EF172614	25813	Lg Connect Pty Ltd	Erp Systems Development	12/09/2024	10,687.22
EF172615	26114	Grace Records Management	Records Management Services	12/09/2024	1,709.43
EF172616	26257	Paperbark Technologies Pty Ltd	Arboricultural Consultancy Services	12/09/2024	605.03
EF172617	26303	Gecko Contracting Turf & Landscape Maintenance	Turf & Landscape Maintenance	12/09/2024	172,828.50
EF172618	26314	Cpe Group	Temporary Employment Services	12/09/2024	5,454.09
EF172619	26328	Akwaaba African Art And Craft	Entertainment Services	12/09/2024	385.00
EF172620	26403	Ches Power Group Pty Ltd	Engineering Solutions / Back Up Generato	12/09/2024	720.50
EF172621	26419	Equifax Australasia Credit Ratings Pty Ltd	Credit Reference Checks	12/09/2024	603.90
EF172622	26470	Sop Conservation	Fencing Services	12/09/2024	15,334.00
EF172623	26507	Reid Corporation Pty Ltd	Entertainment Services	12/09/2024	1,600.00
EF172624	26602	Oclc (Uk) Ltd	Software Licences	12/09/2024	229.42
EF172625	26623	Cromag Pty Ltd (Sigma Chemicals) Sigma Telford Group	Chemicals - Pool	12/09/2024	3,886.08
EF172626	26625	Andover Detailers	Car Detailing Services	12/09/2024	1,252.98
EF172627	26626	Senversa Pty Ltd	Environmental Auditing	12/09/2024	4,544.10
EF172628	26645	Professional Trapping Supplies	Animal Trapping Products/Wildlife/Securi	12/09/2024	4,273.90
EF172629	26679	La Mint Events & Catering	Catering	12/09/2024	300.85
EF172630	26771	Instant Products Hire	Portable Toilet Hire	12/09/2024	2,615.03
EF172631	26782	Soft Landing	Recycling Services	12/09/2024	41,264.10
EF172632	26807	Transair Two Way Radio	Equipment Repairs & Maintenance Services	12/09/2024	1,947.00
EF172633	26812	Brooks Choice Removals	Removalists	12/09/2024	577.50
EF172634	26898	Spandex Asia Pacific Pty Ltd	Signage Supplier	12/09/2024	1,424.15
EF172635	26901	Alyka Pty Ltd	Digital Consultancy And Web Development	12/09/2024	660.00
EF172636	26923	Woodlands	Rubbish Collection Equipment	12/09/2024	18,616.35

EF172637	26929	Elan Energy Matrix Pty Ltd	Recycling Services	12/09/2024	844.81
EF172638	26940	Floorwest Pty Ltd	Floor Coverings	12/09/2024	24,310.00
EF172639	26946	Av Truck Services Pty Ltd	Truck Dealership	12/09/2024	7,424.75
EF172640	26957	Jbs & G Australia Pty Ltd	Consultancy - Enviromental	12/09/2024	39,120.40
EF172641	26987	Cti Risk Management	Security - Cash Collection	12/09/2024	1,525.04
EF172642	27006	Bibra Lake Iga Xpress	Liquor Supplies	12/09/2024	246.00
EF172643	27010	Quantum Building Services Pty Ltd	Building Maintenance	12/09/2024	28,390.67
EF172644	27015	Intelli Trac	Gps Tracking	12/09/2024	11,578.60
EF172645	27032	Wtp Australia Pty Ltd	Quantity Surveyors	12/09/2024	3,678.40
EF172646	27034	Adelby Pty Ltd	Firebreak Construction	12/09/2024	1,265.00
EF172647	27054	Vocus Pty Ltd	Telecommunications	12/09/2024	16,011.07
EF172648	27059	Frontline Fire & Rescue Equipment	Manufacture-Fire Vehicles/Equipment	12/09/2024	14,941.42
EF172649	27065	Westbooks	Books	12/09/2024	3,714.58
EF172650	27082	Kulbardi Pty Ltd	Stationery Supplies	12/09/2024	915.24
EF172651	27085	Savills Project Management Pty Ltd	Project Management	12/09/2024	6,893.70
EF172652	27093	Magnetic Automation Pty Ltd	Gates/Barriers	12/09/2024	1,088.12
EF172653	27143	Fully Promoted Success	Uniforms And Promotional Items	12/09/2024	178.75
EF172654	27154	Veolia Recycling & Recovery Pty Ltd	Waste Services	12/09/2024	7,541.46
EF172655	27189	Healthstrong Pty Ltd Amplar Allied Health	Mobile Allied Health Services	12/09/2024	418.00
EF172656	27222	Ashton Safety Health Environment	Safety, Health, Environment Consulting	12/09/2024	1,060.87
EF172657	27231	Civil Survey Solutions Pty Ltd	Consultancy - Engineering	12/09/2024	3,267.00
EF172658	27241	Landscape Elements	Landscaping Services	12/09/2024	73,568.75
EF172659	27243	Arjohuntleigh Pty Ltd	Supply, Repairs Health Equipemnt	12/09/2024	352.00
EF172660	27246	Veale Auto Parts	Spare Parts Mechanical	12/09/2024	844.00
EF172661	27269	Payrix Australia	Payment Processing	12/09/2024	13,581.39
EF172662	27362	The Mighty Booths	Photobooth	12/09/2024	699.00
EF172663	27374	Southern Cross Cleaning	Commercial Cleaning	12/09/2024	8,766.10
EF172664	27377	Accidental Health And Safety - Perth	First Aid Supplies	12/09/2024	1,547.03
EF172665	27396	Ankeet Mehta Spearwood Newspaper Round Delivery	Newspaper Delivery	12/09/2024	190.80
EF172666	27401	Emprise Mobility	Mobility Equipment	12/09/2024	4,180.00
EF172667	27423	Mechanical Project Services Pty Ltd	Airconditioning Services	12/09/2024	12,493.87
EF172668	27427	Home Chef	Cooking/Food Services	12/09/2024	141.02
EF172669	27455	The Trustee For Ssh Group Safety Trust Ocula (Aus)	Cctv Parts	12/09/2024	99,215.91
EF172670	27499	Hodge Collard Preston Architects	Architects	12/09/2024	22,372.91
EF172671	27507	Serco Facilities Management Pty Ltd	Cleaning Services	12/09/2024	11,751.44
EF172672	27539	Jasmin Carpentry & Maintenance	Carpentry	12/09/2024	4,066.79
EF172673	27575	Shred X Secure Destruction	Document Destruction	12/09/2024	81.93
EF172674	27587	New Ground Water Services Pty Ltd	Irrigation/Reticulation	12/09/2024	275.00
EF172675	27596	Allwest Plant Hire Australia Pty Ltd	Plant Hire And Civil Contracting	12/09/2024	36,200.26
EF172676	27599	Dockpro Pty Ltd	Sales, Servicing & Installation Of Dry D	12/09/2024	21,125.00
EF172677	27613	Redimed Pty Ltd	Medical & Health Services	12/09/2024	2,843.50
EF172678	27617	Atturra Business Applications	Consultancy - It	12/09/2024	19,250.00
EF172679	27622	Trugrade Medical Supplies	Medical Supplies	12/09/2024	2,237.09
EF172680	27635	Mammoth Security	Security	12/09/2024	52.60
EF172681	27664	Disability Awareness Training	Training Disabilities	12/09/2024	2,250.00
EF172682	27676	Blue Force Pty Ltd	Security Services	12/09/2024	7,793.10
EF172683	27684	Jani Murphy Pty Ltd	Training	12/09/2024	3,088.80
EF172684	27695	Qtm Pty Ltd	Traffic Management	12/09/2024	59,185.41

EF172685	27797	City Lift Services Pty Ltd	Lift Maintenance	12/09/2024	6,283.75
EF172686	27812	Oceanis International Pty Ltd	Consultancy - Aquatic	12/09/2024	5,500.00
EF172687	27819	Axiis Contracting Pty Ltd	Concrete Works	12/09/2024	63,340.15
EF172688	27850	Dowsing Group Pty Ltd	Concreting Services	12/09/2024	7,667.27
EF172689	27855	Total Landscape Redevelopment Service Pty Ltd	Tree Watering	12/09/2024	6,776.00
EF172690	27856	My Flex Health International	Nursing Services	12/09/2024	143.00
EF172691	27865	Pritchard Francis Consulting Pty Ltd	Engineering Services	12/09/2024	2,081.09
EF172692	27890	Tabec Pty Ltd	Engineering Services	12/09/2024	17,799.10
EF172693	27894	Homecare Physiotherapy	Healthcare	12/09/2024	9,339.05
EF172694	27898	Amana Living Training Institute	Training & Education	12/09/2024	300.00
EF172695	27916	Body Bike Australia Pty Ltd	Bike Repairs & Servicing	12/09/2024	700.48
EF172696	27917	Go Doors Advanced Automation	Door Maintenance & Repair	12/09/2024	3,948.53
EF172697	27953	Truckline	Spare Parts, Truck/Trailer	12/09/2024	128.66
EF172698	27965	Stantec Australia Pty Ltd	Engineering Services	12/09/2024	990.00
EF172699	27969	Perfect Gym Solutions	Software For Gym's	12/09/2024	7,920.00
EF172700	27976	Melville Toyota	Motor Cars	12/09/2024	581.20
EF172701	27985	Rosmech Sales & Service Pty Ltd	Road Sweeper	12/09/2024	535.13
EF172702	27986	Daily Living Products	Mobility Equip	12/09/2024	265.00
EF172703	28001	Corsign Wa Pty Ltd	Sign Making Material	12/09/2024	357.50
EF172704	28003	Taylor Made Design	Graphic Design	12/09/2024	858.00
EF172705	28031	Brandon's Shredding Boxes	Recycling	12/09/2024	125.00
EF172706	28036	Noddy The Waterman	Water Supplies	12/09/2024	160.00
EF172707	28047	Mitchell Garlett	Ceremonial Services	12/09/2024	450.00
EF172708	28049	Copy Magic	Printing Services	12/09/2024	1,928.30
EF172709	28080	Yacht Grot 1985 Pty Ltd	Marine	12/09/2024	718.41
EF172710	28082	For Blue Pty Ltd	Consultancy - Economic	12/09/2024	27,500.00
EF172711	28088	Ut Consulting	Technology Consulting	12/09/2024	2,618.00
EF172712	28090	K Craft Building	Construction	12/09/2024	5,956.50
EF172713	28154	Remplan	Economic & Demographic Modelling & Analy	12/09/2024	2,640.00
EF172714	28168	Sifting Sands	Sand Cleaning	12/09/2024	13,509.83
EF172715	28181	Seaview Rentals	Aquarium Servicing	12/09/2024	98.00
EF172716	28184	Spearwood Veterinary Hospital	Veterinary Hospital	12/09/2024	1,060.00
EF172717	28191	Enviro Sweep	Sweeping Services	12/09/2024	6,061.00
EF172718	28196	Brightmark Group Pty Ltd	Cleaning Services	12/09/2024	5,569.63
EF172719	28197	Lite N Easy Pty Ltd	Food Supplies	12/09/2024	586.26
EF172720	28201	Select Fresh	Food Supplies	12/09/2024	553.01
EF172721	28215	Complete Office Supplies Pty Ltd	Stationery	12/09/2024	287.43
EF172722	28218	Laminar Capital Pty Ltd	Financial Services	12/09/2024	1,507.00
EF172723	28228	Delta Roofing Pty Ltd	Roofing Services	12/09/2024	3,789.50
EF172724	28235	Otium Planning Group Pty Ltd	Management Consulting	12/09/2024	8,516.75
EF172725	28241	Swift Flow Pty Ltd	Plumbing	12/09/2024	32,582.60
EF172726	28246	Hendercare	Nursing Services	12/09/2024	1,981.32
EF172727	28254	Cleantex Pty Ltd	Laundry Service	12/09/2024	1,658.31
EF172728	28258	Garden Care West	Gardening Services	12/09/2024	299.75
EF172729	28261	Hazed Services Pty Ltd	Safety - Roof	12/09/2024	2,493.15
EF172730	28264	Garden Organics	Organics Processing	12/09/2024	62,725.01
EF172731	28265	Tree Care Wa	Vegetation Maintenance Services	12/09/2024	3,345.93
EF172732	28275	Farrington Dry Cleaners	Dry Cleaning	12/09/2024	80.00

EF172733	28277	Gesha Coffee Co	Coffee Supplies	12/09/2024	1,420.00
EF172734	28287	All Lines	Linemarking	12/09/2024	1,595.00
EF172735	28297	Techbrain	It Consultancy	12/09/2024	492.46
EF172736	28303	Miracle Recreation Equipment	Playground Equipment	12/09/2024	939.40
EF172737	28343	Hemsley Paterson	Valuation Services	12/09/2024	2,750.00
EF172738	28351	Clever Designs Uniforms	Clothing	12/09/2024	209.00
EF172739	28359	P&M Automotive Equipment	Hoist Servicing	12/09/2024	423.50
EF172740	28361	Indoor Gardens Pty Ltd	Hiring Indoor Plants	12/09/2024	803.88
EF172741	28371	Flexi Staff	Employment Services	12/09/2024	2,236.77
EF172742	28392	Mcs Civil Contracting	Engineering/Earthworks	12/09/2024	27,744.75
EF172743	28409	Sanpoint Pty Ltd (Ld Total)	Landscape Services	12/09/2024	31,409.33
EF172744	28428	Wa Bolts Pty Ltd	Fixings & Fasteners	12/09/2024	230.96
EF172745	28437	Building & Industrial Cleaning Services	Clenaing Services	12/09/2024	62,439.89
EF172746	28454	Aussie Natural Spring Water	Water Supplies	12/09/2024	86.00
EF172747	28463	Antree Dnh Pty Ltd	Gardening	12/09/2024	1,980.00
EF172748	28470	Pwd	Web Development And Digital Marketing	12/09/2024	198.00
EF172749	28475	Host Corporation Pty Ltd	Catering Supplies	12/09/2024	137.50
EF172750	28516	Classic Hire	Equipment Hire	12/09/2024	2,722.50
EF172751	28517	Robowash Pty Ltd	Automatic Cleaning System Manufacturer	12/09/2024	1,045.00
EF172752	28522	Bing Technologies Pty Ltd	Mailing Services	12/09/2024	345.18
EF172753	28532	Oil & Energy Pty. Ltd.	Lubricant Supplier	12/09/2024	362.49
EF172754	28534	Mrs Tania Holland	Teaching Craft	12/09/2024	900.00
EF172755	28569	Choiceone Pty Ltd	Recruitment Services	12/09/2024	31,818.95
EF172756	28570	Kaya Kwoberdak	Bush Medicine Healing Workshops	12/09/2024	850.00
EF172757	28587	Sos Mechanical Solutions	Mechanical Services (Hvac)	12/09/2024	6,573.60
EF172758	28627	White Oak Home Care Services	White Oak Home Care	12/09/2024	2,021.95
EF172759	28652	Omnicom Media Group Australia Pty Ltd Omnicom Media Group Australia Pty L	Media And Advertising Services	12/09/2024	2,045.67
EF172760	28658	Solus	Customised Library Mobile Apps	12/09/2024	11,096.25
EF172761	28679	Creditor Watch Pty Ltd	Credit Bureau	12/09/2024	722.70
EF172762	28691	Kgo Enterprises Pty Ltd Perth Bouncy Castle Hire	Entertainment - Amusement & Inflatables	12/09/2024	363.00
EF172763	28700	Securitech Consultancy Solutions Pty Ltd Full Circle Partners Pty Ltd	It Recruitment And Consultancy Services	12/09/2024	9,920.64
EF172764	28708	Ultimo Catering & Events Pty Ltd	Catering & Events	12/09/2024	499.60
EF172765	28710	Premier Envelopes Australia Pty Ltd	Supply & Printing Of Envelops	12/09/2024	669.94
EF172766	28713	Ellenby Pty Ltd Ellenby Tree Farm Pty Ltd	Tree Farm	12/09/2024	6,068.43
EF172767	28728	Australian Defence Apparel Pty Ltd Legear	Law Enforcement Gear	12/09/2024	112.67
EF172768	28740	The Trustee For The Carus Thompson Family Trust Carus Thompson Family T	Music	12/09/2024	2,112.00
EF172769	28760	Spawtz Pty Ltd	Competition Management And Payments Soft	12/09/2024	2,000.10
EF172770	28762	Hart Sport Australia Pty Ltd Hart Sport	Supply Sporting Equipment	12/09/2024	172.00
EF172771	28767	The Trustee For Bugbusters Unit Trust Bug Busters	Pest Control	12/09/2024	3,251.00
EF172772	28785	Sanity Music Stores Pty Ltd Sanity Entertainment	Retail Of Entertainment Products	12/09/2024	191.95
EF172773	28787	Blue Assist Pty Ltd	Supply And Install Emergency Help Device	12/09/2024	320.00
EF172774	28823	Synergy Business Systems Pty Ltd Boss Industrial	Industrial Supply	12/09/2024	2,012.40
EF172775	28826	Hitachi Construction Machinery (Australia) Pty Ltd	Construction And Mining	12/09/2024	314.47
EF172776	28840	A T Naim Pty Ltd Western Sheds	Retails Of Sheds And Garages	12/09/2024	385.00
EF172777	28861	Total Ventilation Hygiene Pty Ltd Total Ventilation	Air Conditioning, Electrical, Fire And H	12/09/2024	5,088.69
EF172778	28867	Overdrive Australia Pty Ltd	Platform And App Provider. Seller Of Dig	12/09/2024	2,078.04
EF172779	28871	The Trustee For The Dunlop Family Trust Sealed Fabrication Wa Pty Ltd	Aluminium Fabrication	12/09/2024	15,251.50
EF172780	28874	The Trustee For Alara Trust Earthside Eco Bums	Earthside Eco Bums Cloth Nappy Education	12/09/2024	550.00

EF172781	28888	Home Integrity Pty Ltd Home Integrity	Building Inspections	12/09/2024	2,085.70
EF172782	28889	Perocin Pty Limited Lange Consulting & Software	Tender Management Services	12/09/2024	12,870.00
EF172783	28895	Acclaimed Catering Pty Ltd Acclaimed Catering	Food Catering	12/09/2024	7,937.60
EF172784	28897	Mcleods Lawyers Pty Ltd Mcleods Lawyers	Legal Service	12/09/2024	3,568.07
EF172785	28907	Bin Bath Corporation Pty Ltd Bin Bath	Bin Cleaning	12/09/2024	649.00
EF172786	28914	Potholes Perth Wa Pty Ltd Potholes Perth	Asphalt Repairs Make Road Safes	12/09/2024	6,181.74
EF172787	28920	Place Score Pty Ltd Place Score	Research	12/09/2024	13,750.00
EF172788	28927	Veolia Recycling & Recovery (Perth) Pty Ltd Veolia Recycling & Recovery (Perth)	Waste Recycling And Recovery A000930	12/09/2024	87,431.58
EF172789	11794	Synergy	Electricity Usage/Supplies	12/09/2024	414,677.53
EF172790	28571	Perth Energy Pty Ltd	Energy Supply	12/09/2024	9,812.64
EF172791	11758	Req Officers Do Not Use - Water Corp Utility Account Only - Please Refer To 1	Water Usage / Sundry Charges	12/09/2024	5,606.23
EF172792	10152	Aust Services Union	Payroll Deductions	16/09/2024	701.50
EF172793	10154	Australian Taxation Office	Payroll Deductions	16/09/2024	568,108.00
EF172794	10305	Child Support Agency	Payroll Deductions	16/09/2024	3,312.14
EF172795	19726	Health Insurance Fund Of Wa	Payroll Deductions	16/09/2024	839.60
EF172796	27874	Smartsalary	Salary Packaging/Leasing Administration	16/09/2024	12,137.63
EF172797	28458	Easi Group	Novated Leasing	16/09/2024	10,969.45
EF172798	28741	The Local Government, Racing & Cemeteries Employees Union Wa Lgrceu	Union	16/09/2024	22.00
EF172799	28890	Construction Forestry Mining Energy Union - Construction & G Cfmeu Wa - Co	Payroll Deductions	16/09/2024	30.00
EF172800	24095	Jca Project Planning Pty Ltd	Project Planning-Consultancy	17/09/2024	3,459.50
EF172801	26987	Cti Risk Management	Security - Cash Collection	17/09/2024	369.85
EF172802	28196	Brightmark Group Pty Ltd	Cleaning Services	17/09/2024	88.00
EF172803	99996	Mortar & Soul Real Estate	Rates and Property related refunds	17/09/2024	5,455.76
EF172804	99996	Carlin Rentals	Rates and Property related refunds	17/09/2024	1,994.00
EF172805	99996	Giuseppe Balducci	Rates and Property related refunds	17/09/2024	1,130.13
EF172806	11760	Water Corporation	Sewer Easement	17/09/2024	353.13
EF172807	10590	Department Of Fire And Emergency Services	Esl Levy & Related Costs	20/09/2024	6,294,912.60
EF172808	11557	Technology One Ltd	It Consultancy Services - Saas 7 Year subscription	20/09/2024	1,678,673.15
EF172809	99997	Family Day Care	Fdc Payment W/E 15/09/2024	19/09/2024	49,742.41
EF172810	99997	Family Day Care	Fdc Payment W/E 15/09/2024	19/09/2024	50.00
EF172811	19533	Woolworths Group Ltd (Woolworths & Big W)	Groceries	24/09/2024	153.98
EF172812	26987	Cti Risk Management	Security - Cash Collection	24/09/2024	956.25
EF172813	99997	Anna Mckee	Refund For Seniors Centre Outing	24/09/2024	45.50
EF172814	99997	Anna Mckee	Refund For Seniors Centre Outing	24/09/2024	50.50
EF172815	99997	Lisa Waterworth	Waterwise Verge Scheme Rebate	24/09/2024	250.00
EF172816	99997	Sam MCGovern	Deposit To Play At Spring Fair	24/09/2024	1,400.00
EF172817	99997	Arjun Raj Sharma	Staff Uniform Reimbursement	24/09/2024	229.50
EF172818	28376	Edume Ltd	Software	20/09/2024	20,780.74
EF172819	11758	Req Officers Do Not Use - Water Corp Utility Account Only - Please Refer To 1	Water Usage / Sundry Charges	30/09/2024	11,929.87
EF172820	11794	Synergy	Electricity Usage/Supplies	30/09/2024	19,418.14
EF172821	28571	Perth Energy Pty Ltd	Energy Supply	30/09/2024	2,060.62
EF172822	99996	Kristen Galvin	Rates and Property related refunds	30/09/2024	381.80
EF172823	99996	Sabrina Emery	Rates and Property related refunds	30/09/2024	126.10
EF172824	99996	Manda Dalton	Rates and Property related refunds	30/09/2024	722.36
EF172825	99996	Guido And Carmela G Quici	Rates and Property related refunds	30/09/2024	157.87
EF172826	99996	Western Australian Land Authority	Rates and Property related refunds	30/09/2024	1,373.00
EF172827	99996	Gusto Realty	Rates and Property related refunds	30/09/2024	451.90
EF172828	99996	Vivid Property Perth	Rates and Property related refunds	30/09/2024	495.07

EF172829	99996	Nr & Va Williamson	Rates and Property related refunds	30/09/2024	1,798.12
EF172830	99996	Cortes Management Group Pty Ltd	Rates and Property related refunds	30/09/2024	589.26
EF172831	99996	Celotti Property Pty Ltd	Rates and Property related refunds	30/09/2024	1,779.51
EF172832	99996	Pey Yong	Rates and Property related refunds	30/09/2024	2,037.87
EF172833	99996	Taelah Scenini	Rates and Property related refunds	30/09/2024	108.66
EF172834	99996	Star Settlements	Rates and Property related refunds	30/09/2024	228.00
EF172835	99996	Star Settlements	Rates and Property related refunds	30/09/2024	228.00
EF172836	99996	Star Settlements	Rates and Property related refunds	30/09/2024	228.00
EF172837	99996	Cassandra Orlando	Rates and Property related refunds	30/09/2024	121.15
EF172838	99996	Aaron Bornholdt	Rates and Property related refunds	30/09/2024	56.65
EF172839	99996	Vipulkumar Patel	Rates and Property related refunds	30/09/2024	922.85
EF172840	99997	Queen Of Cakes	Invoice 00004458	30/09/2024	350.00
EF172841	99997	Elizabeth Bedford	Refund - Sanitary Product Rebate	30/09/2024	50.00
EF172842	99997	Heather Mckenna	Nappy And Sanitary Product Rebate	30/09/2024	42.50
EF172843	99997	Jayde Bruce	Nappy And Sanitary Product Rebate	30/09/2024	50.00
EF172844	99997	Courtney Benn	Sanitary Product Rebate	30/09/2024	40.95
EF172845	99997	Servau Offcl. Departmental	Grants, Donations & Refunds	30/09/2024	249.48
EF172846	99997	Cassandra Mora	Australian Disaster Resilience Conferenc	30/09/2024	51.32
EF172847	99997	Wendy Allen	Unspent Fund Balance -Hcp Package	30/09/2024	4,386.96
EF172848	99997	Elana Hurn	Habitat For Homes Bird Bath Rebate	30/09/2024	26.39
EF172849	99997	Ebben Law	Habitat For Homes Bird Bath Rebate	30/09/2024	29.99
EF172850	99997	Rosemary Waycott	Habitat For Homes Bird Bath Rebate	30/09/2024	29.99
EF172851	99997	Roger Goodchild	Jsta Smarty Grants	30/09/2024	400.00
EF172852	99997	Manuel And Natalie Marques	Jsta Smarty Grant	30/09/2024	400.00
EF172853	99997	Manuel And Natalie Marques	Jsta Smarty Grant	30/09/2024	400.00
EF172854	99997	Brett And Sally Sargent	Jsta Smarty Grant	30/09/2024	400.00
EF172855	99997	Karen Mccay	Jsta	30/09/2024	400.00
EF172856	99997	Chantelle Heyden	Jsta	30/09/2024	400.00
EF172857	99997	Marcelina Widjaja	Jsta	30/09/2024	400.00
EF172858	99997	Anaroby Chellumbrun	Jsta	30/09/2024	400.00
EF172859	99997	Michael Burt	Jsta	30/09/2024	400.00
EF172860	99997	Marcelina Widjaja	Jsta	30/09/2024	400.00
EF172861	99997	Holly Gibson	Jsta	30/09/2024	400.00
EF172862	99997	Sabrina E Reardon	Jsta	30/09/2024	400.00
EF172863	99997	Emma Hardy	Jsta	30/09/2024	400.00
EF172864	99997	Stephen Allen	Jsta	30/09/2024	400.00
EF172865	99997	Damian And Nichole Piromalli	Jsta	30/09/2024	400.00
EF172866	99997	Narelle Sestich	Jsta	30/09/2024	400.00
EF172867	99997	Laura-Jane Petley	Cctv Residentail Rebate	30/09/2024	500.00
EF172868	99997	Desmond Williams	Cctv Residentail Rebate	30/09/2024	500.00
EF172869	99997	Heather Shiel	Cctv Residentail Rebate	30/09/2024	500.00
EF172870	99997	Edwardson Tongue	Cctv Residentail Rebate	30/09/2024	500.00
EF172871	99997	Jack Wilson	Cctv Residentail Rebate	30/09/2024	500.00
EF172872	99997	Neil Tilbee	Cctv Residentail Rebate	30/09/2024	500.00
EF172873	99997	Maksym Maksymenko	Cctv Residentail Rebate	30/09/2024	500.00
EF172874	99997	Angela Sikaloski	Cctv Residentail Rebate	30/09/2024	500.00
EF172875	99997	Mark Holst	Cctv Residentail Rebate	30/09/2024	500.00
EF172876	99997	Kieran Bell	Cctv Residentail Rebate	30/09/2024	500.00

EF172877	99997	Luciano Ambus Scherer	Cctv Residentail Rebate	30/09/2024	500.00
EF172878	99997	Cockburn Senior Citizens Association	Commitment In The Lease Agreement	30/09/2024	10,417.00
EF172879	99997	Cockburn Community Men's Shed Inc	Sponsorship-Year 1 Of A 3 Year Agreement	30/09/2024	63,037.00
EF172880	99997	Cockburn Wetlands Education Centre Inc	Sponsorship-Year 2 (First Installment) O	30/09/2024	61,383.30
EF172881	99997	The Australian Association For Environme	Sponsorship-Year 2 Of A 3 Year Agreement	30/09/2024	38,473.57
EF172882	99997	Helen L Maclean	Waterwise Rebate	30/09/2024	250.00
EF172883	99997	Adam And Milica Gandossi	Milica.Gandossi@Gmail.Com	30/09/2024	50.00
EF172884	99997	Emma Currie	Nappy And Sanitary Product Rebate	30/09/2024	100.00
EF172885	99997	Yuan Liu	Compost Bin Rebate	30/09/2024	50.00
EF172886	99997	South Lake Dolphins Swimmimg Club	Sports Equipment Grant	30/09/2024	774.02
EF172887	99997	Yangebup Knights Junior Ball Club	Sports Equipment Grant	30/09/2024	1,000.00
EF172888	99997	Timber Tigers Junior Basketball Club	Sports Equipment Grant	30/09/2024	1,000.00
EF172889	99997	Rafeena Boyle	Employee Reimbursement	30/09/2024	15.35
EF172890	99997	JenniferLeach	Customer -Refund Book	30/09/2024	18.07
EF172891	99997	Taya Clarke	Nappy And Sanitary Product Rebate	30/09/2024	100.00
EF172892	99997	Victoria Millios	Sanitary Product Rebate	30/09/2024	50.00
EF172893	99997	Aiman Kamarmohter	Crossover Rebates	30/09/2024	500.00
EF172894	99997	Madison S Linaker	Nappy And Sanitary Product Rebate	30/09/2024	100.00
EF172895	99997	Alvin Canicosa	Crossover Rebates	30/09/2024	500.00
EF172896	99997	Wei Chun Ngee	Crossover Rebates	30/09/2024	500.00
EF172897	99997	Kathleen Mellings	Sanitary Product Rebate	30/09/2024	45.94
EF172898	99997	South Coogee Vol Bush Fire Brigade	Invoice 08092024-001	30/09/2024	370.00
EF172899	99997	Oral History Western Australia Inc.	Denise Cook Membership Payment 18/9/24	30/09/2024	65.00
EF172900	99997	Nicola Beynon	Refund For S&R Orchard Festival Outing	30/09/2024	48.50
EF172901	99997	Sarcha Sagisaka	11/9/24 Success Library Refund	30/09/2024	5.50
EF172902	99997	James Henry Whitehorn	Refund Of Seniors Centre Outing	30/09/2024	51.00
EF172903	99997	Coral Brown	Refund Of Seniors Centre Outing	30/09/2024	126.00
EF172904	99997	Sweeny's Marine Pty Ltd	Inv2744 16/09/2024	30/09/2024	574.20
EF172905	99997	Craig Graham	Electricity Refund Request	30/09/2024	14.49
EF172906	99997	Chin Boon Ivan Tay	Cctv Residentail Rebate	30/09/2024	500.00
EF172907	99997	Jandakot Volunteer Bush Fire Brigade	Jandakot Vbfb Invoice 380	30/09/2024	630.88
EF172908	99997	Shire Of Carnarvon	Invoice 48566	30/09/2024	1,000.00
EF172909	99997	Marija Nibali	Sanitary Rebate	30/09/2024	50.00
EF172910	99997	Dean Giles Lovatt	Bs Production	30/09/2024	143.00
EF172911	99997	David Kursar	Claim For Event Supplies	30/09/2024	127.48
EF172912	99997	Julie Barr	Senior Security Rebate	30/09/2024	300.00
EF172913	99997	Susan Johnston	Senior Security Rebate	30/09/2024	200.00
EF172914	99997	Pasquale Frezza	Senior Security Rebate	30/09/2024	300.00
EF172915	99997	Faye Gatti	Senior Security Rebate	30/09/2024	150.00
EF172916	99997	Jennifer Grljusich	Senior Security Rebate	30/09/2024	300.00
EF172917	99997	John Mcrae	Senior Security Rebate	30/09/2024	500.00
EF172918	99997	Susan Blacklock	Senior Security Rebate	30/09/2024	200.00
EF172919	99997	Annette From	Senior Security Rebate	30/09/2024	100.00
EF172920	99997	William Fisher	Senior Security Rebate	30/09/2024	300.00
EF172921	99997	Joanne Nicklason	Senior Security Rebate	30/09/2024	300.00
EF172922	99997	Rosario Ianni	Senior Security Rebate	30/09/2024	200.00
EF172923	99997	Mary Smith	Senior Security Rebate	30/09/2024	200.00
EF172924	99997	Teow Kong	Senior Security Rebate	30/09/2024	200.00

EF172925	99997	Surya Herawan	Senior Security Rebate	30/09/2024	500.00
EF172926	99997	Brian L D'cruz	Senior Security Rebate	30/09/2024	300.00
EF172927	99997	Hamilton Hill Community Group	Inv 2024/04263 -27231954	30/09/2024	165.00
EF172928	99997	Jandakot Jets Amateur Jamie Adams	Capital Works Grant Cwg012	30/09/2024	500.00
EF172929	99997	Sanderson-Green Per Dev Con	00001564	30/09/2024	577.50
EF172930	99997	Nicheliving Hammond Park Sp73516	Refund For Parking Application	30/09/2024	800.00
EF172931	11867	Kevin John Allen	Elected Member Sitting Fees & Allowances	30/09/2024	2,862.51
EF172932	12740	Logan Howlett	Elected Member Sitting Fees & Allowances	30/09/2024	12,377.25
EF172933	19059	Carol Reeve-Fowkes	Elected Member Sitting Fees & Allowances	30/09/2024	2,884.67
EF172934	25353	Philip Eva	Elected Member Sitting Fees & Allowances	30/09/2024	2,870.60
EF172935	27326	Michael Separovich	Elected Member Sitting Fees & Allowances	30/09/2024	2,863.65
EF172936	27327	Chontelle Stone	Monthly Elected Member Allowance	30/09/2024	4,896.25
EF172937	27871	Tom Widenbar	Elected Member Sitting Fees & Allowances	30/09/2024	2,920.40
EF172938	27872	Phoebe Corke	Elected Member Sitting Fees & Allowances	30/09/2024	2,872.75
EF172939	28238	Tarun Dewan	Elected Member Sitting Fees & Allowances	30/09/2024	2,926.93
EF172940	28717	Carol Lechun Zhang	Elected Member Sitting Fees & Allowances	30/09/2024	2,882.91
EF172941	10086	Arteil Wa Pty Ltd	Ergonomic Chairs	30/09/2024	345.40
EF172942	10097	Blackwoods Atkins	Engineering Supplies	30/09/2024	224.36
EF172943	10118	Australia Post	Postage Charges	30/09/2024	57,622.25
EF172944	10184	Benara Nurseries	Plants	30/09/2024	6,593.40
EF172945	10207	Boc Gases	Gas Supplies	30/09/2024	417.08
EF172946	10239	Busby Investments Pty Ltd. Budget Rent A Car - Perth	Motor Vehicle Hire	30/09/2024	285.00
EF172947	10244	Building & Const Industry Training Fund	Levy Payment	30/09/2024	17,267.12
EF172948	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	30/09/2024	3,234.73
EF172949	10287	Centreline Markings	Linemarking Services	30/09/2024	3,465.00
EF172950	10325	City Of Fremantle	Contributions & Cost Sharing	30/09/2024	76.51
EF172951	10384	Progility Pty Ltd	Communication Services A000001	30/09/2024	109,032.00
EF172952	10483	Landgate	Mapping/Land Title Searches	30/09/2024	2,679.02
EF172953	10526	E & Mj Rosher Pty Ltd	Mower Equipment	30/09/2024	5,848.68
EF172954	10528	Easifleet	Vehicle Lease	30/09/2024	946.44
EF172955	10535	Workpower Incorporated	Employment Services - Planting	30/09/2024	4,194.58
EF172956	10589	Fines Enforcement Registry	Fines Enforcement Fees	30/09/2024	5,246.00
EF172957	10609	Forestvale Trees Pty Ltd	Plants - Trees/Shrubs	30/09/2024	1,804.00
EF172958	10655	Ghd Pty Ltd	Consultancy Services	30/09/2024	10,945.00
EF172959	10683	Gronbek Security	Locksmith Services	30/09/2024	2,773.25
EF172960	10708	Heavy Automatics Pty Ltd	Equipment Maintenance Services	30/09/2024	462.00
EF172961	10787	Jandakot Accident Repair Centre	Panel Beating Services	30/09/2024	1,000.00
EF172962	10892	Local Government Professionals Australia Wa	Subscription	30/09/2024	400.00
EF172963	10896	Local Health Authorities Analytical Committee	Analytical Services	30/09/2024	30,639.06
EF172964	10913	Bucher Municipal Pty Ltd	Purchase Of New Plant / Repair Services	30/09/2024	3,860.55
EF172965	10923	Major Motors Pty Ltd	Repairs/Maintenance Services	30/09/2024	1,920.72
EF172966	10991	Beacon Equipment	Mowing Equipment	30/09/2024	210.50
EF172967	11036	Northlake Electrical Pty Ltd	Electrical Services	30/09/2024	75,667.17
EF172968	11307	Satellite Security Services Pty Ltd	Security Services	30/09/2024	14,042.92
EF172969	11334	Shenton Pumps	Pool Equipment/Services	30/09/2024	701.47
EF172970	11375	Slater Gartrell Sports	Sport Supplies	30/09/2024	5,489.00
EF172971	11387	Bibra Lake Soils	Soil & Limestone Supplies	30/09/2024	100.00
EF172972	11447	Spearwood Dalmatinac Club Inc	Community Grant	30/09/2024	12,297.00

EF172973	11483	St John Ambulance Aust Wa Operations	First Aid Courses	30/09/2024	1,292.40
EF172974	11502	State Law Publisher	Advertising Services	30/09/2024	511.68
EF172975	11511	Statewide Bearings	Bearing Supplies	30/09/2024	1,055.81
EF172976	11512	Statewide Cleaning Supplies Pty Ltd	Cleaning Supplies/Service	30/09/2024	364.98
EF172977	11619	Titan Ford	Purchase Of Vehicles & Servicing	30/09/2024	778.35
EF172978	11701	Vibra Industrial Filtration Australasia	Filter Supplies	30/09/2024	349.80
EF172979	11787	Department Of Transport	Vehicle Search Fees	30/09/2024	1,592.80
EF172980	11789	Walga	Advertising/Training Services	30/09/2024	654.50
EF172981	11793	Western Irrigation Pty Ltd	Irrigation Services/Supplies	30/09/2024	16,900.07
EF172982	11795	Western Power	Street Lighting Installation & Service	30/09/2024	3,452.00
EF172983	11806	Westrac Pty Ltd	Repairs/Mtnce - Earthmoving Equipment	30/09/2024	6,259.19
EF172984	11873	Wattleup Tractors	Hardware Supplies	30/09/2024	766.40
EF172985	12014	Tutt Bryant Equipment Bt Equipment Pty Ltd T/As	Excavating/Earthmoving Equipment C100975	30/09/2024	1,246,698.83
EF172986	12018	O'connor Lawnmower & Chainsaw Centre	Mowing Equipment/Parts/Services	30/09/2024	1,296.80
EF172987	12295	Stewart & Heaton Clothing Co. Pty Ltd	Clothing Supplies	30/09/2024	1,966.83
EF172988	12497	Trophy Choice	Trophy Supplies	30/09/2024	642.00
EF172989	13475	The Trustee For Burgess Rawson Wa Unit Trust Burgess Rawson (Wa) Pty Ltd	Property Management	30/09/2024	15,968.02
EF172990	13834	Sulo Mgb Australia Pty Ltd	Mobile Garbage Bins	30/09/2024	13,313.54
EF172991	14530	Donald Veal Consultants Pty Ltd	Consultancy Services	30/09/2024	18,942.00
EF172992	15393	Stratagreen	Hardware Supplies	30/09/2024	6,899.31
EF172993	15550	Apac Aid Inc	Plants & Landscaping Services	30/09/2024	2,319.00
EF172994	15587	Benestar Group Pty Ltd Previously: Davidson Trahaire Corpsych	Training Services	30/09/2024	33,000.00
EF172995	15588	Natural Area Consulting Management Services	Weed Spraying	30/09/2024	2,750.00
EF172996	15850	Ecoscape Australia Pty Ltd	Environmental Consultancy	30/09/2024	5,379.00
EF172997	15916	1Spatial Australia Pty Ltd	Annual Software Subscription	30/09/2024	10,486.18
EF172998	16064	Cms Engineering	Airconditioning Services	30/09/2024	13,538.57
EF172999	16107	Wren Oil	Waste Disposal Services	30/09/2024	429.00
EF173000	16698	Tidy Up	Rubbish Removal	30/09/2024	514.00
EF173001	16914	Element Advisory Pty Ltd	Consultancy Services	30/09/2024	14,052.50
EF173002	16979	Japanese Truck And Bus Spares Pty Ltd	Spare Parts - Automotive	30/09/2024	2,228.80
EF173003	16985	Wa Premix	Concrete Supplies	30/09/2024	1,342.00
EF173004	17343	Rac Businesswise	Membership Subscription	30/09/2024	77.39
EF173005	18272	Austraclear Limited	Investment Services	30/09/2024	103.25
EF173006	18533	Friends Of The Community Inc.	Donation	30/09/2024	3,137.50
EF173007	18611	Perth Nrm	Natural Resource Mgt Services	30/09/2024	150.00
EF173008	18765	The Trustee For The Paxon Trust Paxon Business & Financial Services Pty Ltd	Financial, Commercial And Transaction Ad	30/09/2024	8,276.40
EF173009	18962	Sealanes (1985) P/L	Catering Supplies	30/09/2024	1,601.83
EF173010	19533	Woolworths Group Ltd (Woolworths & Big W)	Groceries	30/09/2024	1,533.69
EF173011	20000	Aust West Auto Electrical Pty Ltd	Auto Electrical Services	30/09/2024	212.92
EF173012	20321	Riverjet Pty Ltd	Educting-Cleaning Services	30/09/2024	20,955.00
EF173013	20885	Tactile Indicators Perth	Tactiles	30/09/2024	4,668.00
EF173014	21291	The Worm Shed	Environmental Education	30/09/2024	2,580.00
EF173015	21294	Cat Haven	Animal Services	30/09/2024	764.78
EF173016	21627	Manheim Pty Ltd	Impounded Vehicles	30/09/2024	1,607.10
EF173017	21697	Ict Express Pty Ltd	Consultancy Services - It	30/09/2024	765.60
EF173018	21744	Jb Hi Fi - Commercial	Electronic Equipment	30/09/2024	1,414.84
EF173019	21946	Ryan's Quality Meats	Meat Supplies	30/09/2024	376.19
EF173020	22106	Intelife Group	Services - Daip	30/09/2024	6,340.36

EF173021	22404	Cleverpatch Pty Ltd	Arts/Craft Supplies	30/09/2024	744.18
EF173022	22553	Brownes Food Operations	Catering Supplies	30/09/2024	565.68
EF173023	22613	Vicki Royans	Artistic Services	30/09/2024	300.00
EF173024	22639	Shatish Chauhan	Training Services - Yoga	30/09/2024	3,000.00
EF173025	22854	Lgiswa	Insurance Premiums	30/09/2024	28,293.84
EF173026	22903	Unique International Recoveries Llc	Debt Collectors	30/09/2024	294.40
EF173027	23457	Totally Workwear Fremantle	Clothing - Uniforms	30/09/2024	10,368.53
EF173028	23579	Daimler Trucks Perth	Purchase Of New Truck	30/09/2024	456.49
EF173029	23685	Astro Synthetic Turf Pty Ltd	Site Inspections	30/09/2024	35,343.00
EF173030	24130	Western Australian Birds Of Prey	Entertainment	30/09/2024	660.00
EF173031	24506	Amaranti's Personal Training	Personal Training Services	30/09/2024	960.00
EF173032	24655	Automasters Spearwood	Vehicle Servicing	30/09/2024	9,841.90
EF173033	24736	Zenien	Cctv Camera Licences	30/09/2024	1,939.28
EF173034	25063	Superior Pak Pty Ltd	Vehicle Maintenance	30/09/2024	2,662.05
EF173035	25102	Fremantle Mobile Welding	Welding Services	30/09/2024	4,209.70
EF173036	25121	Imagesource Digital Solutions	Billboards	30/09/2024	2,849.55
EF173037	25201	Jtagz Pty Ltd	Wriststraps	30/09/2024	775.50
EF173038	25264	Acurix Networks Pty Ltd	Wifi Access Service	30/09/2024	6,338.20
EF173039	25418	Cs Legal	Legal Services	30/09/2024	374.00
EF173040	25644	Dymocks Garden City	Purchase Of Books	30/09/2024	4,680.00
EF173041	26195	Play Check	Consulting Services	30/09/2024	49,450.50
EF173042	26211	Amcom Pty Ltd	Internet/Data Services	30/09/2024	6,142.40
EF173043	26257	Paperbark Technologies Pty Ltd	Arboricultural Consultancy Services	30/09/2024	1,972.63
EF173044	26303	Gecko Contracting Turf & Landscape Maintenance	Turf & Landscape Maintenance	30/09/2024	54,066.41
EF173045	26314	Cpe Group	Temporary Employment Services	30/09/2024	5,060.43
EF173046	26354	Electrofen	Repair Serivces - Security Fences	30/09/2024	2,134.00
EF173047	26403	Ches Power Group Pty Ltd	Engineering Solutions / Back Up Generato	30/09/2024	418.00
EF173048	26449	Eco Shark Barrier Pty Ltd	Leasing Fee For Shark Barrier	30/09/2024	10,569.00
EF173049	26470	Scp Conservation	Fencing Services	30/09/2024	27,456.00
EF173050	26533	Curtin University	Program Assessments	30/09/2024	4,125.00
EF173051	26558	Healthcare Australia Pty Ltd	Temporary Employment Services	30/09/2024	848.60
EF173052	26602	Oclc (Uk) Ltd	Software Licences	30/09/2024	655.42
EF173053	26618	Global Spill Control Pty Ltd	Road Safety Products	30/09/2024	207.90
EF173054	26625	Andover Detailers	Car Detailing Services	30/09/2024	1,133.53
EF173055	26705	Creative Adm	Marketing Services	30/09/2024	26,303.20
EF173056	26709	Talis Consultants Pty Ltd	Waste Consultancy	30/09/2024	14,372.88
EF173057	26735	Shane McMaster Surveys	Survey Services	30/09/2024	25,850.00
EF173058	26736	Ghems Holdings Pty Ltd	Revegetation	30/09/2024	7,599.00
EF173059	26739	Kerb Doctor	Kerb Maintenance	30/09/2024	2,540.07
EF173060	26743	Statewide Turf Services	Turf Renovation	30/09/2024	10,164.00
EF173061	26754	Connect Call Centre Services	Call Centre Services	30/09/2024	4,120.93
EF173062	26771	Instant Products Hire	Portable Toilet Hire	30/09/2024	1,207.95
EF173063	26789	Raeco	Supplier Of Library Shelving And Furnitu	30/09/2024	287.65
EF173064	26888	Media Engine	Graphic Design, Marketing, Video Product	30/09/2024	300.00
EF173065	26898	Spandex Asia Pacific Pty Ltd	Signage Supplier	30/09/2024	2,653.97
EF173066	26923	Woodlands	Rubbish Collection Equipment	30/09/2024	46,054.80
EF173067	26946	Av Truck Services Pty Ltd	Truck Dealership	30/09/2024	1,961.37
EF173068	26957	Jbs & G Australia Pty Ltd	Consultancy - Enviromental	30/09/2024	5,610.00

EF173069	26964	South Metropolitan Tafe	Education	30/09/2024	516.75
EF173070	26983	Hitech Sports Pty Ltd	Sporting Equipment	30/09/2024	1,826.00
EF173071	27002	Cockburn Party Hire	Hire Services	30/09/2024	2,570.00
EF173072	27010	Quantum Building Services Pty Ltd	Building Maintenance	30/09/2024	841.15
EF173073	27011	Baileys Marine Fuel Australia	Fuel	30/09/2024	440.00
EF173074	27015	Intelli Trac	Gps Tracking	30/09/2024	885.50
EF173075	27034	Adelby Pty Ltd	Firebreak Construction	30/09/2024	440.00
EF173076	27044	Graffiti Systems Australia	Graffiti Removal & Anti-Graffiti Coating	30/09/2024	26,832.97
EF173077	27046	Tfh Hire Services Pty Ltd	Hire Fencing	30/09/2024	761.75
EF173078	27054	Vocus Pty Ltd	Telecommunications	30/09/2024	5,013.26
EF173079	27059	Frontline Fire & Rescue Equipment	Manufacture-Fire Vehicles/Equipment	30/09/2024	9,786.34
EF173080	27065	Westbooks	Books	30/09/2024	1,701.89
EF173081	27082	Kulbardi Pty Ltd	Stationery Supplies	30/09/2024	505.42
EF173082	27131	West Coast Commercial Industries	Lockers	30/09/2024	1,019.50
EF173083	27154	Veolia Recycling & Recovery Pty Ltd	Waste Services	30/09/2024	1,785.51
EF173084	27177	Rentokil Initial Pty Ltd (Initial Hygiene)	Hygiene	30/09/2024	34,303.22
EF173085	27198	Green Promotions Pty Ltd	Promotional Supplies	30/09/2024	3,874.75
EF173086	27201	Wfs Australia Pty Ltd	Software	30/09/2024	324.17
EF173087	27241	Landscape Elements	Landscaping Services	30/09/2024	29,855.13
EF173088	27246	Veale Auto Parts	Spare Parts Mechanical	30/09/2024	436.30
EF173089	27362	The Mighty Booths	Photobooth	30/09/2024	699.00
EF173090	27377	Accidental Health And Safety - Perth	First Aid Supplies	30/09/2024	154.39
EF173091	27381	Fit For Life Exercise Physiology	Exercise Classes	30/09/2024	2,079.00
EF173092	27385	Programmed Electrical Technologies	Electrical Services	30/09/2024	3,795.50
EF173093	27401	Emprise Mobility	Mobility Equipment	30/09/2024	6,453.00
EF173094	27423	Mechanical Project Services Pty Ltd	Airconditioning Services	30/09/2024	717.20
EF173095	27427	Home Chef	Cooking/Food Services	30/09/2024	274.89
EF173096	27438	Ertech Pty Ltd	Engineering Civil C101029	30/09/2024	261,364.27
EF173097	27455	The Trustee For Ssh Group Safety Trust Ocula (Aus)	Cctv Parts	30/09/2024	59,369.95
EF173098	27463	Agile Dogs	Dog Training	30/09/2024	770.00
EF173099	27510	Plastic Welding Wa	Welding Services	30/09/2024	550.00
EF173100	27524	David Wills And Associates	Engineering Services	30/09/2024	3,410.00
EF173101	27534	Ralph Beattie Bosworth	Quantity Survey	30/09/2024	13,062.50
EF173102	27539	Jasmin Carpentry & Maintenance	Carpentry	30/09/2024	8,589.13
EF173103	27548	Standing Fork	Catering	30/09/2024	881.10
EF173104	27613	Redimed Pty Ltd	Medical & Health Services	30/09/2024	551.00
EF173105	27622	Trugrade Medical Supplies	Medical Supplies	30/09/2024	3,175.48
EF173106	27631	Aquatic Services Wa Pty Ltd	Pool Equipment & Maintenance	30/09/2024	4,664.44
EF173107	27645	Department Of Agriculture, Water And The Environment	Governing Body	30/09/2024	390.00
EF173108	27672	Smart Waste Solutions Australia Pty Ltd	Waste Disposal Equipment	30/09/2024	1,636.80
EF173109	27676	Blue Force Pty Ltd	Security Services	30/09/2024	310.75
EF173110	27684	Jani Murphy Pty Ltd	Training	30/09/2024	3,301.65
EF173111	27695	Qtm Pty Ltd	Traffic Management	30/09/2024	30,766.01
EF173112	27797	City Lift Services Pty Ltd	Lift Maintenance	30/09/2024	4,356.00
EF173113	27809	Ra-One Pty Ltd	Software	30/09/2024	12,408.00
EF173114	27812	Oceanis International Pty Ltd	Consultancy - Aquatic	30/09/2024	2,519.00
EF173115	27819	Axiis Contracting Pty Ltd	Concrete Works	30/09/2024	1,485.00
EF173116	27829	Smec Australia Pty Ltd	Consultancy - Engineering	30/09/2024	54,277.19

EF173117	27855	Total Landscape Redevelopment Service Pty Ltd	Tree Watering	30/09/2024	6,468.00
EF173118	27894	Homecare Physiotherapy	Healthcare	30/09/2024	12,663.09
EF173119	27917	Go Doors Advanced Automation	Door Maintenance & Repair	30/09/2024	5,615.17
EF173120	27919	Bark Environmental	Dieback Treatment	30/09/2024	275.00
EF173121	27931	Big Ass Fans Australia Pty Ltd	Ceiling Fans	30/09/2024	5,984.00
EF173122	27953	Truckline	Spare Parts, Truck/Trailer	30/09/2024	458.88
EF173123	27965	Stantec Australia Pty Ltd	Engineering Services	30/09/2024	7,245.59
EF173124	27984	Sabrina Fenwick	Excercise Classes	30/09/2024	480.00
EF173125	28001	Corsign Wa Pty Ltd	Sign Making Material	30/09/2024	1,012.00
EF173126	28003	Taylor Made Design	Graphic Design	30/09/2024	968.00
EF173127	28029	Dennis Tan	Photography Services	30/09/2024	970.00
EF173128	28031	Brandon's Shredding Boxes	Recycling	30/09/2024	125.00
EF173129	28049	Copy Magic	Printing Services	30/09/2024	2,816.00
EF173130	28058	Sage Consulting Engineers Pty Ltd	Consultancy - Engineering	30/09/2024	4,609.00
EF173131	28061	Go2cup	Paper Cups	30/09/2024	2,345.20
EF173132	28082	For Blue Pty Ltd	Consultancy - Economic	30/09/2024	11,000.00
EF173133	28124	Air-Met Scientific Pty Ltd	Professional And Scientific Goods Wholes	30/09/2024	137.50
EF173134	28144	Baby Bunting	Sanitary Supplies	30/09/2024	712.00
EF173135	28163	Boorloo Aboriginal Cultural Experience	Cultural Services	30/09/2024	440.00
EF173136	28168	Sifting Sands	Sand Cleaning	30/09/2024	12,277.19
EF173137	28191	Enviro Sweep	Sweeping Services	30/09/2024	1,963.51
EF173138	28196	Brightmark Group Pty Ltd	Cleaning Services	30/09/2024	613.80
EF173139	28197	Lite N Easy Pty Ltd	Food Supplies	30/09/2024	752.89
EF173140	28201	Select Fresh	Food Supplies	30/09/2024	628.11
EF173141	28228	Delta Roofing Pty Ltd	Roofing Services	30/09/2024	704.00
EF173142	28241	Swift Flow Pty Ltd	Plumbing	30/09/2024	39,008.80
EF173143	28246	Hendercare	Nursing Services	30/09/2024	2,088.90
EF173144	28258	Garden Care West	Gardening Services	30/09/2024	176.00
EF173145	28265	Tree Care Wa	Vegetation Maintenance Services	30/09/2024	119,278.75
EF173146	28270	Volunteer Home Support	Aged Care	30/09/2024	290.40
EF173147	28275	Farrington Dry Cleaners	Dry Cleaning	30/09/2024	160.00
EF173148	28277	Gesha Coffee Co	Coffee Supplies	30/09/2024	1,109.00
EF173149	28283	Mills Recruitment	Recruitment Services	30/09/2024	385.00
EF173150	28288	The Trustee For The Lovett Family Trust Interfire Agencies	Supplier Of Fire, Rescue, Medical And Em	30/09/2024	2,346.38
EF173151	28292	Emerg Solutions Pty. Ltd.	Emergency Management	30/09/2024	330.00
EF173152	28303	Miracle Recreation Equipment	Playground Equipment	30/09/2024	3,928.10
EF173153	28371	Flexi Staff	Employment Services	30/09/2024	23,971.05
EF173154	28381	Sandwai Pty Ltd	Software	30/09/2024	2,025.65
EF173155	28392	Mcs Civil Contracting	Engineering/Earthworks	30/09/2024	23,443.26
EF173156	28404	Before You Dig Australia Ltd	Provision Of Referral Services For Asset	30/09/2024	11,300.26
EF173157	28410	Wa Temporary Fencing Supplies	Hire Fencing	30/09/2024	177.10
EF173158	28426	Power Paving Pty Ltd	Paving Services	30/09/2024	3,960.00
EF173159	28428	Wa Bolts Pty Ltd	Fixings & Fasteners	30/09/2024	169.31
EF173160	28454	Aussie Natural Spring Water	Water Supplies	30/09/2024	387.00
EF173161	28463	Antree Dnh Pty Ltd	Gardening	30/09/2024	1,415.70
EF173162	28471	Telstra Limited	Telecommunications	30/09/2024	18,311.16
EF173163	28481	Ink Strategy Pty Ltd	Strategic Planning	30/09/2024	2,376.00
EF173164	28503	Christal Clear Training	Training And Assessment	30/09/2024	88.00

EF173165	28522	Bing Technologies Pty Ltd	Mailing Services	30/09/2024	1,734.14
EF173166	28532	Oil & Energy Pty. Ltd.	Lubricant Supplier	30/09/2024	2,706.00
EF173167	28540	Asana, Inc.	Productivity Software	30/09/2024	7,195.20
EF173168	28569	Choiceone Pty Ltd	Recruitment Services	30/09/2024	36,040.52
EF173169	28578	Mecca Sports	Uniforms, Sports Equipment & Banners	30/09/2024	940.50
EF173170	28580	Successful Projects	Project Management, Planning &Scheduling	30/09/2024	5,440.13
EF173171	28582	Clinipath Pathology	Pathology Testing	30/09/2024	1,738.98
EF173172	28587	Sos Mechanical Solutions	Mechanical Services (Hvac)	30/09/2024	3,718.00
EF173173	28605	Solv Solutions Pty Ltd	Software As A Service	30/09/2024	11,000.00
EF173174	28618	Tunstall Healthcare	Medical Alarm Equipment & Monitoring	30/09/2024	27.45
EF173175	28621	Imprint Plastic	Printing	30/09/2024	551.76
EF173176	28627	White Oak Home Care Services	White Oak Home Care	30/09/2024	465.45
EF173177	28632	Total Connections Pty Ltd	Hose, Hydraulics & Fire Protection Servi	30/09/2024	2,053.67
EF173178	28637	Site Safe Security Rentals Pty Ltd	Rental Of Security Equipment	30/09/2024	770.00
EF173179	28652	Omnicom Media Group Australia Pty Ltd Omnicom Media Group Australia Pty L	Media And Advertising Services	30/09/2024	1,396.32
EF173180	28655	Rockingham Glass Reads West Coast Maintenance Pty Ltd	Emergency Glass Repair	30/09/2024	2,178.88
EF173181	28667	Nuturf Australian Agribusiness Holdings Pty Ltd	Landscaping - Turf	30/09/2024	547.80
EF173182	28691	Kgo Enterprises Pty Ltd Perth Bouncy Castle Hire	Entertainment - Amusement & Inflatables	30/09/2024	1,826.00
EF173183	28700	Securitech Consultancy Solutions Pty Ltd Full Circle Partners Pty Ltd	It Recruitment And Consultancy Services	30/09/2024	11,065.32
EF173184	28731	O'donnell, Crystal Dawn Dementia Together	Healthcare - Occupational Therapy	30/09/2024	444.69
EF173185	28767	The Trustee For Bugbusters Unit Trust Bug Busters	Pest Control	30/09/2024	7,632.50
EF173186	28778	Isubscribe Pty Limited	Magazine Subscription Company	30/09/2024	79.00
EF173187	28783	Shape Urban Pty Ltd	Planning And Stakeholder Engagement	30/09/2024	51,526.20
EF173188	28785	Sanity Music Stores Pty Ltd Sanity Entertainment	Retail Of Entertainment Products	30/09/2024	246.94
EF173189	28787	Blue Assist Pty Ltd	Supply And Install Emergency Help Device	30/09/2024	623.15
EF173190	28788	Brian Davidson Management Pty Ltd Focus Promotions	Entertainment And Events	30/09/2024	3,135.00
EF173191	28790	All Flags And Signs Pty Ltd	Large Format Digital Printing	30/09/2024	383.90
EF173192	28795	Smsglobal Pty Ltd	Sms	30/09/2024	385.00
EF173193	28823	Synergy Business Systems Pty Ltd Boss Industrial	Industrial Supply	30/09/2024	5,139.21
EF173194	28831	Safepath Pty Ltd	Concrete Footpath Grinding To Remove T	30/09/2024	660.00
EF173195	28837	Peter Kevin Young Haze Technical	Theatre / Technical Contractors	30/09/2024	578.00
EF173196	28852	Cti Couriers Pty Ltd	Courier Services	30/09/2024	2,572.92
EF173197	28854	Crommelin Air & Power Pty Ltd Air & Power	Engineering - Air Compressor Sale & Serv	30/09/2024	773.91
EF173198	28861	Total Ventilation Hygiene Pty Ltd Total Ventilation	Air Conditioning, Electrical, Fire And H	30/09/2024	17,495.50
EF173199	28865	Alpha J Pty Ltd Alpha Linemarking	Line Marking	30/09/2024	1,595.00
EF173200	28869	Nqpetro Pty Ltd	Fuel Equipment Specialists	30/09/2024	434.50
EF173201	28873	The Trustee For Sciorio Family Trust Aaa Windscreens & Tinting	Automotive Glass Replacement And Tinting	30/09/2024	395.00
EF173202	28885	Communitiesthrive Pty Ltd	Management Consulting	30/09/2024	21,978.00
EF173203	28895	Acclaimed Catering Pty Ltd Acclaimed Catering	Food Catering	30/09/2024	1,465.20
EF173204	28897	Mcleods Lawyers Pty Ltd Mcleods Lawyers	Legal Service	30/09/2024	6,854.00
EF173205	28904	Sm Hart & S Rogers Wa Mapping	Potholing & Survey	30/09/2024	32,593.00
EF173206	28912	The Trustee For The Dynamo Fitness Family Trust Dynamo Fitness Equipment	Fitness Equipment	30/09/2024	9,768.10
EF173207	28913	Write Solutions Australia Pty Ltd Write Solutions Australia Pty Ltd	Waste & Recycling Services	30/09/2024	3,193.66
EF173208	28914	Potholes Perth Wa Pty Ltd Potholes Perth	Asphalt Repairs Make Road Safes	30/09/2024	2,060.58
EF173209	28920	Place Score Pty Ltd Place Score	Research	30/09/2024	13,750.00
EF173210	28922	Ausmed Education Pty Ltd Ausmed Education Pty Ltd	Lms, Online Education For Health Care	30/09/2024	6,600.00
EF173211	28927	Veolia Recycling & Recovery (Perth) Pty Ltd Veolia Recycling & Recovery (Per	Waste Recycling And Recovery	30/09/2024	84,163.82
EF173212	28928	Griffin Plant Hire Pty Pld Griffin Civil	Civil Construction	30/09/2024	290,411.00

EF173213	28936	Arboricultural Association Of Western Australia Inc. Arboricultural Association Of Western Australia Inc.	Member Organisation For Arborists In Western Australia	30/09/2024	1,078.00
EF173214	28938	The Trustee For Thomson Family Trust Online Social Butterfly	The Trustee For Thomson Family Trust	30/09/2024	770.00
EF173215	27492	Superchoice Services Pty Limited	Payroll Deductions	25/09/2024	825,601.18
EF173216	99997	Nguyen Thi Thuy (Ms.)	Vietnam Delegation - Michael Faunkler	30/09/2024	300.00
EF173217	99997	Ctm Translation & Consulting	Vietnam Delegation - Michael Faunkler	30/09/2024	1,431.19
EF173218	10152	Aust Services Union	Payroll Deductions	27/09/2024	701.50
EF173219	10154	Australian Taxation Office	Payroll Deductions	27/09/2024	609,507.00
EF173220	10305	Child Support Agency	Payroll Deductions	27/09/2024	3,319.01
EF173221	19726	Health Insurance Fund Of Wa	Payroll Deductions	27/09/2024	839.60
EF173222	27874	Smartsalary	Salary Packaging/Leasing Administration	27/09/2024	13,717.96
EF173223	28458	Easi Group	Novated Leasing	27/09/2024	26,496.86
EF173224	28741	The Local Government, Racing & Cemeteries Employees Union Wa Lgrceu	Union	27/09/2024	22.00
EF173225	28890	Construction Forestry Mining Energy Union - Construction & G Cfmeu Wa - Co	Payroll Deductions	27/09/2024	30.00
		TOTAL OF 823 EFT PAYMENTS			19,716,760.01
		LESS: CANCELLED EFT PAYMENTS			
EF169809	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	17/09/2024	-45.50
EF169905	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	17/09/2024	-50.50
EF172345	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	10/09/2024	-100.00
EF172371	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	10/09/2024	-400.00
EF172498	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	18/09/2024	-250.00
		TOTAL CANCELLED EFT PAYMENT			-846.00
		TOTAL EFT PAYMENTS (EXCL. CANCELLED PAYMENTS)			19,715,914.01
		<u>ADD: BANK FEES</u>			
		BPAY BATCH FEE			9.45
		MERCHANT FEES COC			4197.62
		MERCHANT FEES MARINA			54.61
		MERCHANT FEES ARC			2,598.08
		MERCHANT FEES VARIOUS OUT CENTRES			1,716.21
		NATIONAL BPAY CHARGE			4,071.00
		RTGS/ACLR FEE			
		NAB TRANSACT FEE			441.30
		AMEX FEES			8,374.29
		MERCHANDISE / OTHER FEES			
					21,462.56
		<u>ADD: CREDIT CARD PAYMENTS</u>			
					97,989.59
		<u>ADD: PAYROLL PAYMENTS</u>			
					97,989.59

	COC27/09/24 Pmt 000268374672 City of Cockburn		129.75
	COC06/09/24 Pmt 000269046361 City of Cockburn		18,063.59
	COC08/09/24 Pmt 000269058981 City of Cockburn		1,943,264.23
	COC12/09/24 Pmt 000269211348 City of Cockburn		198.11
	COC23/08/24 Pmt 000269182723 City of Cockburn		12,178.91
	COC09/09/24 Pmt 000269591104 City of Cockburn		5,221.52
	COC10/09/24 Pmt 000269591407 City of Cockburn		6,756.53
	COC11/09/24 Pmt 000269592217 City of Cockburn		1,148.90
	COC13/09/24 Pmt 000269592920 City of Cockburn		18,496.34
	COC09/09/24 Pmt 000269688962 City of Cockburn		2,506.18
	COC16/09/24 Pmt 000269688652 City of Cockburn		1,262.94
	COC20/09/24 Pmt 000270085865 City of Cockburn		9,909.21
	COC22/09/24 Pmt 000270159726 City of Cockburn		1,973,859.49
	COC26/09/24 Pmt 000270288513 City of Cockburn		2,602.09
	COC27/09/24 Pmt 000270387601 City of Cockburn		1,888.76
			3,997,486.55
	TOTAL PAYMENTS MADE FOR THE MONTH		23,832,852.71

City of Cockburn

Woolworths Group Transactions Report

Transactions Made Between 1 September - 30 September 2024

Reference	Date	Amount	Description
Senior Centre - Cook		535.98	
TI-01EC5-179262	2/09/2024	157.00	Groceries and Consumables
TI-01EC5-179265	3/09/2024	50.00	Groceries and Consumables
TI-01EC5-17926B	5/09/2024	56.76	Groceries and Consumables
TI-01EC5-179271	10/09/2024	28.30	Groceries and Consumables
TI-01EC5-179272	10/09/2024	12.00	Groceries and Consumables
TI-01EC5-179275	12/09/2024	64.70	Groceries and Consumables
TI-01EC5-179282	19/09/2024	21.90	Groceries and Consumables
TI-01EC5-179289	24/09/2024	145.32	Groceries and Consumables
Sustainability and Climate Change Coordinator		42.24	
TI-01EC5-179286	19/09/2024	42.24	Groceries and Consumables
Amenities Officer		566.55	
TI-01EC5-179269	4/09/2024	239.10	Groceries and Consumables
TI-01EC5-179276	12/09/2024	185.90	Groceries and Consumables
TI-01EC5-17928C	25/09/2024	141.55	Groceries and Consumables
Kitchen Hand		2,949.90	
TI-01EC5-17925F	2/09/2024	142.00	Groceries and Consumables
TI-01EC5-179260	2/09/2024	225.59	Groceries and Consumables
TI-01EC5-179261	2/09/2024	46.75	Groceries and Consumables
TI-01EC5-179264	2/09/2024	6.00	Groceries and Consumables
TI-01EC5-179268	4/09/2024	449.55	Groceries and Consumables
TI-01EC5-17926A	4/09/2024	66.00	Groceries and Consumables
TI-01EC5-17926D	6/09/2024	163.21	Groceries and Consumables
TI-01EC5-17926E	6/09/2024	21.00	Groceries and Consumables
TI-01EC5-17926F	9/09/2024	163.46	Groceries and Consumables
TI-01EC5-179274	11/09/2024	201.51	Groceries and Consumables
TI-01EC5-179279	13/09/2024	108.70	Groceries and Consumables
TI-01EC5-17927A	16/09/2024	29.90	Groceries and Consumables
TI-01EC5-17927C	16/09/2024	174.23	Groceries and Consumables
TI-01EC5-17927E	18/09/2024	133.91	Groceries and Consumables
TI-01EC5-179287	20/09/2024	119.00	Groceries and Consumables
TI-01EC5-179288	20/09/2024	103.15	Groceries and Consumables
TI-01EC5-17928D	25/09/2024	311.51	Groceries and Consumables
TI-01EC5-179290	27/09/2024	286.69	Groceries and Consumables
TI-01EC5-179295	30/09/2024	197.74	Groceries and Consumables
Youth Centre Duty Supervisor		1,022.42	
TI-01EC5-179263	2/09/2024	56.03	Groceries and Consumables
TI-01EC5-17926C	5/09/2024	72.91	Groceries and Consumables
TI-01EC5-179270	9/09/2024	73.47	Groceries and Consumables
TI-01EC5-179277	12/09/2024	68.32	Groceries and Consumables
TI-01EC5-179278	12/09/2024	6.00	Groceries and Consumables
TI-01EC5-17927D	16/09/2024	60.15	Groceries and Consumables
TI-01EC5-179280	18/09/2024	81.90	Groceries and Consumables
TI-01EC5-179281	18/09/2024	14.25	Groceries and Consumables
TI-01EC5-179283	19/09/2024	84.28	Groceries and Consumables
TI-01EC5-179284	19/09/2024	141.00	Groceries and Consumables
TI-01EC5-179285	19/09/2024	17.50	Groceries and Consumables
TI-01EC5-17928A	24/09/2024	44.90	Groceries and Consumables
TI-01EC5-17928E	25/09/2024	53.25	Groceries and Consumables
TI-01EC5-17928F	26/09/2024	71.76	Groceries and Consumables
TI-01EC5-179291	27/09/2024	37.70	Groceries and Consumables
TI-01EC5-179292	27/09/2024	25.74	Groceries and Consumables
TI-01EC5-179293	27/09/2024	56.00	Groceries and Consumables
TI-01EC5-179294	30/09/2024	57.26	Groceries and Consumables
Marina Manager		158.02	
TI-01EC5-179266	3/09/2024	42.12	Groceries and Consumables
TI-01EC5-179267	3/09/2024	17.50	Groceries and Consumables
TI-01EC5-179273	10/09/2024	8.33	Groceries and Consumables
TI-01EC5-17927B	16/09/2024	21.00	Groceries and Consumables
TI-01EC5-17927F	18/09/2024	40.00	Groceries and Consumables
TI-01EC5-17928B	24/09/2024	29.07	Groceries and Consumables
Total Cards - 6		5,275.11	

City of Cockburn
Bunnings PowerPass Transactions Report
 Transactions Made Between 1 September - 30 September 2024

Reference	Date	Amount	Description
Rehabilitating Roe 8 Project Manager		62.44	
2015/01713175	10/09/2024	62.44	Supplies and Materials
Parks Operations Coordinator		370.14	
2015/01590811	30/09/2024	180.30	Supplies and Materials
2015/01712378	9/09/2024	189.84	Supplies and Materials
Parks Operations Supervisor		378.55	
2015/01081549	9/09/2024	197.76	Supplies and Materials
2160/01905041	12/09/2024	180.79	Supplies and Materials
Mechanical Workshop Supervisor		263.91	
2015/00161501	10/09/2024	32.07	Supplies and Materials
2015/00169245	16/09/2024	154.92	Supplies and Materials
2015/01577235	17/09/2024	76.92	Supplies and Materials
Streetscape Supervisor		805.59	
2015/00184962	30/09/2024	104.00	Supplies and Materials
2015/01344620	9/09/2024	218.36	Supplies and Materials
2015/01575436	16/09/2024	174.23	Supplies and Materials
2015/99850484	9/09/2024	309.00	Supplies and Materials
Waste Collection Supervisor		219.30	
2015/00164226	12/09/2024	76.16	Supplies and Materials
2015/00179145	24/09/2024	56.75	Supplies and Materials
2015/01714585	11/09/2024	29.90	Supplies and Materials
2015/01733877	30/09/2024	56.49	Supplies and Materials
Senior Business Operations Team Leader		810.37	
2160/01120656	6/09/2024	309.04	Supplies and Materials
2160/01383805	24/09/2024	501.33	Supplies and Materials
Leading Hand Maintenance		731.41	
2015/01484521	11/09/2024	87.69	Supplies and Materials
2015/01486907	16/09/2024	93.68	Supplies and Materials
2015/01487677	18/09/2024	31.21	Supplies and Materials
2015/01491483	26/09/2024	207.54	Supplies and Materials
2015/01493269	30/09/2024	19.00	Supplies and Materials
2160/00159394	24/09/2024	57.26	Supplies and Materials
2160/01384466	26/09/2024	35.20	Supplies and Materials
Fire and Emergency Management Officer		114.12	
2015/01570920	12/09/2024	114.12	Supplies and Materials
Port Coogee Marina Operations Coordinator		9.73	

City of Cockburn
Bunnings PowerPass Transactions Report
 Transactions Made Between 1 September - 30 September 2024

Reference	Date	Amount	Description
2442/01176173	1/09/2024 -	22.17	Supplies and Materials
2442/01176173	1/09/2024	31.90	Supplies and Materials
Trades Assistant/Sign Installer		370.85	
2015/01490620	24/09/2024	75.98	Supplies and Materials
2015/01491314	25/09/2024	66.50	Supplies and Materials
2015/01575350	16/09/2024	171.55	Supplies and Materials
2015/01586470	26/09/2024	36.05	Supplies and Materials
2015/01629786	3/09/2024	20.77	Supplies and Materials
Environmental Supervisor		780.31	
2015/00154472	2/09/2024	91.17	Supplies and Materials
2015/00163741	12/09/2024	116.74	Supplies and Materials
2015/01580461	20/09/2024	118.86	Supplies and Materials
2015/01590677	30/09/2024	70.52	Supplies and Materials
2402/01164864	5/09/2024	142.72	Supplies and Materials
2402/01164881	5/09/2024	78.50	Supplies and Materials
2402/01164890	5/09/2024	161.80	Supplies and Materials
Parks Supervisor		124.48	
2015/01585157	25/09/2024	10.09	Supplies and Materials
2015/01643067	25/09/2024	114.39	Supplies and Materials
Project Manager		33.23	
2015/01721661	18/09/2024	33.23	Supplies and Materials
Subdivision Supervisor		67.39	
2015/00180994	26/09/2024	67.39	Supplies and Materials
Total Cards - 15		4,941.99	



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Date: 30/09/2024

Please Note: if you are disputing a transaction, this needs to be lodged in writing within 30 days from the date of issue of this Fleet Control Report.



CITY OF COCKBURN

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Date: 30/09/2024

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km			
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)		
WHITE SUBARU OUTBACK	20/09/24 25/09/24	08:37:19 14:51:52	COCKBURN CENTRAL BIBRA LAKE	WA WA	7395 7451	004657 056697		ULT DSL ULT DSL DIESEL	168.90 165.90 216.50	P P 334.98	54.03 52.63 334.98	82.96 79.37 33.50	8.30 7.94 33.50	91.26 87.31 368.48	156153 156936 	793 783 	6.8 6.7 	11.5 11.2
Cost Centre			2097				TOTAL	THIS PERIOD YEAR TO DATE	216.50 2,055.64	334.98 3,454.50	33.50 345.44	368.48 3,799.94		3245 30096	6.7 6.8	11.4 12.6		
								DIESEL	216.50	334.98	33.50	368.48						
							TOTAL	THIS PERIOD YEAR TO DATE	216.50 2,055.64	334.98 3,454.50	33.50 345.44	368.48 3,799.94		3245 30096	6.7 6.8	11.4 12.6		
7050 15405338 03724 1HBT680 2117 WHITE NISSAN XTRAIL WAGON	01/09/24	17:54:15	MIDVALE	WA	6092	038656		ULT DSL DIESEL	173.90 52.15	P 82.45	52.15 82.45	8.24 8.24	90.69 90.69	80831 				
Cost Centre			2117				TOTAL	THIS PERIOD YEAR TO DATE	52.15 912.83	82.45 1,537.64	8.24 153.74	90.69 1,691.38		8269 8269	11.0 11.0	20.5 20.5		
								DIESEL	52.15	82.45	8.24	90.69						
							TOTAL	THIS PERIOD YEAR TO DATE	52.15 912.83	82.45 1,537.64	8.24 153.74	90.69 1,691.38		8269 8269	11.0 11.0	20.5 20.5		
7050 15405338 04227 1HSW320 2166 WHITE FORD RANGER UTE	05/09/24 16/09/24	16:13:21 16:31:50	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	055280 056092		ULT DSL ULT DSL DIESEL	175.06 169.08 139.18	73.86 65.32 217.95	117.55 100.40 217.95	11.75 10.04 21.79	129.30 110.44 239.74	42900 43583 	1112 683 	6.6 9.6 	11.6 16.2 	
Cost Centre			2166				TOTAL	THIS PERIOD YEAR TO DATE	139.18 1,319.90	217.95 2,214.90	21.79 221.47	239.74 2,436.37		1795 14609	7.8 9.0	13.4 16.7		
								DIESEL	139.18	217.95	21.79	239.74						
							TOTAL	THIS PERIOD YEAR TO DATE	139.18 1,319.90	217.95 2,214.90	21.79 221.47	239.74 2,436.37		1795 14609	7.8 9.0	13.4 16.7		
7050 15405338 03989 1HMMV121 2176 WHITE MITSUBISHI TRITON UTE	13/09/24 27/09/24	11:06:40 08:23:24	BIBRA LAKE BIBRA LAKE COCKBURN CENTRAL	WA WA WA	7451 7451 7395	055908 056244 004841		ULT DSL ULT DSL ULT DSL	170.90 169.08 166.46	P 48.89 46.62 59.22	75.95 71.67 89.62	7.60 7.17 8.96	83.55 76.82 98.58	74305 74794 75381	485 489 587	10.1 9.5 10.1	17.2 16.1 16.8	

BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/09/2024 Period Ending: 30/09/2024

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Date: 30/09/2024

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km	
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)
Cost Centre 7050 15405338 04235 1HTW447 2206 WHITE FORD RANGER UTILITY	27/09/24	10:28:50	2176 SPEARWOOD	WA	6443	019336	DIESEL	154.73	237.22	23.73	260.95					
							TOTAL	THIS PERIOD	154.73	237.22	23.73	260.95		1561	9.9	16.7
								YEAR TO DATE	1,906.38	3,209.94	320.99	3,530.93		20124	9.5	17.5
							DIESEL	154.73	237.22	23.73	260.95					
							TOTAL	THIS PERIOD	154.73	237.22	23.73	260.95		1561	9.9	16.7
								YEAR TO DATE	1,906.38	3,209.94	320.99	3,530.93		20124	9.5	17.5
Cost Centre 7050 15405338 03575 1GZQ778 2217 WHITE TOYOTA CAMRY SEDAN	04/09/24	10:22:33	2206 COCKBURN CENTRAL	WA	7395	004269	ULT DSL	164.46	61.53	91.99	9.20	101.19	42549	737	8.3	13.7
							DIESEL	61.53	91.99	9.20	101.19					
							TOTAL	THIS PERIOD	61.53	91.99	9.20	101.19		737	8.3	13.7
								YEAR TO DATE	1,470.37	2,469.67	246.96	2,716.63		14734	10.0	18.4
							DIESEL	61.53	91.99	9.20	101.19					
							TOTAL	THIS PERIOD	61.53	91.99	9.20	101.19		737	8.3	13.7
Cost Centre 7050 15405338 04532 1ID1923 2236 WHITE FORD RANGER	03/09/24 11/09/24 17/09/24 24/09/24	08:08:45 07:16:14 09:15:21 16:30:22	2217 COCKBURN CENTRAL BIBRA LAKE BIBRA LAKE KARNUP	WA WA WA WA	7395 7451 7451 4088	061601 055675 056144 016677	ULP UNM	167.79	34.64	52.84	5.28	58.12	35297			
							M/S	34.64	52.84	5.28	58.12					
							TOTAL	THIS PERIOD	34.64	52.84	5.28	58.12				
								YEAR TO DATE	168.00	262.93	26.30	289.23				
							M/S	34.64	52.84	5.28	58.12					
							TOTAL	THIS PERIOD	34.64	52.84	5.28	58.12				
							ULT DSL	175.06	51.15	81.41	8.14	89.55	14167	473	10.8	18.9
							ULT DSL	170.90 P	64.55	100.29	10.03	110.32	14747	580	11.1	19.0
							ULT DSL	169.08	48.51	74.56	7.46	82.02	15184	437	11.1	18.8
							ULT DSL	158.90 P	64.70	93.46	9.35	102.81	15790	606	10.7	17.0

BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/09/2024 Period Ending: 30/09/2024

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Date: 30/09/2024

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre 7050 15405338 04482 1ICB465 2297 FORD RANGER WHITE	19/09/24	08:07:21	BIBRA LAKE WA	7451	056324		DIESEL		228.91	349.72	34.98	384.70			
							TOTAL		228.91	349.72	34.98	384.70		2096	10.9
							YEAR TO DATE		1,633.34	2,713.91	271.40	2,985.31		13592	12.0
Cost Centre 7050 15405338 02759 1GLZ772 2307 WHITE MITSUBISHI TRITON UTE	06/09/24 20/09/24	18:02:20 17:59:05	KARNUP CANNING VALE WA	4088 9073	016142 016077		DIESEL		228.91	349.72	34.98	384.70			
							TOTAL		228.91	349.72	34.98	384.70		2096	10.9
							YEAR TO DATE		1,633.34	2,713.91	271.40	2,985.31		13592	12.0
Cost Centre 7050 15405338 04169 1HRY950 2308 WHITE FORD RANGER UTE	12/09/24 24/09/24	11:49:26 06:23:55	BIBRA LAKE BALDIVIS WA	7451 7375	055812 105826		ULT DSL	168.90 P	57.63	88.49	8.85	97.34	1		
							DIESEL		57.63	88.49	8.85	97.34			
							TOTAL		57.63	88.49	8.85	97.34		6109	11.2
							YEAR TO DATE		685.34	1,144.42	114.47	1,258.89			20.6
Cost Centre 7050 15405338 02759 1GLZ772 2307 WHITE MITSUBISHI TRITON UTE	06/09/24 20/09/24	18:02:20 17:59:05	KARNUP CANNING VALE WA	4088 9073	016142 016077		DIESEL		57.63	88.49	8.85	97.34			
							TOTAL		57.63	88.49	8.85	97.34		6109	11.2
							YEAR TO DATE		685.34	1,144.42	114.47	1,258.89			20.6
Cost Centre 7050 15405338 04169 1HRY950 2308 WHITE FORD RANGER UTE	12/09/24 24/09/24	11:49:26 06:23:55	BIBRA LAKE BALDIVIS WA	7451 7375	055812 105826		ULT DSL	165.90 P	54.24	81.80	8.18	89.98	1234		
							ULT DSL	169.08	60.88	93.57	9.36	102.93	101097		
							DIESEL		115.12	175.37	17.54	192.91			
							TOTAL		115.12	175.37	17.54	192.91		5467	11.6
Cost Centre 7050 15405338 04169 1HRY950 2308 WHITE FORD RANGER UTE	12/09/24 24/09/24	11:49:26 06:23:55	BIBRA LAKE BALDIVIS WA	7451 7375	055812 105826		YEAR TO DATE		633.63	1,044.92	104.50	1,149.42			21.0
							DIESEL		115.12	175.37	17.54	192.91			
							TOTAL		115.12	175.37	17.54	192.91		5467	11.6
Cost Centre 7050 15405338 04169 1HRY950 2308 WHITE FORD RANGER UTE	12/09/24 24/09/24	11:49:26 06:23:55	BIBRA LAKE BALDIVIS WA	7451 7375	055812 105826		YEAR TO DATE		633.63	1,044.92	104.50	1,149.42			21.0
							ULT DSL	170.90 P	76.02	118.11	11.81	129.92	37860	930	8.2
							ULT DSL	164.46	70.00	104.66	10.47	115.13	38818	958	7.3

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6965

Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/09/2024 Period Ending: 30/09/2024

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Date: 30/09/2024

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km		
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)	
Cost Centre 7050 15405338 03831 1HFX380 2317 SILVER NISSAN XTRAIL WAGON	02/09/24 11/09/24 19/09/24 26/09/24	07:02:47 06:46:57 13:01:01 22:35:49	BIBRA LAKE BIBRA LAKE CARLISLE CARLISLE	WA WA WA WA	7451 7451 6218 6218	013966 055669 012682 001531		DIESEL	146.02	222.77	22.28	245.05					
							TOTAL	THIS PERIOD	146.02	222.77	22.28	245.05		1888	7.7	13.0	
								YEAR TO DATE	1,432.75	2,406.80	240.68	2,647.48		15376	9.3	17.2	
								DIESEL	146.02	222.77	22.28	245.05					
							TOTAL	THIS PERIOD	146.02	222.77	22.28	245.05		1888	7.7	13.0	
								YEAR TO DATE	1,432.75	2,406.80	240.68	2,647.48		15376	9.3	17.2	
								ULP UNM	163.70 P	58.81	87.52	8.75	96.27	61057	589	10.0	16.3
								ULP UNM	166.69	55.44	84.01	8.40	92.41	61590	533	10.4	17.3
								ULP UNM	159.42	57.17	82.85	8.29	91.14	62158	568	10.1	16.0
								ULP UNM	158.70	54.95	79.27	7.93	87.20	62729	571	9.6	15.3
Cost Centre 7050 15405338 04219 1HSW321 2329 WHITE FORD RANGER UTE	13/09/24	07:35:10	BIBRA LAKE	WA	7451	055881		M/S	226.37	333.65	33.37	367.02					
							TOTAL	THIS PERIOD	226.37	333.65	33.37	367.02		2261	10.0	16.2	
								YEAR TO DATE	1,543.12	2,430.75	243.08	2,673.83		14809	10.4	18.1	
								M/S	226.37	333.65	33.37	367.02					
							TOTAL	THIS PERIOD	226.37	333.65	33.37	367.02		2261	10.0	16.2	
								YEAR TO DATE	1,543.12	2,430.75	243.08	2,673.83		14809	10.4	18.1	
								ULSD G10	167.90 P	55.08	84.07	8.41	92.48	12408			
								DIESEL	55.08	84.07	8.41	92.48					
							TOTAL	THIS PERIOD	55.08	84.07	8.41	92.48					
								YEAR TO DATE	639.36	1,071.13	107.11	1,178.24		3698	17.3	31.9	
Cost Centre 7050 15405338 03963 1HLO161 2336 WHITE FORD RANGER UTILITY	09/09/24	17:43:20	BIBRA LAKE	WA	7451	055543		DIESEL	55.08	84.07	8.41	92.48					
							TOTAL	THIS PERIOD	55.08	84.07	8.41	92.48					
								YEAR TO DATE	639.36	1,071.13	107.11	1,178.24		3698	17.3	31.9	
								ULSD G10	169.90 P	56.22	86.84	8.68	95.52	17304			

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Account Number: 0050188034

Customer Number: 0115405338

Period Starting: 01/09/2024

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Date: 30/09/2024

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre			2336				DIESEL		56.22	86.84	8.68	95.52			
							TOTAL		56.22	86.84	8.68	95.52			
							YEAR TO DATE		652.90	1,104.67	110.46	1,215.13		6782	9.6
							TOTAL		56.22	86.84	8.68	95.52			
	09/09/24	10:36:11	BIBRA LAKE	WA	7451	014109	ULSD G10	169.90 P	59.96	92.61	9.26	101.87	43400		
							ULT DSL	172.80	3.97	6.24	0.62	6.86			
							ULT DSL	165.90 P	69.14	104.27	10.43	114.70	44072	672	10.3
							DIESEL		133.07	203.12	20.31	223.43			
Cost Centre	25/09/24	13:44:38	BIBRA LAKE	WA	7451	056690	TOTAL		133.07	203.12	20.31	223.43		672	19.8
							YEAR TO DATE		1,068.10	1,782.35	178.22	1,960.57		6916	15.4
							DIESEL		133.07	203.12	20.31	223.43			
							TOTAL		133.07	203.12	20.31	223.43		672	19.8
	10/09/24	11:17:14	BIBRA LAKE	WA	7451	055611	ULSD G10	172.80	58.46	91.84	9.18	101.02	255619		
							ULT DSL	165.90 P	39.30	59.27	5.93	65.20	55956		
							DIESEL		97.76	151.11	15.11	166.22			
							TOTAL		97.76	151.11	15.11	166.22			
Cost Centre	24/09/24	12:43:49	BIBRA LAKE	WA	7451	056599	YEAR TO DATE		908.62	1,522.11	152.21	1,674.32		5784	15.7
							DIESEL		97.76	151.11	15.11	166.22			
							TOTAL		97.76	151.11	15.11	166.22			
							YEAR TO DATE		908.62	1,522.11	152.21	1,674.32		5784	15.7
	09/09/24	10:09:17	BIBRA LAKE	WA	7451	014106	ULSD G10	169.90 P	50.71	78.33	7.83	86.16	5077		

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Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/09/2024 Period Ending: 30/09/2024

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Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre 7050 15405338 04276 HUL718 2388 WHITE FORD RANGER UTE	06/09/24	09:30:46	BIBRA LAKE	WA	7451	014081	DIESEL		50.71	78.33	7.83	86.16			
							TOTAL		50.71	78.33	7.83	86.16			
							YEAR TO DATE		486.99	824.33	82.43	906.76		2153	22.6
							DIESEL		50.71	78.33	7.83	86.16			
							TOTAL		50.71	78.33	7.83	86.16			
							YEAR TO DATE		486.99	824.33	82.43	906.76		2153	22.6
Cost Centre 7050 15405338 04490 11CH248 2398 FORD RANGER WHITE	06/09/24 17/09/24 24/09/24	14:06:07 15:06:26 18:19:20	BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA	7451 7451 7451	055369 056187 056637	ULT DSL	174.90 P	39.82	63.32	6.33	69.65	24988	449	8.9
							DIESEL		39.82	63.32	6.33	69.65			
							TOTAL		39.82	63.32	6.33	69.65		449	8.9
							YEAR TO DATE		911.78	1,557.29	155.75	1,713.04		9923	17.3
							DIESEL		39.82	63.32	6.33	69.65			
							TOTAL		39.82	63.32	6.33	69.65		449	8.9
Cost Centre 7050 15405338 04359 1GY2376 2407 WHITE MITSUBISHI TRITON UTE	10/09/24 25/09/24	15:32:34 16:49:21	BIBRA LAKE COCKBURN CENTRAL	WA WA	7451 7395	014130 063047	ULT DSL	174.90 P	59.90	95.25	9.52	104.77	15371	680	8.8
							ULT DSL	169.08	65.44	100.58	10.06	110.64	16093	722	9.1
							ULT DSL	165.90 P	65.21	98.35	9.83	108.18	16885	792	8.2
							DIESEL		190.55	294.18	29.41	323.59			
							TOTAL		190.55	294.18	29.41	323.59		2194	8.7
							YEAR TO DATE		1,503.52	2,531.39	253.13	2,784.52		14625	19.0

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Account Number: 0050188034

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Period Starting: 01/09/2024

Period Ending: 30/09/2024

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Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre 7050 15405338 03781 1HEJ625 2418 WHITE FORD RANGER UTILITY	31/08/24 11/09/24	11:23:39 12:06:43	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	054828 055707	DIESEL		109.91	167.94	16.80	184.74			
							TOTAL		109.91	167.94	16.80	184.74		403	27.3
							YEAR TO DATE		1,519.71	2,558.25	255.85	2,814.10		9817	15.5
							DIESEL		109.91	167.94	16.80	184.74			
							TOTAL		109.91	167.94	16.80	184.74		403	27.3
							YEAR TO DATE		1,519.71	2,558.25	255.85	2,814.10		9817	15.5
Cost Centre 7050 15405338 03898 1HIN859 2438 WHITE FORD RANGER UTILITY	10/09/24 22/09/24	09:13:23 13:10:10	BIBRA LAKE SPEARWOOD	WA WA	7451 6443	055597 019200	ULT DSL	177.90 P	35.31	57.11	5.71	62.82	115023	423	8.3
							ULT DSL	170.90 P	74.84	116.27	11.63	127.90	115923	900	8.3
							DIESEL		110.15	173.38	17.34	190.72			
							TOTAL		110.15	173.38	17.34	190.72		1323	8.3
							YEAR TO DATE		1,701.48	2,860.63	286.04	3,146.67		18174	9.4
							DIESEL		110.15	173.38	17.34	190.72			
Cost Centre 7050 15405338 03120 1GTE408 2467 WHITE FORD RANGER UTE	11/09/24	15:01:03	BIBRA LAKE	WA	7451	055728	ULTSD G10	169.90 P	65.20	100.70	10.07	110.77	73406	659	9.9
							ULT DSL	167.08	65.34	99.25	9.92	109.17	74100	694	9.4
							DIESEL		130.54	199.95	19.99	219.94			
							TOTAL		130.54	199.95	19.99	219.94		1353	9.6
							YEAR TO DATE		1,450.74	2,435.15	243.52	2,678.67		13777	10.5
							DIESEL		130.54	199.95	19.99	219.94			
							TOTAL		130.54	199.95	19.99	219.94		1353	9.6
							YEAR TO DATE		1,450.74	2,435.15	243.52	2,678.67		13777	10.5
							ULTSD G10	167.90 P	65.75	100.35	10.04	110.39	68829	2566	2.6

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Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/09/2024 Period Ending: 30/09/2024

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Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km	
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)
Cost Centre 7050 15405338 03971 1HMI124 2497 WHITE FORD RANGER UTE	04/09/24 24/09/24	15:37:39 15:07:08	COCKBURN CENTRAL COCKBURN CENTRAL	WA WA	7395 7395	004286 004753	DIESEL	65.75	100.35	10.04	110.39					
							TOTAL	THIS PERIOD	65.75	100.35	10.04	110.39		2556	2.6	4.3
								YEAR TO DATE	1,105.70	1,874.70	187.48	2,062.18		10344	10.7	19.9
							DIESEL	65.75	100.35	10.04	110.39					
							TOTAL	THIS PERIOD	65.75	100.35	10.04	110.39		2556	2.6	4.3
								YEAR TO DATE	1,105.70	1,874.70	187.48	2,062.18		10344	10.7	19.9
Cost Centre 7050 15405338 02494 1GGH334 2507 WHITE MAZDA 6 SEDAN	17/09/24	10:48:22	SPEARWOOD	WA	6443	019034	ULT DSL	175.06	69.58	110.74	11.07	121.81	42800	800	8.7	15.2
							ULT DSL	166.46	65.64	99.34	9.93	109.27	43500	700	9.4	15.6
							DIESEL	135.22	210.08	21.00	231.08					
							TOTAL	THIS PERIOD	135.22	210.08	21.00	231.08		1500	9.0	15.4
								YEAR TO DATE	1,245.53	2,097.32	209.73	2,307.05		6346	19.6	36.4
							DIESEL	135.22	210.08	21.00	231.08					
Cost Centre 7050 15405338 03708 1HCC815 2515 WHITE FORD RANGER UTILITY	31/08/24 12/09/24 22/09/24	16:09:29 13:33:06 17:06:13	SUCCESS COCKBURN CENTRAL SUCCESS	WA WA WA	5992 7395 5992	014407 062248 015213	U/LP UNM	148.70 P	52.23	70.61	7.06	77.67	127837			
							M/S	52.23	70.61	7.06	77.67					
							TOTAL	THIS PERIOD	52.23	70.61	7.06	77.67				
								YEAR TO DATE	877.66	1,382.48	138.22	1,520.70		7978	11.0	19.1
							M/S	52.23	70.61	7.06	77.67					
							TOTAL	THIS PERIOD	52.23	70.61	7.06	77.67				
	YEAR TO DATE	877.66	1,382.48	138.22	1,520.70		7978	11.0	19.1							
ULT DSL	176.86	33.12	53.25	5.33	58.58	22825	288	11.5	20.3							
ULT DSL	172.80	21.73	34.14	3.41	37.55	22991	166	13.1	22.6							
ULT DSL	166.90 P	32.16	48.80	4.88	53.68	23246	255	12.6	21.1							

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Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/09/2024 Period Ending: 30/09/2024

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Date: 30/09/2024

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre 7050 15405338 04110 1HPF979 2523 ISUZU D-MAX UTILITY	03/09/24	09:35:21	COCKBURN CENTRAL WA	7395	061614		DIESEL		87.01	136.19	13.62	149.81			
							TOTAL		87.01	136.19	13.62	149.81		709	12.3
							YEAR TO DATE		605.86	1,014.89	101.51	1,116.40		2825	39.5
							DIESEL		87.01	136.19	13.62	149.81			
							TOTAL		87.01	136.19	13.62	149.81		709	12.3
							YEAR TO DATE		605.86	1,014.89	101.51	1,116.40		2825	39.5
Cost Centre 7050 15405338 03849 1HHB989 2537 WHITE FORD RANGER UTILITY	04/09/24 20/09/24	11:28:17 13:41:47	BIBRA LAKE COCKBURN CENTRAL WA WA	7451 7395	055139 004674		ULT DSL	175.06	32.88	52.33	5.23	57.56	5584		
							DIESEL		32.88	52.33	5.23	57.56			
							TOTAL		32.88	52.33	5.23	57.56			
							YEAR TO DATE		235.87	394.26	39.41	433.67		952	45.6
							DIESEL		32.88	52.33	5.23	57.56			
							TOTAL		32.88	52.33	5.23	57.56			
Cost Centre 7050 15405338 03344 1GXB734 2555 WHITE SUBARU OUTBACK WAGON	07/09/24 18/09/24	19:11:40 09:21:29	FREMANTLE BIBRA LAKE WA WA	6220 7451	053297 056236		ULT DSL	175.06	67.76	107.84	10.78	118.62	64582	725	9.3
							ULT DSL	168.90 P	65.70	100.88	10.09	110.97	65227	645	10.2
							DIESEL		133.46	208.72	20.87	229.59			
							TOTAL		133.46	208.72	20.87	229.59			
							YEAR TO DATE		831.64	1,394.46	139.45	1,533.91		1370	16.8
							DIESEL		133.46	208.72	20.87	229.59			
							ULT DSL	173.06	42.16	66.33	6.63	72.96	156456	576	7.3
							ULT DSL	169.08	57.32	88.11	8.81	96.92	157375	919	6.2
							TOTAL		133.46	208.72	20.87	229.59			
							YEAR TO DATE		831.64	1,394.46	139.45	1,533.91		1370	16.8
							DIESEL		133.46	208.72	20.87	229.59			
							TOTAL		133.46	208.72	20.87	229.59			

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Account Number: 0050188034 Customer Number: 0115405338
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Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre 7050 15405338 03591 1GXV149 2565 WHITE FORD RANGER UTILITY	12/09/24 25/09/24	13:20:37 06:22:02	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	055823 056646	DIESEL		99.48	154.44	15.44	169.88			
							TOTAL		99.48	154.44	15.44	169.88		1495	6.7
							YEAR TO DATE		902.07	1,521.96	152.22	1,674.18		14290	6.3
							DIESEL		99.48	154.44	15.44	169.88			
							TOTAL		99.48	154.44	15.44	169.88		1495	6.7
							THIS PERIOD		902.07	1,521.96	152.22	1,674.18		14290	6.3
Cost Centre 7050 15405338 04094 1HPP327 2575 WHITE ISUZU D-MAX UTE	04/09/24 10/09/24 21/09/24	07:40:25 09:27:34 13:15:17	BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA	7451 7451 7451	014050 055599 056492	ULT DSL	170.90 P	65.77	102.18	10.22	112.40	96276	781	8.4
							ULT DSL	165.90 P	67.19	101.34	10.13	111.47	97093	817	8.2
							DIESEL		132.96	203.52	20.35	223.87			14.4
							TOTAL		132.96	203.52	20.35	223.87		1598	8.3
							THIS PERIOD		1,810.03	3,033.09	303.30	3,336.39		19884	16.8
							YEAR TO DATE		1,810.03	3,033.09	303.30	3,336.39		19884	9.1
Cost Centre 7050 15405338 02908 1GNM104 2596 WHITE MITSUBISHI TRITON UTE	16/09/24 20/09/24 26/09/24	08:17:51 07:23:50 08:44:57	BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA	7451 7451 7451	056043 056387 014442	ULSD G10	172.90 P	60.13	94.51	9.45	103.96	44717	520	11.6
							ULSD G10	169.90 P	54.36	83.96	8.40	92.36	451197		20.0
							ULSD G10	165.90 P	55.38	83.53	8.35	91.88	45680		
							DIESEL		169.87	262.00	26.20	288.20			
							TOTAL		169.87	262.00	26.20	288.20		520	32.7
							THIS PERIOD		1,968.07	3,299.91	329.97	3,629.88		11782	16.7
Cost Centre 7050 15405338 02908 1GNM104 2596 WHITE MITSUBISHI TRITON UTE	16/09/24 20/09/24 26/09/24	08:17:51 07:23:50 08:44:57	BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA	7451 7451 7451	056043 056387 014442	DIESEL		169.87	262.00	26.20	288.20			
							TOTAL		169.87	262.00	26.20	288.20		520	32.7
							THIS PERIOD		1,968.07	3,299.91	329.97	3,629.88		11782	16.7
							YEAR TO DATE		1,968.07	3,299.91	329.97	3,629.88		11782	30.8
							ULSD G10	166.90 P	49.69	75.39	7.54	82.93	69403	453	11.0
							ULSD G10	165.90 P	55.30	83.40	8.34	91.74	69885	482	11.5
Cost Centre 7050 15405338 02908 1GNM104 2596 WHITE MITSUBISHI TRITON UTE	16/09/24 20/09/24 26/09/24	08:17:51 07:23:50 08:44:57	BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA	7451 7451 7451	056043 056387 014442	ULSD G10	162.90 P	55.29	81.88	8.19	90.07	70367	482	11.5
							ULSD G10								18.3
							ULSD G10								19.0
							ULSD G10								18.7
							TOTAL								
							THIS PERIOD								

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Accounts Payable (Invoice Only) PO
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Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/09/2024 Period Ending: 30/09/2024

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Date: 30/09/2024

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre 7050 15405338 04086 1HOK035 2606 WHITE FORD RANGER UTILITY	16/09/24 27/09/24	12:51:30 09:17:02	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	056067 056825	DIESEL		160.28	240.67	24.07	264.74			
							TOTAL		160.28	240.67	24.07	264.74		1417	11.3
							YEAR TO DATE		434.06	692.60	69.26	761.86		2774	15.6
Cost Centre 7050 15405338 04292 1HVF574 2618 WHITE VOLKSWAGEN CADDY VAN	17/09/24	17:46:17	COCKBURN CENTRAL	WA	7395	062566	DIESEL		160.28	240.67	24.07	264.74			
							TOTAL		160.28	240.67	24.07	264.74		1417	11.3
							YEAR TO DATE		434.06	692.60	69.26	761.86		2774	15.6
Cost Centre 7050 15405338 04417 1GRB219 2626 WHITE MITSUBISHI TRITON UTE	02/09/24 25/09/24	11:34:15 06:15:20	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	013989 056645	ULT DSL	169.08	62.94	96.75	9.67	106.42	20866	367	17.1
							ULT DSL	165.90	62.66	94.50	9.45	103.95	21317	451	13.9
							DIESEL		125.60	191.25	19.12	210.37			
							TOTAL		125.60	191.25	19.12	210.37		818	15.4
Cost Centre 7050 15405338 04417 1GRB219 2626 WHITE MITSUBISHI TRITON UTE	02/09/24 25/09/24	11:34:15 06:15:20	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	013989 056645	YEAR TO DATE		1,156.56	1,935.55	193.53	2,129.08		7298	15.8
							DIESEL		125.60	191.25	19.12	210.37			
							TOTAL		125.60	191.25	19.12	210.37		818	15.4
Cost Centre 7050 15405338 04417 1GRB219 2626 WHITE MITSUBISHI TRITON UTE	02/09/24 25/09/24	11:34:15 06:15:20	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	013989 056645	YEAR TO DATE		1,156.56	1,935.55	193.53	2,129.08		7298	15.8
							DIESEL		54.82	84.26	8.43	92.69			
							TOTAL		54.82	84.26	8.43	92.69		897	6.1
Cost Centre 7050 15405338 04417 1GRB219 2626 WHITE MITSUBISHI TRITON UTE	02/09/24 25/09/24	11:34:15 06:15:20	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	013989 056645	YEAR TO DATE		589.38	997.66	99.77	1,097.43		8638	6.8
							DIESEL		54.82	84.26	8.43	92.69			
							TOTAL		54.82	84.26	8.43	92.69		897	6.1
Cost Centre 7050 15405338 04417 1GRB219 2626 WHITE MITSUBISHI TRITON UTE	02/09/24 25/09/24	11:34:15 06:15:20	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	013989 056645	YEAR TO DATE		589.38	997.66	99.77	1,097.43		8638	6.8
							ULT DSL	175.06	49.76	79.19	7.92	87.11	44875	375	13.3
							ULSD G10	162.90	54.74	81.06	8.11	89.17	45280	405	13.5

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CITY OF COCKBURN

Account Number: 0050188034

Customer Number: 0115405338

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Period Starting: 01/09/2024

Period Ending: 30/09/2024

Date: 30/09/2024

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km		
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)	
Cost Centre 7050 15405338 04029 1HOA671 2646 WHITE MITSUBISHI TRITON	06/09/24 18/09/24	13:29:16 14:07:44	SUCCESS BIBRA LAKE	WA WA	5992 7451	035216 056270		DIESEL	104.50	160.25	16.03	176.28					
							TOTAL	THIS PERIOD	104.50	160.25	16.03	176.28		780	13.4	22.6	
								YEAR TO DATE	861.23	1,454.34	145.43	1,599.77		5280	16.3	30.3	
								DIESEL	104.50	160.25	16.03	176.28					
							TOTAL	THIS PERIOD	104.50	160.25	16.03	176.28		780	13.4	22.6	
								YEAR TO DATE	861.23	1,454.34	145.43	1,599.77		5280	16.3	30.3	
Cost Centre 7050 15405338 04037 1HOQ717 2656 FORD RANGER XL SC	09/09/24 17/09/24 26/09/24	08:40:37 07:10:07 07:41:17	COCKBURN CENTRAL COCKBURN CENTRAL COCKBURN CENTRAL	WA WA WA	7395 7395 7395	004379 062514 004801		ULT DSL	172.90 P	62.02	97.48	107.23	46294	356	17.4	30.1	
								ULSD G10	166.90 P	62.09	94.21	9.42	103.63	46958	664	9.4	15.6
								DIESEL	124.11	191.69	19.17	210.86					
							TOTAL	THIS PERIOD	124.11	191.69	19.17	210.86		1020	12.2	20.7	
								YEAR TO DATE	1,246.89	2,064.07	206.42	2,270.49		13355	9.3	17.0	
								DIESEL	124.11	191.69	19.17	210.86					
Cost Centre 7050 15405338 03914 1HIN742 2667 WHITE MITSUBISHI TRITON UTE	04/09/24	06:45:57	BIBRA LAKE	WA	7451	055095		ULT DSL	172.80	74.97	117.77	11.78	129.55	44976	588	12.8	22.0
								ULT DSL	169.08	76.66	117.84	11.78	129.62	45635	659	11.6	19.7
								ULT DSL	166.46	75.49	114.24	11.42	125.66	46257	622	12.1	20.2
								DIESEL	227.12	349.85	34.98	384.83					
							TOTAL	THIS PERIOD	227.12	349.85	34.98	384.83		1869	12.2	20.6	
								YEAR TO DATE	1,706.44	2,879.62	287.96	3,167.58		12228	14.0	25.9	

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Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/09/2024 Period Ending: 30/09/2024

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Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km		
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)	
Cost Centre 7050 15405338 03823 1HGH898 2677 WHITE MITSUBISHI TRITON UTE	05/09/24 16/09/24 20/09/24	10:16:21 07:39:05 13:50:38	COCKBURN CENTRAL COCKBURN CENTRAL COCKBURN CENTRAL	WA WA WA	7395 7395 7395	061776 062438 062773		DIESEL	62.66	99.73	9.97	109.70					
							TOTAL	THIS PERIOD	62.66	99.73	9.97	109.70		523	12.0	21.0	
								YEAR TO DATE	1,674.34	2,826.64	282.66	3,109.30		11792	14.2	26.4	
								DIESEL	62.66	99.73	9.97	109.70					
							TOTAL	THIS PERIOD	62.66	99.73	9.97	109.70		523	12.0	21.0	
								YEAR TO DATE	1,674.34	2,826.64	282.66	3,109.30		11792	14.2	26.4	
Cost Centre 7050 15405338 04425 1HJA763 2706 WHITE FORD RANGER UTILITY	10/09/24 24/09/24	11:02:30 09:24:18	BIBRA LAKE REDCLIFFE	WA WA	7451 2123	055608 692822		ULT DSL	174.90 P	57.53	91.47	9.15	100.62	67543	452	12.7	22.3
								ULT DSL	169.08	57.47	88.34	8.83	97.17	67993	450	12.8	21.6
								ULT DSL	168.90 P	51.32	78.80	7.88	86.68	68366	373	13.8	23.2
								DIESEL	166.32	258.61	25.86	284.47					
							TOTAL	THIS PERIOD	166.32	258.61	25.86	284.47		1275	13.0	22.3	
								YEAR TO DATE	1,755.02	2,981.36	298.14	3,279.50		13292	13.2	24.7	
Cost Centre 7050 15405338 03336 1GVU053 2723 WHITE ISUZU FIRE TRUCK	15/09/24 16/09/24	16:49:42 19:16:52	COCKBURN CENTRAL SUCCESS	WA WA	7395 5992	062394 035551		DIESEL	166.32	258.61	25.86	284.47					
							TOTAL	THIS PERIOD	166.32	258.61	25.86	284.47		1275	13.0	22.3	
								YEAR TO DATE	1,755.02	2,981.36	298.14	3,279.50		13292	13.2	24.7	
								ULSD G10	169.90 P	64.84	100.15	10.01	110.16	61769	598	10.8	18.4
								ULT DSL	154.90 P	65.17	91.77	9.18	100.95	62300	531	12.3	19.0
								DIESEL	130.01	191.92	19.19	211.11					
Cost Centre 7050 15405338 03336 1GVU053 2723 WHITE ISUZU FIRE TRUCK	18/09/24 25/09/24 29/09/24	17:13:04 20:58:03 18:27:37	COCKBURN CENTRAL COCKBURN CENTRAL SUCCESS	WA WA WA	7395 7395 5992	062629 063054 035984		TOTAL	THIS PERIOD	130.01	191.92	19.19	211.11		1129	11.5	18.7
								YEAR TO DATE	1,707.52	2,844.42	284.44	3,128.86		14189	12.0	22.1	
								DIESEL	130.01	191.92	19.19	211.11					
							TOTAL	THIS PERIOD	130.01	191.92	19.19	211.11		1129	11.5	18.7	
								YEAR TO DATE	1,707.52	2,844.42	284.44	3,128.86		14189	12.0	22.1	
								ULSD G10	170.90 P	32.74	50.86	5.09	55.95	777			
Cost Centre 7050 15405338 03336 1GVU053 2723 WHITE ISUZU FIRE TRUCK	18/09/24 25/09/24 29/09/24	17:13:04 20:58:03 18:27:37	COCKBURN CENTRAL COCKBURN CENTRAL SUCCESS	WA WA WA	7395 7395 5992	062629 063054 035984		ULT DSL	167.08	43.99	66.82	6.68	73.50	36901			
								ULP UNM	159.42	4.00	5.80	0.58	6.38				
								ULSD G10	168.08	25.53	39.01	3.90	42.91	36950	49	52.1	87.6
								ULSD G10	165.46	43.17	64.94	6.49	71.43	36784			
								ULT DSL	164.46	45.82	68.51	6.85	75.36	37013	229	20.0	32.9
								ULSD G10	165.46	43.17	64.94	6.49	71.43	36784			

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Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/09/2024 Period Ending: 30/09/2024

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Date: 30/09/2024

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre 7050 15405338 04458 1IAN072 2737 WHITE FORD RANGER	05/09/24 10/09/24 13/09/24 18/09/24 25/09/24	06:20:56 09:42:51 09:13:10 08:19:57 13:52:18	BIBRA LAKE COCKBURN CENTRAL COCKBURN CENTRAL COCKBURN CENTRAL COCKBURN CENTRAL	WA WA WA WA WA	7451 7395 7395 7395 7395	055194 004408 062287 004605 063036	DIESEL M/S		191.25 4.00	290.14 5.80	29.01 0.58	319.15 6.38			
							TOTAL		195.25	295.94	29.59	325.53		278	117.1
							THIS PERIOD							70.2	154.4
							YEAR TO DATE		1,588.78	2,706.98	270.69	2,977.67		1929	82.4
							DIESEL M/S		191.25 4.00	290.14 5.80	29.01 0.58	319.15 6.38			
							TOTAL		195.25	295.94	29.59	325.53		278	117.1
							THIS PERIOD							70.2	154.4
							YEAR TO DATE		1,588.78	2,706.98	270.69	2,977.67		1929	82.4
							ULT DSL	175.06	49.73	79.15	7.91	87.06	5000		
							ULT DSL	172.80	49.48	77.73	7.77	85.50	70120		
Cost Centre 7050 15405338 01454 1EZY791 2753 TOYOTA LANDCRUISER UTILITY	15/09/24 18/09/24	16:51:25 17:16:36	COCKBURN CENTRAL COCKBURN CENTRAL	WA WA	7395 7395	062395 062630	ULT DSL	170.90 P	51.41	79.87	7.99	87.86	17800		
							ULT DSL	169.08	48.12	73.96	7.40	81.36	18153	353	13.6
							ULT DSL	166.46	54.74	82.84	8.28	91.12	19215	1062	23.0
							DIESEL		253.48	393.55	39.35	432.90			8.6
							TOTAL		253.48	393.55	39.35	432.90		1415	30.6
							THIS PERIOD							17.9	33.0
							YEAR TO DATE		1,617.32	2,694.65	269.47	2,964.12		8985	18.0
							DIESEL		253.48	393.55	39.35	432.90			
							TOTAL		253.48	393.55	39.35	432.90		1415	30.6
							THIS PERIOD							17.9	33.0
Cost Centre 7050 15405338 04151	20/09/24	08:12:27	BIBRA LAKE	WA	7451	056395	ULT DSL	170.90 P	20.38	31.66	3.17	34.83	29087	84	24.3
							ULT DSL	169.08	11.38	17.49	1.75	19.24	777		41.5
							ULT DSL	161.42	4.23	6.21	0.62	6.83			
							DIESEL M/S		31.76 4.23	49.15 6.21	4.92 0.62	54.07 6.83			
							TOTAL		35.99	55.36	5.54	60.90		84	72.5
							THIS PERIOD							42.8	65.2
							YEAR TO DATE		575.40	983.88	98.39	1,082.27		1660	34.7
							DIESEL M/S		31.76 4.23	49.15 6.21	4.92 0.62	54.07 6.83			
							TOTAL		35.99	55.36	5.54	60.90		84	72.5
							THIS PERIOD							42.8	65.2
							YEAR TO DATE		575.40	983.88	98.39	1,082.27		1660	34.7
							ULT DSL	168.90 P	61.84	94.95	9.50	104.45	21729	727	8.5



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Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km	
								Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)
1HRR422 2766 WHITE FORD RANGER UTE								DIESEL		61.84	94.95	9.50	104.45				
Cost Centre			2766					TOTAL	THIS PERIOD	61.84	94.95	9.50	104.45		727	8.5	14.4
								YEAR TO DATE	647.57	1,079.00	107.91	1,186.91	4545	14.2	26.1		
								DIESEL	61.84	94.95	9.50	104.45					
7050 15405338 03492 1GYK722 2777 WHITE ISUZU D-MAX UTILITY	02/09/24 20/09/24	13:07:52 15:49:35	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	054922 056450		ULSD G10	174.06	62.06	98.20	9.82	108.02	74673	476	13.0	22.7
Cost Centre			2777					ULSD G10	165.90	65.66	99.03	9.90	108.93	75247	574	11.4	19.0
								DIESEL	127.72	197.23	19.72	216.95					
								TOTAL	THIS PERIOD	127.72	197.23	19.72	216.95	1050	12.2	20.7	
7050 15405338 04193 1HRS629 2784 TOYOTA LCRUSR - WHITE	31/08/24 19/09/24 25/09/24	14:15:26 20:10:56 19:16:08	PIARA WATERS PIARA WATERS COCKBURN CENTRAL	WA WA WA	1110 1110 7395	016492 017392 063052		YEAR TO DATE	574.55	946.72	94.67	1,041.39		1050	12.2	20.7	
								DIESEL	127.72	197.23	19.72	216.95					
								TOTAL	THIS PERIOD	127.72	197.23	19.72	216.95	1050	12.2	20.7	
Cost Centre			2784					ULS DSL	176.90	28.17	45.30	4.53	49.83	9987	311	9.1	16.0
								ULS DSL	169.08	39.73	61.06	6.11	67.17	10021	34	116.9	197.6
								ULS DSL	166.46	32.00	48.43	4.84	53.27	10127	106	30.2	50.3
7050 15405338 03872 1HIN860 2797 WHITE FORD RANGER UTE	06/09/24 17/09/24 25/09/24	16:16:37 16:18:32 15:37:46	BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA	7451 7451 7451	014088 056188 056704		DIESEL	99.90	154.79	15.48	170.27		451	22.2	37.8	
								YEAR TO DATE	778.01	1,322.43	132.25	1,454.68	3878	20.1	37.5		
								ULS DSL	174.90	65.97	104.89	10.49	115.38	63745	701	9.4	16.5
7050 15405338 03872 1HIN860 2797 WHITE FORD RANGER UTE								ULS DSL	169.08	68.89	105.89	10.59	116.48	64524	779	8.8	15.0
								ULSD G10	162.90	63.63	94.23	9.42	103.65	65244	720	8.8	14.4

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Account Number: 0050188034 Customer Number: 0115405338
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Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre 7050 15405338 03864 1HFX818 2808 BLUE NISSAN X-TRAIL	13/09/24 25/09/24	15:48:42 12:07:30	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	055943 056681	DIESEL		198.49	305.01	30.50	335.51			
							TOTAL		198.49	305.01	30.50	335.51		2200	9.0
							YEAR TO DATE		1,464.88	2,454.66	245.48	2,700.14		16242	9.0
Cost Centre 7050 15405338 03567 1GYU017 2836 TOYOTA CAMRY SEDAN	03/09/24 12/09/24 25/09/24	17:12:13 17:36:07 15:17:54	BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA	7451 7451 7451	014039 055857 056699	ULP UNM	166.69	43.11	65.33	6.53	71.86	62483	459	9.4
							ULP UNM	160.70	56.00	81.81	8.18	89.99	63114	631	8.9
							M/S		99.11	147.14	14.71	161.85			
							TOTAL		99.11	147.14	14.71	161.85		1090	9.1
Cost Centre 7050 15405338 04060 1HNM845 2857 WHITE ISUZU D-MAX UTE	14/09/24 29/09/24	16:25:05 15:27:36	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	056978 056931	BP ULT UNM	179.76	35.97	58.78	5.88	64.66	82037		
							BP ULT UNM	178.70	29.89	48.55	4.86	53.41	82666	629	4.8
							BP ULT UNM	172.78	35.79	56.22	5.62	61.84	83442	776	4.6
							M/S		101.65	163.55	16.36	179.91			
Cost Centre 7050 15405338 04060 1HNM845 2857 WHITE ISUZU D-MAX UTE	14/09/24 29/09/24	16:25:05 15:27:36	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	056978 056931	TOTAL		101.65	163.55	16.36	179.91		1405	7.2
							YEAR TO DATE		824.40	1,425.25	142.51	1,567.76		14041	5.9
							ULT DSL	170.90 P	55.10	85.61	8.56	94.17	27614	444	12.4
Cost Centre 7050 15405338 04060 1HNM845 2857 WHITE ISUZU D-MAX UTE	14/09/24 29/09/24	16:25:05 15:27:36	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	056978 056931	ULT DSL	165.90 P	45.81	69.09	6.91	76.00	28019	405	11.3

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6965

Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/09/2024 Period Ending: 30/09/2024

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Date: 30/09/2024

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km		
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)	
Cost Centre 7050 15405338 04128 1HPR483 2867 WHITE ISUZU DMAX UTILITY	06/09/24 13/09/24 22/09/24 26/09/24	12:24:47 09:23:38 08:10:45 15:30:58	BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA WA	7451 7451 7451 7451	055354 055892 056504 014454		DIESEL	100.91	154.70	15.47	170.17					
							TOTAL	THIS PERIOD	100.91	154.70	15.47	170.17		849	11.9	20.0	
								YEAR TO DATE	815.19	1,356.04	135.59	1,491.63		6231	13.1	23.9	
								DIESEL	100.91	154.70	15.47	170.17					
							TOTAL	THIS PERIOD	100.91	154.70	15.47	170.17		849	11.9	20.0	
								YEAR TO DATE	815.19	1,356.04	135.59	1,491.63		6231	13.1	23.9	
								ULT DSL	174.90 P	47.11	74.91	7.49	82.40	23857	450	10.5	18.3
								ULT DSL	170.90 P	54.92	85.33	8.53	93.86	24396	539	10.2	17.4
								ULT DSL	168.90 P	48.05	73.78	7.38	81.16	24868	472	10.2	17.2
								ULT DSL	165.90 P	61.81	93.22	9.32	102.54	25493	625	9.9	16.4
Cost Centre 7050 15405338 04011 1HJU694 2877 WHITE ISUZU D-MAX UTILITY	03/09/24 08/09/24 15/09/24 27/09/24	12:25:55 07:38:19 16:28:49 09:49:24	BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA WA	7451 7451 7451 7451	055034 055428 056007 056830		DIESEL	211.89	327.24	32.72	359.96					
							TOTAL	THIS PERIOD	211.89	327.24	32.72	359.96		2086	10.2	17.3	
								YEAR TO DATE	2,044.61	3,450.03	344.98	3,795.01		14960	13.7	25.4	
								DIESEL	211.89	327.24	32.72	359.96					
							TOTAL	THIS PERIOD	211.89	327.24	32.72	359.96		2086	10.2	17.3	
								YEAR TO DATE	2,044.61	3,450.03	344.98	3,795.01		14960	13.7	25.4	
								ULT DSL	175.06	40.29	64.12	6.41	70.53	48797	520	7.7	13.6
								ULSD G10	171.90 P	57.20	89.39	8.94	98.33	49128	331	17.3	29.7
								ULT DSL	170.90 P	57.91	89.97	9.00	98.97	49618	490	11.8	20.2
								ULSD G10	162.90 P	67.42	99.85	9.98	109.83	50203	585	11.5	18.8
Cost Centre 7050 15405338 02486 1GEH032 2883 WHITE ISUZU FIRE TRUCK	02/09/24 12/09/24 23/09/24 25/09/24 25/09/24	20:54:07 18:30:40 20:35:18 18:42:07 22:11:33	PIARA WATERS BULL CREEK PIARA WATERS COCKBURN CENTRAL COCKBURN CENTRAL	WA WA WA WA WA	1110 6521 1110 7395 7395	016585 646573 017531 063049 004792		DIESEL	222.82	343.33	34.33	377.66					
							TOTAL	THIS PERIOD	222.82	343.33	34.33	377.66		1926	11.6	19.6	
								YEAR TO DATE	1,696.39	2,829.67	282.98	3,112.65		8610	19.7	36.2	
								DIESEL	222.82	343.33	34.33	377.66					
							TOTAL	THIS PERIOD	222.82	343.33	34.33	377.66		1926	11.6	19.6	
								YEAR TO DATE	1,696.39	2,829.67	282.98	3,112.65		8610	19.7	36.2	
								ULT DSL	175.06	36.24	57.67	5.77	63.44	777			
								ULT DSL	164.91 P	40.05	60.05	6.00	66.05	24635			
								ULT DSL	166.46	27.69	41.90	4.19	46.09	24678	43	64.4	107.2
								ULSD G10	165.46	39.65	59.65	5.96	65.61	24717	39	101.7	168.2
	ULSD G10	165.46	17.58	26.45	2.64	29.09	777										

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Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/09/2024 Period Ending: 30/09/2024

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Date: 30/09/2024

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km	
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)
Cost Centre	26/09/24 29/09/24	14:05:06 17:28:38	COCKBURN CENTRAL PIARA WATERS	WA 1110	7395 063111 017779		ULSD G10	165.46	11.54	17.35	1.74	19.09	24711 24813	102	30.4	50.5
							ULT DSL	166.46	30.97	46.86	4.69	51.55				
							DIESEL		203.72	309.93	30.99	340.92				
						TOTAL	THIS PERIOD	203.72	309.93	30.99	340.92					
		YEAR TO DATE	1,565.23	2,649.39	264.96	2,914.35		1209	129.5	241.1						
		DIESEL		203.72	309.93	30.99	340.92									
	TOTAL	THIS PERIOD	203.72	309.93	30.99	340.92		184	110.7	185.3						
	YEAR TO DATE	1,565.23	2,649.39	264.96	2,914.35		1209	129.5	241.1							
7050 15405338 03096 1GSG891 2896 WHITE FORD RANGER UTE	02/09/24 10/09/24 13/09/24 24/09/24	16:55:44 06:53:07 16:37:02 08:20:09	BALDIVIS BALDIVIS SUCCESS BALDIVIS	WA 7374 7375 5992 7375	085187 049187 014870 015240		ULT DSL	173.06	60.29	94.85	9.49	104.34	120625 121000 121890 121750	375 890	11.6 4.3	19.8 7.4
							ULT DSL	170.80	43.40	67.39	6.74	74.13				
							ULT DSL	170.80	38.45	59.70	5.97	65.67				
							ULT DSL	164.46	55.89	83.56	8.36	91.92				
		DIESEL		198.03	305.50	30.56	336.06									
	TOTAL	THIS PERIOD	198.03	305.50	30.56	336.06		1265	15.7	26.6						
		YEAR TO DATE	1,827.53	3,068.33	306.85	3,375.18		13607	13.4	24.8						
Cost Centre			2896				DIESEL		198.03	305.50	30.56	336.06				
						TOTAL	THIS PERIOD	198.03	305.50	30.56	336.06		1265	15.7	26.6	
							YEAR TO DATE	1,827.53	3,068.33	306.85	3,375.18		13607	13.4	24.8	
							DIESEL		198.03	305.50	30.56	336.06				
		THIS PERIOD	198.03	305.50	30.56	336.06		1265	15.7	26.6						
		YEAR TO DATE	1,827.53	3,068.33	306.85	3,375.18		13607	13.4	24.8						
		DIESEL		198.03	305.50	30.56	336.06									
7050 15405338 03666 1GCX392 2943 WHITE MITSUBISHI ROSA BUS	03/09/24 10/09/24 16/09/24 24/09/24	08:48:22 08:46:10 08:58:51 07:41:50	BIBRA LAKE BIBRA LAKE SPEARWOOD BIBRA LAKE	WA 7451 7451 6443 7451	014011 065592 018994 014366		ULT DSL	175.06	62.63	99.67	9.97	109.64	127243 127482 127774 128108	306 239 292 334	20.5 20.2 17.8 20.2	35.8 34.9 29.7 33.5
							ULT DSL	172.80	48.32	75.91	7.59	83.50				
							ULT DSL	167.08	51.84	78.74	7.87	86.61				
							ULT DSL	165.90 P	67.39	101.64	10.16	111.80				
		DIESEL		230.18	355.96	35.59	391.55									
	TOTAL	THIS PERIOD	230.18	355.96	35.59	391.55		1171	19.7	33.4						
		YEAR TO DATE	1,761.66	2,948.66	294.86	3,243.52		7614	23.1	42.6						
Cost Centre			2943				DIESEL		230.18	355.96	35.59	391.55				
						TOTAL	THIS PERIOD	230.18	355.96	35.59	391.55		1171	19.7	33.4	
							YEAR TO DATE	1,761.66	2,948.66	294.86	3,243.52		7614	23.1	42.6	
							DIESEL		230.18	355.96	35.59	391.55				
		THIS PERIOD	230.18	355.96	35.59	391.55		1171	19.7	33.4						
		YEAR TO DATE	1,761.66	2,948.66	294.86	3,243.52		7614	23.1	42.6						
		DIESEL		230.18	355.96	35.59	391.55									
7050 15405338 04516 1IDY275 2966 WHITE MITSUBISHI TRITON UTE	13/09/24 18/09/24	11:43:29 07:43:09	NAVAL BASE PARMELIA	WA 7770 6178	025726 030059		ULT DSL	168.90 P	61.10	93.82	9.38	103.20	11259 115900	628	9.7	16.4
							ULT DSL	166.90 P	33.18	50.35	5.03	55.38				

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Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/09/2024 Period Ending: 30/09/2024

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Date: 30/09/2024

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km		
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)	
Cost Centre 7050 15405338 03674 1EVR786 2993 WHITE MITSUBISHI ROSA BUS	04/09/24 09/09/24 12/09/24 18/09/24 24/09/24 26/09/24	08:57:35 07:48:49 08:53:38 09:53:12 07:40:52 14:10:31	BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE SPEARWOOD	WA WA WA WA WA WA	7451 7451 7451 7451 7451 6443	014056 055469 055788 056241 056566 019316		DIESEL	94.28	144.17	14.41	158.58					
							TOTAL	THIS PERIOD	94.28	144.17	14.41	158.58		628	15.0	25.3	
								YEAR TO DATE	1,086.09	1,799.41	179.92	1,979.33		9269	11.7	21.4	
								DIESEL	94.28	144.17	14.41	158.58					
							TOTAL	THIS PERIOD	94.28	144.17	14.41	158.58		628	15.0	25.3	
								YEAR TO DATE	1,086.09	1,799.41	179.92	1,979.33		9269	11.7	21.4	
								ULSD G10	172.90 P	49.52	77.84	7.78	85.62	139729	260	19.0	32.9
								ULSD G10	169.90 P	51.77	79.96	8.00	87.96	139959	230	22.5	38.2
								ULSD G10	167.90 P	29.81	45.50	4.55	50.05	140168	209	14.3	23.9
								ULSD G10	166.90 P	61.26	92.95	9.29	102.24	140479	311	19.7	32.8
Cost Centre 7050 15405338 03740 1HCL935 4255 WHITE FORD RANGER UTILITY	13/09/24 25/09/24	13:10:14 13:08:36	NAVAL BASE SUCCESS	WA WA	7770 5992	025735 035855		ULSD G10	162.90 P	42.36	62.73	6.27	69.00	140666	187	22.7	36.9
								ULT DSL	164.46	46.90	70.12	7.01	77.13	140954	288	16.3	26.8
								DIESEL	281.62	429.10	42.90	472.00					
							TOTAL	THIS PERIOD	281.62	429.10	42.90	472.00		1485	19.0	31.8	
								YEAR TO DATE	2,304.06	3,850.86	385.05	4,235.91		10489	22.0	40.4	
								DIESEL	281.62	429.10	42.90	472.00					
							TOTAL	THIS PERIOD	281.62	429.10	42.90	472.00		1485	19.0	31.8	
								YEAR TO DATE	2,304.06	3,850.86	385.05	4,235.91		10489	22.0	40.4	
								ULT DSL	168.90 P	71.31	109.49	10.95	120.44	66401	728	9.8	16.5
							Cost Centre 7050 15405338 04367 1GLP881 4264 SILVER FORD FOCUS HATCH	31/08/24 09/09/24	10:32:48 08:43:15	SOUTH FREMANTLE SPEARWOOD	WA WA	9802 6443	014048 018752		ULT DSL	164.46	65.04
	DIESEL	136.35	206.74	20.67	227.41												
TOTAL	THIS PERIOD	136.35	206.74	20.67	227.41									1339	10.2	17.0	
	YEAR TO DATE	1,416.16	2,364.03	236.40	2,600.43									13158	10.8	19.8	
	DIESEL	136.35	206.74	20.67	227.41												
TOTAL	THIS PERIOD	136.35	206.74	20.67	227.41									1339	10.2	17.0	
	YEAR TO DATE	1,416.16	2,364.03	236.40	2,600.43									13158	10.8	19.8	
	ULP UNM	164.70 P	44.47	66.58	6.66	73.24								121414	462	9.6	15.9
	ULP UNM	164.69	31.81	47.63	4.76	52.39								121784	370	8.6	14.2

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CITY OF COCKBURN

Account Number: 0050188034

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Period Starting: 01/09/2024

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Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre 7050 90000764 46003 1UK529 4295 WHITE FORD RANGER	24/09/24	15:01:07	BIBRA LAKE WA	7451	056618		M/S		76.28	114.21	11.42	125.63			
							TOTAL		76.28	114.21	11.42	125.63		832	9.2
							YEAR TO DATE		695.55	1,109.85	110.99	1,220.84		5682	12.2
							M/S		76.28	114.21	11.42	125.63			
							TOTAL		76.28	114.21	11.42	125.63		832	9.2
							YEAR TO DATE		695.55	1,109.85	110.99	1,220.84		5682	12.2
Cost Centre 7050 15405338 04607 11GP085 5044 WHITE FORD RANGER	26/09/24	07:27:51	BIBRA LAKE WA	7451	056733		ULT DSL	165.90 P	61.06	92.09	9.21	101.30	1187		
							DIESEL		61.06	92.09	9.21	101.30			
							TOTAL		61.06	92.09	9.21	101.30			
							YEAR TO DATE		61.06	92.09	9.21	101.30			
							DIESEL		61.06	92.09	9.21	101.30			
							TOTAL		61.06	92.09	9.21	101.30			
Cost Centre 7050 15405338 04557 11CV817 5212 VOLKSWAGEN CADDY WHITE	11/09/24 26/09/24	08:23:20 17:22:28	BIBRA LAKE COCKBURN CENTRAL WA WA	7451 7395	056686 004820		ULT DSL	165.90 P	63.92	96.40	9.64	106.04	2675	732	8.7
							DIESEL		63.92	96.40	9.64	106.04			14.5
							TOTAL		63.92	96.40	9.64	106.04		732	8.7
							YEAR TO DATE		232.86	372.76	37.28	410.04		1995	11.7
							DIESEL		63.92	96.40	9.64	106.04			
							TOTAL		63.92	96.40	9.64	106.04		732	8.7
							ULSD G10	167.90 P	44.78	68.35	6.84	75.19	0		
							ULT DSL	166.46	48.14	72.85	7.29	80.14	0		

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CITY OF COCKBURN

Account Number: 0050188034

Customer Number: 0115405338

Period Starting: 01/09/2024

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Date: 30/09/2024

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre			5212				DIESEL		92.92	141.20	14.13	155.33			
							TOTAL		92.92	141.20	14.13	155.33			
							YEAR TO DATE		303.35	488.38	48.85	537.23			
							DIESEL		92.92	141.20	14.13	155.33			
							TOTAL		92.92	141.20	14.13	155.33			
							YEAR TO DATE		303.35	488.38	48.85	537.23			
7050 15405338 03534 1GYO868 5251 WHITE FORD TRANSIT VAN	05/09/24 14/09/24 27/09/24	15:38:10 15:35:31 15:20:06	BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA	7451 7451 7451	055270 055976 014508	ULT DSL	175.06	59.88	95.30	9.53	104.83	63784		
							ULT DSL	170.90	44.85	69.68	6.97	76.65	64217	433	10.4
							ULT DSL	165.90	60.47	91.20	9.12	100.32	64812	595	10.2
							DIESEL		165.20	256.18	25.62	281.80			
Cost Centre			5251				TOTAL		165.20	256.18	25.62	281.80			
							YEAR TO DATE		1,088.91	1,841.32	184.11	2,025.43			
							DIESEL		165.20	256.18	25.62	281.80			
							TOTAL		165.20	256.18	25.62	281.80			
							YEAR TO DATE		1,088.91	1,841.32	184.11	2,025.43			
							ULT DSL	164.46	40.26	60.19	6.02	66.21	45915	903	4.5
7050 15405338 02569 1GHO226 5282 WHITE HYUNDAI I30 HATCH	26/09/24	14:02:22	SUCCESS	WA	5992	035885	DIESEL		40.26	60.19	6.02	66.21			
							TOTAL		40.26	60.19	6.02	66.21			
							YEAR TO DATE		460.41	767.63	76.77	844.40			
Cost Centre			5282				DIESEL		40.26	60.19	6.02	66.21			
							TOTAL		40.26	60.19	6.02	66.21			
							YEAR TO DATE		460.41	767.63	76.77	844.40			
7050 15405338 04045 1GMJ053 5313 WHITE MAZDA 6 SEDAN	10/09/24 24/09/24	14:49:47 14:40:29	MYAREE MYAREE	WA WA	1840 1840	083837 084219	ULP UNM	149.70	40.64	55.31	5.53	60.84	53541		
							ULP UNM	149.70	48.74	66.33	6.63	72.96	777		

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CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
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6965

Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/09/2024 Period Ending: 30/09/2024

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Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km		
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)	
Cost Centre 7050 15405338 03880 1HGQ065 5404 WHITE VW TIGUAN WAGON	24/09/24	07:47:31	BIBRA LAKE	WA	7451	056567		M/S	89.38	121.64	12.16	133.80					
							TOTAL	THIS PERIOD	89.38	121.64	12.16	133.80					
								YEAR TO DATE	311.13	469.83	46.98	516.81		1169	26.6	44.2	
								M/S	89.38	121.64	12.16	133.80					
							TOTAL	THIS PERIOD	89.38	121.64	12.16	133.80					
								YEAR TO DATE	311.13	469.83	46.98	516.81		1169	26.6	44.2	
Cost Centre 7050 15405338 04318 1HXK969 5424 WHITE VOLKSWAGEN T-ROC	02/09/24	08:48:58	SPEARWOOD	WA	6443	018557		BP ULT UNM	172.78	48.82	76.68	7.67	84.35	24943	535	9.1	15.8
								M/S	48.82	76.68	7.67	84.35					
							TOTAL	THIS PERIOD	48.82	76.68	7.67	84.35		535	9.1	15.8	
								YEAR TO DATE	377.68	649.55	64.97	714.52		3978	9.5	18.0	
								M/S	48.82	76.68	7.67	84.35					
							TOTAL	THIS PERIOD	48.82	76.68	7.67	84.35		535	9.1	15.8	
Cost Centre 7050 15405338 03716 1HBW349 5463 WHITE FORD RANGER UTILITY	10/09/24 20/09/24	06:38:22 08:21:04	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	055558 056397		ULP 95 UNM	173.76	35.01	55.30	5.53	60.83	12644	497	7.0	12.2
								M/S	35.01	55.30	5.53	60.83					
							TOTAL	THIS PERIOD	35.01	55.30	5.53	60.83		497	7.0	12.2	
								YEAR TO DATE	522.32	882.32	88.21	970.53		5825	9.0	16.7	
								M/S	35.01	55.30	5.53	60.83					
							TOTAL	THIS PERIOD	35.01	55.30	5.53	60.83		497	7.0	12.2	
		YEAR TO DATE	522.32	882.32	88.21	970.53		5825	9.0	16.7							
			ULT DSL	172.80	55.59	87.33	8.73	96.06	40965	596	9.3	16.1					
			ULT DSL	168.90 P	40.37	61.98	6.20	68.18	41422	457	8.8	14.9					

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Account Number: 0050188034

Customer Number: 0115405338

Period Starting: 01/09/2024

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Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre 7050 15405338 03559 1GZB377 5473 WHITE TOYOTA CAMRY SEDAN	31/08/24 11/09/24 18/09/24 24/09/24 29/09/24	11:17:50 08:45:06 11:25:59 08:50:31 10:24:21	SUCCESS BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA WA WA	5992 7451 7451 7451 7451	014386 014146 056255 056571 056921	DIESEL		95.96	149.31	14.93	164.24			
							TOTAL		95.96	149.31	14.93	164.24		1053	9.1
							YEAR TO DATE		658.67	1,086.27	108.61	1,194.88		6422	10.3
							DIESEL		95.96	149.31	14.93	164.24			
							TOTAL		95.96	149.31	14.93	164.24		1053	9.1
							YEAR TO DATE		658.67	1,086.27	108.61	1,194.88		6422	10.3
							ULP UNM	164.70 P	44.42	66.51	6.65	73.16	105647		
							BP ULT UNM	178.70	44.41	72.15	7.21	79.36	107209	1562	2.8
							BP ULT UNM	173.46	30.27	47.74	4.77	52.51	107874	665	4.6
							BP ULT UNM	172.78	31.72	49.83	4.98	54.81	108185	311	10.2
Cost Centre 7050 15405338 04185 1HSD237 5494 WHITE MITSUBISHI TRITON UTE	04/09/24 10/09/24 16/09/24 20/09/24 26/09/24	09:26:16 17:52:00 07:48:39 18:01:09 14:28:12	SPEARWOOD BALDIVIS SPEARWOOD CARLISLE BIBRA LAKE	WA WA WA WA WA	6443 7375 6443 6218 7451	018631 014756 018989 012781 056791	ULP UNM	160.70	40.15	58.65	5.87	64.52	108771	586	6.9
							M/S		190.97	294.88	29.48	324.36			
							TOTAL		190.97	294.88	29.48	324.36		3124	6.1
							YEAR TO DATE		1,345.46	2,239.47	223.94	2,463.41		17088	7.9
							M/S		190.97	294.88	29.48	324.36			
							TOTAL		190.97	294.88	29.48	324.36		3124	6.1
							YEAR TO DATE		1,345.46	2,239.47	223.94	2,463.41		17088	7.9
							ULT DSL	173.06	63.94	100.60	10.06	110.66	45410	531	12.0
							ULT DSL	170.80	62.55	97.12	9.71	106.83	46055	645	9.7
							ULT DSL	167.08	64.03	97.25	9.73	106.98	46776	721	8.9
Cost Centre 7050 15405338 04268 1HUL717 5504 WHITE FORD RANGER UTE	13/09/24	12:10:45	COCKBURN CENTRAL	WA	7395	062305	ULT DSL	166.90 P	64.57	97.97	9.80	107.77	47409	633	10.2
							ULT DSL	165.90 P	56.64	85.43	8.54	93.97	48000	591	9.6
							DIESEL		311.73	478.37	47.84	526.21			
							TOTAL		311.73	478.37	47.84	526.21		3121	10.0
							YEAR TO DATE		2,025.56	3,380.40	338.04	3,718.44		15943	12.7
							DIESEL		311.73	478.37	47.84	526.21			
							TOTAL		311.73	478.37	47.84	526.21		3121	10.0
							YEAR TO DATE		2,025.56	3,380.40	338.04	3,718.44		15943	12.7
							ULT DSL	170.90 P	71.25	110.70	11.07	121.77	29812	852	8.4

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CITY OF COCKBURN

Account Number: 0050188034

Customer Number: 0115405338

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Period Starting: 01/09/2024

Period Ending: 30/09/2024

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Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre 7050 15405338 04466 1HHE012 5523 WHITE FORD RANGER UTILITY	09/09/24	09:44:31	COCKBURN CENTRAL WA	7395	062016		DIESEL		71.25	110.70	11.07	121.77			
							TOTAL		71.25	110.70	11.07	121.77		852	8.4
							YEAR TO DATE		1,191.26	2,007.99	200.82	2,208.81		13452	8.9
							DIESEL		71.25	110.70	11.07	121.77			
							TOTAL		71.25	110.70	11.07	121.77		852	8.4
							YEAR TO DATE		1,191.26	2,007.99	200.82	2,208.81		13452	8.9
Cost Centre 7050 15405338 03542 1GYZ082 5542 WHITE SUBARU FORESTER WAGON	03/09/24	14:18:30	SOUTH FREMANTLE WA	9802	014127		ULT DSL	172.80	62.18	97.67	9.77	107.44	36029	624	10.0
							DIESEL		62.18	97.67	9.77	107.44			
							TOTAL		62.18	97.67	9.77	107.44		624	10.0
							YEAR TO DATE		685.65	1,146.71	114.67	1,261.38		4571	15.0
							DIESEL		62.18	97.67	9.77	107.44			
							TOTAL		62.18	97.67	9.77	107.44		624	10.0
Cost Centre 7050 15405338 03609 1GZL076 5711 WHITE NISSAN QASHQAI SUV	31/08/24	05:41:05	BIBRA LAKE WA	7451	054804		ULP UNM	153.70 P	50.62	70.73	7.07	77.80	777		
							M/S		50.62	70.73	7.07	77.80			
							TOTAL		50.62	70.73	7.07	77.80			
							YEAR TO DATE		531.16	861.10	86.09	947.19		1000	53.1
							M/S		50.62	70.73	7.07	77.80			
							TOTAL		50.62	70.73	7.07	77.80		1000	53.1
	01/09/24	05:32:01	COCKBURN CENTRAL WA	7395	061439		ULP UNM	167.70 P	15.35	23.40	2.34	25.74			
							ULP UNM	170.35	17.52	27.14	2.71	29.85			
							ULP UNM	166.70 P	10.89	16.50	1.65	18.15	213	8.2	14.0
							ULP UNM	163.70 P	31.42	46.75	4.68	51.43	104	10.5	17.5
							ULP UNM	153.70 P	28.42	39.71	3.97	43.68	342	9.2	15.0
							ULP UNM						196	14.5	22.3

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Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/09/2024 Period Ending: 30/09/2024

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Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km		
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)	
Cost Centre	04/09/24	05:34:09	SPEARWOOD	WA	6443	018624	ULP UNM	154.70	P	12.44	17.49	1.75	19.24	223679	227	5.5	8.5
	04/09/24	17:28:07	BIBRA LAKE	WA	7451	055175	ULP UNM	167.79	P	17.83	27.20	2.72	29.92	223852	173	10.3	17.3
	05/09/24	17:26:36	BIBRA LAKE	WA	7451	055286	ULP UNM	167.79	P	18.59	28.35	2.84	31.19	224056	204	9.1	15.3
	06/09/24	04:56:44	BIBRA LAKE	WA	7451	055292	ULP UNM	167.79	P	16.12	24.59	2.46	27.05	22481			
	06/09/24	17:32:50	BIBRA LAKE	WA	7451	055392	ULP UNM	167.79	P	17.36	26.48	2.65	29.13	224346			
	07/09/24	17:24:26	BIBRA LAKE	WA	7451	055423	ULP UNM	167.70	P	18.92	28.85	2.88	31.73	424544			
	08/09/24	05:07:40	SPEARWOOD	WA	6443	018720	ULP UNM	165.79	P	13.69	20.64	2.06	22.70	224724			
	08/09/24	17:18:02	BIBRA LAKE	WA	7451	055442	ULP UNM	167.70	P	17.70	26.98	2.70	29.68	224901	177	10.0	16.8
	09/09/24	05:46:38	SUCCESS	WA	5992	014689	ULP UNM	164.69	P	12.60	18.86	1.89	20.75	225257	356	3.5	5.8
	09/09/24	17:27:47	BIBRA LAKE	WA	7451	055540	ULP UNM	163.70	P	17.33	25.79	2.58	28.37	225213			
	10/09/24	05:40:36	BIBRA LAKE	WA	7451	055552	ULP UNM	163.70	P	15.30	22.77	2.28	25.05	225393	180	8.5	13.9
	10/09/24	17:03:28	BIBRA LAKE	WA	7451	055642	ULP UNM	153.70	P	17.45	24.38	2.44	26.82	225573	180	9.7	14.9
	11/09/24	17:21:47	BIBRA LAKE	WA	7451	055743	ULP UNM	166.69	P	18.22	27.61	2.76	30.37	225730	157	11.6	19.3
	12/09/24	05:05:44	SPEARWOOD	WA	6443	018862	ULP UNM	164.69	P	10.12	15.15	1.52	16.67	225835	105	9.6	15.9
	12/09/24	17:24:35	BIBRA LAKE	WA	7451	055855	ULP UNM	166.69	P	18.65	28.26	2.83	31.09	226023	188	9.9	16.5
	13/09/24	17:26:02	BIBRA LAKE	WA	7451	055949	ULP UNM	166.69	P	32.69	49.54	4.95	54.49	226363	340	9.6	16.0
	15/09/24	04:14:59	COCKBURN CENTRAL	WA	7395	004535	ULP UNM	163.70	P	40.29	59.95	6.00	65.95	226005			
							M/S			435.66	652.34	65.26	717.60				
							TOTAL	THIS PERIOD		435.66	652.34	65.26	717.60		3142	13.9	22.8
								YEAR TO DATE		4,317.21	6,919.51	691.96	7,611.47		30359	14.2	25.1
							M/S		435.66	652.34	65.26	717.60					
						TOTAL	THIS PERIOD		435.66	652.34	65.26	717.60		3142	13.9	22.8	
							YEAR TO DATE		4,317.21	6,919.51	691.96	7,611.47		30359	14.2	25.1	
7050 15405338 04565	12/09/24	05:40:02	BIBRA LAKE	WA	7451	055756	ULT DSL	170.90	P	43.07	66.92	6.69	73.61	368			
11FA295 5722	13/09/24	05:34:20	BIBRA LAKE	WA	7451	014177	ULT DSL	170.90	P	20.00	31.07	3.11	34.18	515	147	13.6	23.3
FORD RANGER WHITE	16/09/24	05:34:26	BIBRA LAKE	WA	7451	056015	ULT DSL	169.08	P	43.92	67.51	6.75	74.26	928	413	10.6	18.0
	16/09/24	17:28:15	BIBRA LAKE	WA	7451	056095	ULSD G10	166.90	P	14.07	21.35	2.13	23.48	1044	116	12.1	20.2
	17/09/24	17:24:12	BIBRA LAKE	WA	7451	056193	ULSD G10	166.90	P	17.04	25.85	2.59	28.44	1206	162	10.5	17.6
	18/09/24	05:01:16	BIBRA LAKE	WA	7451	056200	ULT DSL	169.08	P	14.02	21.55	2.15	23.70	1366	160	8.8	14.8
	21/09/24	07:20:56	BIBRA LAKE	WA	7451	056462	ULT DSL	168.90	P	34.17	52.46	5.25	57.71	821741			
	21/09/24	15:09:00	BIBRA LAKE	WA	7451	056496	ULT DSL	168.90	P	18.52	28.44	2.84	31.28	1865			
	23/09/24	06:44:35	COCKBURN CENTRAL	WA	7395	062875	ULT DSL	166.46	P	30.42	46.04	4.60	50.64	2243	378	8.0	13.4
	23/09/24	15:04:54	BIBRA LAKE	WA	7451	014359	ULT DSL	165.90	P	20.28	30.58	3.06	33.64	2387	144	14.1	23.4
	25/09/24	03:45:12	SPEARWOOD	WA	6443	019278	ULT DSL	164.46	P	25.00	37.38	3.74	41.12	2691	304	8.2	13.5
	25/09/24	17:51:59	BIBRA LAKE	WA	7451	056718	ULT DSL	165.90	P	16.37	24.69	2.47	27.16	2888	197	8.3	13.8
	26/09/24	16:34:05	SPEARWOOD	WA	6443	019321	ULT DSL	164.46	P	17.21	25.73	2.57	28.30	3029	141	12.2	20.1
	27/09/24	15:10:22	SUCCESS	WA	5992	015391	ULT DSL	164.46	P	9.44	14.12	1.41	15.53	3144	115	8.2	13.5
	28/09/24	17:40:20	BIBRA LAKE	WA	7451	056916	ULT DSL	165.90	P	19.11	28.82	2.88	31.70	3321	177	10.8	17.9
	29/09/24	05:15:07	COCKBURN CENTRAL	WA	7395	063215	ULT DSL	166.46	P	21.63	32.74	3.27	36.01	3588	267	8.1	13.5
	29/09/24	17:27:24	BIBRA LAKE	WA	7451	056935	ULT DSL	165.90	P	15.97	24.08	2.41	26.49	3760	172	9.3	15.4

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Period Starting: 01/09/2024

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Date: 30/09/2024

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km	
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)
Cost Centre			5722				DIESEL		380.24	579.33	57.92	637.25				
							TOTAL		380.24	579.33	57.92	637.25		2893	13.1	22.0
									380.24	579.33	57.92	637.25		2893	13.1	22.0
							TOTAL		380.24	579.33	57.92	637.25		2893	13.1	22.0
7050 15405338 04474 11BU371 5732 FORD RANGER WHITE							ULT DSL	177.90 P	18.54	29.98	3.00	32.98	39294	202	9.2	16.3
							ULT DSL	177.90 P	23.51	38.02	3.80	41.82	3951			
							ULT DSL	175.06	13.96	22.22	2.22	24.44	39698			
							ULT DSL	175.06	45.29	4.53	49.82	39890	192	14.8	25.9	
							ULT DSL	175.06	19.24	3.06	33.68	40170	280	6.9	12.0	
							ULT DSL	175.06	21.05	33.50	3.35	36.85	40376	206	10.2	17.9
							ULT DSL	174.90 P	19.36	30.78	3.08	33.86	40553	177	10.9	19.1
							ULT DSL	174.90 P	19.98	31.77	3.18	34.95	40757	204	9.8	17.1
							ULT DSL	174.90 P	18.38	29.23	2.92	32.15	40940	183	10.0	17.6
							ULT DSL	172.80	8.33	13.08	1.31	14.39	41009	69	12.1	20.9
							ULT DSL	172.80	20.51	32.22	3.22	35.44	41206	197	10.4	18.0
							ULT DSL	170.90 P	9.61	14.93	1.49	16.42	41318	112	8.6	14.7
							ULT DSL	170.90 P	11.38	17.68	1.77	19.45	41430	112	10.2	17.4
							ULT DSL	170.90 P	9.77	15.18	1.52	16.70	41541	111	8.8	15.0
							ULT DSL	170.90 P	19.06	29.61	2.96	32.57	41738	197	9.7	16.5
							ULT DSL	170.90 P	28.88	46.42	4.64	51.06	42097	359	8.3	14.2
							ULT DSL	169.08	12.20	18.75	1.88	20.63	42215	118	10.3	17.5
							ULT DSL	169.08	10.13	15.57	1.56	17.13	42338	123	8.2	13.9
							ULT DSL	167.08	12.93	19.64	1.96	21.60	42433	95	13.6	22.7
							ULT DSL	168.90 P	26.19	40.21	4.02	44.23	42709	276	9.5	16.0
							ULT DSL	165.90 P	25.39	38.29	3.83	42.12	42918	209	12.1	20.2
							ULT DSL	164.46	12.70	18.99	1.90	20.89	43065	147	8.6	14.2
							ULT DSL	165.90 P	9.02	13.60	1.36	14.96	43161	96	9.4	15.6
ULT DSL	165.90 P	10.14	15.29	1.53	16.82	43295	134	7.6	12.6							
ULT DSL	165.90 P	12.32	18.58	1.86	20.44	43430	135	9.1	15.1							
TOTAL	THIS PERIOD YEAR TO DATE						DIESEL		422.04	659.45	65.95	725.40				
								4,344.66	7,321.59	732.17	8,053.76		3934	10.7	18.4	

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CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
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BIBRA LAKE DC PRIVATE BOXES WA
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CITY OF COCKBURN

Account Number: 0050188034

Customer Number: 0115405338

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Period Starting: 01/09/2024

Period Ending: 30/09/2024

Date: 30/09/2024

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre			5732				DIESEL		422.04	659.45	65.95	725.40			
							TOTAL	THIS PERIOD	422.04	659.45	65.95	725.40		3934	10.7
7050 15405338 04334 1HWC304 5742 WHITE FORD RANGER							YEAR TO DATE		4,344.66	7,321.59	732.17	8,053.76		40483	10.7
							ULT DSL	174.90 P	38.77	61.65	6.16	67.81	96602	397	9.8
	07/09/24	05:46:30	BIBRA LAKE	WA	7451	055397	ULT DSL	173.06	23.16	36.44	3.64	40.08	96853	251	9.2
	08/09/24	05:04:52	SPEARWOOD	WA	6443	018719	ULT DSL	174.90 P	11.16	17.75	1.77	19.52	96977	124	9.0
	08/09/24	17:36:21	BIBRA LAKE	WA	7451	055444	ULT DSL	172.80	15.35	24.11	2.41	26.52	97154	177	8.7
	09/09/24	05:30:26	BIBRA LAKE	WA	7451	055449	ULT DSL	172.80	29.03	45.60	4.56	50.16	97440	286	10.2
	10/09/24	05:23:09	BIBRA LAKE	WA	7451	055549	ULT DSL	172.80	22.65	35.58	3.56	39.14	97730	290	7.8
	11/09/24	05:30:37	BIBRA LAKE	WA	7451	055655	ULT DSL	170.90 P	22.89	35.56	3.56	39.12	97397		
	11/09/24	17:36:00	BIBRA LAKE	WA	7451	055744	ULT DSL	170.90 P	40.77	63.35	6.33	69.68	98335	938	4.3
	15/09/24	16:41:46	BIBRA LAKE	WA	7451	056009	ULT DSL	167.08	29.37	44.61	4.46	49.07	98618	283	10.4
	17/09/24	04:56:37	SPEARWOOD	WA	6443	019023	ULT DSL	169.08	21.34	32.80	3.28	36.08	98836	218	9.8
	18/09/24	17:34:39	BIBRA LAKE	WA	7451	056297	ULT DSL	168.90 P	33.62	51.62	5.16	56.78	99205	369	9.1
	19/09/24	17:30:10	BIBRA LAKE	WA	7451	056365	ULT DSL	168.90 P	34.87	53.55	5.35	58.90	99588	383	9.1
	20/09/24	17:32:26	BIBRA LAKE	WA	7451	056452	ULT DSL	168.90 P	34.04	52.26	5.23	57.49	99936	348	9.8
	21/09/24	17:37:26	BIBRA LAKE	WA	7451	056501	ULT DSL	168.90 P	15.32	23.53	2.35	25.88	100088	152	10.1
	22/09/24	17:36:35	BIBRA LAKE	WA	7451	056520	ULT DSL	164.46	27.10	40.52	4.05	44.57	100352	264	10.3
	23/09/24	17:30:04	SPEARWOOD	WA	6443	019230	ULT DSL	165.90 P	35.57	53.65	5.36	59.01	100706	354	10.0
	25/09/24	16:22:07	BIBRA LAKE	WA	7451	056708	ULT DSL	165.90 P	21.29	32.11	3.21	35.32	100954	248	8.6
	26/09/24	05:29:33	BIBRA LAKE	WA	7451	056724	ULT DSL	165.90 P	23.39	35.27	3.53	38.80	101244	290	8.1
	27/09/24	05:37:37	BIBRA LAKE	WA	7451	056798	ULT DSL	164.46	21.75	32.52	3.25	35.77	1443		
	28/09/24	17:05:54	SPEARWOOD	WA	6443	019368	ULT DSL	164.46	13.62	20.36	2.04	22.40	101570		
	29/09/24	04:51:50	SPEARWOOD	WA	6443	019371	ULT DSL	165.90 P	15.20	22.93	2.29	25.22	101667	97	15.7
	29/09/24	15:04:46	BIBRA LAKE	WA	7451	056929	ULT DSL								
Cost Centre			5742				DIESEL		530.26	815.77	81.55	897.32			
							TOTAL	THIS PERIOD	530.26	815.77	81.55	897.32		5469	9.7
							YEAR TO DATE		6,040.16	10,212.40	1,021.14	11,233.54		56063	10.8
							DIESEL		530.26	815.77	81.55	897.32			
7050 15405338 04326 1HWC303 5752 WHITE FORD RANGER							TOTAL	THIS PERIOD	530.26	815.77	81.55	897.32		5469	9.7
							YEAR TO DATE		6,040.16	10,212.40	1,021.14	11,233.54		56063	10.8
	31/08/24	17:32:53	BIBRA LAKE	WA	7451	054846	ULT DSL	177.90 P	29.97	48.47	4.85	53.32	80086	307	9.8
	01/09/24	17:42:02	BIBRA LAKE	WA	7451	054859	ULT DSL	177.90 P	23.27	37.64	3.76	41.40	80321	235	9.9
	04/09/24	05:26:28	BIBRA LAKE	WA	7451	055088	ULT DSL	175.06	56.77	90.35	9.03	99.38	80890	569	10.0
	04/09/24	17:35:40	BIBRA LAKE	WA	7451	055176	ULT DSL	175.06	17.22	27.41	2.74	30.15	81085	195	8.8
	05/09/24	05:24:22	BIBRA LAKE	WA	7451	055188	ULT DSL	175.06	18.88	30.05	3.00	33.05	81289	204	9.3
	06/09/24	05:30:09	BIBRA LAKE	WA	7451	055295	ULT DSL	175.06	19.40	30.87	3.09	33.96	81523	234	8.3
	06/09/24	15:17:38	SPEARWOOD	WA	6443	018685	ULT DSL	173.06	18.75	29.50	2.95	32.45	81693	170	11.0
	07/09/24	17:36:34	BIBRA LAKE	WA	7451	055424	ULT DSL	174.90 P	18.21	28.95	2.90	31.85	81875	182	10.0

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6965

CITY OF COCKBURN

Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/09/2024 Period Ending: 30/09/2024

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Date: 30/09/2024

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km		
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)	
Cost Centre	09/09/24	04:53:18	BIBRA LAKE	WA	7451	055446	ULT DSL	172.80	26.11	41.02	4.10	45.12	82146	271	9.6	16.6	
	09/09/24	17:32:17	BIBRA LAKE	WA	7451	055541	ULT DSL	172.80	23.66	37.16	3.72	40.88	82392	246	9.6	16.6	
	10/09/24	17:18:59	BIBRA LAKE	WA	7451	055643	ULT DSL	172.80	23.52	36.95	3.69	40.64	82624	232	10.1	17.5	
	11/09/24	05:33:32	BIBRA LAKE	WA	7451	014142	ULT DSL	172.80	17.62	27.68	2.77	30.45	82809	185	9.5	16.5	
	12/09/24	17:03:30	SPEARWOOD	WA	6443	018896	ULT DSL	170.80	30.58	47.48	4.75	52.23	83067	258	11.9	20.2	
	16/09/24	16:38:23	COCKBURN CENTRAL	WA	7395	062484	ULT DSL	169.08	49.47	76.04	7.60	83.64	83564	497	10.0	16.8	
	19/09/24	21:21:14	SPEARWOOD	WA	6443	019135	ULT DSL	167.08	46.50	70.63	7.06	77.69	84023	459	10.1	16.9	
	22/09/24	02:52:20	SUCCESS	WA	5992	035739	ULT DSL	166.90 P	34.06	51.68	5.17	56.85	84409	386	8.8	14.7	
	22/09/24	15:05:28	BIBRA LAKE	WA	7451	056513	ULT DSL	168.90 P	25.48	39.13	3.91	43.04	84621	212	12.0	20.3	
	23/09/24	02:15:44	SPEARWOOD	WA	6443	019212	ULT DSL	164.46	10.22	15.28	1.53	16.81	84746	125	8.2	13.4	
	26/09/24	04:07:25	SPEARWOOD	WA	6443	019305	ULT DSL	164.46	34.12	51.02	5.10	56.12	85105	359	9.5	15.6	
	27/09/24	05:38:33	SPEARWOOD	WA	6443	019327	ULT DSL	164.46	11.66	17.44	1.74	19.18	85216	111	10.5	17.3	
	28/09/24	16:05:25	BIBRA LAKE	WA	7451	056912	ULT DSL	165.90 P	23.61	35.61	3.56	39.17	85475	259	9.1	15.1	
							DIESEL		559.08	870.36	87.02	957.38					
							TOTAL	THIS PERIOD	559.08	870.36	87.02	957.38		5696	9.8	16.8	
								YEAR TO DATE	5,306.70	8,935.23	893.57	9,828.80		46500	11.4	21.1	
								DIESEL		559.08	870.36	87.02	957.38				
							TOTAL	THIS PERIOD	559.08	870.36	87.02	957.38		5696	9.8	16.8	
								YEAR TO DATE	5,306.70	8,935.23	893.57	9,828.80		46500	11.4	21.1	
7050 15405338 04581 11CB466 5762 WHITE FORD RANGER	31/08/24	05:40:42	BIBRA LAKE	WA	7451	054803	ULT DSL	177.90 P	38.11	61.64	6.16	67.80	44430	389	9.8	17.4	
	01/09/24	17:34:40	BIBRA LAKE	WA	7451	054858	ULT DSL	177.90 P	36.78	59.48	5.95	65.43	44807	377	9.8	17.4	
	03/09/24	05:37:40	BIBRA LAKE	WA	7451	054963	ULT DSL	175.06	31.76	50.55	5.05	55.60	45137	330	9.6	16.8	
	04/09/24	04:49:57	BIBRA LAKE	WA	7451	055087	ULSD G10	172.90 P	21.82	34.30	3.43	37.73	45354	217	10.1	17.4	
	05/09/24	04:42:49	BIBRA LAKE	WA	7451	055184	ULT DSL	175.06	25.20	40.11	4.01	44.12	465679				
	05/09/24	17:34:32	BIBRA LAKE	WA	7451	055288	ULT DSL	175.06	22.00	35.01	3.50	38.51	45728				
	07/09/24	04:19:51	SPEARWOOD	WA	6443	018697	ULT DSL	173.06	42.13	66.28	6.63	72.91	46280	552	7.6	13.2	
	09/09/24	05:27:55	BIBRA LAKE	WA	7451	055448	ULT DSL	172.80	32.56	51.15	5.11	56.26	46411	131	24.9	42.9	
	12/09/24	04:06:27	COCKBURN CENTRAL	WA	7395	062208	ULT DSL	172.80	32.92	51.71	5.17	56.88	46950	539	6.1	10.6	
	13/09/24	05:42:06	BIBRA LAKE	WA	7451	014178	ULT DSL	170.90 P	21.88	33.99	3.40	37.39	47201	251	8.7	14.9	
	14/09/24	05:44:51	BIBRA LAKE	WA	7451	055955	ULT DSL	170.90 P	14.57	22.64	2.26	24.90	47359	158	9.2	15.8	
	15/09/24	05:09:58	SPEARWOOD	WA	6443	018962	ULT DSL	170.80	13.82	21.45	2.15	23.60	47500	141	9.8	16.7	
	16/09/24	05:30:14	BIBRA LAKE	WA	7451	056014	ULT DSL	169.08	15.02	23.09	2.31	25.40	47691	191	7.9	13.3	
	17/09/24	16:57:45	BIBRA LAKE	WA	7451	056190	ULT DSL	169.08	23.67	36.38	3.64	40.02	47194				
	21/09/24	16:22:33	BIBRA LAKE	WA	7451	056500	ULT DSL	168.90 P	34.10	52.35	5.24	57.59	48308	1114	3.1	5.2	
	22/09/24	16:10:31	SPEARWOOD	WA	6443	019203	ULT DSL	167.08	19.70	29.92	2.99	32.91	48475	167	11.8	19.7	
	24/09/24	13:28:51	BIBRA LAKE	WA	7451	056609	ULT DSL	165.90 P	14.00	21.12	2.11	23.23	48664	189	7.4	12.3	

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Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/09/2024 Period Ending: 30/09/2024

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Date: 30/09/2024

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre 7050 15405338 03807 1HFK120 5971 WHITE FORD RANGER UTILITY	05/09/24 26/09/24	11:09:14 15:16:30	BIBRA LAKE SPEARWOOD	WA 7451 6443	055236 019319		DIESEL		440.04	691.17	69.11	760.28			
							TOTAL		440.04	691.17	69.11	760.28		4746	9.3
							YEAR TO DATE		2,315.32	3,792.16	379.19	4,171.35		23476	17.8
							DIESEL		440.04	691.17	69.11	760.28			
							TOTAL		440.04	691.17	69.11	760.28		4746	9.3
							YEAR TO DATE		4,356.62	7,326.80	732.67	8,059.47		42587	18.9
Cost Centre 7050 15405338 04524 11DY275 6531 MINOR PLANT - MITSUB TRITON	18/09/24	07:40:08	PARMELIA	WA 6178	030058		ULT DSL	175.06	70.21	111.74	11.17	122.91	44825	776	9.0
							ULT DSL	164.46	70.62	105.58	10.56	116.14	45570	745	9.5
							DIESEL		140.83	217.32	21.73	239.05			
							TOTAL		140.83	217.32	21.73	239.05		1521	9.3
							YEAR TO DATE		687.64	1,134.54	113.46	1,248.00		6079	20.5
							DIESEL		140.83	217.32	21.73	239.05			
Cost Centre 7050 15405338 04136 1GGP946 6911 SILVER HYUNDAI I30 HATCH	09/09/24	11:57:00	BIBRA LAKE	WA 7451	055499		ULP UNM	159.42	31.20	45.22	4.52	49.74	0		
							M/S		31.20	45.22	4.52	49.74			
							TOTAL		31.20	45.22	4.52	49.74			
							YEAR TO DATE		31.20	45.22	4.52	49.74			
							M/S		31.20	45.22	4.52	49.74			
							TOTAL		31.20	45.22	4.52	49.74			
							YEAR TO DATE		31.20	45.22	4.52	49.74			
							ULP UNM	163.70 P	41.20	61.31	6.13	67.44	54313	489	8.4

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Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/09/2024 Period Ending: 30/09/2024

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Date: 30/09/2024

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre 7050 15405338 04441 1IAN776 6931 WHITE FORD RANGER	18/09/24	07:46:20	BIBRA LAKE WA	7451	056227		M/S		41.20	61.31	6.13	67.44			
							TOTAL		41.20	61.31	6.13	67.44		489	8.4
							YEAR TO DATE		494.97	801.12	80.11	881.23		4245	20.8
							M/S		41.20	61.31	6.13	67.44			
							TOTAL		41.20	61.31	6.13	67.44		489	8.4
							YEAR TO DATE		494.97	801.12	80.11	881.23		4245	20.8
Cost Centre 7050 15405338 04433 1IAN778 6941 WHITE FORD RANGER	24/09/24	12:28:27	BIBRA LAKE WA	7451	056596		ULT DSL	169.08	68.45	105.21	10.52	115.73	9140		
							DIESEL		68.45	105.21	10.52	115.73			
							TOTAL		68.45	105.21	10.52	115.73			
							THIS PERIOD		887.43	1,482.15	148.21	1,630.36		6162	14.4
							YEAR TO DATE		887.43	1,482.15	148.21	1,630.36		6162	14.4
							DIESEL		68.45	105.21	10.52	115.73			
Cost Centre 7050 90000763 26726 1IHH592 6961 WHITE FORD RANGER	04/09/24 27/09/24	13:54:21 10:23:57	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	055154 056836	ULT DSL	165.90 P	73.57	110.95	11.10	122.05	10702	777	9.5
							DIESEL		73.57	110.95	11.10	122.05			
							TOTAL		73.57	110.95	11.10	122.05			
							THIS PERIOD		881.78	1,479.20	147.91	1,627.11		9299	9.5
							YEAR TO DATE		881.78	1,479.20	147.91	1,627.11		9299	9.5
							DIESEL		73.57	110.95	11.10	122.05			
							ULT DSL	175.06	69.86	111.18	11.12	122.30	1019	662	10.6
							ULT DSL	165.90 P	61.98	93.47	9.35	102.82	1599	580	10.7

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Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/09/2024 Period Ending: 30/09/2024

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Date: 30/09/2024

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre 7050 15405338 04615 1JHH589 6961 WHITE FORD RANGER UTE	02/09/24 16/09/24	09:44:25 09:04:35	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	054997 014210	DIESEL		131.84	204.65	20.47	225.12			
							TOTAL		131.84	204.65	20.47	225.12		1242	10.6
							YEAR TO DATE		194.39	306.38	30.64	337.02		1242	15.7
							DIESEL		131.84	204.65	20.47	225.12			
							TOTAL		131.84	204.65	20.47	225.12		1242	10.6
							YEAR TO DATE		194.39	306.38	30.64	337.02		1242	15.7
							ULT DSL	175.06	70.19	111.71	11.17	122.88	1909	780	9.0
							ULT DSL	169.08	68.66	105.54	10.55	116.09	2653	744	9.2
							DIESEL		138.85	217.25	21.72	238.97			
							TOTAL		138.85	217.25	21.72	238.97		1524	9.1
Cost Centre 7050 15405338 00787 1DMM606 7602 WHITE IZUZU TRUCK	12/09/24 19/09/24 25/09/24 25/09/24 26/09/24	18:40:21 20:10:31 19:11:23 22:31:32 13:51:09	SUCCESS PIARA WATERS COCKBURN CENTRAL COCKBURN CENTRAL SUCCESS	WA WA WA WA WA	5992 1110 7395 7395 5992	035441 017391 004791 004793 015346	DIESEL		138.85	217.25	21.72	238.97			
							TOTAL		138.85	217.25	21.72	238.97		1524	9.1
							YEAR TO DATE		265.25	423.61	42.36	465.97		1524	30.6
							DIESEL		138.85	217.25	21.72	238.97			
							TOTAL		138.85	217.25	21.72	238.97		1524	9.1
							YEAR TO DATE		265.25	423.61	42.36	465.97		1524	30.6
							ULT DSL	170.80	27.12	42.11	4.21	46.32	57689	41	66.1
							ULT DSL	169.08	31.43	48.31	4.83	53.14	57715	26	120.9
							ULSD G10	165.46	49.41	74.33	7.43	81.76	57778	63	78.4
							ULSD G10	165.46	8.70	13.09	1.31	14.40	57804	26	33.5
Cost Centre 7050 15405338 03757 1HDS430 7922 WHITE FORD RANGER UTILITY	05/09/24 25/09/24	14:27:24 10:38:13	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	055262 056672	ULT DSL	175.06	61.00	97.08	9.71	106.79	71492	659	9.3
							ULT DSL	165.90	63.82	96.25	9.63	105.88	72179	687	9.3
							DIESEL		140.92	214.11	21.41	235.52			
							TOTAL		140.92	214.11	21.41	235.52		188	75.0
							YEAR TO DATE		1,751.39	2,992.06	299.22	3,291.28		1254	139.7
							DIESEL		140.92	214.11	21.41	235.52			
							TOTAL		140.92	214.11	21.41	235.52		188	75.0
							YEAR TO DATE		1,751.39	2,992.06	299.22	3,291.28		1254	139.7
							ULT DSL	175.06	61.00	97.08	9.71	106.79	71492	659	9.3
							ULT DSL	165.90	63.82	96.25	9.63	105.88	72179	687	9.3

BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/09/2024 Period Ending: 30/09/2024

Page: 33 of 35
Date: 30/09/2024

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre 7050 15405338 02692 1GJT235 7951 WHITE HYUNDAI I30 HATCH	09/09/24	12:41:37	BIBRA LAKE WA	7451	014112		DIESEL		124.82	193.33	19.34	212.67			
							TOTAL		124.82	193.33	19.34	212.67		1346	9.3
							YEAR TO DATE		1,120.53	1,889.84	189.00	2,078.84		12058	17.2
							DIESEL		124.82	193.33	19.34	212.67			
							TOTAL		124.82	193.33	19.34	212.67		1346	9.3
							YEAR TO DATE		1,120.53	1,889.84	189.00	2,078.84		12058	17.2
Cost Centre 7050 15405338 04243 1HTF631 7952 WHITE FORD RANGER UTILITY	11/09/24	08:33:59	BIBRA LAKE WA	7451	055687		ULT DSL	172.80	44.18	69.40	6.94	76.34	102680	710	6.2
							DIESEL		44.18	69.40	6.94	76.34			
							TOTAL		44.18	69.40	6.94	76.34		710	6.2
							YEAR TO DATE		525.94	886.86	88.69	975.55		6806	14.3
							DIESEL		44.18	69.40	6.94	76.34			
							TOTAL		44.18	69.40	6.94	76.34		710	6.2
Cost Centre 7050 15405338 02601 1GIR690 7961 WHITE MITSUBISHI TRITON UTE	05/09/24	08:37:10	ATTADALE WA	6188	032942		ULSD G10	167.90 P	59.19	90.35	9.03	99.38	1595		
							DIESEL		59.19	90.35	9.03	99.38			
							TOTAL		59.19	90.35	9.03	99.38			
							YEAR TO DATE		647.26	1,071.62	107.15	1,178.77		4617	25.5
							DIESEL		59.19	90.35	9.03	99.38			
							TOTAL		59.19	90.35	9.03	99.38		4617	25.5

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CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/09/2024 Period Ending: 30/09/2024

Page: 34 of 35
Date: 30/09/2024

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre 7050 15405338 02635 1GJF670 7981 WHITE HYUNDAI I30 HATCH	06/09/24	12:25:26	SUCCESS	WA	5992	014621	DIESEL		44.08	70.09	7.01	77.10			
							TOTAL		44.08	70.09	7.01	77.10		470	9.4
							YEAR TO DATE		497.33	836.48	83.64	920.12		4206	11.8
							DIESEL		44.08	70.09	7.01	77.10			
							TOTAL		44.08	70.09	7.01	77.10		470	9.4
							YEAR TO DATE		497.33	836.48	83.64	920.12		4206	11.8
Cost Centre 7050 15405338 04540 HIRE 82096200 WASTE EDUCATION	04/09/24 11/09/24 18/09/24	14:22:25 14:01:13 14:04:20	BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA	7451 7451 7451	014065 055714 014274	ULT DSL	172.90 P	38.91	61.16	6.12	67.28	59104		
							DIESEL		38.91	61.16	6.12	67.28			
							TOTAL		38.91	61.16	6.12	67.28			
							YEAR TO DATE		285.55	480.71	48.08	528.79		3913	7.3
							DIESEL		38.91	61.16	6.12	67.28			
							TOTAL		38.91	61.16	6.12	67.28		3913	7.3
Cost Centre 7050 15405338 02593 OTHER Other OTHER	04/09/24 11/09/24 18/09/24	14:22:25 14:01:13 14:04:20	BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA	7451 7451 7451	014065 055714 014274	ULSD G10	172.90 P	14.20	22.32	2.23	24.55	51897		
							ULSD G10	167.90 P	7.31	11.15	1.12	12.27	81366		
							ULT DSL	169.08	8.66	13.31	1.33	14.64	77956		
							DIESEL		30.17	46.78	4.68	51.46			
							TOTAL		30.17	46.78	4.68	51.46			
							YEAR TO DATE		174.97	289.83	28.99	318.82		3540	4.9
Cost Centre 7050 15405338 02593 OTHER Other OTHER	06/09/24 25/09/24	13:58:18 17:21:06	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	055367 056715	DIESEL		30.17	46.78	4.68	51.46			
							TOTAL		30.17	46.78	4.68	51.46			
							YEAR TO DATE		174.97	289.83	28.99	318.82		3540	4.9
							ULT DSL	174.90 P	57.09	90.77	9.08	99.85	557		
							ULSD G10	162.90 P	25.62	37.94	3.79	41.73	777		

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CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/09/2024 Period Ending: 30/09/2024

Page: 35 of 35
Date: 30/09/2024

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre			Other				DIESEL		82.71	128.71	12.87	141.58			
							TOTAL		82.71	128.71	12.87	141.58			
							THIS PERIOD		82.71	128.71	12.87	141.58			
							YEAR TO DATE		676.99	1,145.40	114.52	1,259.92	2373	28.5	53.1
CUSTOMER TOTAL							DIESEL		82.71	128.71	12.87	141.58			
							TOTAL		82.71	128.71	12.87	141.58			
							THIS PERIOD		82.71	128.71	12.87	141.58			
							YEAR TO DATE		676.99	1,145.40	114.52	1,259.92	2373	28.5	53.1
							DIESEL		11540.25	17790.32	1778.96	19569.28			
							M/S		1521.37	2272.11	227.22	2499.33			
							GRAND TOTAL		13,061.62	20,062.43	2,006.18	22,068.61	108747	12.0	20.3
							THIS PERIOD		135,796.16	226,831.49	22,682.99	249,514.48	1097329	12.4	22.7
							YEAR TO DATE								

City of Cockburn
Credit Card Transactions Report

Transactions Post Date Between 31-Jul-2024 and 29-Aug-2024

Date	Service Provider	Card Liability	Description
CEO		465.95	
7/08/2024	CPP Convention Centre	25.24	Parking Expenses
8/08/2024	CITY OF PERTH	14.81	Parking Expenses
8/08/2024	Subway Spearwood 19850	56.00	Meeting/Workshop Catering
12/08/2024	Coogee Common	86.30	Meeting/Workshop Catering
12/08/2024	Coogee Common	86.30	Meeting/Workshop Catering
12/08/2024	Coogee Common	86.30	Meeting/Workshop Catering
15/08/2024	Rumbles Cafe	55.50	Meeting/Workshop Catering
15/08/2024	Rumbles Cafe	55.50	Meeting/Workshop Catering
Director Community and Place		753.00	
14/08/2024	WANEWSDTI	28.00	Subscriptions and Memberships
28/08/2024	COMPANY DIRECTOR	725.00	Subscriptions and Memberships
Waste Collection Supervisor		628.00	
9/08/2024	SYNERGY BUSINESS SYS	628.00	Supplies and Materials Purchases
Library Technology Coordinator		1,690.45	
8/08/2024	Windcave	398.32	Subscriptions and Memberships
23/08/2024	CAMPSITE.BIO	10.40	Subscriptions and Memberships
14/08/2024	DREAMITHOS* DREAMIT HO	234.70	Subscriptions and Memberships

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 31-Jul-2024 and 29-Aug-2024

5/08/2024	Intuit Mailchimp	635.60	Subscriptions and Memberships
6/08/2024	BIG W 0455	43.40	Supplies and Materials Purchases
22/08/2024	THREEWORLDS	208.65	Supplies and Materials Purchases
23/08/2024	INTNL TRANSACTION FEE	0.26	Subscriptions and Memberships
16/08/2024	Google One	124.99	Subscriptions and Memberships
16/08/2024	INTNL TRANSACTION FEE	0.83	Subscriptions and Memberships
16/08/2024	OPENAI *CHATGPT SUBSCR	33.30	Subscriptions and Memberships

Senior Library Manager

1,998.63

1/08/2024	FACEBK *G4N3H7QHE2	69.71	Advertising
29/08/2024	AMAZON AU MARKETPLACE	489.68	Supplies and Materials Purchases
26/08/2024	YELLOW RAVEN CAFE	3.50	Supplies and Materials Purchases
26/08/2024	COCKBURN ICE ARENA P	100.00	Program Costs
26/08/2024	CRICUT	139.99	Subscriptions and Memberships
23/08/2024	APR*partyrama	109.99	Supplies and Materials Purchases
12/08/2024	MYO*GREEN WORLD INDOOR	362.10	Hire of Equipment and Facilities
26/08/2024	COCKBURN ICE ARENA P	100.00	Program Costs
26/08/2024	COCKBURN ICE ARENA P	100.00	Program Costs
29/08/2024	AMAZON AU MARKETPLACE	136.14	Supplies and Materials Purchases
29/08/2024	AMAZON AU RETAIL	387.52	Supplies and Materials Purchases

Organisational Development Coordinator

3,806.00

8/08/2024	307Pin* Australian Tra	500.00	Training & Professional Development
23/08/2024	Test and Tag Training	495.00	Training & Professional Development
29/08/2024	MYO*Web and Rank Austr	550.00	Training & Professional Development
6/08/2024	ST JOHN AMBULANCE AUST	65.00	Training & Professional Development
23/08/2024	ST JOHN AMBULANCE AUST	170.00	Training & Professional Development
2/08/2024	ST JOHN AMBULANCE AUST	89.00	Training & Professional Development

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 31-Jul-2024 and 29-Aug-2024

23/08/2024	Test and Tag Training	495.00	Training & Professional Development
16/08/2024	RLSSWA	315.00	Training & Professional Development
22/08/2024	AUSTRALIAN INSTITUTE	132.00	Advertising
8/08/2024	NEXACU	825.00	Training & Professional Development
29/08/2024	ST JOHN AMBULANCE AUST	170.00	Training & Professional Development

Waste Services Coordinator

103.87

6/08/2024	DMIRS EAST PERTH	44.00	Training & Professional Development
27/08/2024	OFFICEWORKS 0620OFFICE	59.87	Office Supplies

Parks Operations Coordinator

1,029.12

28/08/2024	SEC*CITY OF COCKBURN	310.00	Application, Licence, Registration Fees
28/08/2024	SPORTS TURF ASSC. WA	280.50	Application, Licence, Registration Fees
9/08/2024	EZI*Irrigation AUS	30.00	Conferences and Seminars
14/08/2024	EZI*Irrigation AUS	-	Conferences and Seminars
14/08/2024	SEC*CITY OF COCKBURN	45.00	Application, Licence, Registration Fees
14/08/2024	SEC*CITY OF COCKBURN	45.00	Application, Licence, Registration Fees
14/08/2024	SEC*CITY OF COCKBURN	45.00	Application, Licence, Registration Fees
9/08/2024	EZI*Irrigation AUS	75.00	Training & Professional Development
12/08/2024	DIRECTCOMMSUPPLIES	213.62	Supplies and Materials Purchases

Reconciliation Lead

900.65

21/08/2024	CANPRINT COMMUNICATION	36.36	Professional Services
8/08/2024	BIG W 0455	22.95	Supplies and Materials Purchases
9/08/2024	FOURTH WALL EVENTS	841.34	Conferences and Seminars

MANAGER LIBRARIES AND ACTIVATION - COOLB

974.71

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 31-Jul-2024 and 29-Aug-2024

20/08/2024	COLES 0391COLES 0391	10.50	Office Supplies
20/08/2024	KMART 1024KMART 1024	36.75	Equipment Purchases
13/08/2024	CLARK RUBBER FRANCHISI	430.44	Equipment Purchases
12/08/2024	AMAZON AU MARKETPLACE	116.28	Equipment Purchases
12/08/2024	AUSTIN PC PTY LTD AT	167.00	Equipment Purchases
12/08/2024	BUNNINGS 317000	79.94	Hire of Equipment and Facilities
12/08/2024	BUNNINGS 453000	119.91	Equipment Purchases
12/08/2024	CLARK RUBBER FRANCHISI	13.89	Equipment Purchases

Head of Information & Technology

904.39

28/08/2024	ZETTAGRID PTY LTD	904.39	Supplies and Materials Purchases
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Communications and Marketing Manager

8,268.22

19/08/2024	FACEBK *WEXTS8LMT2	1,250.00	Advertising
31/07/2024	FACEBK *PLAFY74NT2	1,250.00	Advertising
2/08/2024	FACEBK *JFDRQ6CMT2	227.14	Advertising
2/08/2024	Google ADS5683592141	34.44	Advertising
14/08/2024	Best Case Scenario Pt	335.45	Training & Professional Development
31/07/2024	Google ADS5683592141	1,000.00	Advertising
26/08/2024	NETREGISTRY	11.91	Subscriptions and Memberships
20/08/2024	MAILSND.COM* VISION6	3,983.10	Subscriptions and Memberships
19/08/2024	FIGMA MONTHLY RENEWAL	83.26	Subscriptions and Memberships
19/08/2024	INTNL TRANSACTION FEE	2.08	Bank and Other Fees
26/08/2024	INTNL TRANSACTION FEE	0.04	Bank and Other Fees
26/08/2024	NETREGISTRY	11.91	Subscriptions and Memberships
26/08/2024	NETREGISTRY	11.91	Subscriptions and Memberships
27/08/2024	BITLY.COM	52.28	Subscriptions and Memberships
27/08/2024	INTNL TRANSACTION FEE	1.31	Bank and Other Fees

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 31-Jul-2024 and 29-Aug-2024

26/08/2024	LNK.BIO	1.48	Subscriptions and Memberships
26/08/2024	NETREGISTRY	11.91	Subscriptions and Memberships

Fire and Emergency Management Manager

351.73

	OFFICEWORKS	144.90	Equipment Purchases
	BEACON EQUIPMENT	45.00	Equipment Purchases
12/08/2024	JB HI-FI ONLINE	55.94	Supplies and Materials Purchases
12/08/2024	JB HI-FI ONLINE	105.89	Supplies and Materials Purchases

Acting Director Corporate and System Ser

- 6.00

21/08/2024	MISCELLANEOUS CREDIT	- 3.00	Travel and Accommodation
21/08/2024	MISCELLANEOUS CREDIT	- 3.00	Travel and Accommodation

Art and Culture Coordinator

36.95

12/08/2024	OFFICEWORKS 0614OFFIC	36.95	Supplies and Materials Purchases
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City Facilities Coordinator

857.04

22/08/2024	LOTUS COMMERCIAL PTY L	53.43	Professional Services
7/08/2024	BP BIBRA LAKE 7451	136.58	Supplies and Materials Purchases
15/08/2024	OFFICEWORKS	74.94	Office Supplies
7/08/2024	PARKER BLACK FORREST	276.09	Supplies and Materials Purchases
7/08/2024	SHERIDANS TRADE SALES	198.00	Supplies and Materials Purchases
2/08/2024	BIG W 0455	118.00	Equipment Purchases

Cockburn ARC Manager

78.48

19/08/2024	CPP Convention Centre	50.48	Conferences and Seminars
15/08/2024	BIG W 0455	28.00	Equipment Purchases

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 31-Jul-2024 and 29-Aug-2024

Customer Experience Coordinator - ARC

2,468.27

28/08/2024	INTNL TRANSACTION FEE	5.86	Bank and Other Fees
14/08/2024	FACEBK *XHAA4AUC52	200.00	Advertising
19/08/2024	FACEBK *FMLZD6LC52	200.00	Advertising
7/08/2024	INTNL TRANSACTION FEE	4.51	Bank and Other Fees
28/08/2024	QUICKTAPSURVEY	234.50	Subscriptions and Memberships
7/08/2024	OUTGROW	180.58	Subscriptions and Memberships
6/08/2024	INTNL TRANSACTION FEE	13.76	Bank and Other Fees
9/08/2024	WOOLWORTHS 4394	145.87	Program Costs
12/08/2024	iStock.com	93.50	Subscriptions and Memberships
6/08/2024	KEEPME LTD	550.59	Subscriptions and Memberships
1/08/2024	WOOLWORTHS 4394	201.10	Program Costs
1/08/2024	COLES 0490COLES 0490	352.40	Program Costs
2/08/2024	Google ADS7377651407	186.79	Advertising
1/08/2024	FACEBK *GT23S5GD52	55.82	Advertising
5/08/2024	NAAVI PTY LTD	25.00	Subscriptions and Memberships
5/08/2024	Canva* 04231-10920435	17.99	Subscriptions and Memberships

Civil Infrastructure Manager

188.00

29/08/2024	REDIMED PTY LTD	188.00	Professional Services
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Fleet Manager

528.65

31/07/2024	DEPARTMENT OF TRANSPOR	528.65	Motor Vehicle Expenses
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Seniors and Childcare Manager

1,968.50

29/08/2024	POST SUCCESS LPO	87.00	Program Costs
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City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 31-Jul-2024 and 29-Aug-2024

22/08/2024	RUSSELL KENNEDY PTY	1,722.60	Subscriptions and Memberships
26/08/2024	Woolworths Online	158.90	Program Costs

Manager Advocacy and Engagement

2,597.84

28/08/2024	CITY OF PERTH	2.02	Parking Expenses
20/08/2024	OFFICEWORKS 0620OFFICE	252.00	Supplies and Materials Purchases
28/08/2024	CITY OF PERTH	15.14	Parking Expenses
27/08/2024	QANTAS	1,315.08	Travel and Accommodation
27/08/2024	WOTIF	815.00	Travel and Accommodation
19/08/2024	CITY OF FREMANTLE	6.80	Parking Expenses
19/08/2024	EB *Unleash the Power	105.49	Conferences and Seminars
16/08/2024	WILSON PARKING P187	9.11	Parking Expenses
13/08/2024	WANEWSDTI	28.00	Subscriptions and Memberships
2/08/2024	CPP Convention Centre	21.20	Parking Expenses
14/08/2024	WANEWSDTI	28.00	Subscriptions and Memberships

Adult Services Coordinator

350.03

26/08/2024	FARMER JACKS SPEARWO	15.28	Meeting/Workshop Catering
14/08/2024	YARDGAMES	291.66	Supplies and Materials Purchases
21/08/2024	OFFICEWORKS	14.94	Supplies and Materials Purchases
21/08/2024	WOOLWORTHS 4367	5.90	Meeting/Workshop Catering
15/08/2024	COLES 0490COLES 0490	22.25	Meeting/Workshop Catering

Senior Home Care Package Coordinator

3,925.53

13/08/2024	CERTIFICATION PARTNER	3,619.28	Professional Services
19/08/2024	TABTIMER PTY LTD	62.95	Equipment Purchases
9/08/2024	DEMENTIASHOP	188.35	Equipment Purchases
8/08/2024	CHEMISTWAREHOUSE ONLIN	49.95	Supplies and Materials Purchases

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 31-Jul-2024 and 29-Aug-2024

31/07/2024	GREGS CHMST STH FRMTL	5.00	Supplies and Materials Purchases
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Youth Services Manager

1,364.56

21/08/2024	Canva* 04249-16846919	39.98	Subscriptions and Memberships
15/08/2024	Dominos Estore Success	77.60	Meeting/Workshop Catering
15/08/2024	Tickets*WA Youth A	142.98	Conferences and Seminars
12/08/2024	POWERPLAY IE PTY LTD	1,104.00	Program Costs

COMMUNITY DEVELOPMENT MANAGER

347.85

28/08/2024	UBER *TRIP	15.31	Travel and Accommodation
31/07/2024	UBER *TRIP	28.21	Travel and Accommodation
1/08/2024	UBER *TRIP	-	Travel and Accommodation
19/08/2024	UBER *TRIP	24.28	Travel and Accommodation
28/08/2024	UBER *TRIP	14.28	Travel and Accommodation
14/08/2024	UBER *TRIP	14.78	Travel and Accommodation
16/08/2024	BELLISSIMO-FISH-AN	86.34	Travel and Accommodation
14/08/2024	UBER *TRIP	14.57	Travel and Accommodation
31/07/2024	UBER *TRIP	15.26	Travel and Accommodation
31/07/2024	UBER *TRIP	13.03	Travel and Accommodation
31/07/2024	WAIS CHINESE TAKEAWAY	150.00	Meeting/Workshop Catering

Library Technician

200.36

28/08/2024	DYMOCKS ONLINE	59.47	Supplies and Materials Purchases
7/08/2024	DYMOCKS ONLINE	63.98	Supplies and Materials Purchases
1/08/2024	BOFFINS BOOKSHOP PTY L	76.91	Supplies and Materials Purchases

Collection Development Librarian

880.36

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 31-Jul-2024 and 29-Aug-2024

9/08/2024	PHONICS AUSTRALIA	318.15	Supplies and Materials Purchases
5/08/2024	BEAUFORT ST BOOKS	30.00	Supplies and Materials Purchases
5/08/2024	BOLINDA PUBLISHING	404.76	Supplies and Materials Purchases
5/08/2024	DYMOCKS ONLINE	127.45	Supplies and Materials Purchases

Health Promotion Officer

178.75

26/08/2024	BIG W 0455	21.25	Supplies and Materials Purchases
2/08/2024	Tickets*Implementi	62.51	Training & Professional Development
26/08/2024	JB HI-FI ONLINE	94.99	Supplies and Materials Purchases

Head of Sustainability and Environmen

17.00

23/08/2024	MED*ALDI Mobile	17.00	Supplies and Materials Purchases
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Chief of Built and Natural Environment

8,795.25

28/08/2024	CITY OF PERTH	15.14	Parking Expenses
26/08/2024	EB *Urban Design Forum	15.00	Events and Functions
28/08/2024	PLANNING INSTITUTE OF	50.00	Events and Functions
12/08/2024	DWER - WATER	8,704.00	Application, Licence, Registration Fees
21/08/2024	CPP His Majestys	11.11	Parking Expenses

CHILDREN'S DEVELOPMENT OFFICER

199.58

15/08/2024	SPACETOCO VENUE HIRE	171.00	Hire of Equipment and Facilities
27/08/2024	WOOLWORTHS 4367	28.58	Meeting/Workshop Catering

YOUNG PEOPLES SERVICES COORDINATOR

1,903.96

23/08/2024	DYMOCKS ONLINE	50.00	Supplies and Materials Purchases
20/08/2024	SP CBCA MERCHANDISE	32.80	Supplies and Materials Purchases

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 31-Jul-2024 and 29-Aug-2024

20/08/2024	AMAZON AU RETAIL	61.31	Supplies and Materials Purchases
26/08/2024	NEW HAWKEYE BOOKS	82.85	Supplies and Materials Purchases
14/08/2024	WWW.GAMESWORLD.COM.AU	89.98	Supplies and Materials Purchases
29/08/2024	YELLOW RAVEN CAFE	7.00	Supplies and Materials Purchases
15/08/2024	DYMOCKS ONLINE	267.87	Supplies and Materials Purchases
13/08/2024	AMAZON AU MARKETPLACE	26.40	Supplies and Materials Purchases
1/08/2024	DYMOCKS ONLINE	1,008.92	Supplies and Materials Purchases
9/08/2024	DYMOCKS ONLINE	214.89	Supplies and Materials Purchases
7/08/2024	YELLOW RAVEN CAFE	7.00	Supplies and Materials Purchases
8/08/2024	DYMOCKS ONLINE	- 958.94	Supplies and Materials Purchases
15/08/2024	RAVENSBURGER ANZ	54.94	Supplies and Materials Purchases
31/07/2024	DYMOCKS ONLINE	958.94	Supplies and Materials Purchases

Events Coordinator

405.00

28/08/2024	SQ *MR PAELLA PERTH	206.00	Events and Functions
27/08/2024	A JS COSTUME HIRE	199.00	Hire of Equipment and Facilities

Head of Property and Assets

160.00

27/08/2024	AUR-7095 JOSEPH SARACENI	160.00	Conferences and Seminars
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Ranger Services Manager

1,130.33

2/08/2024	THE HAPPY PET PLACE PT	285.70	Supplies and Materials Purchases
19/08/2024	CHALLENGE CHEMICALS	87.45	Supplies and Materials Purchases
19/08/2024	THE HAPPY PET PLACE PT	339.62	Supplies and Materials Purchases
21/08/2024	BUNNINGS 454000	76.06	Supplies and Materials Purchases
13/08/2024	KMART	188.25	Office Supplies
26/08/2024	AUSTRALIANGEAR	137.85	Equipment Purchase
29/08/2024	Lucid Software Inc.	15.40	Subscriptions and Memberships

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 31-Jul-2024 and 29-Aug-2024

Seniors Centre Coordinator

3,795.13

19/08/2024	THE WORKWEAR GROUP	475.55	Supplies and Materials Purchases
21/08/2024	OFFICEWORKS	544.28	Office Supplies
15/08/2024	PERSONAL BUYING SERVIC	2,094.00	Supplies and Materials Purchases
28/08/2024	BUNNINGS 323000	103.00	Events and Functions
23/08/2024	GUILDFORD	563.13	Events and Functions
29/08/2024	INTNL TRANSACTION FEE	0.37	Bank and Other Fees
	SKYWAY LAUNDROMAT	14.80	Disputed

Parking Operations Manager

1,930.15

31/07/2024	PUBLIC TRANSPORT AUTHO MR JAMES WILLIAMS	5.20	Travel and Accommodation
21/08/2024	Griffith University MR JAMES WILLIAMS	1,914.00	Training & Professional Development
15/08/2024	BP BIBRA LAKE 7451 MR JAMES WILLIAMS	10.95	Office Supplies

Young Peoples Services Librarian

438.80

13/08/2024	DYMOCKS ONLINE	352.80	Supplies and Materials Purchases
16/08/2024	TARGET 5076TARGET 5076	86.00	Supplies and Materials Purchases

Health, Fitness and Wellbeing Coordinato

560.36

1/08/2024	Mitre 10 MR KYLE BEATTIE	288.00	Equipment Purchases
20/08/2024	WOOLWORTHS 4394 MR KYLE BEATTIE	13.00	Supplies and Materials Purchases
31/07/2024	LED SIGNS PTY LTD MR KYLE BEATTIE	165.00	Equipment Purchases
9/08/2024	JESSON FLOWERS MR KYLE BEATTIE	86.00	Supplies and Materials Purchases
21/08/2024	PLINEPH GATEWAYS MR KYLE BEATTIE	8.36	Supplies and Materials Purchases

Adult Services Coordinator

3,919.27

City of Cockburn**Credit Card Transactions Report**

Transactions Post Date Between 31-Jul-2024 and 29-Aug-2024

15/08/2024	SPACETOCO VENUE HIRE	209.00	Hire of Equipment and Facilities
15/08/2024	STH METROPOLITAN TAFE	725.00	Events and Functions
14/08/2024	BUNNINGS GROUP LTD	84.98	Supplies and Materials Purchases
8/08/2024	Chidlow Tavern	893.20	Events and Functions
8/08/2024	FH* HOTHAM VALLEY TOUR	470.96	Events and Functions
8/08/2024	SQ *STRIVE COMMUNITYSE	320.00	Events and Functions
7/08/2024	PAPERWARE	696.30	Supplies and Materials Purchases
31/07/2024	SQ *ARALUEN BOTANIC PA	450.00	Events and Functions
5/08/2024	WESTERN AUSTRALIAN HOT	69.83	Training & Professional Development

Waste Services Manager**2,279.70**

1/08/2024	SPACETOCO VENUE HIRE	51.00	Events and Functions
1/08/2024	POST HAMILTON HILL LPO	261.00	Application, Licence, Registration Fees
1/08/2024	POST HAMILTON HILL LPO	348.00	Application, Licence, Registration Fees
6/08/2024	POST HAMILTON HILL LPO	174.00	Application, Licence, Registration Fees
5/08/2024	EVENT AND CONFERENCE C	1,299.20	Conferences and Seminars
5/08/2024	ECO PERIOD AU	59.50	Supplies and Materials Purchases
1/08/2024	POST HAMILTON HILL LPO	87.00	Application, Licence, Registration Fees

Head of Develop Assessment & Compliance**1,402.53**

13/08/2024	PLANNING INSTITUTE OF	717.00	Subscriptions and Memberships
22/08/2024	TOTALLY WORK WEAR FREM	64.96	Supplies and Materials Purchases
23/08/2024	GILBERTS FRESH HILTON	199.97	Professional Services
2/08/2024	TOTALLY WORK WEAR FR	167.84	Equipment Purchases
2/08/2024	TOTALLY WORK WEAR FR	87.67	Supplies and Materials Purchases
31/07/2024	BUNNINGS 303000	165.09	Supplies and Materials Purchases

CoSafe Manager**5.33**

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 31-Jul-2024 and 29-Aug-2024

1/08/2024	ANNUAL FEE MR LUKE GLENN SCOTT	5.33	Bank and Other Fees
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Family & Community Services Manager

1,650.23

23/08/2024	KMART	166.00	Supplies and Materials Purchases
26/08/2024	KMART	- 18.00	Supplies and Materials Purchases
14/08/2024	AMAZON AU RETAIL	34.99	Supplies and Materials Purchases
16/08/2024	SCAVACI IGA	4.19	Meeting/Workshop Catering
26/08/2024	KMART	- 16.00	Supplies and Materials Purchases
27/08/2024	OFFICEWORKS 0620OFFICE	88.98	Equipment Purchases
15/08/2024	SPACETOCO VENUE HIRE	237.50	Hire of Equipment and Facilities
28/08/2024	ALDI STORES - SUCCESS	116.47	Meeting/Workshop Catering
28/08/2024	STH METROPOLITAN TAFE	178.25	Training & Professional Development
31/07/2024	ALDI STORES - SOUTH LA	13.62	Meeting/Workshop Catering
31/07/2024	COLES 0333COLES 0333	110.23	Meeting/Workshop Catering
1/08/2024	Prof Psych Services	242.00	Professional Services
1/08/2024	WWW.FINANCIALCOUNSELLO	250.00	Subscriptions and Memberships
29/08/2024	Prof Psych Services	242.00	Professional Services

Youth Centre Coordinator

83.86

31/07/2024	OFFICEWORKS 0620OFFICE MR MARK ARMANDI	83.86	Office Supplies
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Branch Support Librarian

808.33

26/08/2024	NEWS PTY LIMITED	80.00	Supplies and Materials Purchases
20/08/2024	AMAZON AU MARKETPLACE	- 45.08	Supplies and Materials Purchases
2/08/2024	NEWS PTY LIMITED	80.00	Supplies and Materials Purchases
12/08/2024	AMAZON AU RETAIL	25.41	Supplies and Materials Purchases
12/08/2024	BUNNINGS GROUP LTD	668.00	Supplies and Materials Purchases

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 31-Jul-2024 and 29-Aug-2024

Events and Culture Manager

784.50

23/08/2024	AUSSIE STORM SHOP	314.90	Supplies and Materials Purchases
16/08/2024	BUNNINGS 303000	9.90	Supplies and Materials Purchases
1/08/2024	WOOLWORTHS 4367	39.20	Meeting/Workshop Catering
7/08/2024	CITY OF SUBIACO	15.50	Parking Expenses
9/08/2024	POST HAMILTON HILL LPO	87.00	Training & Professional Development
16/08/2024	Jaycar Electronics	318.00	Equipment Purchases

Executive officer to the Mayor and Council

3,657.80

28/08/2024	WALGA EVENTS	676.00	Conferences and Seminars
22/08/2024	Subway Spearwood 19850	56.00	Conferences and Seminars
22/08/2024	WALGA EVENTS	1,295.80	Conferences and Seminars
21/08/2024	TREENET INC	1,630.00	Conferences and Seminars

Manager Business & Economic Development

1,188.00

8/08/2024	THE AMERICAN CHAMB	249.00	Events and Functions
14/08/2024	EXPEDIA 72871485619457	-	Travel and Accommodation
6/08/2024	PROPERTY COUNCIL OF AU	264.00	Conferences and Seminars
14/08/2024	EXPEDIA 72871494313632	-	Travel and Accommodation
14/08/2024	Tickets*AIDN Defen	23.05	Events and Functions
23/08/2024	JB HI FI WHITFORD	228.88	Equipment Purchases
21/08/2024	SPACETOCO VENUE HIRE	30.00	Hire of Equipment and Facilities
16/08/2024	CONSULATE GENERAL OF T	185.00	Travel and Accommodation
22/08/2024	BATIK AIR (AUD)	813.51	Travel and Accommodation
20/08/2024	SQ *CAFFISSIMO PHOENIX	12.19	Meeting/Workshop Catering
21/08/2024	WILSON PARKING AUSTRAL	17.00	Parking Expenses
15/08/2024	INTNL TRANSACTION FEE	4.22	Disputed Transaction

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 31-Jul-2024 and 29-Aug-2024

23/08/2024	SP Kings Square	16.36	Parking Expenses
22/08/2024	WILSON PARKING AUSTRAL	21.00	Parking Expenses
15/08/2024	BOOKING.COM	168.83	Travel and Accommodation

Social Club Coordinator

914.78

12/08/2024	Woolworths Online	288.40	Supplies and Materials Purchases
15/08/2024	HAMILTON HILL IGA	99.00	Supplies and Materials Purchases
15/08/2024	HAMILTON HILL IGA	25.86	Supplies and Materials Purchases
6/08/2024	Woolworths Online	64.55	Supplies and Materials Purchases
20/08/2024	WOOLWORTHS 4703	64.36	Supplies and Materials Purchases
19/08/2024	Woolworths Online	232.80	Supplies and Materials Purchases
23/08/2024	HAMILTON HILL IGA	99.01	Supplies and Materials Purchases
22/08/2024	HH RED CHICKEN PTY L	40.80	Supplies and Materials Purchases

Acting Manager Public Health and Buildin

300.15

13/08/2024	BUNNINGS 303000	43.76	Equipment Purchases
16/08/2024	MEGATIX.COM.AU	256.39	Conferences and Seminars

Cockburn Resource Recovery Park Manager

818.51

29/08/2024	STIHL SHOP COCKBURN CE	165.65	Supplies and Materials Purchases
2/08/2024	EZI*COATES HIRE	185.15	Hire of Equipment and Facilities
7/08/2024	COLES 0294COLES 0294	120.90	Supplies and Materials Purchases
19/08/2024	BUNNINGS 303000	209.00	Equipment Purchases
13/08/2024	RSEA SAFETY FORRESTDAL	322.96	Supplies and Materials Purchases
2/08/2024	EZI*COATES HIRE	- 185.15	Hire of Equipment and Facilities

Youth Programs and Events Officer

1,098.30

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 31-Jul-2024 and 29-Aug-2024

23/08/2024	Surf Life Saving Weste	95.00	Training & Professional Development
13/08/2024	SQ *IMO CARWASH	35.66	Motor Vehicle Expenses
14/08/2024	M & M MASCOT RETAIL	27.14	Motor Vehicle Expenses
8/08/2024	BOUNCE HOLDINGS AUSTRA	940.50	Program Costs

Strategic Procurement Manager

11,656.43

7/08/2024	KMART 1362KMART 1362	58.00	Events and Functions
6/08/2024	COLES ONLINE	184.00	Meeting/Workshop Catering
2/08/2024	SQ *SUSHI IZU	70.00	Meeting/Workshop Catering
23/08/2024	PINNACLE HEIGHT SAFETY	3,200.00	Training & Professional Development
5/08/2024	BIG W 0455	53.45	Events and Functions
5/08/2024	BUNNINGS 303000	121.48	Events and Functions
13/08/2024	CURTIN UNIVERSITY	4,152.36	Training & Professional Development
8/08/2024	THE REJECT SHOP	9.00	Events and Functions
23/08/2024	GITHUB INC.	3,715.26	Subscriptions and Memberships
23/08/2024	INTNL TRANSACTION FEE	92.88	Subscriptions and Memberships

Events Officer

1,950.29

27/08/2024	CAREYOU WEDDING	720.01	Events and Functions
21/08/2024	WOOLWORTHS 4367	534.75	Events and Functions
27/08/2024	WEDDING SUPERSTORE	100.87	Events and Functions
20/08/2024	POST HAMILTON HILL LPO	87.00	Events and Functions
22/08/2024	FLOWER STATION WA	61.66	Events and Functions
22/08/2024	WOOLWORTHS 4995	30.00	Events and Functions
5/08/2024	BUNNINGS 729000	43.50	Events and Functions
27/08/2024	CAREYOU WEDDING	372.50	Events and Functions

Head of Recreation Infrastructure & Svcs

385.00

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 31-Jul-2024 and 29-Aug-2024

21/08/2024	Secure Your World	385.00	Equipment Purchases
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Citizenship and Civic Services Superviso

528.77

29/08/2024	HOST DIRECT	86.90	Supplies and Materials Purchases
2/08/2024	COSTCO WHOLESALE AUSTR	441.87	Meeting/Workshop Catering

Senior Youth Outreach Worker

712.58

12/08/2024	Hungry Jacks	8.55	Program Costs
12/08/2024	KFC ROCKINGHAM BEACH	25.05	Program Costs
9/08/2024	MCDONALDS DT 0150	12.85	Program Costs
9/08/2024	EasyPark	16.17	Parking Expenses
1/08/2024	SWAN VALLEY CAMPS	161.60	Program Costs
8/08/2024	DAO TIEN LU AND XU QPS	29.00	Program Costs
19/08/2024	Hungry Jacks	4.95	Program Costs
8/08/2024	MCD ROCKINGHAM	13.20	Program Costs
8/08/2024	MCDONALDS DT 2074	12.55	Program Costs
6/08/2024	Caveman BBQ	21.25	Program Costs
2/08/2024	MCD ROCKINGHAM	9.80	Program Costs
16/08/2024	BIG W 0475	99.00	Program Costs
16/08/2024	BIG W 0475	26.56	Program Costs
29/08/2024	DEPARTMENT OF TRANSPOR	21.20	Program Costs
29/08/2024	Hungry Jacks	11.90	Program Costs
20/08/2024	SQ *ISAACS COFFEE SHOP	11.50	Program Costs
28/08/2024	Hungry Jacks	19.70	Program Costs
26/08/2024	WESTCOAST WASH ROCKING	25.00	Motor Vehicle Expenses
27/08/2024	MCDONALDS DT 0150	20.20	Program Costs
29/08/2024	DEPARTMENT OF TRANSPOR	100.00	Program Costs
29/08/2024	DEPARTMENT OF TRANSPOR	54.00	Program Costs

City of Cockburn**Credit Card Transactions Report**

Transactions Post Date Between 31-Jul-2024 and 29-Aug-2024

29/08/2024	Hungry Jacks	8.55	Program Costs
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City Facilities Manager**353.50**

2/08/2024	LEGALWISE SEMINARS	353.50	Conferences and Seminars
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Community Development Coordinator**3,211.35**

12/08/2024	Tickets*Take a Cha	550.00	Conferences and Seminars
7/08/2024	CHOCOLATERIA SAN CHQPS	15.95	Meeting/Workshop Catering
7/08/2024	Muffin Break	11.10	Meeting/Workshop Catering
8/08/2024	OFFICEWORKS 0620OFFICE	90.57	Program Costs
13/08/2024	WOOLWORTHS 4367	16.80	Meeting/Workshop Catering
29/08/2024	NAUT	840.00	Meeting/Workshop Catering
5/08/2024	LOCAL GOVERNEMENT MANA	190.00	Subscriptions and Memberships
23/08/2024	THE PAMPHLETEERS	816.00	Professional Services
15/08/2024	SPACETOCO VENUE HIRE	33.00	Hire of Equipment and Facilities
13/08/2024	BWS LIQUOR 4097	56.00	Meeting/Workshop Catering
21/08/2024	Alibaba.com	522.95	Supplies and Materials Purchases
13/08/2024	Dominos Success	68.98	Meeting/Workshop Catering

Marina Manager**210.37**

1/08/2024	TARGET 5036TARGET 5036	49.00	Supplies and Materials Purchases
23/08/2024	INDUSTRIAL PROTECTIV	161.37	Equipment Purchases

Library Technician**1,843.53**

22/08/2024	WANEWSDTI	469.21	Supplies and Materials Purchases
29/08/2024	MYO*GREEN WORLD INDOOR	207.90	Professional Services
16/08/2024	HANGING BASKET FLORI	87.50	Supplies and Materials Purchases

City of Cockburn
Credit Card Transactions Report

Transactions Post Date Between 31-Jul-2024 and 29-Aug-2024

8/08/2024	NEVERFAIL SPRINGWTR	4.20	Supplies and Materials Purchases
31/07/2024	JB HI-FI ONLINE	609.46	Supplies and Materials Purchases
31/07/2024	BIGW ONLINE	206.00	Supplies and Materials Purchases
2/08/2024	MYO*GREEN WORLD INDOOR	217.26	Professional Services
6/08/2024	NEVERFAIL SPRINGWTR	42.00	Supplies and Materials Purchases

Child Care Services Manager744.00

9/08/2024	MYO*Harmony Kids	55.00	Professional Services
29/08/2024	MYO*Harmony Kids	689.00	Subscriptions and Memberships

Economic Development Officer148.00

5/08/2024	EDA	99.00	Training & Professional Development
19/08/2024	TOURISMCOUN	49.00	Training & Professional Development

Community Safety Manager159.03

2/08/2024	SPACETOCO VENUE HIRE	76.88	Hire of Equipment and Facilities
31/07/2024	PUBLIC TRANSPORT AUTHO	5.20	Travel and Accommodation
31/07/2024	PUBLIC TRANSPORT AUTHO	5.20	Travel and Accommodation
2/08/2024	SPACETOCO VENUE HIRE	71.75	Hire of Equipment and Facilities

Total Cards - 66	\$ 97,989.59
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14.2.2 Monthly Financial Report - September 2024

Executive	A/Director Corporate and System Services
Author	A/Head of Finance
Attachments	1. Financial Activity Statement - September 2024 ↓

RECOMMENDATION

That Council ADOPTS the Monthly Financial Report containing the Statement of Financial Activity and other financial information for the month of September 2024, 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 2024-25 financial year (FY25).

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 September 2024 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.

Statement of Financial Position

Due to amendments to the *Local Government (Financial Management) Regulations 1996*, Regulation 35 (1) requires the City to now include a Statement of Financial Position each month in the financial report.

This shows the City's financial position at the end of the month, compared to the end of the previous financial year. Net assets total \$1.938 billion at the end of the month (\$1.829 billion end of June), with the increase reflecting the impact of the City's year to date financial activities.

Opening Surplus

The current opening surplus of \$19.69 million is \$12.78 million over the amended budget of \$6.91 million. These include the \$5.91 million municipal funding for the City's carry forward projects (adopted by Council in August).

With end of financial year processing and audit still being finalised, the opening surplus is subject to further adjustment. Any adjustment would also impact the closing surplus for the month.

Closing Surplus

The City's YTD closing surplus to the end of September was \$131.72 million, versus a YTD budget of \$111.63 million.

This represents a favourable variance of \$20.09 million, inclusive of variances across the FY25 operating and capital budgets reported in the following sections. This also includes the \$12.78 million variance in the opening surplus.

Operating Revenue

Operating revenue of \$154.08 million was \$1.63 million ahead of YTD budget for September.

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	133,800,000	132,651,071	133,363,319	712,248
Specified Area Rates	616,025	616,025	645,965	29,940
Operating Grants, Subsidies, Contributions	15,652,122	2,446,236	2,414,902	(31,334)
Fees and Charges	40,876,009	13,568,048	13,493,808	(74,240)
Service charges	220,000	55,000	223,830	168,830
Interest Earnings	12,835,100	3,208,775	3,223,978	15,203
Profit/(Loss) Asset Sale	1,265,133	(96,275)	716,944	813,219
Total	205,264,389	152,448,880	154,082,746	1,633,866

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

- Rates received was \$0.71 million ahead of YTD budget due to a strong flow of interim and part year rates.
- Profit on sale of asset (\$0.81 million over YTD budget). The City has sold Lot 900, 32 Plantagenet Crescent, Hamilton Hill for \$0.67 million however this was sold at book value (no profit), with the accounting entries to be finalised post FY24 audit.

Operating Expenditure

Operating expenditure to the end of September of \$46.13 million was lower than YTD budget by \$2.77 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	82,165,055	18,880,748	18,620,838	(259,910)
Materials & Contracts	59,868,767	12,219,171	9,628,208	(2,590,963)
Utility charges	6,521,338	1,611,610	1,384,954	(226,656)
Depreciation/Amortisation	46,190,627	11,201,121	11,253,568	52,447
Interest/Finance Costs	260,312	40,075	31,779	(8,296)
Insurance expenses	2,570,579	1,178,625	1,273,116	94,491
Other expenditure	12,686,562	3,774,545	3,941,631	167,086
Total	210,263,240	48,905,895	46,134,094	(2,771,801)

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

- Materials and contracts (\$2.59 million under YTD budget):
 - Streets maintenance projects are generally underspent \$0.54 million under YTD budget.

Capital Expenditure

Council adopted a capital works program of \$53.73 million in the FY25 annual budget, that is now \$82.47 million following carry forwards and other adjustments adopted by Council.

The City has spent \$8.65 million on its capital program to the end of September, representing an underspend of \$3.94 million against YTD.

The following table shows the budget performance by asset class:

Capital Acquisitions	Amended		YTD Actual \$	YTD Variance \$
	Budget \$	YTD Budget \$		
Buildings	24,925,440	4,496,386	2,907,494	(1,588,893)
Furniture & Equipment	969,100	410,000	0	(410,000)
Plant and Equipment	12,607,290	2,235,118	2,042,722	(192,396)
Information Technology	1,450,137	686,679	179,995	(506,684)
Infrastructure - Roads	15,313,981	384,620	419,773	35,153
Infrastructure - Drainage	7,800,940	1,080,993	1,009,613	(71,381)
Infrastructure - Footpath	2,194,860	365,973	89,143	(276,830)
Infrastructure - Parks hard	8,180,809	1,934,585	1,146,965	(787,620)
Infrastructure - Landscaping	90,686	90,686	74,826	(15,860)
Infrastructure - Landfill site	7,293,931	627,766	684,385	56,619
Infrastructure - Marina	202,385	25,385	44,120	18,735
Infrastructure - Coastal	1,442,592	252,180	51,770	(200,410)
Total	82,472,151	12,590,373	8,650,805	(3,939,568)

Material variances identified in the City's capital acquisitions were identified as follows:

- Buildings (\$1.59 million under YTD budget). Many building constructions had minor expenditure or no expenditure YTD. Some of the major variances are:
 - Aboriginal Cultural & Visitor Centre \$278k under YTD budget
 - Cockburn ARC harmonic filter installation had no expenditure, causing \$175k favourable variance.
 - Operations Centre building management systems replacement had no expenditure, causing \$100k favourable variance.
- Parks hard (\$0.79 million under YTD budget). Similarly with parks constructions, many had minor expenditure or no expenditure YTD. Major variances include:
 - Balboa tile repairs, no expenditure YTD, causing \$191k underspent.
 - Tempest Park floodlighting had minimal expenditure, causing \$154k underspent YTD.
- Furniture & equipment purchases were \$0.41 million under YTD budget as no purchases had been made YTD.

While the capital budget was showing a year-to-date cash underspend, it is worth noting the City currently has committed procurement contract expenditure totalling \$31.1M. This represents a total 48% spend/commitment against the \$82.47M capital budget.

Non-Operating Grants, Subsidies and Contributions

The City's budget for capital grants and contributions is a net \$13.98 million.

This includes \$15.98 million in funding to be received, less an outgoing contribution of \$2.00 million for road reserve land acquisition.

There was \$0.62 of non-operating grants or contributions recognised to the end of September, \$0.70 million under budget due to the recognition of revenue being tied to project completion (as per the Australian Accounting Standards).

Financial Reserves

A detailed schedule of the City's financial reserves is included in the financial report, showing a balance of \$216.11 million held at the end of September (\$215.30 million in August).

General revenue reserves made up \$183.34 million of the balance, \$32.77 million for restricted and legislated purposes, which includes \$13.74 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 \$294.80 million (down from \$296.24 million in August).

This balance included financial assets (term deposits and investments) of \$281.26 million, and cash and cash equivalent holdings (cash at bank and at call deposits) of \$13.55 million.

\$216.87 million of these funds were internally and externally restricted, representing the City's financial reserves and liability for bonds and deposits held.

The remaining \$77.94 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 was an annualised 4.94 percent as of 30 September (lower from 4.98 percent the month before) which reflected market expectation of rate cut coming up.

There was no RBA rate increase (or decrease) during the month again, therefore the City's portfolio running yield still outperformed the KPI target rate of 4.85 percent for the eighth consecutive month (RBA cash rate of 4.35 percent plus 0.50 percent performance margin).

New investments placed during the month were at rates ranging between 4.40 and 5.01 percent up to three years duration.

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 \$2.332 million and market value of \$1.51 million, although the City currently carries them at a book value of \$0.758 million (net of a \$1.575 million impairment provision made several years ago).

The City continues receiving interest and capital payments, with \$0.67 million returned to date of the original \$3.0 million invested.

The City's investments were held with the following financial institutions as at 30 September 2024 (inclusive of accrued interest):

Issuer	Market Value	% Total Value
AMP Bank Ltd	10,358,661.08	3.61%
Australian Military Bank Limited	3,028,262.46	1.05%
Auswide Bank Limited	1,573,684.94	0.55%
Bank of Queensland Ltd	22,342,817.82	7.78%
Credit Union Australia Ltd t/as Great Southern Bank	6,129,526.02	2.13%
Defence Bank Ltd	10,698,424.70	3.72%
Emerald Reverse Mortgage Trust	1,518,320.16	0.53%
ING Bank Australia Limited	71,254,150.69	24.80%
Judo Bank	22,294,843.88	7.76%
National Australia Bank Ltd	42,511,064.41	14.80%
Rabobank Australia Ltd	64,796,869.23	22.55%
Suncorp Bank (Norfinia Ltd) - Subsidiary of ANZ	27,812,480.84	9.68%
Westpac Banking Corporation Ltd	3,012,087.96	1.05%
Portfolio Total	287,331,194.17	100.00%

The City's short-term deposits (less than 12 months) made up 48.41 percent (\$139.10 million) of the City's portfolio, compared to 52.03 percent (\$148.80 million) in August.

These were classified under the following credit ratings:

Market Value by Security Rating Group (Short Term)



Deposits invested between 1 and 3 years made up 51.59 percent (\$148.20 million) of the City's portfolio, compared to 47.97 percent (\$137.20 million) in August. These were classified under following credit ratings:

Market Value by Security Rating Group (Long Term)



Investment in Fossil Fuel Free Banks

At month end, the City held \$93.83 million (33.2 percent) of its investment portfolio with banks considered non-funders of fossil fuel related industries (\$99.83 million or 35.6 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 currently raised for 2024-25 (comprising net arrears, annual levies, and part year rating) totals \$159.23 million.

To the end of September, the City had collected \$79.55 million (49.96 percent), leaving a balance outstanding of \$79.68 million (50.04 percent).

At 30 September 2024, the City also had prepayments for next year's rates totalling \$0.69 million.

The City has raised \$208k in underground power charges for FY25. This represents year two of the 10-year repayment plan.

In terms of overdue and delinquent rates accounts under formal or legal debt recovery processes, the City had 48 properties owing a total of \$0.46 million in combined rates and legal fees (53 properties or \$0.49 million in August).

This included those properties that have fallen into arrears with current and previous year's rates and have not entered payment arrangements with the City.

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 \$3.99 million in outstanding trade and sundry debtors to the end of August (\$4.04 million in August).

Those debts overdue by more than 90 days made up \$325k or 8.14 percent of total debts outstanding (\$182k or 4.50 percent in August).

The 90-day debtors included lease monies owed by naval base tenants totalling \$61k, landfill commercial debtors owing \$82k and another \$9k in Cockburn Care arrears being actively managed.

Strategic Plans/Policy ImplicationsListening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

Budget amendments are initially referred to Council's Expenditure Review Committee for recommendation to Council. Any changes adopted by Council at its August meeting have been included in this monthly financial report.

Council's adopted budget surplus for FY25 of \$300,000 has since decreased to \$214,192 due to Council decisions made throughout the year.

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 Proponent(s)/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 30 September 2024

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

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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 SEPTEMBER 2024**

SUMMARY INFORMATION

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$6.91 M	\$6.91 M	\$19.69 M	\$12.78 M
Closing	\$0.22 M	\$112.48 M	\$131.72 M	\$19.25 M
Refer to Statement of Financial Activity				

Cash and financial assets		
	\$294.80 M	% of total
Unrestricted Cash	\$77.94 M	26.4%
Restricted Cash	\$216.87 M	73.6%
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)
\$39.93 M	\$114.74 M	\$120.02 M	\$5.28 M
Refer to Statement of Financial Activity			

Employee Cost		
YTD Actual	(\$18.62 M)	% Variance
YTD Budget	(\$18.88 M)	(1.4%)
Refer to Statement of Financial Activity		

Rates Revenue		
YTD Actual	\$134.01 M	% Variance
YTD Budget	\$133.27 M	0.0%
Refer to Statement of Financial Activity		

Fees and Charges		
YTD Actual	\$13.49 M	% Variance
YTD Budget	\$13.57 M	(0.5%)
Refer to Statement of Financial Activity		

Materials & Contracts		
YTD Actual	(\$9.63 M)	% Variance
YTD Budget	(\$12.22 M)	(21.2%)
Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$65.75 M)	(\$10.99 M)	(\$7.31 M)	\$3.68 M
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.72 M	%
Amended Budget	\$2.74 M	26.1%
Refer to Note 3 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$8.65 M	% Spent
Amended Budget	\$82.47 M	10.5%
Refer to Note 4 - Capital Acquisition		

Capital Grants		
YTD Actual	(\$0.62 M)	% Received
Amended Budget	(\$13.98 M)	4.5%
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)
\$19.14 M	\$1.81 M	(\$0.68 M)	(\$2.49 M)
Refer to Statement of Financial Activity			

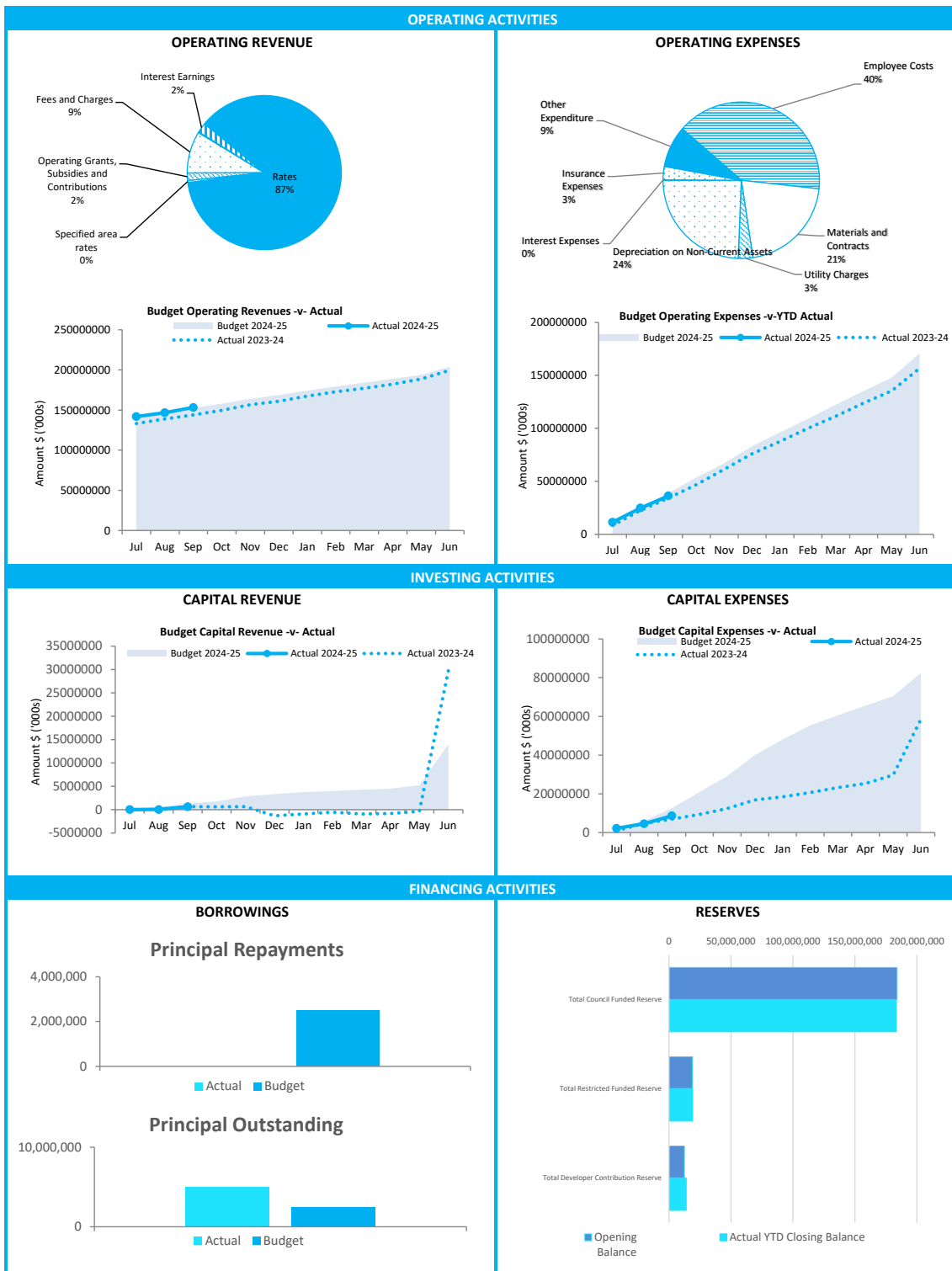
Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.02 M
Principal due	\$5.00 M
Refer to Note 5 - Borrowings	

Reserves	
Reserves balance	\$216.11 M
Interest earned	\$0.28 M
Refer to Note 6 - Cash Reserves	

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 SEPTEMBER 2024**

SUMMARY INFORMATION - GRAPHS



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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2024**

BY NATURE OR TYPE

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	6,910,453	6,910,453	19,688,757	12,778,304	184.91%	▲
Revenue from operating activities							
Rates		133,800,000	132,651,071	133,363,319	712,248	0.54%	▲
Specified area rates		616,025	616,025	645,965	29,940	4.86%	
Operating grants, subsidies and contributions		15,652,122	2,446,236	2,414,902	(31,334)	(1.28%)	
Fees and charges		40,876,009	13,568,048	13,493,808	(74,240)	(0.55%)	
Service charges		220,000	55,000	223,830	168,830	306.96%	
Interest earnings		12,835,100	3,208,775	3,223,978	15,203	0.47%	
Profit/(loss) on disposal of assets		1,265,133	(96,275)	716,944	813,219	(844.68%)	
		205,264,389	152,448,880	154,082,746	1,633,866	1.07%	
Expenditure from operating activities							
Employee costs		(82,165,055)	(18,880,748)	(18,620,838)	259,910	1.38%	
Materials and contracts		(59,868,767)	(12,219,171)	(9,628,208)	2,590,963	21.20%	▲
Utility charges		(6,521,338)	(1,611,610)	(1,384,954)	226,656	14.06%	
Depreciation on non-current assets		(46,190,627)	(11,201,121)	(11,253,568)	(52,447)	(0.47%)	
Interest expenses		(260,312)	(40,075)	(31,779)	8,296	20.70%	
Insurance expenses		(2,570,579)	(1,178,625)	(1,273,116)	(94,491)	(8.02%)	
Other expenditure		(12,686,562)	(3,774,545)	(3,941,631)	(167,086)	(4.43%)	
		(210,263,240)	(48,905,895)	(46,134,094)	2,771,801	5.67%	
Non-cash amounts excluded from operating activities	1(a)	44,925,494	11,201,121	12,075,776	874,655	7.81%	▲
Amount attributable to operating activities		39,926,643	114,744,106	120,024,428	5,280,322		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions		13,977,745	1,327,331	624,902	(702,429)	(52.92%)	▼
Proceeds from disposal of assets	3	2,742,417	273,046	716,944	443,898	162.57%	▲
Payments for property, plant and equipment and infrastructure	4	(82,472,151)	(12,590,373)	(8,650,805)	3,939,568	31.29%	▲
Amount attributable to investing activities		(65,751,989)	(10,989,996)	(7,308,959)	3,681,037		
Financing Activities							
Transfer from reserves	6	73,008,385	8,222,022	8,587,332	365,310	4.44%	▲
Repayment of debentures	5	(2,500,000)	0	0	0	0.00%	
Transfer to reserves	6	(51,368,624)	(6,410,453)	(9,200,037)	(2,789,584)	(43.52%)	▼
Amount attributable to financing activities		19,139,761	1,811,569	(680,350)	(2,491,919)		
Closing funding surplus / (deficit)	1(c)	224,868	112,476,134	131,723,876	19,247,743		

KEY INFORMATION

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

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

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

KEY TERMS AND DESCRIPTIONS**FOR THE PERIOD ENDED 30 SEPTEMBER 2024****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 30 SEPTEMBER 2024**

STATUTORY REPORTING BY BUSINESS UNIT

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	6,910,453	6,910,453	19,688,757	12,778,304	184.91%	▲
Revenue from operating activities							
Office of the CEO		0	0	427	427	0.00%	
Legal and Compliance		1,653	413	567	154	37.29%	
Finance		154,006,045	136,796,790	137,698,292	901,502	0.66%	▲
Library & Cultural Services		220,982	43,641	35,776	(7,865)	(18.02%)	
Recreation Infrastructure & Services		15,241,956	3,789,226	4,264,707	475,481	12.55%	▲
Community Development & Services		8,140,772	2,005,187	1,730,925	(274,262)	(13.68%)	
Community Safety & Ranger Services		1,770,970	429,324	323,817	(105,507)	(24.58%)	
Development and Compliance		3,358,618	1,341,955	1,445,299	103,344	7.70%	
Planning		230,521	57,630	25,778	(31,852)	(55.27%)	
Sustainability & Environment		612,000	148,122	293,557	145,435	98.19%	
Operations & Maintenance		15,924,220	6,632,639	6,497,990	(134,649)	(2.03%)	
Projects		596,215	(96,275)	46,472	142,747	(148.27%)	
Property & Assets		4,384,819	1,273,477	962,415	(311,062)	(24.43%)	▼
Advocacy and Engagement		668,618	0	668,618	668,618	0.00%	
People Culture and Safety		107,000	26,750	88,106	61,356	229.37%	
		205,264,389	152,448,879	154,082,746	1,633,867		
Expenditure from operating activities							
Executive Support		(2,900,374)	(561,661)	(406,626)	155,035	27.60%	
Civic Services		(906,268)	(187,852)	(126,444)	61,408	32.69%	
Corporate Strategy		(2,088,753)	(435,118)	(412,849)	22,269	5.12%	
Governance, Risk & Compliance		(6,445,136)	(2,056,700)	(2,538,797)	(482,097)	(23.44%)	▼
Finance		(10,361,150)	(3,548,514)	(3,711,083)	(162,569)	(4.58%)	
Information & Technology		(1,042,224)	(239,477)	(226,486)	12,991	5.42%	
Procurement		(8,452,089)	(1,799,760)	(1,565,006)	234,754	13.04%	
Library & Cultural Services		(19,109,050)	(4,367,477)	(3,918,673)	448,804	10.28%	▲
Recreation Infrastructure & Services		(13,643,590)	(3,266,306)	(3,093,312)	172,994	5.30%	
Community Development & Services		(7,215,042)	(1,693,171)	(1,494,175)	198,996	11.75%	
Community Safety & Ranger Services		(7,344,895)	(1,671,670)	(1,552,009)	119,661	7.16%	
Development Assessment & Compliance		(4,559,286)	(950,258)	(845,601)	104,657	11.01%	
Planning		(5,112,342)	(955,323)	(662,388)	292,935	30.66%	
Sustainability & Environment		(97,238,741)	(22,225,719)	(20,948,884)	1,276,835	5.74%	▲
Operations & Maintenance		(1,300,936)	(256,037)	(198,393)	57,644	22.51%	
Projects		(13,577,328)	(2,665,980)	(2,581,781)	84,199	3.16%	
Property & Assets		(1,324,504)	(380,394)	(381,166)	(772)	(0.20%)	
Stakeholder Management		(2,143,302)	(439,023)	(490,025)	(51,002)	(11.62%)	
Communications & Marketing		(1,514,078)	(343,624)	(326,780)	16,844	4.90%	
Customer Experience		(1,104,622)	(225,821)	(224,485)	1,336	0.59%	
Business & Economic Development		(5,277,836)	(1,215,209)	(987,998)	227,211	18.70%	
Internal Recharging		2,398,307	579,198	558,870	(20,328)	3.51%	
		(210,263,239)	(48,905,896)	(46,134,091)	2,771,805		
Non-cash amounts excluded from operating activities	1(a)	44,925,494	11,201,121	12,075,776	874,655	7.81%	▲
Amount attributable to operating activities		39,926,644	114,744,104	120,024,431	5,280,327		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions		13,977,745	1,327,331	624,902	(702,429)	(52.92%)	▼
Proceeds from disposal of assets	3	2,742,417	273,046	716,944	443,898	162.57%	▲
Payments for property, plant and equipment and infrastructure	4	(82,472,151)	(12,590,373)	(8,650,805)	3,939,568	31.29%	▲
Amount attributable to investing activities		(65,751,989)	(10,989,996)	(7,308,959)	3,681,037		
Financing Activities							
Transfer from reserves	6	73,008,385	8,222,022	8,587,332	365,310	4.44%	▲
Repayment of debentures	5	(2,500,000)	0	0	0	0.00%	
Transfer to reserves	6	(51,368,624)	(6,410,453)	(9,200,037)	(2,789,584)	(43.52%)	▼
Amount attributable to financing activities		19,139,761	1,811,569	(680,350)	(2,491,919)		
Closing funding surplus / (deficit)	1(c)	224,868	112,476,134	131,723,876	19,247,749		

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 2024-25 year is \$300,000 or 0.00% whichever is the greater.

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 SEPTEMBER 2024**

STATEMENT OF FINANCIAL POSITION

	Year to Date 30 September	Last Year Closing 30 June 2023
	\$	\$
Current Assets		
Cash and cash equivalents	13,546,530	12,990,274
Financial assets	141,000,000	157,000,000
Trade and other receivables	94,334,995	21,370,471
Inventories	20,150	34,392
Total Current Assets	248,901,675	191,395,137
Non-Current Assets		
Trade and other receivables	1,361,963	1,422,960
Other financial assets	140,424,105	77,951,928
Property, plant and equipment	408,345,675	405,649,097
Infrastructure	1,237,752,093	1,243,051,434
Total Non-Current Assets	1,787,883,836	1,728,075,419
Total Assets	2,036,785,511	1,919,470,556
Current Liabilities		
Trade and other payables	23,571,708	18,323,043
Other liabilities	5,220,048	3,593,281
Lease liabilities	104,471	172,116
Borrowings	2,500,000	2,500,000
Employee related provisions	10,198,351	9,886,824
Total Current Liabilities	41,594,578	34,475,264
Non-Current Liabilities		
Other liabilities	16,080,389	14,579,630
Borrowings	2,500,000	2,500,000
Employee related provisions	1,937,924	1,816,599
Other provisions	37,152,995	37,152,995
Total Non-Current Liabilities	57,671,308	56,049,224
Total Liabilities	99,265,886	90,524,488
Net Assets	1,937,519,622	1,828,946,068
Equity		
Retained surplus	738,017,015	630,056,166
Reserve accounts	216,109,250	215,496,545
Revaluation surplus	983,393,354	983,393,355
Total Equity	1,937,519,622	1,828,946,068

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 SEPTEMBER 2024**

BASIS OF PREPARATION

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

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

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 September 2024

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 30 SEPTEMBER 2024**

**NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash and non-current items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: (Profit)/loss on asset disposals	3	(1,265,133)	0	(716,944)
Less: Movement in liabilities associated with restricted cash				1,356,830
Add: Movement in other liabilities (non-current)		0	0	60,997
Movement in employee benefit provisions (non-current)		0	0	121,325
Add: Depreciation on assets		46,190,627	11,201,121	11,253,568
Total non-cash items excluded from operating activities		44,925,494	11,201,121	12,075,776

(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 2024	This Time Last Year 30 September 2023	Year to Date 30 September 2024
Adjustments to net current assets				
Less: Reserves - restricted cash	6	(215,496,545)	(222,331,270)	(216,109,250)
Less: Bonds & deposits		(4,687,592)	(3,883,463)	(4,619,849)
Add: Borrowings	5	2,500,000	2,500,000	2,500,000
Add: Lease liabilities		172,116	104,531	104,471
Add: Financial assets at amortised cost - non-current	2	77,785,586	42,332,654	140,257,763
Total adjustments to net current assets		(139,726,435)	(181,277,548)	(77,866,865)
Cash and cash equivalents	2	12,990,274	10,982,358	13,546,530
Financial assets at amortised cost	2	157,000,000	223,000,000	141,000,000
Rates receivables		2,136,208	70,238,668	76,393,167
Receivables		15,794,445	10,954,504	15,329,015
Other current assets		3,474,210	3,612,848	2,632,963
Less: Current liabilities				
Payables		(15,827,719)	(20,564,009)	(21,288,056)
Borrowings	5	(2,500,000)	(2,500,000)	(2,500,000)
Contract liabilities	7	(3,593,281)	(1,574,435)	(5,220,048)
Lease liabilities		(172,116)	(104,531)	(104,471)
Provisions	7	(9,886,824)	(9,377,298)	(10,198,351)
Less: Total adjustments to net current assets	1(b)	(139,726,435)	(181,277,548)	(77,866,865)
Closing funding surplus / (deficit)		19,688,757	103,390,560	131,723,876

CURRENT AND NON-CURRENT CLASSIFICATION

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2024

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Institution
		\$	\$	\$	
Cash on hand					
Cash at bank	Cash and cash equivalents	3,514,473	0	3,514,473	NATIONAL AUSTRALIA BANK
Cash on hand	Cash and cash equivalents	32,057	0	32,057	
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	16,500,000	16,500,000	BANK OF QUEENSLAND
Term deposits - current	Financial assets at amortised cost	2,890,749	23,109,251	26,000,000	ING BANK
Term deposits - current	Financial assets at amortised cost	0	1,500,000	1,500,000	AUSWIDE BANK
Term deposits - current	Financial assets at amortised cost	0	3,000,000	3,000,000	WESTPAC
Term deposits - current	Financial assets at amortised cost	34,500,000	0	34,500,000	NATIONAL AUSTRALIA BANK
Term deposits - current	Financial assets at amortised cost	27,000,000	0	27,000,000	SUNCORP
Term deposits - current	Financial assets at amortised cost	0	14,000,000	14,000,000	JUDO BANK
Term deposits - current	Financial assets at amortised cost	0	8,500,000	8,500,000	AMP
Term deposits - current	Financial assets at amortised cost	0	10,000,000	10,000,000	DEFENCE BANK
Other investment - non current	Financial assets at amortised cost	0	757,763	757,763	BARCLAYS BANK
Other investment - non current	Financial assets at amortised cost	0	5,500,000	5,500,000	BANK OF QUEENSLAND
Other investment - non current	Financial assets at amortised cost	0	8,000,000	8,000,000	JUDO BANK
Other investment - non current	Financial assets at amortised cost	0	7,500,000	7,500,000	NATIONAL AUSTRALIA BANK
Other investment - non current	Financial assets at amortised cost	0	6,000,000	6,000,000	CREDIT UNION AUSTRALIA
Other investment - non current	Financial assets at amortised cost	0	1,500,000	1,500,000	AMP
Other investment - non current	Financial assets at amortised cost	0	64,500,000	64,500,000	RABOBANK
Other investment - non current	Financial assets at amortised cost	0	3,000,000	3,000,000	AMB
Other investment - non current	Financial assets at amortised cost	0	43,500,000	43,500,000	ING BANK
Total		77,937,279	216,867,014	294,804,293	
Comprising		Unrestricted	Restricted	Total Cash	
		\$	\$	\$	
Cash and cash equivalents		13,546,530	0	13,546,530	
Financial assets at amortised cost		64,390,749	216,867,014	281,257,763	
		77,937,279	216,867,014	294,804,293	

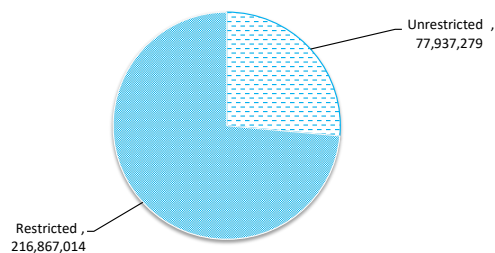
KEY INFORMATION

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

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

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

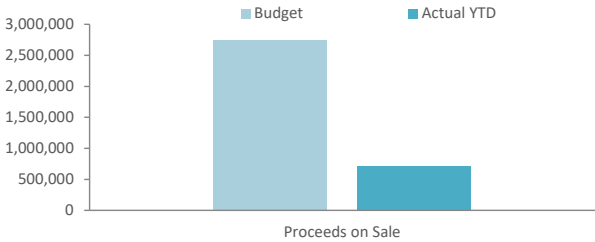
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2024

OPERATING ACTIVITIES
NOTE 3
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and Machinery	1,477,284	2,742,417	1,265,133	0	0	48,326	48,326	0
	Freehold Land								
	Lot 100 32 Plantagenet	0	0	0	0	0	668,618	668,618	0
		1,477,284	2,742,417	1,265,133	0	0	716,944	716,944	0



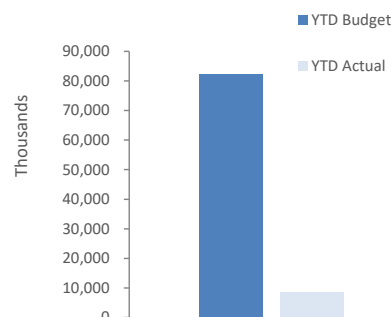
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2024**

**INVESTING ACTIVITIES
NOTE 4
CAPITAL ACQUISITIONS**

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	24,925,440	4,496,386	2,907,494	(1,588,893)
Furniture and equipment	969,100	410,000	0	(410,000)
Plant and equipment	12,607,290	2,235,118	2,042,722	(192,396)
Information technology	1,450,137	686,679	179,995	(506,684)
Infrastructure - roads	15,313,981	384,620	419,773	35,153
Infrastructure - drainage	7,800,940	1,080,993	1,009,613	(71,381)
Infrastructure - footpath	2,194,860	365,973	89,143	(276,830)
Infrastructure - parks hard	8,180,809	1,934,585	1,146,965	(787,620)
Infrastructure - parks landscaping	90,686	90,686	74,826	(15,860)
Infrastructure - landfill site	7,293,931	627,766	684,385	56,619
Infrastructure - marina	202,385	25,385	44,120	18,735
Infrastructure - coastal	1,442,592	252,180	51,770	(200,410)
Payments for Capital Acquisitions	82,472,151	12,590,373	8,650,805	(3,939,568)
Total Capital Acquisitions	82,472,151	12,590,373	8,650,805	(3,939,568)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	(13,977,745)	(1,327,331)	(624,902)	702,428
Other (disposals & C/Fwd)	(2,742,417)	(273,046)	(716,944)	(443,898)
Cash backed reserves				
Plant & Vehicle Replacement	(9,578,753)	(1,790,797)	(1,426,449)	364,348
Information Technology	(450,000)	(100,000)	0	100,000
Major Building Refurbishment	(2,710,200)	0	(61,165)	(61,165)
Waste & Recycling	(5,406,701)	(421,056)	(537,015)	(115,959)
Land Development and Investment Fund	(55,732)	(45,732)	(46,778)	(1,046)
Roads & Drainage Infrastructure	(13,393,608)	(832,004)	(1,013,216)	(181,212)
Community Infrastructure	(18,497,282)	(1,692,098)	(2,286,056)	(593,958)
Greenhouse Action Fund	(257,500)	0	(1,290)	(1,290)
Port Coogee Special Maintenance - SAR	(141,223)	0	0	0
Community Surveillance	(459,151)	(180,507)	(24,091)	156,416
Waste Collection	(1,902,230)	(55,000)	(66,850)	(11,850)
Cockburn ARC Building Maintenance	(1,178,450)	(25,000)	0	25,000
Carry Forward Projects	(6,467,214)	(2,439,003)	(1,461,914)	977,088
Port Coogee Marina Assets Replacement	(217,000)	0	0	0
Port Coogee Waterways - WEMP	(344,600)	0	0	0
Contribution - operations	(4,692,345)	(3,408,800)	(384,135)	3,024,665
Capital funding total	(82,472,151)	(12,590,373)	(8,650,805)	3,939,568

SIGNIFICANT ACCOUNTING POLICIES

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2024

FINANCING ACTIVITIES
NOTE 5
BORROWINGS

Repayments - borrowings

Information on borrowings		1 July 2024	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and culture										
To assist fund the Cockburn Central West development	8	5,000,000	0	0	0	2,500,000	5,000,000	2,500,000	21,719	350,000
C/Fwd Balance		5,000,000	0	0	0	2,500,000	5,000,000	2,500,000	21,719	350,000
Total										
		5,000,000	0	0	0	2,500,000	5,000,000	2,500,000	21,719	350,000
Current borrowings										
		2,500,000					2,500,000			
Non-current borrowings										
		2,500,000					2,500,000			
		5,000,000					5,000,000			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2024**

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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
General Revenue									
Building Infrastructure	81,909,811	0	0	12,719,811	726,822	(22,769,939)	(2,349,641)	71,859,683	80,286,992
Climate Change Mitigation	1,308,938	0	0	500,000	0	(257,500)	(1,290)	1,551,438	1,307,648
Commercial Landfill	30,626,038	0	0	4,227,332	0	(5,497,997)	(537,015)	29,355,373	30,089,022
Land Management	2,496,160	0	0	1,052,618	0	(63,451)	(54,497)	3,485,327	2,441,663
Naval Base Shacks	1,441,186	0	0	200,000	0	(150,000)	0	1,491,186	1,441,186
Open Space Infrastructure	2,957,823	0	11,972	7,300,000	325,000	(7,115,079)	(417,946)	3,142,744	2,876,849
Plant & Equipment	11,903,412	0	0	3,000,500	0	(9,578,753)	(1,426,449)	5,325,159	10,476,963
Port Coogee Marina	2,441,833	0	0	505,989	0	(217,000)	0	2,730,822	2,441,833
Risk	2,148,515	0	0	0	0	0	0	2,148,515	2,148,515
Roads Infrastructure	17,551,013	0	0	12,500,000	0	(15,543,115)	(1,043,161)	14,507,898	16,507,852
Technology	4,996,707	0	0	500,000	0	(1,124,151)	(40,713)	4,372,556	4,955,994
Waste Management	10,219,333	0	0	2,000,000	0	(2,002,230)	(98,770)	10,217,103	10,120,563
Project Contingency	14,041,447	0	0	5,910,453	5,910,453	(7,727,427)	(1,704,000)	12,224,473	18,247,900
Total Reserve - General Revenue	184,042,217	0	11,972	50,416,703	6,962,275	(72,046,642)	(7,673,483)	162,412,278	183,342,981
Restricted Revenue									
Port Coogee Special Maintenance SAR	2,259,408	0	23,363	440,750	453,516	(404,298)	(97,479)	2,295,860	2,638,808
Port Coogee Waterways SAR	436,484	0	5,046	113,263	120,436	0	0	549,747	561,965
Port Coogee Waterways WEMP	1,015,087	0	9,667	0	0	(344,600)	0	670,487	1,024,754
Cockburn Coast SAR	183,240	0	2,052	62,012	72,013	(124,066)	(11,046)	121,186	246,260
Developer Contribution Plans	12,387,362	0	161,641	0	1,309,716	0	(114,527)	12,387,362	13,744,192
POS Cash in Lieu	5,649,812	0	50,303	0	0	0	0	5,649,812	5,700,114
Restricted Funding	9,522,937	0	18,037	335,896	0	(88,779)	(690,798)	9,770,053	8,850,176
Total Reserve - Restricted Revenue	31,454,328	0	270,110	951,921	1,955,681	(961,743)	(913,849)	31,444,506	32,766,270
Total Cash Reserve	215,496,545	0	282,082	51,368,624	8,917,956	(73,008,385)	(8,587,332)	193,856,784	216,109,251

CITY OF COCKBURN | 14

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2024

OPERATING ACTIVITIES
NOTE 7
OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2024	Liability Increase	Liability Reduction	Closing Balance 30 September 2024
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements - non-operating		3,593,281	1,689,308	(62,542)	5,220,048
Total unspent grants, contributions and reimbursements		3,593,281	1,689,308	(62,542)	5,220,048
Provisions					
Annual leave		4,783,341	15,560,302	(15,248,775)	5,094,868
Long service leave		5,103,483	0	0	5,103,483
Total Provisions		9,886,824	15,560,302	(15,248,775)	10,198,351
Total other current liabilities		13,480,105	17,249,610	(15,311,317)	15,418,398

Amounts shown above include GST (where applicable)

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2024

NOTE 8
BUDGET AMENDMENTS

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

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget adoption						300,000
Various	Expenditure Review Committee July 2024		Operating Expenses			(27,308)	272,692
OP4717	OME0 Amenities increase budget	OCM 9/7/24	Operating Expenses			(58,500)	214,192
Various	Expenditure Review Committee Sep 2024		Operating Revenue		10,676		224,868
				0	10,676	(85,808)	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2024**

**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 2024-25 year is \$300,000 or 0.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
Revenue from operating activities				
Finance	901,502	0.66%	▲ Timing	Revenue brought forward
Recreation Infrastructure & Services	475,481	12.55%	▲ Timing	Revenue brought forward
Property & Assets	(311,062)	(24.43%)	▼ Timing	Revenue delayed
Expenditure from operating activities				
Governance, Risk & Compliance	(482,097)	(23.44%)	▼ Timing	Expenditure brought forward
Library & Cultural Services	448,804	10.28%	▲ Timing	Expenditure delayed
Sustainability & Environment	1,276,835	5.74%	▲ Timing	Expenditure delayed
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(702,429)	(52.92%)	▼ Timing	Grant delayed
Proceeds from disposal of assets	443,898	162.57%	▲ Timing	Pending completion of EOFY 23/24
Payments for property, plant and equipment and infrastructure	3,939,568	31.29%	▲ Timing	Expenditure delayed
Financing activities				
Transfer from reserves	365,310	4.44%	▲ Timing	Expenditure delayed
Transfer to reserves	(2,789,584)	(43.52%)	▼ Timing	Revenue brought forward

14.3 Infrastructure Services

14.3.1 Proposed Share Use Agreement Framework - Department of Education

Executive	Director Infrastructure Services
Author	Senior Property Services Officer
Attachments	1. Draft Site Plans ↓

RECOMMENDATION

That Council ENDORSES the Chief Executive finalising a licence agreement framework with the Department of Education (‘DoE’), including the below essential terms:

1. For the use of nine (9) sites within the City of Cockburn (refer Table 1: List of Subject Sites),
2. For a Term of ten (10) years, with a Further Term of ten (10) years;
3. City of Cockburn (‘City’) to undertake routine and major maintenance at the sites,
4. DoE to pay an annual contribution for routine maintenance of \$13,000 plus GST for Primary School and \$32,500 plus GST for Secondary School sites,
5. Routine maintenance contributions to be increased by a fixed rate of 2% per annum, plus five (5) yearly cost analysis reviews to ensure that any additional wear and tear caused by an increase in student enrolments is captured,
6. Major maintenance to be apportioned specifically for each asset using the framework outlined in this Report,
7. Both Parties to affect and maintain Public Liability Insurance,
8. Such other terms as required to protect the City’s interests,
9. Subject to the consent of the Minister for Land.

Background

In 1992, a comprehensive review of the functional and financial relationship between state and local government was conducted under the *Better Government Agreement*.

An outcome of this review was the development of the *Capital Resource Sharing (Education and Related Facilities)* Memorandum of Understanding (MoU), executed in 1993 by the Premier, the Minister for Education and the President of the Western Australian Municipal Association (now the Western Australian Local Government Association) on behalf of all local governments.

This MoU established a co-ordinated approach to maximise the quality and quantity of value-for-money services delivered to and available to the community. One such item was sharing active spaces between schools and the wider public (‘share use agreements’).

The Department of Sport and Recreation (in collaboration with the Department of Education and the Department of Local Government) developed a '*Guide to Share Use Facilities in the Sport and Recreation Community*' which consolidated the various policies and procedures for negotiating and administering existing and encouraging future share use agreements.

The City of Cockburn (City) and the Department of Education (DoE) have operated under a patchwork of agreements throughout the years to facilitate reciprocal/share-use arrangements for (primarily) Public Recreation Reserves managed by the City of Cockburn that neighbour school sites, being ovals that are enjoyed by the public and by adjacent schools.

Both formal and informal arrangements currently exist, with a range of conditions and financial contributions for maintenance.

City and DoE staff have attempted to formalise the ad hoc arrangements, using a variety of contribution calculations and licence mechanisms over the years.

Property Services, in collaboration with Recreation Services and Parks Operations have determined that an overhaul of all existing (formal and informal) agreements with DoE is required to ensure clarity and futureproofing for the nine (9) existing share-use sites, as well as establishing a clear precedent for future share use agreements with DoE.

The details of these proposed agreements are outlined in the below report.

Submission

N/A

Report

Site Information

There are nine (9) sites within Cockburn that are being shared between DoE and the wider Cockburn community.

Table 1: List of Subject Sites – Schools and Public Recreation Reserves

	School	Reserve	Reserve Number	Purpose
1	Treeby Primary	Treeby Reserve	53494	Public Recreation and Drainage
2	Aubin Grove Primary	Aubin Grove Reserve	48963	Public Recreation
3	Beeliar Primary	Beeliar Reserve	45286	Public Recreation
4	Lakelands Senior High	Lakelands Reserve	41221	Public Recreation
5	Yangebup Primary	Nicholson Reserve	37200	Public Recreation
6	Success Primary	Success Reserve	7756	Drainage, Recreation & Community Facilities
7	Coolbellup Community College	Len Packham Park	30190	Public Recreation
8	Atwell Community College	Atwell Reserve	43583	Public Recreation and Drainage
9	Harmony Primary	Harmony Primary Oval	N/A owned by DoE	Freehold – Minister for Education.

Refer to Attachment 1: Draft Site Plans for a visual representation of the share use sites.

Of the nine (9) sites listed in Table 1 above, eight (8) are Reserves managed by the City of Cockburn on behalf of the State of Western Australia.

The consent of the Minister for Lands is required for licence agreements to be entered into for these Reserves, pursuant to section 18 of the *Land Administration Act 1997 (WA)*.

Public Recreation Reserves operate under a limitation imposed by the State (Department of Planning, Lands and Heritage), that public access must not be removed (no “exclusive use”). Therefore, priority use licence agreements have been found to be the most appropriate mechanism for memorialising arrangements between the City and DoE.

Summary of Existing Arrangements

The City has two formal share use agreements with DoE:

- (a) Success Reserve
- (b) Aubin Grove Reserve.

The City has four informal '*hand shake*' agreements with DoE:

- (a) Beeliar Reserve
- (b) Nicholson Reserve;
- (c) Lakelands Reserve
- (d) Harmony Primary School.

DoE use three additional sites with no agreement (formal or informal) and pay no financial contribution to maintenance:

- (a) Treeby Reserve
- (b) Len Packham Reserve
- (c) Atwell Reserve.

The City approached DoE to negotiate formal share use agreements for Beeliar and Lakelands Reserves throughout 2020-2021, presenting draft agreements for consideration. In 2021, DoE requested that we defer finalising these agreements until the Minister for Education met with Cockburn's CEO.

The result of this meeting was that negotiations were paused indefinitely, with the two parties unable to come to terms.

Following an internal restructure within DoE, Property Services, Recreation Services and DoE's Infrastructure Operations Department met in January 2024 to revisit the possibility of formalising the arrangements with a mutual view of standardising all 9 share use sites.

In 2023/24 the City invoiced DoE a total of \$263,976.85 inclusive of GST.

This figure was drawn from a variety of percentages (ranging from 0% up to 50%) of the nine (9) existing operational budgets (including base costs, major maintenance, and various capital works items). Of this invoice, only \$36,700 was based on executed (signed share use licence) agreements.

The City relies on the goodwill of DoE to honour the ad hoc arrangements and corresponding invoices. This places the City in a risky position as there is no onus on DoE to honour such arrangements.

It is understood that there is a limited lifespan for these ad hoc arrangements to continue to be honoured. Of note, there have been years where DoE have delayed or refused payment pending a significant degree of auditing and evidence/justification from the City of the costs involved.

This has proven to be time-intensive and onerous.

From a risk management perspective, the City is not in a position to reduce routine or major maintenance at the share use sites, as they are used and enjoyed by our residents, sporting clubs, and contribute to our City's public amenity.

A formalised annual maintenance contribution from DoE can be used to off-set a portion of the costs for the City that would be incurred with or without financial contribution from DoE and assist the City in continuing to provide the Cockburn community with well-maintained active green spaces.

Routine Maintenance

The City delivers a high standard of maintenance of Active Reserves in Cockburn, providing green spaces that accommodate the wider community, sporting and recreational user groups and school children.

The level of service provided by our Parks Operations team is greater than the requirement that DoE has for "flat, green space" for school children.

The City will not reduce the amenity provided to our ratepayers in order to reduce the corresponding costs incurred by DoE for the portion that they use.

The corresponding maintenance costs incurred in maintaining our Reserves to such a high quality is shared on a 50/50 basis for the portion that DoE require (being 1 hectare for Primary Schools, and 2.5 hectares for Secondary Schools).

Property Services, Recreation Services and Parks Operations undertook an audit of the actual costs incurred for routine maintenance of eight (8) of the Subject Sites over a five-year period (2017/18 FY to 2021/22 FY).

Routine maintenance includes mowing, weeding, fertilising, irrigation and bore pump servicing. The cost of routine maintenance was an average of \$2.64/sqm or \$26,400/hectare (ex GST).

The premise of negotiations was that the City and DoE would share, on a 50/50 basis, the costs of providing routine maintenance for the area shared by DoE and the Cockburn community.

DoE operate under a planning framework that requires one (1) hectare of active green space for Primary school aged children, and 2-2.5 hectares of active green space for Secondary school aged children.

Based on the above areas of use, the City sought to negotiate a routine maintenance figure that reflected the actual cost in maintaining the Reserves (using \$26,400/hectare (ex GST) as a benchmark, being \$13,200 each for DoE and the City) or a \$1.32/sqm contribution rate.

The City sought feedback from DoE to determine the existing arrangements that they have with other Local Government Authorities in the Perth Metropolitan region. DoE were able to provide the below benchmarking table for routine maintenance:

Table 2: Benchmarking, Other Local Government Authorities

Flat Rate per Hectare	Number of ovals used to determine the average	\$/square meter rate ex GST
\$5,200	10	\$0.89
\$21,000 **	2	\$1.35
\$19,800	15	\$1.87
\$14,500	2	
\$19,800	2	
\$11,700	4	
\$19,500	2	
Average - \$15928		Average - \$1.37

**Oval attracting significantly higher costs due to the use of scheme water.

As the City's average cost fit within DoE's benchmarking, they were able to agree in principle to a contribution of \$1.32/sqm.

The City proposed a flat rate of \$13,000 for Primary School and \$32,500 for Secondary school sites, based on the below negotiated position:

- Discounting initial primary school figure from \$13,200 to \$13,000
- Confirming 2.5 hectares (as opposed to 2 hectares) contribution for secondary school sites (increase of \$6,100).

DoE advised that their standard increment increase for share use agreements across all local government authorities is a fixed 2% per annum increase.

In order to 'future proof' the agreements, the City requested the addition of five (5) yearly reviews.

These reviews would involve an analysis every five (5) years of the actual costs of maintaining the Reserves and negotiating a new contribution figure if the increments have not aligned with the actual costs incurred.

The City sought demographic growth projections from DoE regarding their enrolments in order to understand the estimated number of students that would use the site over the lifespan of the agreements.

Seven (7) of the nine (9) schools were projected to 'hold steady' on enrolments; one (1) expected to have reduced enrolments and one (1) expected to have an increase in enrolments. Given these statistics, the City and DoE are comfortable with the terms remaining appropriate over the 20 year lifespan of the agreements.

Major Maintenance

Each site will have a negotiated list of major maintenance equipment/items, as each site is unique and has various requirements for the assets on site.

As a general rationale, recreation equipment maintenance (other than major maintenance for the turf itself) will be based on four (4) principles:

- If it is a standard DoE provision for a school site, they will be responsible for 75% of the maintenance, and the City responsible for 25%. This includes football posts, athletic jump puts and cricket nets)
- If there is an associated sporting group that uses the asset, or if the City has provided equipment over and above the standard DoE requirements (such as flood lighting; cricket pitches), the contribution will be 50% to each party
- Where an existing agreement is in place, the responsibility for maintaining this asset will be 100% the responsibility of the party per the terms of the existing agreement
- If the asset is not publicly accessible then it will be 100% DoE responsibility (such as hard stand basketball courts that are fenced off).

As a general rationale, major maintenance for the green space itself (turf rectification; replacement or major maintenance to bores and irrigation) will be formulated as a percentage contribution from each party based on the below:

DoE pay 50% of the major maintenance for their area of use, with

$$X\% = \frac{(y / z)}{2} \times 100$$

- X being DoE's major maintenance contribution
- y being DoE's area of use
- z being total area of Reserve (active green space)

There will be a consultation/notice requirement included for major maintenance and capital works items to allow both parties to budget accordingly.

Other Licence Terms

All share use agreements will be for a 20-year term, being an initial 10 years with a 10-year option to renew.

This reflects the intention of both parties to establish a long term, consistent arrangement that provides clarity for the schools and the wider community.

It will also allow both the public and the schools to develop over a long period of time an understanding of how this arrangement operates from a usage/availability perspective and act accordingly.

It is proposed that DoE will have 'priority' (non-exclusive) use of the Reserves during school Hours (Monday–Friday from 9am–4pm) with the general public enjoying the Reserves outside of school hours, on weekends, school and public holidays.

It has been suggested that DoE staff shall erect appropriate temporary signage informing the public of the school's priority use of the Reserve during school hours. DoE staff shall direct members of the Public to the extent that is necessary to ensure student safety is maintained.

Due to the unique nature of each site, and the assets contained therein, a bespoke list of asset maintenance responsibilities will be formulated (for items such as cricket nets; long jump pits; playgrounds and flood lighting).

Future capital works projects will not be undertaken at the site by either party without consultation and confirmation on the responsibility for project costs and ongoing asset maintenance.

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 and Security

A vibrant healthy, safe, inclusive, and connected community.

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

Listening and Leading

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

The City currently receives a variety of financial contributions from DoE for the maintenance of share use Reserves. In 2023/24 the City invoiced DoE \$263,796.85 inclusive of GST for all maintenance including routine and major maintenance (as a percentage of the operating budgets spent on the site).

Of this amount, \$36,700 was recoverable due to the operation of formal agreements, with the balance being on an unsecured 'handshake' arrangement.

Three sites currently do not receive any financial contribution from DoE.

By formalising the share use agreements for all nine (9) subject sites, the City can appropriately budget and forecast based on the routine maintenance contributions agreed.

Additionally, future scheduled major maintenance projects can incorporate a confirmed funding contribution from DoE, which allows both parties to appropriately plan.

Please see below Table for projections for routine maintenance only, over the lifespan of the agreements (including 2% increases annually), exclusive of GST.

Site Type	Number of Sites	Contribution Amount	Total (year 1)	Total (year 5)	Total (year 10)	Total (year 20)
Primary School	7	\$13,000 ex GST	\$91,000 ex GST	\$473,567 ex GST	\$996,424 ex GST	\$2.21M ex GST
Secondary School	2	\$32,500 ex GST	\$65,000 ex GST	\$338,262 ex GST	\$711,732 ex GST	\$1.58M ex GST
Total	9	Average: \$17,333 ex GST	\$156,000 ex GST	\$811,830 ex GST	\$1.708M ex GST	\$3.79M ex GST

Legal Implications

The City of Cockburn is exempt from the requirements of section 3.58 of the *Local Government Act 1995* by way of s30(b)(i) *Local Government (Functions and General Regulations) 1996* because the Department of Education is deemed to be an organisation that has the 'objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature'.

Local Government Act 1995

Local Government (Functions and General Regulations) 1996

Land Administration Act 1997

Community Consultation

NA

Risk Management Implications

If Council defers or does not support the recommendation, the City risks being in a position where DoE will refuse to honour the informal arrangements for financial contributions, which will result in the City being solely responsible for the upkeep for the Reserves.

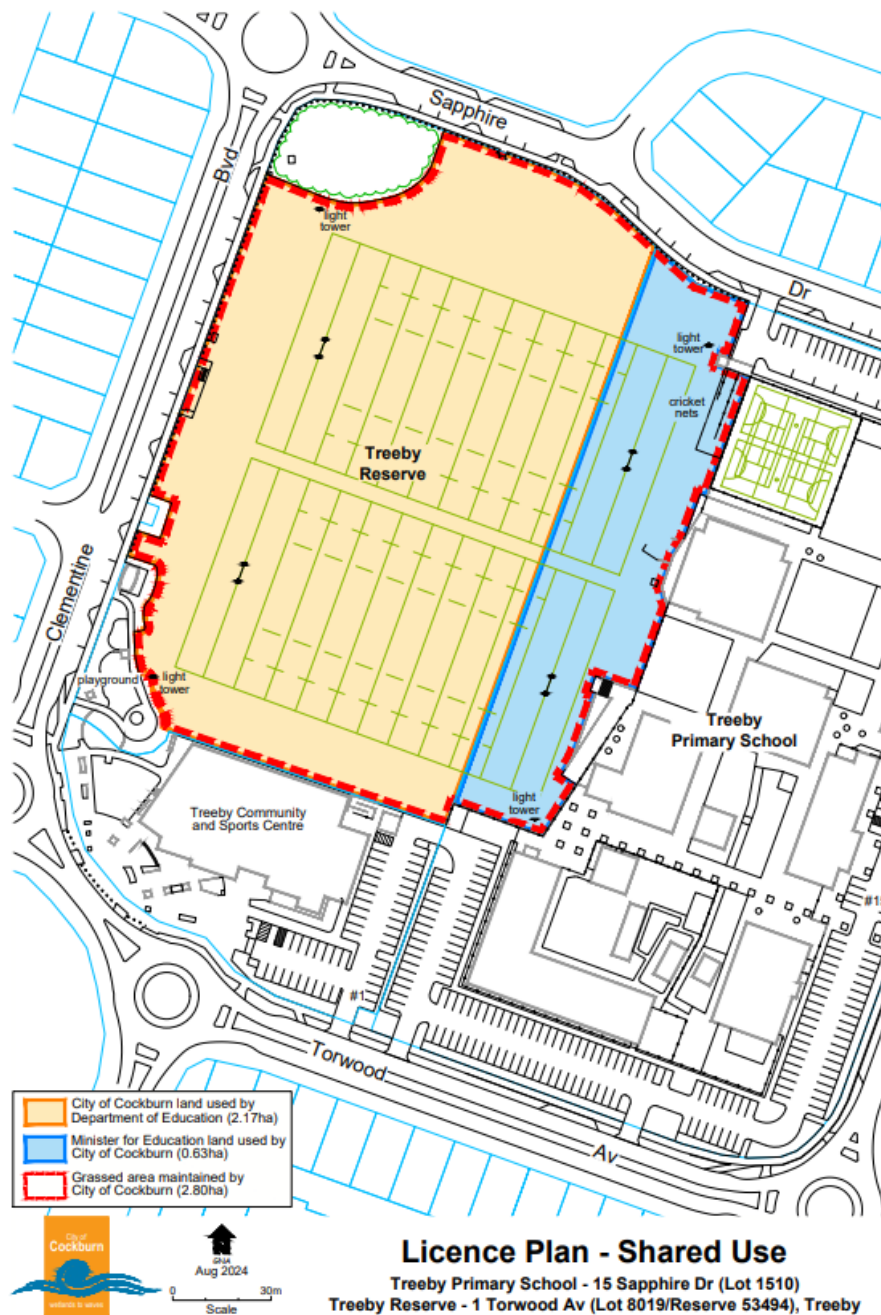
Both parties will affect and maintain public liability insurance for the use of the shared facilities.

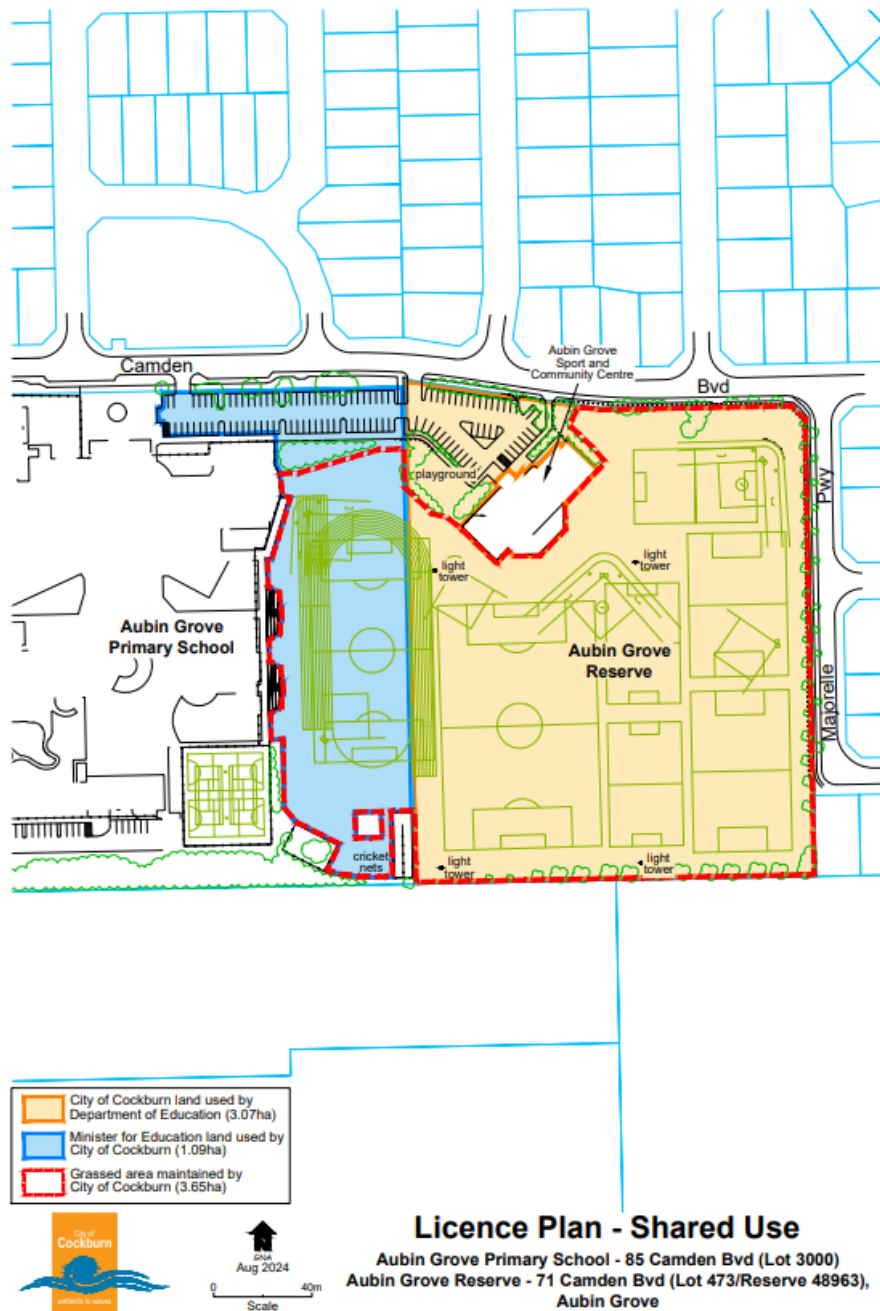
Advice to Proponent(s)/Submitters

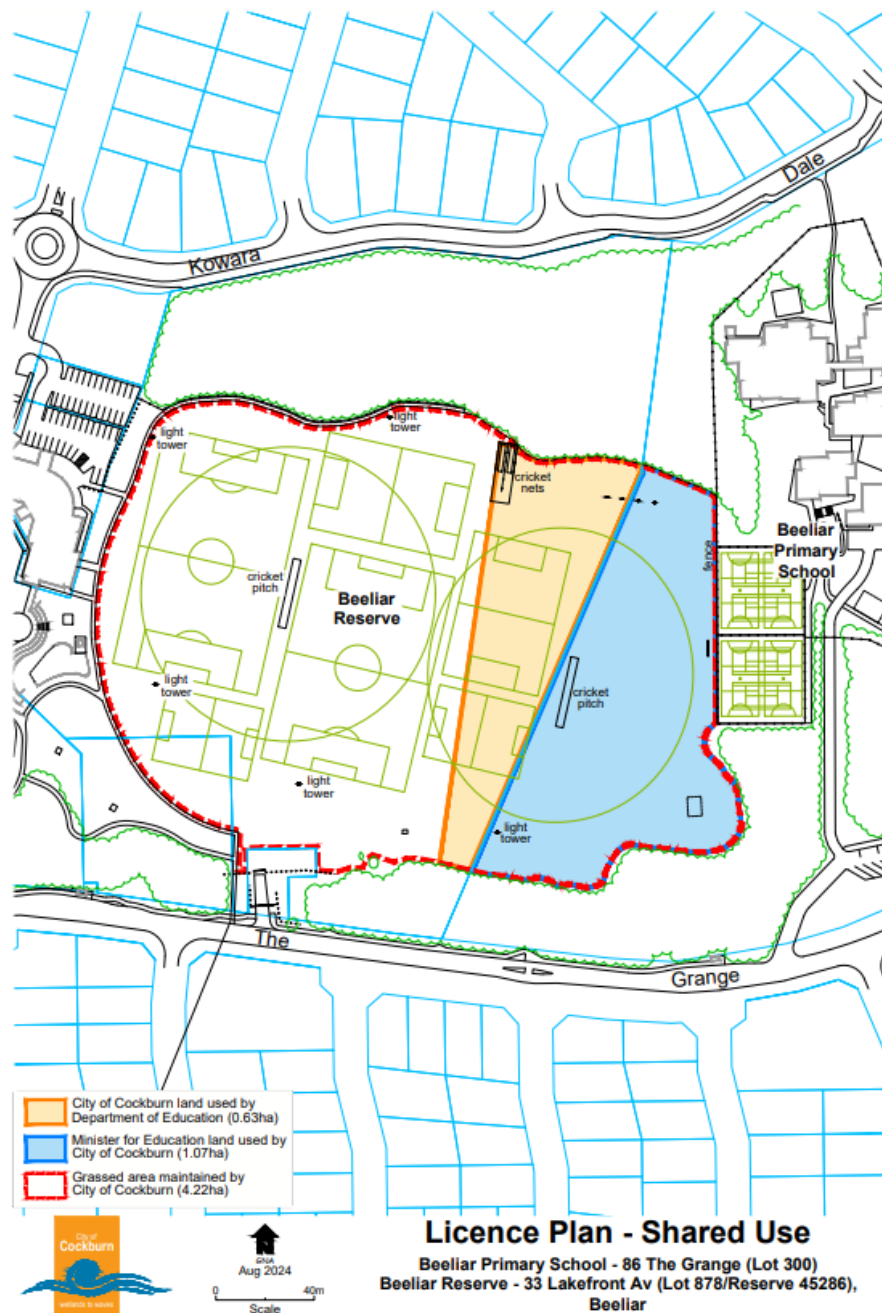
The Proponent(s) have been advised that this matter will be considered at the 12 November 2024 Ordinary Council Meeting.

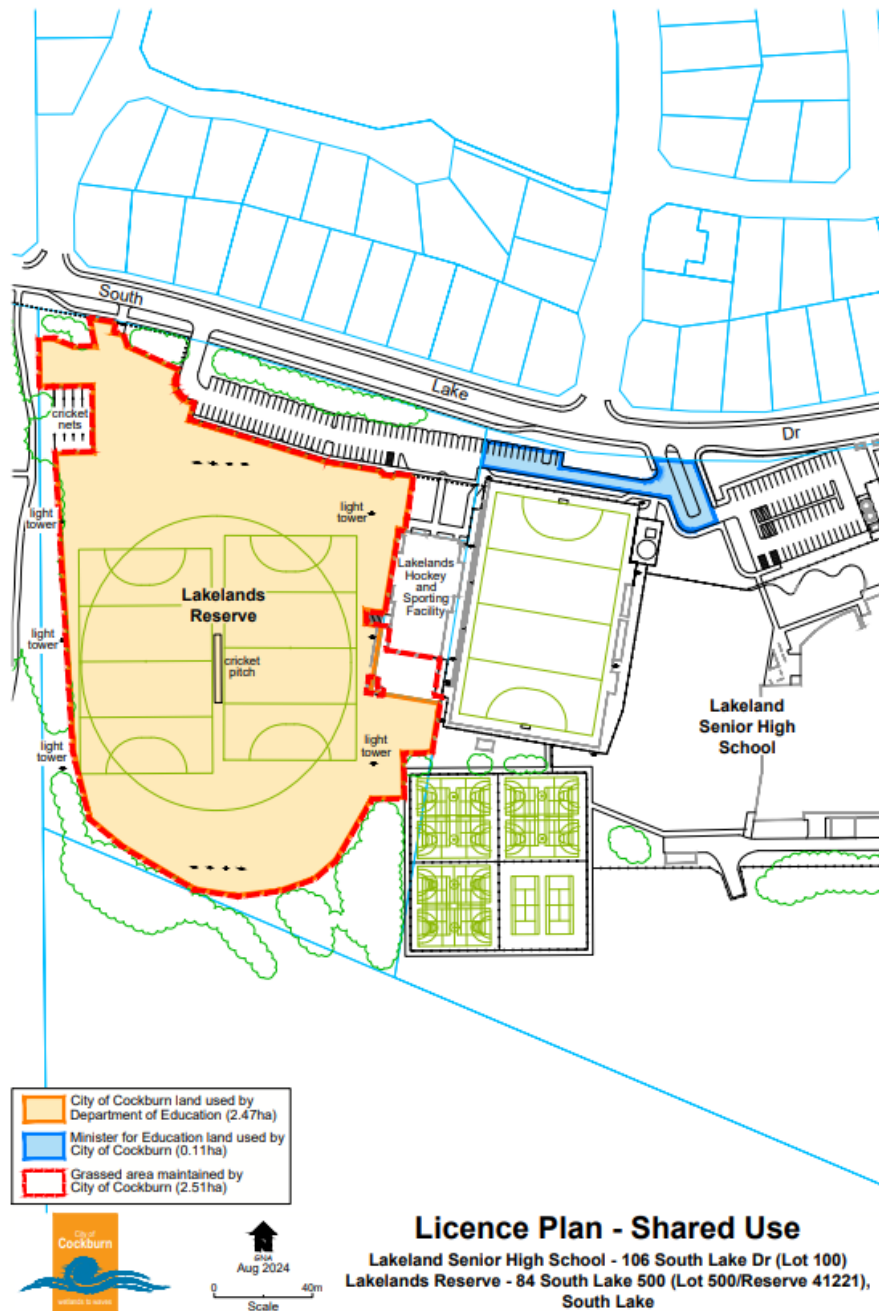
Implications of Section 3.18(3) *Local Government Act 1995*

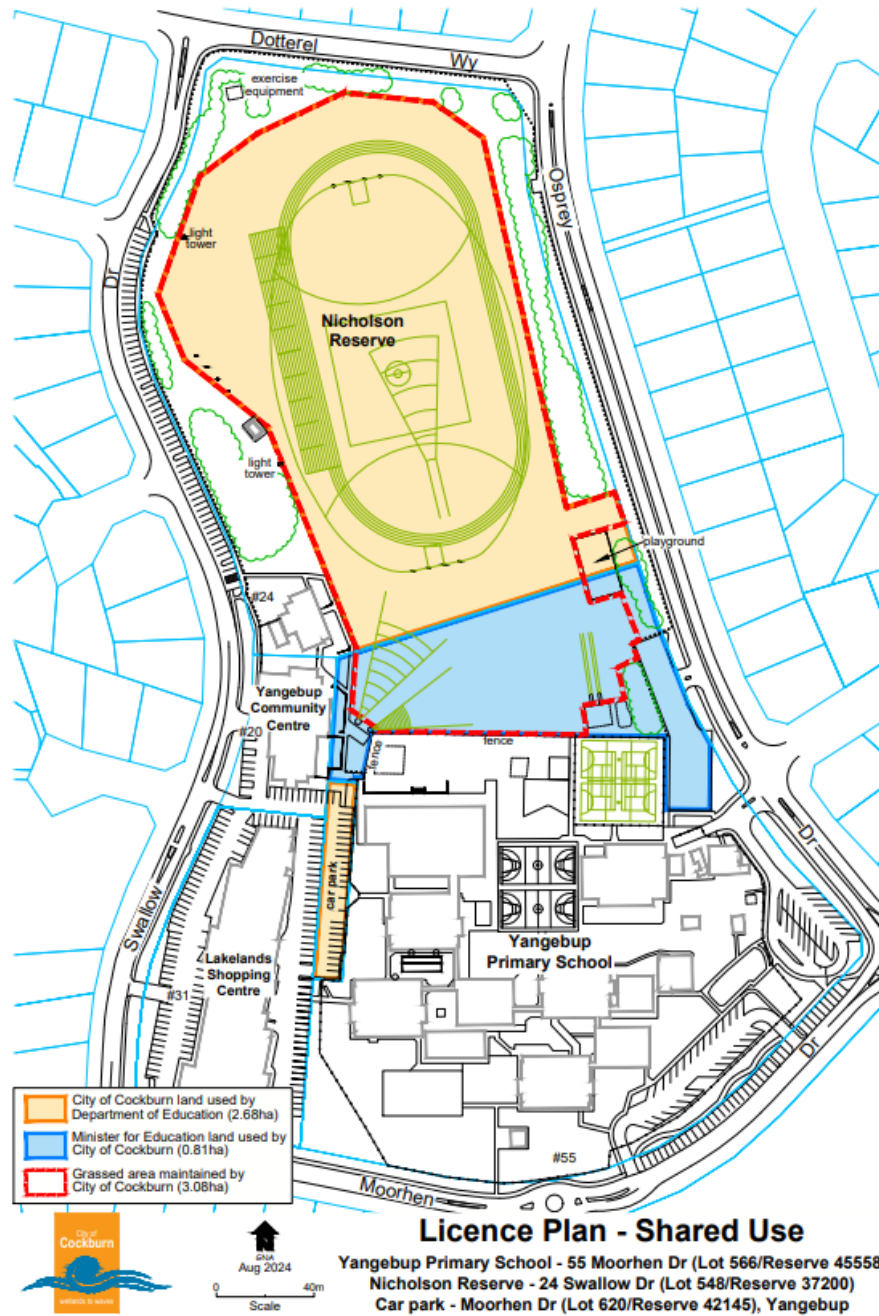
Nil

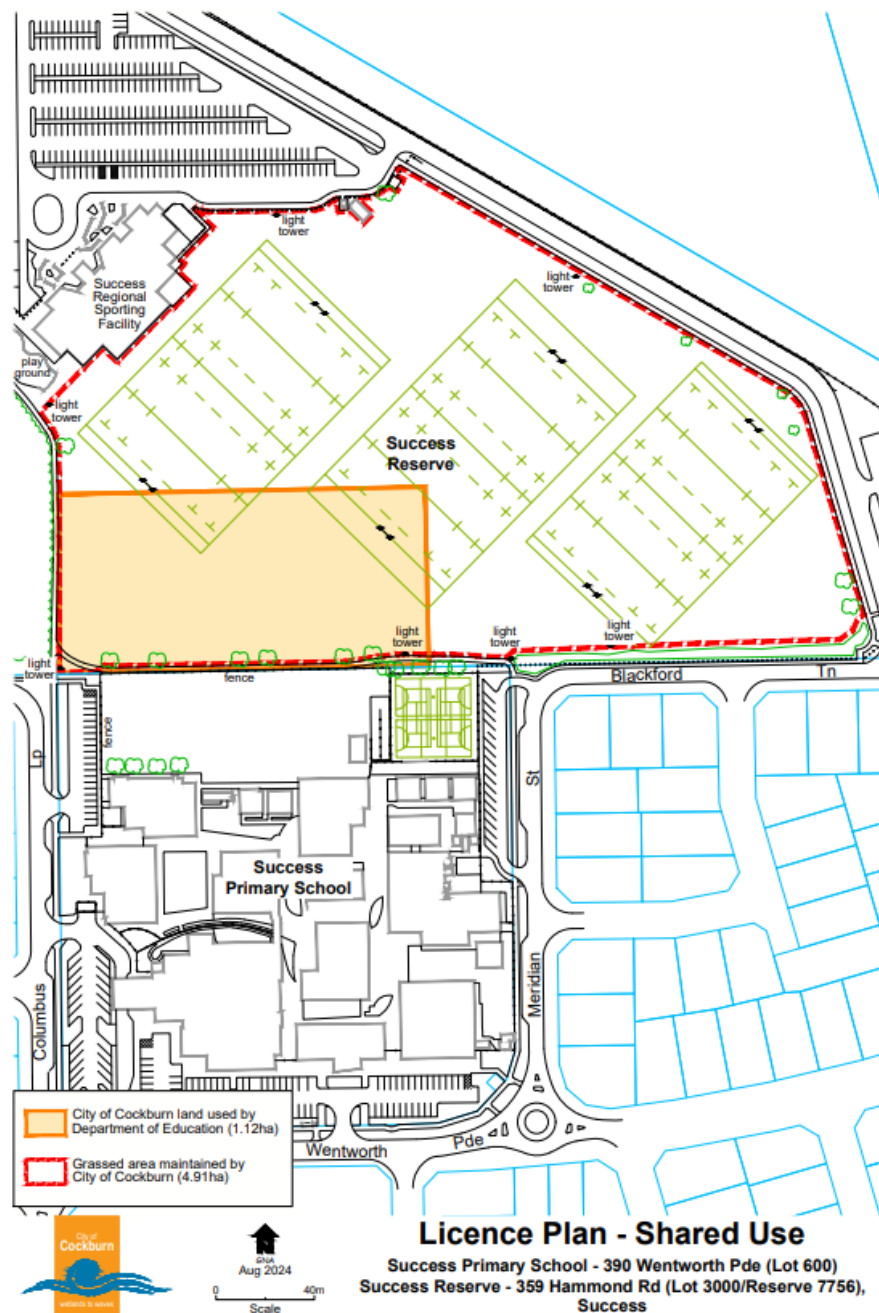


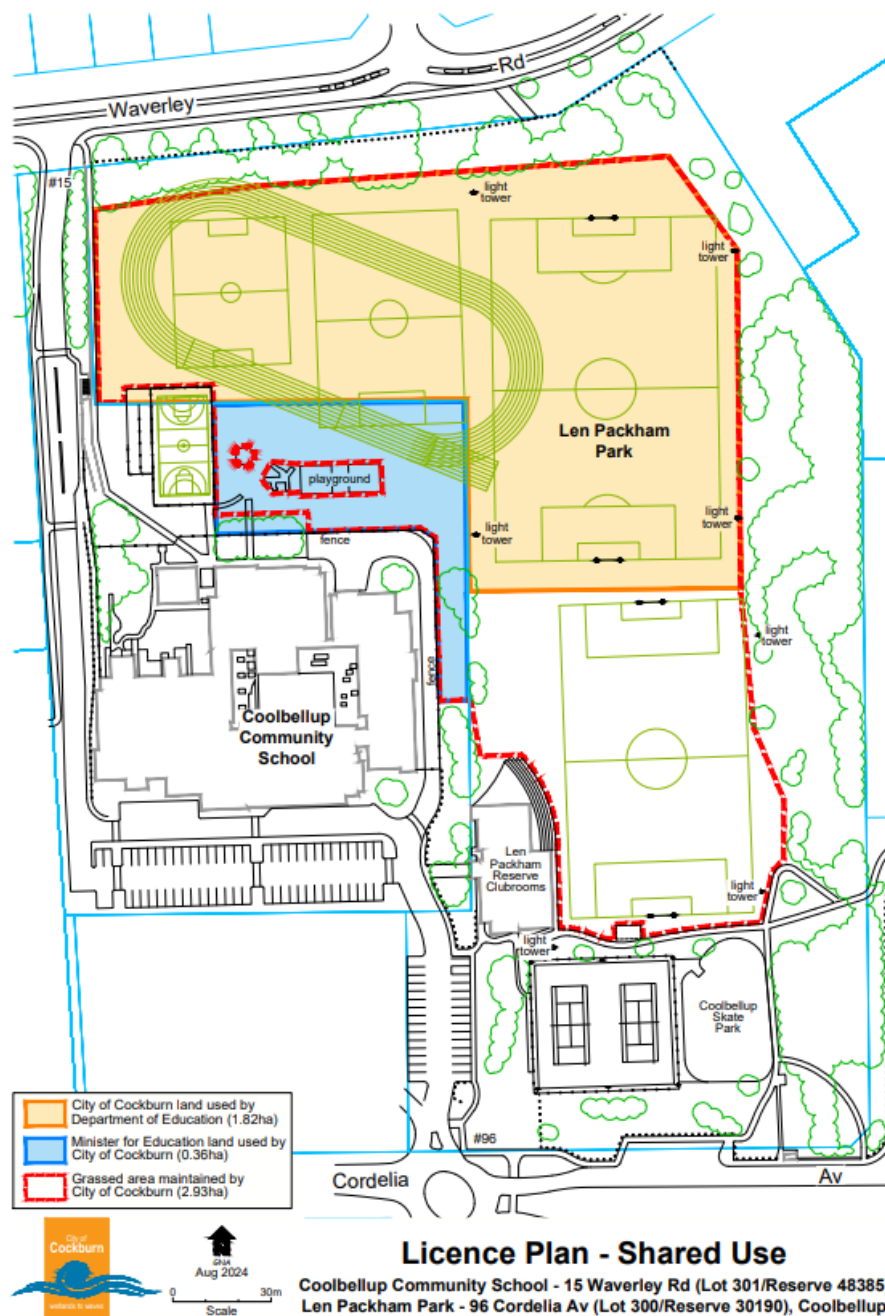


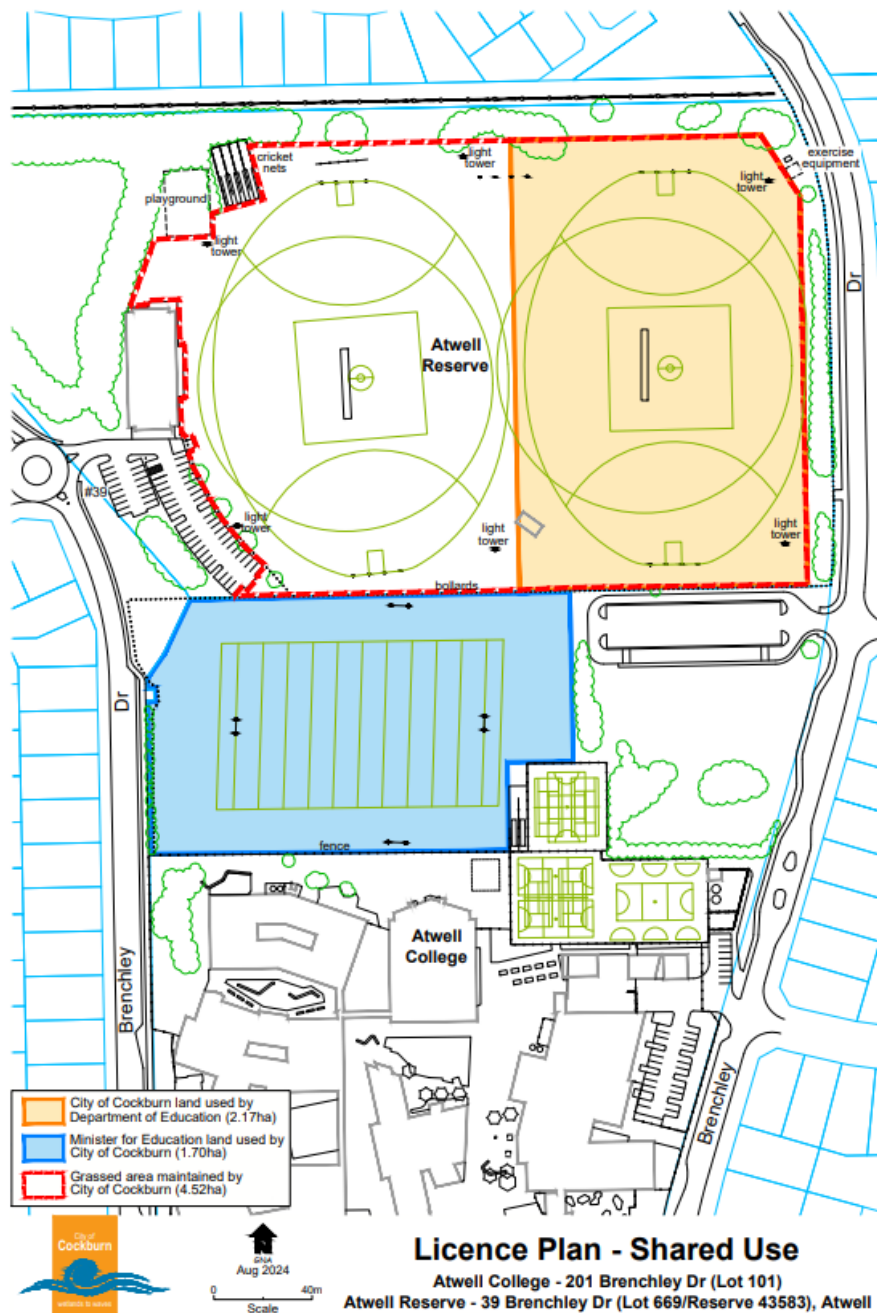


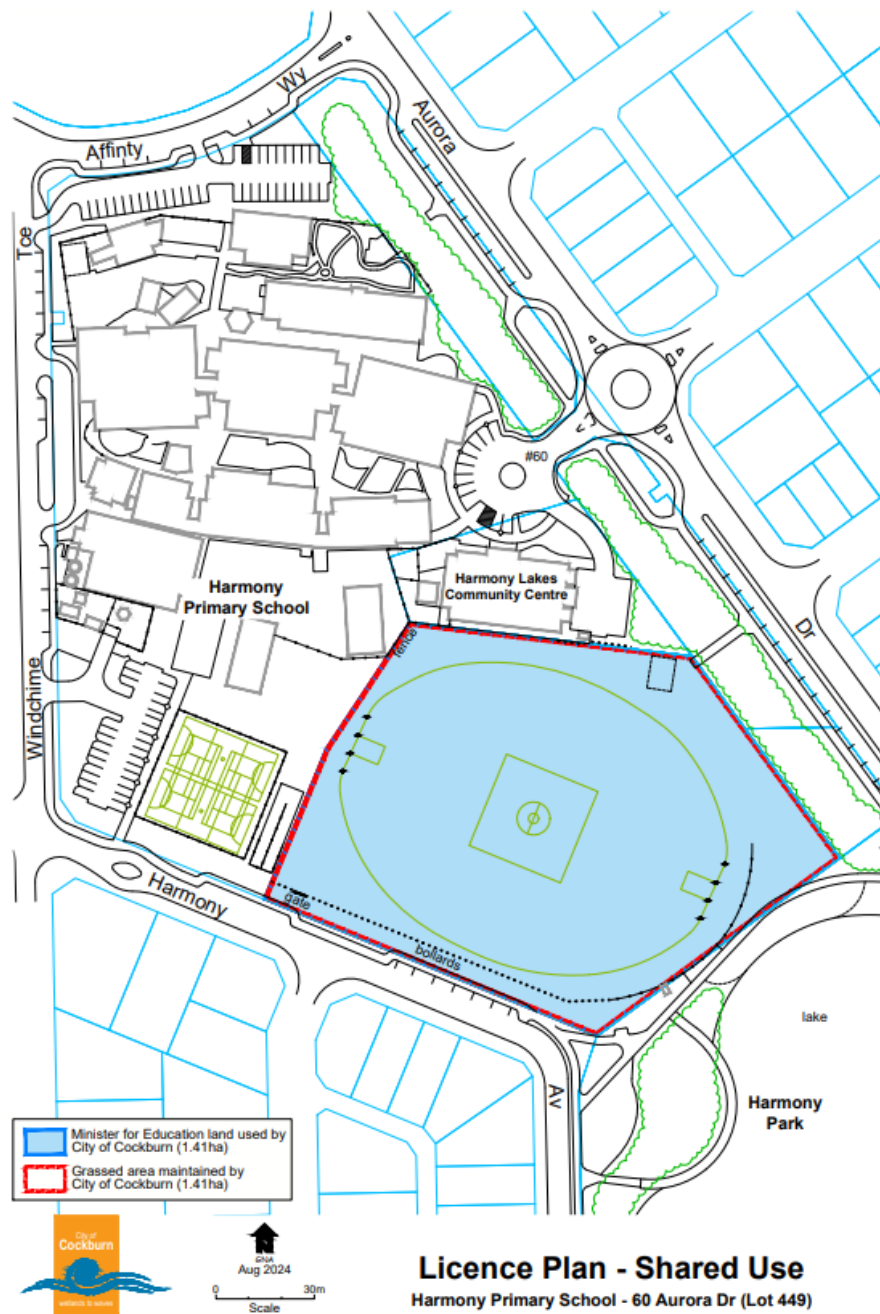












14.4 Community and Place

14.4.1 Community Infrastructure Plan 2024 - 2041

Executive Director Community and Place
Authorg Community Infrastructure Manager and Head of Community Infrastructure and Safety

Attachments fl bXYf FÈ Ô [{ { ~ } æ Å ð æ d ~ & c ! ^ Á | æ Å Æ G Æ Æ F Á
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RECOMMENDATION
That Council:

(1) ENDORSES the Community Infrastructure Plan 2024 – 2041 and supporting Appendices (Attachment 1); and

(2) RECEIVES the Community Feedback Report from the community engagement period of the draft Community Infrastructure Plan (Attachment 2).

Background

The City aims to achieve health, social, learning and/or wellbeing outcomes through the provision of community infrastructure which includes both buildings and spaces (indoor and outdoor) that accommodate a range of services and activities to support the community.

At the Ordinary Council Meeting held on 13 December 2018, Council adopted the *Community, Sport and Recreation Facilities Plan 2018 – 2033* (CSRFP). The CSRFP included 53 project proposals over the 15-year period at an estimated value of \$209.8M (2018 estimates).

The intent was to review the CSRFP every four years to allow for changing needs and priorities, while also aligning to the City’s Long Term Financial Plan reviews.

Since the adoption of the CSRFP, the City has completed eight projects, while a further two are currently under construction. Another nine project proposals have progressed into the project lifecycle which spans from the initial needs assessment through to detailed design.

In late 2022, Otium Planning Group Pty Ltd was engaged to support the review and development of the revised plan.

Following an extensive review and development of a renewed document Council endorsed the draft Community Infrastructure Plan (CIP) to be advertised for public comment at the Ordinary Council Meeting held on 11 June 2024.

Submission

N/A

Report

The City presented the draft CIP to Council in June and following endorsement advertised the draft plan for a period of public comment. The plan was advertised for a period of 5 weeks, opening Monday 8 July and closing Friday, 9 August 2024.

Through this period Officers offered numerous opportunities for the public to comment on the draft document through Comment on Cockburn (online survey, hard copy feedback, phone and email), offered 30-minute in-person conversations, and proposed to conduct a webinar.

Officers also engaged directly with a number of the City's reference groups including attendance at the Aboriginal Reference Group and Disability Reference Group meetings, with direct correspondence to the Multicultural Reference Group, Age Friendly Reference Group, Youth Advisory Reference Group and Seniors Group.

Whilst the comment period dates were advertised, Officers recognise the potential difficulty for Clubs and Groups to provide an official committee endorsed comment if a committee meeting didn't fall within the comment period. Therefore groups were encouraged to contact the City and request an extension of time to provide their comment. A total of four groups took up this offer.

The City engaged with six Clubs/Groups through the one on one in person conversations with the majority of these conducted after hours for convenience of the groups.

Unfortunately, there was only a single enrolment to the webinar session, which was subsequently cancelled. The participant was offered, and accepted to attend, a one on one conversation as an alternative.

During the comment period, the project page on the Comment on Cockburn website received 769 visits, 15 people provided feedback via the survey.

The volume of comments is likely reflective of two key elements;

1. The significant level of engagement completed to inform the plan's development
2. The explanation of information and openness of the assessment process outlined in the document.

More than 90% of respondents indicated the draft plan was easy to understand and clearly identified the City's objectives for Community Infrastructure in Cockburn.

Twelve respondents highlighted they were satisfied with some sections of the plan (whilst noting they would want to change some things). Three respondents were completely satisfied with the plan, with no changes required.

The majority of the survey comments related to minor infrastructure items that are out of scope for the CIP. These comments have been collated and will be utilised to inform the minor capital works request through future budget cycles.

Following the consultation period, Officers recommend no substantial changes to the draft CIP document. There was no new compelling commentary presented, to warrant revisions beyond updates reflecting relevant Council decisions since the document's drafting.

It is important to note that there is an annual scoring review and assessment process that builds in adaptability to respond to changes and challenges from internal and external factors.

For example, a sudden increase in population may impact scoring for a proposal like Treeby East, pushing it higher on the list of priorities. This is a key change to the previous version of the document (Community, Sport and Recreation Facility Plan).

A comment from Hammond Park Football Club includes a new proposal regarding facility upgrades at Botany Park. Officers believe more information is required to enable an assessment of the proposal through the CIP's scoring matrix.

This assessment process is proposed to investigate relevant information and for this proposal to be included as a 'new proposal' as part of the annual scoring review.

Strategic Plans/Policy Implications

Community, Lifestyle and Security

A vibrant healthy, safe, inclusive, and connected community.

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

Budget/Financial Implications

This document is a key informing document to the City's Long Term Financial Plan (LTFP).

Funding requests will be included as part of the Annual Budget process to support the planning and development of project proposals identified as priorities within the CIP and in alignment with the LTFP.

Further, should a proposal be determined to be needed and feasible through the planning and development phase, requests for capital funding for delivery will be made as part of the Annual Budget process.

Legal Implications

N/A

Community Consultation

As outlined in the previous report in June, the City undertook an extensive community engagement process in the first half of 2023 to help inform the draft CIP. This included:

- Online survey (287 responses), online map (165 comments) and online discussion forum (45 comments) which was undertaken on Comment on Cockburn from Wednesday 8 March to Monday 3 April 2023
- Meetings with all active City of Cockburn Reference Groups (in early to mid-2023)
- Meetings and workshops with special interest groups (e.g. residents associations, arts and culture, sporting codes)
- Individual meetings with groups (31 groups).
- Some groups provided written submissions, including previous studies they have undertaken.

The public consultation period for the draft CIP opened Monday, 8 July 2024 and closed Friday, 9 August 2024. Information regarding this consultation period can be found in Attachment 2 – Community Feedback Report.

Risk Management Implications

If Council decides not to adopt the CIP there is a high reputational risk that the community will not be satisfied with the prioritisation and planning work undertaken for community infrastructure identified in the plan. Further, officers will have limited guidance regarding the open and fair process for prioritising proposals.

If Council decides to defer adoption of the CIP, there is a medium risk of officers not being able to gather sufficient information to meet deadlines for the budget process to progress proposals and meet community needs.

This will also prove challenging for the City to manage community expectations within its available resources.

Advice to Proponent(s)/Submitters

Those who lodged a submission as part of the first round of community engagement to formulate the CIP, and/or the recent public comment period on the draft CIP will be advised of the outcome following Council's decision.

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

Nil

14.4.2 Cockburn ARC - Fees and Charges

Executive	Director Community and Place
Author	Cockburn Aquatic and Recreation Centre Manager
Attachments	N/A

RECOMMENDATION

That Council IMPOSES, in accordance with section 6.16 of the *Local Government Act 1995*, the charges proposed in this report, to commence following local public notice as required under section 6.19 of the *Local Government Act 1995*.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

Background

The Cockburn ARC vision is “all people, more active, more often.” This is achieved by offering high quality programs and services that engage the local community in physical activity.

In alignment with this vision, Cockburn ARC continuously reviews and adapts its offerings to meet the evolving needs of the community.

As part of the current Cockburn ARC Expansion Project, new services and programs have been developed and will be launched in phases to enhance the current offerings. These new services will complement the new state of the art health club facilities scheduled for completion in June 2025.

Submission

N/A

Report

Due to the Cockburn ARC Expansion Project completing ahead of the next annual budget cycle approval, off-cycle approval for new fees and charges is necessary to ensure the timely rollout of these services and the financial sustainability of the facility.

The proposed services have been developed in response to strong community demand and are aligned with current industry trends:

Personal Training: 1 to 1 and 2 to 1 group sessions. Previously delivered via a contractor model, these sessions will now be offered through in-house staff, increasing both staff retention and service quality.

Results Based Training (Squads): 8 to 12-week Intensive group training. There will be an offering of mixed and female only options.

12 and 13-year-old memberships: Memberships granting access to pool and stadium facilities only, with the option to convert to youth memberships at age 14, which includes health club access.

Sporting Schools: Supporting local schools through the Australian Government initiative to increase children's participation in sport by providing sports coaching clinics for schools within the local community.

Sporting School Incursions and Excursions: Offering half day and full day sports carnivals and events within Cockburn ARC or local school grounds.

Pilates Reformer: A dedicated reformer Pilates studio is being delivered as part of the Cockburn ARC Expansion, a service that is currently in very high demand within the industry.

Virtual Pilates: Pilates Reformers will feature virtual kiosk screens, allowing customers to participate in classes outside scheduled, instructor-led sessions.

Yoga Premium: An introduction to more advanced mind and body options currently not run within the Group Fitness offering.

School Carnivals: A streamlined, all-inclusive booking package for school carnivals. While there is no change to overall carnival costs, this package simplifies the current costing model which can be confusing, enhancing the customer experience.

New fees and charges – GST Inclusive:

Fee Name	2024/2025/2026 Fee	Launch Dates
New Services		
Personal Training 60 mininute 1-2-1	\$85.00	November - December 2024
Personal training 60 mininute 2-2-1 (per person)	\$60.00	November- December 2024
New 8-12 Wk Term Programs		
SQUAD - Strength & Conditioning (per person per session)	\$25.00	June - July 2025
SQUAD - Female Specific (per person per session)	\$25.00	June - July 2025
SQUAD - Weight Loss (per person per session)	\$25.00	June - July 2025
New Membership		
Youth 12-13 (Stadium and Aquatic)	\$14.50	Jun-25
Membership Add Ons		
Pilates Reformer 1 class pw (unlimited virtual)	\$25.00	June- July 2025
Pilates Reformer 2 class pw (unlimited virtual)	\$40.00	June- July 2025
Pilates Reformer 3 class pw (unlimited virtual)	\$55.00	June- July 2025
Virtual Pilates Reformer only	\$10.00	June- July 2025
Yoga Premium	\$35.00	June- July 2025
School Carnivals		
Carnival Package	\$1,600.00	Nov-24
School Sports		
Sport Schools - Coaching per session	\$132.00	Nov-24
Incursions: Half-Day (3 hours)	\$550.00	Nov-24
Incursions: Full-Day (6 hours)	\$1,100.00	Nov-24
Excursions: Half-Day (3 hours)	\$700.00	Nov-24
Excursions: Full-Day (6 hours)	\$1,400.00	Nov-24

In addition to the new service offerings, also proposed is an increase in health club membership prices as part of this off-cycle approval.

It is important to note that no price increase was applied for the current financial year due to the Cockburn ARC Expansion Project.

Approving the new pricing now will allow Cockburn ARC to effectively market the updated rates in the lead-up to the opening of the expanded facilities.

Delaying approval until the next budget cycle would limit our ability to promote the new structure, potentially impacting membership growth and the overall success of the relaunch.

Increases to existing fees and charges – GST Inclusive:

Memberships - Existing	24/25	Proposed 25/26	% Increase rounded to nearest 5 cents	Start date
FIFO Active, Conditions Apply	\$15.15	\$15.75	4%	completion
Online only membership	\$7.50	\$7.80	4%	completion
Lifestyle Active	\$21.60	\$22.45	4%	completion
Flexi Active	\$24.60	\$25.60	4%	completion
Lifestyle Aquatic	\$16.30	\$16.95	4%	completion
Flexi Aquatic	\$18.30	\$19.00	4%	completion
Youth Active	\$16.30	\$16.95	4%	completion
Teen lifestyle	\$17.25	\$17.95	4%	completion
Teen Flexi	\$19.65	\$20.45	4%	completion
Foundation Stage 1	\$16.30	\$16.80	4%	completion
Foundation Stage 2	\$18.40	\$18.95	4%	completion
Foundation Stage 3	\$20.40	\$21.00	4%	completion

*Completion refers to completion of the Cockburn ARC Expansion Project

Strategic Plans/Policy Implications

Community, Lifestyle and Security

A vibrant healthy, safe, inclusive, and connected community.

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

Budget/Financial Implications

The proposed fees and charges are revenue-generating.

Any additional expenses incurred in delivering the new services will be covered by the revenue earned, ensuring that the offerings remain financially sustainable to enhance the Cockburn ARC's ability to continue delivering high-quality programs without placing undue financial pressure on the broader budget.

Legal Implications

Section 6.16(3) of the *Local Government Act 1995* (the Act) allows Council to impose or amend fees during a financial year, by absolute majority decision.

Under section 6.19 of the Act, when fees are imposed after the annual budget is adopted, there is a requirement to give at least seven days public notice of the fee and what date the fees will come into effect.

Community Consultation

NA

Risk Management Implications

Should the proposed fees and charges not be approved, several risks may arise that could impact both the perception of Cockburn ARC and its ability to deliver on its objectives.

Without the additional revenue from these services, it may be difficult to maintain or improve current service levels, particularly with the planned expansion of facilities.

Failure to update and adapt offerings in line with community demand and industry standards could lead to a negative perception of Cockburn ARC as outdated or unresponsive.

By not approving the fees and charges, Cockburn ARC risks falling behind industry innovation, potentially failing to meet the growing expectations of the community and limiting its ability to attract new members or retain existing ones.

Advice to Proponent(s)/Submitters

N/A

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

NA

14.5 Office of the CEO

14.5.1 North Coogee Name Change Proposal

Executive	Chief Executive Officer
Author	Manager Legal and Compliance
Attachments	1. Landgate - North Coogee Name Change Proposal Assessment ↓

RECOMMENDATION

That Council RECEIVES the assessment report provided by Landgate regarding the proposed renaming and boundary amendments of North Coogee, noting that the findings conclude the proposal is not supported by Landgate.

Background

The City of Cockburn submitted a proposal to Landgate for the renaming and boundary amendment of the North Coogee locality. The proposal suggested that the locality be divided into two distinct areas: Catherine Point in the North and Port Coogee in the South.

The rationale provided was that two geographically and culturally distinct communities had evolved in the area, and the current name "North Coogee" lacked significance for the local community.

Submission

The proposal was prepared by the Port Coogee Community Association and the Catherine Point Community Group. The proposal was endorsed by Council and submitted to Landgate for consideration.

Report

The purpose of this report is to consider the assessment provided by Landgate on the City of Cockburn’s proposal to amend the locality name and boundary of North Coogee, and to recommend that Council acknowledges the outcome of the assessment and does not proceed with the proposed name change.

Landgate has conducted a thorough assessment of the City’s proposal to split the locality of North Coogee into two new localities: Catherine Point and Port Coogee.

After review, Landgate has determined that there is no significant or compelling need for the proposed changes. The assessment highlights the lack of long-term benefits to the community and the potential to create confusion for residents and service providers.

This report presents Landgate’s assessment and provides Council with the recommended course of action.

Landgate assessed the proposal against relevant sections of the Policies and Standards for Geographic Naming in Western Australia. Key findings from the assessment include:

Public Interest and Safety

The proposal did not demonstrate long-term benefits to the community that would outweigh private or corporate interests or short-term effects. The renaming could create confusion and unnecessary disruption for emergency services, Australia Post, and other service providers.

Unnecessary Name Changes

The assessment found no compelling driver for the name change, as the current name, North Coogee, had already been established in 2005. Moreover, evidence to support the claim of significant community demand or benefit was not adequately provided.

Proposed Boundary Amendments

No evidence was found that the boundary amendment would significantly benefit the community or improve services such as mail delivery, emergency responses, or access to the area.

Future Planning Considerations

The long-term development plans for the Cockburn Coast suggest that the two areas will become interconnected, making the proposed division unnecessary and potentially conflicting with future growth.

Landgate's assessment found that the proposal was not compliant with key policy sections, and as such, does not support the renaming and boundary amendments.

Strategic Plans/Policy Implications

Listening and 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

There are no budget implications from the recommendation in this report.

Legal Implications

There are no legal implications from the recommendations in this report. The proposal is not supported by Landgate and cannot proceed.

Community Consultation

N/A

Risk Management Implications

The proposal cannot proceed at this time. There are nominal risk implications from the recommendation in this report.

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 12 November 2024 Ordinary Council Meeting.

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

Nil



North Coogee name and boundary amendment Proposal

Suitable for public distribution



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Value



Secure

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Landgate North Coogee Name and Boundary Amendment Proposal

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Landgate

North Coogee Name and Boundary Amendment Proposal

1. Executive Summary

Landgate has completed a preliminary assessment of the City of Cockburn Proposal, (the Proposal), (refer to Appendix 1 and 2) to split the locality of North Coogee and rename the northern portion Catherine Point and the southern portion Port Coogee (refer to Appendix 3).

Names are intended to be enduring, particularly locality names which form a key component of a property address. Any change to a locality name or boundary has a significant impact on residents, local businesses and the many service providers which rely on an address, including Australia Post and Emergency Services.

In addition, the cost and effort of Local Government to undertake community consultation required to support any proposed change is immense and the cost and effort of State government agencies to update changes to addresses is significant. There are approximately 2000 properties impacted by this proposal.

Changes to a locality name or boundary will only be considered where a significant and compelling need for the change is demonstrated, and the change will achieve positive outcomes that outweigh any private or corporate interests, or short-term effects.

The Proposal states the compelling need for change is due to the development of two different and distinguishable communities within North Coogee, separated both geographically and culturally. As stated in the Proposal *"The division of the suburb is proposed to be at McTaggart Cove which is the point at which a clearly defined green corridor occurs and where the land is significantly constrained by the narrowing of the suburb boundary, the rail corridor, and the Power Station switchyard."* (refer to Appendix 1)

The City of Cockburn's Report on the Proposal states *"The 'Cockburn Coast' development will occur in the medium term and will result in the connectivity upon which the original 'North Coogee' name was premised. Changing the names to reflect the current distribution of population will eventually conflict with the logic of the approved Structure Plans for the entire 'Cockburn Coast', which spans all of 'North Coogee'."*

The future planning vision for this area, as advised by Development WA (refer to Appendix 4) and the City of Cockburn, is for the developed estates to become an interconnected community. While there are claims that the area today has the appearance of being developed as two different communities, this will change as the area becomes fully developed. It is commonplace for localities to contain a mix of different residential and commercial precincts. This is not sufficient justification to support the division of North Coogee.

Therefore, dividing North Coogee into two new localities will be contrary to future planning considerations and Landgate supports the City of Cockburn statement that the Proposal conflicts with the logic of the planning strategy defined in the approved Structure Plans.

Landgate's assessment of the Proposal is that a significant and compelling need for the change has not been demonstrated and the Proposal is not supported. The Minister for Lands is supportive of Landgate's decision.

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Landgate

North Coogee Name and Boundary Amendment Proposal

2. Proposal Assessment

The Proposal and the City of Cockburn's Report on the Proposal can be found at Appendix 1.

In summary, the Proposal claims that the two halves of North Coogee have evolved with different and distinguishable communities, are separated geographically and culturally, and the name North Coogee lacks significance and validity for the local community.

The Proposal has been assessed to determine if a compelling need for the change has been demonstrated, in compliance with the following sections of the *Policies and Standards for Geographic Naming in Western Australia (the Policy)*:

- Section 1.1.2 – In the public interest and safety
- Section 1.1.4 – Unnecessary name changes
- Section 4.4.1 – Proposed boundary amendments
- Section 4.9 – Review of localities.

2.1 In the public interest and safety

2.1.1 Policy extract

Policy section 1.1.2 (refer page 5 of the Policy) states:

"Any new, or change to existing, names for topographic features, administrative boundaries or roads shall not risk public and operational safety, interfere with emergency service responders, or cause confusion for transport, utility, communication and mail services. Any submissions to change existing names will only be considered when the long-term benefits to the community can be shown to outweigh any private or corporate interests, or short-term effects."

2.1.2 Proposal

The Proposal states (page 14) *"the name South Beach was partly disallowed due to advice from Emergency Services, relating to the name duplication with the landmark of South Beach in the different locality of South Fremantle"*. The proposal notes the name Catherine Point is unique and therefore would not pose the same Emergency Services concerns.

The City of Cockburn Report (page 437) states *"The Proposal seeks to divide the State Government's premier development within the district, being the "Cockburn Coast", and will result in an illogical outcome which will see this eventual development being assigned between the two new suburbs and could result in confusion for the residents/businesses which will eventually be located there."*

2.1.3 Assessment

The cost and effort to rename a locality is significant for Government agencies, services providers and the public. It also invariably causes (at least in the short term) confusion and disruption as the required address changes flow through to the many impacted services such as Australia Post, Emergency Services and other private service providers.

Landgate notes the confusion with the South Beach feature is no longer relevant to this proposal. As noted by the City of Cockburn, splitting North Coogee into two localities has potential to create confusion as the development expands and more residents and businesses are established. Policy section 1.1.2 requires the proposal to demonstrate how the long-term benefits outweigh any private or corporate interests, or short-term effects. In this case the short-term effects are the costs to implement the change, borne by the State and Local Government, service providers and the community, along with the initial confusion that inevitably results from changes to locality boundaries and property addressing.

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Landgate has determined the Proposal is not compliant with section 1.1.2 of the Policy as it does not demonstrate any long term benefits to the community and how they would outweigh any private or corporate interests, or short-term effects.

2.2 Unnecessary name changes

2.2.1 Policy extract

Policy section 1.1.4 (refer page 5 of the Policy) states:

“Any change to an existing approved name is discouraged. As all official names are meant to be enduring, any Proposals to change the name of a feature, administrative boundary or road must include evidence of a compelling reason for such a change, for example the Proposal is deemed to be in the public interest for safety reasons.

The changing of a name merely to correct or re-establish historical usage shall not be considered in itself a reason to change a name.

Evidence of community consultation and feedback from all relevant agencies and jurisdictions must be included with the submission. All such requests will be required to be presented to Landgate for consideration.

If Landgate determines that the name change is unnecessary or non-essential, yet there is enough community support for the change and it is compliant with the relevant naming policies and standards, it may be approved but it shall incur a service charge.”

2.2.2 Proposal

The Proposal outlines some historical references to the geographical feature names Catherine Point and Port Coogee, from which the proposed locality names are derived.

The Proposal notes:

- *“People prefer a name with historic, geographic and cultural meaning and relevance to their area.” (Page 4)*
- *“The name North Coogee lacks significance and validity for the local community.” (Page 18)*
- *“North Coogee is a recent name (2005) with little meaning to the people residing in the area.” (Page 4)*
- *“The name North Coogee has no geographical significance as the name is derived from the Coogee Lake which is over 4.5km to the south of the most southern end of the proposed Catherine Point and over 2.6km to the south of the most southern end of the proposed Port Coogee area.” (Page 18)*
- *“Although Coogee (Koogee) is not a local Nyungar name, having been brought to Western Australia from NSW by early settlers...” (Page 14).*

The City of Cockburn Report noted on page 437:

“The Proposal to rename the area only 18 years after it was formed is premature, particularly as the Guidelines do not support renaming after significant development has occurred.”

2.2.3 Assessment

The assertion that the name originated from NSW is unsubstantiated. According to the City of Cockburn website, the current locality name of North Coogee is based on the Aboriginal name ‘Kougee’. *“The name Kougee (also written Koojee, Coojee and eventually Coogee) has been recorded as a local Aboriginal name meaning ‘body of water’, though the origin may have become confused with the Coogee in New South Wales which slightly predates it.”*

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(<https://history.cockburn.wa.gov.au/Buildings-and-places/Suburbs/Coogee>) To fully understand the origin of the name an expert in decoding Noongar language would need to be consulted.

Landgate encourages the use of Aboriginal place naming and recognises the role it plays in preserving culture and language.

According to Landgate records for the geographical feature named Catherine Point, from which one of the proposed names is derived, *“the origins of this name is uncertain”* (Refer to Appendix 5). As noted in the Proposal, *“Representatives from the Maritime Heritage at WA Museum have suggested that Catherine Point could have been named after St Catherine Point, the most southerly point of the Isle of Wight...”* Whilst not precluded by the Policy, Landgate gives preference to names that promote diversity and have a connection to Western Australia, as opposed to names derived from British landmarks.

The name Port Coogee is used by some local businesses in the southern portion of North Coogee, however, this is likely due to the adjacent geographical feature named Port Coogee, or the residential development in the estate known as Port Coogee.

No substantiated evidence provided demonstrates the changes outlined in the Proposal are necessary for safety reasons.

A compelling driver for the name change as required under section 1.1.4 of the policy has not been adequately demonstrated.

Landgate will not consider approving an unnecessary or non-essential change for a service charge in this instance, due to the significant nature of the change, and the considerable impact it will have on the public and service providers, and the impacts on future plans for the area .

Evidence of community consultation will not be assessed at this time. The initial assessment is to determine if there is a compelling driver for the change.

2.3 Proposed boundary amendments

2.3.1 Policy extract

Policy section 4.4.1 (refer page 48 of the Policy) states:

“The need to amend a locality boundary will arise when there is an impediment to the efficient delivery of services to an area, the inability to assign a correct street address, further land development or as a result of the construction of a new major road.

The implementation of such changes will occur if a significant benefit to the community is identified. This includes:

- *the amendment supports the requirements of the WA Police, emergency service responders and Australia Post*
- *the amendment alleviates difficulties by the community in gaining access to and from the area*
- *the benefits of the proposal to the community as a whole*
- *the size of the area and the proposed boundaries*
- *the amendment facilitates correct street addressing requirements as included in Australian/New Zealand Standard AS/NZS 4819:2011.*

Submissions seeking changes for reasons of perceived status or financial benefit shall not be supported.”

2.3.2 Proposal

The Proposal notes on page 4:

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- “A substantial break exists between the two communities at McTaggart Cove, which includes the substantial green corridor, the CY O’Connor Reserve, the proposed Cockburn Coast oval, the Power Station switchyard, and the rail corridor.”
- “The McTaggart Cove corridor limits easy connection between the two communities, due to the rail line and poor vehicle access between each part of the suburb.”
- “People sometimes get confused when trying to determine whether they should be heading to the northern section or the southern section of North Coogee.”
- “Significant development has now occurred, creating two unique areas readily distinguishable from each other with different identities and characteristics.”

The City of Cockburn Report noted on page 437:

“The Proposal falls short of the “ideal” size recommended by GNC of “approximately 500ha” however is within the minimum requirements and capable of being considered.”

2.3.3 Assessment

Landgate notes that significant development has occurred in North Coogee, and as noted by the City of Cockburn (Refer to Appendix 1), further development in the medium term will result in greater connectivity throughout North Coogee.

No evidence in the Proposal has adequately demonstrated a need to change the North Coogee locality boundary, as outlined below:

- WA Police and Australia Post have previously provided feedback on the proposal and advised that there are no substantiated issues with emergency services dispatch or mail deliveries in the area.
- No further evidence has been provided that the change will provide benefit to emergency services or mail deliveries.
- No evidence provided demonstrates the proposed boundary change alleviates difficulties by the community in gaining access to and from the area. Access between the northern and southern portions of North Coogee is available via Robb Road.
- Whilst Landgate notes there may be a preference within the community for the boundary change due to what was described as “two separate communities with distinct identities”, this is not sufficient to demonstrate a significant benefit to the community.
- Whilst the size of the proposed Port Coogee (159ha) and Catherine Point (121ha) localities are policy compliant, the current size of North Coogee (280ha) more closely reflects the ideal size of 500ha for metropolitan and urban localities, as per section 4.3.1 of the Policy.
- No evidence provided demonstrates the current boundary causes the inability to assign a correct street address.
- No evidence provided demonstrates the change would support further land development.
- No evidence provided demonstrates the change is necessary because of the construction of a major road.

Landgate has determined the Proposal does not comply with section 4.4.1 of the Policy as a significant benefit to the community has not been identified.

Landgate North Coogee Name and Boundary Amendment Proposal

2.4 Review of localities

2.4.1 Policy extract

Policy section 4.9 (refer page 49 of the Policy) states:

“Boundaries of localities in areas that are subject to urban development and residential infill shall be reviewed regularly and amended where appropriate. Such revisions will determine whether the boundaries continue to adequately define the existing situation of the area. If major developments create a unique area and are readily distinguishable from the surrounding landscape, or a major road infrastructure creates a division, then the creation of a new locality may be deemed necessary by Landgate.”

2.4.2 Proposal

The Proposal notes:

- *“The most compelling reason for the change is that two distinguishable and unique communities have emerged over time, due to changes to road structure, the delayed development of the power station and the development of a strong green corridor separating the two halves.” (Page 7)*
- *“Delays in the development of the South Fremantle Power Station Precinct have meant that Port Coogee has assumed many of the vibrant entertainment and activity options originally envisaged for the Power Station Precinct, including the Marina”. (Page 1)*
- *“The South Fremantle Power Station, the Western Power terminal switchyard and the undeveloped Power Station precinct delimit the northern border of the Port Coogee area. This infrastructure creates significant division between the two communities.” (Page 8)*

The City of Cockburn Report noted:

- *“The Proposal seeks to divide the State Government’s premier development within the district, being the “Cockburn Coast”, and will result in an illogical outcome which will see this eventual development being assigned between the two new suburbs and could result in confusion for the residents/businesses which will eventually be located there”. (Page 437)*
- *“Both sites will have commercial uses. The location of the Port Coogee Marina does not prevent or replace consideration of any future marina at the Power Station precinct. The local planning scheme provisions indicate a framework of what would need to be considered if an applicant proposed to build a further marina.” (Page 438).*

2.4.3 Assessment

The North Coogee locality was originally created in 2005 to facilitate residential infill. Since its establishment, residential infill projects have not been fully realised for various reasons, including challenging infrastructure associated with the Power Station precinct.

However, as confirmed in the City of Cockburn Report, the medium to long-term view for North Coogee is to have one interconnected locality.

As advised by Development WA (Refer to Appendix 4):

“The Robb Jetty LSP proposes the closure of McTaggart Cove level railway crossing and construction of a new level rail crossing at Jetty Ave (main street). The masterplan prepared for the Power Station precinct proposes the construction of a vehicle and pedestrian access bridge over the freight rail line to provide access to the Power Station precinct.”

Landgate has determined the Proposal does not comply with Policy section 4.9 as it has not adequately demonstrated that a change is necessary to the boundary of the locality.

Landgate

North Coogee Name and Boundary Amendment Proposal

3. Appendices

Appendix 1: Extract from City of Cockburn Agenda 14 Dec 2023 North Coogee renaming proposal



The Council of the City of Cockburn

Ordinary Council Meeting Agenda Paper

For Thursday, 14 December 2023

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Landgate

North Coogee Name and Boundary Amendment Proposal

OCM 14/12/2023

Item 14.5.1

14.5 Governance and Strategy**14.5.1 North Coogee - Name Change Proposal****Executive** Executive Governance and Strategy**Author** Manager Legal and Compliance

Attachments

1. North Coogee Name Change Submission [1](#)
2. Landgate Geographic Names Policies [2](#)
3. Name Change Proposal Process [3](#)

RECOMMENDATION

That Council:

- (1) SUPPORTS the North Coogee Proposed Name Change Submission dated 11 September 2023, submitted by the Port Coogee Community Association and the Catherine Point Community Group to change the name of the locality of North Coogee to Port Coogee and Catherine Point as described in the proposal;
- (2) SUBMITS the proposal to the Geographic Names Committee for consideration;
- (3) Subject to support from the Geographic Names Committee, SUBMITS the proposal to Landgate for in principle consideration; and
- (4) Subject to receiving in principle support from Landgate, COMMENCES community consultation on the North Coogee Proposed Name Change Submission.

Background

The locality of North Coogee was determined in 2005, following successful application by the City of Cockburn (the City).

Residential developments have occurred in the northern and southern areas of North Coogee, known as Port Coogee and South Beach.

In 2018 both areas (Port Coogee and South Beach) established community groups known as the Port Coogee Community Association (PCCA) and the South Beach Community Group (SBCG).

A focus of the groups was feedback around the name North Coogee with both groups recognising a preference for the names Port Coogee and South Beach.

The groups commenced advocating for the name change of the locality of North Coogee, which was considered by Council in May 2021, with the Council endorsing the support of the renaming of part of the locality of North Coogee to Port Coogee and the remainder part of North Coogee to South Beach.

Ultimately the Geographic Names Committee (GNC) resolved not to support the name South Beach. Thereafter the groups have engaged with the City and Council.

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Landgate

North Coogee Name and Boundary Amendment Proposal

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The PCCA and SBCG together with the City have engaged with Landgate to further understand the position of the GNC, and what is required of the groups in the continued pursuit of the name change for the locality of North Coogee.

The City has supported the formation of a Working Group, whose objective was to determine what consultation is needed going forward and formulate a plan for consideration.

The Working Group participated in several meetings, with the objective of reaching understanding of Landgate's position, and the requirements to progress a name change proposal capable of being accepted.

On 8 December 2022 Council resolved:

That Council:

- (1) *SUPPORTS the Port Coogee Community Association and South Beach Community Group in development of a proposal which conforms with the requirements of Landgate's Policies and Standards for Geographical Naming in Western Australia; and*
- (2) *ALLOCATES \$50,000 in the 2022-23 Budget to Amendment to Locality Boundaries for North Coogee project with a further allocation of \$20,000 in the 2023-24 Budget, subject to Landgate assessing and supporting a proposal that demonstrates a compelling need for change.*

Several meetings with Landgate and stakeholders were conducted to progress the groups' name change proposal.

On 11 September 2023 the City received the final proposal from the groups for the North Coogee Name Change ("the Proposal").

Submission

N/A

Report

In August 2023 the SBCG notified the City of its intention to be renamed as Catherine Point Community Group (CPCG), with the name Catherine Point to be considered for the locality of North Coogee which had earlier been proposed to be renamed South Beach.

The PCCA and CPCG (the Community Groups) submitted the proposal for the name change on 11 September 2023.

The proposal emphasises the unquantified community support received for the names Port Coogee and Catherine Point.

The proposal seeks to address the requirements of Landgate's *Policies and Standards for Geographic Naming in Western Australia* (the Policy), the most essential criteria to be addressed being the compelling reason for change.

Council's prior decision supported the name change, subject to the proposal demonstrating a compelling need for change.

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North Coogee Name and Boundary Amendment Proposal

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Item 14.5.1

Name Changes

The Policy includes the fundamental requirements for naming of roads, administrative boundaries, cultural and typographical features.

The objective of the Policy is to comply with relevant legislation and provide an open and transparent naming process.

A proposal must be prepared in accordance with the Policy. Section 1.1.4 of the Policy which provides:

Any change to an existing approved name is discouraged. As all official names are meant to be enduring, any proposals to change the name of a feature, administrative boundary or road must include evidence of a compelling reason for such a change, for example the proposal is deemed to be in the public interest for safety reasons.

The changing of a name merely to correct or re-establish historical usage shall not be considered in itself a reason to change a name.

Evidence of community consultation and feedback from all relevant agencies and jurisdictions must be included with the submission. All such requests will be required to be presented to Landgate for consideration.

If Landgate determines that the name change is unnecessary or non-essential, yet there is enough community support for the change and it is compliant with the relevant naming policies and standards, it may be approved, but it shall incur a service charge.

Landgate have a documented policy position on what it deems as "unnecessary name changes".

It is critical that the proposal demonstrates a compelling need for change, and that the proposed names are compliant with the relevant naming policies and standards.

The Policy sets out naming requirements and standards.

It is the responsibility of the City to ensure that any name change proposal complies with the Policy, particularly those requirements prescribed in section 1 of the Policy.

The names in the Proposal, Port Coogee and Catherine Point, appear to be compliant with the Policy and are capable of being considered for a locality name change.

Proposal

The Community Groups are able to submit a name change proposal to the City, with the Policy prescribing that such submissions may only be made if the naming or renaming proposal can be demonstrated to be in the best interests of the community.

The Proposal must be endorsed by the City before it is considered by Landgate.

The City then initiates the naming process and makes a formal submission to Landgate. It is the responsibility of the City to ensure that all the necessary information has been provided by the Community Groups in the proposal.

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The Community Groups provided officers with a draft proposal for feedback, which the Community Groups have incorporated in to the Proposal.

The City is required to assess the Proposal and determine if it conforms to all of the requirements outlined in the Policy.

The City considers that the names, Port Coogee and Catherine Point comply with the requirements in the Policy and are names capable of being accepted, that is, they are not names which are prohibited by the Policy.

Planning Considerations on Proposal

The Proposal makes multiple references to the land use planning framework to support their position.

While the City administers a land use planning framework, the matter of a locality name is not a land use planning consideration in practical terms.

There are however implications extending beyond the City's administration affecting the community's understanding of the area. Many of these form the pillars of the GNC guidance and have been detailed in earlier officer reports on the proposal to change the suburb name of North Coogee.

The matters which still need to be drawn to the attention of the GNC given their potential impact on the future community are:

- the Proposal falls short of the "ideal" size recommended by GNC of "approximately 500ha" however is within the minimum requirements and capable of being considered.
- The Proposal seeks to divide the State Government's premier development within the district, being the "Cockburn Coast", and will result in an illogical outcome which will see this eventual development being assigned between the two new suburbs and could result in confusion for the residents/businesses which will eventually be located there.
- The "Cockburn Coast" development will occur in the medium term and will result in the connectivity upon which the original "North Coogee" name was premised. Changing the names to reflect the current distribution of population will eventually conflict with the logic of the approved Structure Plans for the entire "Cockburn Coast", which spans all of "North Coogee".

The Proposal to rename the area only 18 years after it was formed is premature, particularly as the Guidelines do not support renaming after significant development has occurred.

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The Proposal mentions matters related to land use planning which are perhaps not well understood or incorrect, these are explained below for posterity's sake:

Page #	Proponent description	City clarification/correction
1, 11	'Delays in the development of the South Fremantle Power Station Precinct have meant that Port Coogee has assumed many of the vibrant entertainment and activity options originally envisaged for the Power Station Precinct, including the Marina'.	Both sites will have commercial uses. The location of the Port Coogee Marina does not prevent or replace consideration of any future marina at the power station precinct. The local planning scheme provisions indicate a framework of what would need to be considered if an applicant proposed to build a further marina. Given the above, the statements in the Proposal are considered incorrect.
8	Refers to Cockburn Coast District Structure Plan 2019 (DSP)	Should be 2009 Is corrected further in Proposal
10	There is no source indicated for the following quote (which is outdated and not correct): 'A future community centre, scheduled by the City for completion in 2026, will be developed within the proposed Catherine Point area around Jetty Avenue and will support the needs of the Catherine Point residents being very local in nature'.	The City has discussed with community groups over the past few years, the practice of citing a particular year for infrastructure works is changing. It can be disheartening for communities and sets unrealistic expectations. The City is moving to a practice of assigning 'short, medium or long term' to better represent the complex process for infrastructure planning and development. In this specific case, this is a developer funded item (through a future development contribution plan (DCP) for the power station precinct and the existing DCP for the Robb Jetty and Emplacement precincts of the Cockburn Coast). Without development occurring, there are no funds available. The site is also not yet in City ownership. While it will likely be used by residents from the South Beach estate development, that developer contributed no funding towards it.

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18	<p>States (incorrectly):</p> <p>'The name North Coogee was proposed by the City planners, presumably because the area lies to the north of Coogee which takes its name from the lake in the area'.</p>	<p>This item was clarified with the Community Groups that the name was not proposed by City planners:</p> <ul style="list-style-type: none"> • The rationale for the name is described in Item 13.2 of the agenda for the Ordinary Meeting of Council held 14 July 2005. • The report does not indicate City planners as being the proponents of the name.
----	--	--

Nonetheless Council have determined support for the name change, and the preliminary indication from Landgate is the proposal is one which is capable of being considered for acceptance where a compelling need for change is established.

Compelling Need For Change

Through consultation with Landgate, the following examples were provided of what Landgate considers satisfies the Policy requirements for a compelling reason for change:

1. Cultural Drivers
2. Urban Expansion Drivers
3. Location Confusion Drivers
4. Historical Drivers

The Proposal identifies the proposed localities of Port Coogee and Catherine Point as being distinguishable and unique communities. Both proposed localities have key differences and distinguishable attributes as outlined in the Proposal.

The Proposal seeks to establish a historical driver for the name changes for the two proposed facilities, based on the unique attributes and history of each area.

A determination as to whether this driver will satisfy the requirements of the Policy for the proposal to be considered, will ultimately be the decision of Landgate, however the City carries the duty to assess the proposal and only submit the proposal to Landgate where it determines the requirements of the Policy are met.

The Proposal states that:

The name North Coogee has no geographical significance as the name is derived from the Coogee Lake which is over 4.5km to the south of the most southern end of the proposed Catherine Point area and over 2.6km to the south of the most southern end of the proposed Port Coogee area.

There are insufficient prior determinations of the GNC and Landgate for the City to consider whether the Proposal satisfies the requirements for a compelling reason for change, however it is recognised that the Community Groups have advocated strongly that the Proposal has adequately established a compelling reason for change.

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Landgate does not frequently approve name change submissions, with the base position being that locality names are intended to be enduring.

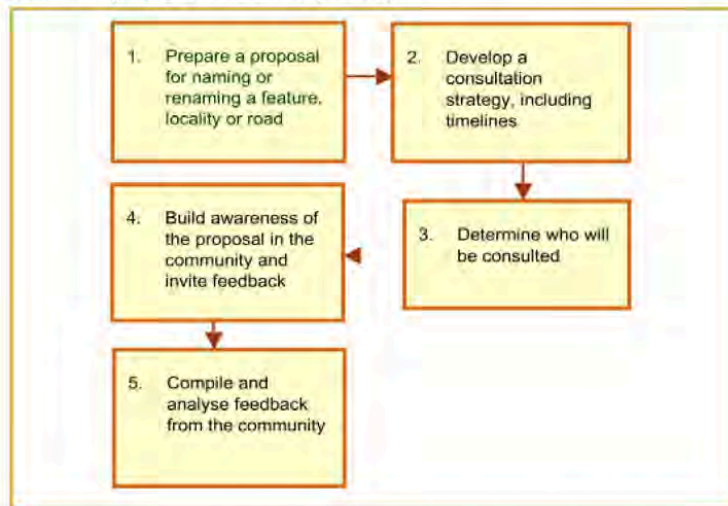
Given there are substantial costs associated with the community consultation requirements, Landgate have recommended the Proposal be referred to the GNC or to Landgate for consideration before proceeding to community consultation, in the interests of the City's required financial commitment to conduct community consultation which meets the requirements of the Policy.

Consultation

Section 9 of the Policy provides guidance on the consultation standards and principles.

The Policy makes a distinction between 'immediate community' and 'extended community'.

The consultation process involves the five steps below. It should be noted the costs of community consultation are met by the City.



The Community Groups have already completed their own consultation processes (the petition) which has shown evidence of support for the name changes; however, this consultation does not meet the requirements of the Policy.

The names that conform could be shortlisted and formed into a proposal subject to the compelling need for change being met.

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The City's Advocacy and Engagement department have considered the Policy and recommended a two-phase approach.

Phases One (Community Survey)

This phase will assess the community sentiment for change, test assumptions on the proposed boundary area and naming options.

Phase Two

1. Community engagement activities (workshops, surveys) to review name change sentiment, boundary options, and short-listed names
2. Council to consider report and make recommendation to Landgate.

Consultation Phase costs are estimated to be \$45,600 in order to meet community expectations and the requirements of Landgate.

The consultation process will give due consideration to:

- The population of North Coogee
- The required return rate for consultation to be considered complete (by Landgate)
- Consultation to include the Aboriginal Reference Group, Development WA, as well as owners and occupiers of commercial, residential and any other type of properties within the affected locality.

The matter will require referral to the Cockburn Aboriginal Reference Group (ARG) at minimum, as part of the process.

Landgate has also indicated to the City that due to the locality boundaries, consultation with the City of Fremantle, and endorsement by the Council of the City of Fremantle will be required.

This may impact the timeline of consultation, as the ARG meet on set dates, and the City will be subject to the City of Fremantle's own decision-making process.

The City does not undertake consultation activities from mid-December to the end of January, as it is a common period for holiday travel to occur and this may impact engagement with the consultation process.

If supported by Council, the consultation process would be planned for the next financial year.

Strategic Plans/Policy ImplicationsListening and Leading

- A community focused, sustainable, accountable, and progressive organisation.
- High quality and effective community engagement and customer service experiences.

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Budget/Financial Implications

In FY23 Council resolved to allocate \$70,000 (total) across two financial years subject to the identification of a compelling reason for change. This did not occur in FY23. The allocation was not used and subsequently stripped out of the budget for FY23 and FY24.

A budget allocation will need to be made in the FY24-25 budget process, and the community consultation will not occur until after this time.

Legal Implications

In Western Australia the practice of officially naming features, localities and roads is covered under s26 and 26A of the *Land Administration Act 1997*.

26. Land districts and townsites, constitution etc. of

- (1) *In this section — townsite —*
 - (a) *means townsite constituted under subsection (2); and*
 - (b) *except in subsection (2)(a), includes land referred to in clause 37 of Schedule 9.3 to the Local Government Act 1995.*
- (2) *Subject to section 26A, the Minister may by order —*
 - (a) *constitute land districts and townsites; and*
 - (b) *define and redefine the boundaries of, name, rename and cancel the names of, and, subject to this section, abolish land districts and townsites; and*
 - (c) *name, rename and cancel the name of any topographical feature, road or reserve.*
- (3) *An order made under subsection (2) may include such matters enabled to be effected under an order made under another provision of this Act as the Minister thinks fit.*

26A. New subdivisions, names of roads and areas in

- (1) *If a person delivers a diagram or plan of survey of a subdivision of land approved by the Planning Commission to a local government, and the proposed subdivision includes the provision of a road for use by the public, that person must also deliver to the local government the name proposed to be given to the road.*
- (2) *The local government may require the person so subdividing the land —*
 - (a) *to propose a name for the proposed road or, if a name has already been proposed, to alter that name; and*
 - (b) *to propose a name for the area the subject of the proposed subdivision, or if a name has already been proposed, to alter that name.*
- (3) *If the local government approves a name proposed under subsection (1) or (2), the local government is to forward the proposal to the Minister.*
- (4) *The Minister may —*
 - (a) *approve the proposed name; or*

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- (b) *direct the local government to reconsider the proposed name, having regard to such matters as the Minister may mention in the direction; or*
- (c) *refuse to approve the proposed name.*
- (5) *A person must not —*
 - (a) *assign a name to the area or road unless the name is first approved by the Minister;*
 - (b) *alter or change a name that has been so assigned, whether initially or from time to time, to the area or road unless the Minister first approves of the alteration or change of that name.*

Penalty: \$1 000 and a daily penalty of \$100.

Any proposal for a name change or change to administrative boundaries must conform with Landgate's *Policies and Standards for Geographical Naming in Western Australia*.

Community Consultation

The Landgate Policy sets out the requirements for community consultation. Accordingly, the City has prepared a schedule for consultation to be affected, should the process progress to community consultation.

Risk Management Implications

There are brand reputation risks linked to this decision.

The Community groups are passionate and committed to this proposal and many members have worked tirelessly to support it over many years.

Council are required to consider the Proposal on its merits and determine if it meets the Landgate's Policy before endorsing support of the Proposal.

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 14 December 2023 Ordinary Council Meeting.

Implications of Section 3.18(3) Local Government Act 1995

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To the Chief Executive Officer – City of Cockburn
NORTH COOGEE PROPOSED NAME CHANGE SUBMISSION
11 September 2023

We respectfully request the City of Cockburn support and take forward to Landgate and the Geographic Names Committee our community's request to divide and rename the suburb of North Coogee. This re-submission following the submission of February 2021 has been prepared on behalf of the North Coogee community by the Port Coogee Community Association and the Catherine Point Community Group (formerly known as the South Beach Community Group)


Dr Alex Wycherley, Committee Member
Catherine Point Community Group


Debra Shorter, Committee Member
Port Coogee Community Association

Authors on behalf of the community groups

Debra Shorter – PCCA

Trevor Dunn - PCCA

Alex Wycherley - CPCG

Neil Chamberlain - CPCG

Jess Rumble - CPCG

Kate Morris - CPCG



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Executive Summary

In 2019, the residents of North Coogee expressed a strong desire for the suburb to be divided into two and renamed.

After the collection of a petition in 2020, supported by over 2000 people, and submission to the City of Cockburn (the City) by the Community groups, the Council unanimously voted to support the change. In 2021, Landgate provided advice that a compelling reason had not been sufficiently made, and the name South Beach could not be accepted as the landmark South Beach existed only in the City of Fremantle. Subsequently, the Port Coogee Community Association (PCCA) and the South Beach Community Group (SBCG) consulted directly with Landgate and the City to clearly identify what could be considered a compelling case and a name that would be policy compliant to replace the name South Beach. Our two Community groups consulted widely with the North Coogee Community and the name Catherine Point was selected to replace the proposed South Beach.

On 20th July 2023, the SBCG committee voted unanimously to change the community group name from the South Beach Community Group to the Catherine Point Community Group (CPCG). This group name change was presented to the Community at the Annual General Meeting held 23rd July 2023 and is currently undergoing the formal process of change. The objective was to strengthen the cohesion between the South Beach Estate and Shoreline Estate by using the name of the geographic and historical feature which is central to both areas.¹

The compelling case for change is that since 2005 the two halves of North Coogee have evolved with completely different and distinguishable communities. The name North Coogee lacks significance and validity for the local community. The two proposed suburbs are separated geographically and culturally. Each half of the suburb engages differently with its coastline and surrounding communities. Port Coogee is a marina village with vibrant tourism, recreational and entertainment options. Its name is well established within Western Australia and is used extensively by local businesses, tourism agencies and recreational clubs. The proposed Catherine Point has primarily evolved as a liveable, seaside residential community with family friendly options at its heart. It has a strong desire to build a more intimate local community with strong social connections and engagement within the local neighbourhood.

Delays in the development of the South Fremantle Power Station Precinct have meant that Port Coogee has assumed many of the vibrant entertainment and activity options originally envisaged for the Power Station Precinct, including the Marina.

The division of the suburb is proposed to be at McTaggart Cove which is the point at which a clearly defined green corridor occurs and where the land is significantly constrained by the narrowing of the suburb boundary, the rail corridor, and the Power Station switchyard. This proposed division point works with the Cockburn Coast District Structure Plan and does not compromise the boundaries of the separate and distinctly different precincts.

¹ Addendum 1 – Renaming of South Beach Community Group to Catherine Point Community Group

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The PCCA and the newly renamed CPCG believe that support for the division of the suburb and the change of name has not waived and that the proposal should be seen as a natural evolution of the successful precinct planning and placemaking strategy supported by the City, which places community at its heart.

Landgate Policy document states

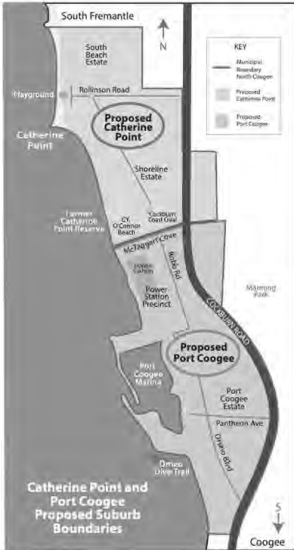
Benefits of recording and preserving geographic names are associated with the past, present and future of a community. They form an integral part of personal identity by defining where people were born, live, have lived and from where their ancestors have come from. Such names are key elements of maps and charts and their practical benefits include the intelligence relating to the location of a place.²

² Landgate Policies and Standards for Geographical Naming in Western Australia Section 1 Page 1

1.0 Introduction

1.1 History of the desire for change

The South Beach Estate/Shoreline Estate community and the Port Coogee community have been working together to rename the suburb currently known as North Coogee since 2019. The desire of both communities is to create two new suburbs with two very distinct names to better reflect the significantly different character, identities, and physical geography of the two halves of North Coogee. An initial submission was made in 2021, however, it was not supported by Landgate or the Geographical Names Committee (GNC). That submission focused primarily on community sentiments of confusion caused by the North Coogee name. A community petition was signed by 2,000 residents supporting the change, however, Landgate advised this was not enough to form a compelling case. Landgate also advised that the name South Beach for the northern portion of North Coogee could not be accepted given that the South Beach landmark exists currently within the boundaries of the City of Fremantle, with Emergency Services highlighting the potential for further confusion. Acknowledging the advice of Landgate, and after consulting our communities, the two names now proposed are Catherine Point (to replace South Beach) and Port Coogee.



Catherine Point
A liveable seaside residential community with family friendly options at its heart



Port Coogee
A marina village with vibrant tourism, recreational and entertainment options

Landgate

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1.2 Why the Community wants to change the name

People are passionate about their local communities, which offer them a sense of identity and belonging. North Coogee has evolved over time into two very distinct and physically separated communities, each with a different style and presentation. Both are coastal suburbs; however, each has an entirely different attachment to the coast. The name North Coogee doesn't reflect the character of either area or help distinguish between the two.

There are many reasons why the residents of North Coogee want a change: -

- North Coogee is a recent name (2005) with little meaning to the people residing in the area.
- The South Beach and Shoreline Estates are disconnected by many kilometres from the Coogee lake, the origin of the name Coogee.
- As a new development, residents now living in North Coogee could not have been consulted about the suburb name. At the time of development, only landowners who were affected by the change of boundaries to Coogee, Spearwood, and Hamilton Hill were surveyed.
- People sometimes get confused when trying to determine whether they should be heading to the northern section or the southern section of North Coogee.
- Significant development has now occurred, creating two unique areas readily distinguishable from each other with different identities and characteristics.
- A substantial break between the two communities occurs at McTaggart Cove, which includes the substantial green corridor, the CY O'Connor Reserve, the proposed Cockburn Coast oval, the Power Station switchyard, and the rail corridor.
- The McTaggart Cove corridor limits easy connection between the two communities, due to the rail line and poor vehicle access between each part of the suburb.
- People prefer a name with historic, geographic and cultural meaning and relevance to their area.

1.3 The Petition 2020³

On behalf of residents, the SCCG (now CPCG) and PCCA undertook the collection of a petition calling for the suburb of North Coogee to be renamed and divided into two suburbs. The names included on this petition were "South Beach" and "Port Coogee". Over 2,000 residents signed in support of the Petition, representing approximately 75% of eligible adults in North Coogee.⁴ All local, internal businesses and surrounding businesses close to the boundaries were consulted. Other nearby Community groups were consulted and were supportive. The Petition was presented to the City on 21 February 2021 and to the Council on the 13 May 2021. Council agreed to support the name change and presented the submission to Landgate and the GNC.

³ North Coogee Name Change Submission presented to the City February 2021 by SBCG and PCCA

⁴ Based on an estimated population of 2600 derived from growth between the ABS 2016 and 2021 North Coogee Census. Eligible to vote persons over 18. See also City of Cockburn - OCM Minutes 13/05/2021 Item 13.2 Page 15

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Since that time, PCCA and SBCG (now CPCG) have prepared many documents and supplied additional information to both City Officers and Landgate. At the time of presentation to the City, as at the 2 February 2021 the number of signatures collected was as follows: -

Type	South Beach/ Shoreline	Port Coogee	Total
Petitions*	951	1356	2307
Letters of Support from Community Groups			7
Letters of Support from Developers within North Coogee	4	4	8
Letters of Support from Businesses operating or owned within North Coogee	14	25	39
Letters of Support from Businesses in surrounding suburbs			32

*Signatures have been recorded against lot or street numbers supplied by the City and included North Coogee residents, both owners and tenants, and other property owners - non-residents who were mailed the Petition by the City, businesses and property developers. Multiple signatures are possible from one lot number through joint ownership or owner and tenant. The City subsequently vetted and validated 1150 from Port Coogee and 796 from South Beach.⁵

1.4 Sentiment within the Community

Continuous efforts have been made with meetings and re-submissions to the City and Landgate.⁶ At many points both Community groups have consulted with the Community to ascertain that sentiment within the Community for the change remains high.

Although progress slowed understandably during COVID, considerable effort has now been made in developing the compelling case in consultation with Landgate. Following an informal meeting with Landgate in December 2022, Landgate tentatively said (subject to GNC approval) that new information provided to them by the community groups could constitute a compelling case, provided the new names and suburbs will be enduring and in harmony with Cockburn Coast Planning.

Since then, PCCA and SBCG (now CPCG) have consulted with the community through meetings, open days, letterbox drops, social media and local print media to inform the community and re-confirm the desire of the residents for our two associations to pursue the change. We believe the sentiment for change today remains high. The City will need to verify this through formal community consultation once Landgate has agreed a compelling case for change has been established by the Community groups. Should our submission be successful, PCCA and CPCG would work with the City, Landgate and other agencies to ensure a smooth transition to the new names and provide every assistance in communicating the change throughout the community.

⁵ City of Cockburn Minutes of the Ordinary Council Meeting 13/05/2021 Item 13.2 Pg25

⁶ Addendum 2 - Timeline tracker

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1.5 Support by the City of Cockburn

Council members have twice voted at Ordinary Council Meetings (OCMs) to support the name change and further endorsed the City to undertake community consultation subject to Landgate assessing and supporting a proposal that demonstrates a compelling case for change.

- City of Cockburn Minutes of the Ordinary Council Meeting 13/05/2021 Item 13.2 Council Decision p. 19;
- Council Meeting 11/8/2022 Item 18.3 Council Decision re Working Group p. 522;
- Council meeting 8/12/2022 Item 15.1.4 Allocation of Budget for Community Consultation p. 355

1.6 The need for a re-submission

After several appeals by the South Beach/Shoreline Estates community, Landgate reiterated that the name South Beach for the South Beach/Shoreline area could not go forward⁷. The City requested that SBCG identify an alternative name for the purposes of community consultation, should South Beach not be deemed compliant by Landgate. The original SBCG survey showed community support for the alternative names of Catherine Point and Nara Beach, which were then presented to Landgate. Landgate advised that Catherine Point was compliant under their policy, Nara Beach, derived from the Nyungar name "Derbal Nara" (Cockburn Sound) was likely to be problematic. Even though the name Nara Beach was being considered with good intention, Landgate advised that deriving a name from an Aboriginal word being used out of context, and therefore changing the understood meaning of that word, would not be appropriate. Early consultation with Aboriginal groups indicated that there were no specific Nyungar names for Catherine Point. This is covered in more detail under the compliance table in Section 3.0.

Port Coogee, being both historically and geographically significant on the coast, was deemed a compliant name from the first assessment by Landgate.

Although the original submission cited locational confusion between the two halves of the suburb as a significant reason for change, it was judged that a compelling case could not be made based on "confusion" alone, as this would be too difficult to verify to the satisfaction of the GNC. Following further consultation with Landgate, it was felt that the strongest argument relating to renaming the North Coogee suburb lay with the growth of two distinctly different areas and communities.

Officers of the City and Landgate advised that because of these changes, a completely new submission would need to be made, leading to this submission⁸. Both communities remain passionate about renaming the suburb and are committed to working with the new process identified by Landgate.

⁷ Informal Meeting with Landgate 20/1/2023 attended by CoC Officers, and 3 West Ward Councillors

⁸ Informal meeting with Landgate 12/6/2023 attended by, Councillor Corke, and CoC Officers

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2.0 The compelling case for change

There are many aspects of the Landgate Policy with which this proposal now complies and they are outlined in Section 3. However, Landgate have requested that we identify the most compelling reason for change.

The most compelling reason for change is that two distinguishable and unique communities have emerged over time, due to changes to road structure, the delayed development of the power station and the development of a strong green corridor, separating the two halves.

This is consistent with Landgate's policy 4.9 *Review of localities*

Boundaries of localities in areas that are subject to urban development and residential infill shall be reviewed regularly and amended where appropriate. Such revision will determine whether the boundaries continue to adequately define the existing situation of the area. If major developments create a unique area and are readily distinguishable from the surrounding landscape, or a major road infrastructure creates a division, then the creation of a new locality may be deemed necessary by Landgate.

Since 2005, north and south North Coogee have evolved with completely different profiles.

This can be attributed to a number of factors -

- the work of planners who set out to create a diverse and interesting part of the City's coastline
- significant changes in the road structure to the original plans
- natural growth since 2005 and evolving design
- developer contributions in attracting different business, entertainment options and housing stock, and
- to the community itself who choose to live in each location based on its different geographic and historic links to the coast. Each community has continued to evolve and build a strong cultural sense of place and unique identity linked directly to its coastal environment.

The cultural importance of location is outlined in Landgate's Policy Document Section 1 The benefits of naming.

Geographic nomenclature or toponyms are usually the first point of reference used when referring to a spatial location and are a fundamental component of culture.

Further,

Benefits of recording and preserving geographic names are associated with the past, present and future of a community. They form an integral part of personal identity by defining where people were born, live, have lived and from where their ancestors have come from

2.1 Distinguishable and unique communities

Currently, the natural dividing boundary between the two distinct communities of the proposed Catherine Point area and the proposed Port Coogee area is McTaggart Cove. The proposed Cockburn Coast Oval and CY O Connor Reserve delimit the southern border of Catherine Point

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and the South Fremantle Power Station, the Western Power terminal switchyard and the undeveloped Power Station precinct delimit the northern border of the Port Coogee area. This infrastructure creates significant division between the two communities.

The vision set out in the Cockburn Coast District Structure Plan 2019 (DSP) was to deliver one cohesive built environment that seamlessly integrates with surrounding areas (such as South Fremantle, Hamilton Hill and Coogee), it has not precluded the emergence or development of distinct communities within the Cockburn Coast.

While the three distinctly different precincts for North Coogee (namely Robb Jetty, Power Station, and Emplacement) envisioned in the DSP may have different characteristics and roles to play, these precincts would not be compromised by a division of the suburb of North Coogee or a change of suburb name. The proposed division into two suburbs aligns with the precinct planning at McTaggart Cove.

The anticipated future development of the Power Station precinct to the southern side of McTaggart Cove and the district centre, school and playing fields to the northern side of McTaggart Cove, which it is acknowledged will take many years to complete, will only further solidify the already existing physical division and distinct characters of the proposed Catherine Point and Port Coogee areas. The naming of two distinct communities is a true reflection of the physical and geographic distinction of the two communities separated by this 400m wide green corridor and dissected by the railway corridor.

Similarly, the proposed closure of the level crossing at McTaggart Cove and the opening of a new crossing at Jetty Avenue would have little impact on de-constraining the site as the rail corridor, CY O'Connor Reserve and the Cockburn Coast Oval take up most of the available space. The new crossing over the train line will be welcomed by residents of Shoreline Estate for primarily local beach access, as any significant development of the Power Station and a train station at this point will be many years hence.



Figure 06_Mixed Use built form typology

Ref: Shoreline Local Structure Plan showing the green corridor separation

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Landgate's "Review against Policy Section 4.9, asked the Question - Is the long-term vision for the North Coogee locality to build a connected and integrated community, including the various development nodes through the area?" The reply by the City's officers March 2023 supports the case for the compelling reason for change.

"As best expressed in the vision (2.0) section of the Cockburn Coast District Structure Plan report, as with any urban regeneration project the intent has always been to deliver one cohesive built environment outcome that seamlessly integrates with surrounding areas including South Fremantle to the north, Hamilton Hill to the east and Coogee to the South

In reality however, due to a number of critical factors in and around the former South Fremantle Power Station Precinct (including the land tenure, significant contamination, high voltage switchyard and distribution lines that still operate, and a number of noxious industrial uses that sit on the hill just east of the power station – some of which you have noted below, and strict minimum density requirements (that essentially mandate apartment style development in a highly challenging market) within the northern sector, it is highly unlikely that this vision will be fully realised for at least another 20 – 30 years.

In the interim, two very distinct and physically separated communities continue to emerge on either side, as highlighted by the combined local scheme and structure plan map (taken from the zoning module of our Online Mapping)".

We submit that these two very distinct communities are the very foundation of the placemaking and vision for the Cockburn Coast. There appears to be nothing substantial in the planning instruments that would preclude the renaming of the two suburbs and the renaming may well inform and strengthen the review of the Cockburn Coast District Structure Plan currently underway.

The development of any new district structure plan for Power Station Precinct in the predicted 20-30 years' time will no doubt refer to and integrate with the Port Coogee and Catherine Point communities, which by then will be well-established.

2.2 Key differences and distinguishing attributes

The Port Coogee structure plan area was developed first (2005) and while primarily a residential community it has intentionally created a vibrant marina village with significant tourism options. The Cockburn Coast District Structure Plan (2009) extending south to Port Coogee identified separate Precincts, each with different characteristics. The Plan envisioned the Power Station Precinct to have vibrant hospitality and tourism options similar to Port Coogee, both being different characteristics to the more residential Catherine Point area (Robb Jetty Precinct). The key physical and character-driven attributes that evidence the fact that there are, and will only continue to be, two distinct communities, are outlined in the following table.

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Key distinguishing attributes	Port Coogee	Catherine Point
Physical characteristics of the two areas	As stated by the City, Port Coogee is "largely a dormitory residential suburb entirely focused upon the amenity afforded by the marina and its direct connection to the ocean foreshore".	As stated by the City, Catherine Point is designed to be a more "densely populated family/residential precinct".
Use of foreshores	Residents of the proposed Port Coogee area typically use Coogee Beach and Port Coogee sites such as Omeo Dive Wreck site, Ngarkal Beach, Chelydra Beach and the Marina area.	Residents of the proposed Catherine Point area typically use CY O'Connor Beach, the Rollinson Road Playground and dog beach.
Use of retail offerings	Residents of the proposed Port Coogee area currently source their daily and weekly retail needs from the retail offering established within the heart of the Marina Village. It is expected that this practice will be further cemented with the development currently underway of more retail offerings in the Marina Village.	Residents of the proposed Catherine Point area typically currently use the established offerings located on Douro Road in South Fremantle to obtain their daily and weekly retail needs. In the future, it is expected these residents will use the offerings to be established around Jetty Avenue.
Community Centres	An exciting new community centre is currently in design as part of the town centre and will service the needs of the Port Coogee residents. It is also likely to provide an attractive function and multi-purpose venue for people and groups from surrounding districts.	A future community centre, scheduled by the City for completion in 2026, will be developed within the proposed Catherine Point area around Jetty Avenue and will support the needs of the Catherine Point residents being very local in nature.
Local structure plans	The Port Coogee Structure Plan is aligned well with future connections to the Power Station Precinct.	In relation to the Cockburn Coast District Structure Plan 2009, the proposed Catherine Point area consists of local structure plans relating the South Beach Estate, the Robb Jetty Precinct (Shoreline) and Emplacement Precinct.
Community group representation	Port Coogee is represented by the PCCA.	Catherine Point is represented by the CPCG (previously SBCG)
Residential activity	Port Coogee, with both short stay, affordable and high-end residential component, is a dynamic and complex experiential destination with regular external patronage to the Maritime Trail, the Marina, cafes, bars and restaurants.	Catherine Point is primarily a sustainable family, residential coastal community, focused on beach and urban living.

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Commercial name usage	Commercial use of the name Port Coogee has been extensive. While postal addresses are correctly identified as North Coogee the name Port Coogee is used by many businesses. Social media and marketing use of the name Port Coogee remains strong. Google Analytics show 94,000 unique references explicitly mention Port Coogee.	No businesses in the proposed Catherine Point area currently use North Coogee in their names or marketing because of the lack of connection and validity in that name. The stronger geographic relevance and unique identity of the name Catherine Point, however, is likely to enable more businesses to identify and therefore switch to using Catherine Point in their name and marketing materials in the future should the name change be approved.
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2.3 Connectivity and the impact of the Power Station

The Port Coogee Structure plan, which was developed first, had always been intended to have connectivity to the north (near the Power Station). However, the developer ultimately chose to remove that connectivity by removing the potential for future road connection.

While the ambition of the 2009 Cockburn Coast District Structure Plan was to align and integrate with Fremantle and the surrounding Port Coogee and South Beach Developments, there has been a significant disruption to the achievement of that goal through changes to the road planning and the delayed development of the Power Station Precinct.

With the Power Station Precinct development is likely to be more than 30 years away, it can be argued that Port Coogee is already fulfilling part of the vision by providing an entertainment destination with multiple experiences, including the Marina originally proposed for the Power Station development. In this way "Port Coogee" is perfectly aligned with any future development of the Power Station and is significantly differentiated from the more intimate residential precinct of Robb Jetty. (Shoreline and South Beach estates)

Extract: Place Making Strategy. POWER STATION; DYNAMIC – CONTRAST – ENERGY – CREATIVE. The Power Station is an iconic landmark; its physical dominance should translate into the area's primacy as the key regional destination for the Coast. The centre of recreation and leisure activity, the Power Station is the place where community celebrations are held and tourists enjoy multiple experiences that vary with each visit. New and old are juxtaposed; events showcase the innovative and challenging. Creative entrepreneurship is encouraged across multiple fields from energy production, to arts, culture, experiential tourism and business. Self-sustainability for this precinct is key - activity has to be self-generating and infrastructure flexible and attractive to a range of users on weekdays, evenings and weekends in summer and winter.³

³ EMC 7598977 CoC [Appendix O – Place Making Strategy](#) to the Robb Jetty Local Structure Plan: 29/06/2018 by Place Partners – Place Making Consultancy

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3.0 Significant areas of compliance

3.1 Compliance table

In addition to the compelling reason for change, compliance with Landgate's applicable sections is outlined below.

Note - The following checklist was devised by the community from our reading of the policy document.
 * Indicates where commentary is provided following the table to provide greater detail. Not all compliant areas have been commented upon. N/A denotes not applicable to this particular application

Landgate Policy Reference	Compliant with policy	Commentary
Section 1: General naming policies and standards		
1.1.1 Retrospective application of policies	N/A	
*1.1.2 In the public interest and Safety	✓	Detail follows table
1.1.3 Names on private land	N/A	
1.1.4 Unnecessary name changes		A Landgate decision
1.2.1 Australian English	✓	Yes
*1.2.2 Recognition and use of Aboriginal names. Dual Naming and Consultation		✓ Informal consultation has taken place by the community group. Detail follows table
1.2.3 Pronunciation and Use	✓	Yes
1.2.4 Spelling of Geographic Names	✓	Yes
1.2.5 Uniformity of spelling	✓	Yes
1.2.6 Discriminatory, derogatory and inappropriate names	✓	Correct
*1.2.7 Names in general use	✓	Detail follows table
1.2.8 Alternate or alternative names	N/A	
1.2.9 Dissemination of sensitive or secured names	N/A	
*1.3 Characteristics of geographic names	✓	Detail follows table
1.4 Commemorative names	N/A	
1.5 Naming places of state significance	N/A	
1.6 -1.6.5 Government, residential and commercial names and facilities	✓	Yes

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*1.6.6 Estate, promotional, neighbourhood and regional names	✓	Detail follows table
1.7.1 Names associated to a place	✓	See 3.2
1.7.2 Ensuring names are not duplicated	✓	Yes
1.7.3 Assigning extents to a feature, administrative boundary or road	✓	References and Maps included
1.7.4 Features which cross state and territory boundaries	N/A	
1.7.5 Coastal and maritime features	✓	See 3.2
1.8 Community consultation and lodging objections		Community consultation is yet to be undertaken by the City
Section 4 - Localities		
*4.1 -4.1.1 Components of a locality name	✓	Detail follows table
*4.1.2 Unacceptable names See detail below	✓	Detail follows table
*4.1.3 Recommended sources for new or changes to names	✓	Detail follows table
4.1.4 Boundary delineation	✓	See Section 3.4
4.2 Name duplication	✓	Detail follows table
*4.3 Assigning named extents *4.3.1 Locality sizes	✓	See Section 3.3
*4.4 Naming and boundary amendments		Detail follows table
4.5 Locality names crossing local government and state boundaries	N/A	See Section 3.3
4.6 Assignment of Postcodes		A future Landgate decision
4.7 Government Managed Land	N/A	
4.8 Private, residential and commercial developments	N/A	
4.9 Review of localities	✓	See Section 2.0
Section 9 Consulting with the wider community		✓ Consultation by the community groups but consultation by the City is yet to be undertaken

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Compliance Table Supporting detail

*Landgate Policy - 1.1.2 In the public interest and Safety

The name South Beach was partly disallowed due to advice from Emergency Services, relating to name duplication with the landmark of South Beach in the different locality of South Fremantle. The name Catherine Point is unique to the northern area of North Coogee, is compliant with policy and would not obviously pose the same Emergency Services concerns of being a geographic feature in another suburb. There are no known private or corporate interests which are driving this submission, only community interests.

*Landgate Policy – 1.2.2 Recognition of Aboriginal Names

We acknowledge the Nyungar people of Beeliar Boodja and respect the importance of Aboriginal heritage.

At the time of the first submission, contact was made to inform Aboriginal communities of the proposal to gain feedback and further insights into the Aboriginal history of the area within and around the North Coogee suburb, also to identify any Aboriginal names specific to each area that could be considered for suburb naming. This contact included: -

- Email correspondence to South West Aboriginal Land and Sea Council (SWALSC).
- Liaising and planning with Cr Corke, committee member of the Aboriginal Reference Group for the City.
- Email contact with Heidi Mippy, Deputy Chair of the Aboriginal Reference Group, City of Cockburn, members of SWALSC and representative of the Robb Jetty mob.
- Email and phone contact with Barbara Freeman, Family and Community Development Manager, City of Cockburn, who forwarded the proposal details to all members of the Aboriginal Reference Group, City of Cockburn.
- Email and phone contact with Denise Cook, local historian at the City of Cockburn Library who has researched the use of Aboriginal Names in the North Coogee area.
- A search of Nyungar placenames and features of Derbal Nara/Cockburn Sound did not identify any pre-European names associated with North Coogee or immediate area but acknowledged the existence of the Robb Jetty Camp from 1915.¹⁰ This was confirmed by more detailed research conducted by Denise Cook at the City of Cockburn and State libraries.

As there is no known Aboriginal name for the area, Catherine Point seems to be the most appropriate for the proposed suburb given its geographic significance on the coastline and its history to the earliest of European settlement where so much maritime and industrial history occurred.

Although Coogee (Koogee) is not a local Nyungar name, having been brought to Western Australia from NSW by early settlers, Port Coogee has many important places of recognition of Aboriginal Heritage through use of dual names and identification of special places.

While many names within the Shoreline Estate particularly reflect the European settlement and its maritime and industrial past, there remain many opportunities for recognition of Aboriginal

¹⁰ Addendum 4 – Robb Jetty Camp – www.derbalnara.org.au

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Heritage to occur in parks and places within the development e.g., the proposed bridge over the railway, the proposed Cockburn Coast oval, the town centre, the proposed primary school and associated playing fields, as has occurred at Port Coogee.

Examples of recognition of Aboriginal Heritage at Port Coogee.

Ngarkal (Seagull) Beach – Local Nyungar people camped at Port Coogee beach, and it was known as ‘Seagull Camp’.

Kidogo glass artworks – This portion of the Nyungar Tourist Trail features seven glass artworks created by the Kidogo Artist’s Team.

Kudjal Marmam Karla-mia – The Lookout (two men home fire). This beautiful spot high on the hill overlooks the coast and has an Aboriginal site marker and is planted with Casuarina trees, a significant tree for the Nyungar people.

The Maritime Trail at Derbal Nara (Cockburn Sound) is signed with Nyungar names.

***Landgate policy 1.2.7 Names in general use**

The Names Catherine Point and Port Coogee are compliant as follows. See also 3.2 this document.

Policy: *Preference shall be given to the names with extensive usage on official maps, to names in government records and names which have been proven to be of direct historical and/or local significance.... And*

Names which have geographical significance or are names of early explorers, discoverers, settler, naturalists, surveyors etc are generally acceptable. They will be deemed appropriate where they are relevant to the history of Western Australia, its discovery by Europeans and the location in which they are to be applied.

***Landgate policy 1.3 Characteristics of geographic names**

A geographical name usually includes both a specific (also known as a proper name) and a generic (an entire group or class) element, e.g. Israelite Bay. Both Catherine Point and Port Coogee comply with this convention.

***Landgate Policy 1.6.6 Estate, promotional, neighbourhood and regional names**

Port Coogee, being both historically and geographically significant on the coast, was deemed a compliant name from the first assessment by Landgate. Developer names will not be accepted under Landgate policy; therefore, it is important to note that at the Ordinary Council Meeting on the 27 January 2003 when dealing with the design application (DA) from Port Catherine Developments a motion was passed to change of name from Port Catherine for the Development Area (DA22) to Port Coogee and that the project name be Port Coogee Marina. The Minutes further gave the following explanation.

Extract page 37 “The preferred reference for the proposed Development Area (DA22) is Port Coogee, as this relates the project to its location on the coast and strengthens its association with the City of Cockburn.”

This is not to say that the name was chosen by the Council but that the Council, City officers and Planners played a substantial role in what the development area should be called and directed the developer and the City to use that name in marketing and communications.

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***Landgate Policy 4.0 Naming and Boundary amendments.**

Catherine Point and Port Coogee can be enduring names because they are supported by the community and will not be affected by future name changes or development

***Landgate Policy 4.1 Components of a locality name and 4.1.2 Unacceptable names**

"No locality name shall be preceded or followed by a feature class (generic) or a cardinal indicator"

Landgate's policy has changed over recent times to exclude the use of cardinal indicators. This was one of the reasons for the name South Beach not being accepted but North Coogee being accepted in the past. Catherine Point and Port Coogee are now compliant to this policy

***Landgate Policy 4.1.3 – Sources for new or changes to names**

The names Catherine Point and Port Coogee are compliant for the reasons outlined below in Landgate's policy document for appropriate sources.

- geographically and historically significant
- unique and not duplicated anywhere else in Australia
- capable of being enduring
- not likely to make confusion worse or contribute to loss of life
- not cardinal markers
- not developer names

See 3.2 following for detailed information on the compliance of both names.

***Landgate Policy 4.2 Name duplication**

A google search reveals that the names Port Coogee and Catherine Point are unique in Australia.

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3.2 Compliant names – Catherine Point and Port Coogee

Substantial and compelling historical ties to a locality name is identified in the Landgate “Assessment process for name change proposals” document as an example of a compelling reason for change. Set out below therefore is evidence of the proposed names having substantial and compelling historical ties to the proposed areas of Catherine Point and Port Coogee.

Catherine Point

- Catherine Point first appeared on Admiralty tracings 11 and 13 compiled by Navigating Lieutenants W.E. Archdeacon and J.E. Coghlan in 1873/74.¹¹
- Catherine Point is an important maritime landmark, listed on the Department of Transport nautical map of the Perth Metropolitan area “Ocean Reef to Cape Peron”. On this map, Catherine Point is the major geographical feature between Fremantle and Woodman Point.¹²
- References to Catherine Point are made in the Government Gazette as early as 1929.¹³
- Reserve 24787 was created in 1957 and officially named Catherine Point Reserve in 1989. While the reserve’s name was subsequently changed to commemorate the famous pioneering engineer, CY O’Connor, the historical significance of the Catherine Point name to the area cannot be underestimated. For example, there are still references to Catherine Point Reserve in the Government Gazette up until 2011.¹⁴ Please note that we are not proposing to rename CY O’Connor Reserve, but merely highlighting the historical significance of the name.
- Representatives from Maritime Heritage at WA Museum have suggested that Catherine Point could have been named after St Catherine Point, the most southerly point of the Isle of Wight, and a significant reporting station for shipping entering or leaving the English Channel. This is a plausible theory based on the importance of Catherine Point as a maritime marker for early European arrivals in Cockburn Sound.

Port Coogee

- Port Coogee Marina is identified on national maritime charts in use today.
- The Australian government defence website states that official charts are those issued by, or on the authority of, a Government authorised Hydrographic Office or other relevant government institution. The Australian Hydrographic Office (AHO) is Australia’s national charting authority. It is the only authority that can publish official paper and electronic charts of the Australian Charting Area.¹⁵

¹¹ Confirmed by Geoff Amos, Senior Cartographer/Geospatial Officer, Strategic Planning Services Planning, City of Cockburn.
¹² Department of Transport WA, Nautical Charts
¹³ Government Gazette, 1929, 1440
¹⁴ Government Gazette, 16 December 2011, 5333
¹⁵ Australian Hydrographic Service Maritime Chart, AUS117

- Port Coogee has been used as an anchorage and landing place since European settlement making the proposed name more relevant to the area than North Coogee. Evidence of the area's historic and continued usage as a port includes:
- Owen and Beagle Anchorages sit immediately next to the Port Coogee Marina.
- Listing of the anchorage by historical documents registers many of the shipwrecks in the area as the "port" they were originally entering or leaving.
- Three shipwrecks positioned off the shores of Port Coogee are protected under shipwreck legislation. The Omeo wreck, close to shore, has become a major tourist attraction at Port Coogee.¹⁶
- Port Coogee Marina has the only refuelling jetty between Fremantle and Rockingham making it a significant port of call and important that it be noted on mapping

3.3 Lack of significance and validity in the name North Coogee

The area of North Coogee was carved out of existing localities of Hamilton Hill, Spearwood and Coogee and named North Coogee in 2005. The name North Coogee was proposed by the City planners, presumably because the area lies to the north of Coogee which takes its name from the lake in the area. At the time, it may have been seen as a logical and simple solution to an area without a population. We submit that this name should no longer be retained for the following reasons:-

- The name North Coogee has no geographical significance as the name is derived from the Coogee Lake which is over 4.5km to the south of the most southern end of the proposed Catherine Point area and over 2.6km to the south of the most southern end of the proposed Port Coogee area.
- The locality of North Coogee has no historical connection to Lake Coogee.
- Section 1.3.4 of the Policy specifically states that *"The...retention of...cardinal indicators...will only be considered in exceptional circumstances and then only where necessary to give emphasis to a unique or outstanding topographical feature"*. There is no unique or outstanding topographical feature directly relevant to Port Coogee or Catherine Point justifying the retention of the name North Coogee given (i) the lack of historical and physical connection of North Coogee to Lake Coogee and (ii) the proposed names of Port Coogee and Catherine Point are more appropriate.
- In an initial survey conducted by SBCG in 2019 for the South Beach, Shoreline area, 120 of 124 respondents (97%) were in favour of changing the suburb name to a more relevant name for the area. At a PCCA members meeting attended by 69 members on the 18 February 2020 voted unanimously to pursue the name change.

¹⁶ Western Australian Museum – Maritime Archaeology Databases – Survey of the Port Coogee Development Area – Jeremy Green, 2005

- Despite being in place for 17 years, there are almost no businesses located within or around the locality of North Coogee use the name "North Coogee" as part of their business name promotion which is indicative of the lack of connection and validity of the name.¹⁷

3.4 Suburb sizes and boundaries

Landgate Policy 4.3 – Assigning named extents

Location: 32.099°S 115.761°E. The proposed suburb sizes are compliant with Landgate Policy. "Localities within metropolitan and urban areas shall be a minimum size of 100ha, with the minimum number of lots to be 1000".

Total Land size: - 280 ha - Population –ABS 2016 Census 2,388 ABS 2021 Census 3,741 Total lot numbers 2126 as at 2019 – Source: City of Cockburn.



¹⁷ See ASIC Business Name Register search as at 10 January 2023.

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3.5 Local Government Area implications

The proposal covers the existing area of the suburb of North Coogee within the City. There was desire or intention by the community to change the existing boundaries of North Coogee but, rather only to divide the suburb at McTaggart Cove. This will not cause a change of any land area in the City to another LGA or overlap any other area. Residents supporting the Petition expressed a clear desire to remain a part of the City of Cockburn.

3.6 Boundary at McTaggart Cove

Proposed Boundary of McTaggart Cove is seen by residents as a natural dividing boundary between the two suburbs. No dispute about the proposed dividing boundary has arisen during the Petition collection or in community engagement by the two associations and not in discussions with Landgate or the City of Cockburn. While we acknowledge that the area known as Cockburn Coast extends down to south of the Power Station where it connects to Port Coogee, McTaggart Cove is thought of by the community as a natural dividing line where the greenway and the narrowing of the suburb occurs. It would not interfere with Precinct planning being the end of the Robb Jetty precinct and the commencement of the Power Station Precinct.

4.0 Conclusion

While Landgate has advised that overwhelming community desire for change cannot be a reason for change, it is noted that approximately 2,000 local residents (75% of population) and businesses indicated their support to change the name of the suburb from North Coogee. Under Landgate policy, the majority of residents must want the change. The bar is set very high at 70% of those responding. This level of support has been demonstrated through the Petition and consistently during SBCG (CPCG) and PCCA interactions with the community in meetings, information sessions, mail drops and social and local media.¹⁸

CPCG and PCCA believe that support for the name change has not wavered and today with increased population it is likely to exceed the original Petition numbers. It is understood that Landgate will require the City, as an independent source, to verify this through formal community consultation. The City agreed to set up a working group to progress the consultation once Landgate agree that a compelling case has been made.¹⁹

If Landgate found, through their investigations of "Review against policy 4.9" with public agencies, that future planning would not be greatly impacted, nor would public safety be compromised, then the reasons outlined in this document provide a compelling case for change. Landgate and the GNC will decide whether these reasons are "necessary" or "unnecessary" but given the high level of compliance and the support of the population we respectfully ask that the people should be supported and the name change approved.

*"If Landgate determines that the name change is unnecessary or non-essential, yet there is enough community support for the change and it is compliant with the relevant naming policies and standards, it may be approved but it shall incur a service charge."*²⁰

¹⁸ Addendum 2 – Timeline tracker

¹⁹ Council Meeting 11/8/2022 Item 16.3 Council Decision re Working Group p. 522

²⁰ Landgate: Policies and Standards for Geographical Naming in Western Australia 1.1.4 p. 5

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The importance of names to enhance a sense of place for communities is described on the very first page of Landgate's policy – The benefits of naming.

"Benefits of recording and preserving geographic names are associated with the past, present and future of a community. They form an integral part of personal identity by defining where people were born, live, have lived and from where their ancestors have come from. Such names are key elements of maps and charts and their practical benefits include the intelligence relating to the location of a place."

To this end, we submit that the name Catherine Point, which the Community has rallied behind following the advice of Landgate, and the name Port Coogee which is well-established and well-loved, are both names of maritime, historical, and geographical significance that are likely to be enduring and form an integral part of our personal identity as residents.

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Addendum 1 – Renaming of South Beach Community Group

The decision of Landgate to not accept the suburb name South Beach was accompanied by clarification that the South Beach landmark is now only located in South Fremantle, a different suburb and Local Government Area to North Coogee and the City respectively. This determination led to significant discussion and consideration of the continued use of the name South Beach by the South Beach Community Group (SBCG). A realisation that the group were less involved in projects in and around this landmark triggered a consideration to change the group name. The name "North Coogee Community Group" was determined to be inappropriate, because the SBCG only represents the South Beach Estate and Shoreline Estates, and not the remaining portion of North Coogee in Port Coogee.

The name Catherine Point was indicated by Landgate as the most compliant for suburb renaming and had already been presented to the Community as part of community consultation on alternative names. Importantly, the Catherine Point landmark is specific only to this area, located adjacent and between the South Beach and Shoreline Estates, and lies within the northern section of North Coogee where the SBCG conducts its community activities.

On 20th July 2023, with the guidance of the City, the SBCG committee voted unanimously to change the Community group name from South Beach Community Group to Catherine Point Community Group. This group name change was presented to the Community at the Annual General Meeting held 23rd July 2023 and was voted in favour at a special resolution meeting on 20 August 2023. The formal name change request is with the Associations Branch of DMIRS, awaiting processing. This Community group rename, and associated publicity within and outside of the Community, will help to establish the name "Catherine Point" and ensure its enduring use into the future.

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Addendum 2 – Timeline tracker

This timeline outlines the progress of the Name Change matter and is periodically posted to the Association's website and/or distributed to those who might request it. It is not necessarily complete but captures the main activity.

Acronyms and references	
PCCA	Port Coogee Community Association
SBCG	South Beach Community Group
CPCG	Catherine Point Community Group, formerly SBCG
GNC	Geographical Names Committee – Advisory Body to the Minister
CoC	City of Cockburn
WWC's	West Ward Councillors of the City of Cockburn
OCM	Ordinary Council Meeting of the City of Cockburn
ERC	Expenditure Review Committee of the City of Cockburn

11 September 2023	Re-submission. This document forwarded to the City
25 August 2023	Comments on the document received from the City
7 August 2023	Document forwarded to City of Cockburn officers as a first draft for consultation
July 2023	Committee Meetings and community meetings held confirm that community desire for the name change remains strong. PCCA/SBCG commences preparation of the re-submission.
23 July 2023	SBCG AGM where Chair announces committee decision to change group name of SBCG to CPCG.
20 July 2023	SBCG committee votes unanimously to change the name of the community group from South Beach Community Group to Catherine Point Community Group.
12 June 2023	SBCG and PCCA meet with Landgate and City of Cockburn informally. Landgate advises that no further meetings will be held as a completely new submission will need to be made given the change in the name away from South Beach name and the restructure of the compelling case is presented.
May 2023	Consult further with individual PCCA and SBCG committees, with CoC and West Ward councillors.
30 April 2023	PCCA/SBCG Information Event at Playground Rollinson Rd to discuss the new proposed name Catherine Point and the need for adherence with Landgate/GNC policy.
29 April 2023	PCCA/SBCG Information Event at Port Coogee Frasers' Park to discuss the new proposed name of Catherine Point and progress to date. Main concern of the Community was how long will it take.

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25 - 27 April 2023	Mail drop to all households to inform of progress and to seek opinion on the change of name to Catherine Point instead of South Beach. Set up a website to inform and Gmail address to take queries.
14 March 2023	SBCG and PCCA meet to identify what is needed to progress the case to Landgate and agree Catherine Point alternative name based on Landgate's advice. Agree to undertake a communication campaign to inform the community of the progress and the opportunities to change.
3 February 2023	SBCG and PCCA advise the community of progress and reasons why South Beach name cannot be accepted and that the best direction for the "compelling case" is the two suburbs have evolved differently.
30 January 2023	Meeting Landgate/CoC/SBCG/PCCA. After reviewing our informal resubmission Landgate agrees that new information provided suggests that there could be a compelling reason for change. However, Landgate advise the South Beach name cannot be further considered and a new name must be presented. Catherine Point could be supported but Nara Beach would require extensive Aboriginal consultation and may not be appropriate.
17 January 2023	SBCG/PCCA submit an informal document "compelling reasons for change and compliance with policy" to Landgate for consideration.
8 December 2022	City of Cockburn Ordinary Council Meeting approves support for progressing the case to Landgate and budget for community consultation subject to Landgate agreeing the compelling reasons for change.
6 December 2022	Meeting with Landgate/City of Cockburn/SBCG/PCCA Landgate clearly outlined the drivers for change and evidence required to make the compelling case.
17 November 2022	CoC and working group meet to review recommendations to Council re community consultation and identification of two alternative names for South Beach.
27 September 2022	Working Party 1 st Meeting – confirms two step consultation process to be undertaken by the City. Step one to be a survey to confirm name preferences to be held early 2023. CoC preparing documentation for ERC and Council OCM in December. SBCG to consult with residents on an alternative name option for South Beach – both South Beach and new name to be considered in the Survey.
9 September 2022	Meeting with local member Simone McGurk MLA – PCCA/SBCG & Cr Corke.
11 August 2022	OCM - SBCG and PCCA make deputation requesting further assistance from the City Officers. Council agrees to set up a Working Group to meet before end September with CoC/SBCG/PCCA/WWC's and to confirm next steps.
15 July 2022	City advises an update will be put to the Ordinary Council Meeting (OCM) 11 August 2022.
7-8 July 2022	SBCG and PCCA both raise concern about the delays in response from CoC and request action.

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7 July 2022	SBCG and PCCA meet and agree to make representations to CoC to carry forward the community consultation.
31 May 2022	The City co-ordinates a meeting with Landgate, City of Cockburn, PCCA and SBCG. Landgate requests more evidence of "confusion" issue and advises a further "compelling case" must be made by the City by way of community consultation and clarity around the confusion issue.
20 April 2022	PCCA and SBCG raise issue directly with the CEO/CoC at the Meet & Greet event with the new CoC CEO.
22 March 2022	Name Change matter passed back to Corporate Affairs within City of Cockburn.
8 March 2022	PCCA meeting with new CoC team assigned in Community Services who advise the City has discharged their duty and no further action will be taken. PCCA review the submission and work with the Community.
Feb – April 2022	SBCG and PCCA pursue avenues for appeal and work with West Ward Councillors and others to identify next step options.
21 December 2021	City Officers met with new Landgate Manager and advised that Landgate reiterated objection to South Beach name and the need to prove "confusion" as the compelling case.
26 November 2021	Landgate cancels meeting for 29 November advising it will only deal with CoC not the Community groups.
25 November 2021	SBCG send Rebuttal Document to Landgate cc: City of Cockburn with PCCA contribution.
20 October 2021	City of Cockburn advises PCCA/SBCG of Landgate's review.
4 October 2021	City of Cockburn requests from PCCA/SBCG examples of "confusion" for Landgate. Both parties respond with 60 testimonials from residents.
29 September 2021	Landgate responds to CoC with heavily conditional approval for two suburbs advising the name Port Coogee could be supported however the name South Beach will not be considered due to perceived conflict with South Beach in the City of Fremantle. In addition, any confusion must be proven, and the City of Cockburn must undertake independent community consultation.
18 August 2021	Addendum to Submission submitted by SBCG.
27 May 2021	SBCG provides additional letters of business support.
26 May 2021	Petition and Reports sent to Landgate by City of Cockburn requesting consideration by the Geographical Names Committee (GNC).
15 May 2021	Ordinary Council Meeting (OCM) elected members of the Council unanimously vote to support the name change.
2 February 2021	Submission and Petition delivered to the City of Cockburn by PCCA and SBCG.
Feb to Nov 2020	Petition collection - 2300 eligible residents support with strong business support. PCCA and SBCG jointly research and prepare a detailed submission to the City of Cockburn (CoC) and consult widely with business and Community groups.

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18 February 2020	Port Coogee Community Association (PCCA) members unanimously agree to jointly undertake a Petition with SBCG to change the suburb name of North Coogee to Port Coogee and South Beach.
15 October 2019	South Beach Community Group (SBCG) representing Shoreline and South Beach Estate, agree to pursue a name change of their suburb to "South Beach".

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Addendum 3 – The Place Making Strategy for Cockburn Coast

EMC 7598977 CoC: Place Making strategy by Place Partners for the Robb Jetty Local Structure Plan 2906/2018 [Appendix O – Place Making Strategy](#)

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"Place is defined as a location that has meaning for the people who use it, has a unique character that reflects the needs and aspirations of the community and the narrative of the site's history. Place Making: The aim of place making is the creation of meaningful environments that respect the unique qualities of each different location. Place Making must:

- > Respond to the essential character of the place
- > Be meaningful to people; emotionally and spiritually
- > Involve people in the place's production
- > Be attractive to people; physically and intellectually
- > Provide a choice of experiences
- > Be sustainable economically and environmentally"

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"ROBB JETTY: LOCAL - SEAMLESS - BALANCED - INTIMATE

Robb Jetty is primarily a place for local residents and businesses, a walkable village that is intimate in scale and 'soft' in character. In Robb Jetty the beach comes to the main street, locals walk barefoot and the stories of the past and its people are part of everyday life. A variety of small but connected public places offer a range of experiences from the quiet to the communal, the sheltered to the open, the organic to the formal. Robb Jetty is a place to build meaningful and lasting relationships; to share a chat on the bus, to know the local newsagent, to have your favourite seat in the park"

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"RJ2 CATHERINE POINT: Catherine Point is the transition point between south beach and the Cockburn Coast. A relatively unchanged experience, it provides for animal and passive beach enjoyment with the addition of modest development for community use. It is a seamless experience."

"POWER STATION: DYNAMIC – CONTRAST – ENERGY – CREATIVE

The Power Station is an iconic landmark; its physical dominance should translate into the area's primacy as the key regional destination for the Coast. The centre of recreation and leisure activity Power Station is the place where community celebrations are held and tourists enjoy multiple experiences that vary with each visit. New and old are juxtaposed; events showcase the innovative and challenging. Creative entrepreneurship is encouraged across multiple fields from energy production, to arts, culture, experiential tourism and business. Self-sustainability for this precinct is key - activity has to be self-generating and infrastructure flexible and attractive to a range of users on weekdays, evenings and weekends in summer and winter".

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Addendum 4 – Robb Jetty CampReference <https://derbalnara.org.au/indigenous-heritage-sites/robb-jetty-camp> Robb Jetty Camp

Site Type: Man-Made Structure (Camp)

Archaeo./Ethno: Both Archaeological and Ethnographic

Site Id./Co-ords: 3707 / Coordinates: 382501mE, 6449352mN, Zone 50 (Reliable)

Site 3707 (Robb Jetty Camp) was first reported by O'Connor, Bodney and Little

(1985) as a camping area located in the sandhills to the south of South Beach, in the vicinity of Catherine Point where camps were situated between the Bradford Kendall Pty Ltd Iron Foundry and Robb Jetty. According to O'Connor et al (1985) early records indicate that the area was used as a camp area and was still in use by Aboriginal people from outside the metropolitan area at the time of recording. Like other long-established fringe camps, O'Connor et al considered the area likely to have been a traditional camping area.

The site is on the Permanent Register and the file has 'Open' access. The Register indicates that the site is currently mapped as being approximately 1.2 km long, its width no greater than 100m.

O'Connor et al (1985) note that the area is known to have been used for Aboriginal camping from about 1910, and that, "although Perth Metropolitan Aboriginal people no longer camp here, it was noticed that Aboriginal visitors from the Kalgoorlie region were living among the sandhills. Though the sands driven by winter winds cover most evidence of human occupation, making individual camps hard to distinguish, in the deeper interdunal swales, campfire ashes, domestic refuse and the remnants of temporary shelters have been observed (O'Connor et al 1985: 83- 85). The site is also listed as containing a man-made structure and this is almost certainly due to O'Connor et al reporting of the presence of remnants of temporary shelters.

McDonald conducted archival research on behalf of Ethnoscience in 2003, which found that Makin (170) had identified an Aboriginal campsite adjacent to "The Smelters" to the south of Fremantle. However, the report goes on to say that the available evidence suggests that the Robb Jetty Camp and Makin's "The Smelters" camp are in fact one and the same.

According to O'Connor, Bodney & Little (1985) (DIA report ID 102670), the Robb Jetty Camp site (ID 3707) has been used as a campsite since approximately 1910. In the 2003 study by E. McDonald for the proposed South Beach Village development (see DIA Report ID 20805, summary below), discussions with the Project's proponents revealed that Robb Jetty Camp was located to the south of the ANI Bradken Foundry land (Lot 1815 Island Street) and they could not recall anybody camping within the boundaries of the foundry property.

AIC also conducted a survey in 2003, involving consultation with representatives from the Combined Metropolitan Working Group (CMWG) NTCs, in which Site 3707 (which will be impacted by the present proposed re-development plans for the Cockburn coast) was identified by the Aboriginal informants as extending from the mouth of the Swan River to Warnbro as the area is part of the well-used coastal 'pad' or route and had previously been used for camping and hunting.

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Appendix 2: Extract from City of Cockburn Minutes 14 Dec 2023

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Item 14.5.1

14.5 Governance and Strategy

Type of Interest	Nature of Interest
Cr Corke submitted an Impartiality Interest, pursuant to Regulation 22 of the <i>Local Government (Model Code of Conduct) Regulations 2021</i> for Item 14.5.1.	Cr Corke has worked closely with the suburb name change committee for the past four years, attending all their meetings, including those with Landgate.

14.5.1 (2023/MINUTE NO 0327) North Coogee - Name Change Proposal

Executive	Executive Governance and Strategy
Author	Manager Legal and Compliance
Attachments	<ol style="list-style-type: none"> 1. North Coogee Name Change Submission ↓ 2. Landgate Geographic Names Policies ↓ 3. Name Change Proposal Process ↓

8.22pm Cr Widenbar departed the meeting and returned at 8.24pm.

8.25pm The Chief of Built and Natural Environment departed the meeting.

Officer Recommendation

That Council:

- (1) SUPPORTS the North Coogee Proposed Name Change Submission dated 11 September 2023, submitted by the Port Coogee Community Association and the Catherine Point Community Group to change the name of the locality of North Coogee to Port Coogee and Catherine Point as described in the proposal;
- (2) SUBMITS the proposal to the Geographic Names Committee for consideration;
- (3) Subject to support from the Geographic Names Committee, SUBMITS the proposal to Landgate for in principle consideration; and
- (4) Subject to receiving in principle support from Landgate, COMMENCES community consultation on the North Coogee Proposed Name Change Submission.

Council Decision

MOVED Cr P Corke SECONDED Cr P Eva

That Council:

- (1) SUPPORTS the North Coogee Proposed Name Change Submission dated 11 September 2023, submitted by the Port Coogee Community Association and the Catherine Point Community Group to change the name of the locality of North Coogee to Port Coogee and Catherine Point as described in the proposal;
- (2) SUBMITS the proposal to Landgate for consideration; and
- (3) Subject to receiving in principle support from Landgate, COMMENCES community consultation on the North Coogee Proposed Name Change Submission.

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CARRIED 5/3

For: Deputy Mayor C Stone, Cr P Eva, Cr T Widenbar, Cr P Corke, Cr M Separovich

Against: Cr T Dewan, Cr C Reeve-Fowkes and Cr C Zhang

Reason

The assessment process for name-change proposals as outlined by Landgate - p603 of the Agenda - requires that Landgate assess the proposal, determine if there is a compelling reason for change, whether the proposal meet the Policy requirement and whether the change is potentially contentious or significant - prior to seeking advice from the Geological Names Committee (GNC).

A Local Government should not be submitting a proposal to the GNC until it has been through this process, as escalation to the GNC is a matter for Landgate to determine.

Officer Comment

The referral to the GNC would be via Landgate, who complete the proposal assessment.

Landgate have advised this proposal will be tabled with the GNC following the assessment.

Landgate will provide indicative timeframes around when the proposal will be referred to the GNC, which may be the March or June GNC meeting, depending on Landgate's assessment process.

Background

The locality of North Coogee was determined in 2005, following successful application by the City of Cockburn (the City).

Residential developments have occurred in the northern and southern areas of North Coogee, known as Port Coogee and South Beach.

In 2018 both areas (Port Coogee and South Beach) established community groups known as the Port Coogee Community Association (PCCA) and the South Beach Community Group (SBCG).

A focus of the groups was feedback around the name North Coogee with both groups recognising a preference for the names Port Coogee and South Beach.

The groups commenced advocating for the name change of the locality of North Coogee, which was considered by Council in May 2021, with the Council endorsing the support of the renaming of part of the locality of North Coogee to Port Coogee and the remainder part of North Coogee to South Beach.

Ultimately the Geographic Names Committee (GNC) resolved not to support the name South Beach. Thereafter the groups have engaged with the City and Council.

The PCCA and SBCG together with the City have engaged with Landgate to further understand the position of the GNC, and what is required of the groups in the continued pursuit of the name change for the locality of North Coogee.

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Appendix 3: Map of proposed locality borders



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Appendix 4: Assessment against Policy Section 4.9 – Development WA response

Review Against Policy Section 4.9

March 2023

Landgate is assessing whether the proposal to split and rename North Coogee could be supported under policy section 4.9, which states:

"If major developments create a unique area and are readily distinguishable from the surrounding landscape, or a major road infrastructure creates a division, then the creation of a new locality may be deemed necessary by Landgate".

The current state of development indicates there are two developments, which are separated by major infrastructure. The infrastructure primarily being the South Fremantle Power Station and the Western Power terminal switchyard.

To assess the proposal under this policy section, further information is required to understand the future development plans for the area, including the infrastructure.

This document contains the response from DevelopmentWA to a series of questions from Landgate:

- 1) Is the long-term vision for the North Coogee locality to build a connected and integrated community, including the various development nodes through the area?

The Cockburn Coast District Structure Plan (DSP) separates the redevelopment area into 3 distinct precincts. Robb Jetty, Power Station and Emplacement precincts. DevelopmentWA is currently in delivery phase of the Robb Jetty (Shoreline) precinct. Although it is intended for the 3 precincts to be connected and integrated each of them has a distinct role and land use to contribute to the overall success of the area. Further, each of the precincts will have its own Local Structure Plan (LSP) with Robb Jetty and Emplacement already in place and Power Station yet to be prepared.

- 2) Is the long-term plan to retain, or create major infrastructure or landscape which would divide the area north and south within the current locality boundary?

Currently the Power Station Precinct is heavily constrained by the Western Power switch yards and the dilapidated state of the Power Station building. Therefore the development of the Power Station precinct is a longer term redevelopment opportunity compared to Robb Jetty. The Robb Jetty LSP proposes the closure of McTaggart Cove level railway crossing and construction of a new level rail crossing at Jetty Ave (main street). The masterplan prepared for the Power Station precinct proposes the construction of a vehicle and pedestrian access bridge over the freight rail line to provide access to the Power Station precinct.

- 3) Has there been any major changes to planning strategy for this area since the "Cockburn Coast District Structure Plan" (dated September 2009) was released? (ie Are there any further factors that the City can advise that may influence our assessment of this proposal)

There has not been any major planning changes other than the approval of the Robb Jetty and Emplacement LSP's in 2014. These LSP's respond to the DSP.

Please note: DevelopmentWA has a delivery role in Cockburn Coast, all planning is governed by the City of Cockburn.

North Coogee Renaming Proposal

DevelopmentWA Response
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Appendix 5: Catherine Point GEONOMA extract



GEONOMA
Enquiry Details

Main Details:

Full Name

Catherine Point

Feature Class

Point (PT)

Date Approved

** none specified **

Date Archived

** none specified **

Date Recorded

** none specified **

Derivation Code

** none specified **

Name Type

Approved Name (C)

Security Class

Complete Access (C)

Feature Number

100006162

Name Id

6162

Location Details:

Cockburn, City of (1820)

North Coogee (SUB)

Map References:

SI 50 02

32 04 51 S 115 45 02 E

382092 mE

6449933 mN

50

Y

32.0808 S 115.7506 E

Topographic Details:

Feature Size

0 No Units Defined

Elevation

0 metres

Prime Location

Tip

Display Name:

Catherine Point

Origins and History:

Shown on Admiralty tracings 11 and 13 compiled from surveys by Navigating Lieutenants W.E. Archdeacon and J.E. Coghlan in 1873-74. The origin of this name is uncertain.

On south west coast, north of Robb Jetty.

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Report for LIEXA01

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15. Reports - Standing Committee

15.1 Organisational Performance Committee Meeting – 15/10/2024

15.1.1 Review of Delegations: 10.1.2 Structure Plans and 10.1.3 Town Planning Scheme - Development Contributions

Executive	Director Planning and Sustainability
Author	Head of Planning
Attachments	1. Delegation 10.1.2 Structure Plans (Tracked Changes) ↓ 2. Delegation 10.1.3 Town Planning Scheme - Development Contributions (Tracked Changes) ↓

Officer Recommendation/Committee Recommendation

The Committee recommends Council DELEGATES authority to the Chief Executive Officer as per the updated Delegations 10.1.2 Structure Plans and 10.1.3 Town Planning Scheme – Development Contribution Plans as attached to the Agenda.

Background

The State Government have been working through a cycle of planning reforms for an extensive period of time. In recent years the rate of reforms, including changes to regulations, State policies and guidelines has significantly increased.

Local governments are often not provided sufficient time to adapt their own resources, including important tools such as delegations to keep pace with the State driven planning reforms.

In terms of the administration of the City’s strategic town planning functions; there are two relevant delegations:

- 10.1.2 Structure Plans
- 10.1.3 Town Planning Scheme – Development Contributions.

These are generally fit for purpose, however recent adjustments to regulations and other State guidance would require some amendment to align to those recent changes.

There is also a need to reflect issues which arise given the stage of urban growth Cockburn is at, such as the need to extend and revoke existing structure plans as well as implementation issues which are part of managing development contributions.

Submission

N/A

Report

As noted above, the primary driver for this review of these two delegations, is State planning reform.

As a general proposition, where a statutory function of a local government involves the exercise of discretion, that function must be the subject of a delegation before an officer can carry it out.

Where the statutory function does not involve a discretion, an officer may be able to exercise the function without any delegated powers, operating on the concept of the local government 'acting through' the officer. An example might be the evaluation of whether an advertising fee must be charged.

There are several functions in the administration of development contribution plans, such as:

- Reviewing and publishing costs for the DCP items
- Lodging and withdrawing of caveats on land to protect City interests
- Consideration of disputes, arbitration and requests for 'work in kind' (where a developer may propose delivery of the physical infrastructure item rather than making payment towards it).

For the avoidance of doubt that relevant functions are appropriately delegated, it is proposed to add to the delegations.

What these delegations exclude

Strategic land use planning has many 'layers' in its application. It is important to remember Council's critical role in forming up the City's local planning framework, such as the Local Planning Strategy, Scheme and policies. This delegation primarily relates to the use of those documents after their careful deliberation by Council.

The key elements of strategic land use planning in the delegations are administration of the structure plan process and the City's development contribution plans.

Council retains important factors like:

- Considering submissions and the Report to Council on a structure plan before it is sent to the WA Planning Commission
- Whether an area requires a structure plan or not
- Whether an area requires a development contribution plan -and what for
- Whether to delete a development contribution plan
- Setting the budgets for capital and operational expenditure.

Many of these functions are handled via the scheme amendment process which Council must initiate.

Council corporate planning processes also provide structure around the matter of enabling 'work in kind' (provision of physical infrastructure) from developers.

This can be useful in controlling a developer's expectations of when an item had been planned for delivery, and therefore when a municipal co-contribution (where applicable) might be reasonable.

Strategic Plans/Policy Implications

Local Economy

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

- A City that is 'easy to do business with'.

Listening and Leading

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

N/A

Legal Implications

Planning and Development (Local Planning Schemes) Regulations 2015
City of Cockburn Town Planning Scheme No. 3

Community Consultation

N/A

Risk Management Implications

Given the rate of state planning reform changes, there is a moderate risk that the City's delegations in relation to administering strategic town planning functions will not keep pace.

As a recent example, the document which specifies what a 'minor amendment' to a structure plan included changed.

This rendered the specific document reference in the current Structure Plan delegation out of date. The criteria were also modified which again creates a mismatch with a very specifically phrased delegation.

In practical terms, there is no need to duplicate what is written into that State guidance, as we are bound to follow it.

What we do need to manage, is the clarity of delegation Council provides to the Chief Executive Officer.

There is a low risk some of the 'acting through' elements of functions might be subjected to challenge by external parties.

There is a moderate risk as proposals arise, the necessary delegation may not be in place, especially as further planning reforms occur.

This would then require an additional report to Council reducing organisational efficiency with report writing, reviewing, agenda compilation, Elected Member briefing and consideration and minuting prior to performing the administrative function.

Some functions are also regulated with timeframes the City's agenda cycle is not conducive to.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Delegation Register

City of Cockburn

11. Policy Delegations

10.1.2 Structure Plans

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Planning and Development (Local Planning Schemes) Regulations 2015:</i> Schedule 2 Deemed provisions for local planning schemes cl.82 Delegations by local government
Express Power or Duty Delegated:	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 Deemed provisions for local planning schemes: cl. 17. Action by local government on receipt of application cl. 18. Advertising structure plan cl. 19. Consideration of submissions cl. 20. Local government report to Commission cl. 28. Duration of Approval cl. 29. Amendment of structure plan
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. In accordance with Clause 17(1) of the Deemed Provisions, the authority to determine whether: <ol style="list-style-type: none"> a. A Proposed Structure Plan complies with Clause 16(1) of the Deemed Provisions; or b. Further information from the applicant is required before a Proposed Structure Plan can be accepted for assessment and advertising. 2. In accordance with Clause 17(1)(b) of the Deemed Provisions, the authority to estimate and provide to the applicant the fee for dealing with a Proposed Structure Plan in accordance with the Planning and Development Regulations 2009. 3. In accordance with Clause 18 of the Deemed Provisions, the authority to advertise the Proposed Structure Plan; 4. In accordance with Clause 19(1) of the Deemed Provisions the authority: <ol style="list-style-type: none"> a. To request further information from a person who prepared a Proposed Structure Plan and; b. To advertise any modifications proposed to a Proposed Structure Plan to address issues raised in submissions. 5. In accordance with Clause 29(3) of the Deemed Provisions, the authority to decide not to advertise an amendment to a Structure Plan if, in the opinion of the officer, the amendment is of a minor nature. <u>5.</u> In accordance with Clause 20(1) of the Deemed Provisions, the authority to prepare a report on an amendment to a

Delegation Register

City of Cockburn

11. Policy Delegations

	<p>Structure Plan, where the amendment is considered to be minor in nature, and to submit this —directly to the Commission.</p> <p><u>6. In accordance with Clause 28(2) of the Deemed Provisions, the authority to seek Western Australian Planning Commission Approval to extend the period of approval of a Structure Plan.</u></p> <p><u>7. In accordance with Clause 28(3) of the Deemed Provisions, the authority to request that the Commission revoke its approval of a Structure Plan.</u></p> <p><u>8. In accordance with Clause 28(3)(d)(ii) of the Deemed Provisions, the authority to agree to the revocation of the Commission's approval for a Structure Plan that was the subject of an application under Clause 16(3).</u></p> <p><u>6-9. In accordance with Clause 29(3) of the Deemed Provisions, the authority to decide not to advertise an amendment to a Structure Plan if, in the opinion of the officer, the amendment is of a minor nature.</u></p>
Council Conditions on this Delegation:	<p>Where an amendment to a Structure Plan may be considered minor in nature</p> <p>1. As per Clause <u>7.1.147</u> of the <u>WA Planning Manual – Guidance for Structure Plans</u>Structure Plan Framework, <u>and a minor amendment can be considered minor if the proposed changes do not impact on the purpose, objectives, or the overall design response of the plan, and in addition the changes to a Structure Plan is a change or departure that:</u></p> <ul style="list-style-type: none"> <u>• are required to give effect to a State planning policy; or</u> <u>• do not have a consequential impact on the land, landowners or occupiers in and around the structure plan area; or</u> <u>• are administrative in nature, for example, where required to remove redundant provisions or requirements; and</u> <u>• the proposed changes do not impact on the infrastructure provision of the environment.</u> <ul style="list-style-type: none"> <u>a. Does not materially alter the purpose and intent of the structure plan;</u> <u>b. Does not change the intended lot / dwelling yield by more than 10 per cent;</u> <u>c. Does not adversely impact upon the amenity of adjoining landowners and occupiers;</u> <u>d. Does not restrict the use and development of adjoining land;</u>

Delegation Register

City of Cockburn

11. Policy Delegations

	e. Does not significantly impact on infrastructure provision; f. Does not impact upon the environment; g. Is consistent with Council adopted policies; and h. Is deemed to be consistent with orderly and proper planning.
Express Power to Sub-Delegate:	Planning and Development (Local Planning Schemes) Regulations 2015: Schedule 2 Deemed provisions for local planning schemes cl.83 Local government CEO may delegate powers
Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	
Compliance Links:	
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024 (<i>Proposed</i>)
3	

10.1.3 Town Planning Scheme – Development Contributions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Planning and Development (Local Planning Schemes) Regulations 2015:</i> Schedule 2 Deemed provisions for local planning schemes cl.82 Delegations by local government
Express Power or Duty Delegated:	City of Cockburn Town Planning Scheme No. 3 (TPS 3)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. The authority to adopt a Development Contribution Plan Report and Cost Contribution Apportionment Schedules for Development Contribution Areas and set the annual contribution rates within 90 days of the development contribution plan coming into effect (clause 5.3.10). 2. Authority to review the cost apportionment schedules at least annually (clause 5.3.11.2) and make necessary adjustments (clause 5.3.11.4(i)). 3. Authority to accept a cost contribution based on an estimated costs as a final contribution and enter into an agreement with the owner accordingly (clause 5.3.11.4(ii)) 4. Authority to deal with objections to the amount of a cost contribution by: <ol style="list-style-type: none"> a. Agreeing with the owner on an independent expert (clause 5.3.11.7); and b. Agreeing with the owner to a valuation method if required (clause 5.3.11.8 (i)). 5. Authority to agree with the owner the appointment of a licensed valuer for the purpose of undertaking a valuation (clause 5.3.12) and determine the method by which the value is to be determined where the valuer's determination is not accepted by the owner. 6. Authority to agree with the owner as to the method and manner of payment of cost contribution acceptable to the City, in accordance with clause 5.3.14, including provision of physical infrastructure (clause 5.3.14.1(iii)). 7. Authority to lodge and withdraw caveats as a charge on land (clause 5.3.15).

Council Conditions on this Delegation:	The requirements specified in State Planning Policy 3.6 Infrastructure Contributions and clause 5.3 and Table 10 of Town Planning Scheme No 3. This authority must be exercised consistently with all applicable State planning policies, guidelines and the City's Town Planning Scheme No. 3
Express Power to Sub-Delegate:	<i>Planning and Development (Local Planning Schemes) Regulations 2015:</i> Schedule 2 Deemed provisions for local planning schemes cl.83 Local government CEO may delegate powers
Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	
Compliance Links:	State Planning Policy 3.6 Infrastructure Contributions
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024
3	

15.1.2 Corporate Business Plan Key Performance Indicator - Quarter 1 Update Report

Executive A/Director Corporate and System Services
Author Business Planning Coordinator
Attachments 1. FY25 CBP KPIs - Q1 Milestones and Update [↓](#)

Officer Recommendation/Committee Recommendation

That Council RECEIVES the FY25 Quarter One Status Report on the progress of the Corporate Business Plan Key Performance Indicators.

Background

Council adopted the Corporate Business Plan (CBP) Key Performance Indicators (KPIs) at the 25 June 2024 Special Council Meeting. CBP KPI progress is reported quarterly through the Organisational Performance Committee.

This report presents the FY25 Quarter 1 (Q1) CBP KPI progress.

Submission

NA

Report

The CBP KPIs track delivery of the CBP items.

Accountability for the CBP KPIs is allocated to the Executive of the City responsible for delivering the item. Responsibility then cascades to a Senior Leadership Team (SLT) member, being a direct report to an Executive officer.

The Q1 status report on the progress of the CBP KPIs for FY25 (1 July 2024 to 30 September 2024) has been provided (refer Attachment 1).

The overall annual progress of the CBP KPIs progress is in Table 1 and the Q1 milestones in Table 2.

In summary:

- The majority (88%) of CBP KPIs are “on track”
- 5% are “at risk” of running behind schedule
- 7% of KPIs are “off track” concerning the annual progress.

KPIs that are ‘at risk’ are currently tracking behind schedule. There is sufficient time for these KPIs to move back to “on track” with increased focus.

For specific details refer Q1 comments in Attachment 1.

KPIs that are 'offtrack' are unlikely to be delivered to the current schedule and will be reforecast at mid-year review. Achievable Quarter 3 and 4 milestones will be identified. For specific detail refer Q1 comments in Attachment 1.

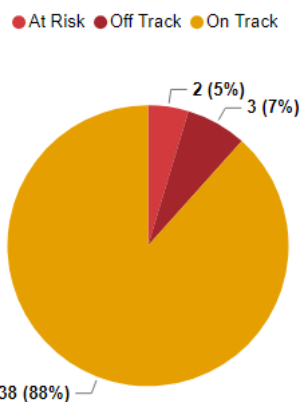
KPIs that are 'at risk' or 'off track' should be closely monitored to ensure appropriate progress.

Table 1: CBP KPI Annual Progress

CBP KPI's - Overall Annual Progress			
OVERALL PROGRESS		NUMBER	PERCENTAGE
COMPLETE	Annual KPI achieved	0	0%
ON TRACK	Annual KPI is currently meeting or exceeding its target goals	38	88%
NOT COMMENCED	Annual KPI has not yet started and no progress has been made towards its delivery.	0	0%
AT RISK	A risk(s) has been identified that may delay or impact delivery of the annual KPI.	2	5%
OFF TRACK	Needs Attention. There are issues that have or will impact achievement of the annual KPI	3	7%
REFORECAST	Timeframe of the annual KPI has been reforecast to the following financial year.	0	0%
REMOVED	KPI no longer being delivered.	0	0%
TOTAL		43	100%

CBP KPI's

BY OVERALL PROGRESS



CBP KPI's by Strategic Outcome

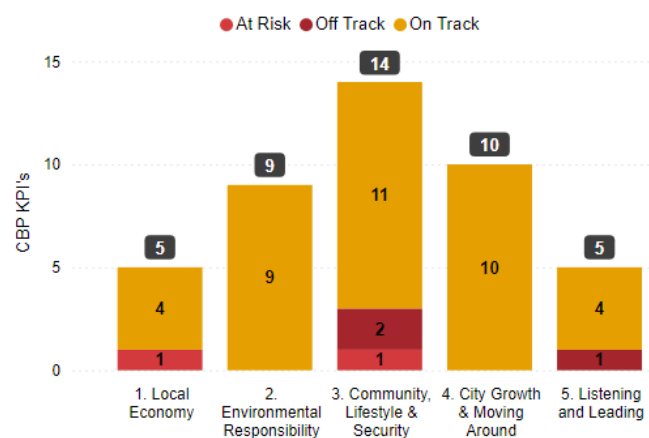


Figure 1: CBP KPI Overall Annual Progress by Strategic Community Plan

At Q1 the overall KPI progress is not always significantly meaningful due to the early stages of project delivery. KPI timelines may change, or external market conditions and internal resourcing may positively or negatively impact KPI delivery.

The Q1 CBP KPI's (refer Table 2) are more representative of current KPI delivery. In summary:

- The majority (79%) of Q1 milestones are complete.
- 21% of Q1 milestones are "off track".

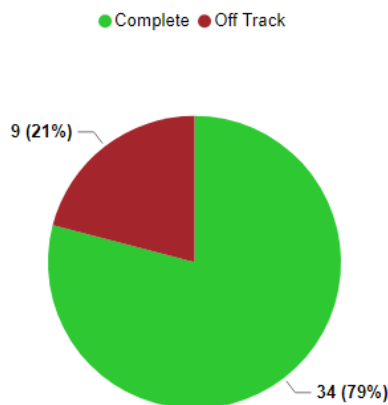
Table 2: CBP Q1 Milestone Summary

CBP KPI's - Q1 Milestones			
Q1 MILESTONES		NUMBER	PERCENTAGE
COMPLETE	Milestone complete	34	79%
OFF TRACK	Milestone not complete	9	21%
TOTAL		43	100%

Q1 progress is presented by Strategic Community Plan (SCP) in Figure 2.

- The majority of "off track" Q1 milestones relate to the Local Economy and Community Lifestyle and Security outcome.
- KPIs with incomplete Q1 milestones should be monitored to ensure on time delivery of the annual KPI.

CBP KPI's
BY PROGRESS Q1



CBP KPI's by Strategic Outcome

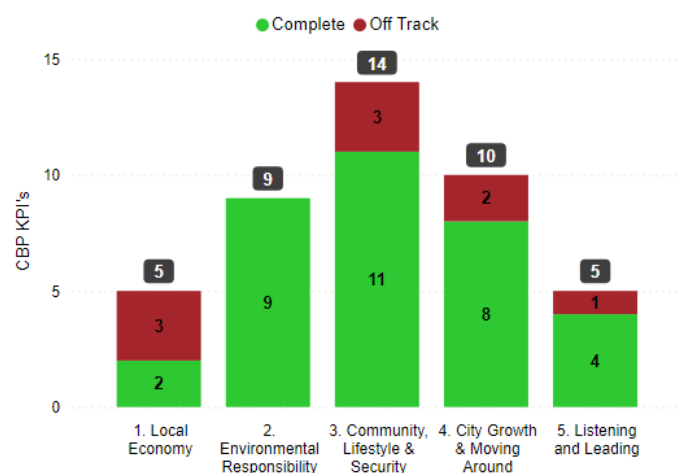


Figure 2: CBP KPI Q1 Milestone Progress by Strategic Community Plan

Full detail of KPI and milestone progress is presented at Attachment 1 which is colour-coded to indicate the progress and status of the CBP KPIs:

- Green indicates the KPI is “complete”
- Orange indicates the KPI is “on track” or has “not commenced”
- Red indicates the KPI is “at risk” or “off track”.

Strategic Plans/Policy Implications

Listening and 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

NA

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

NA

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

STRATEGIC OUTCOME	LINK TO STRATEGY (CBP)	KPI	OVERALL PROGRESS	EXECUTIVE (Accountable)	QUARTER 1 PROGRESS	QUARTER 1 MILESTONE	QUARTER 1 UPDATE
1. Local Economy	1A.01	International Engagement	On Track	Daniel Arndt	Complete	Plan approval. Delegation implementation	- International Engagement Plan approved by ELT. - ELT approved International Engagement delegation to Indonesia, Singapore and Vietnam - Delegation implemented September 2024.
1. Local Economy	1A.02	Investment Attraction Plan	On Track	Daniel Arndt	Off Track	Finalise Implementation Plan	ELT presentation on Investment Attraction Plan is scheduled for October, 1 month behind schedule. Q2 milestone is not expected to be impacted by this delay.
1. Local Economy	1B.01	Business Engagement Plan	On Track	Daniel Arndt	Complete	1. Support 1 blue economy event (Edge) 2. Complete and report on scholarship delivery (Curtin Ignition) 3. Deliver 3 workshops 4. Deliver 3 Micro Business Networking events 5. Publish 3 business newsletters	Edge delivered, Curtin Ignition program delivered workshops, Networking groups and newsletters all delivered.
1. Local Economy	1B.02	Cockburn Blue Innovation Hub	At Risk	Daniel Arndt	Off Track	Finalise Department of Jobs, Tourism, Science and Innovation Grant, Execute MoU	Awaiting decision from Department of JTSI. Progress of this KPI is outside the City's control. Milestones will be updated at MID year review to accurately represent progress.
1. Local Economy	1B.03	Destination Plan	On Track	Daniel Arndt	Off Track	Scope Marketing & Communications Plan and engagement with Advisory group members	Marketing and communications plan development is behind schedule. There is flexibility in upcoming quarters and the KPI is expected to be on track by end of calendar year.
2. Environmental Responsibility	2A.01	Clementine Reserve Orchid Monitoring	On Track	Daniel Arndt	Complete		
2. Environmental Responsibility	2A.02	CY O'Connor Reef Stage 2 - Installation and Monitoring	On Track	Daniel Arndt	Complete		
2. Environmental Responsibility	2A.03	Manning Park Playground Upgrade	On Track	Mike Foley	Complete	Engagement commenced	The Comms team have now completed designing the comms plan for Manning Park. Community consultation will take a month and be completed by the 25th October.
2. Environmental Responsibility	2A.04	Urban Forest Tree Planting Program	On Track	Mike Foley	Complete	Planting program commences. Aim to plant 60% of annual target.	Planting 70 % complete
2. Environmental Responsibility	2B.01	Cockburn Resource Recovery Redevelopment	On Track	Mike Foley	Complete	Leachate pond construction documentation completed, and market engagement commenced.	Leachate pond earthworks have commenced, this is to prepare site for construction of remainder of leachate pond, pending licensing approval. This work is the crushing and moving of existing inert material at the site. Pending license approval from DWER, the remainder of the works will commence in Q2.
2. Environmental Responsibility	2C.01	Edeline Street - Drainage Improvements	On Track	Mike Foley	Complete	Market engagement commenced	Awaiting to award the contract Council passed the tender recommendation report in Sep OCM
2. Environmental Responsibility	2C.02	Hobley Way - Drainage Improvements	On Track	Mike Foley	Complete	Market engagement commenced	Awaiting to award the contract Council passed the tender recommendation report in Sep OCM
2. Environmental Responsibility	2C.03	Marvell Avenue #5 - Drainage Improvements	On Track	Mike Foley	Complete	Detailed design complete	Detailed design complete Market engagement scheduled for Qtr. 2. December OCM being targeted to enable early commencement of works in 2025

STRATEGIC OUTCOME	LINK TO STRATEGY (CBP)	KPI	OVERALL PROGRESS	EXECUTIVE (Accountable)	QUARTER 1 PROGRESS	QUARTER 1 MILESTONE	QUARTER 1 UPDATE
2. Environmental Responsibility	2C.04	Stratton Street - Drainage Upgrade	On Track	Mike Foley	Complete	Construction continuation	Major drainage works is completed. Currently reinstating works is in progress. Final asphalt is booked for late Sep. Practical Completion scheduled October 2024.
3. Community, Lifestyle & Security	3A.01	Beale Park Redevelopment	At Risk	Mike Foley	Off Track	Detailed design and tender documentation complete.	Redesign process commenced New Project Management Team established to oversee Design stage Market engagement proposed for Qtr. 3
3. Community, Lifestyle & Security	3A.02	Beeliam Reserve Redevelopment	Off Track	Anton Lees	Off Track	Draft Needs & Site Analysis, Concept Plan and Feasibility Study presented to Council to determine upcoming milestones	Procurement of Architect completed Q1. Clubs have been advised of progress and will be provided monthly updates. Milestones will require reforecasting due to termination of previous consultant. Proposed milestones are Concept Design Q3 and Feasibility Q4 to endorse public comment. Milestones will be updated at mid-year review.
3. Community, Lifestyle & Security	3A.03	Cockburn ARC Expansion	On Track	Mike Foley	Complete	Concrete works progressing externally for extension, main structural, and internal fit out first fix. Refurbishment fit out works partitions and finishes progressing.	Work is significantly progressed. Some delays due to wet weather however work is progressing now that fine weather has returned.
3. Community, Lifestyle & Security	3A.04	Davilak Park Redevelopment	On Track	Anton Lees	Complete	Round 1 community and stakeholder engagement	Community and stakeholder engagement period has been completed. Data from the engagement period has been included in the information package provided to the Consultant. The Consultant is using this data and other information collected to progress the development of the needs assessment.
3. Community, Lifestyle & Security	3A.05	Malabar BMX	On Track	Mike Foley	Complete	Construction	Officer induction and site training completed Practical Completion scheduled early October 2024 Facility opening expected during November 2024
3. Community, Lifestyle & Security	3A.06	Port Coogee Southern Amenities Project (Omeo Park)	On Track	Mike Foley	Complete	Construction of amenities and Shade structure planned for commencement.	Contract is fully executed Site Possession granted to Contractor on 12th September 2024 Contractor will establish site fencing and hoarding on 7th October
3. Community, Lifestyle & Security	3A.07	Santich Park - Parking Upgrade & New Lighting	On Track	Mike Foley	Complete	Construction commenced	Site Possession granted to Contractor on 8th July 2024 Contractor has started construction on new carpark at Shelley Way, drainage works at Becket close carpark and new road intersection works at Becket Cl/Asquith St.
3. Community, Lifestyle & Security	3A.08	Tempest Park Floodlighting	On Track	Mike Foley	Complete	Market engagement commenced	Market engagement commenced
3. Community, Lifestyle & Security	3A.09	Tempest Park Redevelopment	Off Track	Anton Lees	Off Track	Draft needs & site analysis and feasibility study presented to Council to determine upcoming milestones.	Procurement of Architect completed Q1. Clubs have been advised of progress and will be provided monthly updates. Milestones will require reforecasting after previous consultant was terminated. Proposed milestones are Concept Design Q3 and Feasibility Q4 to endorse public comment. Milestones will be updated at mid-year review.

STRATEGIC OUTCOME	LINK TO STRATEGY (CBP)	KPI	OVERALL PROGRESS	EXECUTIVE (Accountable)	QUARTER 1 PROGRESS	QUARTER 1 MILESTONE	QUARTER 1 UPDATE
3. Community, Lifestyle & Security	3A.10	Wally Hagan Redevelopment	On Track	Anton Lees	Complete	Review of draft needs analysis, site assessment and feasibility study.	Review of draft needs analysis, site assessment and draft feasibility study has been completed. Officers have presented this at the September Elected Member Strategic Briefing. A report to endorse these documents has been drafted and is intended to be included for the October Ordinary Council Meeting Agenda.
3. Community, Lifestyle & Security	3A.11	Stage 4 Marina Expansion Business Case	On Track	Anton Lees	Complete	Consultant procurement	Projection - RFQ out to market to secure consultant
3. Community, Lifestyle & Security	3B.01	Memorial Hall Centenary Celebration and Arts Hall of Fame	On Track	Anton Lees	Complete	Research and development	Program planning is underway, and governor attendance has been confirmed for the 21 March 2025. Hall of Fame research and advertising to commence in coming months.
3. Community, Lifestyle & Security	3B.02	Smart Buildings Project (Project BETTI)	On Track	Anton Lees	Complete	Finalise implementation plan with Blue Force for FY 25 short listed locations. Hardware ordered by supplier.	Implementation plan finalised for FY25 shortlisted locations, physical installation already underway.
3. Community, Lifestyle & Security	3C.01	Aboriginal Cultural and Visitors Centre	On Track	Mike Foley	Complete	Review design	Consultant team has been re-engaged for detail design stage Advocacy planning ongoing
4. City Growth & Moving Around	4A.01	Coogee Beach Master Plan Review	On Track	Daniel Arndt	Complete	Commence options review	Design options prepared. Preparing to brief Council.
4. City Growth & Moving Around	4A.02	Public Open Space Strategy Review	On Track	Daniel Arndt	Complete	Commence literature review (including audit of current Public Open Space Strategy)	Literature review underway - includes audit of current POS strategy.
4. City Growth & Moving Around	4C.01	Banjup Local Area Traffic Management (LATM)	On Track	Mike Foley	Complete	Design and MRWA approval process commenced	Transitioned from Planning & Sustainability Directorate Quarterly Milestone review required Early design stage in progress with site condition assessment underway (lighting & drainage)
4. City Growth & Moving Around	4C.02	Carrington St & Forrest Rd (Black Spot Project)	On Track	Mike Foley	Complete	Detailed design complete	Detailed design is under audit. Preparing tender documentation.
4. City Growth & Moving Around	4C.03	Hammond Rd Duplication - Russell Rd to Rowley Rd	On Track	Daniel Arndt	Off Track	Appointment of consultant to undertake feasibility study	While scope for consultant is being progressed, it is realistically not likely to be at appointment stage till end of October. It is anticipated the project will then return to 'on track'.
4. City Growth & Moving Around	4C.04	Mid Term Review - City Drainage Management Strategy	On Track	Daniel Arndt	Complete	Preparation of scope of works and appointment of consultant.	Brief/scope finalised - appointment by end of September 2024
4. City Growth & Moving Around	4C.05	New signals: Beelihar Dr / Dunraven Dr (Black Spot Project)	On Track	Mike Foley	Complete	Concept design complete	Concept design is complete. All preliminary work on track.
4. City Growth & Moving Around	4C.06	Rockingham Rd & Spearwood Av (Black Spot Project)	On Track	Mike Foley	Complete	Detailed design complete	Currently preparing tender documentation Market engagement is planned for late Oct 24
4. City Growth & Moving Around	4C.07	Rockingham Rd / Phoenix Rd Roundabout	On Track	Mike Foley	Off Track	Detailed design complete	Detailed design is 85% complete. detailed design cannot be progressed until discussion held with western power, main roads and PTA. Q2 milestone anticipated to be on track, Q3 milestone & Q4 to be reassessed at midyear review.
4. City Growth & Moving Around	4C.08	Rockingham Road Improvement - Coleville Crescent to Phoenix Road	On Track	Mike Foley	Complete	Detailed design commenced	Negotiations with Phoenix Shopping centre and adjoining landowners is underway
5. Listening and Leading	5A.01	Spearwood Administration Building Audit	On Track	Mike Foley	Complete	Scope works for in-depth roof and HVAC inspections	Final review of data with multiple contractors/consultants complete. Engaged consultant is in process of collating report.

STRATEGIC OUTCOME	LINK TO STRATEGY (CBP)	KPI	OVERALL PROGRESS	EXECUTIVE (Accountable)	QUARTER 1 PROGRESS	QUARTER 1 MILESTONE	QUARTER 1 UPDATE
5. Listening and Leading	5A.02	Fixed Licence Plate Recognition Parking Monitoring - Investigation Project	Off Track	Anton Lees	Off Track	Internally assess technology options from known providers and shortlist to a preferred product.	Original budget estimate was too low, current scope cannot be delivered within current budget. Project will be rescope within current budget. Project plan and milestones will be updated at mid-year review.
5. Listening and Leading	5A.03	Service Review	On Track	Nelson Mauricio	Complete	Introduce Service Review team to business improvement methodology and associated tools	Workshops completed August 2024 to introduce teams to methodology and tools. First team meetings to commence the Scoping scheduled.
5. Listening and Leading	5C.01	TechOne SaaS Migration	On Track	Nelson Mauricio	Complete	TechOne SaaS test environment prepared and ready for testing	The TechOne SaaS test environment has been created and opened for UAT testing.
5. Listening and Leading	5C.02	Zero Client Replacement	On Track	Nelson Mauricio	Complete	Procure devices Pilot deployment and UAT Deploy laptop and desktop devices	First Article order has been placed and devices received which validates the factory imaging process. UAT Devices have been ordered and scheduled for rollout end of September.

15.1.3 Deferment of Draft Waste Strategy Review

Executive	Director Infrastructure Services
Author	Director Infrastructure Services
Attachments	N/A

RECOMMENDATION

That Council DEFERS any consideration of the 2020–2030 Waste Strategy Review Report until 2025 when the Report can be considered in conjunction with the Waste Service Review.

Background

At the 26 March 2024 Special Council Meeting, Council resolved:

That Council:

- (1) Notes the options presented for alternative domestic waste disposal locations due to the closure of the transfer station on top of Cells 4 & 5 at the Henderson Landfill Site.
- (2) Immediately proceeds with Option 1; Relocation of the temporary transfer station to a location in the southern area of the Henderson Waste Facility, at an estimated cost of \$500,000.
- (3) Amends the FY24 Budget by \$500,000 to cover the cost of the temporary transfer station, funded from the Waste Collection Reserve.
- (4) No later the 10 December 2024 Ordinary Council Meeting, the City undertakes a complete review of all its plans, commitments and the implementation plan detailed in the 2020 – 2030 Waste Strategy.
- (5) Amends the FY24 Budget by \$100,000 to cover the cost of the review of the 2020 – 2030 Waste Strategy to be funded from the Waste Collection Reserve.
- (6) No later the 10 December 2024 Ordinary Council Meeting, receives the Business Plan(s) outlining costings, details and other specific requirements on the location(s) of the proposed transfer station.

Carried by an Absolute Majority 8/0.

Following the Council Meeting, staff prepared a brief for the study in accordance with the guidance document titled Local Government Waste Plans prepared by the Department of Water and Environmental Regulation (DWER).

The objectives of the review were as follows:

1. Audit the objectives, performance measures and targets detailed in the Cockburn Waste Strategy.

2. Use the information gained from the audit to review the Waste Strategy with a view to, where required, update it to conform with The Department of Water and Environmental Regulation (DWER) *Guidance document: Local Government waste plans*.
3. Determine an optimum level of service for each of the City's current waste collection services (including alternative options for consideration by Council) and determine the cost of the optimum level of service and the options.
4. Prepare a report titled Draft Waste Strategy 2025-2035 for review by the City's internal review committee.
5. Present the draft waste strategy 2025-2035 to Council and amend the document with any feedback.

The brief was advertised for in a Request for Quotation which closed on 28 May 2024 with the Consultancy being awarded to JBS&G, an environmental consultancy with Offices throughout Australia

Submission

N/A

Report

JBS&G have completed the commissioned objectives and prepared a draft report a copy of which has been provided in the Councillors Hub.

At the Elected Members Strategic Briefing Session held on 24 September 2024, Jon Bailes from JBS&G made a presentation to the Elected Members present on the Report outcomes.

The major outcomes detailed in the report are:

- Transition to 3-bin FOGO kerb-side collection service
- Implement a pre-booked verge-side collection service
- Consideration of a phased reduction in residential trailer passes
- Revise existing business case for Henderson Waste Recovery Park.

Before progress with a formal report to Council it is proposed a workshop on the proposed outcomes transpires.

This is currently being planned to occur in the coming weeks.

The only downside is that the two of the recommendations from the 26 March Special Meeting of Council required staff to present the Report to Council on the review of the 2020–2030 Waste Strategy (Recommendation 4) and the updating of the Business Case for the Henderson Waste Recovery Park (Recommendation 6) by 10 December 2024 Council Meeting.

It should also be remembered that Council at its August OCM approved that the Waste Service would be subject to a service review planned to commence in January 2025 running for six months.

On that basis, it would be prudent for Council to defer any reports on the matter until 2025 when all the matters detailed in this Report can be considered at the same time as the service review into waste services.

Furthermore, on completion of the leachate pond, temporary transfer station, and capping of Cell 7, no further major capital investments will be undertaken until the Service Review and Revised Business Case have been completed and endorsed by Council.

Strategic Plans/Policy Implications

Local Economy

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

Environmental Responsibility

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

Budget/Financial Implications

NA

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

There is a low level of environmental, financial and compliance risk if Council does not endorse the recommendation, as the administration has undertaken mitigation works (designs for leachate pond, leachate tender, licence for Cells 4 and 5 etc.) at the Henderson Waste Recovery Park.

Advice to Proponent(s)/Submitters

N/A

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

Nil

15.2 Governance Committee Meeting – 15/10/2024

15.2.1 Adoption for Advertising - Draft Local Planning Policy 5.26 Tree Protection

Executive	Director Planning and Sustainability
Author	Senior Strategic Planner
Attachments	1. Draft Local Planning Policy 5.26 'Tree Protection' ↓ 2. Indicative Implementation Costs ↓

Officer Recommendation/Committee Recommendation

That Council:

- (1) ADOPTS the *Draft Local Planning Policy 5.26 Tree Protection* for the purposes of advertising provided as Attachment 1; and
- (2) ADVERTISES the *Draft Local Planning Policy 5.26 Tree Protection*, as per Recommendation 1 above, in accordance with Clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Background

In most urban areas across Western Australia there has been a decline in tree canopy cover and much of this loss is on private land.

The state government have recently advised they will not be introducing additional measures requiring approval to remove or prune trees.

Instead, they have committed to developing a new 'Urban Greening Strategy' to promote and enhance tree canopy and greening across the Perth and Peel region.

The 'Urban Greening Strategy' is expected to be finalised by the end of 2024.

Currently in the City of Cockburn, trees on private land can generally be removed without development approval, unless they are included on the 'Significant Tree' list or are within the 'Resource Zone'.

Council at the 9 July 2024 Ordinary Council Meeting resolved a draft local planning policy (LPP) be prepared based on the Western Australian Local Government Association (WALGA) model LPP for tree protection (including those on the Significant Tree register), tailored for the City of Cockburn, to be presented to Council via the Governance Committee, for consideration to adopt for consultation.

Planning Framework

Statutory protection was first introduced for 'Significant Trees' through Scheme Amendment No.86 to City of Cockburn Town Planning Scheme No. 3 (TPS3) (gazetted 14 September 2012).

This introduced Clause 4.18 requiring development approval prior to removal or major pruning of 'Significant Trees'.

The purpose of the City's 'Significant Tree' register is to protect trees with cultural heritage value or trees that make an exceptional contribution to amenity by meeting specific Council adopted criteria.

At the 13 July 2023 Ordinary Council Meeting, Council adopted Scheme Amendment No.158 to update the City's Significant Tree Register provisions and introduce Tree Protection Orders (TPOs) as a more robust mechanism.

This was in response to a review of the provisions and legal advice received.

The Minister for Planning did not support the proposed TPO provisions and required the retention of existing clause 4.18, with inclusion of additional requirements, including requiring landowner consent for nominations for the 'Significant Tree' register (new clause 13B within Schedule A - Supplemental Provisions).

The 'Significant Tree' register requires individual listing of trees meeting specific Council adopted criteria and is not intended to be used to protect trees more broadly.

DPLH have advised a Scheme Amendment to introduce a broader requirement for Development Approval to remove trees meeting certain criteria would not be supported by the WAPC and the Minister for Planning.

This means any broader tree protection on private property requires another mechanism.

Use of local planning policy to protect trees on private land

The removal of a tree is 'works' that may require Development Approval if the planning framework clarifies the circumstances in which approval is required to remove a tree.

Clause 61(1) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* ('Regulations') provides "*works specified in a local planning policy or local development plan that applies to the works as works that do not require development approval*" are exempt from requiring Development Approval.

In this respect, a LPP could also specify instances where Development Approval is not required for tree removal. In doing this a LPP can therefore identify the circumstances in which the removal of a tree is exempt development, having the effect of requiring Development Approval if the works are not exempt.

Submission

N/A

Report

The purpose of this report is for Council to consider whether to adopt a draft LPP (refer Attachment 1) to protect 'regulated trees' on private property for the purposes of community consultation.

The key objective of the LPP is to address the loss of tree canopy cover on private land to primarily:

- Mitigate the urban heat island effect, reduce air pollution, improve groundwater quality and enhance local biodiversity
- Preserve and enhance neighbourhood amenity, character and sense of place.

It seeks to do this by promoting tree preservation at the earliest possible stage in the planning and development process, balancing the retention of regulated and other trees with the desired land use outcomes as reasonably anticipated by the zoning of the land.

The key functions of the draft LPP are to:

- Identify the criteria for 'regulated trees' and introduce the requirement for Development Approval for their removal (or other tree damaging activity)
- Protect trees included on the 'Significant Tree' register for their identified values, including cultural heritage
- Clearly define works (tree damaging activity) to regulated trees requiring Development Approval
- Set out clear criteria for assessing tree damaging activity
- List the circumstances where tree damaging activity would be exempt from Development Approval
- Improve tree preservation at all stages of the planning and development process, including strategic planning proposals, subdivision applications, and development applications.

WALGA developed a model LPP to establish a policy setting and provisions for regulating trees on private land to reduce uncertainty for decision makers, proponents, and communities.

The WALGA model LPP has been used to prepare the City's draft LPP, with a range of modifications proposed to provide greater clarity, transparency and ease of enforcement considered to be in the best interests of the community.

Proposed area of application

Improving retention rates of larger trees is considered important across all zones. Therefore, it is proposed the LPP applies to private property across all zones within areas where the City has development control. The requirements will therefore not apply to:

- The extent of the *Hope Valley Wattleup Redevelopment Act* area (which is not subject to the City's TPS3 or the Metropolitan Region Scheme)
- Development in reserves
- Exempted Public Works.

Proposed criteria for 'regulated trees'

The greatest environmental, aesthetic and cooling benefits of trees are provided by large, mature trees which typically have the largest canopy cover.

Mature trees are frequently removed to accommodate infill development, new larger replacement dwellings (even in lower coded areas) and greenfield subdivision.

This cannot be easily regained by planting of new immature replacement trees which are often in more constrained spaces that limit their future contribution to tree canopy.

For this reason, it is considered appropriate for Council to focus on the protection of large trees on private property.

The WALGA model LPP includes an 8m minimum height criterion for regulated trees, to align with the R-Codes Volume 2 - Apartments, consistent with the 'nominal height at maturity' rate of medium trees.

It is critical to note successful implementation of such a LPP requires supporting mapping to identify trees that at a minimum meet the criteria for regulated trees.

Without such supporting maps there will be many circumstances where it will be too difficult to enforce the requirement and demonstrate a tree met the 'regulated tree' criteria using only aerial photography and Google Streetview images.

Urban Monitor provides mapped data of the urban tree canopy for the Perth and Peel Regions in Western Australia under the Better Urban Forest program.

It uses four-band aerial imagery, vegetation height has been calculated and reported for each height strata of 0–3 metres, 3–8 metres, 8–15 metres and 15+ metres.

This means the identified height will need to fall within these height strata ranges.

It is therefore logical to use the 8m height (and greater), consistent with the WALGA model LPP approach.

New mapping is proposed to be released later this year and will be updated by Urban Monitor every two years and available to local governments.

The WALGA model LPP includes two additional criteria for 'regulated trees' - minimum trunk circumference (1.5m at 1.4m above the ground) and/or minimum canopy size (6m).

Under the WALGA model LPP a tree would only need to meet one of the three criteria (height, trunk circumference or canopy size) to be a 'regulated tree'. However, it is not recommended trunk circumference or canopy size be included as criteria as there will not be supporting mapping available to accurately capture this information.

The circumference of a tree or canopy size would also be difficult to prove after removal.

It is therefore recommended 'regulated trees' only be defined as trees 8m in height or greater (excluding palm species), as shown in the Urban Monitor mapping. Using this one criterion would have the following benefits:

- Most likely to capture the largest trees that make the most contribution to tree canopy
- Provides clarity and transparency for landowners, developers and the community around which trees are 'regulated trees' as they will be shown on publicly available mapping
- Ensures ease of implementation and greater certainty regarding enforcement of the LPP, ensuring efficient use of resources.

These matters are important because they will ensure the LPP is best able to meet community expectations.

Tree damaging works

The LPP must clearly define the works to regulated trees that require Development Approval. These are referred to as 'tree damaging works' and the draft LPP defines them as the killing or removal of a tree, or damage to the structural root system.

Tree lopping and pollarding are proposed to be classified as 'tree damaging works', as shown in Figure 1, as this results in dangerous epicormic growth with a high limb failure rate. It also compromises the tree's ability to achieve a healthy, sizeable canopy, which is a key objective.

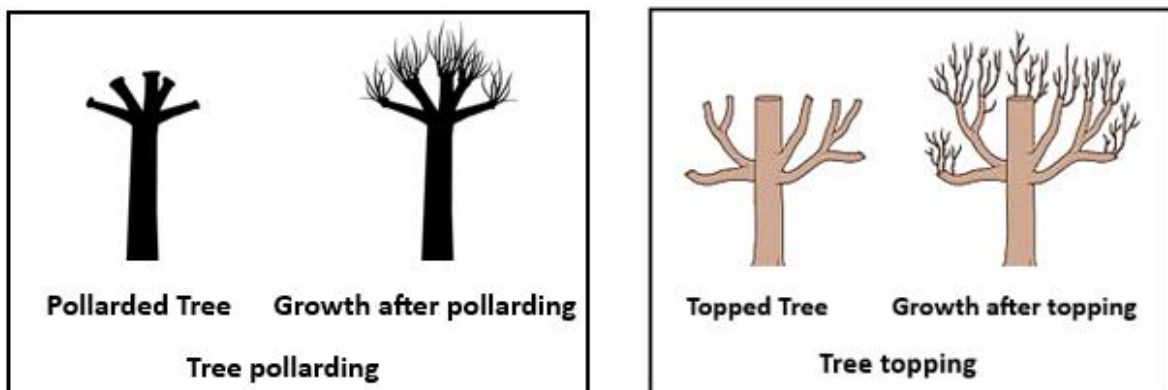


Figure 1 – Tree pollarding and topping

However, the draft LPP does not trigger the need for Development Approval for pruning works unless they involve pollarding, lopping, or the severing of branches from the trunk or leading stem.

This is because on balance it is considered onerous to require landowners to seek Development Approval for typical pruning works.

The majority of tree pruning or trimming to large trees is likely to be done as part of reasonable maintenance for tree health, such as removal of epicormic growth, or to ensure branches have clearance to structures, accessways etc.

If the pruning does not result in the death of the tree, it is considered reasonable to allow landowners to prune trees on their properties without the requirement for Development Approval.

This will ensure landowners have reasonable flexibility to manage their trees and ensure their ongoing health, viability and compatibility with existing development.

Critically, under common law of nuisance, neighbours are legally entitled to cut and remove anything that has passed over the property boundary. To require a neighbour to have Development Approval to prune overhanging branches would be onerous on balance of what the LPP is seeking to achieve.

It would also be difficult for the City to determine whether pruning was undertaken in accordance with 'maintenance pruning' pursuant to ASNZ4373 'Pruning Amenity Trees'. This would create difficulty enforcing breaches and is not considered to be an effective use of Council resources.

It is proposed root damage be classified as 'tree damaging works' where it includes the following within the lot on which the tree is located:

- Damaging more than 10 per cent of the tree root area within the canopy drip line area
- Works within the canopy drip line area (such paving or asphaltting), or increasing or lowering the level of soil around the tree and/or compaction of soil causing the death or decline of the tree.

The tree canopy drip line is proposed to be used for this provision rather than the Tree Protection Zone (TPZ) as it reflects the intent of a TPZ but is simpler to understand and determine without the need for landowners to use the Australian Standard AS4970-2009 to calculate the TPZ area.

This is considered to reflect a simple and practical approach to protecting the structural root system of regulated trees.

Figure 2 demonstrates the canopy drip line area and is included in the draft LPP.

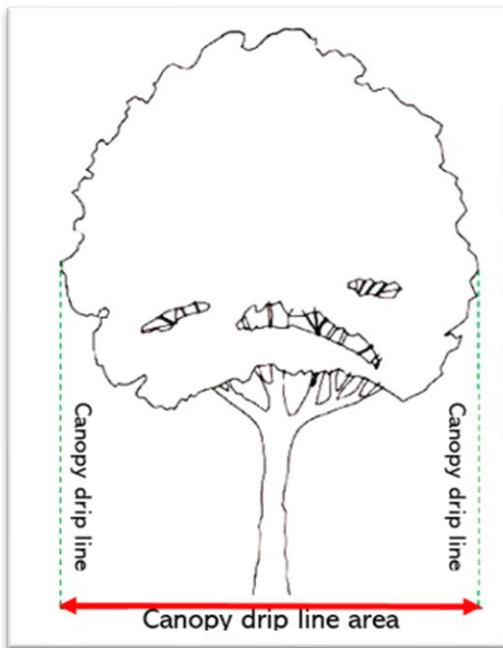


Figure 2 – Canopy Drip Line

Exemptions for safety issues

The *Planning and Development (Local Planning Schemes) Regulations 2015* [Schedule 2 Part 7 Clause 61(b) item 18] provides a general exemption for works to be undertaken where they are urgently necessary for public safety; the safety or security of plant, buildings or equipment; the maintenance of essential services; or the protection of the environment.

This means if a tree requires removal for safety this can occur pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The draft LPP also exempts the following tree damaging activity from the need for Development Approval:

- Where expressly required as part of an approved Bushfire Management Plan or in accordance with the requirements of the City of Cockburn Fire Control Order
- It is on the City of Cockburn Unwanted Species List
- It is undertaken in accordance with an express written direction or requirement of a State Government Department in response to plant biosecurity issues (for example relating to the Polyphagous shot-hole borer)
- Works required by a notice issued under the *Local Government Act 1995* relating to obstructive and/or dangerous tree removal (detailed in Schedule 3.1).

These exemptions prioritise safety and security by allowing necessary works to be undertaken without the delay that would occur if a Development Approval was required.

Criteria for assessing tree damaging works/removal regulated trees

Introduction of a LPP for tree protection does not mean regulated trees must be retained in perpetuity, rather it triggers the need for Development Approval to enable assessment of tree damaging works.

The LPP criteria for assessing such proposals, are therefore critical to ensure clarity for developers, landowners and the community.

In many circumstances it may be unfeasible to reasonably accommodate the type of development for which the land is zoned whilst retaining a regulated tree, dependent on its siting, species, size at maturity, and the type of development proposed.

Notwithstanding, introducing the requirement for Development Approval to remove regulated trees will provide a formal opportunity to discuss whether potential retention and re-design is possible in the context of new development.

The draft LPP sets out guidance on how these proposals will be considered. A balanced approach is required whereby tree retention does not have an unreasonable impact on development potential, including dwelling yields to ensure infill targets are met.

Therefore, removal of a tree would only be supported where it is demonstrated to be unfeasible to retain the tree(s) and accommodate the proposed development.

In this regard, design changes may be required to retain the regulated tree(s), including to the size and/or siting of the proposed dwellings or structures, whilst achieving a level of development (such as lot yield for land with a designated R-Code) that would reasonably be anticipated by the zoning of the land.

The draft LPP provides flexibility for other trees on site to be retained as an alternative to regulated trees where it is considered a better outcome whilst meeting the objectives of the LPP.

The LPP seeks to provide guidance for subdivision applications to include information regarding regulated trees, and to specify whether they are to be retained or removed.

This is intended to ensure clearing of regulated trees is not inferred as works through a subdivision approval that are exempt from approval under clause 157 of the *Planning and Development Act 2005*.

The City is in the process of obtaining feedback from DPLH regarding the proposed recommended subdivision conditions within the draft LPP.

Proposed Scheme Amendment 182

For a LPP requiring Development Approval to remove regulated trees to be effective, clause 4.18 of TPS3 requiring Development Approval to remove trees on the Significant Tree register would need to be deleted.

This is because if the local planning scheme specifies circumstances where Development Approval is required to remove or prune trees, a LPP cannot then specify other circumstances where trees may be subject to the requirement for Development Approval.

The recently added clause 13B inserted into 'Schedule A - Supplemental provisions' through Amendment No.158 (as required by the Minister for Planning) sets out the process for including trees on the 'Significant Tree' register.

This clause can remain in the Scheme and does not require adjusting in response to the proposed LPP because it will not conflict with the LPP.

The draft LPP includes the protection of 'Significant Trees' by defining them as regulated trees, thereby replacing the function of clause 4.18.

Amendment No.182 to Town Planning Scheme No.3 to delete clause 4.18 is proposed to be presented to the 12 November 2024 Ordinary Council Meeting for initiation in the event the draft LPP is adopted by Council for advertising.

Amendment No.182 and the draft LPP would subsequently be advertised together to provide a clear overview of the proposed changes to the planning framework.

Amendment No.182 should not be gazetted prior to an LPP being given final approval to ensure the City's 'Significant Trees' are still afforded protection within the planning framework.

Conclusion

The draft LPP is considered to achieve a practical balance between protecting large trees that make the greatest contribution to tree canopy cover whilst:

- Allowing for a reasonable level of tree pruning without the need for Development Approval, including pruning neighbouring overhanging branches and encroaching roots
- Providing a simple, clear criterion for regulated trees that provides transparency and gives a level of certainty to landowners around which trees meet the criterion
- Ensuring the requirements are easy to implement and enforceable which provides for efficient use of resources
- Providing for exemptions to ensure prioritisation of safety by allowing necessary works to be undertaken to regulated trees without delay
- Ensuring tree retention does not have an unreasonable impact on development potential as anticipated by the zoning of the land.

It is therefore recommended Council adopt the draft LPP (refer Attachment 1) for community consultation.

Consultation will be undertaken in accordance with a Community Engagement Plan, as discussed under the 'Budget/Financial Implications' and 'Community Consultation' headings.

The draft LPP and outcomes of consultation will be presented to the Governance Committee and Council for consideration at a future meeting, where Council can decide whether to adopt the LPP for final approval.

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.
- Address Climate Change.

Community, Lifestyle and Security

A vibrant healthy, safe, inclusive, and connected community.

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

City Growth and 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

Draft Local Planning Policy Engagement

A Community Engagement Plan will identify the engagement scope and process to ensure appropriate consultation with stakeholders. It is possible additional funding will need to be allocated to undertake suitable City-wide engagement.

This is because engagement is likely to include letters/flyers to all residents where possible and associated marketing and outreach activities. This may cost more than \$15,000 which would be greater than the current Strategic Planning advertising budget.

While this level and type of consultation is not a statutory requirement, letters/leaflets to all residents are recommended to ensure broad feedback is received. Without this, other methods of consultation may be inadequate to reach all residents/landowners who may be impacted by the proposal.

Implementation

Should Council adopt the LPP for tree protection, additional resources would be required for implementation (refer Attachment 2).

It is likely additional staff will be required in Development Services and Development Compliance to process Development Applications and to process and investigate unauthorised tree damaging works.

This is estimated to be approximately an additional \$500,000 a year.

This is less than previously outlined in the 9 July 2024 OCM (estimate of \$615,000 a year) due to the simplification of the criteria for regulated trees, and the proposed exclusion of pruning works from tree damaging activity which will reduce the number of anticipated Development Applications and required Development Compliance resources.

Whilst there may be additional revenue generated from Development Application fees and prosecutions, it is anticipated many proposals to remove a regulated tree will already form part of a Development Application for new development (such as grouped dwellings), thereby not incurring a separate additional fee.

Assessment of Development Applications may require input from Environmental Officers and Landscape Officers. In some circumstances arborist, structural engineering and/or legal expertise may be required at the City's cost, including peer review of proponent reports.

Any prosecutions will incur legal costs and should there be any State Administrative Tribunal (SAT) appeals against Development Application decisions, this will incur legal costs and potential specialist reports.

The first 12 months of operation would likely be the most resource intensive as community and stakeholder awareness is established. However, there will be an ongoing requirement for additional resources to manage increased workloads, provide timely site inspections, meet statutory timeframes and ensure provision of good customer service.

There is no option to reduce the current level of service to accommodate these changes given the impact primarily on a statutory process. Therefore, Council would need to dedicate additional resources prior to final adoption of the LPP to ensure it can be implemented.

The proposed approach of not requiring Development Approval for pruning works will reduce the anticipated workload for Development Services and Development Compliance staff.

Legal Implications

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015*

In the current framework a LPP is considered a sound mechanism to trigger the requirement for Development Approval for removal of trees or tree-damaging works, supported by legal advice. Legal advice has confirmed such an approach will require the deletion of current references in the local planning scheme to the requirement for Development Approval to remove significant trees (proposed Amendment No.182). This removes the potential conflict between the two planning mechanisms.

The process for preparing and adopting LPPs is set out in the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Community Consultation

The *Planning and Development (Local Planning Schemes) Regulations 2015* set out the statutory requirements for consultation on LPPs.

This requires a minimum advertising period of 21 days and display of the draft LPP at Council offices. However, this represents the minimum requirements, and for a City-wide significant LPP more extensive consultation is recommended which will be determined through a Community Engagement Plan.

It is proposed the draft LPP be advertised with Scheme Amendment No.182, which will be a 'standard amendment'. Pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015* standard amendments require advertising for 42 days.

It is therefore proposed the draft LPP and Scheme Amendment No.182 be advertised together for a period of 42 days.

Should a LPP be adopted for final approval by Council and become operational, further engagement and education would be required to ensure widespread knowledge of the new requirements.

Ongoing education and engagement will also be required to ensure new landowners and stakeholders are aware of the requirements given the longstanding presumption in Western Australia that trees on private property can generally be removed without the need for approval.

Risk Management Implications

In accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, LPPs must be based on sound town planning principles and may address either strategic or operational considerations in relation to the matters to which the policy applies. In this context, a LPP for protection of trees is appropriate.

However, it is noted DPLH are in the process of reviewing the manner and scope of LPPs with the possibility of the *Planning and Development (Local Planning Schemes) Regulations 2015* being amended to limit the matters LPPs can address.

It is possible this may restrict the use of LPPs to trigger the need for Development Approval, either specifically for trees or more broadly.

This means there is a risk Council could use resources and undertake extensive consultation to adopt a LPP that is rendered ineffective.

Should this occur, Council would need to re-consult with the community and stakeholders to advise them of any pertinent changes which has the risk of creating confusion around the requirements.

If Council does not adopt an LPP to introduce broader tree protection measures, there is a risk the City will continue to lose valued urban canopy located on private land.

This will particularly be the case in infill areas upcoded as an outcome of the City's revitalisation strategies, and in older established areas subject to redevelopment and urban regeneration.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Policy	Tree Protection
Policy Number (Governance Purpose)	5.26



Policy Type

Local Planning Policy

Policy Purpose

Trees and other vegetation in urban areas provide significant social, economic, and environmental benefits to the community. The greatest environmental, aesthetic, and cooling benefits of trees are provided by large, mature trees which typically have the largest canopy cover.

Trees with identified cultural, social, historical and/or outstanding amenity contribution are included on the City of Cockburn 'Significant Tree' register.

Tree damaging activity constitutes works under the *Planning and Development (Local Planning Scheme) Regulations 2015* and development under the *Planning and Development Act 2005*.

The policy clarifies the circumstances in which development approval is required for any **tree damaging activity** and guides the assessment of proposals seeking to remove a tree or undertake **tree damaging activity** where development approval is required, including trees on the 'Significant Tree' register.

This Policy should be read in conjunction with:

- *City of Cockburn Town Planning Scheme No. 3, including clearing requirements for the 'Rural', 'Resource' and 'Conservation' zone*
- *City of Cockburn Public Open Space Strategy*
- *State Planning Policy 7.3 - Residential Design Codes Volume 1 and Volume 2*
- *State Planning Policy 3.7 - Planning in Bushfire Prone Areas*
- *Council Street Tree Policy*
- *Council Crossover Policy*
- *Council Policy – Environmental Conservation*
- *Council Policy - Sustainability*
- *City of Cockburn Urban Forest Plan 2018-2028*
- *Australian Standards AS 4970-2009 'Protection of trees on development sites'*
- *Australian Standards AS 4373-2007 'Pruning of Amenity Trees'*.

(1) Objectives

The policy aims to encourage and facilitate the protection of trees and to maintain and enhance tree canopy. The objectives of the policy are to:

1. Provide a clear definition of a **regulated tree** and clarify when development approval is required for **tree damaging activity**;

[1]

Policy	Tree Protection
Policy Number (Governance Purpose)	5.26



2. Prioritise the retention, protection, and provision of new trees on private land and establish a clear process for the assessment of **regulated tree** removal and other **tree damaging works**;
3. Promote and facilitate tree preservation at the earliest possible stage in the planning and development process, balancing the retention of regulated and other trees with the desired built form and land use outcomes as reasonably anticipated by the zoning of the land;
4. Preserve and enhance neighbourhood amenity, character (including intended future character) and sense of place;
5. Mitigate the urban heat island effect, reduce air pollution, improve groundwater quality and enhance local biodiversity; and
6. Protect trees included on the 'Significant Tree' register for their identified values, including cultural heritage, and prioritise their retention.

(2) Definitions

Arborist Report means a report which is prepared by a suitably qualified and experienced arboriculturist with a minimum qualification of Diploma of Horticulture (Arboriculture) Australian Qualification Framework (AQF 5) or equivalent, and with demonstrated experience in high level tree assessment and diagnosis.

Regulated tree means a living tree of a species that is not included on a State or local area weed register, and that meets one or more of the following criteria, but excludes palm species unless included on the 'Significant Tree' register:

- a. Is identified as 8m or more in height as shown in mapping produced by Urban Monitor (available on DataWA)
- b. is included on the City of Cockburn 'Significant Tree' register
- c. is a tree planted as required by a replanting condition of a development or subdivision approval issued for the removal of a **regulated tree**
- d. is a tree that has been identified on a site survey, as required by *Council Policy – Environmental Conservation*.

Significant Tree register means the City of Cockburn Local Government Inventory/Local Heritage Survey 'Significant Tree' register.

Tree means any perennial plant having one or more permanent, woody, self-supporting trunk with branches forming a crown, and includes all parts of the plant whether above or below ground.

Tree-damaging activity means all or any of the following interventions:

- a. the killing of a tree
- b. destruction of a tree that will result in the death or decline in the health of the tree
- c. the removal of a tree
- d. damaging more than 10 per cent of the tree root area within the canopy drip line area within the lot on which the tree is located

Policy	Tree Protection
Policy Number (Governance Purpose)	5.26



- e. works within the canopy drip line area (within the lot on which the tree is located) such paving, asphaltting, or increasing or lowering the level of soil around the tree and/or compaction of soil causing the death or decline of the tree
- f. the severing of branches from the trunk or leading stem
- g. the ringbarking, poisoning, topping or lopping of a tree
- h. any other substantial damage to a tree.

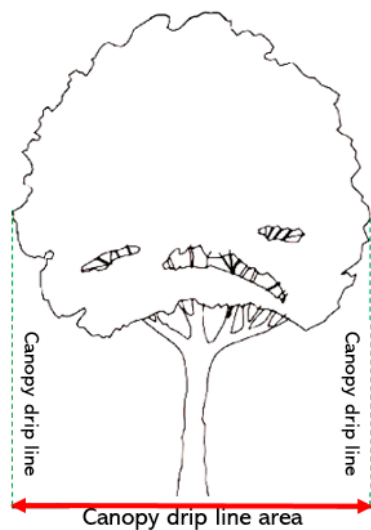


Figure 1. Canopy drip line

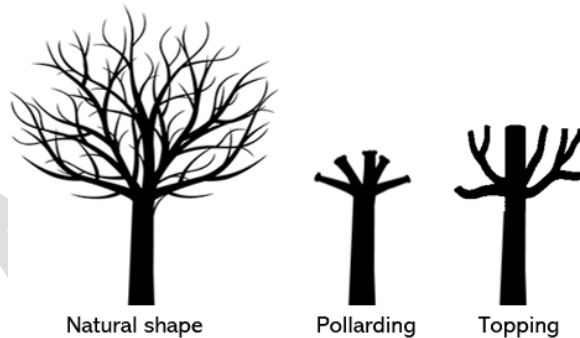


Figure 2. Examples of natural tree shape and tree damaging works – Tree pollarding and topping

Policy Statement

(1) Policy Application

This Policy applies to all zones within the City of Cockburn Town Planning Scheme No.3 (TPS3), and will be used in considering the following proposals:

- Development Applications;
- Subdivision Applications;
- Local Development Plans;
- Strategic planning proposals including scheme amendments, structure plans, and precinct plans; and
- Any **tree damaging activity** to a **regulated tree** where no other development or subdivision is proposed.

Policy	Tree Protection
Policy Number (Governance Purpose)	5.26



(2) Requirement for Development Approval and Exemptions

1. Development Approval is not required for **tree damaging activity** under the following circumstances:
 - a. The tree(s) is not defined as a **regulated tree**.
 - b. The tree(s) are not subject to Clause 4.10.5 (c) (as amended) of TPS3.
 - c. The **tree damaging activity** is carried out in the course of works in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 Part 7 Clause 61 (b) item 18:
 - a. "works that are urgently necessary for any of the following — public safety;
 - a. the safety or security of plant, buildings or equipment;
 - b. the maintenance of essential services; or
 - c. the protection of the environment."
 - d. The **tree damaging activity** is expressly required as part of an approved Bushfire Management Plan.
 - e. **Tree damaging activity** to a **regulated tree** that is on the *City of Cockburn Unwanted Species List*.
 - f. The **tree damaging activity** is undertaken in accordance with an express written direction or requirement of a State Government Department in response to plant biosecurity issues.
 - g. The **tree damaging activity** is undertaken in accordance with a notice issued under the *Local Government Act 1995* relating to obstructive and/or dangerous tree removal (detailed in Schedule 3.1).
 - h. The **tree damaging activity** is undertaken in accordance with the requirements of the City of Cockburn Fire Control Order.

*NOTE (i) A Development Application is required for any **tree damaging activity** to a **regulated tree** where other works are proposed on a subject site, even if those other works are exempt from development approval under TPS3 as per Schedule 2, Part 7 Clause 61 (deemed provisions) of the *Planning and Development (Local Planning Scheme) Regulations 2015* (e.g. the erection of a Single House that meets the deemed-to-comply requirements of the Residential Design Codes).*

(3) Application requirements

1. A Development Application shall include the following information in support of an application for removal of a **regulated tree(s)** and/or **tree damaging activity**:
 - a. Site survey and/or site plan indicating:
 - i. Location of all **regulated trees** and street trees;

Policy	Tree Protection
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- ii. Information about the **regulated trees** (including species, height and relative health), which may require the input of a qualified arborist;
 - iii. Whether any **regulated tree** is proposed to be retained or affected by any **tree damaging activity**, and if so what type of damage is expected;
 - iv. Tree Protection Zone(s) in accordance with AS4970, if relevant;
 - v. Any trees/vegetation proposed to be planted on the development site.
 - b. Written justification for any proposed **tree damaging activity** against the objectives and requirements of this Policy; and
 - c. Whether any **regulated tree** was identified to be retained at a previous planning stage (e.g. structure plan or subdivision approval).
2. An **Arborist Report** may be required in the following instances:
- a. To justify **tree damaging activity** to a **regulated tree** specifically considering the health of the tree and/or any safety risk it may pose to people or property.
 - b. To explain any mitigation measures proposed to protect a **regulated tree** including works proposed within the Tree Protection Zone (refer to AS4970 for details to identify the Tree Protection Zone).
3. A structural engineering report may be required to demonstrate damage to structures or infrastructure where this forms part of the justification for **tree damaging activity** to a **regulated tree**.
4. Additional technical reports (e.g. Environmental reports, Tree Retention Strategy, Structural Engineering Reports, overlay of tree survey and proposed cut to fill levels) may be required for Structure Plan and large-scale subdivision applications that include **regulated trees**.

(4) General Requirements

1. Unless removal is expressly approved as part of a Subdivision or Development Approval, or is exempt under the provisions of this Policy, a **regulated tree** should be retained and protected for its natural lifespan.
2. Retention and protection of **regulated trees** should be prioritised, and development works, local development plans, structure plans and subdivision design should preferably avoid or as a minimum minimise harm to **regulated trees**, with justification provided for proposals that would result in the removal of **regulated trees** or other **tree damaging activity**.
3. Where **tree damaging activity** is proposed to a **regulated tree** the proponent should demonstrate adequate justification for those works, including evidence that re-design options have been explored, including but not limited to the following:
 - a. Reduction in the size of the dwelling, building or structure;

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Policy	Tree Protection
Policy Number (Governance Purpose)	5.26



- b. Alternative design and layout;
 - c. Alternative construction methods, materials and/or building techniques;
 - d. Alternative crossover, access, driveways and parking area location and design.
4. Where **tree damaging activity** is proposed to a **regulated tree** the following will be given due regard in the assessment process to determine if the proposal is appropriate:
- a. Health, maturity, species, and location of the **regulated tree** and whether it can be feasibly retained whilst achieving the type and level of development proposed and reasonably anticipated by the zoning of the land;
 - b. Ecological, biodiversity, environmental, cultural and historical values of the **regulated tree** which may make it more desirable and important to retain;
 - c. Whether the **regulated tree** is a Black Cockatoo breeding or roosting tree (which may also require referral and approval under the federal *Environment Protection and Biodiversity Conservation Act 1999*), whereby there will be a strong presumption against removal;
 - d. Importance of the tree's positive contribution to the streetscape and identified future character of the area;
 - e. The preservation of any other **regulated tree(s)** or other trees on the subject site and how that contributes to achieving the objectives of this policy;
 - f. The location of the **regulated tree** within the development site and capacity for a modified building design or subdivision to maximise tree retention to achieve the objectives of this policy;
 - g. Any existing development on the site and how it impacts tree retention;
 - h. Design and location of proposed crossovers and how it indirectly impacts street trees (existing and future opportunities for street trees) and retention of **regulated trees** on the site;
 - i. Topography and the potential impact from excavation/fill and site works on **regulated tree** retention, and including whether there are feasible alternatives to facilitate viable tree retention;
 - j. Possible safety risks due to tree limb failure and infrastructure and/or structural damage associated with retaining the **regulated tree**, considering whether these risks can be mitigated through re-design, tree pruning or other practical treatments or techniques;
 - k. The ability to accommodate Tree Protection Zone(s) (as per AS4970), including through re-design opportunities;
 - l. For trees on the 'Significant Tree' register, the cultural heritage values, identified significance and Council adopted 'Significant Tree' register criteria;
 - m. Proposed tree replacement planting, establishment watering and maintenance, and how that meets the objectives of this policy;
 - n. The ability to retain the tree by constructing buildings to withstand higher Bushfire Attack Levels;
 - o. Recommendations of an **Arborist Report**; and
 - p. The objectives of this Policy.

Policy	Tree Protection
Policy Number (Governance Purpose)	5.26



5. The following justifications for **tree damaging activity** to a **regulated tree** will not be supported:
 - a. Impact on views;
 - b. The tree variety is disliked;
 - c. The tree variety causes nuisance by way of leaf, fruit, pollen or irritants, nuts or bark shedding, bird sounds or droppings, or the like; or
 - d. The tree impacts on private gardens, solar installations, swimming pools, vehicle parking, or the like.

(5) Development Applications

1. The City will assess proposals for the removal of a **regulated tree** or **tree damaging activity** in accordance with the general requirements above.
2. There is a general presumption against **tree damaging activity** to any **regulated tree** and the siting and design of the development should, where possible, avoid impacting any **regulated tree**.
3. **Tree damaging activity** to a **regulated tree** may be considered if the following relevant information and/or technical reports are provided to demonstrate:
 - a. The **regulated tree** is unhealthy in a manner that cannot be remedied with treatment and/or is unsafe, based on the recommendations of an **Arborist Report**;
 - b. The **regulated tree** causes safety risks to people, infrastructure or buildings that are immediate or cannot be mitigated, based on recommendations of an **Arborist Report** and/or Structural Engineering Report;
 - c. The redesign of the development to accommodate the **regulated tree** is demonstrated to be unfeasible whilst achieving a reasonable level of development that could be anticipated by the zoning of the land;
 - d. The development proposal results in the improvement of tree canopy that would otherwise not be possible without the removal of existing tree(s).
4. Where a **regulated tree** is determined to be removed in line with the policy provisions above, the applicant shall reinstate tree(s) elsewhere within the site. If the City determines there is no suitable location on site for replacement tree(s) consideration will be given to the replacement tree(s) being located on the verge, with the species and location of the tree(s) to be approved by the City and all costs paid by the applicant or landowner.

(6) Development Approval Conditions

1. If a **regulated tree** or other tree(s) (including 'significant existing trees' as defined by the Residential Design Codes) are proposed to be retained as part of an approved development, the City of Cockburn may include the following condition on the Development Approval:

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Policy	Tree Protection
Policy Number (Governance Purpose)	5.26



- "1. The existing [INSERT SPECIES] tree(s) identified on the site plan must:*
- i. be retained and subsequently maintained in a healthy state for the duration of its lifespan;*
 - ii. be protected during the construction of the development in accordance with Australian Standard AS4970; and*
 - iii. only be maintenance pruned in accordance with Australian Standard AS 4373 or in accordance with the City of Cockburn's Local Planning Policy for tree protection.*
 - iv. If, notwithstanding paragraph (i) the existing tree dies or becomes unhealthy and requires replacement, the landowner must notify and make suitable arrangements with the City of Cockburn for a replacement tree(s) at the landowner's cost, prior to undertaking any tree damaging works. Thereafter, the replacement tree(s) must be retained and maintained in accordance with this condition.*
- 2. The Tree Protection Zone(s) shown on the site plan must be retained in such a way to support tree health."*
3. If tree planting or tree replacement is required as part of a Development Approval, the City of Cockburn may include the following condition on the Development Approval:
- "1. The tree(s) shown on the approved site plan / landscaping plan must:*
- i. be planted before the development is occupied;*
 - ii. be maintained during the life of the development; and*
 - iii. only be maintenance pruned in accordance with Australian Standard AS 4373 or in accordance with the City of Cockburn's Local Planning Policy for tree protection.*
 - iv. If, notwithstanding paragraphs (i) and (ii) a tree dies or becomes unhealthy the landowner must notify and make suitable arrangements with the City of Cockburn for a replacement tree(s) at the landowner's cost. Thereafter, the replacement tree(s) must be retained and maintained in accordance with this condition.*
- 2. The Tree Protection Zone(s) shown on the approved site plan / landscaping plan must be created before the development is occupied, and thereafter retained."*

(7) Subdivision applications

1. The City of Cockburn may recommend that prior to the determination of an application for subdivision approval additional information be provided to the Western Australian Planning Commission (WAPC) to allow consideration of the impacts of the subdivision design and layout on any **regulated tree** and whether the general requirements above have been addressed.

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Policy	Tree Protection
Policy Number (Governance Purpose)	5.26



- Subdivision design, layout and earth working levels, including the positioning of public open space (POS), configuration of the public road network, lot design and densities, should prioritise the retention of **regulated trees**.
- The subdivision plan should identify **regulated trees** and note if they are to be retained or removed, and the applicant is to demonstrate how the retained **regulated trees** will be protected as part of the subdivision process.
- The City of Cockburn will request the WAPC include the following condition on the subdivision approval to ensure **regulated trees** identified by the City are protected:

"The regulated tree(s) identified on the approved plan of subdivision dated [INSERT VALUE] shall be retained and protection measures implemented to ensure such trees are not impacted by subdivisional works. These trees must not be removed when clearing the conditions of this approval unless development approval for their removal is obtained from the local government."

(8) Strategic Planning Proposals

- Where applicable, Local Planning Scheme (LPS) amendments and Structure Plan proposals should identify **regulated trees** and outline mechanisms and measures to protect **regulated trees** at subsequent stages of the planning process.
- Concept Plans supporting LPS amendment applications and Structure Plans shall prioritise positioning of public open space (POS), configuration of the public road network and lot design and densities to retain **regulated trees**.
- Strategic planning proposals shall be supported by technical information, indicative earthworks plans and reports which demonstrate the protection of **regulated trees** has been prioritised.

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

[9]

ATTACHMENT 2: OVERVIEW OF ANTICIPATED REQUIRED RESOURCES FOR IMPLEMENTATION		
Development Services		
STAFF RESOURCES		
Administration staff	<ul style="list-style-type: none">• Receipting Development Applications• Processing customer enquiries	Likely within existing staff capacity, to be reviewed dependent upon number of applications received.
Planning officers	<ul style="list-style-type: none">• Providing customer advice• Assessing development application, involvement with SAT appeals and prosecutions	Potential need for 1 additional FTE dependent upon number of applications received, their complexity and ongoing enquiries.
Landscape officer	<ul style="list-style-type: none">• Input on Development Applications involving regulated trees	
OTHER COSTS		
Arborist or Engineering services/reports	May be required to peer review proponent arborist or engineering reports or provide expert advice	Dependent upon number of applications and SAT appeals requiring arborist expertise – Estimated \$5,000- \$15,000 a year (arborist reports costs up to \$5,000).
Legal costs	Costs associated with prosecutions and SAT appeals	Difficult to anticipate as dependent upon number of prosecutions and/or SAT appeals with each case potentially incurring legal costs of between \$10,000 - \$50,000.
Development Compliance		
STAFF RESOURCES		
Development Compliance Officers	<ul style="list-style-type: none">• Investigating potential unauthorised tree damaging works• Prosecuting unauthorised tree damaging works	Potential need for 1-2 additional FTEs dependent upon number of applications and complexity and ongoing enquiries.
Sustainability and Environment		
STAFF RESOURCES		
Environmental officers	<ul style="list-style-type: none">• Providing input on Development Applications involving regulated trees• Reviewing arborist reports• Review of local weed register	Staff currently at capacity, therefore depending upon number of applications received an additional FTE may be required.
Advocacy and Engagement		
STAFF RESOURCES		
Community Engagement officers	<ul style="list-style-type: none">• Requirement for extensive City-wide engagement on draft LPP• City-wide engagement and education upon adoption to ensure ongoing awareness of the new requirements	Likely within existing staff capacity and likely to reduce over time with initial 12 months the most intensive raising awareness of new requirements. May contribute to the need to for additional resources over time.
INDICATIVE TOTAL YEARLY COSTS: \$500,000		

15.2.2 Policy Review - General Review of Remaining Local Planning Policies

Executive Director Planning and Sustainability
Author Coordinator Development Services
Attachments (Circulated under separate cover)

Officer Recommendation/Committee Recommendation

That Council **REVIEWS** the following policies without amendment:

- Local Planning Policy 1.2
- Local Planning Policy 1.6
- Local Planning Policy 1.12
- Local Planning Policy 1.14
- Local Planning Policy 1.15
- Local Planning Policy 1.17
- Local Planning Policy 3.7
- Local Planning Policy 4.2
- Local Planning Policy 4.3
- Local Planning Policy 4.4
- Local Planning Policy 4.5
- Local Planning Policy 4.6
- Local Planning Policy 4.7
- Local Planning Policy 5.5
- Local Planning Policy 5.6
- Local Planning Policy 5.8
- Local Planning Policy 5.18.

Background

At the 9 April 2024 Ordinary Council Meeting, Council resolved to endorse draft Local Planning Scheme No.13 (LPS13) for the purpose of undertaking public consultation.

As part of the Scheme adoption process, a review of the City’s suite of Local Planning Policies (LPPs) is required to ensure that the contents of the policies are consistent with the State and Local planning framework.

It is anticipated that a further review will be required once LPS13 is progressed to update references to clause numbers, scheme provisions etc.

Submission

N/A

Report

City officers have undertaken a review of the current LPPs and have identified several that are either redundant, require amendment or can be merged with others.

These policies are subject to separate reports. However, a number of LPPs have been identified through the review as being sufficient and do not require any updating. That is that their content is currently consistent with state and local planning frameworks and the terminology used is up to date.

The City has adopted a biennial cycle for the review of its policies. By bringing all remaining LPPs to the Governance Committee for review, all local planning policies will have the same review date, making the review cycle simpler for future reviews.

Strategic Plans/Policy ImplicationsCity Growth and 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 and Leading

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A – No modifications are being proposed. All policies have been advertised for community consultation at the time of adoption.

Risk Management Implications

The City's suite of Local Planning Policies will need to be reviewed individually at some point in the future as part of the adoption of LPS13.

If these minor modifications and mergers are not supported, the City risks future resource implications.

Advice to Proponent(s)/Submitters

N/A

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

Nil

15.2.3 **Policy Review - Minor Modifications to Existing Local Planning Policies**

Executive	Director Planning and Sustainability
Author	Coordinator Development Services
Attachments	<div><div>1.</div><div>Local Planning Policy 1.3 - Special Purpose Dwellings (With Proposed Modifications) ↓</div></div> <div><div>2.</div><div>Local Planning Policy 5.16 - Design Review Panel (With Proposed Modifications) ↓</div></div> <div><div>3.</div><div>Local Planning Policy 1.16 - Single House Standards for Medium Density Housing in the Development Zone (With Proposed Modifications) ↓</div></div> <div><div>4.</div><div>WAPC Planning Bulletin 114/2024 ↓</div></div> <div><div>5.</div><div>Local Planning Policy 3.5 - Alfresco Dining (With Proposed Modifications) ↓</div></div>

RECOMMENDATION

That Council:

- (1)

ADOPTS the revised Local Planning Policy 1.3 provided as Attachment 1;
- (2)

ADOPTS Local Planning Policy 5.16 provided as Attachment 2;
- (3)

ADOPTS Local Planning Policy 1.16 provided as Attachment 3;
- (4)

ADOPTS Local Planning Policy 3.5 provided as Attachment 5;
- (5)

ADOPTS the above modifications are minor in nature and do not require public advertising in accordance with Division 2, Clause 5 of the *Planning and Development (Local Planning Scheme) Regulations 2015*; and
- (6)

PUBLISHES notice of the policy amendments in accordance with Clause 87 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

Background

At the 9 April 2024 Ordinary Council Meeting, Council resolved to endorse draft Local Planning Scheme No.13 (LPS13) for the purpose of undertaking public consultation.

As part of the Scheme adoption process, a review of the City’s suite of Local Planning Policies (LPPs) is required to ensure that the contents of the policies are consistent with the State and Local planning framework.

In this first tranche of LPP review, City officers have identified a number of policies that are either redundant, can be merged with other policies or require minor modifications.

This initial review aims to simplify the existing LPP framework by removing and consolidating a number of policies so that a more detailed review can take place in the future once draft LPS13 progress to its more advanced stages of adoption.

Several LPPs have been identified as requiring minor modifications due to changes to the planning framework or superseding terminology. The details of the required modifications are explained below.

This initial review has proposed modifications and consolidations that do not require public consultation in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015* (the Regulations), as all proposed changes can be considered minor.

Submission

N/A

Report

The process for the adoption, modification, and revocation of LPPs are established in Part 2 of the Deemed Provisions of the Regulations. Clause 3 of the Regulations outline that a local government may prepare an LPP in respect to any matter related to planning and development, and that an LPP may apply generally, or in respect to a particular matter.

Further, the Regulations establish that an LPP may apply to the whole of a 'Scheme Area' or to a specific part of the 'Scheme Area'. A local planning policy may address either a strategic or operational consideration and must be based on sound town planning principles.

Clause 5 of the Regulations prescribes that a local government must advertise amendments to local planning policies, unless the local government is of the view that the amendments are minor.

Given that the proposed amendments are mostly administrative in nature, public advertising is not required. It is anticipated that a future review of the LPP suite will trigger advertising once the draft LPS13 has progressed to later stages of adoption. Clause 6 of the Regulations outlines that the revocation of an LPP does not trigger public advertising.

Local Planning Policy 1.3 – Special Purpose Dwellings

Local Planning Policy 1.3 (LPP 1.3), first adopted in 2009 as 'Ancillary Dwellings', outlines the City's requirements for developments such as ancillary dwellings (granny flats), small dwellings, single bedroom dwellings and accessible dwellings. The policy provides for special dispensation (such as dwelling size) for certain types of development.

The Policy refers to 'plot ratio' when measuring the size of the special purpose dwellings. This has been modified to 'internal floor area' as this is the wording used within the *Residential Design Codes of Western Australia* (R-Codes).

The primary difference between plot ratio and internal floor area is the former measures site cover inclusive of the space occupied by walls whereas the latter only measures the area occupied by floor space.

Whilst this may seem like a negligible difference, the space occupied by walls can be several square metres within a development site. Changing the wording to be consistent with the R-Codes is considered minor as the modification reflects the existing planning framework.

Clause 4 of the LPP has also been removed. This clause relates to small dwellings in accordance with Clause 4.4.6 of Town Planning Scheme 3 (TPS3).

Importantly, clause 4.4.6 of TPS3 states that it shall no longer be in effect once the Medium Density Codes are gazetted. This has already occurred, meaning that clause 4.4.6 (and by extension clause 4 of the LPP) are redundant. Again, this modification aligns the LPP with the existing planning framework so the change can be considered minor.

Local Planning Policy 5.16 – Design Review Panel

Local Planning Policy 5.16 (LPP 5.16) was first adopted in 2016 and establishes a Design Review Panel (DRP) as a body with which the City may consult in assessing an application made under the provisions of TPS3.

LPP 5.16 sets out a series of development types that trigger a referral to the DRP. In addition, clause 3(d) allows for any development to be called in by the Director of Planning and Sustainability.

In practice, the City has opted to call in new and substantial modifications to activity centres. These often exceed the value of \$10million, so will usually have a mandatory referral under clause (c), however these developments have been added to ensure all such proposals are taken to the DRP.

As activity centres play a central role in the community's interaction with its built environment, expert advice from the DRP is invaluable. As this modification does not depart from the City's existing practice of taking activity centre proposals to DRP, the change can be considered minor.

In addition to the above, some terminology has been updated, namely:

1. Amending 'Director of Planning and Development' to 'Director of Planning and Sustainability' to reflect the City's recent divisional restructure.
2. Amending 'LandCorp' to 'DevelopmentWA'.

Local Planning Policy 1.16 – Single House Stands for Medium Density Housing in the Development Zone

Local Planning Policy 1.16 (LPP1.16) commonly known as the RMD-Codes, was first adopted in 2016 and prescribes variations to the *Deemed-to-Comply* provisions of the R-Codes in certain areas. In particular, the RMD-Codes provided for greater flexibility in medium density areas where it was identified in Local Development Plans or Structure Plans.

The intent of the RMD-Codes was to provide interim guidance for medium density development while the State Government developed the Medium Density Codes (MDC), which at the time were not yet formalised. LPP 1.16 was drafted in accordance with the Western Australian Planning Commission's (WAPC) planning bulletin 112/2016, which introduced the RMD-Codes.

In early 2024, the now formulated MDCs were gazetted and apply to single houses in R60 areas and above. However, the RMD-Codes broadly apply to areas coded R30 to R60.

This creates a situation where lots coded R60 are subject to both the RMD-Codes and MDC. The WAPC has acknowledged this potential conflict and has instructed Local Governments (through the attached Planning Bulletin 114/2024) to remove reference to R60 provisions within RMD-related LPPs.

Further, this cannot occur before the end of the *special transitional period* of the MDC (being 10 April 2026), as lots subject to existing LPPs currently do not have to adhere to the MDC during this transitional period. Planning Bulletin 114/2024 indicated that this must occur 'no earlier or later'. (Clause 6.2 of the attached bulletin).

For that reason, the recommendation reflects the deferral period. This is being presented to GovCo/Council at an early stage so that home builders and their customers are aware of the City's intention to remove the R60 reference within LPP 1.16 – especially since home designs can have substantial lead in time prior to the lodgement of Development Applications or Building Permits.

As the modifications align with the planning framework and are a direction from the WAPC, the modification can be considered minor, and advertising is therefore not required.

Local Planning Policy 3.5 – Alfresco Dining

This LPP was first adopted in 2012 and prescribes the requirements for businesses to operate alfresco dining premises.

In addition to the planning requirements, the City requires specific legal arrangements to indemnify the City from injury and damages (in the form of insurance and deeds). These requirements are laid out in the *City of Cockburn (Local Government Act) Local Laws 2000*.

To consolidate the requirements into one document and to provide complete guidance to proponents, the Local Law requirements have been inserted into the LPP. In addition, the proposal includes a series of conditions (proposed clauses 4.10 to 4.14) that relate to these requirements that can be applied to Development Approvals.

These conditions have routinely been applied to alfresco dining development approvals, so this does not represent a change in process. These conditions have been provided by the City's solicitors to best protect the City from liability.

Given these requirements are already established in the City's Local Laws and do not represent additional requirements to what is already in practice, this modification can be considered minor. The objective of the modification is to simply align the LPP with the City's Local Laws.

All amendments have been indicated in red in the attached draft Policy.

Strategic Plans/Policy Implications

City Growth and Moving Around

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Listening and Leading

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

Pursuant to Part 2 of the Deemed Provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015*, the proposed modifications are minor and administrative in nature, therefore do not require community consultation.

Risk Management Implications

The City's suite of Local Planning Policies will need to be reviewed individually at some point in the future as part of the adoption of LPS13.

If these minor modifications and mergers are not supported, the City risks future resource implications.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Title	Special Purpose Dwelling
Policy Number (Governance Purpose)	LPP 1.3



Policy Type

Local Planning Policy

Policy Purpose

The Residential Design Codes (R-Codes) provide for the development of special purpose dwellings which includes ancillary dwellings, aged or dependent persons dwellings and single bedroom dwellings. Such dwellings have the potential to provide affordable, smaller and accessible dwellings to meet the needs of many different families and household types.

In October 2014 Council adopted the Housing Affordability and Diversity Strategy (the Strategy). The Strategy identifies a shortfall of smaller dwellings, affordable dwellings, and universally accessible dwellings.

The development of Special purpose dwellings can achieve the following:

- To increase the mix of housing types within the City suitable for smaller households (one or two persons).
- To increase the stock of smaller, affordable, universally accessible dwellings in the City.
- Provision of a variety of small scale housing opportunities for the growing population of aged and dependent persons in a variety of locations within the City.
- To provide increased opportunity for existing residents to 'Age in Place' in smaller dwellings To ensure aged and/or dependent persons' housing is suitably located and appropriately developed within the City of Cockburn.
- To ensure that aged and/or dependent persons' development has regard for the well-being of the occupants most, notably in the areas of: function, comfort and safety.
- To provide for the development of larger residential lots incapable of further development due to an insufficient lot size.

The purpose of this policy is to provide the City with a set of guidelines for the development of various Special Purpose Dwellings in the City of Cockburn.

Policy Statement

(1) Ancillary Dwellings

1. In the residential zone:

- Not more than one ancillary dwelling shall be approved on any lot.
- Consideration shall be given to allowing an ancillary dwelling to have ~~a plot ratio~~ **an internal floor area** area greater than 70m², up to a maximum of 100m², where it is built to the 'deemed-to-comply' standards set out in the R-

[1]

Title	Special Purpose Dwelling
Policy Number (Governance Purpose)	LPP 1.3



Codes for 'Aged or Dependent' dwellings (i.e. universally accessible) and to the 'Silver Level' of the Liveable Housing Design Guidelines (Liveable Housing Australia).

- c) Appropriate conditions will be imposed on any development approval for ancillary dwellings with ~~a plot ratio~~ an internal floor area exceeding 70m² ensuring that the requirements under part b) of this clause are installed and maintained. This may include the requirement for a restrictive covenant placed on the certificate of title.

2. In the Rural Living, Rural and Resource Zones:

- a) Not more than one ancillary dwelling shall be approved on any lot.
- b) The proposed ancillary dwelling must comply with the definition outlined in the Residential Design Codes.
- c) The maximum ~~plot ratio~~ internal floor area of the ancillary dwelling shall not exceed 100m². The 100m² is the total dwelling area only and does not include verandahs, patios, pergolas, alfresco areas or carports/garages.
- d) The ancillary dwelling should generally be located behind the main building line unless otherwise approved by the City.
- e) The design, materials and colours of the ancillary dwelling shall match or complement those of the existing single house. Non-reflective materials shall be used and the use of second hand materials is not permitted.

(2) Aged or Dependent Persons Dwellings

1. Council will consider applications for Aged or Dependent Person's Dwellings with site area concessions where at least two such dwellings within any single development are proposed; or where one such dwelling is proposed in addition to an existing dwelling(s). This constitutes a variation to the R-Codes deemed to comply provision (5.5.2 C2.1 (ii)) which requires a minimum of five dwellings.
2. Aged or Dependent Persons' Dwellings may be in the form of single, grouped or multiple dwellings comprising the whole of a proposed development; or part of a proposed development, or in combination with other dwellings.
3. Where Aged or Dependent Persons' Dwellings are proposed in combination with other dwellings which do not meet the universal access building requirements, site area concessions will only apply to the aged or dependent persons dwelling component of the development.
4. To encourage the development of universally accessible dwellings, consideration will be given to waiving the requirement of the R-Code deemed to provision (5.5.2 C2.4) requiring at least one occupant being disabled or physically dependent and the requirement for a Section 70A notification on the

[2]

Title	Special Purpose Dwelling
Policy Number (Governance Purpose)	LPP 1.3



Certificate of Title where approval is sought under the 'Design Principles' of the R-Codes in the following circumstances:

- a) Where the aged and dependent dwelling(s) do not exceed a maximum ~~plot ratio-~~ internal floor area of 100m² (single houses and grouped dwellings) and 80m² (for multiple dwellings in areas coded less than R40); and
 - b) the aged and dependent dwelling(s) are built to the 'deemed-to-comply' building standards set out in the R-Codes for aged and dependent dwellings and the 'Silver Level' of the Liveable Housing Design Guidelines (Liveable Housing Australia); and
 - c) other applicable requirements of this Policy are met.
5. In considering an application for approval to commence the development of medium and large scale aged and/or dependent persons' dwellings (five dwellings or more), the City will have regard to the following requirements:
- a) Location
 - i) The site is to be located within 800m (5-10 minute walk) of an existing or proposed local centre, neighbourhood centre, district centre or regional centre.
 - ii) The site is to be within a 250m of a high frequency bus route as defined by the R-Codes.
 - iii) The travel path to local shops, services and public transport should be manageable taking into account local topography.
 - b) Site Planning
 - i) Dwellings at the front of a site are to address the primary street in a traditional manner. This includes a dwelling entry and a major opening to at least one (1) habitable room (living area and/or bedroom).
 - ii) Dwellings internal to a development are to have clearly identifiable entries and are to front the pedestrian/vehicular access ways with a major opening to at least one (1) habitable room (living area and/or bedroom).
 - iii) Dwellings shall be positioned on-site to maximise solar access and cross ventilation opportunities.
 - iv) Landscaping is to be carefully determined to ensure sight lines for pedestrians, in wheel chairs and vehicles are maintained. A Landscaping Plan is to be submitted with a Development Application lodged with the City for determination.
 - v) Bin storage and waste management is to be convenient for both occupants of a development and those collecting waste. A Waste Management Plan is to be submitted with a Development Application lodged with the City for determination.

[3]

Title	Special Purpose Dwelling
Policy Number (Governance Purpose)	LPP 1.3



c) Other

- i) An aged and/or dependant persons' development is to be designed, constructed and finished to look residential in appearance in the case of a grouped development or multiple dwellings. Retirement villages and larger managed facilities are to be suitably detailed and finished to ensure their use is clearly understood as being residential. Where larger buildings are proposed as part of a village development, the massing of these buildings is to be sufficiently articulated to reflect the scale of surrounding residential development.
- ii) Where two (2) storey dwellings are proposed, the main bedroom, bathroom and living area are to be at the ground floor level (unless an internal lift is provided).
- iii) A Management Plan is to be submitted with a Development Application lodged with the City for determination, demonstrating how a proposed development will be operated and managed.
- iv) This Policy is to be read in conjunction with the requirements of Part 5.5.2 of the R-Codes. The City will generally only support the density bonus for the development of aged or dependent persons' dwellings where the proposal complies with the requirements of the R-Codes and those detailed in this policy.

(3) Single Bedroom Dwellings

- a) In the case of a Single Bedroom Dwelling proposal involving the retention or construction of a Single House, the site area for the Single House is to be in accordance with the minimum prescribed in Column 3 of Table 4-D (General site requirements) of the R-Codes.
- b) The subdivision of land in association with the development of a Single Bedroom Dwelling will be conditionally supported provided a current Development Approval issued by the City is in place and the minimum site area is met.
- c) Prefabricated dwellings (i.e. those constructed off site and lifted into place) will only be supported where the dwelling provides an appropriate level of design and articulation. Sea containers and dongers proposed to be used as single bedroom dwellings will not be supported.
- d) There shall be no more than one car parking bay that is roofed/covered and any additional car parking bay(s) is encouraged to be located directly adjacent to the Outdoor Living Area.

~~(4) — Small Dwellings~~

~~Small dwellings proposed in accordance with Clause 4.4.6 of TPS 3 shall be designed and constructed in accordance with the provisions of the Residential~~

[4]

Title	Special Purpose Dwelling
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~~Design Codes (Part 5.5.3 Single Bedroom Dwellings) and the provisions of this policy (above) relating to Single Bedroom Dwellings.~~

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development and Compliance
Public Consultation: (Yes or No)	
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

Title	Design Review Panel
Policy Number (Governance Purpose)	LPP 5.16



Policy Type

Local Planning Policy

Policy Purpose

Council at its meeting held on 14 April 2016 resolved to establish a Design Review Panel in accordance with the provisions of Town Planning Scheme No. 3 (TPS 3) for the purposes of providing independent expert design review advice for complex planning proposals. Council also resolved to draft a Local Planning Policy outlining type of development that will be referred to the Panel, a set of Design Principles that the panel will use for a basis for review and terms of reference for the panel.

The purpose of this policy is to outlining type of development that will be referred to the panel, a set of Design Principles that the panel will use for a basis for review and terms of reference for the panel.

Policy Statement

(1) Statutory Basis

The City of Cockburn Design Review Panel is established as a body with which the city may consult in assessing an application under the provisions of the City of Cockburn Town Planning Scheme No. 3. For clarity, the City of Cockburn Design Review Panel shall not constitute a committee as defined under Part 5 Division 2 Subdivision 2 of the *Local Government Act 1995*.

(2) Panel Membership

1. The membership of the Panel shall comprise of up to five (5) persons, with a minimum of three (3) required to consider any matter.
2. Members shall be highly regarded with appropriate qualifications and substantial experience in one or more of the following areas:
 - a) Architecture
 - b) Urban design
 - c) Landscape Architecture
3. A person who is currently employed by the City of Cockburn or who is an elected member of the Cockburn Council is not eligible for appointment as a member of the Panel.
4. At least two panel members should demonstrate experience in the City of Cockburn or other Local Authority with similar forms of development.

[1]

Title	Design Review Panel
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5. All panel members shall be appointed by the Council, following a public process of expressions of interest and a Chair determined by Council.
6. Each nomination shall be accompanied by the names of a minimum of two professional referees. These should be independent professional peers who can specifically attest in writing as to the suitability of the candidate for membership of the Panel.
7. Appointment of panel members will be based on consideration of their qualifications and experience which must include demonstrated effectiveness in design review of major development proposals of the kind which the panel will be required to review as part of its role.
8. The term of office for panel members will be two (2) years, although Council may reappoint any member.
9. The Council may terminate the appointment of any member of the Panel prior to the expiry of the term of office.

(3) Role of the Panel

1. The role of the Design Review Panel is to provide independent expert advice on the design quality of the following proposals:
 - a) Any proposal including a building that is 3 storeys or greater in height (above natural ground level), excluding single residential dwellings, grouped dwellings and industrial buildings;
 - b) Any proposal with 20 or more multiple dwellings (apartments);
 - c) Any proposal with an estimated cost of \$10 million or more.
 - d) ~~New Activity Centres~~
 - e) ~~Substantial Modification/Expansions to Activity Centres~~
 - f) Any other proposal referred to the panel by the Director of Planning and ~~DevelopmentSustainability~~.
2. The above criteria includes development across the City with the exception of the following areas which are already subject to an existing design review process administered and funded by a third party:
 - a) Cockburn Central Town Centre – ~~LandcorpDevelopmentWA~~
 - b) Cockburn Central West – ~~LandcorpDevelopmentWA~~
 - c) North Coogee (Cockburn Coast/Shoreline portion developed by Landcorp only) – ~~LandcorpDevelopmentWA~~
 - d) North Coogee (Port Coogee) – Fraser's Property Group

(4) Operation of the Panel

1. Preliminary Referrals

[2]

Title	Design Review Panel
Policy Number (Governance Purpose)	LPP 5.16



- a) A proposal that is under consideration by a potential applicant and is in the early stages of formulation but has yet to be submitted as a formal application for planning approval may be referred to the Panel.
 - b) Preliminary referrals are encouraged during the planning phase of a development proposal. The decision to refer and timing of referral will be made by the Director Planning and Development and the Panel's design advice will be provided to applicants through City staff.
 - c) Consideration of preliminary referrals by the Panel will not be forwarded to the Council for discussion as changes may be made prior to a formal application being lodged.
 - d) Proponents will be encouraged to attend the relevant part of the Panel meeting and the formal comments of the Panel will be provided in a qualified form to the proponent through City staff.
2. Formal Referrals
- a) A formal application for planning approval that has been submitted may be referred to the Panel.
 - b) All formal eligible applications should be referred to the Design Review Panel. These applications will undergo a preliminary assessment by city staff having regard to the provisions of the Town Planning Scheme and relevant planning policies prior to consideration by the Panel. Information on compliance with the Scheme and policies will be made available to the Panel to assist in the formulation of the Panel's design advice.
 - c) The decision of the timing of referral, and the number of referrals considered necessary, to the Panel shall be made at the discretion of the Manager Statutory Planning. In cases where, in the opinion of the Manager Statutory Planning, an application may be incapable of approval under the provisions of the Town Planning Scheme, referral to the Design Review Panel may be denied and the application assessed without this information.
 - d) Where the Panel is considering a formal statutory planning matter, its advice will be included in the planning assessment and notes of the Panel meetings will be included as an attachment to that report. For the purpose of clarity, this also includes Responsible Authority Reports that are provided to the Development Assessment Panel.
 - e) Applicants will be invited to attend at the relevant part of the Panel meeting, however all formal communication with the Panel will be through the Manager Statutory Planning, who will liaise directly with the Chair. Panel members are strictly prohibited from individual communication with proponents or interested persons on business before the Panel outside of the meeting structure adopted by the Council.

[3]

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- f) Unless otherwise referred by Council, the Manager Statutory Planning will determine when and how often an item may be presented to the Panel.

(5) Design Principles

1. The Panel shall provide independent professional design advice on key aspects of development. The design advice should be provided in accordance with the following design principles (which form Attachment 1):
 - a) Context and Character;
 - b) Landscape Quality;
 - c) Built Form and Scale;
 - d) Functionality and Build Quality;
 - e) Sustainability;
 - f) Amenity;
 - g) Legibility;
 - h) Safety;
 - i) Community; and
 - j) Aesthetics.
2. The Panel will not provide advice or report on issues such as scheme and policy compliance.

(6) Format of the Meeting

1. The Panel will meet at such place and time as notified to the members by the City.
2. The appointed Panel Chair will preside as chairperson at every meeting of the Panel, unless due to unavailability they have delegated their role in advance to another panel member. If the Panel Chair is not present within ten minutes after the time appointed for the commencement of the meeting, the members may choose one of their members to be chair for the purpose of that meeting.
3. Where the Panel is considering a proposal, the proponent will be invited to present that proposal to the Panel prior to the Panel considering the matter. Panel members may ask questions of the proponent relating to the proposal before it but shall not debate the proposal with the proponent. The proponent may remain after the presentation and during the design discussion process unless the Panel Chair specifically requests that the proponent not be present.

[4]

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(7) Roles and Responsibilities

1. Chairperson

The Chair of the Panel will be appointed by the Council. In addition to presiding at the meetings, the Chair will have the following additional responsibilities:

- a) Conducting design review meetings;
- b) Liaising with City staff about design review planning, advising on expertise required for each review, requesting additional sitting members where required, and advising on additional briefing material that may be required;
- c) Ensuring that the meeting agenda is followed and that allocated timeframes are adhered to;
- d) Ensuring that discussions remain focused on the application being considered and that advice relates to the design principles as set out in Attachment 1;
- e) Ensuring the advice and recommendations developed for each application is confirmed in the meeting for the purposes of minuting to reduce reporting timeframes;
- f) Ensuring the panel endorses the minutes;
- g) Liaising with City staff about the operation of the Panel, where required;
- h) Ensuring new members have been inducted and are briefed about Panel operations;
- i) Briefing decision makers – Council, JDAP and SAT members – on Panel advice when required; and
- j) Assist the City with preliminary proponent discussions when required.

2. Panel Members

Panel members are required to:

- a) Treat all discussions and information about applications with sensitivity and confidentiality;
- b) Provide independent, fair and reasonable professional advice relative to the Design Principles as set out in Attachment 1;
- c) Respond to and comment on material presented, providing constructive feedback to make amendments as required; and
- d) Disclose any pecuniary interests for recording in meeting minutes. Where a pecuniary interest exists, the member must disclose the interest to the Chairperson as soon as practicable, and preferably before the meeting to ensure there is a quorum for all items and must not take part in the consideration or discussion of the matter.

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(8) Recording of the Meeting

Notes will be taken at the meeting, recording its deliberation and attendance. The notes will be prepared by Council staff and ratified by the Panel Chair. The relevant notes for the proposal will be forwarded to the proponent in the format determined by the Manager Statutory Planning.

(9) Frequency of Meetings

- a) Meetings will be held monthly unless not required.
- b) An informal agenda will be provided to Panel members five calendar days prior to the meeting.
- c) The Panel shall be attended by the Director Planning and Development and/or the Manager Statutory Planning and relevant officers as required.
- d) Administrative support will be provided by city staff.

(10) Panel Member Fees

The members of the Panel will be professional hourly rates with the amount to be determined by the Council at the time of determining the Panel membership.

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CITY OF COCKBURN

LOCAL PLANNING POLICY - DESIGN REVIEW PANEL

DESIGN PRINCIPLES

[7]

Title	Design Review Panel
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10 PRINCIPLES

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1. Context & Character

Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.

The distinctive characteristics of a local area include its prominent natural and built features, the overall qualities of its built environment, significant heritage elements, as well as social, economic and environmental conditions.

Good design responds intelligently and sensitively to these factors, interpreting rather than replicating existing features and enhancing the identity of the area, including the adjacent sites, streetscape and neighbourhood.

Good design also responds positively to the intended *future* character of an area. It delivers appropriate densities that are consistent with projected population growth, and are able to be sustained by existing or proposed transport, green networks and social infrastructure.

Consideration of local context is particularly important for sites in established areas that are undergoing change or identified for change.

2. Landscape Quality

Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.

Good landscape design protects existing environmental features and ecosystems, enhances the local environmental context and regenerates lost or damaged ecosystem functionality, where possible. It balances consideration of environmental factors such as water and soil management, ground conditions, solar access, microclimate, tree canopy, habitat creation and preservation of green infrastructure with social, cultural and economic conditions.

Good landscape design employs hard and soft landscape and urban design elements to create external environments that interact in a considered manner with built form, resulting in well-integrated, engaging places that contribute to local identity and streetscape character.

Good landscape design provides optimal levels of external amenity, functionality and weather protection while ensuring social inclusion, equitable access and respect for the public and neighbours. Well-designed landscape environments ensure effective establishment and facilitate ease of long term management and maintenance.

3. Built Form & Scale

Good design provides development with massing and height that is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.

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Good design achieves an appropriate built form by responding to its site, as well as surrounding built fabric, in a considered manner, mitigating negative impacts on the amenity of neighbouring properties and public realm.

Good design considers the orientation, proportion, composition, and articulation of built form elements, to deliver an outcome that is suited to the building's purpose, defines the public domain, maintains important views, contributes to the character of adjacent streetscapes and parks, and provides a good pedestrian environment at ground level.

4. **Functionality & Build Quality**

Good design meets the needs of users efficiently and effectively, balancing functional requirements to deliver optimum benefit and performing well over the full life-cycle.

Designing functional environments involves ensuring that spaces are suited to their intended purpose and arranged to facilitate ease of use and good relationships to other spaces. Good design provides flexible and adaptable spaces, to maximise utilisation and accommodate appropriate future requirements without the need for major modifications.

Good build quality is achieved by using good quality and robust materials, finishes, elements and systems. Projects should be well-detailed, resilient to the wear and tear expected from its intended use, and easy to upgrade and maintain.

Good design accommodates required services in an integrated manner, without detriment to the overall design outcome.

5. **Sustainability**

Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.

Sustainable buildings utilise passive environmental design measures that respond to local climate and site conditions by providing optimal orientation, shading, thermal performance and natural ventilation. Reducing reliance on technology for heating and cooling minimises energy use, resource consumption and operating costs over the whole life-cycle of the project.

Other sustainable design measures include the use of sustainable construction materials, recycling, material re-use, harnessing of renewable energy sources, appropriate water management. Good design considers the ease with which sustainability initiatives can be maintained and managed.

Sustainable landscape and urban design adheres to established principles of water-sensitive urban design, and minimises negative impacts on existing natural features and ecological processes, as well as facilitating green infrastructure at all project scales.

[10]

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6. Amenity

Good design optimises internal and external amenity for occupants, visitors and neighbours, contributing to living and working environments that are comfortable and productive.

Good design provides internal rooms and spaces that are adequately sized, comfortable and easy to use and furnish, with good levels of daylight, natural ventilation and outlook. Delivering good levels of internal amenity also includes the provision of appropriate levels of acoustic protection and visual privacy, adequate storage space, and ease of access for all.

Well-designed external spaces provide welcoming, comfortable environments that are universally accessible, with effective shade as well as protection from unwanted wind, rain, traffic and noise. Good design mitigates negative impacts on surrounding buildings and places, including overshadowing, overlooking, glare, reflection and noise.

7. Legibility

Good design results in buildings and places that are legible, with clear connections and memorable elements to help people find their way around.

Good urban design makes places easy to navigate, with recognisable routes, intersections and landmarks while being well-connected to existing movement networks. Sightlines are well-considered, with built form responding to important vantage points.

Within buildings, legibility is served by a clear hierarchy of spaces with identifiable entries and clear wayfinding. Externally, buildings and spaces should allow their purpose to be easily understood, and provide clear distinction between public and private spaces.

Good design provides environments that are logical and intuitive, at the scale of building, site and precinct.

8. Safety

Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.

Safety and security is promoted by maximising opportunities for passive surveillance of public and communal areas and providing clearly defined, well-lit, secure access points that are easily maintained and appropriate to the purpose of the development.

Good design provides a positive, clearly defined relationship between public and private spaces and addresses the need to provide optimal safety and security both within a development and to adjacent public realm.

[11]

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Designing for safety also involves mitigating any potential occupational safety and health hazards that might result from a development during its construction, maintenance and operation.

9. Community

Good design responds to local community needs as well as the wider social context, providing buildings and spaces that support a diverse range of people and facilitate social interaction.

Good design encourages social engagement and physical activity in an inclusive manner, enabling stronger communities and improved public health outcomes.

In residential developments, good design achieves a mix of dwelling types, providing housing choice for different demographics, living needs and household budgets, and facilitating ageing-in-place.

10. Aesthetics

Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.

Good design resolves the many competing challenges of a project into an elegant and coherent outcome. A well-conceived design concept informs all scales, from the articulation of building form through to materiality and detail, enabling sophisticated, integrated responses to the complexities of local built form and landscape character.

In assessing design quality, consideration of aesthetics should not be limited to style and appearance; it should also account for design integrity, creativity, conceptual coherence and cultural relevance in a proposal.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development and Compliance
Public Consultation: (Yes or No)	
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

Title	Single House Standards for Medium Density Housing in the Development Zone
Policy Number (Governance Purpose)	LPP 1.16



Policy Type

Local Planning Policy

Policy Purpose

The Residential Design Codes (R-Codes) is a Western Australian Planning Commission (WAPC) State Planning Policy, which was previously gazetted on 04 October 2002 and was recently updated on 23 October 2015. The R-Codes provide a comprehensive basis for the control of residential development through Western Australia.

The introduction of the single house standards for medium density housing (RMD's) via the WAPC's Planning Bulletin 112/2016 applies to medium-density single dwellings in areas zoned 'Development'. It is based on contemporary housing typologies and incorporates existing R-Codes variations that have been applied to date.

This Local Planning Policy shall outline acceptable variations to the deemed-to-comply provisions of the Residential Design Codes (R-Codes) for medium density single dwellings in areas zoned 'Development' under the City's Town Planning Scheme No. 3 (TPS 3).

This policy applies to all development to which the R-Codes apply and does not exempt compliance with other requirements of the R-Codes, TPS 3, and other Council policies, Local Development Plans (LDP's) and/or the Building Code of Australia.

Where there are existing LDP's with conflicting provisions, the approved LDP shall prevail. Further variations sought to the RMD's will generally not be supported.

The purpose of this policy is to replace the deemed-to-comply requirements of the following clauses of the R-Codes with those set out in the provisions of this policy:

- Building and Garage setbacks – Clauses 5.12, 5.13 and 5.21;
- Open Space – Clause 5.1.4;
- Parking – Clause 5.3.3;
- Visual Privacy – Clause 5.4.1; and
- Solar Access – Clause 5.4.2.

Implementation

- (1) Development approval will not be required for a single dwelling that complies with the provisions of this policy (and all other deemed-to-comply requirements of the R-Codes), in accordance with Clause 61(4)(c) of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.
- (2) This policy will apply where an approved Structure Plan or LDP identifies that the RMD codes Local Planning Policy applies.

[1]

Title	Single House Standards for Medium Density Housing in the Development Zone
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- (3) Where a proposal meets the provisions of this policy, advertising to adjoining owners in relation to these provisions is not required.
- (4) Where a proposal does not meet the provisions of this policy, the City will consider the proposal on its merits in accordance with the relevant 'design principles' of the R-Codes having due regard to Clause 2.5 (Part 2) of the R-Codes.
- (5) The provisions relating to R60 within this policy shall be of no effect as of 10 April 2026 in accordance with WAPC Planning Bulletin 114/2024. At this point, lots with a density coding of R60 shall be assessed against the provisions of Part C of the R-Codes.

Policy Statement

(1) Definitions

Approved Structure Plan	A Structure Plan or Activity Central Plan that has been approved by the Western Australian Planning Commission (WAPC) under the City's TPS 3.
Medium density	R25-R60 density codes.
Rear Load	Lots where the primary vehicle access is via the rear of the lot, from a street of right of way (ROW) and the garage/carport is located at the back of the dwelling.
Front Load	Lots where the primary vehicle access is via the front of the lot and the garage/carport is located at the front of the dwelling.
RMD Codes	Single house standards for medium density dwellings.

Title	Single House Standards for Medium Density Housing in the Development Zone
Policy Number (Governance Purpose)	LPP 1.16



(2) Provisions:

R-Code	Lot type and size	Street setback and front fences		Lot boundary setback		Open space		Garage setback and width and vehicular access		Parking		Overshadowing		Privacy	
		R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision
R-MD – R60	Rear load 5m x 30m – 150m ² 6m x 30m – 180m ² Front load 8.5m x 20m – 170m ² 7.5m x 25m – 187.5m ²	2m	2m minimum, no average 1m to porch / veranda no maximum length 1m minimum to secondary street Front fences within the primary street setback area being a maximum height of 900mm above natural ground level, measured from the primary street side of the front fence	Boundary setbacks 1 to 1.5m for wall height 3.5m and less (subject to wall length and major openings) Boundary walls 2/3 length one side boundary, max 3.5m high and 3m average height	Boundary setbacks 1.2m for wall height 3.5m or less with major openings 1m for wall height 3.5 or less without major openings Boundary walls No maximum length to both side boundaries	40% open space (60% site cover) 16m ² courtyard 1/3 required outdoor living area (OLA) may be covered Minimum dimension 4m	An outdoor living area (OLA) with an area of 10% of the lot size or 20m ² , whichever is greater, directly accessible from a habitable room of the dwelling and located behind the street setback area At least 70% of the OLA must be uncovered and includes areas under eaves which adjoin uncovered areas The OLA has a minimum 3m length or width dimension No other R-Codes site cover standards apply	Rear load Nil – provided laneway is minimum of 6m wide Front load 4.5m or 0.6m behind dwelling alignment subject to averaging requirements Garage width limited to maximum 50% of lot frontage where garage in front of or within 1m of building	Rear load 0.5m garage setback to laneway Front load 4.5m garage setback from the primary street and 1.5m from a secondary street The garage setback from the primary street may be reduced to 4m where an existing or planned footpath or shared path is located more than 0.5m from the street boundary For front loaded lots with street frontages between 10.5 and 12m, a double garage is permitted to a maximum width of 6m as viewed from the street subject to: <ul style="list-style-type: none"> - Garage setback a minimum of 0.5m behind the building alignment - A major opening to a habitable room directly facing the primary street - An entry feature consisting of a porch or veranda with a minimum depth of 1.2m; and - No vehicular crossover wider than 4.5m where it meets the street Lots with a frontage less than 10.5m or not compliant with above require single or tandem garaging	Two on-site bays	One on-site bay where dwelling has two bedrooms or less	50% of the adjoining site area	No maximum overshadowing	3m to bedrooms and studies 4.5m to all other major openings 6m to balconies or similar	No privacy provisions apply
R-MD – R40	Rear load 7.5m x 30m – 225m ² Front load 8.5m x 30m – 255m ² 8.5m x 25m – 212.5m ² 10 x 20m – 200m ² 10 x 25m – 250m ² 12.5m x 20m – 250m ²	4m	2m minimum, no average 1.5m to porch / veranda no maximum length 1m minimum to secondary street Front fences within the primary street setback area being a maximum height of 900mm above natural ground level, measured from the primary street side of the front fence	Boundary setbacks 1 to 1.5m for wall height 3.5m and less (subject to wall length and major openings) Boundary walls 2/3 length one side boundary, maximum 3.5m high and 3m average height	Boundary setbacks As per R-MD – R60 Boundary walls To both side boundaries subject to: No maximum length to one side boundary, 2/3 max length to second side boundary for wall height 3.5m or less	45% open space (55% site cover) 20m ² courtyard 1/3 required OLA area may be covered Minimum dimension 4m	As per R-MD – R60	Rear load Nil – provided laneway is minimum of 6m wide Front load 4.5m or 0.5m behind dwelling alignment subject to averaging requirements	As per R-MD – R60	Two on-site bays	As per R-Codes	35% of the adjoining site area	No maximum overshadowing for wall height 3.5m or less No maximum overshadowing for wall height greater than 3.5m where overshadowing is confined to the front half of the lot. If overshadowing intrudes into rear half of the lot, shadow cast does not exceed 35%	4.5m to bedrooms and studies 6m to all other major openings 7.5m to balconies or similar	R-Codes clause 5.4.1 C1.1 applies, however the setback distances are 3m to bedrooms and studies, 4.5m to major openings to habitable rooms other than bedrooms and studies and 6m to unenclosed outdoor active habitable spaces

[3]

Title	Single House Standards for Medium Density Housing in the Development Zone
Policy Number (Governance Purpose)	LPP 1.16



R-Code	Lot type and size	Street setback and front fences		Lot boundary setback		Open space		Garage setback and width and vehicular access		Parking		Overshadowing		Privacy	
		R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision
R-MD – R30	<u>Rear load</u> 10m x 30m – 300m² <u>Front load</u> 10m x 30m – 300m² 15m x 20m – 300m²	4m	2m minimum, no average 1.5m to porch / veranda no maximum length 1m minimum to secondary street Front fences within the primary street setback area being a maximum height of 900mm above natural ground level, measured from the primary street side of the front fence	<u>Boundary setbacks</u> 1 to 1.5m for wall height 3.5m and less (subject to wall length and major openings) <u>Boundary walls</u> 2/3 length one side boundary, maximum 3.5m high and 3m average height	<u>Boundary setbacks</u> As per R-MD – R60 <u>Boundary walls</u> To both side boundaries subject to: 2/3 length to one side boundary, 1/3 max length to second side boundary for wall height 3.5m or less	45% open space (55% site cover) 24m² courtyard 1/3 required OLA area may be covered Minimum dimension 4m	As per R-MD – R60	<u>Rear load</u> Nil – provided laneway is minimum of 6m wide <u>Front load</u> 4.5m or 0.5m behind dwelling alignment subject to averaging requirements	As per R-MD – R60	Two on-site bays	As per R-Codes	35% of the adjoining site area	As per R-MD – R40	4.5m to bedrooms and studies 6m to all other major openings 7.5m to balconies or similar	As per R-MD – R40
R-MD – 25	<u>Front load</u> 12.5m x 25m – 312.5m² 15m x 25m – 375m² 12.5m x 30m – 375m²	6m	3m 1.5m to porch / veranda no maximum length 1.5m minimum to secondary street Front fences within the primary street setback area being a maximum height of 900mm above natural ground level, measured from the primary street side of the front fence	<u>Boundary setbacks</u> 1 to 1.5m for wall height 3.5m and less (subject to wall length and major openings) <u>Boundary walls</u> 2/3 length one side boundary, max 3.5m high and 3m average height to one side boundary	<u>Boundary Setbacks</u> As per R-MD – R60 <u>Boundary walls</u> As per R-MD – R30	50% open space (50% site cover) 30m² courtyard 1/3 required OLA area may be covered Minimum dimension 4m	As per R-MD – R60	<u>Rear load</u> Nil – provided laneway is minimum of 6m wide <u>Front load</u> 4.5m or 0.5m behind dwelling alignment subject to averaging requirements	As per R-MD – R60	Two on-site bays	As per R-Codes	25% of the adjoining site area	As per R-MD – R40, however if overshadowing intrudes into rear half of the lot, shadow cast does not exceed 25%	4.5m to bedrooms and studies 6m to all other major openings 7.5m to balconies or similar	As per R-MD – R40

Title	Single House Standards for Medium Density Housing in the Development Zone
Policy Number (Governance Purpose)	LPP 1.16



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development and Compliance
Public Consultation: (Yes or No)	
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	



Planning Bulletin 114/2024

Residential Design Codes Volume 1 and 2:

Deferred Gazettal, Special Transition Period
and Relationship with Pre-Existing Local
Planning Frameworks



8 March 2024

1. Purpose

To assist stakeholder understanding of when to apply *Residential Design Codes Volume 1 (R-Codes Vol.1)* and *Volume 2 (R-Codes Vol.2)* as gazetted in 2024, and the relationship with the existing local planning framework.

2. Definitions

Throughout this planning bulletin –

Deemed provisions – means schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

Local planning instrument – means a local planning scheme, precinct structure plan, activity centre plan, standard structure plan, local development plan or local planning policy.

R-Codes Vol.1 2021 – means the version of the R-Codes Volume 1 gazetted on 2 July 2021.

R-Codes Vol.1 2024 – means the version of the R-Codes Volume 1 publicly released in 2023 which will be gazetted (with amendments) on 10 April 2024.

R-Codes Vol.2 2019 – means the version of the R-Codes Volume 2 gazetted on 24 May 2019.

R-Codes Vol.2 2023 – means the version of the R-Codes Volume 2 publicly released in 2023 which will be gazetted on 10 April 2024.

WAPC – means Western Australian Planning Commission

3. Background

A revision of *Residential Design Codes Volume 1* and consequential amendments to *Residential Design Codes Volume 2* were released by the Minister for Planning in February 2023. A 'deferred gazettal period' was put in place with the new policy provisions

scheduled to come into effect on 1 September 2023. This date was further deferred pending further amendments to address concerns raised by the Minister for Planning. A revised gazettal date of early 2024 was subsequently advanced.

The amended revision of *Residential Design Codes Volume 1* and consequential amendments to *Residential Design Codes Volume 2* were released by the Minister on 8 March 2024 with the new policy provisions to come into effect on 10 April 2024.

The 'deferred gazettal' period is followed by a 'special transition period' that will apply to some Volume 1 development applications in certain scenarios, generally greenfield and brownfield developments. The 'special transition period' is 24 months from the date of gazettal as outlined in the R-Codes Vol.1 2024, ending 10 April 2026.

Parts of local planning frameworks will similarly be subject to a 'special transition period' of 24 months following gazettal. During this period, it is expected that the framework will be updated to align with the R-Codes Vol.1 2024 and be implemented by 10 April 2026 at the conclusion of the 'special transition period'.

The 'deferred gazettal period' and 'special transition period' were developed following extensive targeted consultation with local government, planning consultants, land developers and the housing construction industry, and was subjected to an independent peer review.

In greenfield development areas and some brownfield developments, building designs and lot sizes are almost always inextricably linked. Often, these designs have been contracted many months or even years before building commences.

In such cases, lots that have been created to accommodate a building design compliant with the R-Codes

Vol.1 2021 (and site specific local development plans) may not necessarily provide for development compliant with the updated *R-Codes Vol.1 2024*.

The 'deferred gazettal period' and 'special transition period' provide time for contracted designs to obtain a development approval or a development approval-exempt building permit (where applicable) under existing planning frameworks.

3.1 Local Planning Frameworks and Residential Design Codes Volume 1

Part A, Section 3 of *R-Codes Vol.1 2024* outlines the deemed-to-comply provisions that may be amended or replaced by local government either with or without WAPC approval

These provisions ensure that the design and development of dwellings can respond to specific local requirements and context, while maintaining consistency with the relevant element objectives and design principles.

This can be achieved through the following local planning instruments:

- local planning policies;
- local development plans;
- precinct structure plans (including what were previously called activity centre plans); and
- local planning schemes

It is also noted that many pre-2015 structure plans also amend or replace deemed-to-comply provisions.

Many local governments have adopted local planning policies or local development plans for development in structure plan areas that incorporate provisions based on *Planning Bulletin 112/2024* (previously *Planning Bulletin 112/2016*).

4. Applications submitted prior to gazettal

Part A, Section 4 of the *R-Codes Vol. 1 2024* outlines transitional arrangements for local planning instruments and certain development applications.

The following further articulates the WAPCs position in regard to particular circumstances:

4.1 Development for which development approval is not required

4.1.1 Single houses and other works on the same lot as a single house or grouped dwelling (all codings)

For the purposes of clause 61(1) (a) of the deemed provisions contained in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, during the 'deferred gazettal period' the *R-Codes Vol.1 2021* (including as modified by local planning instruments) is the version of the *R-Codes* applicable for items 6 and 7 in the table (where column 2 specifies that the works need to comply with the deemed-to-comply provisions).

For the avoidance of doubt, during the 'deferred gazettal period', the ungazetted *R-Codes Vol.1* should not be used to assess a development for which development approval is not required.

4.2 Development applications submitted prior to public release but not yet determined

4.2.1 Single houses, grouped dwellings (all codings), multiple dwellings in areas coded less than R40

The *R-Codes Vol.1 2021* is the version of the *R-Codes* applicable during the 'deferred gazettal period'.

In accordance with clause 2.5.4 of the *R-Codes Vol.1 2021*, any development application that meets the deemed-to-comply provisions of the *R-Codes Vol.1 2021* (including as modified by

local planning instruments) and the relevant provisions of the applicable local planning scheme shall not be refused.

Where deemed-to-comply provisions are not met, an assessment of the application primarily against the relevant design principles (of the *R-Codes Vol.1 2021*) should be undertaken and, in accordance with clause 67(2) of the deemed provisions, due regard be had for the relevant provisions of the *R-Codes Vol.1 2024*.

4.2.2 Multiple dwellings in areas coded R40 to R60

The *R-Codes Vol.2 2019* is the version of the *R-Codes* applicable during the 'deferred gazettal period'.

The *R-Codes Vol.2 2019* is a performance-based code, requiring development to meet all element objectives. In accordance with clause 67(2) of the deemed provisions, due regard should be had for the relevant provisions of the *R-Codes Vol.1 2024*.

4.2.3 Multiple dwellings in areas coded R80 and higher

As the consequential amendments to the *R-Codes Volume 2* are confined to the removal of R40-R60 related provisions, there is no need to consider the *R-Codes Vol.2 2024* until it is gazetted.

4.3 Development applications submitted after public release but prior to the gazettal date

As outlined in planning case law¹, it is well established that a development application is to be determined on the basis of the law as it stands at the time of the determination. In this regard, a development application lodged prior to the gazettal of the *R-Codes 2024* but not yet determined following the gazettal will be required to be determined on the basis of the *R-Codes 2024*. Officers assessing applications should give careful consideration to the likely timing of a decision based on the timeframes in clause 75 of the deemed provisions.

¹ *Miller v City of Stirling* [2007] 247, paragraph 35

5. Arrangements during the special transition period

5.1 Special transitional deemed-to-comply provisions for certain circumstances

Part A, Section 4.1 of *R-Codes Vol.1 2024* outlines the provisions that are either not required to be met or are substituted during the 'special transitional period'. The special transitional deemed-to-comply provisions will cease to have effect on 10 April 2026.

Dwellings designed under existing local planning frameworks may not necessarily comply with *R-Codes Vol.1 2024*. Recognising this, Part C, section 4 of the *R-Codes Vol.1 2024* provides a set of transitional deemed-to-comply provisions for single houses within areas coded R50 and above subject to an approved structure plan and/or local development plan (as specified in Part A, section 4.1.1) that will apply for the duration of the 'special transition period'.

In addition, Part A section 4.1.2 provides a further special transitional provision that relates to single house and grouped dwelling development subject to Part C, Element 3.1 – Site cover, whereby Site Cover requirements are replaced with Open Space requirements in accordance with Part C, Section 5 for the duration of the 'special transition period'.

Except with respect to those deemed-to-comply provisions that are not required to be met, where the local planning instrument provides a deemed-to-comply provision, the local planning instrument's provision prevails. For example, if a local planning instrument specifies the size of an outdoor living area, that outdoor living area requirement will prevail over the special transitional provision for private open space.

Where a provision of Part C is not required to be met via a special transitional deemed-to-comply provision, there is no further requirement to demonstrate compliance with the relevant design principle(s).

The special transitional deemed-to-comply provisions will cease to have effect on 10 April 2026.

6. Local planning instruments

6.1 Existing local planning policies

As outlined in Part A, Section 4 of the *R-Codes Vol.1 2024*, at the conclusion of the 'special transition period', the *R-Codes Vol.1 2024* will prevail over local planning policies that modify deemed-to-comply provisions of the *R-Codes Vol.1 2021*, excluding Part B development (single houses in R40 and below, grouped dwellings and multiple dwellings in R25 and below). This is regardless of whether they were previously subject to a WAPC approval or not. In order to have the effect of modifying deemed-to-comply provisions after the conclusion of the 'special transition period', existing local planning policies will need to be reviewed by local government, amended as necessary and approved.

Such reviews should seek alignment with the *R-Codes Vol.1 2024*.

Where WAPC approval is required for provisions, the review of these local planning policies should be prioritised by the local government and the Department of Planning, Lands and Heritage.

6.2 Local planning policies incorporating R-MD Code provisions

Local governments are strongly encouraged to undertake a review of any local planning policies incorporating R-MD Code provisions to remove amendments to the R60 density code standards in a timely manner, and to publish these in accordance with clause 6 of the deemed provisions at the conclusion of the special transition period – no earlier or later.

Where an endorsed structure plan or a scheme provision designates an area or lot with a density code of R60 as being subject to R-MD Code provisions, the Commission has determined that, following the revocation of these policies, the deemed-to-comply provisions contained within the *R-Codes Vol.1 2024* Part C will apply (subject to any modifications elsewhere in the local planning framework).

6.3 Existing approved local development plans

As outlined in Part A, Section 4 of the *R-Codes Vol.1 2024*, all approved local development plans that modify deemed-to-comply provisions of the *R-Codes Vol.1 2024* will remain valid until their expiry date.

When considering an amendment to an approved local development plan, the validity period should not be extended.

Notwithstanding, the local government may agree to an extension to the validity period if the instrument is modified to align with the *R-Codes Vol.1 2024*.

Local governments are encouraged to review local development plans that have an expiry after 19 October 2025 with a view to alignment with the *R-Codes Vol.1 2024* within five years of the gazettal of the *R-Codes Vol.1 2024*.

Where possible, this review should align with the report of review for a local planning scheme prepared under r.66 of the Planning and Development (Local Planning Scheme) Regulations 2015.

6.4 Local development plans in active preparation but not yet approved

During the 'deferred gazettal period', local government was expected to continue to approve local development plans consistent with *R-Codes Vol.1 2021* as would have otherwise occurred had the R-Codes not been updated with the option of a restricted validity period where appropriate.

Where a local development plan was not lodged with sufficient time for consideration and approval prior to the gazettal date, approval should be based on consistency with the *R-Codes Vol.1 2024* including demonstrated need. The WAPC may have regard to its previous decision making under the *R-Codes Vol.1 2021*, the rationale provided by the proponent and any other matter it considers relevant. However, the WAPC is not bound by its previous decision making, given the new policy provision.

6.5 Existing approved standard structure plans and precinct (activity centre) structure plans

As outlined in Part A, Section 4 of the *R-Codes Vol.1 2024*, all WAPC approved standard and precinct

structure plans that modify deemed-to-comply provisions of the *R-Codes Vol.1 2024* will remain valid until their expiry.

When considering an amendment to an approved structure plan, the validity period should not be extended.

Notwithstanding, the WAPC may agree to an extension to the validity period if the instrument is modified to align with the *R-Codes Vol.1 2024*.

Local governments are encouraged to review the structure plans within their area that have an expiry after 19 October 2025 with a view to alignment with the *R-Codes Vol.1 2024* within five years of gazettal. Where possible, this review should align with the report of review for a local planning scheme prepared under r.66 of the Planning and Development (Local Planning Scheme) Regulations 2015.

The WAPC will consider amendments to structure plans upon request following such a review.

6.6 Standard structure plans in active preparation but not yet approved

As standard structure plans do not vary the R-Codes, the WAPC does not make decisions on built form controls when determining a standard structure plan.

Proponents are advised to consider whether their structure plan design will support future development consistent with the *R-Codes Vol.1 2024* and modify as necessary.

6.7 Precinct structure plans in active preparation but not yet approved

During the 'deferred gazettal period', the WAPC continued to approve precinct structure plans consistent with *R-Codes Vol.1 2021* as it otherwise would have had the R-Codes not been updated with the option of a restricted validity period where appropriate. Precinct structure plan should be submitted to the WAPC for approval prior to the gazettal date.

Where a precinct structure plan is not submitted prior to the gazettal date, it is recommended that the precinct structure plan is modified to align with the *R-Codes Vol.1 2024* prior to submission to the WAPC.

6.8 Local planning schemes

Local governments are encouraged to review scheme provisions that modify the R-Codes with a view to alignment with the *R-Codes Vol.1 2024*. This should be done as part of any omnibus or other relevant amendments the local government is preparing, but otherwise at the next scheme review.

6.9 Plot ratio for multiple dwellings and mixed use development

The R-Codes Volume 2 previously applied to multiple dwelling development (and mixed use development) in R40-R60 areas, using a plot ratio requirement to control built form and dwelling yield. The plot ratio requirement also includes any non-residential component in a mixed-use development. Many local planning instruments modified the plot ratio acceptable outcome requirement.

The *R-Codes Vol.1 2024* now uses an average site area per dwelling to control dwelling yield. The average site area per dwelling requirement in the *R-Codes Vol.1 2024* will apply from the date of gazettal and, as outlined in the *R-Codes Vol.1 2024*, development applications are not able to seek variations to the deemed-to-comply site area requirement (variations may only be sought through a subdivision application).

The absence of a plot ratio requirement in the *R-Codes Vol.1 2024* should not be construed as voiding any plot ratio requirements in local planning instruments. Proponents and decisionmakers should still have due regard to the plot ratio requirement in line with the due regard status of the existing local planning instrument.

6.10 Conversion of design elements

Appendix 1 contains a list of design elements of the previous *R-Codes Vol.1 2021* compared with the design elements of the *R-Codes Vol.1 2024*. This can be used to assist in interpreting local planning instruments that refer to previous *R-Codes Vol.1 2021* provisions to understand which design element is applicable.

6.11 Manner and form – WAPC assessment of local planning instruments

The WAPC has provided manner and form assessment templates to assist in preparation of local planning policies and local development plans and the seeking of WAPC approval of modifications to the R-Codes.

Local governments and proponents are requested to use the prepared templates as soon as these are available.

7. Further information

Enquiries concerning this statement should be directed to:

Director Design and Built Environment
Department of Planning, Lands
and Heritage
Locked Bag 2506
PERTH WA 6001

Please quote reference **DP/17/00098**

Information relevant to this Position
Statement is published at:
www.dplh.wa.gov.au

Appendix 1 – Provision conversions

R-Codes Vol. 1 2021	R-Codes Vol.1 2024 – Part C
5.1.1 Site area	Refer Part D Land, 1.0 Site Area
5.1.2 Street setback	3.3 Street setbacks – Setback of buildings
5.1.3 Lot boundary setback	3.4 Lot boundary setbacks
5.1.4 Open space	There is no equivalent provision, however due regard should be had to the provisions in 3.1 Site cover when considering a variation to a deemed-to-comply requirement contained within a local planning instrument.
5.1.5 Communal open space	1.3 Communal open space
5.1.6 Building height	3.2 Building height
5.2.1 Setback of garages and carports	3.3 Street setbacks – Setback of garages and carports
5.2.2 Garage width	3.6 Streetscape – Addressing the street (C3.6.5 and C3.6.6 only)
5.2.3 Street surveillance	3.6 Streetscape – Addressing the street (C3.6.1 – C3.6.4)
5.2.4 Street walls and fences	3.6 Streetscape – Street walls and fences
5.2.5 Sight lines	3.7 Access – Sightlines
5.2.6 Appearance of retained dwelling	3.8 Retaining existing dwellings
5.3.1 Outdoor living areas	1.1 Private open space
5.3.2 Landscaping	1.2 Trees and landscaping
5.3.3 Parking	2.3 Parking
5.3.4 Design of car parking spaces – C4.1-C4.2 – C4.3	2.3 Parking 1.2 Trees and landscaping C1.2.4
5.3.5 Vehicular access	3.7 Access – Vehicle access, Driveways, Communal street
5.3.6 Pedestrian access	3.7 Access – Pedestrian access
5.3.7 Site works	3.5 Site works and retaining walls
5.3.9 Stormwater management	1.4 Water management and conservation
5.4.1 Visual privacy	3.10 Visual privacy
5.4.2 Solar access for adjoining sites	3.9 Solar access for adjoining sites
5.4.3 Outbuildings	2.6 Outbuildings
5.4.4 External fixtures, utilities and facilities – C4.1-C4.4 – C4.5 – C4.6	2.5 Utilities 2.1 Size and layout of dwellings – Storage 2.4 Waste management
5.5.1 Ancillary dwellings	2.8 Ancillary dwellings
5.5.2 Aged or dependent persons' dwellings	2.7 Universal design – Adaptable housing C2.7.2
5.5.3 Single Bedroom dwellings	2.9 Small dwellings

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This document is available in alternative formats on application to the Department of Planning, Lands and Heritage Communications Branch.

Title	Alfresco Dining
Policy Number (Governance Purpose)	LPP 3.5



Policy Type

Local Planning Policy

Policy Purpose

Alfresco dining in various locations contributes to the vibrancy and amenity of a locality, as well as increasing interaction between the street and adjoining built forms.

The purpose of this policy is to distinguish the locations and extent to which alfresco dining areas are permitted within the City of Cockburn (the City). This policy applies to alfresco dining areas proposed within lots that do not project into the road reserve.

To prescribe minimum standards for furniture, barriers and maintenance of alfresco dining areas.

Policy Statement

(1) Definitions:

In this Policy:

“alfresco dining area” means an area in which tables, chairs and other structures are provided for the purpose of the consumption of food or beverages or both by the public on public thoroughfare;

“furniture” means the chairs, tables, waiters’ stations, planter boxes, umbrellas, screens, awnings and any other structure to be set up in the alfresco dining area;

(2) Policy Provisions:

The City will take the following matters into consideration in the assessment of applications for alfresco dining:

2.1 Layout and Setbacks

2.1.1 Alfresco dining areas are to be located directly adjacent the eating establishment to which they belong;

2.1.2 A maximum of one chair per square metre may be located in an alfresco dining area subject to any restrictions imposed by other laws including but not limited to the Building Code of Australia;

2.1.3 A 2m wide minimum footpath is to be provided and maintained clear of all obstructions including light poles, street furniture chairs, tables, pot plants and balustrading at all times;

[1]

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- 2.1.4 Where the alfresco dining area is proposed in an area of a footpath adjacent to kerbside parking there should be a clearway of at least 0.6m between the alfresco area and car parking bays.
- 2.1.5 The City will not approve any alfresco dining areas within 1.5 m of a telephone booth, bus stop, bicycle rack, public seat or other street infrastructure. The City may move street infrastructure at full cost to the applicant to satisfy this requirement.
- 2.1.6 All alfresco dining areas shall be clearly demarcated on site and all chairs, tables and fittings shall remain within the demarcated area at all times;
- 2.1.7 Table service is encouraged, and where alcohol is served table service is mandatory and patrons must be seated at all times;
- 2.1.8 Where located abutting a road or vehicle crossover, chairs should not be placed with their backs to vehicles for safety reasons;
- 2.1.9 Alfresco dining areas should not obstruct sight lines for vehicles or pedestrians, both at road junctions and vehicle crossovers;
- 2.2 Furniture
- 2.2.1 All chairs, tables and fittings shall be of a readily portable nature and shall be removed upon the completion of trading. All fittings and furniture such as umbrellas shall be appropriately secured so as to be stable and secure in all conditions;
- 2.2.2 All furniture shall be of a high quality and shall be in keeping with the style and materials of furniture provided within the eating establishment;
- 2.2.3 The furniture should be strong, durable, waterproof, rustproof and weather resistant and should fold or stack for storage for removal from the alfresco dining area each day;
- 2.2.4 The preferred materials for alfresco dining furniture are metal or timber. The feet of any metal furniture should be suitable encased in rubber or plastic to minimise noise. Plastic or acrylic chairs are not encouraged due to generally lower standards of design and quality and their rapid deterioration in the urban environment;
- 2.2.5 The style, layout and orientation of furniture should be chosen according to the extent and shape of the alfresco dining area and to dissuade patrons from moving furniture beyond the boundaries of the alfresco dining area.

[2]

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2.3 Shelters and Screens

- 2.3.1 To provide shade and shelter high quality awnings or market umbrellas are encouraged. The canopy of the umbrella must be higher than 2.3m from the pavement;
- 2.3.2 Removable screens up to 1m in height may be used to define the boundary of an alfresco dining area, but should not create a barrier or solid wall effect;
- 2.3.3 Screens more than 1m in height, including glass or perplex panels or clear plastic rolled down from umbrellas and awnings are not permitted;
- 2.3.4 Boundary definition on all sides of an alfresco dining area is mandatory where alcohol is served;

2.4 Accessibility and Footpaths

- 2.4.1 No alfresco dining area shall obstruct the entrance to any entrance, cause demonstrated inconvenience to adjacent retail or commercial activities, or residential properties, or obstruct the views or access to adjacent properties. Where the City believes that such problems may arise it may consult with the owners and/or occupiers of the affected premises as part of the assessment of the application.
- 2.4.2 The establishment of alfresco dining areas should not normally require extension of the existing footpath, unless this can be done without unduly affecting the prevailing form of the street or prejudicing its proper use as a traffic route and, without involving the loss of kerbside parking or loading zones. Such widening will be at the full cost of the applicant and should use materials to the satisfaction of the City.

2.5 Operating Times

- 2.5.1 The City may minimize the potential for conflicting uses by specifying operating times;
- 2.5.2 If alfresco dining occurs outside daylight hours the licensee must provide adequate, clear and well distributed lighting to ensure the safety of both patrons and the public. The lighting shall not adversely impact on surrounding residential land uses.

(3) Information to Accompany Applications

- 3.1 Applications for alfresco dining areas are to include one set of scaled plans indicating the number and location of proposed tables, chairs and other furniture and their relationship to the building in which the eating house is located;

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- 3.2 Diagrams indicating the style and dimensions of all furniture proposed to occupy the alfresco dining area are required.
- 3.3 Applicants are required to stipulate the hours of operation for the proposed alfresco dining area. These may be approved or amended in consultation with the applicant depending upon the location and nature of the alfresco dining.
- 3.4 Applicants should indicate whether alcohol is intended to be served and consumed within the alfresco dining area;

(4) Conditions of Approval

If the City is prepared to support an alfresco dining proposal the following conditions may be applied (including a new proposal incorporating the sale of alcohol, or modification of an existing licence to incorporate alcohol):

- 4.1 The tables and chairs are not to be fixed to the public footpath paving material;
- 4.2 The tables and chairs shall be removed from the public footpath area outside normal trading hours, unless otherwise permitted by the City of Cockburn;
- 4.3 The tables and chairs are to be maintained in good, clean and serviceable condition at all times;
- 4.4 The applicant shall ensure that rubbish shall be regularly removed from the premises in order to ensure high public amenity;
- 4.5 The licensee is to maintain the footpath to a high standard of cleanliness and hygiene to the satisfaction of the City of Cockburn. This will include removing grease and stains and washing of the pavement. Under no circumstances are waste materials to be swept or placed in the gutter;
- 4.6 The serving of alcohol shall not commence unless the relevant approval has been obtained from the Liquor Licensing Division of the Office of Racing and Gaming;
- 4.7 The use of plastic resin chairs is not permitted;
- 4.8 Tables and chairs placed in a public place that enables unlimited public use shall not be considered as part of the premises in calculating the required number of public toilets under the Health Act;
- 4.9 The licensee is not permitted to prepare food or beverages in the alfresco dining area
- 4.10 The manager/operator shall apply for and maintain, in accordance with the City's Local Laws and the conditions of this approval, a license to operate a facility on public land and shall accord to the conditions of the licence to the City's Satisfaction.

[4]

Title	Alfresco Dining
Policy Number (Governance Purpose)	LPP 3.5



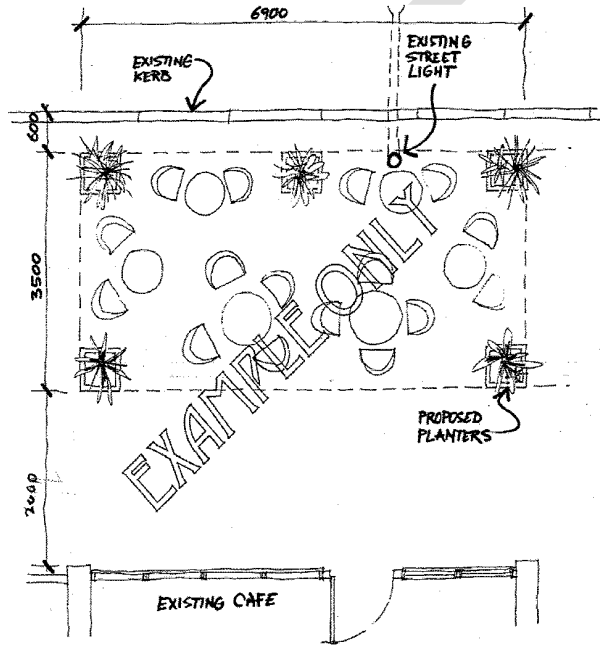
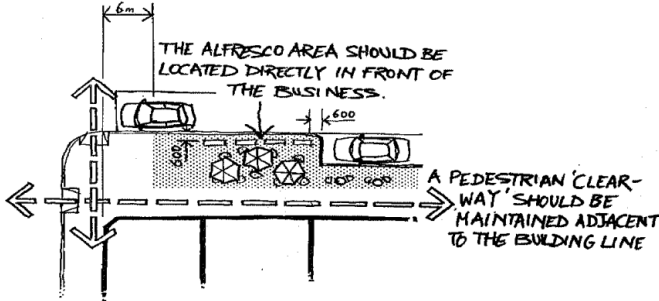
- 4.11 The landowner/application shall enter into a legal agreement with the City to indemnify the City against any injury, loss, liability or costs suffered or incurred as a result of the use of the public place as an alfresco, as depicted on the approved plans dated XXX.
- 4.12 The landowner/applicant shall maintain public liability insurance of a value of not less than \$10 million which covers business activities including the provision of an outdoor eating area, footpath, signage and all structures as per the approved plans dated XXX.
- 4.13 In relation to conditions XXX and XXX (above), the legal agreement indemnifies the City against any loss or damage suffered as a result of the development, and secures indemnification by the developer obtaining an appropriate insurance policy. The legal agreement shall stipulate that the developer shall maintain, alter, repair or remove the development, in part or in whole, if the land is required for the purpose of carrying out any public works, or other authorised by statute, without the City being liable to compensate any person, and require the developer to make any damage cause to the road reserve within a prescribed period of time.
- 4.14 In regards to condition XXX, the written legal agreement shall be prepared by the City's solicitor at the applicants cost and shall provide for the City to lodge an absolute caveat against the certificate of title to the owners of the land to provide security for the ongoing indemnification of the City.

(5) Indemnifying the City

- 5.1 In submitting a development application for alfresco dining within the City's land (footpath or road infrastructure), the applicant shall ensure the City will not be responsible for any future cost or injury (in association with the proposed structure).
- 5.2 In accordance with the City of Cockburn (Local Government Act) Local Laws 2000 a Facility (defined as an outdoor dining establishment within any public place) is required to have evidence of public liability insurance of not less than \$10,000,000.
- 5.3 For this process to be agreed upon by both parties (the City and the venue operator/manager) a formal legal agreement needs to be signed to ensure that the City is not responsible for any injury, loss, liability or costs suffered or incurred as a result of the use of the public place as an outdoor eating area.
- 5.4 Once a legal agreement is formalised, a caveat will be executed (at the applicants cost) and placed on the certificate of title to ensure that future owners are aware of the potential responsibilities in regards to public liability insurance

[5]

Title	Alfresco Dining
Policy Number (Governance Purpose)	LPP 3.5



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development and Compliance
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

15.2.4 Policy Review - Local Area Traffic Management Investigation

Executive	Director Planning and Sustainability
Author	Transport and Traffic Coordinator, Manager Transport and Traffic and TravelSmart Officer
Attachments	<div>1. Local Area Traffic Management Investigation Policy (Tracked Changes) ↓</div> <div>2. Transport and Traffic\Local Area Traffic Management Investigation Policy (Clean Copy) ↓</div>

Officer Recommendation/Committee Recommendation

That Council ADOPTS the revised Local Area Traffic Management Investigation Policy, provided as Attachment 1.

Background

The purpose of this report is to review the Local Area Traffic Management Investigation Policy and bring it in line with the best practice Austroads Standards for Local Area Traffic Management.

Submission

N/A

Report

The City receives a high volume of traffic requests across the City, and this continues to grow as our City’s road network and population grows.

People often have differing expectations related to their traffic requests, but there is also a community expectation to use municipal funds wisely, given there is a finite limit upon these.

Assessment of these traffic requests needs to demonstrate transparency to our community, with appropriate targeting of funding towards areas with greatest need and where there are solutions involving the road environment.

On many occasions, customers will raise matters which are a broader community issue or a policing issue, such as hooning.

Minor changes are recommended to the current Policy, as outlined in the Attachment and described below.

To improve clarity of the Policy Purpose

The purpose of this Policy is to define an objective and transparent methodology, using recognised criteria, to evaluate public requests for traffic management treatments, and devices to manage the behaviour of vehicle traffic in local streets within residential and commercial areas, to provide a safe and efficient road network.

To improve clarity of the Policy Statement

This Policy will assist as a guide in identifying funding opportunities and project priorities but will not be the only factor in allocating funds for road safety and traffic calming projects.

Other considerations, such as funding availability and coordination with ongoing programs, will also influence project implementation.

To update public request contact details and method

All public requests for LATM Investigations in local streets shall be submitted by email to customer@cockburn.wa.gov.au (preferred) or by calling 08 9411 3444.

The request must be supported by reasoning for the request, together with details of the name of the street, the suggested location of the device (if any), and the name and address of the person or persons lodging the request.

To improve clarity of the various categories for Intervention Warrants and associated outcomes

Criteria A – Where the investigation identifies a ‘Technical Problem’ site exists further investigation is to be undertaken by the Transport and Traffic Team to determine the suitability of various LATM options (to respond to the issues at the subject site) and to prepare concept plans, community consultation and cost estimates for the later consideration of Council.

Criteria B – Where the investigation identifies a ‘Minor Technical Problem’ site exists further investigation is to be undertaken by the Transport and Traffic Team to determine the suitability of Low Cost ‘Non-Capital’ solutions (signage, line-marking and/or maintenance driven solutions) to respond to the issues at the subject site and issue works requests to implement the required treatments.

The City will revisit these sites two years following treatment to ensure effectiveness of treatment.

Criteria C – Where the investigation identifies the subject site as being one with ‘Low safety and Amenity Concerns’ further treatment is not supported, the person or persons requesting the LATM investigation will be advised accordingly.

No further investigation of this site will occur within 5 years (Refer Table 1), subsequent investigations will be initiated via customer request post this period.

Strategic Plans/Policy ImplicationsLocal Economy

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

Community, Lifestyle and Security

A vibrant healthy, safe, inclusive, and connected community.

City Growth and Moving Around

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

Listening and Leading

A community focused, sustainable, accountable, and progressive organisation.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

Statutory requirement to update Policy to meet best practices in line with Austroads guidelines.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Title	Local Area Traffic Management Investigation
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Policy Type

Council

Policy Purpose

The City receives many requests for traffic management devices to be installed in local streets to improve the road safety and to address other traffic related amenity issues. For the purposes of this policy, the definition of traffic management is considered to include traffic calming devices such as speed humps, speed platforms and slow points within local street contexts.

~~This policy outlines a clear and objective method for evaluating public requests for traffic management treatments and devices, using recognized criteria to ensure a safe and efficient road network in residential and commercial areas.~~

The purpose of this policy is to define an objective and transparent methodology, using recognised criteria, to evaluate public requests for traffic management treatments and devices to manage the behaviour of vehicle traffic in local streets within residential and commercial areas to provide a safe and efficient road network.

Policy Statement

This policy provides a consistent, transparent, and accountable evaluation procedure to prioritise the provision of Local Area Traffic Management (LATM) treatments in appropriate locations where they will be of great benefit to the community. ~~The evaluation procedure, through the use of~~ a warrant analysis and a point score procedure (Refer to Tables 2 and 3) which takes into account various factors including reported crash history, recorded traffic speed and traffic volume data.

~~This policy will assist as a guide in identifying opportunities of possible funding and priority; however it should not be treated as the sole basis on which funds are allocated or prioritised for road safety and traffic calming projects. Other financial or timing factors including the availability of funding opportunities and the coordination of the proposed works with other ongoing programs will be taken into consideration when justifying the implementation of these projects. This policy will assist as a guide in identifying funding opportunities and project priorities but will not be the only factor in allocating funds for road safety and traffic calming projects. Other considerations, such as funding availability and coordination with ongoing programs, will also influence project implementation.~~

(1) Scope

This policy applies to the local road network under the control of the City of Cockburn. Roads eligible for the investigation using the procedure outlined in this policy include Access Roads or Local Distributor roads as defined in the City of Cockburn Functional Road Hierarchy.

[1]

Title	Local Area Traffic Management Investigation
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(2) Implementation

City officers shall refer to this policy for evaluating the need for the installation of remedial traffic calming measures. The following procedure shall be undertaken as follows:

1. All public requests for LATM ~~devices~~ Investigations in local streets shall be submitted ~~in writing~~ via email to customer@cockburn.wa.gov.au (preferred) or by calling 08 9411 3444. the City's Customer Request management system, ~~and~~ The request must be supported by ~~evidence and facts,~~ substantiated reasons for request, together with details of the name of the street, the suggested location of the device (if any), and the name and address of the person or persons lodging the request.
2. The assessment of traffic calming using this procedure will be limited to "Local Distributor" or "Access" type roads either at intersections or along lengths of less than 500 metres of these road classes.
3. It is not the intention of this policy to include the assessment of road sections or major intersections within Primary or District Distributor (A, B) corridors, as these generally operate at higher speeds and will carry higher traffic volumes, and so LATM devices will adversely affect their operations.
4. The City's Transport and Traffic Team officers shall provide the applicant(s) with an initial response acknowledging the request and an interim advice (if possible) on an anticipated final reply date.
5. The level of investigation will be guided through the following criteria outlined in Table 1, noting that this criteria is in line with Austroads Guide to Traffic Management Part 8: Local Area Traffic Management (2020) and is being used increasingly by Local Government authorities nationally.

Table 1: Traffic Management Investigation Levels

<u>Investigation level</u>	<u>Criteria</u>
Level 1 - No investigation	The road has been investigated within the last 5 years; or
	The road is a cul-de-sac or road with no straight section greater than 100 metres; or
	Land development in the traffic catchment is not substantially complete (90% residential occupancy); or
	The road is classified as a District Distributor road
Level 2 - Investigate without the need for new traffic data	Traffic data exists and is less than 2 years old in areas where changes in land use are occurring slowly; or

[2]

Title	Local Area Traffic Management Investigation
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	Traffic data exists and is less than 4 years old in areas with less than 10% change in traffic catchment or traffic generators.
Level 3 - Investigate by collecting new traffic data	When none of the above criteria apply

- 6. When investigation is justified (i.e. Levels 2 and 3), City officers will evaluate each LATM proposal using the Traffic Management Warrant System (TMWS) outlined in Table 2 below.
- 7. Reported crash data for the previous 5 years shall be obtained from Main Roads WA. Traffic speed and volume data shall be sourced from the City of Cockburn internal traffic database.
- 8. As indicated in Table 1, in the event that traffic data is not available or more than 2 years old along the section of concern, the Traffic and Transport Team will commission the collection of this data for a period of approximately one week if existing data is not available or more than 2 years old).
- 9. The Transport and Traffic Team officers will undertake a site inspection to confirm their understanding of the local area and generally observe traffic conditions and vehicle movements and operations in the vicinity of the subject site.

Table 2: TMWS Criteria and Weightings

		Point Scores for Each Parameter	
Traffic Parameter	Range/Item	Local Road	Local Distributor
1 Traffic Speed as 85 th percentile in 50km/hr zone	< 50	0	0
	50 – 53	2	2
	54 – 57	5	5
	58 – 61	10	10
	62 – 65	15	15
	66 – 68	25	25
	69 – 72	40	40
	73 – 76	65	65
2 Traffic volumes in vehicles per day (Average Weekday traffic flow)	1000 – 1499	4	0
	1500 – 1999	7	0
	2000 – 2499	10	0
	2500 – 2999	14	0
	3000 – 3999	18	4
	4000 – 4999	24	7
	5000 – 5999	30	12

[3]

Title	Local Area Traffic Management Investigation
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Traffic Parameter	Range/Item	Point Scores for Each Parameter	
		Local Road	Local Distributor
	≥ 6000	39 + 9 per 1000	18 + 7 per 1000
3.1 Crash data ¹ (5 years – Fatal)	1 fatal 2 fatal 3 fatal more than 3	4 20 45 45 + 25 per fatal	4 20 45 45 + 25 per fatal
3.2 Crash data ¹ (5 years – Injury)	1 injury 2 injuries 3 injuries more than 3	3 12 27 27 + 15 per injury	3 12 27 27 + 15 per injury
3.3 Crash data ¹ (5 years – non injury)	1 non injury 2 non injuries 3 non injuries more than 3	2 6 11 11 + 5 per non injury	2 6 11 11 + 5 per non injury
4.1 Road design and topography Restricted sight crest curve	< 50 km/h 50-60 km/h > 60 km/h	2 6 18	2 6 18
4.2 Road design and topography Restricted sight horizontal curve	< 50 km/h 50-60 km/h > 60 km/h	2 6 18	2 6 18
4.3 Road design and topography Bends with unrestricted sight	< 50 km/h 50-60 km/h > 60 km/h	0 2 6	0 2 6
4.4 Road design and topography Steep hill	< 50 km/h 50-60 km/h > 60 km/h	1 4 10	1 4 10

¹ Crash reduction factor to account for higher traffic volumes applies.

Traffic volume factor

0 – 1000	1.0
1000 – 2000	0.9
2000 – 3000	0.8
3000 – 4000	0.7
4000 – 5000	0.6
over 5000	0.5

[4]

Title	Local Area Traffic Management Investigation
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Traffic Parameter	Range/Item	Point Scores for Each Parameter	
		Local Road	Local Distributor
5.1 Vulnerable road users Major bicycle or pedestrian crossing point	< 1000 vehicles	1	1
	1000 – 2000 vehs	2	2
	2000 – 3000 vehs	4	4
	3000 – 4000 vehs	6	6
	4000 – 5000 vehs	8	8
	> 5000 vehs	10	10
5.2 Vulnerable road users Important bicycle route	< 1000 vehicles	0	0
	1000 – 2000 vehs	1	1
	2000 – 3000 vehs	2	2
	3000 – 4000 vehs	3	3
	4000 – 5000 vehs	4	4
	> 5000 vehs	5	5
6.1 Activity Generators College	< 30 km/h	0	0
	30-40 km/h	0	0
	40-50 km/h	4	4
	50-60 km/h	10	10
	> 60 km/h	12	12
6.2 Activity Generators School	< 30 km/h	0	0
	30-40 km/h	2	2
	40-50 km/h	4	4
	50-60 km/h	8	8
	> 60 km/h	10	10
6.3 Activity Generators Retail	Under 30 km/h	0	0
	30-40 km/h	0	0
	40-50 km/h	2	2
	50-60 km/h	4	4
	> 60 km/hr	8	8
7.1 Amenity factors Trucks (≥Austroads Class 3)	< 1%	0	0
	1 - 2%	2	0
	2 – 3%	4	1
	3 – 4%	7	3

[5]

Title	Local Area Traffic Management Investigation
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Traffic Parameter	Range/Item	Point Scores for Each Parameter	
		Local Road	Local Distributor
	4 – 5%	10	6
	> 5%	12	8
7.2 Amenity factors	< 10%	0	0
Peak hour traffic	10 – 20%	5	3
(Max. peak hour volume as % of total traffic)	20 – 40%	15	10
	> 40%	20	15

10. A score shall then be determined in accordance with the details provided in Table 2, and based on this score the City officers will determine the level of action to be taken and whether or not the proposal can be supported. Table 3 demonstrates the level of action associated with each score range.

Table 3: Intervention Warrants

Decision	Total Point Score	Recommended Action
Criteria A - Denoted as Technical 'Technical Problem' site	More than 50	Considered to be a site that has technical problems. Suitable solutions to be considered for funding and implementation in accordance with Clause 12.
Criteria B - Denoted as minor 'Minor Technical Problem' site	30 to 50 points	Consider low cost non-capital works solutions (e.g. signing and pavement marking) if appropriate in accordance with Clause 13. Review again after 2 years.
Criteria C - Denoted as a site with 'Low Safety and Amenity Concerns'	Under 30 points	No further action required. Refer Clause 14.

11. The investigation outcomes including the level of investigation, and the recommended action is to be reported to the person initiating the request for LATM ~~treatments~~ [investigation](#).

[6]

Title	Local Area Traffic Management Investigation
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12. Criteria A – Where the investigation identifies a ‘Technical Problem’ site exists further investigation is to be undertaken by the Transport and Traffic Team to determine the suitability of various LATM options (to respond to the issues at the subject site) and to prepare concept plans, community consultation and cost estimates for the later consideration of Council.

13. Criteria B - Where the investigation identifies a ‘Minor Technical Problem’ site exists further investigation is to be undertaken by the Transport and Traffic Team to determine the suitability of Low Cost ‘Non-Capital’ solutions (signage, linemarking and/or maintenance driven solutions) to respond to the issues at the subject site and issue works requests to implement the required treatments. The City will revisit these sites 2 years following treatment to ensure effectiveness of treatment.

12.14. Criteria a C -Where the proposal investigation identifies the subject site as being one with ‘Low Safety and Amenity Concerns’, further treatment is not supported, (i.e. Criteria C), the person or persons requesting the LATM treatment investigation will be advised accordingly. No further investigation of this site will occur within 5 years (Refer Table 1) , subsequent investigations will be initiated via customer request post this period.

13. Where the proposal can be supported (i.e. Criteria A and B), further investigation is to be undertaken by the Traffic and Transport Team to determine the suitability of various LATM options and to prepare concept plans, community consultation and cost estimates for Manager Council approval and consideration for inclusion of projects in the annual budget approval process.

14. Following receipt of any comments during the public consultation phase, a report providing justification for the proposed remedial LATM treatment will be prepared for the Manager’s Council’s consideration.

Strategic Link:	Strategic Community Plan & Integrated Transport Strategy
Category	Transport and Traffic & Parking
Lead Business Unit:	Engineering
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	9 September 2021
Next Review Due: (Governance Purpose Only)	September 2023
ECM Doc Set ID:	4133532

[7]

Title	Local Area Traffic Management Investigation
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Policy Type

Council

Policy Purpose

The City receives many requests for traffic management devices to be installed in local streets to improve the road safety and to address other traffic related amenity issues. For the purposes of this policy, the definition of traffic management is considered to include traffic calming devices such as speed humps, speed platforms and slow points within local street contexts.

The purpose of this policy is to define an objective and transparent methodology, using recognised criteria, to evaluate public requests for traffic management treatments and devices to manage the behaviour of vehicle traffic in local streets within residential and commercial areas to provide a safe and efficient road network.

Policy Statement

This policy provides a consistent, transparent, and accountable evaluation procedure to prioritise the provision of Local Area Traffic Management (LATM) treatments in appropriate locations where they will be of great benefit to the community. The evaluation procedure , uses a warrant analysis and a point score procedure (Refer to Tables 2 and 3) which takes into account various factors including reported crash history, recorded traffic speed and traffic volume data.

This policy will assist as a guide in identifying funding opportunities and project priorities but will not be the only factor in allocating funds for road safety and traffic calming projects. Other considerations, such as funding availability and coordination with ongoing programs, will also influence project implementation.

(1) Scope

This policy applies to the local road network under the control of the City of Cockburn. Roads eligible for the investigation using the procedure outlined in this policy include Access Roads or Local Distributor roads as defined in the City of Cockburn Functional Road Hierarchy.

(2) Implementation

City officers shall refer to this policy for evaluating the need for the installation of remedial traffic calming measures. The following procedure shall be undertaken as follows:

1. All public requests for LATM Investigations in local streets shall be submitted by email to customer@cockburn.wa.gov.au (preferred) or by calling 08 9411 3444. The request must be supported by ~~evidence and facts~~, reasoning for

[1]

Title	Local Area Traffic Management Investigation
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request, together with details of the name of the street, the suggested location of the device (if any), and the name and address of the person or persons lodging the request.

2. The assessment of traffic calming using this procedure will be limited to 'Local Distributor' or 'Access' type roads either at intersections or along lengths of less than 500 metres of these road classes.
3. It is not the intention of this policy to include the assessment of road sections or major intersections within Primary or District Distributor (A, B) corridors, as these generally operate at higher speeds and will carry higher traffic volumes, and so LATM devices will adversely affect their operations.
4. The City's Transport and Traffic Team officers shall provide the applicant(s) with an initial response acknowledging the request and an interim advice (if possible) on an anticipated final reply date.
5. The level of investigation will be guided through the following criteria outlined in Table 1, noting that this criteria is in line with Austroads Guide to Traffic Management Part 8: Local Area Traffic Management (2020) and is being used increasingly by Local Government authorities nationally.

Table 1: Traffic Management Investigation Levels

Investigation level	Criteria
Level 1 - No investigation	The road has been investigated within the last 5 years; or
	The road is a cul-de-sac or road with no straight section greater than 100 metres; or
	Land development in the traffic catchment is not substantially complete (90% residential occupancy); or
	The road is classified as a District Distributor road
Level 2 - Investigate without the need for new traffic data	Traffic data exists and is less than 2 years old in areas where changes in land use are occurring slowly; or
	Traffic data exists and is less than 4 years old in areas with less than 10% change in traffic catchment or traffic generators.
Level 3 - Investigate by collecting new traffic data	When none of the above criteria apply

6. When investigation is justified (i.e. Levels 2 and 3), City officers will evaluate each LATM proposal using the Traffic Management Warrant System (TMWS) outlined in Table 2 below.

[2]

Title	Local Area Traffic Management Investigation
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7. Reported crash data for the previous 5 years shall be obtained from Main Roads WA. Traffic speed and volume data shall be sourced from the City of Cockburn internal traffic database.
8. As indicated in Table 1, in the event that traffic data is not available or more than 2 years old along the section of concern, the Traffic and Transport Team will commission the collection of this data for a period of approximately one week if existing data is not available or more than 2 years old).
9. The Transport and Traffic Team officers will undertake a site inspection to confirm their understanding of the local area and generally observe traffic conditions and vehicle movements and operations in the vicinity of the subject site.

Table 2: TMWS Criteria and Weightings

Traffic Parameter	Range/Item	Point Scores for Each Parameter	
		Local Road	Local Distributor
1 Traffic Speed as 85 th percentile in 50km/hr zone	< 50	0	0
	50 – 53	2	2
	54 – 57	5	5
	58 – 61	10	10
	62 – 65	15	15
	66 – 68	25	25
	69 – 72	40	40
	73 – 76	65	65
2 Traffic volumes in vehicles per day (Average Weekday traffic flow)	1000 – 1499	4	0
	1500 – 1999	7	0
	2000 – 2499	10	0
	2500 – 2999	14	0
	3000 – 3999	18	4
	4000 – 4999	24	7
	5000 – 5999	30	12
	≥ 6000	39 + 9 per 1000	18 + 7 per 1000
3.1 Crash data ¹	1 fatal	4	4

¹ Crash reduction factor to account for higher traffic volumes applies.

Traffic volume factor	
0 – 1000	1.0
1000 – 2000	0.9
2000 – 3000	0.8
3000 – 4000	0.7
4000 – 5000	0.6
over 5000	0.5

[3]

Title	Local Area Traffic Management Investigation
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Traffic Parameter	Range/Item	Point Scores for Each Parameter	
		Local Road	Local Distributor
(5 years – Fatal)	2 fatal 3 fatal more than 3	20 45 45 + 25 per fatal	20 45 45 + 25 per fatal
3.2 Crash data ¹ (5 years – Injury)	1 injury 2 injuries 3 injuries more than 3	3 12 27 27 + 15 per injury	3 12 27 27 + 15 per injury
3.3 Crash data ¹ (5 years – non injury)	1 non injury 2 non injuries 3 non injuries more than 3	2 6 11 11 + 5 per non injury	2 6 11 11 + 5 per non injury
4.1 Road design and topography Restricted sight crest curve	< 50 km/h 50-60 km/h > 60 km/h	2 6 18	2 6 18
4.2 Road design and topography Restricted sight horizontal curve	< 50 km/h 50-60 km/h > 60 km/h	2 6 18	2 6 18
4.3 Road design and topography Bends with unrestricted sight	< 50 km/h 50-60 km/h > 60 km/h	0 2 6	0 2 6
4.4 Road design and topography Steep hill	< 50 km/h 50-60 km/h > 60 km/h	1 4 10	1 4 10
5.1 Vulnerable road users Major bicycle or pedestrian crossing point	< 1000 vehicles 1000 – 2000 vehs 2000 – 3000 vehs 3000 – 4000 vehs 4000 – 5000 vehs > 5000 vehs	1 2 4 6 8 10	1 2 4 6 8 10

[4]

Title	Local Area Traffic Management Investigation
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Traffic Parameter	Range/Item	Point Scores for Each Parameter	
		Local Road	Local Distributor
5.2 Vulnerable road users Important bicycle route	< 1000 vehicles	0	0
	1000 – 2000 vehs	1	1
	2000 – 3000 vehs	2	2
	3000 – 4000 vehs	3	3
	4000 – 5000 vehs	4	4
	5000 – 6000 vehs	5	5
	> 6000 vehs		
6.1 Activity Generators College	< 30 km/h	0	0
	30-40 km/h	0	0
	40-50 km/h	4	4
	50-60 km/h	10	10
	> 60 km/h	12	12
6.2 Activity Generators School	< 30 km/h	0	0
	30-40 km/h	2	2
	40-50 km/h	4	4
	50-60 km/h	8	8
	> 60 km/h	10	10
6.3 Activity Generators Retail	Under 30 km/h	0	0
	30-40 km/h	0	0
	40-50 km/h	2	2
	50-60 km/h	4	4
	> 60 km/hr	8	8
7.1 Amenity factors Trucks (≥Austroads Class 3)	< 1%	0	0
	1 - 2%	2	0
	2 – 3%	4	1
	3 – 4%	7	3
	4 – 5%	10	6
	> 5%	12	8
7.2 Amenity factors Peak hour traffic (Max. peak hour volume as % of total traffic)	< 10%	0	0
	10 – 20%	5	3
	20 – 40%	15	10
	> 40%	20	15

[5]

Title	Local Area Traffic Management Investigation
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10. A score shall then be determined in accordance with the details provided in Table 2, and based on this score the City officers will determine the level of action to be taken and whether or not the proposal can be supported. Table 3 demonstrates the level of action associated with each score range.

Table 3: Intervention Warrants

Decision	Total Point Score	Recommended Action
Criteria A - Denoted as 'Technical Problem' site	More than 50	Considered to be a site that has technical problems. Suitable solutions to be considered in accordance with Clause 12.
Criteria B - Denoted as 'Minor Technical Problem' site	30 to 50 points	Consider low cost non-capital works solutions (e.g. signing and pavement marking) if appropriate in accordance with Clause 13. Review again after 2 years.
Criteria C - Denoted as a site with 'Low Safety and Amenity Concerns'	Under 30 points	No further action required. Refer Clause 14.

11. The investigation outcomes including the level of investigation, and the recommended action is to be reported to the person initiating the request for LATM investigation.
12. Criteria A – Where the investigation identifies a 'Technical Problem' site exists further investigation is to be undertaken by the Transport and Traffic Team to determine the suitability of various LATM options (to respond to the issues at the subject site) and to prepare concept plans, community consultation and cost estimates for the later consideration of Council.
13. Criteria B - Where the investigation identifies a 'Minor Technical Problem' site exists further investigation is to be undertaken by the Transport and Traffic Team to determine the suitability of Low Cost 'Non-Capital' solutions (signage, linemarking and/or maintenance driven solutions) to respond to the issues at the subject site and issue works requests to implement the required treatments. The City will revisit these sites 2 years following treatment to ensure effectiveness of treatment.
14. Criteria C -Where the investigation identifies the subject site as being one with 'Low Safety and Amenity Concerns' , further treatment is not supported, the

[6]

Title	Local Area Traffic Management Investigation
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person or persons requesting the LATM investigation will be advised accordingly. No further investigation of this site will occur within 5 years (Refer Table 1) , subsequent investigations will be initiated via customer request post this period.

Strategic Link:	Strategic Community Plan & Integrated Transport Strategy
Category	Transport and Traffic & Parking
Lead Business Unit:	Engineering
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	9 September 2021
Next Review Due: (Governance Purpose Only)	September 2023
ECM Doc Set ID: (Governance Purpose Only)	4133532

[7]

15.2.5 Policy Review - Merging of Local Planning Policies 1.10 and 1.11

Executive	Director Planning and Sustainability
Author	Coordinator Development Services
Attachments	<div>1. DRAFT AMENDED Local Planning Policy 1.10 - Planning Around Mosquito and Midge Infested Wetlands ↓</div> <div>2. Existing Local Planning Policy 1.10 - Subdivision Around Thomsons Lake ↓</div> <div>3. Local Planning Policy 1.11 - Residential Rezoning and Subdivision Adjoining Midge Infested Lakes and Wetlands ↓</div>

Officer Recommendation/Committee Recommendation

That Council:

- (1) AMEND Local Planning Policy 1.10 by including the contents of Local Planning Policy 1.11 and renaming as Local Planning Policy 1.10 - Planning Around Mosquito and Midge Infested Wetlands, provided as Attachment 1;
- (2) REVOKE Local Planning Policy 1.11;
- (3) ACCEPT the above amendment is minor in nature and does not require public advertising in accordance with Division 2, Clause 5 of the *Planning and Development (Local Planning Scheme) Regulations 2015*; and
- (4) PUBLISH notice of the policy amendment and revocation in accordance with Clause 87 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

Background

At the 9 April 2024 Ordinary Council Meeting, Council resolved to endorse draft Local Planning Scheme No.13 (LPS13) for the purpose of undertaking public consultation.

As part of the Scheme adoption process, a review of the City’s suite of Local Planning Policies (LPPs) is required to ensure that the contents of the policies are consistent with the State and Local planning framework.

In this first tranche of LPP review, City officers have identified a number of policies that are either redundant, can be merged with other policies or require minor modifications.

This initial review aims to simplify the existing LPP framework by removing and consolidating a number of policies so that a more detailed review can take place in the future once draft LPS13 progress to its more advanced stages of adoption.

This initial review has proposed modifications and consolidations that do not require public consultation in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015* (the Regulations), as all proposed changes can be considered minor.

It should be noted that the proposed amended policy '*Planning Around Mosquito and Midge Infested Wetlands*' (Attachment 1) will be subject to a more detailed review at a later date.

Submission

N/A

Report

Legislative Background

The process for the adoption, modification, and revocation of LPPs are established in Part 2 of the Deemed Provisions of the Regulations.

Clause 3 of the Regulations outline that a local government may prepare an LPP in respect to any matter related to planning and development, and that an LPP may apply generally, or in respect to a particular matter.

Further, the Regulations establish that an LPP may apply to the whole of a 'Scheme Area' or to a specific part of the 'Scheme Area'. A local planning policy may address either a strategic or operational consideration and must be based on sound town planning principles.

Clause 5 of the Regulations prescribes that a local government must advertise amendments to local planning policies, unless the local government is of the view that the amendments are minor.

Given that the proposed amendments are mostly administrative in nature, public advertising is not required. It is anticipated that a future review of the LPP suite will trigger advertising once the draft LPS13 has progressed to later stages of adoption. Clause 6 of the revocation outlines that the revocation of an LPP does not trigger public advertising.

LPP 1.10 – Subdivision Around Thomsons Lake (Attachment 2)

This policy was adopted in September of 2013 after a large number of cases of *Ross River Virus* in the City of Cockburn. Subsequent advice from the Department of Health (DoH) to the City advised there is a heightened risk of contracting the disease for people residing near Thomsons Lake.

LPP 1.11 – Residential Rezoning and Subdivision Adjoining Midge Infested Lakes and Wetlands (Attachment 3)

This policy was originally adopted in August of 1997 with an objective of alerting potential residents of the amenity impacts associated with midge infestation.

The City often receives complaints from residents living within 1km from wetlands that are subject to midge infestation on an annual basis.

Merging of Policies

Given both policies cover similar subject matter (being the amenity and health impacts of insects commonly found near wetlands), it is recommended that the policies be merged into a singular policy - *Planning Around Mosquito and Midge Infested Wetlands*.

Strategic Plans/Policy Implications

City Growth and 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 and Leading

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

Pursuant to Part 2 of the Deemed Provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015*, the proposed modifications are minor and administrative in nature, therefore do not require community consultation.

Risk Management Implications

The City's suite of Local Planning Policies will need to be reviewed individually at some point in the future as part of the adoption of LPS13. If these minor modifications and mergers are not supported, the City risks future resource implications.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Title	Planning Around Mosquito and Midge Infested Wetlands
Policy Number (Governance Purpose)	LPP 1.10



Policy Type

Local Planning Policy

Policy Purpose

There is a problem of seasonal midge swarms in the vicinity of lakes and wetlands, which adversely affects the quality of life of nearby residents. The City receives complaints from residents living within 1km from wetlands subject to midge infestation on an annual basis.

There were a large number of cases of Ross River Virus (RRV) in Cockburn during summer of 2011/12. These were investigated by experts at the WA Department of Health (DoH). Subsequent advice from DoH to the City has advised that there is a heightened risk of contracting the disease for people residing near Thomsons Lake.

It is considered prudent and responsible for the City to ensure that prospective purchasers of residential properties around midge and mosquito infested wetlands are alerted to this emerging risk. While comprehensive public awareness campaigns are used to educate, a further means of communicating the risk recommended by the DoH is through placing memorials on new land titles created at subdivision stage.

The purpose of this policy is to restrict residential subdivision, strata's and development in areas considered most likely to be subjected to midge nuisance and to advise nearby residents of the potential midge nuisance prior to purchase. Where residential development is proposed in proximity to Thomsons Lake, this policy aims to provide a long term mechanism to inform prospective purchasers of the potential risk of contracting RRV.

Policy Statement

- (1) The City does not support the rezoning, subdivision or strata titling of land for residential development within 500m of the edge of any lake or wetland in the district that is subject to potential midge infestation, unless it can be demonstrated to the satisfaction of the City's Environmental Services that the lake or wetland does not have or can be prevented from midge infestation.
- (2) The City will require subdivider(s)/developer(s) of land between 500m and 800m of the lake or wetland edge to impose a Notification, pursuant to Section 165 of the Planning and Development Act 2005 on the title of each new residential lot advising prospective purchaser(s) that the land may be affected by midge infestation. Notice of this Notification is to be included on the Deposited Plan and shall state the following:

This land may be affected by midge from nearby lakes and/or wetlands. Enquiries can be made with the City of Cockburn Environmental Services.

Title	Planning Around Mosquito and Midge Infested Wetlands
Policy Number (Governance Purpose)	LPP 1.10



The above notification will also be required to be imposed on any infill residential subdivision, strata and development on land already zoned Residential within 500m of the edge of any lake or wetland subject to potential midge infestation.

- (3) Where a subdivision, strata or development is separated from a wetland by a wide vegetation buffer that will be permanently maintained, the City may vary its policy by waiving the Notification requirement for lots between 500m and 800m of the wetland edge it can be adequately proved to the satisfaction of the City's Environmental Services, that the vegetated buffer to remain is of the appropriate density and vegetation structure to prevent the dispersal of midge nuisance swarms in adjacent residential areas.
- (4) The policy applies to the attached list of wetlands subject to potential midge and mosquito infestation together with the accompanying map.
- (5) A mosquito management plan shall be required as a condition of subdivision approval for all new subdivisions proposing the creation of new road infrastructure and/or open space located within the area depicted on Appendix B Policy Area
- (6) The City shall recommend the Western Australian Planning Commission impose a condition requiring a memorial be placed on all new residential lots created within the area depicted on Appendix B – Policy Area warning of the heightened risk of mosquito born disease in the area.

Title	Planning Around Mosquito and Midge Infested Wetlands
Policy Number (Governance Purpose)	LPP 1.10



Appendix A

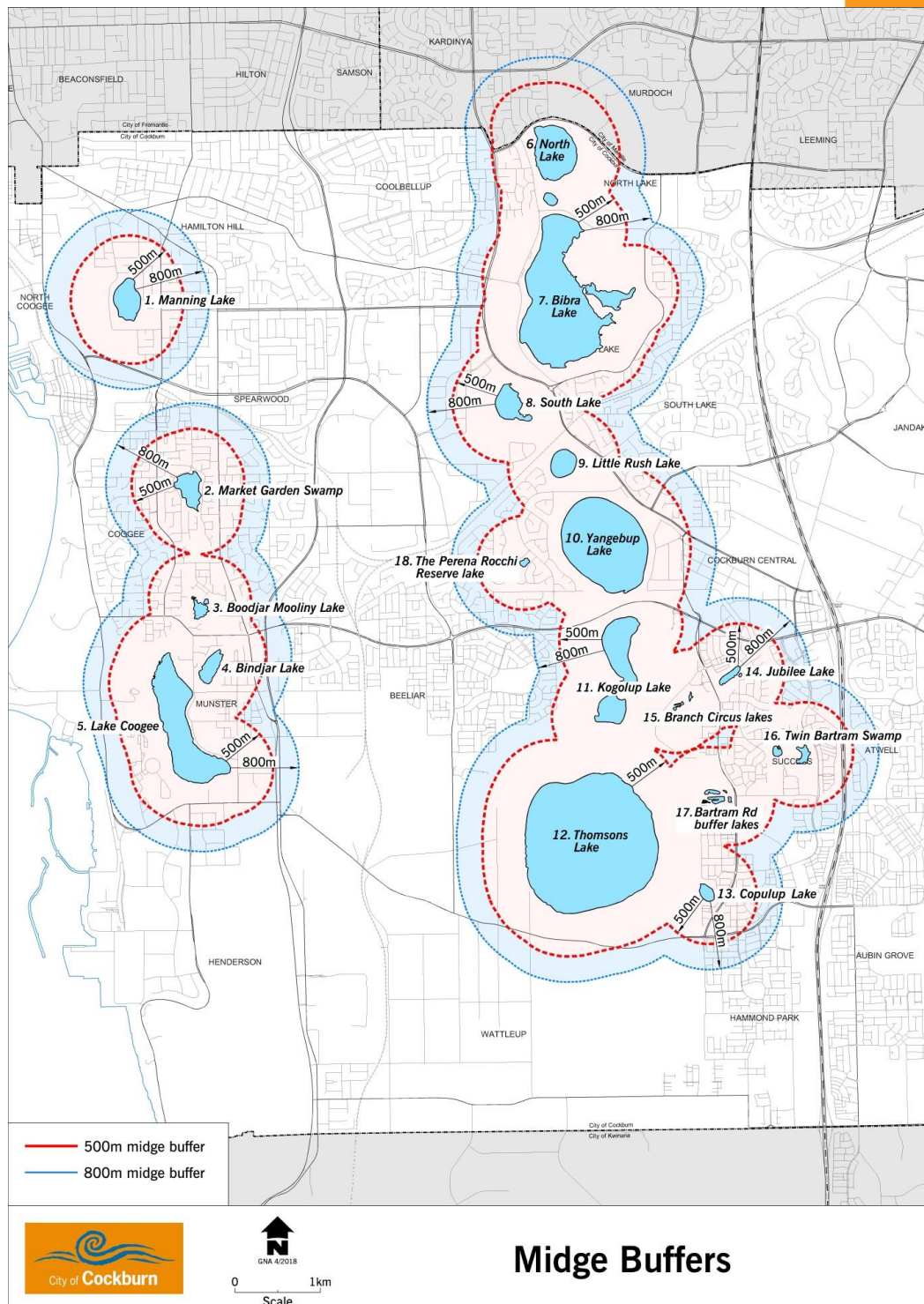
**List of Wetlands and Lakes in the City of Cockburn
Subject to Potential Midge Infestation:**

A wetland/lake has the potential to be subject to midge infestation if it holds water during spring and summer and is nutrient enriched or has the potential to become nutrient enriched.

Wetlands/lakes that meet these criteria in the City of Cockburn are:

1. Manning Lake
2. Market Garden Swamp 1
3. Boodjar Mooliny Lake
4. Bindjar Lake
5. Lake Coogee
6. North Lake
7. Bibra Lake
8. South Lake
9. Little Rush Lake
10. Yangebup Lake
11. Kogolup Lake
12. Thomsons Lake
13. Copulup Lake
14. Jubilee Lake
15. Branch Circus Lakes
16. Twin Bartram Swamp
17. Bartram Road Buffer Lakes
18. The Perena Rocchi Reserve Lake

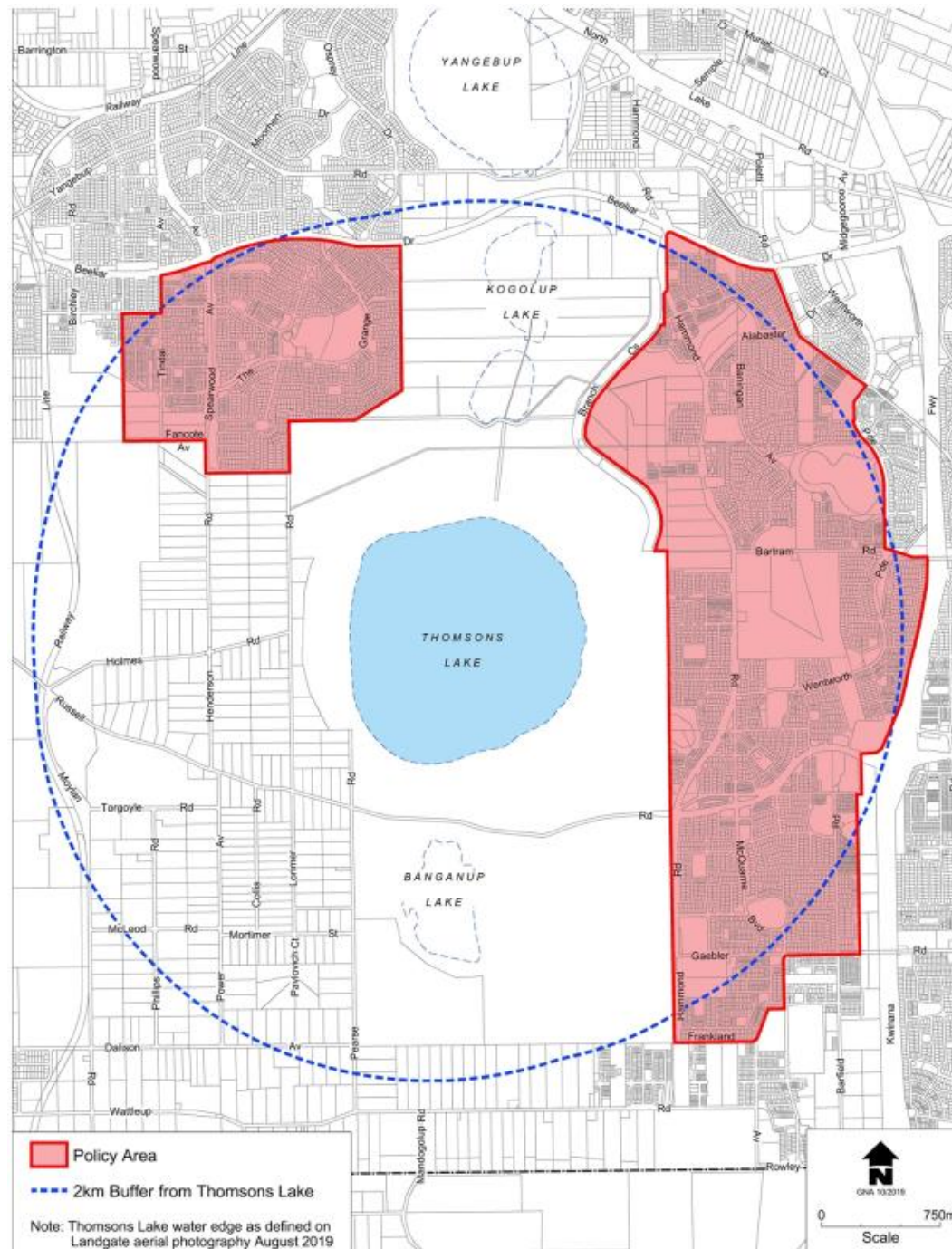
Title	Planning Around Mosquito and Midge Infested Wetlands
Policy Number (Governance Purpose)	LPP 1.10



Title	Planning Around Mosquito and Midge Infested Wetlands
Policy Number (Governance Purpose)	LPP 1.10



Appendix B – Mosquito Infestation Policy Area



Title	Planning Around Mosquito and Midge Infested Wetlands
Policy Number (Governance Purpose)	LPP 1.10



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development Services
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

DRAFT

Title	Subdivision Around Thomsons Lake
Policy Number (Governance Purpose)	LPP 1.10



Policy Type

Local Planning Policy

Policy Purpose

There were a large number of cases of Ross River Virus (RRV) in Cockburn during summer of 2011/12. These were investigated by experts at the WA Department of Health (DoH). Subsequent advice from DoH to the City has advised that there is a heightened risk of contracting the disease for people residing near Thomsons Lake.

It is considered prudent and responsible for the City to ensure that prospective purchasers of residential properties in this area are alerted to this emerging risk. While comprehensive public awareness campaigns are used to educate, a further means of communicating the risk recommended by the DoH is through placing memorials on new land titles created at subdivision stage.

The purpose of this policy is to provide a long term mechanism to inform prospective purchasers of properties in proximity to Thomsons Lake of the potential risk of contracting RRV.

Policy Statement

- (1) A mosquito management plan shall be required as a condition of subdivision approval for all new subdivisions proposing the creation of new road infrastructure and/or open space located within the area depicted on Appendix A Policy Area; and
- (2) The City shall recommend the Western Australian Planning Commission impose a condition requiring a memorial be placed on all new residential lots created within the area depicted on Appendix A – Policy Area warning of the heightened risk of mosquito born disease in the area.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	4922955

[illegible]

Title	Residential Rezoning & Subdivision Adjoining Midge Infested Lakes & Wetlands
Policy Number (Governance Purpose)	LPP 1.11



Policy Type

Local Planning Policy

Policy Purpose

There is a problem of seasonal midge swarms in the vicinity of lakes and wetlands, which adversely affects the quality of life of nearby residents. The City receives complaints from residents living within 1km from wetlands subject to midge infestation on an annual basis.

The purpose of this policy is to restrict residential subdivision, strata's and development in areas considered most likely to be subjected to midge nuisance and to advise nearby residents of the potential midge nuisance prior to purchase.

Policy Statement

- (1) The City does not support the rezoning, subdivision or strata titling of land for residential development within 500m of the edge of any lake or wetland in the district that is subject to potential midge infestation, unless it can be demonstrated to the satisfaction of the City's Environmental Services that the lake or wetland does not have or can be prevented from midge infestation.
- (2) The City will require subdivider(s)/developer(s) of land between 500m and 800m of the lake or wetland edge to impose a Notification, pursuant to Section 165 of the Planning and Development Act 2005 on the title of each new residential lot advising prospective purchaser(s) that the land may be affected by midge infestation. Notice of this Notification is to be included on the Deposited Plan and shall state the following:

This land may be affected by midge from nearby lakes and/or wetlands. Enquiries can be made with the City of Cockburn Environmental Services.

The above notification will also be required to be imposed on any infill residential subdivision, strata and development on land already zoned Residential within 500m of the edge of any lake or wetland subject to potential midge infestation.

- (3) Where a subdivision, strata or development is separated from a wetland by a wide vegetation buffer that will be permanently maintained, the City may vary its policy by waiving the Notification requirement for lots between 500m and 800m of the wetland edge it can be adequately proved to the satisfaction of the City's Environmental Services, that the vegetated buffer to remain is of the appropriate density and vegetation structure to prevent the dispersal of midge nuisance swarms in adjacent residential areas.
- (4) The policy applies to the attached list of wetlands subject to potential midge infestation together with the accompanying map.

[1]

Title	Residential Rezoning & Subdivision Adjoining Midge Infested Lakes & Wetlands
Policy Number (Governance Purpose)	LPP 1.11



Attachment A

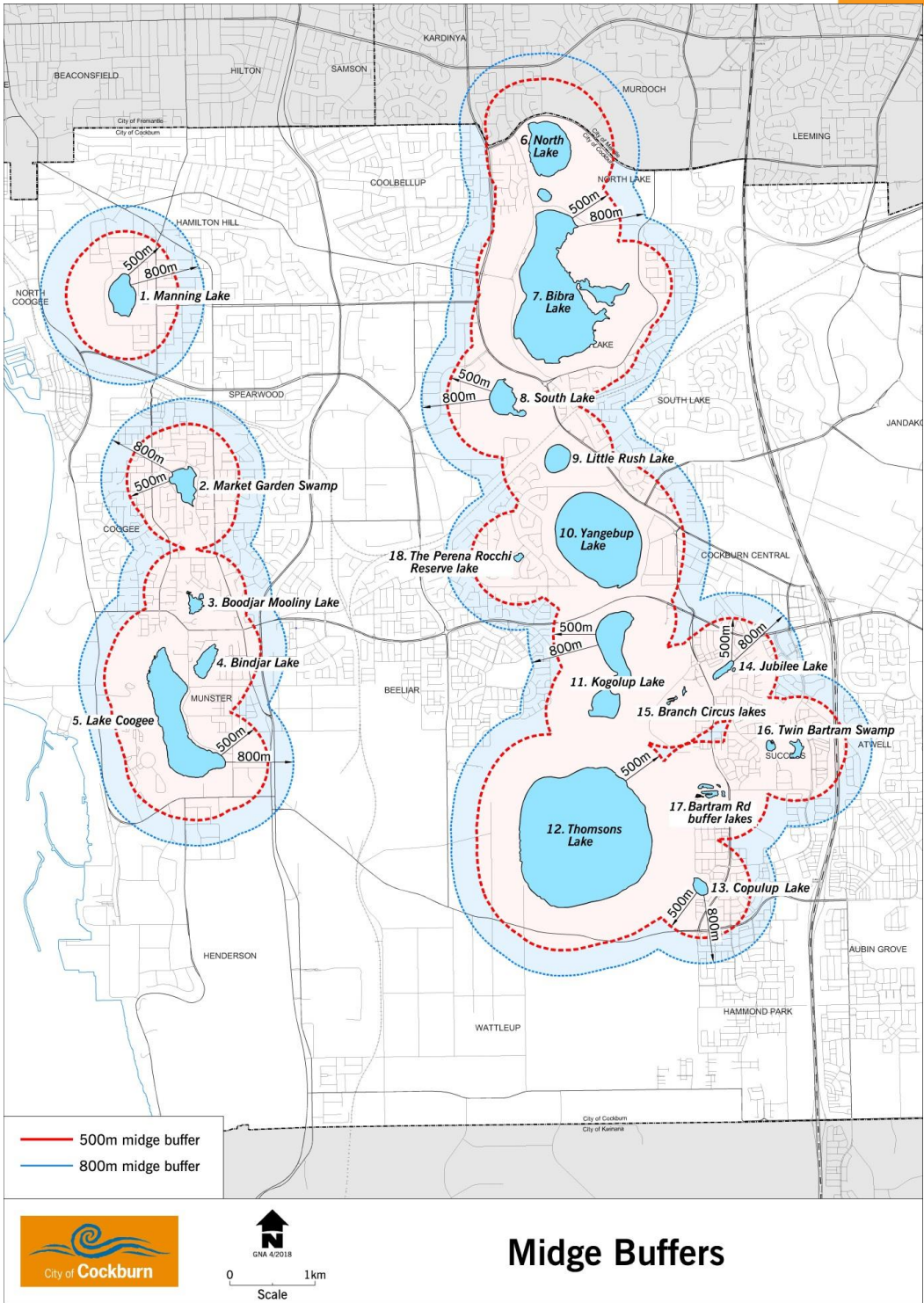
List of Wetlands and Lakes in the City of Cockburn Subject to Potential Midge Infestation:

A wetland/lake has the potential to be subject to midge infestation if it holds water during spring and summer and is nutrient enriched or has the potential to become nutrient enriched.

Wetlands/lakes that meet these criteria in the City of Cockburn are:

1. Manning Lake
2. Market Garden Swamp 1
3. Boodjar Mooliny Lake
4. Bindjar Lake
5. Lake Coogee
6. North Lake
7. Bibra Lake
8. South Lake
9. Little Rush Lake
10. Yangebup Lake
11. Kogolup Lake
12. Thomsons Lake
13. Copulup Lake
14. Jubilee Lake
15. Branch Circus Lakes
16. Twin Bartram Swamp
17. Bartram Road Buffer Lakes
18. The Perena Rocchi Reserve Lake

Title	Residential Rezoning & Subdivision Adjoining Midge Infested Lakes & Wetlands
Policy Number (Governance Purpose)	LPP 1.11



Title	Residential Rezoning & Subdivision Adjoining Midge Infested Lakes & Wetlands
Policy Number (Governance Purpose)	LPP 1.11



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	4514147

15.2.6 Policy Review - Merging of Local Planning Policies 1.8 and 5.9

Executive	Director Planning and Sustainability
Author	Coordinator Development Services
Attachments	<div>1. DRAFT AMENDED Local Planning Policy 1.8 - Design Requirements for Incidental Development ↓</div> <div>2. Existing Local Planning Policy 1.8 - Incidental Structures ↓</div> <div>3. Local Planning Policy 5.9 - Rainwater Tanks and Renewable Energy Systems ↓</div>

Officer Recommendation/Committee Recommendation

That Council:

- (1) AMEND Local Planning Policy 1.8 by including the contents of Local Planning Policy 5.9 and renaming as Local Planning Policy 1.8 – Design Requirements for Incidental Development, provided as Attachment 1;
- (2) REVOKE Local Planning Policy 5.9 Rainwater Tanks and Renewable Energy Systems;
- (3) ACCEPT that the above amendment is minor in nature and does not require public advertising in accordance with Division 2, Clause 5 of the *Planning and Development (Local Planning Scheme) Regulations 2015*; and
- (4) PUBLISH notice of the policy amendment and revocation in accordance with Clause 87 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

Background

At the 9 April 2024 Ordinary Council Meeting, Council resolved to endorse draft Local Planning Scheme No.13 (LPS13) for the purpose of undertaking public consultation.

As part of the Scheme adoption process, a review of the City’s suite of Local Planning Policies (LPPs) is required to ensure that the contents of the policies are consistent with the State and Local planning framework.

In this first tranche of LPP review, City officers have identified a number of policies that are either redundant, can be merged with other policies or require minor modifications.

This initial review aims to simplify the existing LPP framework by removing and consolidating a number of policies so that a more detailed review can take place in the future once draft LPS13 progresses to its more advanced stages of adoption.

This initial review has proposed modifications and consolidations that do not require public consultation in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015*, as all proposed changes can be considered minor. Clause 6 of the Regulations outlines that the revocation of an LPP does not trigger public advertising.

Submission

N/A

ReportLegislative Background

The process for the adoption, modification, and revocation of LPPs are established in Part 2 of the Deemed Provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

Clause 3 of the Regulations outline that a local government may prepare an LPP in respect to any matter related to planning and development, and that an LPP may apply generally or in respect to a particular matter.

Further, the Regulations establish that an LPP may apply to the whole of a Scheme Area or to a specific part of the Scheme Area. A local planning policy may address either a strategic or operational consideration and much be based on sound town planning principles.

Clause 5 of the Regulations prescribes that a local government must advertise amendments to local planning policies unless the local government is of the view that the amendments are minor.

Given that the proposed amendments are mostly administrative in nature, public advertising is not required. It is anticipated that a future review of the LPP suite may trigger advertising once the draft LPS13 has progressed to later stages of adoption.

Clause 6 of the Regulations outlines that the revocation of an LPP does not trigger public advertising.

Merging of Existing Policies

The two (2) existing policies detail the design requirements for incidental structures. In particular, the policies prescribe exemptions for certain structures. LPP 5.9 (Attachment 3) focuses specifically on rainwater tanks and renewable energy systems (such as windmills and solar panels). However, these structures are by nature incidental structures as they are usually proposed in association with existing developments/land uses.

For that reason, LPP 5.9 can be merged with the existing LPP 1.8 (Attachment 2). The proposed amended LPP 1.8 (Attachment 1) has placed all structures in table-form for ease of reading and no exemption provisions have been modified.

The flagpole provisions have been modified slightly from the existing LPP 1.8, to match the existing exemption provisions under Clause 61 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

The proposed amended Policy Purpose has been consolidated for the purposes of both policies, relating to incidental structures broadly rather than just renewable energy systems.

Strategic Plans/Policy ImplicationsCity Growth and 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 and Leading

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

Pursuant to Part 2 of the Deemed Provisions of *the Planning and Development (Local Planning Scheme) Regulations 2015*, the proposed modifications are minor or administrative in nature and therefore do not require community consultation.

Risk Management Implications

The City's suite of Local Planning Policies will need to be reviewed individually at some point in the future as part of the adoption of LPS13.

If these minor modifications and mergers are not supported, then the future reviews will become more complex and may present resource implications for the City.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Title	Design Requirements for Incidental Development
Policy Number (Governance Purpose)	LPP 1.8



Policy Type

Local Planning Policy

Policy Purpose

(1) Application

This policy applies to all zones under the City's Town Planning Scheme No. 3, with exception to the Development Zone, Special Use Zone or works that are part of a heritage-protected building or within a heritage-protected place.

It is not the intention of this policy to provide more onerous requirements than the requirements for assessment under the City's Town Planning Scheme.

In February 2021 amendments were made to the Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations) which introduced multiple criteria for incidental development into the planning framework.

The purpose of this policy is to allow for greater flexibility than the Regulations, by identifying structures of an incidental nature, and establish criteria specific to the City of Cockburn to exempt development from the requirement to obtain planning approval.

Incidental structures are structures which are considered minor or incidental in nature to established development.

The purpose of this policy is to provide guidance on the development of incidental structures and similar developments in the City of Cockburn whilst minimising any impacts on the streetscape and the amenity of nearby properties.

(2) Implementation

1. Where a specified development is located in a zone specified in 'Column 2' and meets the conditions found in 'Column 3', a development approval is not required with the City of Cockburn.
2. The policy has effect under Clause 61 (1), Table No. 20 under the *Planning and Development (Local Planning Schemes) Regulations 2015*, as works specified in a Local Planning Policy that do not require development approval.
3. Where a proposal does not meet the provisions of or is not addressed in this policy, a development approval is required, and advertising may be required for assessment of the impact to adjoining landowners

[1]

Title	Design Requirements for Incidental Development
Policy Number (Governance Purpose)	LPP 1.8



Policy Statement

(1) Provisions

Solar Panels			
	<u>Column 1</u> <u>Works</u>	<u>Column 2</u> <u>Applicable Zone</u>	<u>Column 3</u> <u>Conditions</u>
1.	Roof-mounted solar energy systems	All zones	The works are not located on a heritage protected building or within a heritage protected place.
2.	Free standing (ground mounted) solar energy systems	Residential, Regional Centre, District Centre and Local Centre Zone	<ul style="list-style-type: none"> The works do not occupy an area greater than 25m² and have a maximum height of 3m as measured from the natural ground level, The works, if located on a residential zoned lot, is setback from side and rear boundaries in accordance with Table 2a of the Residential Design Codes (as if it were a wall with no major opening/s), The works are not the predominant use of the lot, and The works are not forward of a dwelling or building alignment.
		Mixed Use, Mixed Business, Light and Service Industry, Industry, Rural Living, Rural and Resource Zone	<ul style="list-style-type: none"> The works do not occupy an area greater than 50m², The works are not the predominant use of the lot, and The works are not forward of a dwelling or building alignment.

Wind Energy Systems			
	<u>Column 1</u> <u>Works</u>	<u>Column 2</u> <u>Applicable Zone</u>	<u>Column 3</u> <u>Conditions</u>
3.	Horizontal Axis Wind Turbine	All zones	<ul style="list-style-type: none"> The works do not exceed the maximum building height requirements applicable to the site, For any lot which is 2000m² or less in area, the maximum

[2]

Title	Design Requirements for Incidental Development
Policy Number (Governance Purpose)	LPP 1.8



Wind Energy Systems			
	<u>Column 1</u> <u>Works</u>	<u>Column 2</u> <u>Applicable Zone</u>	<u>Column 3</u> <u>Conditions</u>
			blade diameter does not exceed 2m, • The works are not the predominant use of the lot, and • The works are not forward of the dwelling alignment.
4.	Vertical Axis Wind Turbine	All zones	• The works, where located on an existing residential building, do not exceed the maximum height requirements applicable to the site by 1m, • The works, where not installed on an existing building, are not located on a residential-zoned lot, and • The works are not the predominant use of the lot.
5.	Windmills	All zones except Residential	• For any lot which is 2000m ² or less in area, the maximum blade diameter does not exceed 2m. The works are not the predominant use of the lot, and • The works, if forward of the dwelling alignment, is appropriately screened from any street with landscape screening and/or vegetation and are complementary in colours or materials to the premises.

Rainwater Tanks			
	<u>Column 1</u> <u>Works</u>	<u>Column 2</u> <u>Applicable Zone</u>	<u>Column 3</u> <u>Conditions</u>
6.	Rainwater Tanks	Residential	• The works comply with the requirements of a 'small outbuilding' as defined in the Residential Design Codes, except for the number of outbuildings or rainwater tanks per site, and • The works, if forward of the

[3]

Title	Design Requirements for Incidental Development
Policy Number (Governance Purpose)	LPP 1.8



Rainwater Tanks			
	<u>Column 1</u> <u>Works</u>	<u>Column 2</u> <u>Applicable Zone</u>	<u>Column 3</u> <u>Conditions</u>
			dwelling alignment, is appropriately screened from any street with landscape screening and/or vegetation and are complementary in colours or materials to the premises.
		Rural Living, Rural and Resource	<ul style="list-style-type: none"> The height of the works does not exceed 5m above the natural ground level, The works are located within an approved building envelope OR where the lot does not have an assigned building envelope, the structure complies with Scheme setback requirements for rural properties, and The works, if forward of the dwelling alignment, is appropriately screened from any street with landscape screening and/or vegetation and are complementary in colours and materials to the surrounding environment.
		Regional Centre, District Centre, Local Centre, Mixed Business, Mixed Use, Light and Service Industry and Industry	<ul style="list-style-type: none"> The works, are only for the purposes of rainwater collection and do not include the storage of other liquids, and The works are not visible from the public realm and complementary in colours or materials to the premises.

Battery Installations			
	<u>Column 1</u> <u>Works</u>	<u>Column 2</u> <u>Applicable Zone</u>	<u>Column 3</u> <u>Conditions</u>
7.	Electric Motor Vehicle (EMV) Charging Stations	All zones except Residential	<ul style="list-style-type: none"> The works are not the predominant use of the lot, The works are to an existing car parking bay(s), approved by the local government and

[4]

Title	Design Requirements for Incidental Development
Policy Number (Governance Purpose)	LPP 1.8



Battery Installations			
	<u>Column 1</u> <u>Works</u>	<u>Column 2</u> <u>Applicable Zone</u>	<u>Column 3</u> <u>Conditions</u>
			do not reduce the overall number of parking bays available, and <ul style="list-style-type: none"> The works are complementary in colours or materials to the premises.
8.	Battery Systems and Installations	All zones	<ul style="list-style-type: none"> The works are not the predominant use of the lot, and The works are screened from view from the public realm.

Cubby Houses			
	<u>Column 1</u> <u>Works</u>	<u>Column 2</u> <u>Applicable Zone</u>	<u>Column 3</u> <u>Conditions</u>
9.	Cubby Houses as defined by the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>	Resource and Rural Zones	<ul style="list-style-type: none"> The works are not located on a heritage protected building or within a heritage protected place
		Rural Living Zone	<ul style="list-style-type: none"> Located a minimum 6m from the primary street Located a minimum 2.5m from any other boundary The works are not located on a heritage protected building or within a heritage protected place
		All Other Zones	<ul style="list-style-type: none"> The lot is subject to the Residential Design Codes of WA The lot is deemed a Single House or Grouped Dwelling There is only one cubby on the lot Located behind the primary street setback area Does not have a footprint or floor area of greater than

[5]

Title	Design Requirements for Incidental Development
Policy Number (Governance Purpose)	LPP 1.8



Cubby Houses			
	<u>Column 1</u> <u>Works</u>	<u>Column 2</u> <u>Applicable Zone</u>	<u>Column 3</u> <u>Conditions</u>
			10m2 <ul style="list-style-type: none"> Is not located within a heritage-protected place Does not exceed a building height of 3 metres measured from the existing natural ground level

Shade Sails			
	<u>Column 1</u> <u>Works</u>	<u>Column 2</u> <u>Applicable Zone</u>	<u>Column 3</u> <u>Conditions</u>
10.	Shade Sails	Local Centre, District centre, Regional Centre, Mixed Business, Light and Service Industry, Industry and Strategic Industry Zones	<ul style="list-style-type: none"> Located a minimum 15m from the primary street lot boundary Located a minimum 3m from any other boundary Where a lot has frontages to two streets (excluding the secondary street) then both street setbacks shall be 15m Is not located within a heritage-protected place Are not obstructing landscaping, vehicle parking and vehicle access, to the satisfaction of the City
		All other Zones	<ul style="list-style-type: none"> The lot is subject to the Residential Design Codes of WA The lot is deemed a Single House or Grouped Dwelling Is not located within a heritage-protected place

Title	Design Requirements for Incidental Development
Policy Number (Governance Purpose)	LPP 1.8



Poles			
	<u>Column 1</u> <u>Works</u>	<u>Column 2</u> <u>Applicable Zone</u>	<u>Column 3</u> <u>Conditions</u>
11.	Flag Poles	All Zones	<ul style="list-style-type: none"> The height of the flagpole is no more than 6m above the natural ground level The flagpole is no more than 200mm in diameter The flagpole is not used for advertising There is no more than 1 flagpole on the lot The works are not located in a heritage-protected place
12.	Camera Poles	Resource and Rural Zones	<ul style="list-style-type: none"> Located a minimum 20 m from the primary street Located a minimum 10 m from any other boundary The works are not located in a heritage-protected place
		Rural Living Zone	<ul style="list-style-type: none"> Located a minimum 6m from the primary street Located a minimum 2.5m from any other boundary Is not located within a heritage-protected place
		Regional Centre Zone	<ul style="list-style-type: none"> Located a minimum 15m from any boundary that adjoins residential zoned land Is not located within a heritage-protected place Where there is not more than one (1) camera pole per 2,000m² of lot area
		All other Zones	<ul style="list-style-type: none"> Where the height of the structure does not exceed the wall height of the existing/proposed dwelling on-site, to a maximum height of 6m Where the structure is located behind the alignment of the existing/proposed dwelling Where only one (1) structure is proposed per lot Where the structure is setback from lot boundaries as if they were treated as a wall with no major openings

[7]

Title	Design Requirements for Incidental Development
Policy Number (Governance Purpose)	LPP 1.8



			<p>in accordance with table 2a of the R-codes</p> <ul style="list-style-type: none"> The works are not located in a heritage-protected place Where no more than two (2) security cameras are fixed to the structure and the security cameras are directed towards the subject site and/or the street, not adjoining properties
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Satellite Dishes and Communication Equipment			
	Column 1 Works	Column 2 Applicable Zone	Column 3 Conditions
13.	Satellite Dishes	Residential and Local Centre Zones	<ul style="list-style-type: none"> Has a diameter of less than 1.2m No more than 2 dishes are proposed on any one lot The works are not located in a heritage-protected place
		All other Zones	<ul style="list-style-type: none"> Has a diameter of less than 3m No more than 2 dishes are proposed on any one lot The works are not located in a heritage-protected place
14.	Dishes associated with Temporary Mobile Communication Facilities	All Zones	No Conditions
15.	Dishes associated with State Emergency Communication Equipment	All Zones	No Conditions
16.	Dishes associated with Other Public Authority	All Zones	No Conditions

Title	Design Requirements for Incidental Development
Policy Number (Governance Purpose)	LPP 1.8



	Communication Infrastructures		
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Pergolas/Vergolas			
	Column 1 Works	Column 2 Applicable Zone	Column 3 Conditions
17.	Pergolas/Vergolas	Residential	<ul style="list-style-type: none"> The lot is subject to the Residential Design Codes of WA The works are not located in a heritage-protected place
		All Other Zones	<ul style="list-style-type: none"> Located 15m from the primary street boundary Located 3m from any other boundary Where a lot has frontages to two streets (excluding the secondary street) then both street setbacks shall be 15m The works are not located in a heritage-protected place

(2) Explanatory Notes

1. Development Approval and/or a Building Permit may be required for other incidental structures within the City of Cockburn. Contact the City of Cockburn for advice prior to the commencement of any works. Any other minor works require written planning advice and shall be determined on a case by case basis by the Local Government.
2. The provision for works to be "*not forward of a dwelling or building alignment*" and "*not visible from the public realm*" refers to the fixture or building being visually obtrusive as viewed from the street. In the event of any ambiguity, please contact the City of Cockburn for advice prior to the commencement of any works.
3. Proponents are reminded of their obligation to comply with the *Environmental Protection (Noise) Regulations 1997*. Prior to the installation of any structure, information should be provided to the City which demonstrates the structure's compliance with the Regulations.
4. This policy does not prohibit the installation of external fixtures which comply against 5.4.4 of the Residential Design Codes or are otherwise exempt from the requirement of a development approval.

[9]

Title	Design Requirements for Incidental Development
Policy Number (Governance Purpose)	LPP 1.8



5. A rainwater tank for a rural-zoned property does not contribute to the maximum permitted floor area for other outbuildings or structures on-site
6. Satellite Dishes that require development approval (i.e., that do not meet the conditions of the above table) shall be assessed against the following standards:
 - a) Dishes must be located to minimise their visual impact from neighbouring properties, the street or other public areas.
 - b) Dishes must be ground mounted with a maximum diameter of 3m.
 - c) Dishes should be erected below the height of fences where practicable and are to be adequately screened at ground level from view of neighbouring properties.
 - d) Screening measures include the following:
 - i. Construction of standalone lattice screening (or similar) inside the property boundary i.e. in close proximity to the dish itself;
 - ii. Establishment of mature fast growing plantings
 - iii. Planting of fast growing creepers to cover the lattice or screening device; and
 - iv. Painting the dish and/or lattice structure to 'colour match' its background.

(3) Definitions

Cubby house: Means an enclosed structure, such as a small-scale replica of a dwelling, and includes tree houses, which is usually of simple construction and used primarily by children for the purposes of play, but excludes unenclosed platforms. A cubby house may also be commonly referred to by other names, such as an outdoor fort or children's den.

Flagpole: A structure designed to support a flag and containing nothing other than a flag.

Camera pole: A structure or device designed to support security cameras.

Pergola/Vergola: An open-framed structure covered in water permeable material, or operable louvered roofing, which may or may not be attached to a dwelling.

Title	Design Requirements for Incidental Development
Policy Number (Governance Purpose)	LPP 1.8



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development and Compliance
Public Consultation: (Yes or No)	
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

DRAFT

Title	Incidental Structures
Policy Number (Governance Purpose)	LPP 1.8



Policy Type

Local Planning Policy

Policy Purpose

In February 2021 amendments were made to the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) which introduced multiple criteria for incidental development into the planning framework.

The purpose of this policy is to allow for greater flexibility than the Regulations, by identifying structures of an incidental nature, and establish criteria specific to the City of Cockburn to exempt development from the requirement to obtain planning approval.

Incidental structures are structures which are considered minor or incidental in nature to established development.

Policy Statement

(1) Application

This policy applies to the development of land within all land zoned under the City of Cockburn Town Planning Scheme No. 3 (TPS 3).

(2) Definitions

Cubby house: Means an enclosed structure, such as a small-scale replica of a dwelling, and includes tree houses, which is usually of simple construction and used primarily by children for the purposes of play, but excludes unenclosed platforms. A cubby house may also be commonly referred to by other names, such as an outdoor fort or children's den.

Flagpole: A structure designed to support a flag and containing nothing other than a flag.

Camera pole: A structure designed to support security cameras.

Pergola/Vergola: An open-framed structure covered in water permeable material, or operable louvered roofing, which may or may not be attached to a dwelling.

(3) Cubby Houses

1. Resource and Rural Zones:

- i. Planning Approval is not required for any cubby houses, except if located in a heritage-protected place.

[1]

Title	Incidental Structures
Policy Number (Governance Purpose)	LPP 1.8



2. Rural Living Zone:

- i. Planning Approval is not required for any cubby house where the development complies with the following criteria:
 - a) Located a minimum 6m from the primary street;
 - b) Located a minimum 2.5m from any other boundary; and
 - c) Is not located within a heritage-protected place.

3. All Other Zones:

- i. Planning Approval is not required for the development of a cubby house where the development complies with the following criteria:
 - a) The lot is subject to the Residential Design Codes of WA;
 - b) The lot is deemed a Single House or Grouped Dwelling;
 - c) There is only one cubby on the lot;
 - d) Located behind the primary street setback area;
 - e) Does not have a footprint or floor area of greater than 10m²;
 - f) Is not located within a heritage-protected place; and
 - g) Does not exceed a building height of 3 metres measured from the existing natural ground level.

- 4. In all other instances, a cubby houses is required to obtain Planning Approval.

(4) Shade Sails

- 1. Local Centre, District centre, Regional Centre, Mixed Business, Light and Service Industry, Industry and Strategic Industry Zones:

- i. Planning Approval is not required for shade sails where the development complies with the following criteria:
 - a) Located a minimum 15m from the primary street lot boundary;
 - b) Located a minimum 3m from any other boundary;
 - c) Where a lot has frontages to two streets (excluding the secondary street) then both street setbacks shall be 15m; and
 - d) Is not located within a heritage-protected place.
 - e) Are not obstructing landscaping, vehicle parking and vehicle access, to the satisfaction of the City.

2. All Other Zones

- i. Planning Approval is not required for the development of shade sails where the development complies with the following criteria:
 - a) The lot is subject to the Residential Design Codes of WA;
 - b) The lot is deemed a Single House or Grouped Dwelling; and
 - c) Is not located within a heritage-protected place.

- 3. In all other instances, shade sails are required to obtain Planning Approval

[2]

Title	Incidental Structures
Policy Number (Governance Purpose)	LPP 1.8



(5) Flagpoles

1. The erection of a flagpole is considered exempt from requiring planning approval where the proposed flagpole is in accordance with CI 61 of the Planning and Development (Local Planning Scheme) Regulations 2015.

(6) Camera Poles

1. Resource and Rural Zones
 - i. Planning Approval is not required for any camera poles where the development complies with the following criteria:
 - a) Located a minimum 20 m from the primary street;
 - b) Located a minimum 10 m from any other boundary; and
 - c) Is not located within a heritage-protected place.
2. Rural Living Zone
 - i. Planning Approval is not required for any camera poles where the development complies with the following criteria:
 - a) Located a minimum 6m from the primary street;
 - b) Located a minimum 2.5m from any other boundary; and
 - c) Is not located within a heritage-protected place
3. Regional Centre Zone
 - i. Planning Approval is not required for any camera poles where the development complies with the following criteria:
 - a) Located a minimum 15m from any boundary that adjoins residential zoned land;
 - b) Is not located within a heritage-protected place; and
 - c) Where there is not more than one (1) camera pole per 2,000m² of lot area.
4. All Other Zones
 - i. Planning Approval is not required for any camera poles where the development complies with the following criteria:
 - a) Where the height of the structure does not exceed the wall height of the existing/proposed dwelling on-site, to a maximum height of 6m;
 - b) Where the structure is located behind the alignment of the existing/proposed dwelling;
 - c) Where only one (1) camera pole is proposed per lot;
 - d) Where the structure is setback from lot boundaries as if they were treated as a wall with no major openings in accordance with table 2a of the R-codes;
 - e) Where the structure is not proposed on a lot on the Heritage List identified under TPS 3;

[3]

Title	Incidental Structures
Policy Number (Governance Purpose)	LPP 1.8



- f) Where no more than two (2) security cameras are fixed to the structure and the security cameras are directed towards the subject site and/or the street, not adjoining properties; and
 - g) Is not located within a heritage-protected place.
 - 5. In all other instances, camera poles are required to obtain Planning Approval. The development application must be advertised to potentially affected adjoining and nearby properties for comment.
 - 6. Camera poles are not encouraged in residential areas and security cameras (if required) should be fixed to the existing/proposed dwelling.
- (7) Satellite Dishes
 - 1. All Zones
 - i. Planning Approval is not required for any satellite dishes where the development complies with the following criteria:
 - a) Less than 1.2m in diameter on land zoned Residential or Local Centre;
 - b) Less than 3m in diameter on land zoned Regional Centre, District Centre, Mixed Business, Rural, Rural Living, Resource, Light and Service Industry or Industry;
 - c) Where two or more dishes, including those for which approval is not required, are located within the one lot.
 - d) Planning Approval is not required for Dishes associated with:-
 - i. Temporary mobile communication facilities; located at any one specific place for a period not exceeding one week; or
 - ii. State Emergency Services Communication Equipment; or
 - iii. Any other public authority communications infrastructure; and
 - e) Is not located within a heritage-protected place.
 - 2. In all other instances, camera poles are required to obtain Planning Approval and the General Guidelines below are to be addressed:
 - i. General Guidelines
 - a) Dishes must be located to minimise their visual impact from neighbouring properties, the street or other public areas.
 - b) Dishes must be ground mounted with a maximum diameter of 3m.
 - c) Dishes should be erected below the height of fences where practicable and are to be adequately screened at ground level from view of neighbouring properties.
 - d) Screening measures include the following:
 - i. Establishment of mature fast growing plantings;
 - ii. Construction of standalone lattice screening (or similar) inside the property boundary i.e. in close proximity to the dish itself;

[4]

Title	Incidental Structures
Policy Number (Governance Purpose)	LPP 1.8



- iii. Planting of fast growing creepers to cover the lattice or screening device; and
- iv. Painting the dish and/or lattice structure to 'colour match' its background.

(8) Pergolas/Vergolas

1. Planning Approval is not required for pergolas/vergolas where the development complies with the following criteria:
 - a) Located a minimum 15m from the primary street lot boundary;
 - b) Located a minimum 3m from any other boundary;
 - c) Where a lot has frontages to two streets (excluding the secondary street) then both street setbacks shall be 15m; and
 - d) Is not located within a heritage-protected place.
2. All Other Zones
 - i. Planning Approval is not required for the development of pergolas where the development complies with the following criteria:
 - a) The lot is subject to the Residential Design Codes of WA; and
 - b) Is not located within a heritage-protected place
3. In all other instances, pergolas are required to obtain Planning Approval.

(9) Other minor works:

1. Any other minor works require written planning advice and shall be determined on a case by case basis by the Local Government.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	4518813

Title	Rainwater Tanks and Renewable Energy System
Policy Number (Governance Purpose)	LPP 5.9



Policy Type

Local Planning Policy

Policy Purpose

(1) Application

This policy applies to all zones under the City's Town Planning Scheme No. 3, with exception to the Development Zone, Special Use Zone or works that are part of a heritage-protected building or within a heritage-protected place.

It is not the intention of this policy to provide more onerous requirements than the requirements for assessment under the City's Town Planning Scheme.

The City of Cockburn supports the installation of renewable energy systems and welcomes new technologies or solutions to facilitate sustainable development outcomes. With global changes to the world's climate and an increased pressure to local residents and businesses to adopt sustainable development practices, the City needs to ensure that the increased level of interest to and adoption of alternative development options will not result in an adverse impact to the community.

Rainwater tanks, renewable energy systems and similar developments have the potential to be visually intrusive and of an inappropriate bulk and scale, which, in some circumstances, lead to an undesirable impact and poor built-form outcomes. Whilst it is important that the City is positioned to manage the development of incidental development, there is a need to encourage and accommodate these systems to promote sustainable communities.

The purpose of this policy is to provide guidance on the development of renewable energy systems and similar developments in the City of Cockburn whilst minimising any impacts on the streetscape and the amenity of nearby properties.

(2) Implementation

1. Where a specified development is located in a zone specified in 'Column 2' and meets the conditions found in 'Column 3', a development approval is not required with the City of Cockburn.
2. The policy has effect under Clause 61 (1), Table No. 20 under the *Planning and Development (Local Planning Schemes) Regulations 2015*, as works specified in a Local Planning Policy that do not require development approval.
3. Where a proposal does not meet the provisions of or is not addressed in this policy, a development approval is required, and advertising may be required for assessment of the impact to adjoining landowners

[1]

Title	Rainwater Tanks and Renewable Energy System
Policy Number (Governance Purpose)	LPP 5.9



Policy Statement

(1) Provisions

Solar Panels			
	<u>Column 1</u> <u>Works</u>	<u>Column 2</u> <u>Applicable Zone</u>	<u>Column 3</u> <u>Conditions</u>
1.	Roof-mounted solar energy systems	All zones	The works are not located on a heritage protected building or within a heritage protected place.
2.	Free standing (ground mounted) solar energy systems	Residential, Regional Centre, District Centre and Local Centre Zone	<ul style="list-style-type: none"> The works do not occupy an area greater than 25m² and have a maximum height of 3m as measured from the natural ground level, The works, if located on a residential zoned lot, is setback from side and rear boundaries in accordance with Table 2a of the Residential Design Codes (as if it were a wall with no major opening/s), The works are not the predominant use of the lot, and The works are not forward of a dwelling or building alignment.
		Mixed Use, Mixed Business, Light and Service Industry, Industry, Rural Living, Rural and Resource Zone	<ul style="list-style-type: none"> The works do not occupy an area greater than 50m², The works are not the predominant use of the lot, and The works are not forward of a dwelling or building alignment.

Wind Energy Systems			
	<u>Column 1</u> <u>Works</u>	<u>Column 2</u> <u>Applicable Zone</u>	<u>Column 3</u> <u>Conditions</u>
3.	Horizontal Axis Wind Turbine	All zones	<ul style="list-style-type: none"> The works do not exceed the maximum building height requirements applicable to the site, For any lot which is 2000m² or less in area, the maximum

[2]

Title	Rainwater Tanks and Renewable Energy System
Policy Number (Governance Purpose)	LPP 5.9



Wind Energy Systems			
	<u>Column 1</u> <u>Works</u>	<u>Column 2</u> <u>Applicable Zone</u>	<u>Column 3</u> <u>Conditions</u>
			blade diameter does not exceed 2m, • The works are not the predominant use of the lot, and • The works are not forward of the dwelling alignment.
4.	Vertical Axis Wind Turbine	All zones	• The works, where located on an existing residential building, do not exceed the maximum height requirements applicable to the site by 1m, • The works, where not installed on an existing building, are not located on a residential-zoned lot, and • The works are not the predominant use of the lot.
5.	Windmills	All zones except Residential	• For any lot which is 2000m ² or less in area, the maximum blade diameter does not exceed 2m. The works are not the predominant use of the lot, and • The works, if forward of the dwelling alignment, is appropriately screened from any street with landscape screening and/or vegetation and are complementary in colours or materials to the premises.

Rainwater Tanks			
	<u>Column 1</u> <u>Works</u>	<u>Column 2</u> <u>Applicable Zone</u>	<u>Column 3</u> <u>Conditions</u>
6.	Rainwater Tanks	Residential	• The works comply with the requirements of a 'small outbuilding' as defined in the Residential Design Codes, except for the number of outbuildings or rainwater tanks per site, and • The works, if forward of the

[3]

Title	Rainwater Tanks and Renewable Energy System
Policy Number (Governance Purpose)	LPP 5.9



Rainwater Tanks			
	<u>Column 1</u> <u>Works</u>	<u>Column 2</u> <u>Applicable Zone</u>	<u>Column 3</u> <u>Conditions</u>
			dwelling alignment, is appropriately screened from any street with landscape screening and/or vegetation and are complementary in colours or materials to the premises.
		Rural Living, Rural and Resource	<ul style="list-style-type: none"> The height of the works does not exceed 5m above the natural ground level, The works are located within an approved building envelope OR where the lot does not have an assigned building envelope, the structure complies with Scheme setback requirements for rural properties, and The works, if forward of the dwelling alignment, is appropriately screened from any street with landscape screening and/or vegetation and are complementary in colours and materials to the surrounding environment.
		Regional Centre, District Centre, Local Centre, Mixed Business, Mixed Use, Light and Service Industry and Industry	<ul style="list-style-type: none"> The works, are only for the purposes of rainwater collection and do not include the storage of other liquids, and The works are not visible from the public realm and complementary in colours or materials to the premises.

Battery Installations			
	<u>Column 1</u> <u>Works</u>	<u>Column 2</u> <u>Applicable Zone</u>	<u>Column 3</u> <u>Conditions</u>
7.	Electric Motor Vehicle (EMV) Charging Stations	All zones except Residential	<ul style="list-style-type: none"> The works are not the predominant use of the lot, The works are to an existing car parking bay(s), approved by the local government and

[4]

Title	Rainwater Tanks and Renewable Energy System
Policy Number (Governance Purpose)	LPP 5.9



Battery Installations			
	<u>Column 1</u> <u>Works</u>	<u>Column 2</u> <u>Applicable Zone</u>	<u>Column 3</u> <u>Conditions</u>
			do not reduce the overall number of parking bays available, and <ul style="list-style-type: none"> The works are complementary in colours or materials to the premises.
8.	Battery Systems and Installations	All zones	<ul style="list-style-type: none"> The works are not the predominant use of the lot, and The works are screened from view from the public realm.

(2) Explanatory Notes

1. Development Approval and/or a Building Permit may be required for other renewable energy system installations within the City of Cockburn. Contact the City of Cockburn for advice prior to the commencement of any works.
2. The provision for works to be "*not forward of a dwelling or building alignment*" and "*not visible from the public realm*" refers to the fixture or building being visually obtrusive as viewed from the street. In the event of any ambiguity, please contact the City of Cockburn for advice prior to the commencement of any works.
3. Proponents are reminded of their obligation to comply with the *Environmental Protection (Noise) Regulations 1997*. Prior to the installation of any system, information should be provided to the City which demonstrates the system's compliance with the Regulations.
4. This policy does not prohibit the installation of external fixtures which comply against 5.4.4 of the Residential Design Codes or are otherwise exempt from the requirement of a development approval.
5. A rainwater tank for a rural-zoned property does not contribute to the maximum permitted floor area for other outbuildings or structures on-site

Title	Rainwater Tanks and Renewable Energy System
Policy Number (Governance Purpose)	LPP 5.9



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development Assessment and Compliance
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	4517385

15.2.7 Policy Review - Merging of Local Planning Policies 2.1, 2.2, 2.3, 2.4 and 2.5 with Minor Modifications

Executive	Director Planning and Sustainability
Author	Coordinator Development Services
Attachments	<div><div>1. DRAFT AMENDED Local Planning Policy 2.1 - Rural Subdivision and Development ↓</div><div>2. Existing Local Planning Policy 2.1 - Rural Subdivision ↓</div><div>3. Local Planning Policy 2.2 - Subdivision in Jandakot and Treeby ↓</div><div>4. Local Planning Policy 2.3 - The Keeping of Horses and Other Animals in the Resource Zone ↓</div><div>5. Local Planning Policy 2.4 - Outbuildings ↓</div><div>6. Local Planning Policy 2.5 - Building Envelopes ↓</div></div>

RECOMMENDATION

That Council:

- (1) AMEND Local Planning Policy 2.1 by including the contents of Local Planning Policies 2.2, 2.3, 2.4 and 2.5, and renaming as Local Planning Policy 2.1 – Rural Subdivision and Development, with additional minor amendments, provided as Attachment 1;

(2) REVOKE Local Planning Policies 2.2, 2.3, 2.4 and 2.5;

(3) ACCEPT that the above amendment is minor in nature and does not require public advertising in accordance with Division 2, Clause 5 of the *Planning and Development (Local Planning Scheme) Regulations 2015*; and

(4) PUBLISH notice of the policy amendments and revocations in accordance with Clause 87 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

Background

At the 9 April 2024 Ordinary Council Meeting, Council resolved to endorse draft Local Planning Scheme No.13 (LPS13) for the purpose of undertaking public consultation.

As part of the Scheme adoption process, a review of the City’s suite of Local Planning Policies (LPPs) is required to ensure that the contents of the policies are consistent with the State and Local planning framework.

In this first tranche of LPP review, City officers have identified several policies that are either redundant, can be merged with other policies or require minor modifications.

This initial review aims to simplify the existing LPP framework by removing and consolidating several policies so that a more detailed review can take place in the future once draft LPS13 progresses to its more advanced stages of adoption.

This initial review has proposed modifications and consolidations that do not require public consultation in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015* (the regulations), as all proposed changes can be considered minor.

Clause 6 of the Regulations outlines that the revocation of an LPP does not trigger public advertising.

Submission

N/A

Report

Legislative Background

The process for the adoption, modification, and revocation of LPPs are established in Part 2 of the Deemed Provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015* (the Regulations).

Clause 3 of the Regulations outline that a local government may prepare an LPP in respect to any matter related to planning and development, and that an LPP may apply generally or in respect to a particular matter.

Further, the Regulations establish that an LPP may apply to the whole of a Scheme Area or to a specific part of the Scheme Area. A local planning policy may address either a strategic or operational consideration and much be based on sound town planning principles.

Clause 5 of the Regulations prescribes that a local government must advertise amendments to local planning policies unless the local government is of the view that the amendments are minor.

Given that the proposed amendments are mostly administrative in nature, public advertising is not required. It is anticipated that a future review of the LPP suite may trigger advertising once the draft LPS13 has progressed to later stages of adoption. Clause 6 of the Regulations outlines that the revocation of an LPP does not trigger public advertising.

Merging of Existing Policies

LPPs 2.1 – 2.5 were adopted at various times ranging from August in 1997 (LPP 2.1) to as recent as 2013 (LPP 2.5).

All LPPs cover a similar topic – being the subdivision, development, and use of rural lots within the City. Given the common theme amongst the various policies, they can be merged into a singular policy that covers rural development more broadly.

Minor Modifications

In addition to the merge, some minor modifications have been proposed (as outlined in red in Attachment 1). Namely:

Clause 3.8 – Allowing a referral to the Department of Primary Industries and Regional Development (DPIRD). This is relevant, as DPIRD have published stocking rates for equine proposals, and the City often turns to DPIRD for technical advice. Referrals to DPIRD have become common practice since the original adoption of LPP 2.3.

Clauses 4.1 – 4.6 – This has been provided as further guidance to landowners with respect to the keeping of animals that are not horses. These requirements have been taken directly from the City's existing Local Laws. As per 3.8 above, an additional clause has also been added to allow for DPIRD referral. No additional requirements or measures have been added that are not already in existence under current policies or the Local Laws

Clause 5.a.iii and 5.b.iii – These clauses have removed references to the structure planning process of TPS3 and instead replaced it with reference to the Deemed Provisions, as TPS3 currently does not contain such a requirement.

Clause 6 – This has been added to clarify the development exemptions that already exist pursuant to Schedule A of Town Planning Scheme 3. These are not new exemptions.

Further, some minor wording has been modified in the policy objectives to allow for the combination of all 5 policies, and some dated terminology has been updated - for example, Department of Water (DOW) is now the Department of Water and Environmental Regulations (DWER).

Given the above modifications are not adding any new provisions that aren't already existing in the Local Laws or the Planning Scheme, they can be deemed minor and therefor do not require public consultation. These amendments simply aim to consolidate information that currently exists across multiple documents.

Deletion of Precinct 4

The structure planning and subdivision requirements of Precinct 4 have been deleted as this area has already been structure planned and has an approved subdivision in place. The map has been updated to reflect this.

Map Modification

The attached subdivision precinct guide map has removed the indicative road layout within precinct 1, as the existing proposed layout likely would not comply with State Planning Policy 3.7 – Planning in Bushfire-Prone Areas (SPP 3.7). by virtue of the cul-de-sac at the end of a 200m+ road. The original plan predated the introduction of the SPP. A more detailed road design will be required at future structure planning stages.

The word indicative has also been modified within the map as the previous map incorrectly labelled it has 'indicate road layout' (sic).

Strategic Plans/Policy ImplicationsLocal Economy

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

- A City that is 'easy to do business with'.
- Thriving local commercial centres, local businesses and tourism industry.

City Growth and 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 and Leading

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

Pursuant to Part 2 of the Deemed Provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015*, the proposed modifications are minor or administrative in nature and therefore do not require community consultation.

Risk Management Implications

The City's suite of Local Planning Policies will need to be reviewed individually at some point in the future as part of the adoption of LPS13.

If these minor modifications and mergers are not supported, then the future reviews will become more complex and may present resource implications for the City.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Title	Rural Subdivision and Development
Policy Number (Governance Purpose)	LPP 2.1



Policy Type

Local Planning Policy

Policy Purpose

The Rural zone, the Rural Living Zone and the Resource Zone under Town Planning Scheme No. 3 (TPS 3) are retained for rural pursuits, rural living or resource protection purposes. In addition, portions of the City are affected by the Kwinana Air Quality buffer and inappropriate subdivision within these areas has the potential to compromise strategic planning objectives.

In Jandakot and Treeby there remain several large lots which have yet to reach their full subdivision and development potential under the provisions of State Planning Policy No. 2.1 (Peel-Harvey Coastal Plain Catchment Policy), State Planning Policy No. 2.3 (Jandakot Groundwater Protection Policy) and the provisions of the 'Resource' zone under City of Cockburn Town Planning Scheme No. 3 (TPS 3). Sand extraction operations, which have occurred or are occurring on these remaining sites, have ceased or are likely to cease within a relatively short time frame. As the sand resource is exhausted, landowners are expected to seek Western Australian Planning Commission (WAPC) approval to subdivide.

There is a need to ensure that subdivision proposals resolve issues arising from prior land uses are carried out within a comprehensive planning framework, to ensure that they are developed with regard to the relevant opportunities and constraints of the locality and comply with the 'Resource' zone provisions under TPS 3.

The City is required to make recommendations to the WAPC regarding applications to subdivide land within these zones and as the matter is not addressed by TPS 3, this Policy provides the basis for consistent responses to the WAPC on subdivision proposals.

The effective management of land-use activities over the Jandakot Underground Water Mound is a matter of State planning significance. Land-use activities have the potential to adversely affect Perth's drinking water. The Resource Zone in the City's TPS3 and the WAPC's State Planning Policy 2.3 *Jandakot Groundwater Protection* (SPP 2.3) specifically regulate activities such as the keeping of horses and other animals.

In accordance with SPP 2.3, applications for animal activities are to be referred to the Department of Water and Environmental Regulation (DWER) for consideration, as they have the technical expertise to evaluate the implications on ground water supplies. The guidelines used by the DWER are designed to protect the Jandakot underground water mound. The City is compelled to follow the DWER recommendation or refer the application to the WAPC for determination with its recommendation along with the DWER recommendation. In those instances where the Council does not agree with the DWER advice. On environmental grounds, it is likely the DWER recommendation will be followed in most instances.

[1]

Title	Rural Subdivision and Development
Policy Number (Governance Purpose)	LPP 2.1



The purpose of this policy is to recommend against the ad hoc subdivision of land that is proposed to be retained for rural pursuits, rural living or resource protection under the Town Planning Scheme or which is affected by the Kwinana Air Quality Buffer. Additionally, this policy aims to provide guidance to landowners and the City when considering future applications for horse or other animal activities in the Resource Zone. The following approach intends to ensure that decisions are made on the basis of sound environmental resource management, for the purpose of achieving the objectives outlined in SPP 2.3. Further, A consistent set of guidelines for development in the Rural, Rural Living and Resource zones is required, which is consistent with TPS 3 and takes into account local needs.

Policy Statement

(1) Subdivision:

1. The Council may support subdivision in the Resource Zone if the proposal is in accordance with the Jandakot Groundwater Protection Policy (SPP No. 2.3) and the land is being suitable and capable of subdivision for the proposed purpose.
2. On land within Resource Zone not subject to clause 1.5 below, the following applies:
 - a. A minimum lot size of 2ha;
 - b. A building envelope no larger than 2000m² being provided on each lot created which complies with TPS 3; and
 - c. The onsite effluent disposal being located within the building envelope and complying with the provisions of TPS 3 relating to the Resource zone and Section 15 SPP2.3.
3. Subdivision within the resource zone shall be in accordance with the following planning principles:
 - a. Subdivision over the Jandakot Groundwater Mound shall be compatible with the long term use of the groundwater for public water supply
 - b. Subdivision shall maintain the operational integrity of Jandakot Airport, Kennel/Cattery Precinct and Solomon Road Industrial Area.
 - c. Subdivision shall provide a permeable and logical road layout
 - d. Subdivision shall maintain vegetation of local significance as identified by the City.
 - e. Proponents shall identify site specific environmental features worthy of protection through a detailed land capability and site suitability assessment by proponents in consultation with the City.
 - f. Subdivision proposals shall Maintain and enhance the high level of the visual and landscape qualities of the natural environment for the benefit of future generations.
 - g. Proponents shall ensure subdivision designs and associated rehabilitation works reflect appropriate bushfire safety principles as detailed within State Planning Policy SPP3.7 and relevant TPS 3

[2]

Title	Rural Subdivision and Development
Policy Number (Governance Purpose)	LPP 2.1



provisions.

4. The Council will not support any further subdivision in the Rural and Rural Living zones.
5. The following provisions apply to subdivision proposals located within the precincts identified in Appendix 1.

a. PRECINCT 1

i. PROPERTIES:

Lot 98 Prinsep Road and Lots 51, 99 and 9 Jandakot Road, Jandakot.

The intention of the Precincts and Subdivision Concept Plan of subdivision is to provide an indicative road layout for future subdivision and demarcate the area

ii. CURRENT STATUS:

All lots have remnant bushland and most have house son them. The land remains heavily vegetated.

iii. SUBDIVISION RECOMMENDATIONS AND REQUIREMENTS:

The City shall not support subdivision unless the general intentions of the Precincts and Subdivision Concept Plan for Precinct 1 are complied with.

Any proposed plan of subdivision will be required to address matters consistent with the structure planning provisions of Deemed Provisions.

The City shall only support the creation of lots less than 2 hectares to the extent that the reduction in lot area is required to facilitate the construction of subdivisional roads.

b. PRECINT 2

i. PROPERTIES

Lot 130 Jandakot Road, Treeby

ii. CURRENT STATUS

Lot 130 Jandakot Road is a 41ha site and still subject to sand extraction at the northern extremity.

[3]

Title	Rural Subdivision and Development
Policy Number (Governance Purpose)	LPP 2.1



iii. SUBDIVISION RECOMMENDATIONS AND REQUIREMENTS

The City shall not support subdivision unless the general intentions of the Precincts and Subdivision Concept Plan for Precinct 2 are complied with. Any proposed plan of subdivision will be required to address matters consistent with the structure planning provisions of the Deemed Provisions.

The City shall require comprehensive rehabilitation works to be undertaken and completed at the time of subdivision of the land, in accordance with an adopted Rehabilitation Management Plan approved by the City. Rehabilitation works undertaken on public land will have a standard maintenance period associated, and will be audited at the end of the maintenance period to assess whether works have been appropriately undertaken in accordance with the adopted Rehabilitation Management Plan prior to the public land being taken over by the City. The City will only takeover public land once rehabilitation and maintenance works have been undertaken in accordance with the requirements of the adopted Rehabilitation Management Plan. For rehabilitation works on private land, affected lots are to include on their titles the requirement to care for and maintain the rehabilitation works in accordance with the minimum standards set out in the adopted Rehabilitation Management Plan.

The City shall recommend a geotechnical investigation of proposed building envelopes for areas where inappropriate backfilling and/or compaction is suspected. In the event that inappropriate backfilling/compaction has occurred, this will need to be rectified to make the building envelopes capable for accommodating development prior to the issue of subdivision clearances.

The City shall recommend investigation for soil and groundwater contamination in areas known or suspected to have contamination potential (e.g. previous storage of fuel). In the event that contamination has occurred, all remediation works including validation of remediation is to be completed to the specifications of the Department of Water and Environment Regulation prior to the commencement of any site works.

The City shall recommend a notification under Section 165 of the Planning and Development Act 2005 be placed on the title of all lots within 500m of the Kennel/Cattery Precinct advising of potential noise and amenity impacts. This is considered to represent a hazard/other factor seriously affecting the use/enjoyment of the land.

[4]

Title	Rural Subdivision and Development
Policy Number (Governance Purpose)	LPP 2.1



The City shall require that the Structure Plan and subdivision layout design minimise the number of lots with boundaries to the Jandakot Botanical Park.

The City shall not support the creation of lots with excessive areas of batter slopes or excessive unevenness. As a guide no greater than one third of the area of any lot is to be affected by this.

The City shall request revegetation to enhance or create vegetated linkages, enhance areas of remnant vegetation or provide for landscape or screening purposes.

c. PRECINT 3

i. PROPERTIES

Lot 186 Acourt Road, Jandakot

ii. CURRENT STATUS

Lot 186 is occupied by soil blending and fertiliser operations.

iii. SUBDIVISION RECOMMENDATIONS AND REQUIREMENTS

The City shall not support subdivision unless the general intentions of the Precincts and Subdivision Concept Plan for Precinct 3 are complied with.

The City shall require comprehensive rehabilitation works to be undertaken and completed at the time of subdivision of the land, in accordance with an adopted Rehabilitation Management Plan approved by the City. Rehabilitation works undertaken on public land will have a standard maintenance period associated, and will be audited at the end of the maintenance period to assess whether works have been appropriately undertaken in accordance with the adopted Rehabilitation Management Plan prior to the public land being taken over by the City. The City will only takeover public land once rehabilitation and maintenance works have been undertaken in accordance with the requirements of the adopted Rehabilitation Management Plan. For rehabilitation works on private land, affected lots are to include on their titles the requirement to care for and maintain the rehabilitation works in accordance with the minimum standards set out in the adopted Rehabilitation Management Plan.

The City shall not support subdivision until the soil blending operation and the soil blending/fertiliser factory on Lot 186 have ceased operating and all associated materials and structures have been removed.

[5]

Title	Rural Subdivision and Development
Policy Number (Governance Purpose)	LPP 2.1



The City shall recommend a geotechnical investigation of proposed building envelopes for areas where inappropriate backfilling and/or compaction is suspected. In the event that inappropriate backfilling/compaction has occurred, this will need to be rectified to make the building envelopes capable for accommodating development prior to the issue of subdivision clearances.

The City shall recommend investigation for soil and groundwater contamination in areas known or suspected to have contamination potential (e.g. previous storage of fuel). In the event that contamination has occurred, all remediation works including validation of remediation is to be completed to the specifications of the Department of Water and Environment Regulation prior to the commencement of any site works.

The City shall require that the subdivision layout design provide Lukin Swamp with an adequate buffer of public open space, and that frontage to a subdivisional road be provided to enable public and City access to the swamp and public open space

The City shall recommend a notification under Section 165 of the Planning and Development Act 2005 be placed on the title of all lots created from subdivision advising of odour from the City of Canning's Kennel Zone affecting the land. These are considered to represent hazards/other factors seriously affecting the use/enjoyment of the land.

All new building envelopes are to be located outside the 30 ANEF noise contour of the Jandakot Airport.

The City shall not support the creation of lots with excessive areas of batter slopes or unevenness. As a guide no greater than one third the area of any lot is to be affected by this.

The City shall request strategic revegetation to enhance areas of remnant vegetation, buffer zones to Lukin Swamp and provide vegetated linkages to the Jandakot Botanical Park

Title	Rural Subdivision and Development
Policy Number (Governance Purpose)	LPP 2.1



(2) Building Envelopes:

1. A building envelope may be modified or relocated, provided that:
 - a. The written request referred to in TPS 3 is in the form of an Application for Development Approval, accompanied by the appropriate fee and documentation
 - b. The area of the modified building envelope is similar in size to the original building envelope but should in any event not exceed 3000m²;
 - c. The modified building envelope accords with the setback distances prescribed under TPS 3;
 - d. The modified building envelope has regard to the requirement that any development contained therein has a finished floor level that is a minimum of 1.2m above the highest known water table applicable to the land;
 - e. The modified building envelope is located to avoid or minimise vegetation removal on-site; and
 - f. The modified building envelope has regard to the placement of a dwelling and outbuildings on a lot relative to adjoining lots and buildings contained thereon (for the purpose of maintaining separation and protection of amenity in a rural setting).
2. A building envelope may be nominated where:
 - a. A building envelope does not already exist on the lot;
 - b. The written request referred to in TPS 3 is in the form of an Application for Development Approval, accompanied by the appropriate fee and documentation;
 - c. The building envelope area does not exceed 3000m²
 - d. The building envelope accords with the setback distances prescribed under TPS 3. Setback measurements shall be taken at right angles to the lot boundary (example of measurements under Figure 1 below)

[7]

Title	Rural Subdivision and Development
Policy Number (Governance Purpose)	LPP 2.1

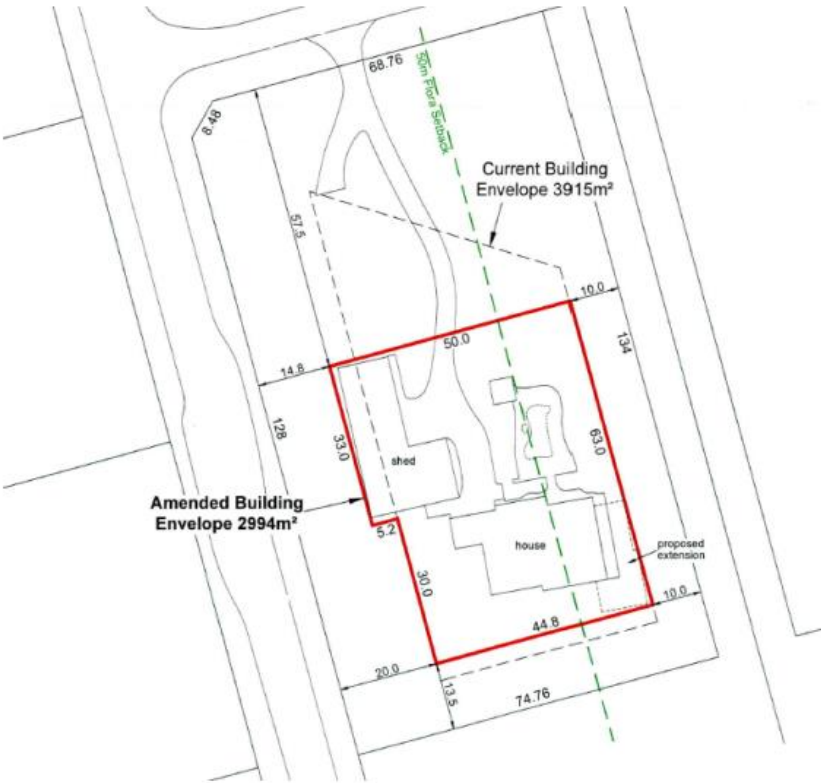


Figure 1

- e. The building envelope has regard to the requirement that any development contained therein has a finished floor level that is a minimum of 1.2m above the highest known water table applicable to the land
- f. The building envelope is located to avoid or minimise vegetation removal on-site
- g. The building envelope has regard to the placement of a dwelling and outbuildings on a lot relative to adjoining lots and buildings contained thereon (for the purpose of maintaining separation and protection of amenity in a rural setting);
- h. The City requires the nomination of a building envelope as part of a development application in a specific location due to planning, environmental and land constraints.
- i. Only one building envelope is permitted per lot.

Title	Rural Subdivision and Development
Policy Number (Governance Purpose)	LPP 2.1



(3) Keeping of Horses:

1. Conditional approval may be granted for the keeping of horses where development applications for the proposed keeping of horses has been considered by the Department of Water and Environmental Regulation (DWER) to comply with the Environmental Guidelines for Horses Activities (December 2002).
2. Where planning applications for the keeping of horses has been considered by the DWER to not comply with the Environmental Guidelines for Horse Activities (December 2002), then the applications concerned may be refused.
3. The City will acknowledge lawfully established non-conforming uses relating to the keeping of horses and other animals in the Resource Zone where past planning approvals exist
4. Where retrospective development applications for the keeping of horses have been considered by the DWER to not comply with the Environmental Guidelines for Horse Activities (December 2002) or other relevant guidelines and advice to that effect is received by the City, then the applications concerned will be refused.
5. In refusing applications in accordance with clause 4 above, proponents will be given notice by the City to the effect that they will be given periods up to 12 months to ensure the animals concerned are removed from the property.
6. In the event that landowners identified as requiring development approval (to keep horses) do not co-operate by applying for the planning consent within the time requested, then the City will give notice to the landowners concerned requiring the animals to be removed from the property within 3 months, or risk prosecution.
7. All other requirements of the City's Local Laws shall be followed. Where there is an inconsistency between this policy and a Local Law, the Local Law shall prevail.
8. In considering an application to keep a horse, the City may refer the application to the Department of Primary Industries and Regional Development (DPIRD).

(4) Keeping of Other Large Animals (Excluding Horses):

1. For the purposes of this section, a large animal includes a sheep, cow, goat, deer, alpaca, pig or any other animal so classified by the local government.
2. No person shall keep a pig or pigs in any zone.
3. Development approval is required to keep any large animal (apart from pigs which are prohibited). Large animals shall not be kept on land less than 2020m² in area.
4. Large animals shall not be loose in any yard, paddock or place unless due provision is made to prevent large animals from approaching within 15 metres of any dwelling, shop, church or any premises where food is stored, manufactured or sold.

[9]

Title	Rural Subdivision and Development
Policy Number (Governance Purpose)	LPP 2.1



5. All other requirements of the City's Local Laws shall be followed. Where there is an inconsistency between this policy and a Local Law, the Local Law shall prevail.
6. In considering an application to keep a large animal, the City may refer the application to the Department of Primary Industries and Regional Development (DPIRD).

(5) Outbuildings

1. For the purposes of this section, Outbuilding has the same meaning as in the Residential Design Codes of Western Australia (R-Codes). A lean-to is defined as a roofed structure attached to an outbuilding that is completely unenclosed on all sides, except to the extent that it abuts the side or sides of the outbuilding.
2. The combined floor area of existing and proposed outbuildings and the wall and ridge height of proposed outbuildings are not to exceed the following:

Zone	Maximum floor area of all outbuildings and lean-to's combined (m²)	Maximum wall height of outbuildings and lean-to's (m)	Maximum ridge height of outbuildings and lean-to's (m)
Rural & Resource	300	5	7
Rural Living	200	4.5	6

3. Outbuildings and lean-to's are to be sited within a building envelope prescribed for any lot.
4. Outbuildings and lean-to's are generally to be sited wholly behind the primary residence in all zones.
5. Subject to Clause 5.9 below of this Policy outbuildings proposed in the Development zone where there is no structure plan will be assessed on their merits having regard to the future intent of the area. In any case, the development standards shall not exceed those for outbuildings in rural areas as shown in the table above.
6. Outbuildings are to be constructed of a non-reflective material and colour that matches the dwelling and/or harmonises with the surrounding environment and that does not detract from the visual amenity of the area.
7. Where a proposal does not comply with the prescriptive requirements of the above table but it can be demonstrated by the applicant to the satisfaction of Council offers that the application will not result in any negative impacts on the amenity of

[10]

Title	Rural Subdivision and Development
Policy Number (Governance Purpose)	LPP 2.1



neighbouring properties or the area, the application may be approved by Council officers under delegation. All applications seeking a variation to the requirements of the above table shall be advertised to nearby landowners who in the opinion of Council officers may be affected by the proposal.

Any subsequent actions as a result of refused applications are carried out in accordance with Council's Policy.

8. The floor area of any approved sea containers will contribute towards the combined maximum floor area of outbuildings contained in this Policy.
9. Planning applications for Outbuildings and lean-to's will not be supported in the absence of a dwelling on site. Applications may be supported where a dwelling is constructed to at least plate height level.

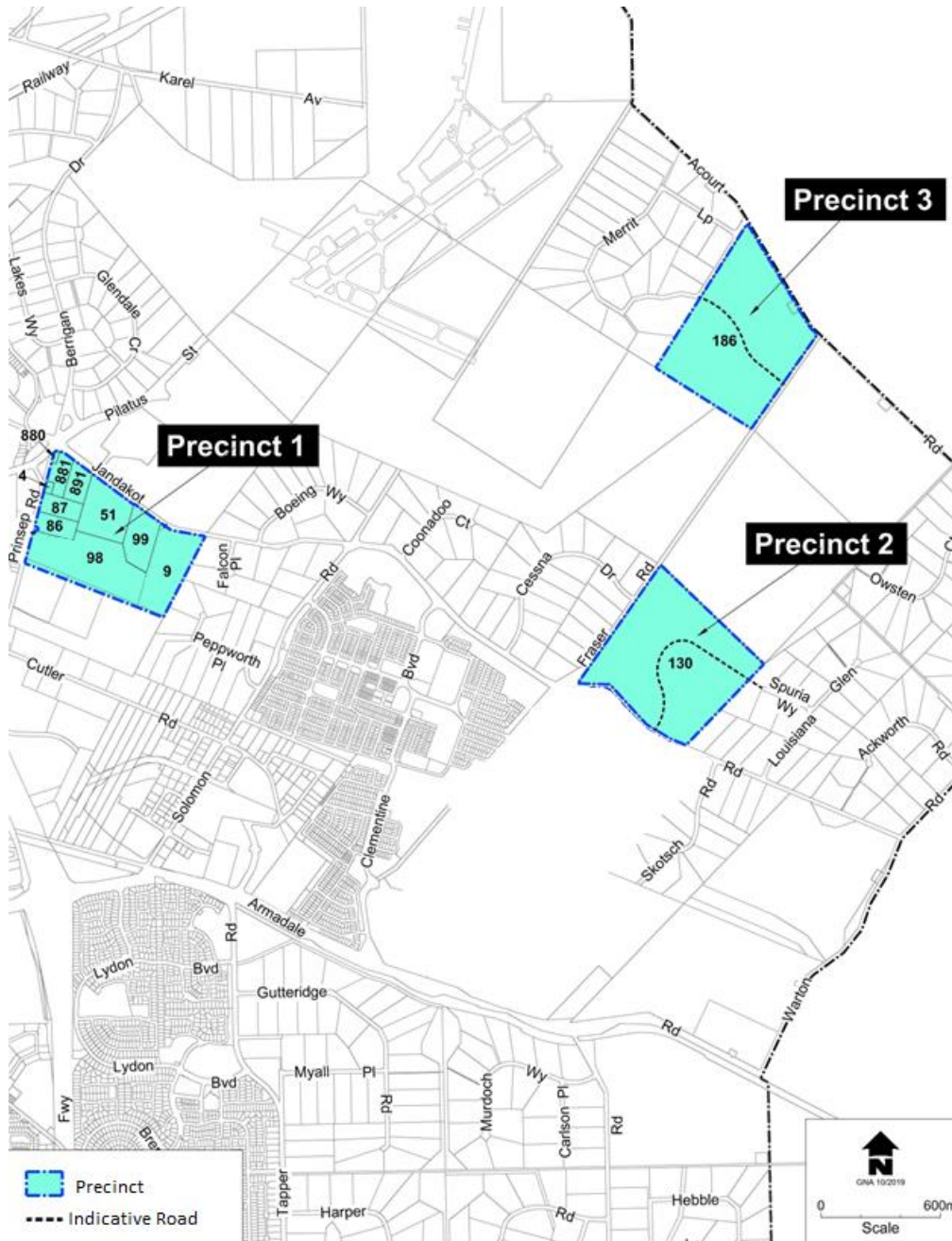
(6) Exempt Development

1. Pursuant to Schedule A of TPS3, the following development exemptions apply:
 - a. A single house, including extensions and ancillary outbuildings with an area of less than 100m² and a wall height not exceeding 4.5 in the Rural Zone and Rural Living Zone and the proposal is contained within a building envelope.
 - b. A single house, including extensions and ancillary outbuildings with an area of less than 200m² and a wall height not exceeding 4.5 in the Resource Zone and the proposal is contained within a building envelope.

Title	Rural Subdivision and Development
Policy Number (Governance Purpose)	LPP 2.1



APPENDIX 1 – PRECINCTS AND SUBDIVISION CONCEPT GUIDE



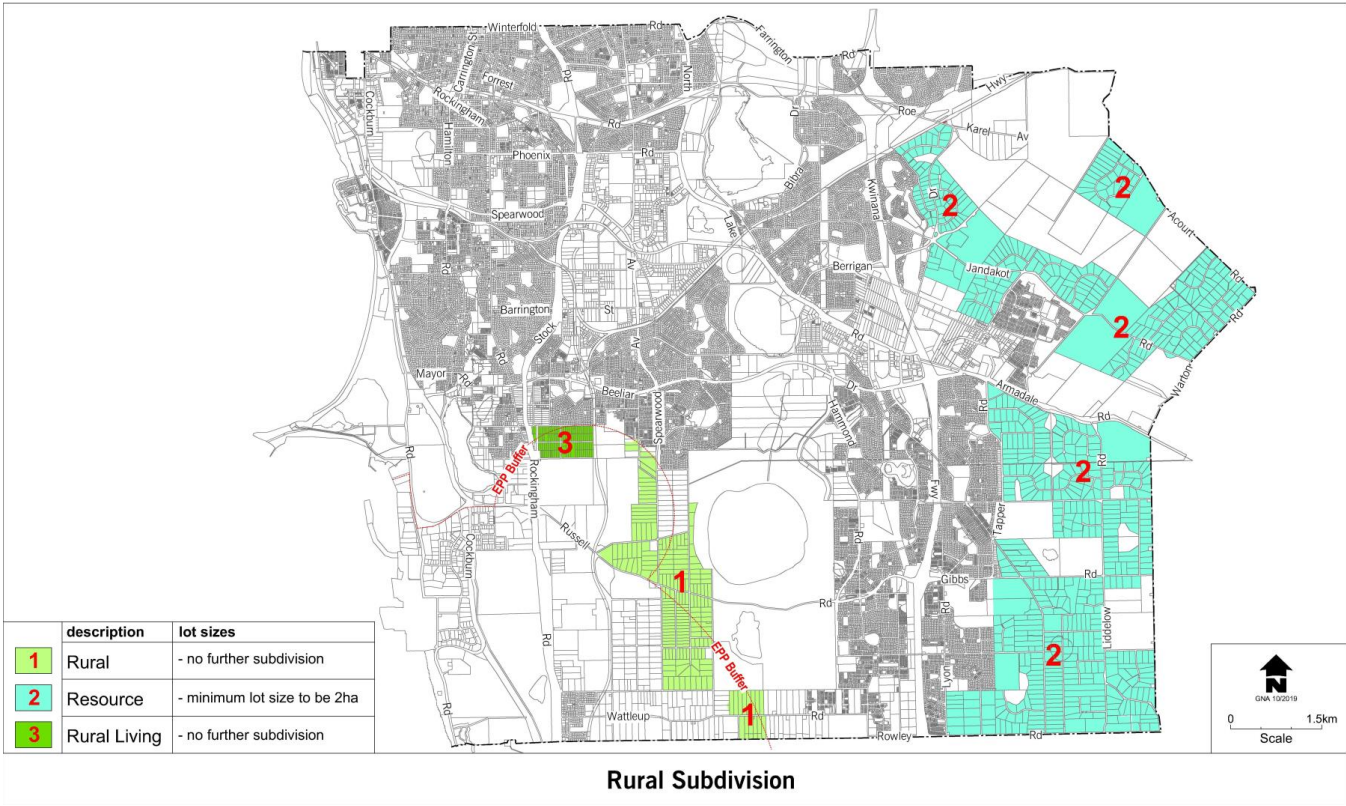
Precinct and Subdivision Concept Guide

[12]

Title	Rural Subdivision
Policy Number (Governance Purpose)	LPP 2.1



APPENDIX 2 – RURAL SUBDIVISION GUIDE



Title	Rural Subdivision and Development
Policy Number (Governance Purpose)	LPP 2.6



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development Services
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

Title	Rural Subdivision
Policy Number (Governance Purpose)	LPP 2.1



Policy Type

Local Planning Policy

Policy Purpose

The Rural zone, the Rural Living Zone and the Resource Zone under Town Planning Scheme No. 3 (TPS 3) are retained for rural pursuits, rural living or resource protection purposes. In addition, portions of the City are affected by the Kwinana Air Quality buffer and inappropriate subdivision within these areas has the potential to compromise strategic planning objectives.

The City is required to make recommendations to the Western Australian Planning Commission (WAPC) regarding applications to subdivide land within these zones and as the matter is not addressed by TPS 3, this Policy provides the basis for consistent responses to the WAPC on subdivision proposals.

The purpose is to recommend against the ad hoc subdivision of land that is proposed to be retained for rural pursuits, rural living or resource protection under the Town Planning Scheme or which is affected by the Kwinana Air Quality Buffer.

Policy Statement

(1) Resource Zone:

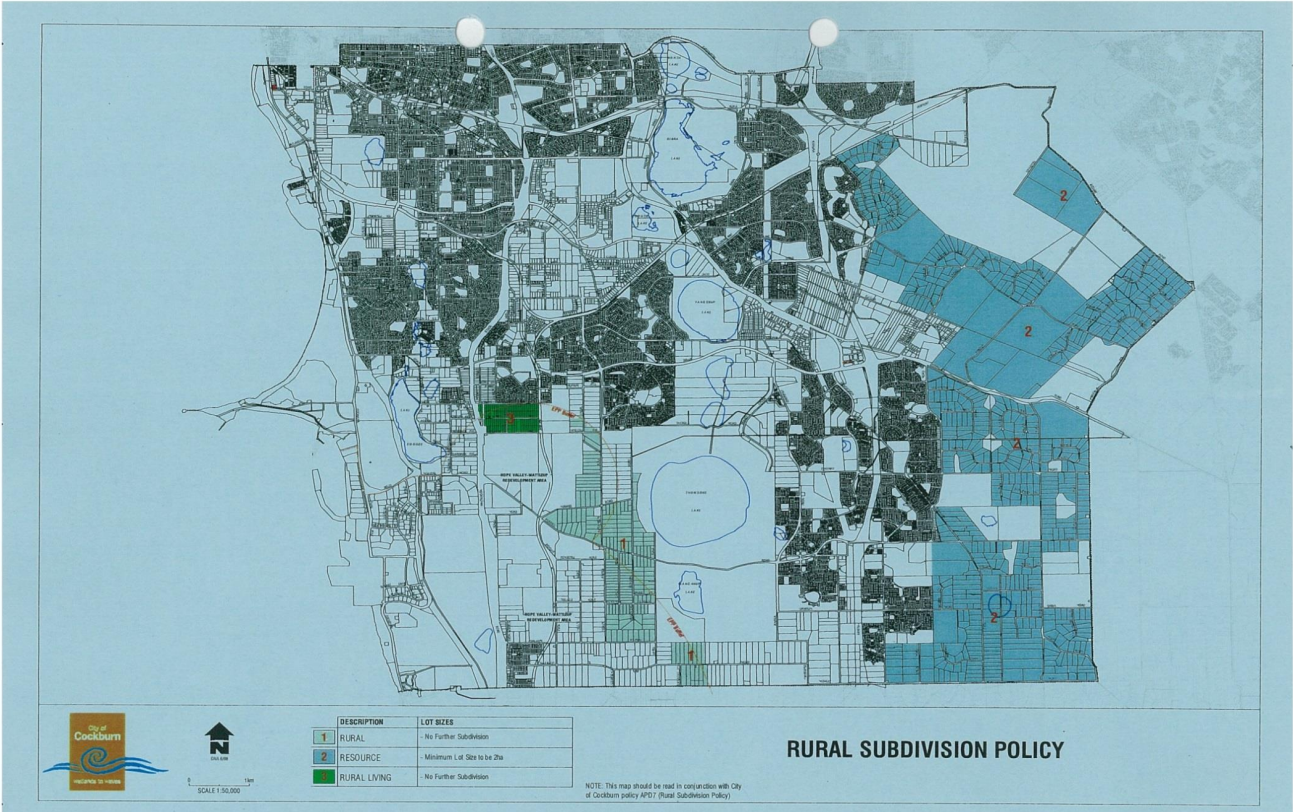
1. The Council may support subdivision in this area if the proposal is in accordance with the Jandakot Groundwater Protection Policy (SPP No. 2.3) and the land is being suitable and capable of subdivision for the proposed purpose.
2. On land within any area not subject to Council's Local Planning Policy 2.2 Subdivision in Jandakot and Treeby, the following applies:
 - a. A minimum lot size of 2ha;
 - b. A building envelope no larger than 2000m² being provided on each lot created which complies with TPS 3; and
 - c. The onsite effluent disposal being located within the building envelope and complying with the provisions of TPS 3 relating to the Resource zone and Section 15 SPP2.3.
3. On land within the area subject to LPP 2.2 Subdivision in Jandakot and Treeby, the Council may also support subdivision provided that it complies with LPP 2.2 and meets the requirements set out in point 2 above.

[1]

Title	Rural Subdivision
Policy Number (Governance Purpose)	LPP 2.1

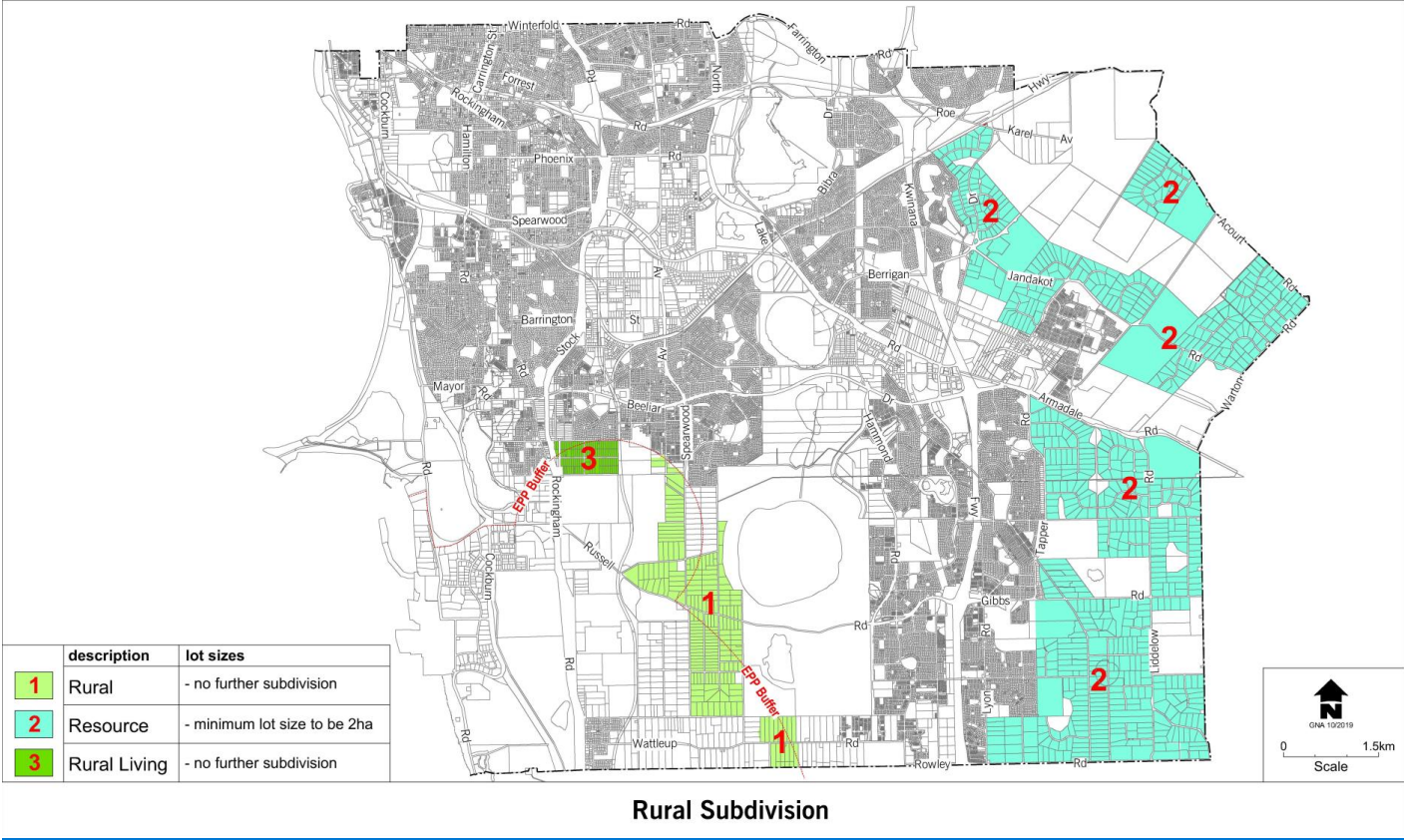


- (2) Rural Living and Rural Zones
1. The Council will not support any further subdivision of land in these zones.



[2]

Title	Rural Subdivision
Policy Number (Governance Purpose)	LPP 2.1



Title	Rural Subdivision
Policy Number (Governance Purpose)	LPP 2.1



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	4514270

Title	Subdivision in Jandakot & Treeby
Policy Number (Governance Purpose)	LPP 2.2



Policy Type

Local Planning Policy

Policy Purpose

In Jandakot and Treeby there remain several large lots which have yet to reach their full subdivision and development potential under the provisions of State Planning Policy No. 2.1 (*Peel-Harvey Coastal Plain Catchment Policy*), State Planning Policy No. 2.3 (*Jandakot Groundwater Protection Policy*) and the provisions of the 'Resource' zone under City of Cockburn Town Planning Scheme No. 3 (TPS 3).

Sand extraction operations, which have occurred or are occurring on these remaining sites, have ceased or are likely to cease within a relatively short time frame. As the sand resource is exhausted, landowners are expected to seek Western Australian Planning Commission (WAPC) approval to subdivide.

There is a need to ensure that subdivision proposals resolve issues arising from prior land uses are carried out within a comprehensive planning framework, to ensure that they are developed with regard to the relevant opportunities and constraints of the locality and comply with the 'Resource' zone provisions under TPS 3.

NOTE: This Policy needs to be read in conjunction with LPP2.1 'Rural Subdivision Policy'.

The purpose of the policy is:

- (1) To identify a series of precinct areas encompassing current and former sand extraction sites and other land in Jandakot and Treeby with subdivision and development potential.
- (2) To establish subdivision recommendations and requirements for the precincts.

Policy Statement

Planning Principles

- (1) Ensure subdivision over the Jandakot Groundwater Mound is compatible with the long term use of the groundwater for public water supply.
- (2) Maintain the operational integrity of Jandakot Airport, Kennel/Cattery Precinct and Solomon Road Industrial Area.
- (3) Provide a permeable and logical road layout
- (4) Maintain vegetation of local significance as identified by the City.

[1]

Title	Subdivision in Jandakot & Treeby
Policy Number (Governance Purpose)	LPP 2.2



- (5) Identification of site specific environmental features worthy of protection through a detailed land capability and site suitability assessment by proponents in consultation with the City.
- (6) Maintain and enhance the high level of the visual and landscape qualities of the natural environment for the benefit of future generations.
- (7) Ensure subdivision design and associated rehabilitation works reflect appropriate bushfire safety principles as detailed within State Planning Policy SPP3.7 and relevant TPS 3 provisions.

Refer to the attached Precincts and Subdivision Concept Plan with regard to the following precinct delineations.

(1) Precinct: 1

1. Properties:

Lot 98 Prinsep Road and Lots 51, 99 and 9 Jandakot Road, Jandakot.

The intention of the Precincts and Subdivision Concept Plan of subdivision is to provide an indicative road layout for future subdivision and demarcate the area

2. Current Status:

All lots have remnant bushland and most have houses on them.

The land remains heavily vegetated.

3. Subdivision recommendations and requirements:

- (a) The City shall not support subdivision unless the general intentions of the Precincts and Subdivision Concept Plan for Precinct 1 are complied with.
- (b) Any proposed plan of subdivision will be required to address matters consistent with the structure planning provisions of TPS 3.
- (c) The City shall only support the creation of lots less than 2 hectares to the extent that the reduction in lot area is required to facilitate the construction of subdivisional roads.

(2) Precinct: 2

1. Properties:

Lot 130 Jandakot Road, Treeby.

2. Current Status:

Lot 130 Jandakot Road is a 41ha site and still subject to sand extraction at the northern extremity.

[2]

Title	Subdivision in Jandakot & Treeby
Policy Number (Governance Purpose)	LPP 2.2



3. Subdivision recommendations and requirements:

- (a) The City shall not support subdivision unless the general intentions of the Precincts and Subdivision Concept Plan for Precinct 2 are complied with.
- (b) Any proposed plan of subdivision will be required to address matters consistent with the structure planning provisions of the TPS 3.
- (c) The City shall require comprehensive rehabilitation works to be undertaken and completed at the time of subdivision of the land, in accordance with an adopted Rehabilitation Management Plan approved by the City.
Rehabilitation works undertaken on public land will have a standard maintenance period associated, and will be audited at the end of the maintenance period to assess whether works have been appropriately undertaken in accordance with the adopted Rehabilitation Management Plan prior to the public land being taken over by the City. The City will only takeover public land once rehabilitation and maintenance works have been undertaken in accordance with the requirements of the adopted Rehabilitation Management Plan. For rehabilitation works on private land, affected lots are to include on their titles the requirement to care for and maintain the rehabilitation works in accordance with the minimum standards set out in the adopted Rehabilitation Management Plan.
- (d) The City shall recommend a geotechnical investigation of proposed building envelopes for areas where inappropriate backfilling and/or compaction is suspected. In the event that inappropriate backfilling/compaction has occurred, this will need to be rectified to make the building envelopes capable for accommodating development prior to the issue of subdivision clearances.
- (e) The City shall recommend investigation for soil and groundwater contamination in areas known or suspected to have contamination potential (e.g. previous storage of fuel). In the event that contamination has occurred, all remediation works including validation of remediation is to be completed to the specifications of the Department of Water and Environment Regulation prior to the commencement of any site works.
- (f) The City shall recommend a notification under Section 165 of the Planning and Development Act 2005 be placed on the title of all lots within 500m of the Kennel/Cattery Precinct advising of potential noise and amenity impacts. This is considered to represent a hazard/other factor seriously affecting the use/enjoyment of the land.
- (h) The City shall require that the Structure Plan and subdivision layout design minimise the number of lots with boundaries to the Jandakot Botanical Park.
- (j) The City shall not support the creation of lots with excessive areas of batter slopes or excessive unevenness. As a guide no greater than one third of the area of any lot is to be affected by this.

[3]

Title	Subdivision in Jandakot & Treeby
Policy Number (Governance Purpose)	LPP 2.2



- (k) The City shall request revegetation to enhance or create vegetated linkages, enhance areas of remnant vegetation or provide for landscape or screening purposes.

(3) Precinct: 3

1. Properties:

Lot 186 Acourt Road, Jandakot.

2. Current Status:

Lot 186 is occupied by soil blending and fertiliser operations.

3. Subdivision recommendations and requirements:

- (a) The City shall not support subdivision unless the general intentions of the Precincts and Subdivision Concept Plan for Precinct 3 are complied with.
- (b) The City shall require comprehensive rehabilitation works to be undertaken and completed at the time of subdivision of the land, in accordance with an adopted Rehabilitation Management Plan approved by the City. Rehabilitation works undertaken on public land will have a standard maintenance period associated, and will be audited at the end of the maintenance period to assess whether works have been appropriately undertaken in accordance with the adopted Rehabilitation Management Plan prior to the public land being taken over by the City. The City will only takeover public land once rehabilitation and maintenance works have been undertaken in accordance with the requirements of the adopted Rehabilitation Management Plan. For rehabilitation works on private land, affected lots are to include on their titles the requirement to care for and maintain the rehabilitation works in accordance with the minimum standards set out in the adopted Rehabilitation Management Plan.
- (c) The City shall not support subdivision until the soil blending operation and the soil blending/fertiliser factory on Lot 186 have ceased operating and all associated materials and structures have been removed.
- (d) The City shall recommend a geotechnical investigation of proposed building envelopes for areas where inappropriate backfilling and/or compaction is suspected. In the event that inappropriate backfilling/compaction has occurred, this will need to be rectified to make the building envelopes capable for accommodating development prior to the issue of subdivision clearances.
- (e) The City shall recommend investigation for soil and groundwater contamination in areas known or suspected to have contamination potential (e.g. previous storage of fuel). In the event that contamination has occurred, all remediation works including validation of remediation is to be completed to the specifications of the Department of Water and Environment Regulation prior to the commencement of any site works.

[4]

Title	Subdivision in Jandakot & Treeby
Policy Number (Governance Purpose)	LPP 2.2



- (f) The City shall require that the subdivision layout design provide Lukin Swamp with an adequate buffer of public open space, and that frontage to a subdivisional road be provided to enable public and City access to the swamp and public open space.
 - (g) The City shall recommend a notification under Section 165 of the Planning and Development Act 2005 be placed on the title of all lots created from subdivision advising of odour from the City of Canning's Kennel Zone affecting the land. These are considered to represent hazards/other factors seriously affecting the use/enjoyment of the land.
 - (h) All new building envelopes are to be located outside the 30 ANEF noise contour of the Jandakot Airport.
 - (i) The City shall not support the creation of lots with excessive areas of batter slopes or unevenness. As a guide no greater than one third the area of any lot is to be affected by this.
 - (j) The City shall request strategic revegetation to enhance areas of remnant vegetation, buffer zones to Lukin Swamp and provide vegetated linkages to the Jandakot Botanical Park.
- (4) Precinct: 4
- 1. Properties:
Lot 5131 Jandakot Road, Treeby.
 - 2. Current Status:
Lot 1531 is vegetated (including revegetation areas) and contains no buildings.
 - 3. Subdivision recommendations and requirements:
 - (a) The City shall not support subdivision unless the general intentions of the Precincts and Subdivision Concept Plan for Precinct 4 are complied with.
 - (b) The City shall require comprehensive rehabilitation works to be undertaken and completed at the time of subdivision of the land, in accordance with an adopted Rehabilitation Management Plan approved by the City. Rehabilitation works undertaken on public land will have a standard maintenance period associated, and will be audited at the end of the maintenance period to assess whether works have been appropriately undertaken in accordance with the adopted Rehabilitation Management Plan prior to the public land being taken over by the City. The City will only takeover public land once rehabilitation and maintenance works have been undertaken in accordance with the requirements of the adopted Rehabilitation Management Plan. For rehabilitation works on private land, affected lots are to include on their titles the requirement to care for and maintain the rehabilitation works in accordance with the minimum standards set out in the adopted Rehabilitation Management Plan.

[5]

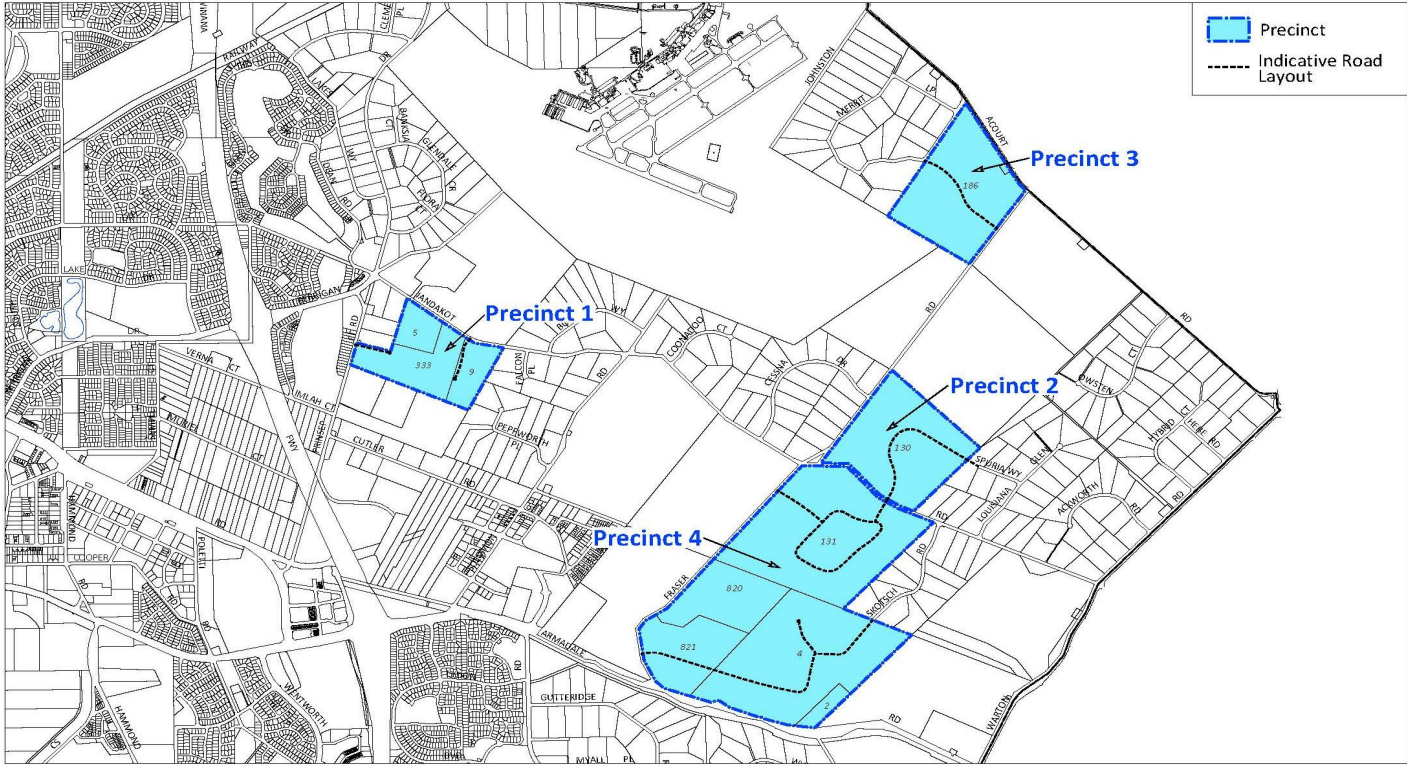
Title	Subdivision in Jandakot & Treeby
Policy Number (Governance Purpose)	LPP 2.2



- (c) The City shall not support subdivision unless relevant recommended buffer distances [in accordance with the Environmental Protection Authority's Guidance Statement No. 3 (Separation Distances between Industrial and Sensitive Land)] are achieved to operational sand excavation sites and other land uses with buffer zones.
- (e) The City shall require that the subdivision layout design not provide lot frontages onto Jandakot or Armadale Roads, unless exceptional circumstances dictate otherwise. Access to lots is to be provided by internal subdivisional roads.
- (f) The City shall recommend a geotechnical investigation of proposed building envelopes for areas where inappropriate backfilling and/or compaction is suspected. In the event that inappropriate backfilling/compaction has occurred, this will need to be rectified to make the building envelopes capable for accommodating development prior to the issue of subdivision clearances.
- (g) The City shall recommend investigation for soil and groundwater contamination in areas known or suspected to have contamination potential (e.g. previous storage of fuel). In the event that contamination has occurred, all remediation works including validation of remediation is to be completed to the specifications of the Department of Environment and Conservation prior to the commencement of any site works.
- (h) No greater than two thirds of any lot is to be located within the Western Power Transmission Line Easement.
- (i) The City shall not support the creation of lots with excessive areas of batter slopes or unevenness. As a guide no greater than one third the area of any lot is to be affected by this.
- (j) The City shall require revegetation to enhance or create vegetated linkages, enhance areas of remnant vegetation or provide for landscape or screening purposes.

[6]

Title	Subdivision in Jandakot & Treeby
Policy Number (Governance Purpose)	LPP 2.2

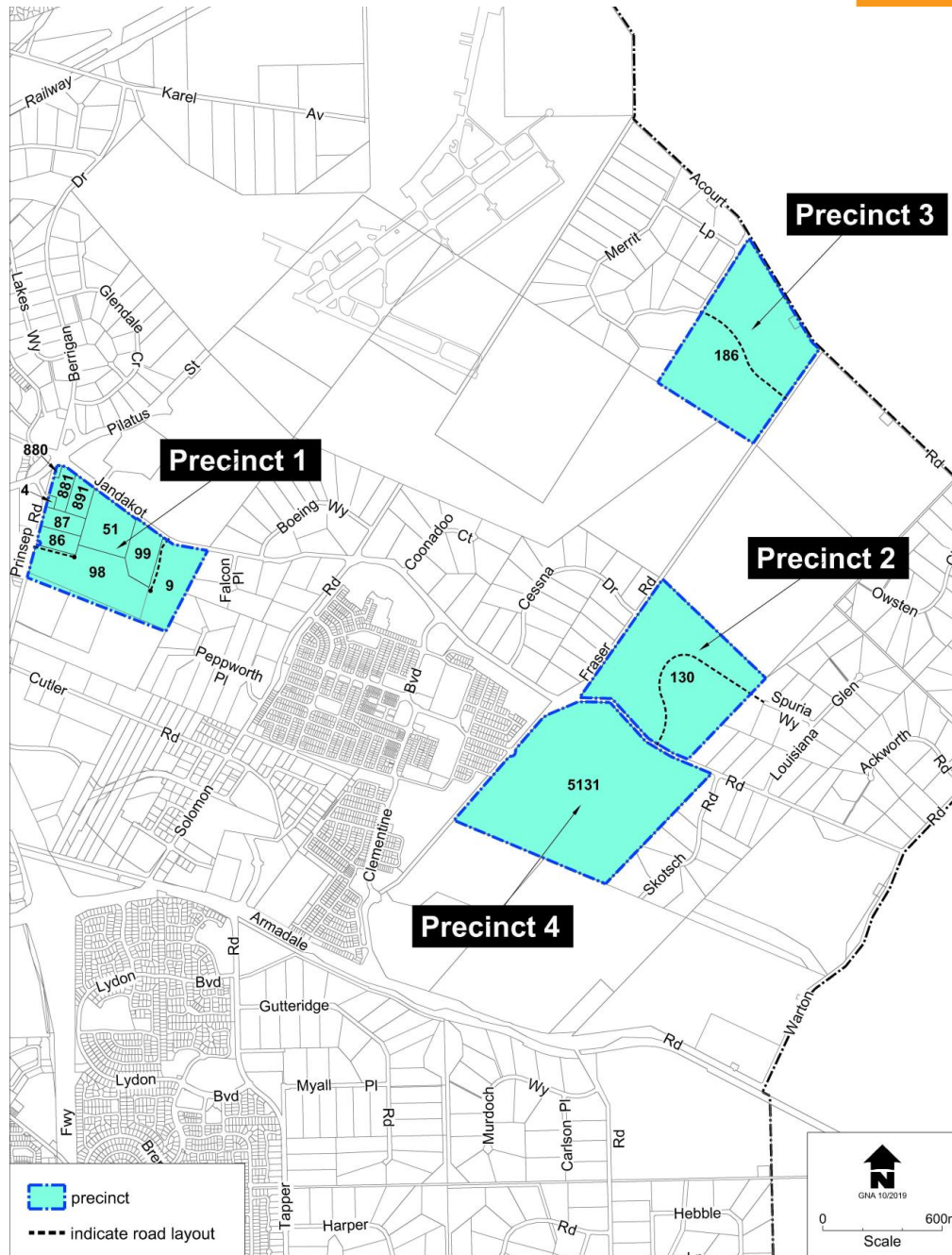




**PRECINCTS AND SUBDIVISION
CONCEPT GUIDE**



Title	Subdivision in Jandakot & Treeby
Policy Number (Governance Purpose)	LPP 2.2



Precinct and Subdivision Concept Guide

Title	Subdivision in Jandakot & Treeby
Policy Number (Governance Purpose)	LPP 2.2



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	4514840

Title	The Keeping of Horses & Other Animals in the Resource Zone
Policy Number (Governance Purpose)	LPP 2.3



Policy Type

Local Planning Policy

Policy Purpose

The effective management of land-use activities over the Jandakot Underground Water Mound is a matter of State planning significance. Land-use activities have the potential to adversely affect Perth's drinking water. The Resource Zone in the City's Town Planning Scheme No. 3 (TPS 3) and the Western Australian Planning Commission (WAPC) Statement of Planning Policy 2.3 Jandakot Groundwater Protection (SPP 2.3) specifically regulate activities such as the keeping of horses and other animals.

In accordance with SPP 2.3, applications for animal activities are to be referred to the Department of Water (DOW) for consideration, as they have the technical expertise to evaluate the implications on ground water supplies. The guidelines used by the DOW are designed to protect the Jandakot underground water mound. The City is compelled to follow the DOW recommendation or refer the application to the WAPC for determination with its recommendation along with the DOW recommendation. In those instances where the Council does not agree with the DOW advice. On environmental grounds, it is likely the DOW recommendation will be followed in most instances.

The purpose of this policy is to provide guidance to landowners and the City when considering future applications for horse or other animal activities in the Resource Zone. The following approach intends to ensure that decisions are made on the basis of sound environmental resource management, for the purpose of achieving the objectives outlined in SPP 2.3.

Policy Statement

- (1) Conditional approval may be granted where development applications for the proposed keeping of horses and other animals have been considered by the DOW to comply with the Environmental Guidelines for Horses Activities (December 2002).
- (2) Where planning applications for the keeping of horses or other animals have been considered by the DOW to not comply with the Environmental Guidelines for Horse Activities (December 2002), then the applications concerned may be refused.
- (3) The City will acknowledge lawfully established non-conforming uses relating to the keeping of horses and other animals in the Resource Zone where past planning approvals exist.
- (4) Where retrospective development applications for the keeping of horses have been considered by the DOW to not comply with the Environmental Guidelines for Horse Activities (December 2002) or other relevant guidelines and advice to that effect is received by the City, then the applications concerned will be refused.

[1]

Title	The Keeping of Horses & Other Animals in the Resource Zone
Policy Number (Governance Purpose)	LPP 2.3



- (5) In refusing applications in accordance with clause 4 above, proponents will be given notice by the City to the effect that they will be given periods up to 12 months to ensure the animals concerned are removed from the property.
- (6) In the event that landowners identified as requiring development approval (to keep horses and/or other animals) do not co-operate by applying for the planning consent within the time requested, then the City will give notice to the landowners concerned requiring the animals to be removed from the property within 3 months, or risk prosecution.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	4515281

[2]

Title	Outbuildings
Policy Number (Governance Purpose)	LPP 2.4



Policy Type

Local Planning Policy

Policy Purpose

A consistent set of guidelines for the development of outbuildings in the Rural, Rural Living and Resource zones is required, which is consistent with Town Planning Scheme No. 3 (TPS 3) and takes into account local needs.

The policy is intended to provide uniform development requirements for outbuildings within the Rural, Rural Living and Resource zones, consistent with local needs.

Policy Statement

Definition:

Outbuilding has the same meaning as in the Residential Design Codes of Western Australia (R-Codes).

A lean-to is defined as a roofed structure attached to an outbuilding that is completely unenclosed on all sides, except to the extent that it abuts the side or sides of the outbuilding.

- (1) The combined floor area of existing and proposed outbuildings and the wall and ridge height of proposed outbuildings are not to exceed the following:

Zone	Maximum floor area of all outbuildings and lean-to's combined (m ²)	Maximum wall height of outbuildings and lean-to's (m)	Maximum ridge height of outbuildings and lean-to's (m)
Rural & Resource	300	5	7
Rural Living	200	4.5	6

- (2) Outbuildings and lean-to's are to be sited within a building envelope prescribed for any lot.
- (3) Outbuildings and lean-to's are generally to be sited wholly behind the primary residence in all zones.
- (4) Subject to Clause 8 of this Policy outbuildings proposed in the Development zone where there is no structure plan will be assessed on their merits having regard to the future intent of the area. In any case, the development standards shall not exceed those for outbuildings in rural areas as shown in the table above.

[1]

Title	Outbuildings
Policy Number (Governance Purpose)	LPP 2.4



- (5) Outbuildings are to be constructed of a non-reflective material and colour that matches the dwelling and/or harmonises with the surrounding environment and that does not detract from the visual amenity of the area.
- (6) Where a proposal does not comply with the prescriptive requirements of the above table but it can be demonstrated by the applicant to the satisfaction of Council offers that the application will not result in any negative impacts on the amenity of neighbouring properties or the area, the application may be approved by Council officers under delegation. All applications seeking a variation to the requirements of the above table shall be advertised to nearby landowners who in the opinion of Council officers may be affected by the proposal.

Any subsequent actions as a result of refused applications are carried out in accordance with Council's Policy.

- (7) The floor area of any approved sea containers will contribute towards the combined maximum floor area of outbuildings contained in this Policy.
- (8) Planning applications for Outbuildings and lean-to's will not be supported in the absence of a dwelling on site. Applications may be supported where a dwelling is constructed to at least plate height level.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	4514522

[2]

Title	Building Envelopes
Policy Number (Governance Purpose)	LPP 2.5



Policy Type

Local Planning Policy

Policy Purpose

Building Envelopes are used in the Resource Zone to guide and contain development on a lot so that vegetation and wetlands are protected from clearing and development. They are also used for separating dwellings and buildings on lots for the purpose of achieving a high degree of amenity. Building envelope locations and shapes are determined by the developer in conjunction with the City at the time of subdivision, or by City's Planning Officers in respect to existing lots.

Purchasers of vacant lots may sometimes wish to nominate or relocate the building envelope to better suit their development expectations.

The purpose of this policy is to provide guidance to applicants and officers in regard to the circumstances under Town Planning Scheme No. 3 (TPS 3) may be utilised to nominate or relocate or modify a building envelope.

Policy Statement

- (1) A building envelope may be modified or relocated, provided that:
1. The written request referred to in TPS 3 is in the form of an Application for Development Approval, accompanied by the appropriate fee and documentation;
 2. The area of the modified building envelope is similar in size to the original building envelope but should in any event not exceed 3000m²;
 3. The modified building envelope accords with the setback distances prescribed under TPS 3;
 4. The modified building envelope has regard to the requirement that any development contained therein has a finished floor level that is a minimum of 1.2m above the highest known water table applicable to the land;
 5. The modified building envelope is located to avoid or minimise vegetation removal on-site; and
 6. The modified building envelope has regard to the placement of a dwelling and outbuildings on a lot relative to adjoining lots and buildings contained thereon (for the purpose of maintaining separation and protection of amenity in a rural setting).

[1]

Title	Building Envelopes
Policy Number (Governance Purpose)	LPP 2.5



- (2) A building envelope may be nominated where:
- 1. A building envelope does not already exist on the lot;
 - 2. The written request referred to in TPS 3 is in the form of an Application for Development Approval, accompanied by the appropriate fee and documentation;
 - 3. The building envelope area does not exceed 3000m²;
 - 4. The building envelope accords with the setback distances prescribed under TPS 3. Setback measurements shall be taken at right angles to the lot boundary (example of measurements under Figure 1 below);

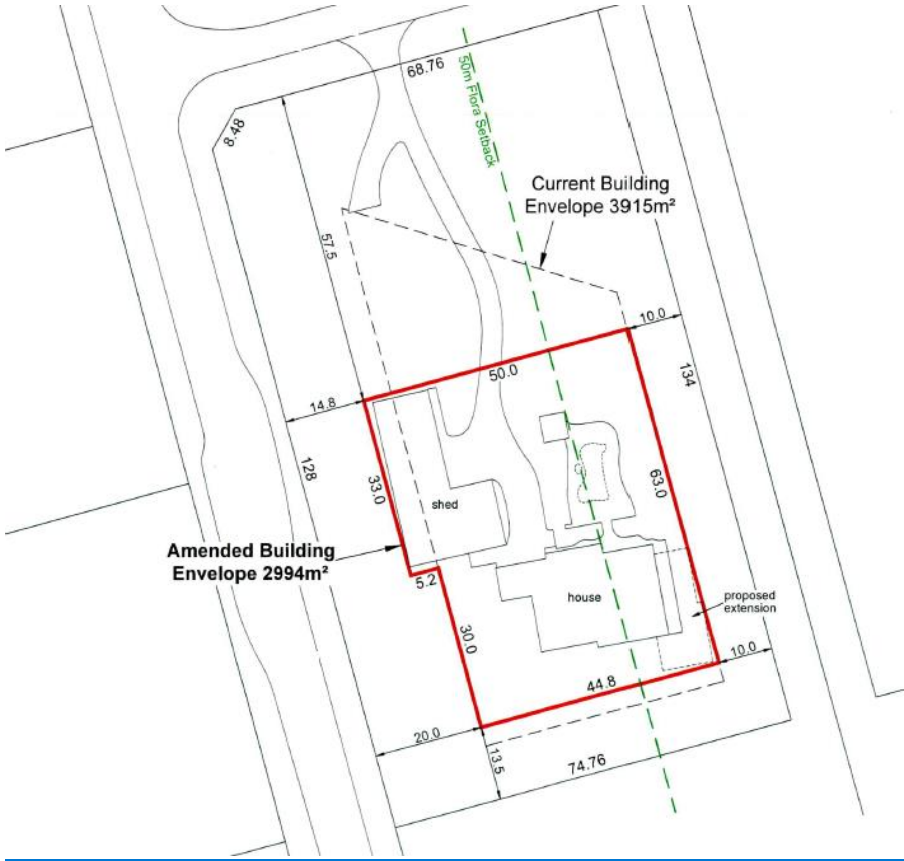


Figure 1

- 5. The building envelope has regard to the requirement that any development contained therein has a finished floor level that is a minimum of 1.2m above the highest known water table applicable to the land;

[2]

Title	Building Envelopes
Policy Number (Governance Purpose)	LPP 2.5



6. The building envelope is located to avoid or minimise vegetation removal on-site;
7. The building envelope has regard to the placement of a dwelling and outbuildings on a lot relative to adjoining lots and buildings contained thereon (for the purpose of maintaining separation and protection of amenity in a rural setting);
8. The City requires the nomination of a building envelope as part of a development application in a specific location due to planning, environmental and land constraints.
9. Only one building envelope is permitted per lot.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	4516911

[3]

15.2.8 Policy Review - Merging of Local Planning Policies 3.1, 3.2, 3.3, 3.4 and 3.6 with Minor Modifications

Executive	Director Planning and Sustainability
Author	Coordinator Development Services
Attachments	<div><div>1. DRAFT AMENDED Local Planning Policy 3.1 - Commercial Development ↓</div><div>2. Existing Local Planning Policy 3.1 - Child Care Premises ↓</div><div>3. Local Planning Policy 3.2 - Educational Establishments ↓</div><div>4. Local Planning Policy 3.3 - Health Studios ↓</div><div>5. Local Planning Policy 3.4 - Service Stations and Motor Vehicle Wash Facilities ↓</div><div>6. Local Planning Policy 3.6 - Licensed Premises (Liquor) ↓</div></div>

RECOMMENDATION

That Council:

- (1) AMEND Local Planning Policy 3.1 by including the contents of Local Planning Policies 3.2, 3.3, 3.4 and 3.6, and renaming as Local Planning Policy 3.1 – Commercial Development, provided as Attachment 1;

(2) REVOKE the existing Local Planning Policies 3.2, 3.3, 3.4 and 3.6;

(3) ACCEPT that the above amendments are minor in nature and do not require public advertising in accordance with Division 2, Clause 5 of the *Planning and Development (Local Planning Scheme) Regulations 2015*; and

(4) PUBLISH notice of the policy amendments and revocations in accordance with Clause 87 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

Background

In this first tranche of LPP review, City officers have identified a number of policies that are either redundant, can be merged with other policies or require minor modifications.

This initial review aims to simplify the existing LPP framework by removing and consolidating a number of policies so that a more detailed review can take place in the future once draft LPS13 progresses to its more advanced stages of adoption.

This initial review has proposed modifications and consolidations that do not require public consultation in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015* (the Regulations), as all proposed changes can be considered minor. Clause 6 of the Regulations outlines that the revocation of an LPP does not trigger public advertising.

Submission

N/A

Report

The process for the adoption, modification, and revocation of LPPs are established in Part 2 of the Deemed Provisions of the Regulations.

Clause 3 of the Regulations outline that a local government may prepare an LPP in respect to any matter related to planning and development, and that an LPP may apply generally or in respect to a particular matter.

Further, the Regulations establish that an LPP may apply to the whole of a Scheme Area or to a specific part of the Scheme Area.

A local planning policy may address either a strategic or operational consideration and much be based on sound town planning principles.

Clause 5 of the Regulations prescribes that a local government must advertise amendments to local planning policies unless the local government is of the view that the amendments are minor.

Given that the proposed amendments are mostly administrative in nature, public advertising is not required. It is anticipated that a future review of the LPP suite may trigger advertising once the draft LPS13 has progressed to later stages of adoption.

Clause 6 of the Regulations outlines that the revocation of an LPP does not trigger public advertising.

Merging of Existing Policies

The LPPs subject to this merge were adopted at various times, ranging from 2012 (Licensed Premises) to as late as 2023 (Service Stations and Motor Vehicle Wash Facilities).

The need for these policies often arose when complicated planning proposals were put forwards with little to no statutory guidance within the existing framework. As a result, these policies often sought to fill a gap in the framework and provide guidance to planners and decision makers in exercising discretion.

These policies all pertain to certain types of commercial operations and individual prescribe minimum standards for their subject land use.

In order to consolidate the significant number of LPPs, these policies can be merged into a single 'Commercial Development' LPP. It also allows the City to amend the draft policy in the future should guidance be required for other land uses.

Some minor modifications to the formatting of each of the policies have been proposed within the draft so that the policy has consistent spacing, formatting etc.

A unified, consolidated and more general policy purpose has been drafted to cover all aspects of commercial development rather than for individual land uses.

In addition to the above, the name of the 'Department of Gaming Racing and Liquor' has been modified to the 'Department of Local Government, Sport and Cultural Industries' (DLGSC) to reflect the current departmental structure of the State Government. DLGSC are responsible for liquor licensing.

Given none of the individual provisions have been modified (except for a technical name change), this merge can be considered a minor amendment.

Strategic Plans/Policy Implications

Local Economy

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

- A City that is 'easy to do business with'.
- Thriving local commercial centres, local businesses and tourism industry.

City Growth and 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 and Leading

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

Pursuant to Part 2 of the Deemed Provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015*, the proposed modifications are minor or administrative in nature and therefore do not require community consultation.

Risk Management Implications

The City's suite of Local Planning Policies will need to be reviewed individually at some point in the future as part of the adoption of LPS13.

If these minor modifications and mergers are not supported, then the future reviews will become more complex and may present resource implications for the City.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Title	Commercial Development
Policy Number (Governance Purpose)	LPP 3.1



Policy Type

Local Planning Policy

Policy Purpose

The City of Cockburn features a range of different commercial zones, ranging from small local centres to significant regional activity centres. The City's Town Planning Scheme allows for a range of commercial land uses within these commercial areas as well as within residential zones.

The purpose of this policy is to provide a comprehensive framework for the planning and development of various commercial land uses within the City of Cockburn. This policy aims to:

1. **Facilitate Growth and Convenience:** Support the development of diverse commercial uses including childcare premises, health studios, service stations, licensed premises, and educational establishments, ensuring they contribute positively to the convenience and economic vibrancy of the City.
2. **Protect Amenity and Safety:** Ensure that all commercial developments are designed and located to minimize adverse impacts on the amenity of surrounding areas. This includes addressing issues related to noise, light, odour, traffic flows, and pedestrian and cyclist safety.
3. **Promote Integration and Compatibility:** Ensure that new developments are compatible with the surrounding land uses and activity centres, and do not undermine the ability of these centres to support a mix of land uses and community functions as outlined in the City's strategic plans.
4. **Support High-Quality Development:** Provide clear guidelines on the siting, design, and operation of commercial premises, including specific requirements for parking, building retrofitting, and public impact considerations, to achieve coordinated and high-quality development outcomes.

By addressing these objectives, the policy seeks to balance growth with community well-being, ensure effective land use planning, and enhance the overall functionality and character of the City.

[1]

Title	Commercial Development
Policy Number (Governance Purpose)	LPP 3.1



Policy Statement

(1) Definitions:

Active Floor Space Area (AFSA) means, in relation to Health Studios, the area of all floors/levels within the internal finished surfaces of permanent walls of a building, used for physical exercise, recreation and sporting activities, but excludes all areas designated for machines such as pin-loaded equipment and cardio machines, as well as car parking areas, stairs, toilets, cleaners cupboards, lift shafts, motor rooms, escalators, tea rooms, plant rooms, lobbies between lifts facing other lifts serving the same floor, and areas set aside as public space or thoroughfares and not for the exclusive use of occupiers of the floor or building.

Child Care Premise means a place where a child care service as defined in the *Child Care Services Act 2007* section 4 is provided.

Child Care Service means –

- (a) any education and care service as defined in the *Education and Care Services National Law (Western Australia)* section 5(1); or
- (b) any child care service as defined in the *Child Care Services Act 2007* section 4;

Exercise Machines: Pin Loaded equipment and cardio machines, but does not include equipment such as free weights and stretch areas which are considered active floor space area.

Family Day Care Service – means a type of child care service prescribed as a family day care service for the purposes of the *Child Care Services Act 2007*

(2) Childcare Premises

1. Exemptions

A Family Day Care Service for seven children or less does not require planning approval from the City.

2. Criteria

Child care premises are strongly encouraged to locate adjacent to schools, public open space, or other community or recreational uses including non-residential land uses such as appropriate commercial uses.

[2]

Title	Commercial Development
Policy Number (Governance Purpose)	LPP 3.1



Within Residential zones, a child care premises is an “A” use which is **not** permitted unless discretion is exercised and after giving special notice in accordance with the requirements under Town Planning Scheme 3 (TPS 3).

Where applications for child care premises are received, the following criteria should be taken into account:-

1. Location and Residential Amenity
 - (a) Sites in close proximity to busy intersections or Primary Regional Roads and Other Regional Roads are not preferred due to issues of traffic conflict, noise and possible health implications associated with vehicle emissions.
 - (b) Child care premises should be located adjacent or within close proximity to public transport routes.
 - (c) The built form of the development should be consistent with the scale and character of the locality and should lend itself to domestic (residential) architecture if located in a residential setting.
 - (d) The proposed materials, colours and finishes should be sympathetic to surrounding development.
 - (e) The layout and design of child care premises shall include noise attenuation measures to ameliorate the impact of the use on adjoining and surrounding properties (if applicable). Noise-generating activities such as play areas, vehicle access ways, car parking areas and any plant and equipment are to be located away from noise-sensitive land uses, such as residences.
 - (f) In order to maintain the visual amenity of the locality, landscape screening to car parking areas from the street and adjoining premises is required. Existing and proposed major plantings must be detailed on site plans, with proposed landscaping incorporating dense shrubs and trees. Wherever possible, retention of existing mature vegetation will be encouraged by the City (providing on-site safety is not compromised).
 - (g) Child care premises will not be supported within cul-de-sacs or on lots with a battle-axe access leg.
2. Site Design
 - (a) The site is to have a regular shape, with a minimum lot area of 1,000m² and an effective frontage of 20m to provide the opportunity for design aimed at minimising the impact on surrounding residential properties.

[3]

Title	Commercial Development
Policy Number (Governance Purpose)	LPP 3.1



- (b) Site coverage is required to be a maximum of fifty per cent (50%) to allow for adequate open space, residential character and car parking areas.
- (c) The first 2.m from the front boundary of the lot shall be landscaped as a minimum. Secondary street frontages shall have a minimum 1m landscaping strip.

3. Landscaping

- (a) The first 2m from the front boundary of the lot shall be landscaped as a minimum.
- (b) Secondary street frontages shall have a minimum 1m landscaping strip.

4. Outdoor Play Areas

- (a) Outdoor play areas should be located so as to minimise their impact on the amenity of the adjoining properties whilst taking advantage of solar orientation where possible. Outdoor play areas should be screened from sources of pollution, such as car parking areas and roads, by appropriate fencing and/or dense vegetation.
- (b) A portion of the outdoor play area is required to be covered with a shade structure for sun protection. The colours and materials of this shade structure should be sympathetic to surrounding development.
- (c) Where the play area is located in the front setback area, fencing of this area shall be predominantly open. Fencing should not appear solid, adversely affecting in particular residential Streetscape or cast shadows over the play area. These same requirements also generally apply to secondary street frontages (recognising some sections of screen fencing will be necessary).

5. Parking and Traffic

- (a) Car parking areas should be purposely located on-site so as to be visible from the street to encourage patrons to park on-site instead of on road verges. Car parking bays that are the least visible or accessible should be allocated for staff use.
- (b) Car parking areas are required to be landscaped with the objective of providing shade and softening the impact of car parking and the development on the streetscape.
- (c) On-site parking provision is to be in accordance with the requirements of TPS 3:

1 bay: 1 employee, PLUS
1 bay: 10 children

[4]

Title	Commercial Development
Policy Number (Governance Purpose)	LPP 3.1



- (d) Parking for larger vehicles (buses and service vehicles) should be considered in the design and layout of parking areas.
- (e) Traffic associated with a child care premises is not to unreasonably reduce the function and safety of the local road network. Vehicle access to and from the site must be available in forward gear, achieved through adequate on-site manoeuvring.
- (f) Pedestrian movement across and/or through parking provided for a child care premises is to take place on dedicated pedestrian paths (for parent/child safety).

6. Hours of Operation

Days and times of operation shall generally be restricted from Monday to Friday, from 6.00am to 7.00pm and Saturday, from 8.00am to 4.00pm, unless otherwise approved by the City.

7. Signage

All signage associated with the child care premises shall be consistent with the City's Signage Policy, in addition to addressing the following:-

- (a) be compatible and sympathetic to adjoining development to ensure the amenity of the surrounding area is maintained;
- (b) not be placed in a location that detrimentally interferes with the visibility of traffic and pedestrians entering and leaving the lot, adjacent property or roadway;
- (c) not display signs exceeding 1m² in aggregate;
- (d) not include Pylon signs.

8. Bin Storage Areas

Applications for planning approval must include details of cleaning areas, bin storage and rubbish removal. The following are standard requirements for bin storage areas:-

- (a) A floor area not less than 3m x 3.5m excluding the area of any access way;
- (b) Walls constructed of smooth, impervious, solid material at a height of not less than 1.8m;
- (c) A floor of not less than 76mm thickness, constructed of impervious concrete graded to a 100mm industrial floor waste connected to sewer and charged with a hose cock.
- (d) Details of rubbish management are also to be provided. This includes rubbish removal days and pick-up times. The day and time of rubbish

[5]

Title	Commercial Development
Policy Number (Governance Purpose)	LPP 3.1



removal should have regard for the nature of the location, particularly for the purpose of protecting residential amenity.

9. Bushfire Management Plan

- (a) A Bushfire Management Plan is required to accompany a planning application for lots located within a Bushfire Prone Area in accordance with State Planning Policy 3.7 – Planning in Bushfire Prone Areas and the associated Guidelines for Planning in Bushfire Prone Areas.

3. Information required on applications

The City requires applications for child care premises to be submitted with adequate information to enable a detailed assessment of the development to be conducted, including (but not limited to):

- a description of the proposed activity
- numbers of adult and non-adult staff to be employed
- days and hours of operation
- number and age of children proposed to attend the centre
- One set of scaled, site, floor and elevation plans of the development illustrating
 - the entire site and structures thereon, including shade structures
 - the internal layout of the buildings
 - access points, driveways and individual car parking areas
- a schedule of materials, colours and finishes
- existing and/or proposed landscaping including major plant species
- intended front and side fencing
- number, location and size of any proposed signs

The City may require noise and traffic impact assessments to be submitted prior to determination of the application, whilst details of waste management (rubbish disposal times) and regular delivery times to a site are also to be provided.

Applicants are advised that if existing buildings are being converted into a Child Care Premises, compliance with the Building Codes of Australia (Fire Regulations) is required.

4. Advertising

Pursuant to TPS 3 - all proposals for child care premises shall be advertised for a period not less than 14 days.

5. Other Approvals

[6]

Title	Commercial Development
Policy Number (Governance Purpose)	LPP 3.1



In addition to gaining Planning Approval from the City to develop a child care premises applicants are encouraged to discuss their proposal with the relevant government licensing and regulatory agencies. The outcomes of these discussions should be presented to the City as part of any application in order to facilitate the assessment process.

(3) Health Studios

1. Land Use

Under TPS 3 'Health Studio' means land and buildings designed and equipped for physical exercise, recreation and sporting activities including outdoor recreation.

Different types of health studios that fall into this definition include (but are not limited to):

- Gymsnasiums for the purpose of individual and group based fitness and training;
- Boxing and martial arts classes;
- Dance classes;
- Yoga/Pilates/Spin classes;
- Gymnastics; and
- A combination of the above.

2. Location

- a) Health studios are encouraged where there is sufficient vehicle parking, such as in commercial and industrial areas with a readily available supply of parking spaces or a capacity to create additional parking spaces. Where possible, health studios shall be purpose built as opposed to retrofitting other uses such as warehouses.
- b) All activities associated with an approved health studio shall be conducted within the approved building and not extend to the parking areas and/or Council property.

3. Parking

- a) Car parking bays shall be located within the lot boundaries of the subject site unless utilising joint use of car parking facilities as outlined under the requirements of TPS 3;
- b) Applications for a change of use to health studios that result in a parking shortfall on site may be considered at the discretion of the City. Discretion may be exercised with regard to parking shortfalls for a unit in a tenancy with shared parking arrangements where classes are proposed to operate outside standard business hours;

[7]

Title	Commercial Development
Policy Number (Governance Purpose)	LPP 3.1



4. Gymnasium Health Studios

1. Car parking for 'gymnasiums' shall be provided at the rate of 1 per 3 machines plus 1 per 20m² of active floor space and 1 car parking bay per staff member;
2. With every planning application submitted for a 'gymnasium', a detailed floor plan showing number of machines and active floor space in square metres proposed is to be provided in order to calculate the number of car parking bays required;

5. Other Health Studios

- a). Car parking for health studios shall be provided at the rate of 1 car parking bay for every two persons accommodated.

6. Bicycle Parking

- a) Bicycle parking for all health studios is to be at the rate of 1 per 100m² of active floor space.

7. End of Trip Facilities

- a) The provision of End of Trip Facilities must be provided on site and shall be in accordance with LPP 3.9.

8. Other

- a). When making application for a change of use to a health studio, proposals that are located in strata titled properties containing a car parking area in common property, require approval from the body corporate/strata manager where the change of use results in a parking shortfall. A letter with a strata body common seal clearly indicating non-objection to the proposed health studio is required with regard to this.
- b) Applications for Health Studios shall include a completed 'Health Studio Supplementary Information Form'. (See attached). Applications for a change of use to health studio will not be considered unless the checklist is completed.
- c). Classes on City reserves and public spaces such as beaches, football ovals etc. are exempt from the need to obtain Planning Approval. However, prospective applicant wishing to use City reserves and public spaces shall liaise with the City's Recreation Services.

[8]

Title	Commercial Development
Policy Number (Governance Purpose)	LPP 3.1



(4) Service Stations and Motor Vehicle Wash Facilities

1. Design Guidelines

- a. The design and siting of development should consider the siting, setback, design and scale of adjacent development to ensure it does not dominate or detract from the character of the streetscape.
- b. Glazing should be designed to maximise passive surveillance opportunities of the street and/or public realm.
- c. Blank walls fronting the street and/or the public realm should be minimised where possible, and where blank walls cannot be avoided, their design contribute to a safe and attractive street environment by:
 - i. Minimising the length and height of blank walls, and
 - ii. 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.
- d. Opportunities for landscaping on site should be maximised, and should be designed to:
 - i. soften the appearance of the development;
 - ii. enhance the streetscape, and
 - iii. improve the pedestrian environment.
- e. Where opportunities for street trees adjacent to the site are restricted, 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.
- f. Under the *Government Sewerage Policy 2019*, all motor vehicle wash facilities are expected to be connected to the reticulated sewerage network.
- g. Service station and/or motor vehicle wash facilities proposals should consider the guidance provided within the Department of Water and Environmental Regulation's *Water Quality Protection Note 49: Service Stations*.

[9]

Title	Commercial Development
Policy Number (Governance Purpose)	LPP 3.1



2. Traffic Management

- a. Service station and/or motor vehicle wash proposals are required to be accompanied with a Traffic Impact Assessment prepared by a suitably qualified traffic consultant, which addresses the following:
 - i. Number, size, location and appropriateness of access and egress points;
 - ii. Queuing of traffic and the impact on the surrounding road network;
 - iii. Proximity to median breaks;
 - iv. Proximity to traffic lights and speed bumps;
 - v. Provision of auxiliary lanes;
 - vi. Manoeuvrability within the site demonstrated through a swept path analysis;
 - vii. Impact on existing infrastructure within the road reserve; and
 - viii. Impact on future road widening or other improvements.
- b. 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.
- c. Any service station and/or motor vehicle wash proposal located adjacent (or likely to have an impact on a) State Road, is to be referred to Main Roads WA for advice prior to determination.

3. Residential Amenity

- a. Service station and/or motor vehicle wash proposals abutting residential development shall be designed to minimise impact on 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.
- b. Service station and/or motor vehicle wash proposals may require the inclusion of 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.
- c. The location of service station 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)*.
- d. Self-service motor vehicle wash developments should generally not be supported where proposed on land which abuts residentially zoned land.
- e. 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:

[10]

Title	Commercial Development
Policy Number (Governance Purpose)	LPP 3.1



- i. Days of operation;
- ii. Hours of operations;
- iii. Number of vehicles that can be accommodated on site at any one time;
- iv. Number of staff members on site at any one time; and
- v. Any other information the city considers relevant to be detailed.

4. Service Station and/or Motor Vehicle Wash proposals in Activity Centres

- a. 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 Local Commercial and Activity Centre Strategy due to their potential to have a significant impact on an activity centre's overall performance.
- b. 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 Local Commercial and Activity Centre Strategy.
- c. 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.

(5) **Licensed Premises (Liquor)**

1. Application

This section applies to all land uses that may require a Liquor Licence, which can include the following:

- a. Hotel
- b. Liquor Store (Large)
- c. Liquor Store (Small)
- d. Motel
- e. Brewery
- f. Night Club
- g. Restaurant
- h. Small Bar
- i. Tavern
- j. Recreation (Private)
- k. Bed and Breakfast
- l. Reception Centre
- m. Amusement Parlour
- n. Winery

The Local Government, Sport and Cultural Industries (which is responsible racing, gaming and liquor) have expressed the view that the impact of some licensed premises, that serve to increase the availability of liquor in a high risk manner, can contribute to alcohol related harm in the community. Research suggests that

[11]

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alcohol availability has the potential to contribute to harm in the community. The issue of whether there is a public impact should be taken into consideration when determining planning applications for liquor licensed premises.

2. Related Documents

The policy is to be read in conjunction with the following documents:

- a. City's Town Planning Scheme No 3, in particular the objectives of the zone in which the Liquor License is proposed; and
- b. Operational Policy 2.4 – Planning for School Sites:
 - i. As school sites (public and private) are 'sensitive uses', the location of licenses premises within *proximity* to school sites is undesirable due to actual and perceived impacts upon health, amenity and safety.

3. Management Plans

The City may require an Operational Management Plan to be submitted with a planning application or conditioned on an approval for high profile Liquor Licence uses such as Tavern, Small Bar, Night Club, Liquor Store, Hotel, Brewery and Winery. Specifically, the information required includes:

- a. Operational details of the licensed premises;
- b. Hours of operation;
- c. Proximity to sensitive land uses (eg. Schools, youth centres, health care facilities etc);
- d. Maximum capacity;
- e. Staffing details;
- f. Parking and traffic management;
- g. Complaints procedure;
- h. Control of Noise.

The Operational Management Plan does not replace the need for a Public Interest Assessment Report where it may be required by the Department of Local Government, Sport and Cultural Industries.

Title	Commercial Development
Policy Number (Governance Purpose)	LPP 3.1



(6) Educational Establishment

1. Scope and Land Use

This section applies to the development of educational establishments (workplace training facilities and non-school based education/tuition programs) within all TPS 3 zones. Workplaces Training Facilities and non-school based education/tuition programs shall be treated as ‘Educational Establishments’ in accordance with the requirements of TPS 3.

2. Vehicle Access and Parking

- a. Due to a greater number of people that utilise cars as part of these facilities compared to other educational establishments and given that the minimum requirements of TPS 3 provide for schools; the car parking provision shall be in accordance the requirements of this policy:

	Car Parking	
	Location A	Location B
Staff	1 bay per 2 staff members	1 bay per staff member
Students	1 bay per 3 students	1 bay per 2 students

- b. Location A = 800m from a train station measured in a straight line from the pedestrian entry of the train station to any part of the lot or 250m from a high frequency bus route, measured in a straight line from any part of the route to any part of the lot.
- c. Location B = not within the distances outlined in A above.
- d. All parking calculations shall be rounded up to the nearest number on a per unit/tenancy basis.
- e. Minimum of 4 bays per unit/tenancy.
- f. Applications for a change of use to a workplace training facility or educational establishments including non-school based education/tuition programs that result in a parking shortfall on site may be considered at the discretion of the City. Discretion may be exercised with regard to parking shortfalls for a unit in a tenancy with shared parking arrangements where classes are proposed to operate outside standard business hours.

3. Bicycle Parking

In addition to the requirements of TPS 3 (1 per 4 students), bicycle parking facilities shall provide weather protection via an awning or similar and shall consist of rails, stands, locker or any other type of equipment designed for this purpose in accordance with Australian Standard AS2890.3.

Title	Commercial Development
Policy Number (Governance Purpose)	LPP 3.1



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development and Compliance
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

DRAFT

Title	Child Care Premises
Policy Number (Governance Purpose)	LPP 3.1



Policy Type

Local Planning Policy

Policy Purpose

The City facilitates the development of child care premises, with an emphasis placed on contributing to the greater convenience of residents. However a child care premises should not adversely impact on the amenity of adjoining properties or the surrounding area through inappropriate development.

The purpose of this policy is to provide guidelines for the location, siting and design of child care centres to ensure that such developments are compatible with, and avoid adverse impacts on, the amenity of surrounding areas as provided for under the provisions of the City of Cockburn Town Planning Scheme No. 3 (TPS 3).

Policy Statement

(1) Definitions:

‘Child Care Premises’ means a place where a child care service as defined in the *Child Care Services Act 2007* section 4 is provided.

‘Child Care Service’ means –

- (a) any education and care service as defined in the *Education and Care Services National Law (Western Australia)* section 5(1); or
- (b) any child care service as defined in the *Child Care Services Act 2007* section 4;

‘Family Day Care Service’ – means a type of child care service prescribed as a family day care service for the purposes of the *Child Care Services Act 2007*

(2) Exemptions

A Family Day Care Service for seven children or less does not require planning approval from the City.

(3) Criteria

Child care premises are strongly encouraged to locate adjacent to schools, public open space, or other community or recreational uses including non-residential land uses such as appropriate commercial uses.

Within Residential zones, a child care premises is an “A” use which is **not** permitted unless discretion is exercised and after giving special notice in accordance with the requirements under TPS 3.

[1]

Title	Child Care Premises
Policy Number (Governance Purpose)	LPP 3.1



Where applications for child care premises are received, the following criteria should be taken into account:-

1. **Location and Residential Amenity**
 - (a) Sites in close proximity to busy intersections or Primary Regional Roads and Other Regional Roads are not preferred due to issues of traffic conflict, noise and possible health implications associated with vehicle emissions.
 - (b) Child care premises should be located adjacent or within close proximity to public transport routes.
 - (c) The built form of the development should be consistent with the scale and character of the locality and should lend itself to domestic (residential) architecture if located in a residential setting.
 - (d) The proposed materials, colours and finishes should be sympathetic to surrounding development.
 - (e) The layout and design of child care premises shall include noise attenuation measures to ameliorate the impact of the use on adjoining and surrounding properties (if applicable). Noise-generating activities such as play areas, vehicle access ways, car parking areas and any plant and equipment are to be located away from noise-sensitive land uses, such as residences.
 - (f) In order to maintain the visual amenity of the locality, landscape screening to car parking areas from the street and adjoining premises is required. Existing and proposed major plantings must be detailed on site plans, with proposed landscaping incorporating dense shrubs and trees. Wherever possible, retention of existing mature vegetation will be encouraged by the City (providing on-site safety is not compromised).
 - (g) Child care premises will not be supported within cul-de-sacs or on lots with a battle-axe access leg.
2. **Site Design**
 - (a) The site is to have a regular shape, with a minimum lot area of 1,000m² and an effective frontage of 20m to provide the opportunity for design aimed at minimising the impact on surrounding residential properties.
 - (b) Site coverage is required to be a maximum of fifty per cent (50%) to allow for adequate open space, residential character and car parking areas.
 - (c) The first 2.m from the front boundary of the lot shall be landscaped as a minimum. Secondary street frontages shall have a minimum 1m landscaping strip.

[2]

Title	Child Care Premises
Policy Number (Governance Purpose)	LPP 3.1



3. Landscaping
 - (a) The first 2m from the front boundary of the lot shall be landscaped as a minimum.
 - (b) Secondary street frontages shall have a minimum 1m landscaping strip.
4. Outdoor Play Areas
 - (a) Outdoor play areas should be located so as to minimise their impact on the amenity of the adjoining properties whilst taking advantage of solar orientation where possible. Outdoor play areas should be screened from sources of pollution, such as car parking areas and roads, by appropriate fencing and/or dense vegetation.
 - (b) A portion of the outdoor play area is required to be covered with a shade structure for sun protection. The colours and materials of this shade structure should be sympathetic to surrounding development.
 - (c) Where the play area is located in the front setback area, fencing of this area shall be predominantly open. Fencing should not appear solid, adversely affecting in particular residential Streetscape or cast shadows over the play area. These same requirements also generally apply to secondary street frontages (recognising some sections of screen fencing will be necessary).
5. Parking and Traffic
 - (a) Car parking areas should be purposely located on-site so as to be visible from the street to encourage patrons to park on-site instead of on road verges. Car parking bays that are the least visible or accessible should be allocated for staff use.
 - (b) Car parking areas are required to be landscaped with the objective of providing shade and softening the impact of car parking and the development on the streetscape.
 - (c) On-site parking provision is to be in accordance with the requirements of TPS 3:

1 bay: 1 employee, PLUS
1 bay: 10 children
 - (d) Parking for larger vehicles (buses and service vehicles) should be considered in the design and layout of parking areas.
 - (e) Traffic associated with a child care premises is not to unreasonably reduce the function and safety of the local road network. Vehicle access to and from the site must be available in forward gear, achieved through adequate on-site manoeuvring.

[3]

Title	Child Care Premises
Policy Number (Governance Purpose)	LPP 3.1



- (f) Pedestrian movement across and/or through parking provided for a child care premises is to take place on dedicated pedestrian paths (for parent/child safety).

6. Hours of Operation

Days and times of operation shall generally be restricted from Monday to Friday, from 6.00am to 7.00pm and Saturday, from 8.00am to 4.00pm, unless otherwise approved by the City.

7. Signage

All signage associated with the child care premises shall be consistent with the City's Signage Policy, in addition to addressing the following:-

- (a) be compatible and sympathetic to adjoining development to ensure the amenity of the surrounding area is maintained;
- (b) not be placed in a location that detrimentally interferes with the visibility of traffic and pedestrians entering and leaving the lot, adjacent property or roadway;
- (c) not display signs exceeding 1m² in aggregate;
- (d) not include Pylon signs.

8. Bin Storage Areas

Applications for planning approval must include details of cleaning areas, bin storage and rubbish removal. The following are standard requirements for bin storage areas:-

- (a) A floor area not less than 3m x 3.5m excluding the area of any access way;
- (b) Walls constructed of smooth, impervious, solid material at a height of not less than 1.8m;
- (c) A floor of not less than 76mm thickness, constructed of impervious concrete graded to a 100mm industrial floor waste connected to sewer and charged with a hose cock.
- (d) Details of rubbish management are also to be provided. This includes rubbish removal days and pick-up times. The day and time of rubbish removal should have regard for the nature of the location, particularly for the purpose of protecting residential amenity.

9. Bushfire Management Plan

- (a) A Bushfire Management Plan is required to accompany a planning application for lots located within a Bushfire Prone Area in accordance with State Planning Policy 3.7 – Planning in Bushfire Prone Areas and the associated Guidelines for Planning in Bushfire Prone Areas.

[4]

Title	Child Care Premises
Policy Number (Governance Purpose)	LPP 3.1



(4) Information required on applications

The City requires applications for child care premises to be submitted with adequate information to enable a detailed assessment of the development to be conducted, including (but not limited to):

- a description of the proposed activity
- numbers of adult and non-adult staff to be employed
- days and hours of operation
- number and age of children proposed to attend the centre

One set of scaled, site, floor and elevation plans of the development illustrating:

- the entire site and structures thereon, including shade structures
- the internal layout of the buildings
- access points, driveways and individual car parking areas
- a schedule of materials, colours and finishes
- existing and/or proposed landscaping including major plant species
- intended front and side fencing
- number, location and size of any proposed signs

The City may require noise and traffic impact assessments to be submitted prior to determination of the application, whilst details of waste management (rubbish disposal times) and regular delivery times to a site are also to be provided.

Applicants are advised that if existing buildings are being converted into a Child Care Premises, compliance with the Building Codes of Australia (Fire Regulations) is required.

(5) Advertising

Pursuant to TPS 3 - all proposals for child care premises shall be advertised for a period not less than 14 days.

(6) Other Approvals

In addition to gaining Planning Approval from the City to develop a child care premises applicants are encouraged to discuss their proposal with the relevant government licensing and regulatory agencies. The outcomes of these discussions should be presented to the City as part of any application in order to facilitate the assessment process.

[5]

Title	Child Care Premises
Policy Number (Governance Purpose)	LPP 3.1



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	4516039

Title	Educational Establishments
Policy Number (Governance Purpose)	LPP 3.2



Policy Type

Local Planning Policy

Policy Purpose

Workplace training facilities & educational establishments including non-school based education/tuition programs have become increasingly common proposed land uses within the residential, industrial and mixed business zones in the City of Cockburn. The City of Cockburn's Town Planning Scheme No. 3 (TPS 3) provides for educational uses under the use class of:

'Educational Establishment' - means premises used for the purposes of education and includes a school, tertiary institution, business college, academy or other educational centre.

The parking ratio for educational establishments only includes primary school & high school however workplace training, private afterschool & holiday tutoring and other non-school based educational/tuition programs are becoming prominent within the City and as such need to be specifically addressed.

The purpose of this policy is to provide requirements relating to the development of Workplace Training Facilities and non-school based education/tuition within the City of Cockburn, in an endeavour to achieve coordinated and high quality development outcomes.

Policy Statement

(1) Scope

1. This policy applies to the development of educational establishments (workplace training facilities and non-school based education/tuition programs) within all TPS 3 zones.

(2) Land Use

1. Workplaces Training Facilities and non-school based education/tuition programs shall be treated as 'Educational Establishments' in accordance with the requirements of TPS 3.

(3) Vehicle Access & Parking

1. Car Parking
 - Due to a greater number of people that utilise cars as part of these facilities compared to other educational establishments and given that the minimum requirements of TPS 3 provide for schools; the car parking provision shall be in accordance the requirements of this policy:

[1]

Title	Educational Establishments
Policy Number (Governance Purpose)	LPP 3.2



	Car Parking	
	<i>Location A</i>	<i>Location B</i>
Staff	1 bay per 2 staff members	1 bay per staff member
Students	1 bay per 3 students	1 bay per 2 students

- Location A = 800m from a train station measured in a straight line from the pedestrian entry of the train station to any part of the lot or 250m from a high frequency bus route, measured in a straight line from any part of the route to any part of the lot.
- Location B = not within the distances outlined in A above.
- All parking calculations shall be rounded up to the nearest number on a per unit/tenancy basis.
- Minimum of 4 bays per unit/tenancy.
- Applications for a change of use to a workplace training facility or educational establishments including non-school based education/tuition programs that result in a parking shortfall on site may be considered at the discretion of the City. Discretion may be exercised with regard to parking shortfalls for a unit in a tenancy with shared parking arrangements where classes are proposed to operate outside standard business hours.

2. Bicycle Parking

- In addition to the requirements of TPS 3 (1 per 4 students), bicycle parking facilities shall provide weather protection via an awning or similar and shall consist of rails, stands, locker or any other type of equipment designed for this purpose in accordance with Australian Standard AS2890.3.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	4518837

Title	Health Studios
Policy Number (Governance Purpose)	LPP 3.3



Policy Type

Local Planning Policy

Policy Purpose

Health studios are a use class that contribute to the vibrancy and economic wellbeing of the City of Cockburn. However, in recent years there has been a proliferation of health studios in non-residential areas that present as a variety of types such as personal training classes, group-based fitness classes, boxing/and self-defence classes, dance classes or a combination of all of these. While generally a positive addition to the commercial fabric of the City, health studios can present several challenges to land use planning, including provision of sufficient car parking and retrofitting existing buildings for this use.

The purpose of this policy is to provide clarity and direction on the types of health studios within the City of Cockburn as well as general siting and design criteria for such land uses and information required by the City to assess such applications which the City's Town Planning Scheme No. 3 (TPS 3) does not provide for.

Definitions:

Active Floor Space Area (AFSA): The area of all floors/levels within the internal finished surfaces of permanent walls of a building, used for physical exercise, recreation and sporting activities, but excludes all areas designated for machines such as pin-loaded equipment and cardio machines, as well as car parking areas, stairs, toilets, cleaners cupboards, lift shafts, motor rooms, escalators, tea rooms, plant rooms, lobbies between lifts facing other lifts serving the same floor, and areas set aside as public space or thoroughfares and not for the exclusive use of occupiers of the floor or building.

Exercise Machines: Pin Loaded equipment and cardio machines, but does not include equipment such as free weights and stretch areas which are considered active floor space area.

Policy Statement

(1) Scope

This policy applies to the development of health studios in all TPS 3 zones.

(2) Land Use

Under TPS 3 'Health Studio' means land and buildings designed and equipped for physical exercise, recreation and sporting activities including outdoor recreation.

Different types of health studios that fall into this definition include (but are not limited to):

[1]

Title	Health Studios
Policy Number (Governance Purpose)	LPP 3.3



- Gymnasiums for the purpose of individual and group based fitness and training;
 - Boxing and martial arts classes;
 - Dance classes;
 - Yoga/Pilates/Spin classes;
 - Gymnastics; and
 - A combination of the above.
- (3) Location
- a) Health studios are encouraged where there is sufficient vehicle parking, such as in commercial and industrial areas with a readily available supply of parking spaces or a capacity to create additional parking spaces. Where possible, health studios shall be purpose built as opposed to retrofitting other uses such as warehouses.
 - b) All activities associated with an approved health studio shall be conducted within the approved building and not extend to the parking areas and/or Council property.
- (4) Parking
- a) Car parking bays shall be located within the lot boundaries of the subject site unless utilising joint use of car parking facilities as outlined under the requirements of TPS 3;
 - b) Applications for a change of use to health studios that result in a parking shortfall on site may be considered at the discretion of the City. Discretion may be exercised with regard to parking shortfalls for a unit in a tenancy with shared parking arrangements where classes are proposed to operate outside standard business hours;
- 4.1 Gymnasium Health Studios
- a) Car parking for 'gymnasiums' shall be provided at the rate of 1 per 3 machines plus 1 per 20m² of active floor space and 1 car parking bay per staff member;
 - b) With every planning application submitted for a 'gymnasium', a detailed floor plan showing number of machines and active floor space in square metres proposed is to be provided in order to calculate the number of car parking bays required;
- 4.2 Other Health Studios
- a). Car parking for health studios shall be provided at the rate of 1 car parking bay for every two persons accommodated.
- (5) Bicycle Parking
- a) Bicycle parking for all health studios is to be at the rate of 1 per 100m² of active floor space.

Title	Health Studios
Policy Number (Governance Purpose)	LPP 3.3



- (6) End of Trip Facilities
- a) The provision of End of Trip Facilities must be provided on site and shall be in accordance with LPP 3.9.
- (7) Other
- a). When making application for a change of use to a health studio, proposals that are located in strata titled properties containing a car parking area in common property, require approval from the body corporate/strata manager where the change of use results in a parking shortfall. A letter with a strata body common seal clearly indicating non-objection to the proposed health studio is required with regard to this.
- b) Applications for Health Studios shall include a completed 'Health Studio Supplementary Information Form'. (See attached). Applications for a change of use to health studio will not be considered unless the checklist is completed.
- c). Classes on City reserves and public spaces such as beaches, football ovals etc. are exempt from the need to obtain Planning Approval. However, prospective applicant wishing to use City reserves and public spaces shall liaise with the City's Recreation Services.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	4518830

Title	Service Stations and Motor Vehicle Wash Facilities
Policy Number (Governance Purpose)	LPP 3.4



Policy Type

Local Planning Policy

Policy Purpose

The purpose of this policy is to provide applicants and the City with guidelines for the assessment of service station and/or motor vehicle wash proposals within the District.

The objectives of the Policy are:

- (1) To ensure that service station and/or motor vehicle wash proposals do not compromise traffic flows and safety.
- (2) To protect residential amenity by ensuring service station 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 station 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 Local Commercial and Activity Centre Strategy.
- (4) To ensure that service station 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 Local Commercial and Activity Centre Strategy.
- (5) To ensure that service station and/or motor vehicle wash proposals do not cause negative impacts on pedestrian and cyclist safety, connectivity, convenience and amenity.
- (6) To ensure that service station 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 consider the siting, setback, design and scale of adjacent development to ensure it does not dominate or detract from the character of the streetscape.
 2. Glazing should be designed to maximise passive surveillance opportunities of the street and/or public realm.

[1]

Title	Service Stations and Motor Vehicle Wash Facilities
Policy Number (Governance Purpose)	LPP 3.4



3. Blank walls fronting the street and/or the public realm should be minimised where possible, and where blank walls cannot be avoided, their design 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. Opportunities for landscaping on site should be maximised, and should be designed to:
 - a. soften the appearance of the development;
 - b. enhance the streetscape, and
 - c. improve the pedestrian environment.
5. Where opportunities for street trees adjacent to the site are restricted, 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.
6. Under the *Government Sewerage Policy 2019*, all motor vehicle wash facilities are expected to be connected to the reticulated sewerage network.
7. Service station and/or motor vehicle wash facilities proposals should consider the guidance provided within the Department of Water and Environmental Regulation's *Water Quality Protection Note 49: Service Stations*.

(2) Traffic Management

1. Service station and/or motor vehicle wash proposals are required to be accompanied with 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

[2]

Title	Service Stations and Motor Vehicle Wash Facilities
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consultant where car parking for the site and the surrounding area is considered to be problematic.

3. Any service station and/or motor vehicle wash proposal located adjacent (or likely to have an impact on a) State Road, is to be referred to Main Roads WA for advice prior to determination.

(3) Residential Amenity

1. Service station and/or motor vehicle wash proposals abutting residential development shall be designed to minimise impact on 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 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 station 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 operations;
 - (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
 - (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 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 Local Commercial and Activity Centre Strategy.

[3]

Title	Service Stations and Motor Vehicle Wash Facilities
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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.

Strategic Link:	City of Cockburn Local Planning Scheme No.3
Category	Planning – Town Planning and Development
Lead Business Unit:	Development Services
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	13 July 2023
Next Review Due: (Governance Purpose Only)	July 2025
ECM Doc Set ID: (Governance Purpose Only)	4515269

Title	Licensed Premises (Liquor)
Policy Number (Governance Purpose)	LPP 3.6



Policy Type

Local Planning Policy

Policy Purpose

Application

This policy applies to all land uses that may require a Liquor Licence, which can include the following:

1. Hotel
2. Liquor Store (Large)
3. Liquor Store (Small)
4. Motel
5. Brewery
6. Night Club
7. Restaurant
8. Small Bar
9. Tavern
10. Recreation (Private)
11. Bed and Breakfast
12. Reception Centre
13. Amusement Parlour
14. Winery

The Department of Health and the Department of Racing, Gaming and Liquor have expressed the view that the impact of some licensed premises, that serve to increase the availability of liquor in a high risk manner, can contribute to alcohol related harm in the community. Research suggests that alcohol availability has the potential to contribute to harm in the community. The issue of whether there is a public impact should be taken into consideration when determining planning applications for liquor licensed premises.

The purpose of this policy is to provide guidance in the decision making process by the Council in relation to the location of all existing and liquor licensed premises within the City, including modifications to existing premises. In this respect information about the public impact of liquor licensed premises is required to be provided with an application in order for the potential for adverse public impact to be assessed and determined in the decision making process.

Policy Statement

This policy arises from the provisions of the City's Town Planning Scheme No. 3 (TPS 3) where the aims of TPS 3 are to ensure development complies with accepted standards and practices for public amenity and convenience. Also, to ensure that the quality of life enjoyed by the City's inhabitants is not jeopardised by poor planning, unacceptable

[1]

Title	Licensed Premises (Liquor)
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development and incompatible use of land. Inappropriate distribution and function of liquor licensed premises is considered to have a significant potential to conflict with these town planning objectives.

Provisions

- (1) The policy is to be read in conjunction with the following documents:
 1. City's Town Planning Scheme No 3, in particular the objectives of the zone in which the Liquor License is proposed;
 2. Operational Policy 2.4 – Planning for School Sites:
 - i. As school sites (public and private) are 'sensitive uses', the location within *proximity* of school sites re undesirable next to school sites due to actual and perceived impacts upon health, amenity and safety.
- (2) The City may require an Operational Management Plan to be submitted with a planning application or conditioned on an approval for high profile Liquor Licence uses such as Tavern, Small Bar, Night Club, Liquor Store, Hotel, Brewery and Winery. Specifically, the information required includes:
 1. Operational details of the licensed premises;
 2. Hours of operation;
 3. Proximity to sensitive land uses (eg. Schools, youth centres, health care facilities etc);
 4. Maximum capacity;
 5. Staffing details;
 6. Parking and traffic management;
 7. Complaints procedure;
 8. Control of Noise.
- (3) The Operational Management Plan does not replace the need for a Public Interest Assessment Report where it may be required by the Department of Racing, Gaming and Liquor.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	4517755

[2]

15.2.9 Policy Review - Merging of Local Planning Policies 3.8 and 3.9

Executive	Director Planning and Sustainability
Author	Coordinator Development Services
Attachments	<div>1. DRAFT AMENDED Local Planning Policy - 3.8 - Industrial Subdivision and Development ↓</div> <div>2. Existing Local Planning Policy 3.8 - Industrial Subdivision ↓</div> <div>3. Local Planning Policy 3.9 - Industrial Development ↓</div>

RECOMMENDATION

That Council:

- (1) AMEND Local Planning Policy 3.8 by including the contents of Local Planning Policy 3.9 and renaming as Local Planning Policy 3.8 – Industrial Subdivision and Development, provided as Attachment 1;
- (2) REVOKE Local Planning Policy 3.9;
- (3) ACCEPT the above amendment is minor in nature and does not require public advertising in accordance with Division 2, Clause 5 of the *Planning and Development (Local Planning Scheme) Regulations 2015*; and
- (4) PUBLISH notice of the policy amendments and revocation in accordance with Clause 87 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

Background

At the 9 April 2024 Ordinary Council Meeting, Council resolved to endorse draft Local Planning Scheme No.13 (LPS13) for the purpose of undertaking public consultation.

As part of the Scheme adoption process, a review of the City’s suite of Local Planning Policies (LPPs) is required to ensure that the contents of the policies are consistent with the State and Local planning framework.

In this first tranche of LPP review, City officers have identified a number of policies that are either redundant, can be merged with other policies or require minor modifications.

This initial review aims to simplify the existing LPP framework by removing and consolidating a number of policies so that a more detailed review can take place in the future once draft LPS13 progress to its more advanced stages of adoption.

This initial review has proposed modifications and consolidations that do not require public consultation in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015* (the Regulations), as all proposed changes can be considered minor.

Submission

N/A

Report

The process for the adoption, modification, and revocation of LPPs are established in Part 2 of the Deemed Provisions of the Regulations. Clause 3 of the Regulations outline that a local government may prepare an LPP in respect to any matter related to planning and development, and that an LPP may apply generally, or in respect to a particular matter.

Further, the Regulations establish that an LPP may apply to the whole of a 'Scheme Area' or to a specific part of the 'Scheme Area'. A local planning policy may address either a strategic or operational consideration and must be based on sound town planning principles.

Clause 5 of the Regulations prescribes that a local government must advertise amendments to local planning policies, unless the local government is of the view that the amendments are minor.

Given that the proposed amendments are mostly administrative in nature, public advertising is not required. It is anticipated that a future review of the LPP suite will trigger advertising once the draft LPS13 has progressed to later stages of adoption. Clause 6 of the Regulations outlines that the revocation of an LPP does not trigger public advertising.

The proposed amendments merge the contents of the existing policies into the draft amended LPP 3.8 (Attachment 1). The existing policy purpose of LPP 3.9 has remained the same, with an additional point added that has been taken from LPP 3.8.

Given both policies are similar in theme (that being the desired built form outcome for the City's industrial areas), the policies can be merged.

Strategic Plans/Policy ImplicationsCity Growth and 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 and Leading

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

Pursuant to Part 2 of the Deemed Provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015*, the proposed modifications are minor and administrative in nature, therefore do not require community consultation.

Risk Management Implications

The City's suite of Local Planning Policies will need to be reviewed individually at some point in the future as part of the adoption of LPS13. If these minor modifications and mergers are not supported, the City risks future resource implications.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Title	Industrial Subdivision and Development
Policy Number (Governance Purpose)	LPP 3.8



Policy Type

Local Planning Policy

Policy Purpose

The purpose of this policy is to:

- (1) Provide guidance for the development of land in the City of Cockburn's industrial and mixed business zones in an endeavour to achieve coordinated, quality development outcomes; and
- (2) Support the expansion of Western Australia's defence, marine and resource industry activities at the Australian Marine Complex (AMC) by guiding land use decisions
- (3) Provide guidelines for Council recommendations to the WAPC for industrial subdivision applications with regard to minimum lot area and dimensions, fencing and access. The policy is not applicable to build strata proposals where development has already occurred on the land.

Policy Statement

- (1) Scope
 1. This policy applies to all land within the following Town Planning Scheme No. 3 (TPS3) zones:
 - Strategic Industry;
 - Industry;
 - Light and Service Industry;
 - Mixed Business; and
 - Development (where an approved Structure Plan indicates the use as Industry, Light and Service Industry, Mixed Business or similar).
 2. This policy does not apply in the following instances:
 - Where a Local Development Plan (LDP) has been adopted to guide the built form and where provisions of the LDP conflict with this policy.
 - Where there is a conflict between this policy and the 'Cockburn Commercial Park' and 'Phoenix Business Park' Design Guidelines, those area specific design guidelines shall prevail over this policy. However, any provision of this policy that may not be included in the area specific design guidelines shall still apply (for example the Vehicle Access and Parking provisions).
- (2) Strategic Industry zone - Australian Marine Complex (AMC)

[1]

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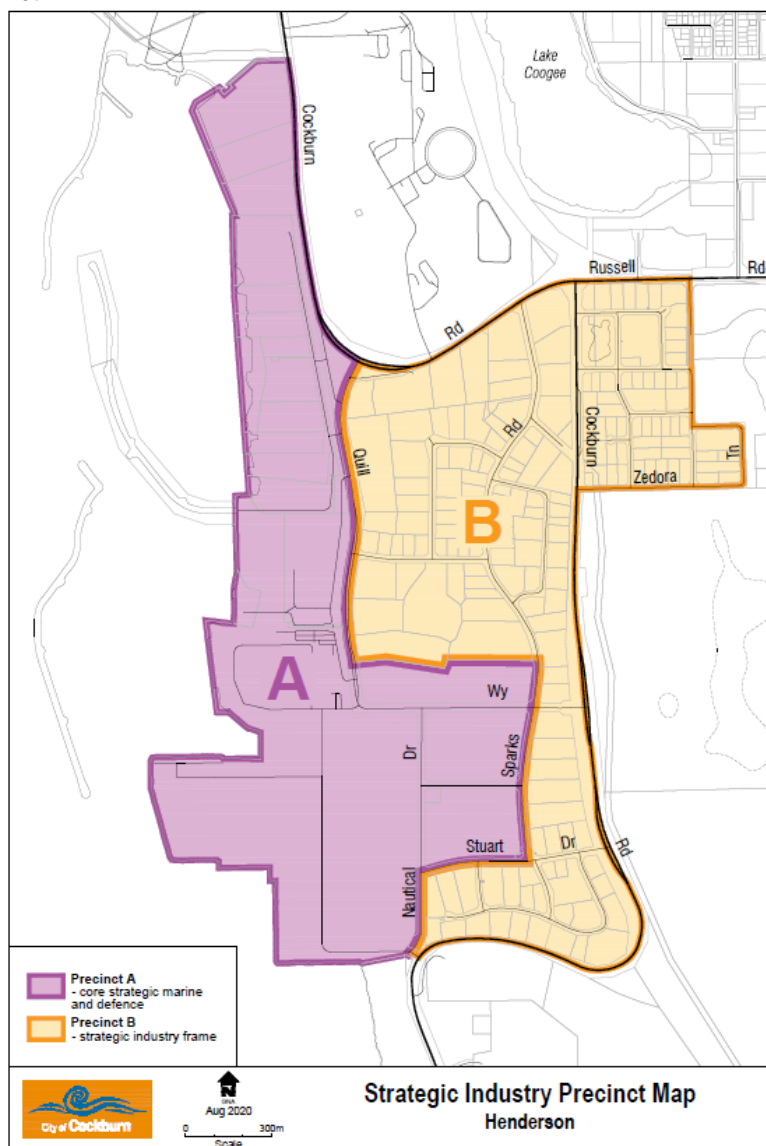


The strategic intent of the AMC is to provide for the national and international expansion of Western Australia's defence, marine and resource industry activities; and to facilitate and enhance economic and diversification opportunities created by the clustering of these activities. To facilitate this, application of discretionary uses within the Strategic Industry zone shall be considered in accordance with the Precinct Map (Figure 1 - see below).

The Precinct Map contains two precincts: these are:

Precinct A

Precinct B



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Title	Industrial Subdivision and Development
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Figure 1 – Strategic Industry Precinct – AMC Map

1. Precinct A

(a) Objectives

Precinct A is located adjacent to or within proximity to the waterfront and includes mostly State owned land including the AMC Common User Facility. Land Uses are to demonstrate direct association with the objectives of the zone. In this regard, Precinct A objectives are:

To ensure that all uses are directly associated with manufacturing, fabrication, assembly, technology, repair and/or maintenance for the marine, defence and resources industries.

- (i) To protect the ongoing functioning and viability of key strategic infrastructure, such as the Common User Facility, that support the marine, resource and defence sectors;
- (ii) To ensure safe and convenient access and movement within the precinct is maintained; and
- (iii) To create a high quality, well designed, attractive and accessible precinct that attracts investment and provides amenity for employees and visitors.

(b) Requirements

All discretionary land uses within Precinct A should demonstrate consistency with the objectives of the precinct; and should contribute positively to the intended future character as defined in Appendix A. The following requirements also apply:

- (i) All proposals are to be directly associated with manufacturing, fabrication, assembly, technology, repair and/or maintenance for the marine, defence and resources industries.
- (ii) All proposals must demonstrate that they support key strategic infrastructure, such as the Common User Facility; and that they assist in the support of investment attractiveness of the AMC.
- (iii) Proposals should support safe and convenient pedestrian and vehicular access, and should not compromise existing movement networks and High Wide Loads (HWL) corridors.

(c) Supporting Information

[3]

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The following information is to be provided in support of applications for development approval within Precinct A, as relevant:

- (i) All uses are to include details demonstrating a direct relationship with the marine, resource or defence sector.
- (ii) Educational Establishments shall include evidence that the applicant holds a Registered Training Organisation Certificate for the specific purpose of maritime and oil and gas training issued by the Australian Skills Quality Authority or Training Accreditation Council of WA or other similar recognised authority together with a list of the names of the courses to be offered and a curriculum of subjects required to be undertaken within those specified courses.

2. Precinct B

(a) Objectives

Precinct B provides for land uses associated with, and/or supporting the delivery of goods and services for the marine, resources and defence sector. In recognition of market and demand changes that will occur over time, some flexibility is provided where the strategic intent of the AMC is not compromised. In this regard Precinct B objectives are:

- (i) To provide for land uses that support the delivery of goods and services for the marine, resources and defence sector.
- (ii) To provide some flexibility for uses that demonstrate adaptability to support delivery of goods and services for the marine, resources and defence sector in the future, where they do not compromise the strategic intent of the AMC.
- (iii) To ensure safe and convenient access and movement within the AMC;
- (iv) To ensure land uses do not compromise the ongoing delivery and operations of State and Nationally important land use activities within Precinct A;
- (v) To create a high quality, well designed, attractive and accessible precinct that attracts investment and provides amenity for employees and visitors.

(b) Requirements

All discretionary land uses within Precinct B should demonstrate consistency with the objectives of the precinct; and should contribute

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positively to the intended future character as defined in Appendix A.
The following requirements also apply:

- All proposals are to demonstrate that the land use proposed will not negatively impact on the strategic intent of Precinct A, or to constrain the ability of marine, resource or defence activities to function within the AMC generally.
- Proposals must demonstrate a reasonable level of adaptability for future land uses aligned with the marine, resource or defence sector, including consideration of the built form and parking.
- All car parking requirements are to be accommodated on-site to future-proof the precinct for its strategic purpose; provide for the safe movement of traffic; protect HWL corridors; and allow for attractive and high amenity streetscapes.
- Proposals must not increase any existing short falls for on-site car parking for uses not directly associated with the marine, resource or defence sector.
- To ensure future adaptability, 'Warehouse' land use proposals are to demonstrate there is sufficient space on-site to accommodate car parking spaces calculated at a rate of 'Industry General' as set out in the Scheme.
- Proposals must contribute positively to safe and convenient pedestrian and vehicular access and connectivity.
- In exercising discretion for uses that encourage general public access, such as a "Motor Vehicle, Boat or Caravan Sales", consideration will be given to the following:
 - security risk to activities within Precinct A;
 - traffic conflicts/congestion and/or impede movement of heavy vehicle traffic servicing Precinct A; and
 - ability to restrict direct access to Nautical Drive and Quill Way when alternative road frontages are available.
- In exercising discretion for uses that by their nature have limited adaptability potential for specific marine, defence and resources uses, such as 'Service Station', consideration will be given to the following:
 - Need and demand for the use within the precinct;
 - Impact on the movement network; and
 - Contribution it makes toward the provision of amenity for the AMC workforce/visitors over and above that provided by the use itself and in addition to incidental convenience store/fast food services

(c) Supporting Information

The following information is to be provided in support of applications for development approval within Precinct B.

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- (i) Educational Establishments shall include evidence that the applicant holds a Registered Training Organisation Certificate for the specific purpose of maritime and oil and gas training issued by the Australian Skills Quality Authority or Training Accreditation Council of WA or other similar recognised authority together with a list of the names of the courses to be offered and a curriculum of subjects required to be undertaken within those specified courses
- (ii) Change of land use applications shall demonstrate that any increase in car parking requirements can be accommodated on-site.
- (iii) Transport related uses are to be supported by a traffic study to demonstrate that access and movement can be safely accommodated within the site and on the existing road network, including access to Precinct A and impact on the HWL network.
- (iv) For uses not related to marine, defence and resources that do not demonstrate high levels of adaptability potential, such as 'Service Station', information and site plans are to be provided depicting the provision of features for the benefit of the AMC workforce.

(3) General Provisions

1. Land Use

- (a) For developments proposing more than one use within the same building, the building shall be provided with clear physical separation of the uses which may be achieved through a wall or other barrier to the satisfaction of the City. Delineation of uses on plan only with no physical separation will generally not be supported.

2. Built Form

(a) Building Frontage and Entry

- (i) The main entrance to the building is on the front elevation or close to the front of the building and should be clearly be visible, easily accessible and marked with signage.
- (ii) Entrances shall contain a covered portico, awning, canopy or verandah to further emphasise it and provide weather protection.
- (iii) Large expanses of unrelieved sections of wall or roof where seen from the primary street and (if applicable) secondary street, shall not be permitted.
- (iv) Street numbering is to be facing the primary street and to be clearly visible from the public realm as follows:

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- Each number and/or letter shall be a minimum 0.2m² in size where attached on a fence along the primary street or minimum 0.4m² in size where on the building façade or other location.

3. Roofs

- (a) An above roof awning, creating a visual top to the building facade is to be provided where flat; skillion or similar roofs are proposed.

4. Materials, Colours and Finishes

- (a) Broad facades are to be broken down into separate sections through different materials, colours and finishes to provide interest and enhance the streetscape.
- (b) External boundary walls that are visible from the street shall be treated appropriately. This may be achieved through colour, score lines or similar. Where an adjoining site is vacant, the treatment shall be for at least half the length of the wall, measured from the portion of wall closest to the street.
- (c) Any development proposal with a construction value exceeding \$500,000 shall include a set of coloured perspectives with the application.
- (d) External fixtures and equipment such as roof ventilation, exhaust towers and plumbing pipes should be effectively screened from the primary street elevation using roof structures and architectural elements.

5. Setbacks

- (a) The minimum primary street setback shall be in accordance with the following table (Table 3).

Table 3 – Setback requirements

Primary Street Setback or dual road frontage (excluding secondary street)	Secondary Street	Side and rear boundary
15m (may be reduced where it can be clearly demonstrated that it is consistent with the existing streetscape for land zoned outside the Strategic Industry zone).	3m (unless it can be demonstrated that a reduced setback is consistent with the existing streetscape and/or that a reduction will not result in a detrimental impact on the streetscape).	As per the Building Code of Australia.

- (b) The primary and secondary street setback areas shall not be used for any purpose other than vehicle access, car parking, loading or unloading of vehicles and landscaping.

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- (c) The main entry and access to the building is to be obtained from the primary street frontage. (d) Where future road widening is required, the setback shall be measured from the Main Roads Western Australia Road Widening Plans.

6. Vehicle Access & Parking

(a) Car Parking

- (i) Car parking provision shall be in accordance with the minimum requirements of Tables 3 and 4 of TPS 3.
- (ii) Any industrial use class as contained in TPS 3, containing more than one tenancy or unit, shall provide a minimum of 5 car parking bays per unit (unless TPS 3 requires more than 5 car parking bays per unit and then TPS 3 requirements shall prevail). (For example a 300m² 'warehouse' shall provide 5 car parking bays).
- (b) All parking calculations shall be rounded up to the nearest number on a per unit/tenancy basis.
- (c) Cash Payment in Lieu of Providing Car Parking Spaces contained in Clause 4.9.6 TPS 3 shall not be applied for discretionary uses.
- (d) Joint use of car parking facilities in Clause 4.9.7 of TPS 3 shall not be applied for discretionary uses.
- (e) Tandem car parking bays shall generally not be supported unless they are in excess of the minimum parking bay requirements of TPS 3 and this policy.
- (f) Car parking inside an existing building will not be included in calculations for car parking provision. However, purpose-built undercover car parking will be considered.
- (g) Car parking areas shall be designed and constructed in accordance with the most recent version of Australian Standard AS2890.1 (as amended) and the City's relevant specifications for hardstand and drainage.

7. Bicycle Parking

- (a) In addition to the requirements of TPS 3, bicycle parking facilities shall provide weather protection via an awning or similar and shall consist of rails, stands, locker or any other type of equipment designed for this purpose in accordance with Australian Standard AS2890.3-2015.

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8. Service, Loading & Delivery Areas

- (a) Delivery and/or loading bays may be considered inside a building adjacent to a suitable opening however this area shall be marked, signed, easily accessible and available in perpetuity for deliveries to the building or tenancy.

9. End of Trip Facilities

- (a) All developments that are required to provide five or more bicycle parking bays in accordance with the minimum provisions of TPS 3 are required to provide End of Trip Facilities, which are to be designed in accordance with the following criteria:
- A minimum of one female shower and one male shower, located in separate change rooms or a minimum of two separate unisex shower and change rooms;
 - Additional shower facilities to be provided at a rate of one female shower and one male shower for every additional 10 bicycle parking bays, to a maximum of five female and five male showers per development;
 - The showers must dispense both hot and cold water;
 - The end of trip facilities shall include non-slip surfaces, hooks and/or benches for peoples belongings, adequate lighting and ventilation;
 - The end of trip facilities should be located as close as possible to the bicycle parking facilities;
 - Secure change rooms capable of being locked; and
 - A locker for every bicycle parking bay provided.

10. Fencing

- (a) The minimum standard of fencing shall be black PVC coated chain/link mesh with black support posts and a height of 1.8m. Additional security may be provided through the provision of a maximum "3-barb" wire on top of chain/link mesh fence equivalent. All gates, posts, and fittings shall be black galvanised steel.
- (b) Fencing which exceeds the minimum standard shall complement the building and landscaping design.

11. Stormwater Management

- (a) Development shall be designed to contain all stormwater on site.
- (b) Specific drainage requirements shall be in accordance with the Building Code of Australia.

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- (c) Stormwater drainage plans shall be lodged up front at the development application stage.

12. Landscaping

(a) General

- (i) A detailed landscape plan shall be submitted with a development application.
- (ii) The area of landscaping to be provided shall be in accordance with the requirements of TPS 3.
- (iii) Trees shall be a minimum of 2m in height (approx. 45 litre pot size at time of planting).
- (iv) Landscaping to be irrigated and maintained by landowner/occupier.
- (v) Landscaping proposals which seek a reduction in accordance with TPS 3 shall be required to include the verge landscaping in the landscape plan.

13. Verge Improvements

- (a) Verges are to be improved in accordance with the City of Cockburn 'Verge Improvement Guidelines'
- (b) Verge trees shall:
 - (i) Be a minimum of 2m in height (approx. 45 litre pot size at time of planting);
 - (ii) Be planted on the correct utility alignment;
 - (iii) be positioned to allow space for bin presentation;
 - (iv) Consider tree height at maturity if under power lines; and
 - (v) Provide a shade canopy.
- (c) The verge trees shall be irrigated by the landowner/occupier until established. As the verge trees become an asset of the City's verge, the City will be responsible for any pruning of the verge tree. The

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maintenance of all other forms of landscaping to the verge shall be the responsibility of the landowner /occupier.

- (d) The maintenance of shrub planting, turf or any improvement other than the trees shall be the responsibility of the landowner/occupier.
- (e) The verge shall not be used for car parking purposes unless approved by the City of Cockburn.

14. Waste Management

- (a) Every proposal shall include internal or external bin storage provisions for each tenancy or an appropriate shared bin storage area for unit developments may be permitted sized according to the waste generation rates of the on-site activities.
- (b) Internal bin storage shall be adequately sized to contain all waste bins and consist of a concrete wash-down pad of at least 2sqm graded to a 100mm diameter industrial floor waste with a hose cock, and connected to sewer.
- (c) External bin storage enclosures shall be adequately sized to contain all waste generated in one week and be a minimum of 1.8m high, fitted with a gate and graded to a 100mm diameter industrial floor waste with a hose cock, and connected to sewer.
- (d) External bin storage enclosures shall be located behind the building alignment and be screened from view of the street and roofed when greater than 20sqm.
- (e) A secondary treatment system will be required where reticulated sewerage cannot be reasonably be connected and any wash down bays required will be constructed and maintained to the satisfaction of the City.

15. Staged Development

- (a) Future stages of any development shall be considered and included on the site plan along with any necessary expansion to vehicle parking.

16. Future Road Networks

- (a) Proposals on land subject to a future road network shall ensure that provision of the future road network and vehicle access forms part of the proposal.
- (b) Proposals on land which is required for a future road network shall ensure that road reserves are ceded as part of a development application or subdivision application, whichever comes first.

[11]

Title	Industrial Subdivision and Development
Policy Number (Governance Purpose)	LPP 3.8



- (c) Proposals incorporating road networks or as otherwise determined by the City, shall demonstrate integration with adjoining development.

17. Vehicle Crossovers

- (a) Crossovers are to be located, designed and constructed in accordance with the “*City of Cockburn Vehicle Crossover Specification and Forms*”.

(4) Subdivision

1. Where reticulated sewerage is available, the minimum recommended lot size is 1000m², with a minimum frontage width of 25m.
 - a. NB: Requirements for the provision of deep sewer are determined by the WAPC on advice from the Water Corporation and Department of Health.
2. Where proposed lots have frontage to a road from which there is no access restriction, reciprocal or shared access points may be recommended. This form of access will generally be required for roads designated in Council’s Functional Road Hierarchy (date) as District Distributor B -District Distributor A, Primary Distributor or Regional Distributor (refer to attachment A).
3. Where an industrial subdivision is adjacent to a residential zone, an adequate separation distance should be provided within the industrial land. Permanent buffer strips should retain all existing vegetation or alternatively, be planted with fast growing species to provide adequate screening. Where the buffer is required for public usage, the land should be ceded free of cost for public open space. Where the land is required for buffer purposes alone, an alternative method such as a Certificate of Title restriction may be required as a subdivision condition for the purpose of protecting the buffer.
4. The Subdivider will be required to construct uniform fencing of a type deemed appropriate by the City as part of the subdivision where proposed lots back onto a road reserve or public open space reserve.

[12]

Title	Industrial Subdivision and Development
Policy Number (Governance Purpose)	LPP 3.8



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development and Compliance
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

DRAFT

Title	Industrial Development
Policy Number (Governance Purpose)	LPP 3.9



APPENDIX A: INTENDED FUTURE CHARACTER – AUSTRALIAN MARINE COMPLEX

PRECINCT A	
1.0 Streetscapes	1.1 The majority of the precinct is designed to maximise the functionality of the precinct for marine, defence and resources, however public road reserves are to include street trees and landscaping to enhance the appearance of the precinct and offer amenity for pedestrians and cyclists wherever possible.
2.0 Land use	2.1 A clustering of uses associated with marine, defence and resources adjacent to and within close proximity to the waterfront.
3.0 Built form	3.1 Where built form addresses a public street it contributes positively to an attractive streetscape.
4.0 Amenity	4.1 Development undertaken in a way that supports the amenity of the precinct and the needs of employees to the greatest extent possible.
5.0 Movement network	<p>5.1 A safe and efficient movement network that includes High Wide Load (HWL) routes that is permanent and protected from on street parking and inappropriate development.</p> <p>5.2 A safe and connected pedestrian network that:</p> <ul style="list-style-type: none"> Enhances the amenity of the precinct. Enhances the health and wellbeing of visitors and employees of the precinct. <p>5.3 Parking accommodated on site to the greatest extent possible, ensuring that safe traffic movement and verges are not compromised.</p>

PRECINCT B	
1.0 Streetscapes	1.1 Attractive streetscapes that include street trees and offer high levels of amenity for pedestrians and cyclists, and contribute to the City's tree canopy cover wherever possible.
2.0 Land use	2.1 Land uses that support the amenity of the precinct and the needs of employees without compromising the strategic intent of the AMC and the long term ability for the area to be used wholly for marine, defence and resources projects.
3.0 Built form	<p>3.1 Built form that contributes to attractive streetscapes.</p> <p>3.2 Built form that demonstrates adaptability to accommodate future marine, defence and resources uses</p>
4.0 Amenity	2.2 Land uses that by their nature have limited adaptability potential for specific marine, defence and resources include features/facilities that contribute positively to the amenity for the AMC workforce/visitors over and above that provided by the use itself.

Title	Industrial Development
Policy Number (Governance Purpose)	LPP 3.9



PRECINCT B

- 5.0 Movement network
- 5.1 A safe and efficient road network that includes High Wide Load (HWL) routes that is permanent and protected from on street parking and inappropriate development.

5.2 A safe and connected pedestrian network that:
 - Enhances the amenity of the precinct.
 - Enhances the health and wellbeing of visitors and employees of the precinct.

5.3 Parking accommodated on site, ensuring that safe traffic movement and verges are not negatively impacted.

Title	Industrial Subdivision
Policy Number (Governance Purpose)	LPP 3.8



Policy Type

Local Planning Policy

Policy Purpose

The City is required to make recommendations to the Western Australian Planning Commission (WAPC) regarding applications to subdivide land within the industrial zones of Town Planning Scheme No. 3 (TPS 3). However, TPS 3 contains no standards or guidance on industrial subdivision. This policy provides relevant criteria and standards as the basis for consistent responses to the WAPC.

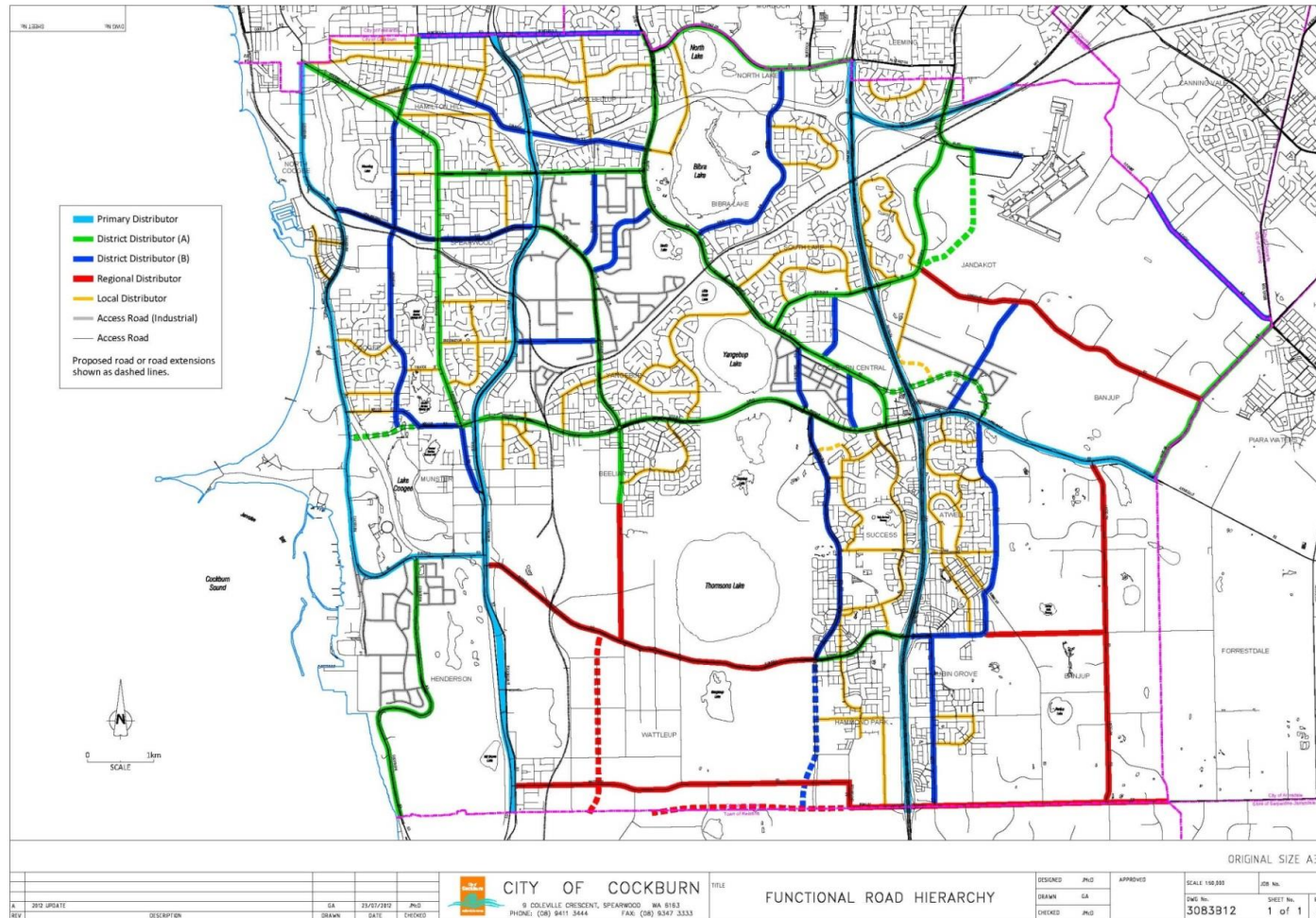
The purpose of this policy is to provide guidelines for Council recommendations for industrial subdivision applications with regard to minimum lot area and dimensions, fencing and access. The policy is not applicable to build strata proposals where development has already occurred on the land.

Policy Statement

- (1) Where reticulated sewerage is available, the minimum recommended lot size is 1000m², with a minimum frontage width of 25m.
 1. NB: Requirements for the provision of deep sewer are determined by the WAPC on advice from the Water Corporation and Department of Health.
- (2) Where proposed lots have frontage to a road from which there is no access restriction, reciprocal or shared access points may be recommended. This form of access will generally be required for roads designated in Council's Functional Road Hierarchy (date) as District Distributor B -District Distributor A, Primary Distributor or Regional Distributor (refer to attachment A).
- (3) Where an industrial subdivision is adjacent to a residential zone, an adequate separation distance should be provided within the industrial land. Permanent buffer strips should retain all existing vegetation or alternatively, be planted with fast growing species to provide adequate screening. Where the buffer is required for public usage, the land should be ceded free of cost for public open space. Where the land is required for buffer purposes alone, an alternative method such as a Certificate of Title restriction may be required as a subdivision condition for the purpose of protecting the buffer.
- (4) The Subdivider will be required to construct uniform fencing of a type deemed appropriate by the City as part of the subdivision where proposed lots back onto a road reserve or public open space reserve.

[1]

Title	Industrial Subdivision
Policy Number (Governance Purpose)	LPP 3.8



Title	Industrial Subdivision
Policy Number (Governance Purpose)	LPP 3.8



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	4513812

Title	Industrial Development
Policy Number (Governance Purpose)	LPP 3.9



Policy Type

Local Planning Policy

Policy Purpose

The purpose of this policy is to:

- (1) Provide guidance for the development of land in the City of Cockburn's industrial and mixed business zones in an endeavour to achieve coordinated, quality development outcomes; and
- (2) Support the expansion of Western Australia's defence, marine and resource industry activities at the Australian Marine Complex (AMC) by guiding land use decisions

Policy Statement

- (1) Scope
 1. This policy applies to all land within the following Town Planning Scheme No. 3 (TPS3) zones:
 - Strategic Industry;
 - Industry;
 - Light and Service Industry;
 - Mixed Business; and
 - Development (where an approved Structure Plan indicates the use as Industry, Light and Service Industry, Mixed Business or similar).
 2. This policy does not apply in the following instances:
 - Where a Local Development Plan (LDP) has been adopted to guide the built form and where provisions of the LDP conflict with this policy.
 - Where there is a conflict between this policy and the 'Cockburn Commercial Park' and 'Phoenix Business Park' Design Guidelines, those area specific design guidelines shall prevail over this policy. However, any provision of this policy that may not be included in the area specific design guidelines shall still apply (for example the Vehicle Access and Parking provisions).
- (2) Strategic Industry zone - Australian Marine Complex (AMC)

The strategic intent of the AMC is to provide for the national and international expansion of Western Australia's defence, marine and resource industry activities; and to facilitate and enhance economic and diversification opportunities created by the clustering of these activities. To facilitate this, application of discretionary uses within the Strategic Industry zone shall be considered in accordance with the Precinct Map (Figure 1 - see below).

[1]

Title	Industrial Development
Policy Number (Governance Purpose)	LPP 3.9



The Precinct Map contains two precincts: these are:

Precinct A

Precinct B

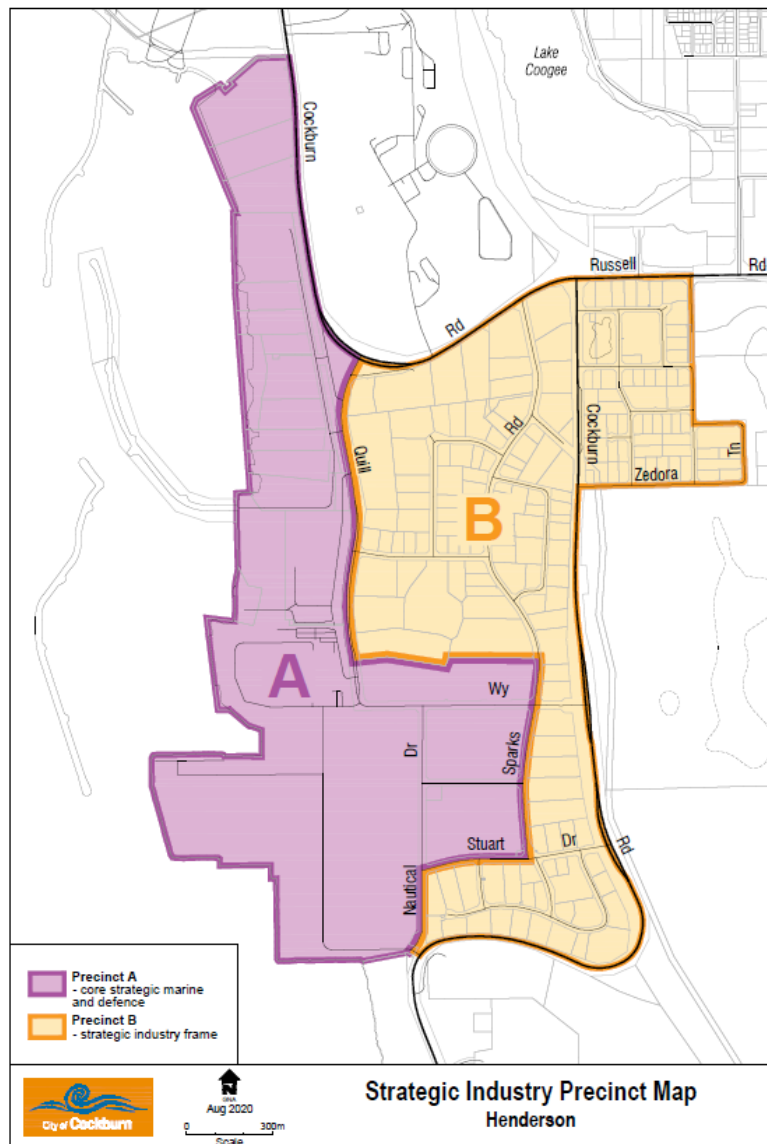


Figure 1 – Strategic Industry Precinct – AMC Map

[2]

Title	Industrial Development
Policy Number (Governance Purpose)	LPP 3.9



1. Precinct A

(a) Objectives

Precinct A is located adjacent to or within proximity to the waterfront and includes mostly State owned land including the AMC Common User Facility. Land Uses are to demonstrate direct association with the objectives of the zone. In this regard, Precinct A objectives are:

To ensure that all uses are directly associated with manufacturing, fabrication, assembly, technology, repair and/or maintenance for the marine, defence and resources industries.

- (i) To protect the ongoing functioning and viability of key strategic infrastructure, such as the Common User Facility, that support the marine, resource and defence sectors;
- (ii) To ensure safe and convenient access and movement within the precinct is maintained; and
- (iii) To create a high quality, well designed, attractive and accessible precinct that attracts investment and provides amenity for employees and visitors.

(b) Requirements

All discretionary land uses within Precinct A should demonstrate consistency with the objectives of the precinct; and should contribute positively to the intended future character as defined in Appendix A. The following requirements also apply:

- (i) All proposals are to be directly associated with manufacturing, fabrication, assembly, technology, repair and/or maintenance for the marine, defence and resources industries.
- (ii) All proposals must demonstrate that they support key strategic infrastructure, such as the Common User Facility; and that they assist in the support of investment attractiveness of the AMC.
- (iii) Proposals should support safe and convenient pedestrian and vehicular access, and should not compromise existing movement networks and High Wide Loads (HWL) corridors.

(c) Supporting Information

The following information is to be provided in support of applications for development approval within Precinct A, as relevant:

- (i) All uses are to include details demonstrating a direct relationship with the marine, resource or defence sector.

[3]

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- (ii) Educational Establishments shall include evidence that the applicant holds a Registered Training Organisation Certificate for the specific purpose of maritime and oil and gas training issued by the Australian Skills Quality Authority or Training Accreditation Council of WA or other similar recognised authority together with a list of the names of the courses to be offered and a curriculum of subjects required to be undertaken within those specified courses.

2. Precinct B

(a) Objectives

Precinct B provides for land uses associated with, and/or supporting the delivery of goods and services for the marine, resources and defence sector. In recognition of market and demand changes that will occur over time, some flexibility is provided where the strategic intent of the AMC is not compromised. In this regard Precinct B objectives are:

- (i) To provide for land uses that support the delivery of goods and services for the marine, resources and defence sector.
- (ii) To provide some flexibility for uses that demonstrate adaptability to support delivery of goods and services for the marine, resources and defence sector in the future, where they do not compromise the strategic intent of the AMC.
- (iii) To ensure safe and convenient access and movement within the AMC;
- (iv) To ensure land uses do not compromise the ongoing delivery and operations of State and Nationally important land use activities within Precinct A;
- (v) To create a high quality, well designed, attractive and accessible precinct that attracts investment and provides amenity for employees and visitors.

(b) Requirements

All discretionary land uses within Precinct B should demonstrate consistency with the objectives of the precinct; and should contribute positively to the intended future character as defined in Appendix A. The following requirements also apply:

- All proposals are to demonstrate that the land use proposed will not negatively impact on the strategic intent of Precinct A, or to constrain the ability of marine, resource or defence activities to function within the AMC generally.

[4]

Title	Industrial Development
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- Proposals must demonstrate a reasonable level of adaptability for future land uses aligned with the marine, resource or defence sector, including consideration of the built form and parking.
- All car parking requirements are to be accommodated on-site to future-proof the precinct for its strategic purpose; provide for the safe movement of traffic; protect HWL corridors; and allow for attractive and high amenity streetscapes.
- Proposals must not increase any existing short falls for on-site car parking for uses not directly associated with the marine, resource or defence sector.
- To ensure future adaptability, 'Warehouse' land use proposals are to demonstrate there is sufficient space on-site to accommodate car parking spaces calculated at a rate of 'Industry General' as set out in the Scheme.
- Proposals must contribute positively to safe and convenient pedestrian and vehicular access and connectivity.
- In exercising discretion for uses that encourage general public access, such as a "Motor Vehicle, Boat or Caravan Sales", consideration will be given to the following:
 - security risk to activities within Precinct A;
 - traffic conflicts/congestion and/or impede movement of heavy vehicle traffic servicing Precinct A; and
 - ability to restrict direct access to Nautical Drive and Quill Way when alternative road frontages are available.
- In exercising discretion for uses that by their nature have limited adaptability potential for specific marine, defence and resources uses, such as 'Service Station', consideration will be given to the following:
 - Need and demand for the use within the precinct;
 - Impact on the movement network; and
 - Contribution it makes toward the provision of amenity for the AMC workforce/visitors over and above that provided by the use itself and in addition to incidental convenience store/fast food services

(c) Supporting Information

The following information is to be provided in support of applications for development approval within Precinct B.

- (i) Educational Establishments shall include evidence that the applicant holds a Registered Training Organisation Certificate for the specific purpose of maritime and oil and gas training issued by the Australian Skills Quality Authority or Training Accreditation Council of WA or other similar recognised authority together with a list of the names of the courses to be offered and a curriculum of subjects required to be undertaken within those specified courses

[5]

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- (ii) Change of land use applications shall demonstrate that any increase in car parking requirements can be accommodated on-site.
- (iii) Transport related uses are to be supported by a traffic study to demonstrate that access and movement can be safely accommodated within the site and on the existing road network, including access to Precinct A and impact on the HWL network.
- (iv) For uses not related to marine, defence and resources that do not demonstrate high levels of adaptability potential, such as 'Service Station', information and site plans are to be provided depicting the provision of features for the benefit of the AMC workforce.

(3) General Provisions

1. Land Use

- (a) For developments proposing more than one use within the same building, the building shall be provided with clear physical separation of the uses which may be achieved through a wall or other barrier to the satisfaction of the City. Delineation of uses on plan only with no physical separation will generally not be supported.

2. Built Form

(a) Building Frontage and Entry

- (i) The main entrance to the building is on the front elevation or close to the front of the building and should be clearly be visible, easily accessible and marked with signage.
- (ii) Entrances shall contain a covered portico, awning, canopy or verandah to further emphasise it and provide weather protection.
- (iii) Large expanses of unrelieved sections of wall or roof where seen from the primary street and (if applicable) secondary street, shall not be permitted.
- (iv) Street numbering is to be facing the primary street and to be clearly visible from the public realm as follows:
 - Each number and/or letter shall be a minimum 0.2m² in size where attached on a fence along the primary street or minimum 0.4m² in size where on the building façade or other location.

3. Roofs

- (a) An above roof awning, creating a visual top to the building facade is to be provided where flat; skillion or similar roofs are proposed.

[6]

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4. Materials, Colours and Finishes

- (a) Broad facades are to be broken down into separate sections through different materials, colours and finishes to provide interest and enhance the streetscape.
- (b) External boundary walls that are visible from the street shall be treated appropriately. This may be achieved through colour, score lines or similar. Where an adjoining site is vacant, the treatment shall be for at least half the length of the wall, measured from the portion of wall closest to the street.
- (c) Any development proposal with a construction value exceeding \$500,000 shall include a set of coloured perspectives with the application.
- (d) External fixtures and equipment such as roof ventilation, exhaust towers and plumbing pipes should be effectively screened from the primary street elevation using roof structures and architectural elements.

5. Setbacks

- (a) The minimum primary street setback shall be in accordance with the following table (Table 3).

Table 3 – Setback requirements

Primary Street Setback or dual road frontage (excluding secondary street)	Secondary Street	Side and rear boundary
15m (may be reduced where it can be clearly demonstrated that it is consistent with the existing streetscape for land zoned outside the Strategic Industry zone).	3m (unless it can be demonstrated that a reduced setback is consistent with the existing streetscape and/or that a reduction will not result in a detrimental impact on the streetscape).	As per the Building Code of Australia.

- (b) The primary and secondary street setback areas shall not be used for any purpose other than vehicle access, car parking, loading or unloading of vehicles and landscaping.
- (c) The main entry and access to the building is to be obtained from the primary street frontage. (d) Where future road widening is required, the setback shall be measured from the Main Roads Western Australia Road Widening Plans.

[7]

Title	Industrial Development
Policy Number (Governance Purpose)	LPP 3.9



6. Vehicle Access & Parking

(a) Car Parking

- (i) Car parking provision shall be in accordance with the minimum requirements of Tables 3 and 4 of TPS 3.
- (ii) Any industrial use class as contained in TPS 3, containing more than one tenancy or unit, shall provide a minimum of 5 car parking bays per unit (unless TPS 3 requires more than 5 car parking bays per unit and then TPS 3 requirements shall prevail). (For example a 300m² 'warehouse' shall provide 5 car parking bays).
- (b) All parking calculations shall be rounded up to the nearest number on a per unit/tenancy basis.
- (c) Cash Payment in Lieu of Providing Car Parking Spaces contained in Clause 4.9.6 TPS 3 shall not be applied for discretionary uses.
- (d) Joint use of car parking facilities in Clause 4.9.7 of TPS 3 shall not be applied for discretionary uses.
- (e) Tandem car parking bays shall generally not be supported unless they are in excess of the minimum parking bay requirements of TPS 3 and this policy.
- (f) Car parking inside an existing building will not be included in calculations for car parking provision. However, purpose-built undercover car parking will be considered.
- (g) Car parking areas shall be designed and constructed in accordance with the most recent version of Australian Standard AS2890.1 (as amended) and the City's relevant specifications for hardstand and drainage.

7. Bicycle Parking

- (a) In addition to the requirements of TPS 3, bicycle parking facilities shall provide weather protection via an awning or similar and shall consist of rails, stands, locker or any other type of equipment designed for this purpose in accordance with Australian Standard AS2890.3-2015.

8. Service, Loading & Delivery Areas

- (a) Delivery and/or loading bays may be considered inside a building adjacent to a suitable opening however this area shall be marked, signed, easily accessible and available in perpetuity for deliveries to the building or tenancy.

[8]

Title	Industrial Development
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9. End of Trip Facilities

- (a) All developments that are required to provide five or more bicycle parking bays in accordance with the minimum provisions of TPS 3 are required to provide End of Trip Facilities, which are to be designed in accordance with the following criteria:
- A minimum of one female shower and one male shower, located in separate change rooms or a minimum of two separate unisex shower and change rooms;
 - Additional shower facilities to be provided at a rate of one female shower and one male shower for every additional 10 bicycle parking bays, to a maximum of five female and five male showers per development;
 - The showers must dispense both hot and cold water;
 - The end of trip facilities shall include non-slip surfaces, hooks and/or benches for peoples belongings, adequate lighting and ventilation;
 - The end of trip facilities should be located as close as possible to the bicycle parking facilities;
 - Secure change rooms capable of being locked; and
 - A locker for every bicycle parking bay provided.

10. Fencing

- (a) The minimum standard of fencing shall be black PVC coated chain/link mesh with black support posts and a height of 1.8m. Additional security may be provided through the provision of a maximum “3-barb” wire on top of chain/link mesh fence equivalent. All gates, posts, and fittings shall be black galvanised steel.
- (b) Fencing which exceeds the minimum standard shall complement the building and landscaping design.

11. Stormwater Management

- (a) Development shall be designed to contain all stormwater on site.
- (b) Specific drainage requirements shall be in accordance with the Building Code of Australia.
- (c) Stormwater drainage plans shall be lodged up front at the development application stage.

[9]

Title	Industrial Development
Policy Number (Governance Purpose)	LPP 3.9



12. Landscaping

(a) General

- (i) A detailed landscape plan shall be submitted with a development application.
- (ii) The area of landscaping to be provided shall be in accordance with the requirements of TPS 3.
- (iii) Trees shall be a minimum of 2m in height (approx. 45 litre pot size at time of planting).
- (iv) Landscaping to be irrigated and maintained by landowner/occupier.
- (v) Landscaping proposals which seek a reduction in accordance with TPS 3 shall be required to include the verge landscaping in the landscape plan.

13. Verge Improvements

- (a) Verges are to be improved in accordance with the City of Cockburn 'Verge Improvement Guidelines'
- (b) Verge trees shall:
 - (i) Be a minimum of 2m in height (approx. 45 litre pot size at time of planting);
 - (ii) Be planted on the correct utility alignment;
 - (iii) be positioned to allow space for bin presentation;
 - (iv) Consider tree height at maturity if under power lines; and
 - (v) Provide a shade canopy.
- (c) The verge trees shall be irrigated by the landowner/occupier until established. As the verge trees become an asset of the City's verge, the City will be responsible for any pruning of the verge tree. The maintenance of all other forms of landscaping to the verge shall be the responsibility of the landowner /occupier.
- (d) The maintenance of shrub planting, turf or any improvement other than the trees shall be the responsibility of the landowner/occupier.
- (e) The verge shall not be used for car parking purposes unless approved by the City of Cockburn.

[10]

Title	Industrial Development
Policy Number (Governance Purpose)	LPP 3.9



14. Waste Management

- (a) Every proposal shall include internal or external bin storage provisions for each tenancy or an appropriate shared bin storage area for unit developments may be permitted sized according to the waste generation rates of the on-site activities.
- (b) Internal bin storage shall be adequately sized to contain all waste bins and consist of a concrete wash-down pad of at least 2sqm graded to a 100mm diameter industrial floor waste with a hose cock, and connected to sewer.
- (c) External bin storage enclosures shall be adequately sized to contain all waste generated in one week and be a minimum of 1.8m high, fitted with a gate and graded to a 100mm diameter industrial floor waste with a hose cock, and connected to sewer.
- (d) External bin storage enclosures shall be located behind the building alignment and be screened from view of the street and roofed when greater than 20sqm.
- (e) A secondary treatment system will be required where reticulated sewerage cannot be reasonably be connected and any wash down bays required will be constructed and maintained to the satisfaction of the City.

15. Staged Development

- (a) Future stages of any development shall be considered and included on the site plan along with any necessary expansion to vehicle parking.

16. Future Road Networks

- (a) Proposals on land subject to a future road network shall ensure that provision of the future road network and vehicle access forms part of the proposal.
- (b) Proposals on land which is required for a future road network shall ensure that road reserves are ceded as part of a development application or subdivision application, whichever comes first.
- (c) Proposals incorporating road networks or as otherwise determined by the City, shall demonstrate integration with adjoining development.

17. Vehicle Crossovers

- (a) Crossovers are to be located, designed and constructed in accordance with the "City of Cockburn Vehicle Crossover Specification and Forms".

[11]

Title	Industrial Development
Policy Number (Governance Purpose)	LPP 3.9



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development, Assessment and Compliance
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	4517879

Title	Industrial Development
Policy Number (Governance Purpose)	LPP 3.9



APPENDIX A: INTENDED FUTURE CHARACTER – AUSTRALIAN MARINE COMPLEX

PRECINCT A	
1.0 Streetscapes	1.1 The majority of the precinct is designed to maximise the functionality of the precinct for marine, defence and resources, however public road reserves are to include street trees and landscaping to enhance the appearance of the precinct and offer amenity for pedestrians and cyclists wherever possible.
2.0 Land use	2.1 A clustering of uses associated with marine, defence and resources adjacent to and within close proximity to the waterfront.
3.0 Built form	3.1 Where built form addresses a public street it contributes positively to an attractive streetscape.
4.0 Amenity	4.1 Development undertaken in a way that supports the amenity of the precinct and the needs of employees to the greatest extent possible.
5.0 Movement network	<p>5.1 A safe and efficient movement network that includes High Wide Load (HWL) routes that is permanent and protected from on street parking and inappropriate development.</p> <p>5.2 A safe and connected pedestrian network that:</p> <ul style="list-style-type: none"> Enhances the amenity of the precinct. Enhances the health and wellbeing of visitors and employees of the precinct. <p>5.3 Parking accommodated on site to the greatest extent possible, ensuring that safe traffic movement and verges are not compromised.</p>

PRECINCT B	
1.0 Streetscapes	1.1 Attractive streetscapes that include street trees and offer high levels of amenity for pedestrians and cyclists, and contribute to the City's tree canopy cover wherever possible.
2.0 Land use	2.1 Land uses that support the amenity of the precinct and the needs of employees without compromising the strategic intent of the AMC and the long term ability for the area to be used wholly for marine, defence and resources projects.
3.0 Built form	<p>3.1 Built form that contributes to attractive streetscapes.</p> <p>3.2 Built form that demonstrates adaptability to accommodate future marine, defence and resources uses</p>
4.0 Amenity	2.2 Land uses that by their nature have limited adaptability potential for specific marine, defence and resources include features/facilities that contribute positively to the amenity for the AMC workforce/visitors over and above that provided by the use itself.

Title	Industrial Development
Policy Number (Governance Purpose)	LPP 3.9

**PRECINCT B**

- 5.0 Movement network**
- 5.1 A safe and efficient road network that includes High Wide Load (HWL) routes that is permanent and protected from on street parking and inappropriate development.
- 5.2 A safe and connected pedestrian network that:
- Enhances the amenity of the precinct.
 - Enhances the health and wellbeing of visitors and employees of the precinct.
- 5.3 Parking accommodated on site, ensuring that safe traffic movement and verges are not negatively impacted.

15.2.10 Policy Review - Merging of Local Planning Policies 5.1, 5.2, 5.7 and 5.20

Executive	Director Planning and Sustainability
Author	Coordinator Development Services
Attachments	<div>1. DRAFT AMENDED Local Planning Policy 5.1 - Development in the Public Domain ↓</div> <div>2. Existing Local Planning Policy 5.1 - Public Open Space ↓</div> <div>3. Local Planning Policy 5.2 - Incorporating Natural Areas in Public Open Space and Drainage Areas ↓</div> <div>4. Local Planning Policy 5.7 - Uniform Fencing ↓</div> <div>5. Local Planning Policy 5.20 - Development on Local Reserves ↓</div>

RECOMMENDATION

That Council:

- (1) AMEND Local Planning Policy 5.1 by including the contents of Local Planning Policies 5.2, 5.7 and 5.20, and renaming as Local Planning Policy 5.1 – Development in the Public Domain, provided as Attachment 1;
- (2) REVOKE Local Planning Policies 5.2, 5.7 and 5.20;
- (3) ACCEPT the above amendment is minor in nature and does not require public advertising in accordance with Division 2, Clause 5 of the *Planning and Development (Local Planning Scheme) Regulations 2015*; and
- (4) PUBLISH notice of the policy amendment and revocations in accordance with Clause 87 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

Background

At its Ordinary Council Meeting held on 9 April 2024, Council resolved to endorse draft Local Planning Scheme No.13 (LPS13) for the purpose of undertaking public consultation.

As part of the Scheme adoption process, a review of the City’s suite of Local Planning Policies (LPPs) is required to ensure that the contents of the policies are consistent with the State and Local planning framework.

In this first tranche of LPP review, City officers have identified a number of policies that are either redundant, can be merged with other policies or require minor modifications.

This initial review aims to simplify the existing LPP framework by removing and consolidating a number of policies so that a more detailed review can take place in the future once draft LPS13 progress to its more advanced stages of adoption.

This initial review has proposed modifications and consolidations that do not require public consultation in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015* (the Regulations), as all proposed changes can be considered minor.

Submission

N/A

Report

Legislative Background

The process for the adoption, modification, and revocation of LPPs are established in Part 2 of the Deemed Provisions of the Regulations.

Clause 3 of the Regulations outline that a local government may prepare an LPP in respect to any matter related to planning and development, and that an LPP may apply generally, or in respect to a particular matter.

Further, the Regulations establish that an LPP may apply to the whole of a 'Scheme Area' or to a specific part of the 'Scheme Area'. A local planning policy may address either a strategic or operational consideration and must be based on sound town planning principles.

Clause 5 of the Regulations prescribes that a local government must advertise amendments to local planning policies, unless the local government is of the view that the amendments are minor. Given that the proposed amendments are mostly administrative in nature, public advertising is not required.

It is anticipated that a future review of the LPP suite will trigger advertising once the draft LPS13 has progressed to later stages of adoption. Clause 6 of the Regulations outlines that the revocation of an LPP does not trigger public advertising.

Merging of Policies

The four (4) existing local planning policies address a similar theme, that being the development of the public realm.

This includes both the initial provision of public open space by developers, as well as the embellishment/development of local reserves. As all policies pertain to the development outcomes of the public domain, it is recommended to merge the content into a single policy.

Minor edits have been proposed, such as modernising the names of state government departments. Further, a unified and consolidated policy purpose has been rewritten as part of the draft amended policy (Attachment 1).

Strategic Plans/Policy Implications

Local Economy

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

- A City that is 'easy to do business with'.
- Thriving local commercial centres, local businesses and tourism industry.

City Growth and 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 and Leading

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

Pursuant to Part 2 of the Deemed Provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015*, the proposed modifications are minor or administrative in nature and therefore do not require community consultation.

Risk Management Implications

The City's suite of Local Planning Policies will need to be reviewed individually at some point in the future as part of the adoption of LPS13.

If these minor modifications and mergers are not supported, then the future reviews will become more complex and may present resource implications for the City.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Title	Development of the Public Domain
Policy Number (Governance Purpose)	LPP 5.1



Policy Type

Local Planning Policy

Policy Purpose

The purpose of this Local Planning Policy is to establish the development standards and requirements for public domain areas, including Local Reserves and Public Open Space (POS), while ensuring adherence to environmental, aesthetic, and safety standards. This policy sets forth criteria to exempt certain developments from the need for development approval, in line with Part 61 of the Planning and Development (Local Planning Schemes) Regulations 2015, specifically for Local Reserves under the City's Town Planning Scheme No. 3 (TPS 3). It aims to facilitate development by outlining the conditions under which no development approval is required and to provide guidance on matters such as uniform fencing to enhance visual appeal and passive surveillance.

The policy also addresses the management and development of natural areas within POS and drainage reserves, ensuring they are designed and maintained in accordance with ecologically sustainable principles, including the State Wetland Conservation Policy and the City's Natural Areas Management Plan. It specifies land features unacceptable for public open space credit, integrates requirements for bushfire risk assessment, and clarifies the consideration of bushfire protection zones relative to public open space. Overall, this policy aims to balance development needs with environmental protection, public amenity, community safety and desired built form outcomes.

The Western Australian Planning Commission provides the following strategic guidance on the matter of public open space:

- Operational Policy - Liveable Neighbourhoods
- Development Control Policy (DCP) 2.3 - Public Open Space in Residential Areas
- State Planning Policy 3.7 - Planning for Bushfire Risk

Requirements for the provision of public open space in urban areas are detailed under Element 5 of Liveable Neighbourhoods. While Element 5 provides comprehensive requirements in relation to public open space provision, it is silent in relation to a number of land circumstances which the City of Cockburn deems inappropriate for crediting as part of public open space. This Policy identifies such land features which will not be accepted by the City as part of the public open space requirement.

[1]

Title	Development of the Public Domain
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Policy Statement

(1) Development On Local Reserves (Parks and Recreation) for which development approval is not required

1. Where a proposal meets the provisions of table 1 below, no development approval is required.
2. Where a proposal does not meet the provisions of table 1 below, development approval is required, and advertising may be required subject to assessment of the impact on adjoining landowners.
3. Where a development approval is required, the application for development form, drawings, justification letter and checklist must be completed. The City will not require a copy of the Certificate of title or the consent and indemnity form.

TABLE 1

Development Type	Planning Requirements and Exemptions
Tree / Shrub Planting	No Development Approval Required, irrespective of plant size or height.
Footpaths, Dual Use Paths	No Development Approval required for footpaths or dual use paths that have obtained prior civil approvals for their respective locations by the City as required.
Sand Pits	No Development Approval required.
Earthworks	<ul style="list-style-type: none">• Development Approval is not required for Earthworks applications in line with approved civil drawings by the City, under an approved subdivision, and where the land has already been identified as a local reserve under an approved Structure Plan.• Development Approval is required where the lot has not been ceded as a local reserve.• Development Approval is required for Earthworks where native vegetation is proposed to be cleared, unless:

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Development Type	Planning Requirements and Exemptions
	<ul style="list-style-type: none"> i. The native vegetation is located within an easement or within 2m of any lot boundary; ii. The clearing is required to be implemented in accordance with an approved Structure Plan; or iii. The State or Commonwealth has approved the clearing.
Play or Gym Equipment	<ul style="list-style-type: none"> • Manufactured play or gym equipment shall be exempt from Development Approval. • Bespoke play or gym equipment shall be assessed by a qualified playground auditor and confirmed to be compliant to be deemed exempt from Development Approval.
Drinking Fountains	No Development Approval required.
Shade sails	<ul style="list-style-type: none"> • Development Approval is not required where replacing 'like for like' within the same location, footprint and height. • Development Approval is not required for new shade sails, provided the development is setback a minimum of 2m from any lot boundary or road reserve.
Picnic, Barbecue Areas and Shelters	No Development Approval is required provided the development is setback a minimum of 2m from any lot boundary or road reserve.
Walkway Shelters, Sheltered Roofed Structures	No Development Approval is required provided the development is setback a minimum of 2m from any lot boundary or road reserve.
Pot Plants	No Development Approval required, regardless of size or scale.
Retaining Walls	<ul style="list-style-type: none"> • Development Approval is not required for Retaining Wall applications in line with City approved civil drawings under an approved subdivision where the land has already been ceded as a local reserve and Retaining Walls

[3]

Title	Development of the Public Domain
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Development Type	Planning Requirements and Exemptions
	<p>greater than 2m in height (measured from the Natural Ground Level) are setback a minimum of 2m of any lot boundary or road reserve.</p> <ul style="list-style-type: none"> Where Retaining Walls greater than 2m in height (measured from the Natural Ground Level) are setback within 2m of any lot boundary or road reserve, whichever is applicable, Development Approval is required. Development Approval is required where the lot has not been ceded as a local reserve.
Free standing walls	<ul style="list-style-type: none"> Development Approval is not required for free standing walls in line with City approved civil drawings under an approved subdivision, where the land has already been ceded as a local reserve and the Free Standing Walls greater than 2m in height (measured from the Natural Ground Level) are setback 2m of any lot boundary or road reserve, whichever is applicable. Where the Free standing walls greater than 2m in height (measured from the Natural Ground Level) are setback within 2m of any lot boundary or road reserve, whichever is applicable Development Approval is required. Development Approval is required where the lot has not been ceded as a local reserve.
Seating	No Development Approval required.
Litterbins	No Development Approval required.
Access Roads	<ul style="list-style-type: none"> Development Approval is not required for access roads which are less than 20m in length and constructed from compacted materials (such as limestone) in line with City approved civil drawings under an approved subdivision, where the land has already been ceded as a local reserve.

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Development Type	Planning Requirements and Exemptions
	<ul style="list-style-type: none"> Development Approval is required for hard surface access roads which are constructed from asphalt or concrete, and are longer than 20m in length, where the land has already been ceded. All access roads require development approval where proposed on land yet to be ceded as a reserve.
Access roads within Public Open Space sites	<ul style="list-style-type: none"> Development Approval is not required for access roads which are less than 20m in length and constructed from compacted materials (such as limestone) in line with approved civil drawings under an approved subdivision by the City where the land has already been ceded as a local reserve. Development Approval is required for hard surface access roads which are constructed from asphalt or concrete, and are longer than 20m in length, where the land has already been ceded. Where the lot has not been ceded – development approval is required.
Car parking	<ul style="list-style-type: none"> Development Approval is not required where replacing car parking areas like for like, meaning the exact same location, footprint and number of bays. Development Approval is required for all new car parking bays or car parking areas.
Vehicle charger infrastructure	<ul style="list-style-type: none"> No Development Approval required where locating this infrastructure within an approved car parking area. Development Approval is required for all new car parking bays and car parking areas which proposed vehicle charger infrastructure.
Irrigation systems	No Development Approval required.
Bores	No Development Approval required.

[5]

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Development Type	Planning Requirements and Exemptions
Sports lights/ floodlighting	<ul style="list-style-type: none"> No Development Approval is required where replacing sports lights/ floodlights like for like, meaning the exact same location, height and light omission. Development Approval is required for all new sports lights/ flood lights. No Development Approval is required for Shelter and footpath lighting and solar bollards.
Goal posts and practice nets, volleyball posts, nets and cricket nets	<ul style="list-style-type: none"> No Development Approval is required where replacing goal posts and practice nets like for like, meaning the exact same location, height and width. Development Approval is required for all new goal posts and practice nets.
New volleyball courts, hockey pitches and bowling greens	Development Approval required.
Drainage basins and sumps	<ul style="list-style-type: none"> Development Approval is not required for drainage basins and sumps applications in line with City approved civil drawings under an approved subdivision, where the land has already been ceded as a local reserve. Development Approval is required where the lot has not been ceded as a local reserve.
Conversion of stormwater drainage swales into underground detention basins	Development Approval required.
Fences (all types)	<ul style="list-style-type: none"> Development Approval is not required for fence applications in line with City approved civil drawings under an approved subdivision where the land has already been ceded as a local reserve. Development Approval is required where the lot has not been ceded as a local reserve.
Entry Statement signage	Development Approval required.
Jetty, Pontoons, Groynes and boardwalks	Development Approval required.

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Development Type	Planning Requirements and Exemptions
Skate parks and pump tracks	Development Approval required.
Water play	Development Approval is not required for recycled water play where the location is setback greater than 2m of any lot boundary or road reserve, whichever is applicable.
Toilet facility/ Ablutions	Development Approval required.
Artwork	<ul style="list-style-type: none"> No Development Approval required for Artwork. Development Approval is required for any Artwork that proposes a variable message sign.
New buildings/ facilities including enclosed bin storage areas	Development Approval required.
Bird Hides	No Development Approval required.
Closed-Circuit Television (CCTV)	<ul style="list-style-type: none"> Development Approval is not required where CCTV is proposed to be affixed to an approved building or structure. Development Approval is required, where CCTV is proposed on a freestanding pole within 2m of any lot boundary or road reserve, whichever is applicable.
Sea Containers and other Transportable Structures	<ul style="list-style-type: none"> Development Approval is not required where: <ul style="list-style-type: none"> i. they relate to storage of items on a temporary basis for an approved use on the local reserve that has obtained Development Approval; and ii. the location of the sea container is agreed to in writing by Head of Development Assessment and Compliance.

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(2) Provision of Public Open Space (POS)

1. The following land will not be accepted by the City as part of any public open space requirement:
 - a. Subdivision entry statements.
 - b. Land where public access is incapable, restricted or denied.
 - c. Buffers separating incompatible land uses where the width of such buffer is below 30m.
 - d. Road verges.
 - e. Land with a restriction on the certificate of title which in the opinion of the City will unreasonably impede the ability to use the land for public open space.
2. No part of the 20m building protection zone should be included within any area of current or proposed public open space, unless:
 - a. The identified area is already cleared of natural vegetation and is proposed to remain clear of vegetation in a manner that facilitates the ongoing low fuel levels being maintained (such as irrigated manicured parkland); and
 - b. There is a physical barrier (e.g. 3m concrete footpath, retaining structure, wall, masonry fencing) which demarcates this portion of the public open space such that it does not gradually regenerate through natural processes such as being adjoined by bushland.
3. The following land will not be accepted by the City as public open space unless, in the opinion of the City, there is some community benefit in doing so. The City may allow such land to be included in restricted use public open space:
 - a. Land within or forming part of any utility or easement containing underground infrastructure (such as a gas pipeline) or above ground infrastructure (such as a transmission line corridor);
4. The following land will not be accepted by the City as public open space, unless 'in principle' support is also obtained at the local structure plan stage from Department of Regional Development and Lands and the land will be remediated or investigated to the satisfaction of the Department of Environment and Conservation and the City prior to vesting:
 - a. Land considered to be 'contaminated' or 'possibly contaminated' under the Contaminated Sites Act 2003
5. All other aspects of public open space provision are to comply with Element 5 of Liveable Neighbourhoods.

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(3) Incorporation of Natural Areas in Public Open Space and Drainage Areas

1. Where development is proposed adjacent to a natural area Management Plan/s must be submitted and approved by the City.
2. Where development includes or is adjacent to a wetland, buffers are provided and managed to protect and maintain wetland values. Buffers also act to protect the community from potential impacts such as nuisance midge. The City will apply buffer distances as outlined in Department of Water and Environment and Department of Planning, Lands and Heritage wetland buffer guidelines. A 50m buffer is generally required.
3. Where development includes or is adjacent to a wetland an adequate midge buffers must be provided.
4. Natural areas and their associated ecological values must be assessed by a suitably qualified environmental specialist and a report provided to council the City prior to planning or development approval.
5. Drainage associated with development and land use is to be managed in line with the following principles:-
 - a. Discharge of drainage directly into wetlands will not be permitted. Discharge may be acceptable following suitable treatment to remove nutrients and other pollutants, provided that adverse hydrological impacts will not occur.
 - b. The integrity of wetland and buffer vegetation is to be maintained by design and implementation of best practice Water Sensitive Urban Design Principles, particularly where drainage facilities are established within the setback to the wetland.
6. Where natural areas are to be retained or conserved within POS and/or drainage reserves the area should be designed and developed in accordance with the following design requirements;
 - a. A site survey is to be undertaken to identify areas of vegetation that are deemed to have significant ecological value. Measures should then be identified to protect and retain vegetation where possible.
 - b. To ensure that the integrity of the area is protected and disturbance is minimised, the limit of the natural area shall be determined in consultation with the City and clearly marked on site prior to any works being undertaken and no works including earthworks, clearing or pruning are to be undertaken

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in these areas without first obtaining approval from the City and other relevant authorities.

- c. Where appropriate a Revegetation and Maintenance Management Plan will be submitted for approval by the City prior to any works/construction taking place on the land. The plan should illustrate how and when revegetation works are to occur including weed control and a comprehensive species list. The following key elements should also be reflected in the plan:
 - i. As a general rule a final revegetation density of 1.6 plants per square metre is to be achieved prior to hand over of maintenance responsibilities to the City. Detailed and agreed completion criteria are to be included in the Revegetation and Maintenance Management Plan.
 - ii. As bond or a bank guarantee for revegetation and maintenance will be required to be lodged with the City. The bond shall be equal to the revegetation and maintenance costs plus 25%.
 - iii. Illustrate how dieback management procedures will be implemented and complied with.
- d. To ensure that cut and fill batters around natural management areas can be effectively managed and maintained; slopes shall not be steeper than 1 in 6. Such batters are to be stabilised initially using hydromulch or similar and then by planting with native species.
- e. To minimise the potential of weeds and grasses invading natural areas, only clean sand fill shall be used on batter slopes and in adjacent areas. Use of top soil is not acceptable.

To minimise the potential of adjoining grassed areas invading natural management areas, these areas should be defined and separated by a hard edge such as kerbing, walls or paths which shall be constructed as part of subdivision or development of the area. To minimise the potential growth of weeds and grasses in the natural management areas, sprinklers in adjacent irrigated grass and garden areas should, as far as practicable, be positioned to spray away from the natural management area.
- f. To minimise the potential for any ongoing physical disturbance, any paths through or around a natural management area should be designed to avoid areas of high vegetation quality and or diversity, not unduly fragment the area and where necessary control indiscriminate movement through such areas by the provision of board walks, fencing, low walls or other appropriate barriers.
- g. As a general rule, paths through natural management areas should be in keeping with the natural environment. The location and form of paths is subject to approval from the City. Where necessary and appropriate, paths should also function as a fire break and provide fire access.

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- h. As a general rule the area will be maintained by the developer for a minimum of 2 years. However handover will not occur until such times as the City is satisfied that the relevant completion criteria as outlined in the Revegetation and Management Plan has been met.

Approvals for the subdivision and/or development of land that includes natural areas will contain appropriate conditions which require the application of the above principles.

- i. Prior to a development approval, including structure plans, local development plans, and subdivision determinations being issued the City may require the preparation and approval of a Bushfire Management Plan to establish and mitigate the risk that retaining natural vegetation may have upon adjoining development.

(4) Uniform Fencing

1. The below requirements apply to all uniform fencing constructed within the City.
2. Uniform fencing is required to be provided by developers and landowners where land abuts public open space, drainage sites, pedestrian access ways, regional roads, other roads of district importance or any other public place.
3. The requirement for the construction of uniform fencing shall be triggered through the development and/or subdivision of land.
4. The City shall impose a condition on planning approvals (where applicable) requiring the applicant/owner to construct uniform fencing in accordance with this policy.
5. The City shall recommend to the Western Australian Planning Commission (WAPC) that a condition be imposed on subdivision approvals (where applicable) requiring the applicant/owner to construct uniform fencing in accordance with this policy.
6. The following general uniform fencing standards apply:
 - a. Uniform fencing shall generally be a minimum height of 1800mm above natural ground level. This does not include retaining walls. Uniform fencing below 1800mm in height may be considered appropriate for specific locations, including where it is required to be installed above a retaining wall.

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- b. Uniform fencing shall be constructed of limestone, brick, masonry or other durable materials approved by the City. Uniform fencing using modular construction may be considered provided that the wall presents a rendered or similar finish and it can be demonstrated that the repair and maintenance requirements of such a wall is satisfactory to the City.
 - c. Colorbond® steel (or similar), ring-lock/cyclone, super-six/fibro cement and twin-side post and panel fencing are not acceptable materials where uniform fencing is required.
 - d. Uniform fencing, where visually permeable infill panels are required shall be constructed of wrought iron, steel, aluminium or other similar durable material to the satisfaction of the City. Timber infill panels are generally not supported due to its high maintenance and low durability compared to metal products. Infill panels shall be constructed above 1.2m in height above natural ground level and shall be visually permeable in accordance with the definition contained in the Residential Design Codes of Western Australia (R-Codes). Visually permeable infill panels below 1.2m may also be considered for approval.
 - e. Uniform fencing piers shall be a maximum of 300mm above the fence line and provided at any interval of not more than 7.5m for limestone, brick or masonry and 6m for all other fences.
 - f. Approval for the subsequent removal and/or modification of uniform fencing will not be granted unless it is demonstrated by the applicant that the alternative maintains Council's objectives of achieving a high level of visual amenity, high durability and adequate passive surveillance (where appropriate).
 - g. Fencing which may impede visual sightlines and pedestrian /or vehicular movement is required to be no higher than 750mm within 1.5m of a vehicle crossover.
 - h. Any solid uniform fencing shall be treated with non-sacrificial graffiti protection to the City's satisfaction.
 - i. Full elevation and site plans are required to be submitted to the City for its endorsement prior to the installation of any uniform fencing.
7. The following general uniform fencing standards apply when abutting Primary and Other Regional Roads and Railway Reserves:

[12]

Title	Development of the Public Domain
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- a. Uniform fencing abutting regional roads and railway reserves may be required to provide additional elements to satisfy noise attenuation measures in order to comply with *State Planning Policy 5.4 'Road and Rail Transport Noise and Freight Considerations in Land Use Planning'*.
 - b. Uniform fencing abutting regional roads and rail reserves shall generally be of solid construction without visually permeable infill panels.
 - c. Extensive portions of solid uniform fencing shall be suitably broken up with different materials/textures/landscaping to provide visual relief.
8. Uniform fencing abutting local roads shall generally be of solid construction but may in some instances be required to provide visually permeable infill panels to promote passive surveillance depending on the location and traffic associated with the road.
 9. Uniform fencing abutting POS shall provide visually permeable infill panels to promote passive surveillance. Minor portions of solid uniform fencing may be permitted to screen some areas of residential land including drying areas. Pedestrian access gates (and stairs if required) are encouraged to be constructed as part of the uniform fencing between residential lots and POS to encourage use of the POS by the adjoining residents.
 10. Uniform fencing abutting PAWs shall generally be required to provide visually permeable infill panels to promote passive surveillance of the PAW. Minor portions of solid uniform fencing may be permitted to screen some areas of residential land including drying areas.

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Policy Number (Governance Purpose)	LPP 5.1



Strategic Link:	Town Planning Scheme No. 3
Category:	Planning – Town Planning & Development
Lead Business Unit:	Development and Compliance
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

DRAFT

Title	Public Open Space
Policy Number (Governance Purpose)	LPP 5.1



Policy Type

Local Planning Policy

Policy Purpose

This policy applies to the assessment of structure plan and subdivision proposals in relation to the requirements of public open space reserves within the City of Cockburn. The Western Australian Planning Commission provides the following strategic guidance on the matter of public open space:

- Operational Policy - Liveable Neighbourhoods
- Development Control Policy (DCP) 2.3 - Public Open Space in Residential Areas
- State Planning Policy 3.7 - Planning for Bushfire Risk

Requirements for the provision of public open space in urban areas are detailed under Element 5 of Liveable Neighbourhoods. While Element 5 provides comprehensive requirements in relation to public open space provision, it is silent in relation to a number of land circumstances which the City of Cockburn deems inappropriate for crediting as part of public open space. This Policy identifies such land features which will not be accepted by the City as part of the public open space requirement, including separate matters pertaining to bushfire risk matters.

Management requirements of natural vegetation and public open space reserves is of significant importance, especially in light of the policy framework that pertain to bushfire protection. As per the Planning for Bushfire Risk guidelines, the City requires that all structure plans and subdivision applications include a bushfire assessment should they fall within an identified bushfire hazard area. This policy now expands on this, identifying that the City will not accept bushfire protection areas within areas of natural bushland that are existing or proposed to be revegetated through rehabilitation as part of undertaking subdivision and development on the land.

The purpose of the policy is:

1. To specify land features that will not be accepted by the City as part of the public open space requirement.
2. To clarify how bushfire protection zones and hazard separation zones will be considered in relation to public open space.

Policy Statement

- (1) The following land will not be accepted by the City as part of any public open space requirement:
 1. Subdivision entry statements.
 2. Land where public access is incapable, restricted or denied.

[1]

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3. Buffers separating incompatible land uses where the width of such buffer is below 30m.
 4. Road verges.
 5. Land with a restriction on the certificate of title which in the opinion of the City will unreasonably impede the ability to use the land for public open space.
- (2) No part of the 20m building protection zone should be included within any area of current or proposed public open space, unless:
- (a) The identified area is already cleared of natural vegetation and is proposed to remain clear of vegetation in a manner that facilitates the ongoing low fuel levels being maintained (such as irrigated manicured parkland); and
 - (b) There is a physical barrier (e.g. 3m concrete footpath, retaining structure, wall, masonry fencing) which demarcates this portion of the public open space such that it does not gradually regenerate through natural processes such as being adjoined by bushland.
- (3) The following land will not be accepted by the City as public open space unless, in the opinion of the City, there is some community benefit in doing so. The City may allow such land to be included in restricted use public open space:
1. Land within or forming part of any utility or easement containing underground infrastructure (such as a gas pipeline) or above ground infrastructure (such as a transmission line corridor);
- (4) The following land will not be accepted by the City as public open space, unless 'in principle' support is also obtained at the local structure plan stage from Department of Regional Development and Lands and the land will be remediated or investigated to the satisfaction of the Department of Environment and Conservation and the City prior to vesting:
1. Land considered to be 'contaminated' or 'possibly contaminated' under the Contaminated Sites Act 2003
- (5) All other aspects of public open space provision are to comply with Element 5 of Liveable Neighbourhoods.

Title	Public Open Space
Policy Number (Governance Purpose)	LPP 5.1



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	12 December 2019
Next Review Due: (Governance Purpose Only)	December 2021
ECM Doc Set ID: (Governance Purpose Only)	4514044

Title	Incorporating Natural Areas In Public Open Space And/OR Drainage Areas
Policy Number (Governance Purpose)	LPP 5.2



Policy Type

Local Planning Policy

Policy Purpose

Natural Areas are considered to include wetlands and their buffers and bushland. The City contains many natural areas that have or will be retained as part of a subdivision or development. Many of these natural areas are included in Public Open Space (POS) and/or drainage reserves that will be managed and maintained by the City in the long term.

The Policy should be read in the context of ecologically sustainable development consistent with the principles outlined in the State Wetland Conservation Policy (1997) and the City's Natural Areas Management Plan.

The purpose of this policy is to ensure that POS and drainage areas that are to include natural areas are located, designed and developed in accordance with principles which protect and enhance the areas' environmental qualities and minimise the City's ongoing management and maintenance requirements.

Policy Statement

The guiding principles for the application of this Policy are:

1. Preservation of conservation values;
2. Promote broader ecological linkages; and
3. Minimise ongoing maintenance costs.

Policy Objectives

- (1) Recognising the important environmental, social, cultural, educational and aesthetic values of the range of natural areas which exist within the district, the City will make every reasonable effort to ensure the conservation, protection and management of all natural areas within the municipality.
- (2) The City will also acknowledge and give consideration to past development impacts on natural areas when considering the impact of future development.
- (3) Ensure that natural areas are adequately assessed and their environmental values determined within the development process.
- (4) Ensure that land development which has the potential to adversely impact on natural areas can be adequately and appropriately managed.
- (5) Provide the City and landowners with clear and consistent guidelines for development within areas adjacent to or within the influence of natural areas within the district.

[1]

Title	Incorporating Natural Areas In Public Open Space And/OR Drainage Areas
Policy Number (Governance Purpose)	LPP 5.2



- (6) Establish procedures and processes for ensuring that natural areas are adequately protected and managed during construction and development.
- (7) Require that development adjacent to wetlands be suitably set back from the wetland boundary to allow for the retention of the wetland dependent vegetation and to maintain its environmental values and functions.

Policy Requirements

- (8) Where development is proposed adjacent to a natural area Management Plan/s must be submitted and approved by the City.
- (9) Where development includes or is adjacent to a wetland, buffers are provided and managed to protect and maintain wetland values. Buffers also act to protect the community from potential impacts such as nuisance midge. The City will apply buffer distances as outlined in Department of Water and Environment and Department of Planning, Lands and Heritage wetland buffer guidelines. A 50m buffer is generally required.
- (10) Where development includes or is adjacent to a wetland an adequate midge buffers must be provided.
- (11) Natural areas and their associated ecological values must be assessed by a suitably qualified environmental specialist and a report provided to the City prior to development approval.
- (12) Drainage associated with development and land use is to be managed in line with the following principles:-
 - Discharge of drainage directly into wetlands will not be permitted. Discharge may be acceptable following suitable treatment to remove nutrients and other pollutants, provided that adverse hydrological impacts will not occur.
 - The integrity of wetland and buffer vegetation is to be maintained by design and implementation of best practice Water Sensitive Urban Design Principles, particularly where drainage facilities are established within the setback to the wetland.

Design Guidance

- (13) Where natural areas are to be retained or conserved within POS and/or drainage reserves the area should be designed and developed in accordance with the following design requirements;
 - 1. A site survey is to be undertaken to identify areas of vegetation that are deemed to have significant ecological value. Measures should then be identified to protect and retain vegetation where possible.

[2]

Title	Incorporating Natural Areas In Public Open Space And/OR Drainage Areas
Policy Number (Governance Purpose)	LPP 5.2



2. To ensure that the integrity of the area is protected and disturbance is minimised, the limit of the natural area shall be determined in consultation with the City and clearly marked on site prior to any works being undertaken and no works including earthworks, clearing or pruning are to be undertaken in these areas without first obtaining approval from the City and other relevant authorities.
3. Where appropriate a Revegetation and Maintenance Management Plan will be submitted for approval by the City prior to any works/construction taking place on the land. The plan should illustrate how and when revegetation works are to occur including weed control and a comprehensive species list. The following key elements should also be reflected in the plan:
 - As a general rule a final revegetation density of 1.6 plants per square metre is to be achieved prior to hand over of maintenance responsibilities to the City. Detailed and agreed completion criteria are to be included in the Revegetation and Maintenance Management Plan.
 - As bond or a bank guarantee for revegetation and maintenance will be required to be lodged with the City. The bond shall be equal to the revegetation and maintenance costs plus 25%.
 - Illustrate how dieback management procedures will be implemented and complied with.
4. To ensure that cut and fill batters around natural management areas can be effectively managed and maintained; slopes shall not be steeper than 1 in 6. Such batters are to be stabilised initially using hydromulch or similar and then by planting with native species.
5. To minimise the potential of weeds and grasses invading natural areas, only clean sand fill shall be used on batter slopes and in adjacent areas. Use of top soil is not acceptable.

To minimise the potential of adjoining grassed areas invading natural management areas, these areas should be defined and separated by a hard edge such as kerbing, walls or paths which shall be constructed as part of subdivision or development of the area. To minimise the potential growth of weeds and grasses in the natural management areas, sprinklers in adjacent irrigated grass and garden areas should, as far as practicable, be positioned to spray away from the natural management area.
6. To minimise the potential for any ongoing physical disturbance, any paths through or around a natural management area should be designed to avoid areas of high vegetation quality and or diversity, not unduly fragment the area and where necessary control indiscriminate movement through such areas by the provision of board walks, fencing, low walls or other appropriate barriers.

[3]

Title	Incorporating Natural Areas In Public Open Space And/OR Drainage Areas
Policy Number (Governance Purpose)	LPP 5.2



7. As a general rule, paths through natural management areas should be in keeping with the natural environment. The location and form of paths is subject to approval from the City. Where necessary and appropriate, paths should also function as a fire break and provide fire access.
8. As a general rule the area will be maintained by the developer for a minimum of 2 years. However handover will not occur until such times as the City is satisfied that the relevant completion criteria as outlined in the Revegetation and Management Plan has been met.

Approvals for the subdivision and/or development of land that includes natural areas will contain appropriate conditions which require the application of the above principles.

- (14) Prior to a development approval, including structure plans, local development plans, and subdivision determinations being issued the City may require the preparation and approval of a Bushfire Management Plan to establish and mitigate the risk that retaining natural vegetation may have upon adjoining development.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development Assessment and Compliance
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	4514695

Title	Uniform Fencing
Policy Number (Governance Purpose)	LPP 5.7



Policy Type

Local Planning Policy

Policy Purpose

Uniform fencing is generally required where development of land abuts the public domain including roads and public open space. Uniform fencing is specified as a condition of subdivision and/or development approval. It is imperative that any uniform fencing installed is visually appealing, constructed of durable materials and provides adequate passive surveillance (where required).

The purpose of this policy is to provide guidance for the installation of uniform fencing.

Policy Statement

(1) Scope

1. This policy applies to all uniform fencing constructed within the City of Cockburn.
2. Uniform fencing is required to be provided by developers and landowners where land abuts public open space, drainage sites, pedestrian access ways, regional roads, other roads of district importance or any other public place.
3. The requirement for the construction of uniform fencing shall be triggered through the development and/or subdivision of land.
4. The City shall impose a condition on planning approvals (where applicable) requiring the applicant/owner to construct uniform fencing in accordance with this policy.
5. The City shall recommend to the Western Australian Planning Commission (WAPC) that a condition be imposed on subdivision approvals (where applicable) requiring the applicant/owner to construct uniform fencing in accordance with this policy.

(2) General Uniform Fencing Standards

1. Uniform fencing shall generally be a minimum height of 1800mm above natural ground level. This does not include retaining walls. Uniform fencing below 1800mm in height may be considered appropriate for specific locations, including where it is required to be installed above a retaining wall.
2. Uniform fencing shall be constructed of limestone, brick, masonry or other durable materials approved by the City. Uniform fencing using modular construction may be considered provided that the wall presents a rendered or

[1]

Title	Uniform Fencing
Policy Number (Governance Purpose)	LPP 5.7



similar finish and it can be demonstrated that the repair and maintenance requirements of such a wall is satisfactory to the City.

3. Colorbond® steel (or similar), ring-lock/cyclone, super-six/fibro cement and twin-side post and panel fencing are not acceptable materials where uniform fencing is required.
 4. Uniform fencing, where visually permeable infill panels are required shall be constructed of wrought iron, steel, aluminium or other similar durable material to the satisfaction of the City. Timber infill panels are generally not supported due to its high maintenance and low durability compared to metal products. Infill panels shall be constructed above 1.2m in height above natural ground level and shall be visually permeable in accordance with the definition contained in the Residential Design Codes of Western Australia (R-Codes). Visually permeable infill panels below 1.2m may also be considered for approval.
 5. Uniform fencing piers shall be a maximum of 300mm above the fence line and provided at any interval of not more than 7.5m for limestone, brick or masonry and 6m for all other fences.
 6. Approval for the subsequent removal and/or modification of uniform fencing will not be granted unless it is demonstrated by the applicant that the alternative maintains Council's objectives of achieving a high level of visual amenity, high durability and adequate passive surveillance (where appropriate).
 7. Fencing which may impede visual sightlines and pedestrian /or vehicular movement is required to be no higher than 750mm within 1.5m of a vehicle crossover.
 8. Any solid uniform fencing shall be treated with non-sacrificial graffiti protection to the City's satisfaction.
 9. Full elevation and site plans are required to be submitted to the City's Statutory Planning Services for its endorsement prior to the installation of any uniform fencing.
- (3) Uniform Fencing abutting Primary & Other Regional Roads and Railway Reserves
1. Uniform fencing abutting regional roads and railway reserves may be required to provide additional elements to satisfy noise attenuation measures in order to comply with *State Planning Policy 5.4 'Road and Rail Transport Noise and Freight Considerations in Land Use Planning*.
 2. Uniform fencing abutting regional roads and rail reserves shall generally be of solid construction without visually permeable infill panels.
 3. Extensive portions of solid uniform fencing shall be suitably broken up with different materials/textures/landscaping to provide visual relief.

[2]

Title	Uniform Fencing
Policy Number (Governance Purpose)	LPP 5.7



- (4) Uniform Fencing abutting all other roads
1. Uniform fencing abutting local roads shall generally be of solid construction but may in some instances be required to provide visually permeable infill panels to promote passive surveillance depending on the location and traffic associated with the road.
- (5) Uniform Fencing abutting Public Open Space (POS)
1. Uniform fencing abutting POS shall provide visually permeable infill panels to promote passive surveillance.
 2. Minor portions of solid uniform fencing may be permitted to screen some areas of residential land including drying areas.
 3. Pedestrian access gates (and stairs if required) are encouraged to be constructed as part of the uniform fencing between residential lots and POS to encourage use of the POS by the adjoining residents.
- (6) Uniform Fencing abutting Pedestrian Access Ways (PAWs)
1. Uniform fencing abutting PAWs shall generally be required to provide visually permeable infill panels to promote passive surveillance of the PAW.
 2. Minor portions of solid uniform fencing may be permitted to screen some areas of residential land including drying areas.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development Assessment and Compliance
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	4517781

Title	Development on Local Reserves
Policy Number (Governance Purpose)	LPP 5.20



Policy Type

Local Planning Policy

Policy Purpose

Part 61 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) prescribes development which is exempt from the need to obtain development approval.

The intent of this Local Planning Policy (LPP) is to develop a set of criteria to exempt the requirement of development approval for Local Reserves reserved under the City's Town Planning Scheme No. 3 (TPS 3) only and does not address Reserves reserved under the Metropolitan Region Scheme.

This will allow the facilitation of development without development approval under Part 61(1)(i) of the Regulations which allow the carrying out of works as specified in an approved LPP.

(1) Application

This policy applies to all development on Local Reserve – Parks and Recreation and Local Reserve – Public Purpose.

It is not the intention of this LPP to provide more onerous requirements than the requirements for assessment under TPS 3 and the Regulations. Therefore a development may be deemed compliant if it conforms to the provisions of this LPP.

(2) Implementation

1. Where a proposal meets the provisions of this policy, no development approval is required.
2. Where a proposal does not meet the provisions of this policy, development approval is required, and advertising may be required subject to assessment of the impact on adjoining landowners.
3. Where a development approval is required, the application for development form, drawings, justification letter and checklist must be completed. The City will not require a copy of the Certificate of title or the consent and indemnity form.

[1]

Title	Development on Local Reserves
Policy Number (Governance Purpose)	LPP 5.20



Policy Statement

(1) Provisions

Development Type	Planning Requirements and Exemptions
Tree / Shrub Planting	No Development Approval Required, irrespective of plant size or height.
Footpaths, Dual Use Paths	No Development Approval required for footpaths or dual use paths that have obtained prior civil approvals for their respective locations by the City as required.
Sand Pits	No Development Approval required.
Earthworks	<ul style="list-style-type: none"> Development Approval is not required for Earthworks applications in line with approved civil drawings by the City, under an approved subdivision, and where the land has already been identified as a local reserve under an approved Structure Plan. Development Approval is required where the lot has not been ceded as a local reserve. Development Approval is required for Earthworks where native vegetation is proposed to be cleared, unless: <ul style="list-style-type: none"> i. The native vegetation is located within an easement or within 2m of any lot boundary; ii. The clearing is required to be implemented in accordance with an approved Structure Plan; or iii. The State or Commonwealth has approved the clearing.
Play or Gym Equipment	<ul style="list-style-type: none"> Manufactured play or gym equipment shall be exempt from Development Approval. Bespoke play or gym equipment shall be assessed by a qualified playground auditor and confirmed to be compliant to be deemed exempt from Development Approval.
Drinking Fountains	No Development Approval required.

[2]

Title	Development on Local Reserves
Policy Number (Governance Purpose)	LPP 5.20



Development Type	Planning Requirements and Exemptions
Shade sails	<ul style="list-style-type: none"> Development Approval is not required where replacing 'like for like' within the same location, footprint and height. Development Approval is not required for new shade sails, provided the development is setback a minimum of 2m from any lot boundary or road reserve.
Picnic, Barbecue Areas and Shelters	No Development Approval is required provided the development is setback a minimum of 2m from any lot boundary or road reserve.
Walkway Shelters, Sheltered Roofed Structures	No Development Approval is required provided the development is setback a minimum of 2m from any lot boundary or road reserve.
Pot Plants	No Development Approval required, regardless of size or scale.
Retaining Walls	<ul style="list-style-type: none"> Development Approval is not required for Retaining Wall applications in line with City approved civil drawings under an approved subdivision where the land has already been ceded as a local reserve and Retaining Walls greater than 2m in height (measured from the Natural Ground Level) are setback a minimum of 2m of any lot boundary or road reserve. Where Retaining Walls greater than 2m in height (measured from the Natural Ground Level) are setback within 2m of any lot boundary or road reserve, whichever is applicable, Development Approval is required. Development Approval is required where the lot has not been ceded as a local reserve.
Free standing walls	<ul style="list-style-type: none"> Development Approval is not required for free standing walls in line with City approved civil drawings under an approved subdivision, where the land has already been ceded as a local reserve and the Free Standing Walls greater than 2m in height (measured from the Natural Ground Level) are setback 2m of any lot boundary or road reserve, whichever is applicable.

[3]

Title	Development on Local Reserves
Policy Number (Governance Purpose)	LPP 5.20



Development Type	Planning Requirements and Exemptions
	<ul style="list-style-type: none"> Where the Free standing walls greater than 2m in height (measured from the Natural Ground Level) are setback within 2m of any lot boundary or road reserve, whichever is applicable Development Approval is required. Development Approval is required where the lot has not been ceded as a local reserve.
Seating	No Development Approval required.
Litterbins	No Development Approval required.
Access Roads	<ul style="list-style-type: none"> Development Approval is not required for access roads which are less than 20m in length and constructed from compacted materials (such as limestone) in line with City approved civil drawings under an approved subdivision, where the land has already been ceded as a local reserve. Development Approval is required for hard surface access roads which are constructed from asphalt or concrete, and are longer than 20m in length, where the land has already been ceded. All access roads require development approval where proposed on land yet to be ceded as a reserve.
Access roads within Public Open Space sites	<ul style="list-style-type: none"> Development Approval is not required for access roads which are less than 20m in length and constructed from compacted materials (such as limestone) in line with approved civil drawings under an approved subdivision by the City where the land has already been ceded as a local reserve. Development Approval is required for hard surface access roads which are constructed from asphalt or concrete, and are longer than 20m in length, where the land has already been ceded. Where the lot has not been ceded – development approval is required.

[4]

Title	Development on Local Reserves
Policy Number (Governance Purpose)	LPP 5.20



Development Type	Planning Requirements and Exemptions
Car parking	<ul style="list-style-type: none"> Development Approval is not required where replacing car parking areas like for like, meaning the exact same location, footprint and number of bays. Development Approval is required for all new car parking bays or car parking areas.
Vehicle charger infrastructure	<ul style="list-style-type: none"> No Development Approval required where locating this infrastructure within an approved car parking area. Development Approval is required for all new car parking bays and car parking areas which proposed vehicle charger infrastructure.
Irrigation systems	No Development Approval required.
Bores	No Development Approval required.
Sports lights/ floodlighting	<ul style="list-style-type: none"> No Development Approval is required where replacing sports lights/ floodlights like for like, meaning the exact same location, height and light omission. Development Approval is required for all new sports lights/ flood lights. No Development Approval is required for Shelter and footpath lighting and solar bollards.
Goal posts and practice nets, volleyball posts, nets and cricket nets	<ul style="list-style-type: none"> No Development Approval is required where replacing goal posts and practice nets like for like, meaning the exact same location, height and width. Development Approval is required for all new goal posts and practice nets.
New volleyball courts, hockey pitches and bowling greens	Development Approval required.
Drainage basins and sumps	<ul style="list-style-type: none"> Development Approval is not required for drainage basins and sumps applications in line with City approved civil drawings under an approved subdivision, where the land has already been ceded as a local reserve. Development Approval is required where the lot has not been ceded as a local reserve.

[5]

Title	Development on Local Reserves
Policy Number (Governance Purpose)	LPP 5.20



Development Type	Planning Requirements and Exemptions
Conversion of stormwater drainage swales into underground detention basins	Development Approval required.
Fences (all types)	<ul style="list-style-type: none"> Development Approval is not required for fence applications in line with City approved civil drawings under an approved subdivision where the land has already been ceded as a local reserve. Development Approval is required where the lot has not been ceded as a local reserve.
Entry Statement signage	Development Approval required.
Jetty, Pontoons, Groynes and boardwalks	Development Approval required.
Skate parks and pump tracks	Development Approval required.
Water play	Development Approval is not required for recycled water play where the location is setback greater than 2m of any lot boundary or road reserve, whichever is applicable.
Toilet facility/ Ablutions	Development Approval required.
Artwork	<ul style="list-style-type: none"> No Development Approval required for Artwork. Development Approval is required for any Artwork that proposes a variable message sign.
New buildings/ facilities including enclosed bin storage areas	Development Approval required.
Bird Hides	No Development Approval required.
Closed-Circuit Television (CCTV)	<ul style="list-style-type: none"> Development Approval is not required where CCTV is proposed to be affixed to an approved building or structure. Development Approval is required, where CCTV is proposed on a freestanding pole within 2m of any lot boundary or road reserve, whichever is applicable.
Sea Containers and other Transportable Structures	<ul style="list-style-type: none"> Development Approval is not required where: <ul style="list-style-type: none"> i. they relate to storage of items on a temporary basis for an approved use on the local

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Title	Development on Local Reserves
Policy Number (Governance Purpose)	LPP 5.20



Development Type	Planning Requirements and Exemptions
	<p>reserve that has obtained Development Approval; and</p> <p>ii. the location of the sea container is agreed to in writing by Head of Development Assessment and Compliance.</p>

Strategic Link:	Town Planning Scheme No. 3
Category:	Planning – Town Planning & Development
Lead Business Unit:	Development Assessment and Compliance
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	11229732

[7]

15.2.11 Policy Review - Merging of Local Planning Policies 5.3, 5.15 and Council Policy 'Subdivision Construction Standards'

Executive	Director Planning and Sustainability
Author	Acting Coordinator of Development Services
Attachments	<div><div>1.</div><div>DRAFT AMENDED Local Planning Policy 5.3 - Engineering, Drainage and Construction Standards ↓</div></div> <div><div>2.</div><div>Existing Local Planning Policy 5.3 - Control Measures for Protecting Water Resources in Receiving Environments ↓</div></div> <div><div>3.</div><div>Local Planning Policy 5.15 - Access Street Road Reserve Pavement Standards ↓</div></div> <div><div>4.</div><div>Council Policy - Subdivision Construction Standards ↓</div></div>

Officer Recommendation/Committee Recommendation

That Council:

- (1)

AMEND Local Planning Policy 5.3 by including the contents of Local Planning Policy 5.15 and Council Policy ‘Subdivision Construction Standards’ and renaming as Local Planning Policy 5.3 – Engineering, Drainage and Construction Standards, provided as Attachment 1;
- (2)

REVOKE LPP 5.15 and Council Policy ‘Subdivision Construction Standards’;
- (3)

ACCEPT the above amendment is minor in nature and does not require public advertising in accordance with Division 2, Clause 5 of the *Planning and Development (Local Planning Scheme) Regulations 2015*; and
- (4)

PUBLISH notice of the policy amendment and revocation in accordance with Clause 87 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

Background

At the 9 April 2024 Ordinary Council Meeting, Council resolved to endorse draft Local Planning Scheme No.13 (LPS13) for the purpose of undertaking public consultation.

As part of the Scheme adoption process, a review of the City’s suite of Local Planning Policies (LPPs) is required to ensure that the contents of the policies are consistent with the State and Local planning framework.

In this first tranche of LPP review, City officers have identified a number of policies that are either redundant, can be merged with other policies or require minor modifications.

This initial review aims to simplify the existing LPP framework by removing and consolidating a number of policies so that a more detailed review can take place in the future, once draft LPS13 progress to its more advanced stages of adoption.

This initial review has proposed modifications and consolidations that do not require public consultation in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015* (the Regulations), as all proposed changes can be considered minor.

Submission

N/A

Report

Legislative Background

The process for the adoption, modification, and revocation of LPPs are established in Part 2 of the *Deemed Provisions* of the Regulations.

Clause 3 of the Regulations outline that a local government may prepare an LPP in respect to any matter related to planning and development, and that an LPP may apply generally, or in respect to a particular matter.

Further, the Regulations establish that an LPP may apply to the whole of a 'Scheme Area' or to a specific part of the 'Scheme Area'. A local planning policy may address either a strategic or operational consideration and must be based on sound town planning principles.

Clause 5 of the Regulations prescribes that a local government must advertise amendments to local planning policies, unless the local government is of the view that the amendments are minor.

Given that the proposed amendments are mostly administrative in nature, public advertising is not required. It is anticipated that a future review of the LPP suite will trigger advertising once the draft LPS13 has progressed to later stages of adoption.

Clause 6 of the Regulations outlines that the revocation of an LPP does not trigger public advertising.

Merging of Policies

All three policies aim to adopt certain documents (produced by the state government) as municipal standards for public infrastructure that developers are generally required to deliver through the subdivision process. As these short policies have the same intent (i.e. adopting an engineering standard), they can be merged.

The Council Policy '*Subdivision Construction Standards*' is currently not a Local Planning Policy. It is proposed to merge this into a unified LPP as LPP's generally have greater statutory weight than standard Council policies within the realm of planning and development.

In addition to the merge, a unified and consolidated policy purpose has been proposed and minor updates to the names of State Government departments have been reflected in the draft amended LPP. As no provisions have been modified, the merge is considered minor.

Strategic Plans/Policy Implications

City Growth and 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 and Leading

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

Pursuant to Part 2 of the Deemed Provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015*, the proposed modifications are minor or administrative in nature and therefore do not require community consultation.

Risk Management Implications

The City's suite of Local Planning Policies will need to be reviewed individually at some point in the future as part of the adoption of LPS13.

If these minor modifications and mergers are not supported, then the future reviews will become more complex and may present resource implications for the City.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Title	Engineering, Drainage and Construction Standards
Policy Number (Governance Purpose)	LPP 5.3



Policy Type

Local Planning Policy

Policy Purpose

The City of Cockburn is responsible for the approval and handover of various civil works including public roads, pathways and drainage infrastructure. The City is ultimately the authority responsible for the future care, control and management of these elements. The City therefore retains the right to require a subdivision to be constructed to the standards detailed hereunder and to its entire satisfaction.

This policy aims to formally adopt certain standards for the various infrastructure elements that developers are required to deliver through both the subdivision and development stages.

In particular, this policy establishes procedures by which drainage generated from subdivision can be controlled through best practice water sensitive urban design, so as to ensure the protection of water resources in receiving environments. Further, of this policy identifies a set of principles for use to assist in design and construction of a new or improved existing roads within the City by adopting the City of Cockburn Guidelines and Standards for the design, Construction and Handover of Subdivision within the Municipality as a policy along with the Local Government Guidelines for subdivisional Development, Edition 2.3, 2017(as amended) published by Institute of Public Works Engineering Australia (IPWEA).

Lastly, this Policy adopts certain elements of Liveable Neighbourhoods as the City's primary policy for the design of movement network for structure plans and subdivision within new urban areas and infill areas.

Policy Statement

(1) Protection of Water Resources

1. The City aims to minimise the amount of water pollution occurring as a result of subdivision, and that best management practice water sensitive urban design takes place in all situations.
2. This Policy adopts the Better Urban Water Management Publication (Western Australian Planning Commission 2008) as the primary policy guidance in relation to facilitating better management and use of urban water resources, in conjunction with protecting water resources in sensitive receiving environments. The framework provided within the publication applies to each stage of the planning system, so as to ensure an appropriate level of consideration is given

[1]

Title	Engineering, Drainage and Construction Standards
Policy Number (Governance Purpose)	LPP 5.3



to total water cycle management. The publication importantly provides guidance to the City in relation to implementing its statutory responsibilities pursuant to State Planning Policy No. 2.9 (*Water Resources*).

3. This Policy also adopts the Stormwater Management Manual of Western Australia (Department of Water and Environmental Regulation) as the document setting out current best management principles and practices in relation to stormwater management. Chapter 7 and Chapter 9 are specifically to be used in providing the minimum standards of non-structural and structural controls for stormwater management. These chapters are focussed on best management practice water sensitive urban design, particularly where sensitive receiving environments (wetlands, bushland) exist nearby.
4. This Policy also adopts elements and principles of Liveable Neighbourhoods in relation to guiding the design and application of urban water management within structure plans and subdivision processes.
5. The City recognises that in a drying climate, drainage generated from urban areas may in some cases be seen as an important source of water to direct towards wetland environment/s. Any consideration of this must demonstrate through an associated Local Water Management Strategy and/or Urban Water Management Plan that an adequate treatment train exists for drainage so that gross pollutants and nutrients are removed prior to the water entering the wetland to the satisfaction of the City and the Department of Water and Environmental Regulation.

(2) Subdivision Construction Standards

1. The City of Cockburn Guidelines and Standards for the design, construction and handover of subdivision within the municipality is available on City's website (<https://www.cockburn.wa.gov.au/Building-and-Development/Town-Planning-and-Development/Land-Development-And-Subdivisions>) is to be considered as the standard for subdivisional development. The standard detail design drawing is also available at the same link and to be used to prepare detailed engineering design drawings. This is also used for construction purposes.
2. In addition to the above, the City adopts the *Local Government Guidelines for Subdivisional Development, Edition 2.3, 2017*(as amended) published by Institute of Public Works Engineering Australia (IPWEA).
3. The City retains the right to require a subdivision to be constructed to the standards detailed to its entire satisfaction.

(3) Road Reserve Standards

1. Element 2 of Liveable Neighbourhoods is to be used as the City's primary policy guidance regarding the principles for designing integrated movement networks and street design and construction for structure plans and subdivision within new urban areas.

[2]

Title	Engineering, Drainage and Construction Standards
Policy Number (Governance Purpose)	LPP 5.3



2. Notwithstanding Element 2, the City of Cockburn must be satisfied at all times that the movement network is optimally functional in terms of its design, amenity and ability to support intended traffic. For this reason the City of Cockburn may require variations to Element 2 for any of the following reasons:
 - a. Ensuring adequate utility service provision;
 - b. Ensuring adequate pedestrian facilities;
 - c. Ensuring safety of all traffic;
 - d. Ensuring adequate on-street car parking facilities, especially for schools and other high patronage community facilities and land uses;
 - e. Achieving appropriate levels of visual surveillance and lighting;
 - f. Achieving the protection of remnant vegetation;
 - g. Ensuring adequate drainage requirements, especially where these form part of an overall water sensitive urban design treatment train approach.

3. For subdivision within existing urban areas where such areas were not originally designed according to Liveable Neighbourhoods requirements, the following requirements will apply unless clear justification can be provided by a proponent to demonstrate why a lesser design criteria should be permitted:
 - a. The standard road reserve width is 15m for an access street. This provides for a reserve profile (right to left) consisting of a 4.5m verge, 6m pavement and 4.5m wide verge. (2m wide footpath inclusive).
 - b. The City of Cockburn may reduce the road reserve width of an Access Street to a minimum of 13.5m where adjacent to public open space. The road reserve profile (right to left) consists of a 3m verge, 6m pavement and a 4.5m verge (2m wide footpath inclusive). The applicant must obtain the prior written approval from all servicing authorities that the reduced verge width is acceptable. If these approvals cannot be obtained then a standard 15m road reserve width applies.
 - c. Notwithstanding the above policy requirements, the City's Engineering and Works Division must be satisfied at all times that based on the particular circumstances that adequate provision is made for all infrastructure requirements of the City of Cockburn and all relevant authorities. The City of Cockburn always reserves the right to vary the Policy measures to suit particular circumstances.
 - d. A 3m wide verge is only sufficient for the installation of underground power, gas, telecom and reticulated water. Importance is placed on the acceptance from Western Power, Water Corporation and from the City's Engineering and Works Division for stormwater drainage and footpath construction.
 - e. The subdivider, prior to applying for a subdivision/amalgamation of land must give due consideration to servicing requirements and stormwater

[3]

Title	Engineering, Drainage and Construction Standards
Policy Number (Governance Purpose)	LPP 5.3



disposal to define appropriate road reserve widths, drainage basin requirements and regional drainage connections where required.

- f. An Access Street generally has the same meaning as defined in the Liveable Neighbourhoods.
- g. The City will not support laneways that incorporate right angles or bends such as 'L', 'T', 'H' or curved laneways, as they do not allow for a clear line of sight from the public road to the exit point of the laneway and also inhibit safe manoeuvrability of laneways by the City's refuse vehicles.
- h. Lots located on the opposite side of a public road to the exit and entry points of laneways should be centred to the laneway and designed to ensure dwellings have sight lines down the length of the laneway to improve visual surveillance. Any fencing along the front boundary of these lots is to be visually permeable.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development and Compliance
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

Title	Control Measures for Protecting Water Resources in Receiving Environments
Policy Number (Governance Purpose)	LPP 5.3



Policy Type

Local Planning Policy

Policy Purpose

A reduction in water quality is one of the main threats to wetlands of the Swan Coastal Plain. The major cause of deteriorating water quality in wetlands is due to the transport of nutrients and pollutants such as hydrocarbons via stormwater.

There is a need for water and drainage management that ensures:

- Water quality and quantity is tied to long term community needs; and
- The ecological integrity of the receiving environment and the quality of water is preserved and enhanced; and
- Provision is made for local groundwater recharge.

The purpose of this policy is to establish procedures by which drainage generated from subdivision can be controlled through best practice water sensitive urban design, so as to ensure the protection of water resources in receiving environments. This Policy also integrates the Better Urban Water Management Publication (Western Australian Planning Commission 2008) as the primary policy guidance for the City in relation to achieving better management and use of urban water resources.

Policy Statement

- (1) The City aims to minimise the amount of water pollution occurring as a result of subdivision, and that best management practice water sensitive urban design takes place in all situations.
- (2) This Policy adopts the Better Urban Water Management Publication (Western Australian Planning Commission 2008) as the primary policy guidance in relation to facilitating better management and use of urban water resources, in conjunction with protecting water resources in sensitive receiving environments. The framework provided within the publication applies to each stage of the planning system, so as to ensure an appropriate level of consideration is given to total water cycle management. The publication importantly provides guidance to the City in relation to implementing its statutory responsibilities pursuant to State Planning Policy No. 2.9 (*Water Resources*).
- (3) This Policy also adopts the Stormwater Management Manual of Western Australia (Department of Water) as the document setting out current best management principles and practices in relation to stormwater management. Chapter 7 and Chapter 9 are specifically to be used in providing the minimum standards of non-structural and structural controls for stormwater management. These chapters are

[1]

Title	Control Measures for Protecting Water Resources in Receiving Environments
Policy Number (Governance Purpose)	LPP 5.3



focussed on best management practice water sensitive urban design, particularly where sensitive receiving environments (wetlands, bushland) exist nearby.

- (4) This Policy also adopts elements and principles of Liveable Neighbourhoods in relation to guiding the design and application of urban water management within structure plans and subdivision processes.
- (5) The City recognises that in a drying climate, drainage generated from urban areas may in some cases be seen as an important source of water to direct towards wetland environment/s. Any consideration of this must demonstrate through an associated Local Water Management Strategy and/or Urban Water Management Plan that an adequate treatment train exists for drainage so that gross pollutants and nutrients are removed prior to the water entering the wetland to the satisfaction of the City, Department of Water and/or Department of Environment and Conservation.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development Assessment and Compliance
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	4514799

Title	Access Street - Road Reserve Pavement Standards
Policy Number (Governance Purpose)	LPP 5.15



Policy Type

Local Planning Policy

Policy Purpose

Liveable Neighbourhoods has recently been comprehensively updated (via release of Edition 4) which includes new additional guidance in relation to determining movement networks, street design, construction and public transport.

The purpose of the Policy is:

- (1) Acknowledge Element 2 of Liveable Neighbourhoods in determining movement networks within new urban areas (through structure planning and subdivision processes).
- (2) Prescribe separate requirements for infill subdivision within existing urban areas, where such areas were not originally designed according to Liveable Neighbourhoods requirements.
- (1) Acknowledge Element 2 of Liveable Neighbourhoods as the City's primary policy guidance in assessing all aspects of the movement network for structure plans and subdivision within new urban areas.
- (2) Provide the ability for the City of Cockburn to vary the requirements of Element 2 where such variation is required to ensure that the movement network is optimally functional in terms of its design, amenity and ability to support intended traffic. This includes all aspects of private, public, cyclist and pedestrian traffic.
- (3) For subdivision within existing urban areas where such areas were not originally designed according to Liveable Neighbourhoods requirements, prescribe specific movement network design criteria (namely minimum road reserve widths) which the City of Cockburn will require unless clear justification can be provided by a proponent to demonstrate why a lesser design criteria should be permitted

Policy Statement

- (1) Element 2 of Liveable Neighbourhoods is to be used as the City's primary policy guidance regarding the principles for designing integrated movement networks and street design and construction for structure plans and subdivision within new urban areas.
- (2) Notwithstanding Element 2, the City of Cockburn must be satisfied at all times that the movement network is optimally functional in terms of its design, amenity and ability to support intended traffic. For this reason the City of Cockburn may require variations to Element 2 for any of the following reasons:

[1]

Title	Access Street - Road Reserve Pavement Standards
Policy Number (Governance Purpose)	LPP 5.15



- Ensuring adequate utility service provision;
 - Ensuring adequate pedestrian facilities;
 - Ensuring safety of all traffic;
 - Ensuring adequate on-street car parking facilities, especially for schools and other high patronage community facilities and land uses;
 - Achieving appropriate levels of visual surveillance and lighting;
 - Achieving the protection of remnant vegetation;
 - Ensuring adequate drainage requirements, especially where these form part of an overall water sensitive urban design treatment train approach.
- (3) For subdivision within existing urban areas where such areas were not originally designed according to Liveable Neighbourhoods requirements, the following requirements will apply unless clear justification can be provided by a proponent to demonstrate why a lesser design criteria should be permitted.
1. The standard road reserve width is 15m for an access street. This provides for a reserve profile (right to left) consisting of a 4.5m verge, 6m pavement and 4.5m wide verge. (2m wide footpath inclusive).
 2. The City of Cockburn may reduce the road reserve width of an Access Street to a minimum of 13.5m where adjacent to public open space. The road reserve profile (right to left) consists of a 3m verge, 6m pavement and a 4.5m verge (2m wide footpath inclusive). The applicant must obtain the prior written approval from all servicing authorities that the reduced verge width is acceptable. If these approvals cannot be obtained then a standard 15m road reserve width applies.
 3. Notwithstanding the above policy requirements, the City's Engineering and Works Division must be satisfied at all times that based on the particular circumstances that adequate provision is made for all infrastructure requirements of the City of Cockburn and all relevant authorities. The City of Cockburn always reserves the right to vary the Policy measures to suit particular circumstances.
 4. A 3m wide verge is only sufficient for the installation of underground power, gas, telecom and reticulated water. Importance is placed on the acceptance from Western Power, Water Corporation and from the City's Engineering and Works Division for stormwater drainage and footpath construction.
 5. The subdivider, prior to applying for a subdivision/amalgamation of land must give due consideration to servicing requirements and stormwater disposal to define appropriate road reserve widths, drainage basin requirements and regional drainage connections where required.
 6. An Access Street generally has the same meaning as defined in the Liveable Neighbourhoods.

[2]

Title	Access Street - Road Reserve Pavement Standards
Policy Number (Governance Purpose)	LPP 5.15



7. The City will not support laneways that incorporate right angles or bends such as 'L', 'T', 'H' or curved laneways, as they do not allow for a clear line of sight from the public road to the exit point of the laneway and also inhibit safe manoeuvrability of laneways by the City's refuse vehicles.
8. Lots located on the opposite side of a public road to the exit and entry points of laneways should be centred to the laneway and designed to ensure dwellings have sight lines down the length of the laneway to improve visual surveillance. Any fencing along the front boundary of these lots is to be visually permeable.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development Assessment and Compliance
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	4514933

Title	Subdivision Construction Standards
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Policy Type

Council

Policy Purpose

The City of Cockburn is the authority responsible for the future care, control and management of the road and stormwater drainage infrastructure constructed to enable the subdivision of land. The City therefore retains the right to require a subdivision to be constructed to the standards detailed hereunder and to its entire satisfaction.

The purpose of this policy is to identify a set of principles for use to assist in design and construction of a new or improve existing roads within the City by adopting the City of Cockburn Guidelines and Standards for the design, Construction and Handover of Subdivision within the Municipality as a policy along with the Local Government Guidelines for subdivisional Development, Edition 2.3, 2017(as amended) published by Institute of Public Works Engineering Australia (IPWEA).

Policy Statement

The City of Cockburn Guidelines and Standards for the design, construction and handover of subdivision within the municipality is available on City's website (<https://www.cockburn.wa.gov.au/Building-and-Development/Town-Planning-and-Development/Land-Development-And-Subdivisions>) is to be considered as the standard for subdivisional development. The standard detail design drawing is also available at the same link and to be used to prepare detailed engineering design drawings. This is also used for construction purposes.

Strategic Link:	Local Planning Strategy and Town Planning Scheme No. 3
Category	Subdivision Development
Lead Business Unit:	Subdivision
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	9 September 2021
Next Review Due: (Governance Purpose Only)	September 2023
ECM Doc Set ID: (Governance Purpose Only)	4131977

[1]

15.2.12 Policy Review - Merging of Local Planning Policies 5.4 and 5.19

Executive	Director Planning and Sustainability
Author	Coordinator Development Services
Attachments	<div>1. DRAFT AMENDED Local Planning Policy 5.4 - Private Utilities Infrastructure ↓</div> <div>2. Existing Local Planning Policy 5.4 - Location of High Voltage Overhead Power Lines and Microwave Towers ↓</div> <div>3. Local Planning Policy 5.19 - Structure Plans and Mobile Telecommunications Infrastructure ↓</div>

Officer Recommendation/Committee Recommendation

That Council:

- (1) AMEND Local Planning Policy 5.4 by including the contents of Local Planning Policy 5.19 and renaming as Local Planning Policy 5.4 – Private Utilities Infrastructure, provided as Attachment 1;
- (2) REVOKE Local Planning Policy 5.19;
- (3) ACCEPT the above amendment is minor in nature and does not require public advertising in accordance with Division 2, Clause 5 of the *Planning and Development (Local Planning Scheme) Regulations 2015*; and
- (4) PUBLISH notice of the policy amendment and revocation in accordance with Clause 87 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

Background

At the 9 April 2024 Ordinary Council Meeting, Council resolved to endorse draft Local Planning Scheme No.13 (LPS13) for the purpose of undertaking public consultation.

As part of the Scheme adoption process, a review of the City’s suite of Local Planning Policies (LPPs) is required to ensure the contents of policies are consistent with the State and Local Planning Framework.

In this first tranche of LPP review, City officers have identified several policies that are either redundant, can be merged with other policies or require minor modifications.

This initial review aims to simplify the existing LPP framework by removing and consolidating several policies so that a more detailed review can take place in the future, once draft LPS13 progresses to its more advanced stages of adoption.

This initial review has proposed modifications and consolidations that do not require public consultation in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015* (the Regulations), as all proposed changes can be considered minor.

Submission

N/A

ReportLegislative Background

The process for the adoption, modification, and revocation of LPPs is established in Part 2 of the Deemed Provisions of the Regulations.

Clause 3 of the Regulations outline that a local government may prepare an LPP in respect to any matter related to planning and development, and that a LPP may apply generally, or in respect to a particular matter.

Further, the Regulations establish that an LPP may apply to the whole of a 'Scheme Area' or to a specific part of the 'Scheme Area'.

A Local Planning Policy may address either a strategic or operational consideration and must be based on sound town planning principles.

Clause 5 of the Regulations prescribes that a local government must advertise amendments to local planning policies, unless the local government is of the view that the amendments are minor. Given that the proposed amendments are mostly administrative in nature, public advertising is not required.

It is anticipated that a future review of the LPP suite will trigger advertising once the draft LPS13 has progressed to later stages of adoption. Clause 6 of the Regulations outlines that the revocation of an LPP does not trigger public advertising.

Merging of Policies

LPPs 5.5 and 5.19 were adopted in September 2002 and December 2018 respectively. Both Policies address developer responsibilities when it comes to high impact infrastructure and the mitigation of the amenity health impacts of power lines and telecommunications towers.

Given the similar content of these policies, the two can be merged.

Strategic Plans/Policy ImplicationsLocal Economy

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

- A City that is 'easy to do business with'.
- Thriving local commercial centres, local businesses and tourism industry.

City Growth and 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 and Leading

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

Pursuant to Part 2 of the Deemed Provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015*, the proposed modifications are minor or administrative in nature and therefore do not require community consultation.

Risk Management Implications

The City's suite of Local Planning Policies will need to be reviewed individually at some point in the future as part of the adoption of LPS13.

If these minor modifications and mergers are not supported, future reviews will become more complex and may present resource implications for the City.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Title	Utility Infrastructure
Policy Number (Governance Purpose)	LPP 5.4



Policy Type

Local Planning Policy

Policy Purpose

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*.

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.

[1]

Title	Utility Infrastructure
Policy Number (Governance Purpose)	LPP 5.4



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.

The City is concerned about the siting of overhead power lines within the district, based on community representations about the possible health impacts associated with long term exposure to electromagnetic fields, together with the unacceptable visual impact from such facilities.

This policy sets out requirements to facilitate the delivery of mobile telecommunications infrastructure and overhead power lines and to ensure this is considered through the structure planning process to facilitate orderly and proper planning.

Policy Statement

(1) 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 and land uses necessary to coordinate the preparation of individual 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*.

Infrastructure Provider – means a company responsible for the development and ongoing management of wireless telecommunications infrastructure but is not 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) Structure Plan Requirements

All Structure Plans and District 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 the section

[2]

Title	Utility Infrastructure
Policy Number (Governance Purpose)	LPP 5.4



of 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:

1. details of the existing mobile telecommunications infrastructure within a one (1) kilometre radius of the Structure Plan or District 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
2. consideration of the demand for new or upgraded mobile telecommunications infrastructure within the Structure Plan or District 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 or District Structure Plan area.

Where information to satisfy the above is not provided to the City upon receipt of a 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:

1. changes to the residential density will not result in an increase to the expected resident population and/or number of employees; or
2. 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 or District Structure Plan area, at least one site appropriate for telecommunication infrastructure must be identified within Part Two of the Structure Plan or District Structure Plan, and if applicable, the Servicing Report.

The City will generally not support mobile telecommunications infrastructure on sites designated as public open space (POS) under a Structure Plan or District Structure Plan, except where it can be demonstrated that:

[3]

Title	Utility Infrastructure
Policy Number (Governance Purpose)	LPP 5.4



1. 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 or District Structure Plan area; and
2. the quantum of POS for residential zoned area of the Structure Plan or District Structure Plan exceeds 10 per cent of the gross subdivisional area, excluding the area required for mobile telecommunications infrastructure; and
3. the infrastructure will not inhibit the POS being available for its intended purposes, including active recreation, passive recreation and drainage; and
4. 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 relevant 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 a 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

Where a Structure Plan or District 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.

The City will refer all District Structure Plans to all Telecommunication Carriers and Infrastructure Providers that operate mobile telecommunications infrastructure during the public consultation period.

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

Title	Utility Infrastructure
Policy Number (Governance Purpose)	LPP 5.4



planning regarding the deployment of mobile telecommunication infrastructure within the Structure Plan or District Structure Plan area.

(7) High Voltage Power Lines

1. New high voltage power lines within the district are to be located in a manner such that the distance between the power lines, residences and other sensitive land uses is maximised.
2. Where possible power lines are to be sited in areas without residences and by utilising utility corridors.
3. Utility agencies are to provide Council with a detailed assessment of expected field strengths at residences and other sensitive land uses within the vicinity of proposed new high voltage power lines.
4. Undergrounding of high voltage power lines is to be carried out wherever possible.

(8) Future Urban and Residential Areas Within Proximity of Existing High Voltage Power Lines

1. Developers are required to provide the City with advice from Western Power and the Department of Health (Radiation Health Branch) as to the setbacks required from existing high voltage overhead power lines from residences and other sensitive land uses.
2. Wherever possible residences and other sensitive land uses within newly developed areas adjacent to existing overhead high voltage power lines are to be located a minimum acceptable distance from the lines as specified by the Agencies referred to in 2.1.

(9) Low Voltage Power Lines

The Council will recommend to the Western Australian Planning Commission that in all new urban residential subdivisions the low voltage power lines be installed underground in accordance with the Western Australian Planning Commission Policy No. DC 2.2 Section 3.9.

Title	Utility Infrastructure
Policy Number (Governance Purpose)	LPP 5.4



Strategic Link:	City of Cockburn Town Planning Scheme No. 3
Category	Planning – Town Planning and Development
Lead Business Unit:	Development and Compliance
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

DRAFT

Title	Location of High Voltage Overhead Power Lines Microwave Towers
Policy Number (Governance Purpose)	LPP 5.4



Policy Type

Local Planning Policy

Policy Purpose

The City is concerned about the siting of overhead power lines within the district, based on community representations about the possible health impacts associated with long term exposure to electromagnetic fields, together with the unacceptable visual impact from such facilities.

The purpose of this policy is to provide a clear statement of the Council's position in relation to the siting of overhead power lines.

Policy Statement

(1) High Voltage Power Lines

1. New high voltage power lines within the district are to be located in a manner such that the distance between the power lines, residences and other sensitive land uses is maximised.
2. Where possible power lines are to be sited in areas without residences and by utilising utility corridors.
3. Utility agencies are to provide Council with a detailed assessment of expected field strengths at residences and other sensitive land uses within the vicinity of proposed new high voltage power lines.
4. Undergrounding of high voltage power lines is to be carried out wherever possible.

(2) Future Urban and Residential Areas Within Proximity of Existing High Voltage Power Lines

1. Developers are required to provide the City with advice from Western Power and the Department of Health (Radiation Health Branch) as to the setbacks required from existing high voltage overhead power lines from residences and other sensitive land uses.
2. Wherever possible residences and other sensitive land uses within newly developed areas adjacent to existing overhead high voltage power lines are to be located a minimum acceptable distance from the lines as specified by the Agencies referred to in 2.1.

[1]

Title	Location of High Voltage Overhead Power Lines Microwave Towers
Policy Number (Governance Purpose)	LPP 5.4



(3) Low Voltage Power Lines

The Council will recommend to the Western Australian Planning Commission that in all new urban residential subdivisions the low voltage power lines be installed underground in accordance with the Western Australian Planning Commission Policy No. DC 2.2 Section 3.9.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development Assessment and Compliance
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	4515277

[2]

Title	Structure Plans & Mobile Telecommunications Infrastructure
Policy Number (Governance Purpose)	LPP5.19



Policy Type

Local Planning Policy.

Policy Purpose

The purpose of this policy is to:

1. Ensure that mobile telecommunications infrastructure requirements are identified at the earliest stage of planning, having regard to the anticipated form of development and expected resident population.

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*.

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

[1]

Title	Structure Plans & Mobile Telecommunications Infrastructure
Policy Number (Governance Purpose)	LPP5.19



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) 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 and land uses necessary to coordinate the preparation of individual 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*.

Infrastructure Provider – means a company responsible for the development and ongoing management of wireless telecommunications infrastructure but is not 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) Structure Plan Requirements

All Structure Plans and District 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 the section of Part Two (Explanatory Section) which references utility and servicing

[2]

Title	Structure Plans & Mobile Telecommunications Infrastructure
Policy Number (Governance Purpose)	LPP5.19



infrastructure, and if applicable as a technical appendix, a separate Servicing Report.

As a minimum, the written evidence must include:

1. details of the existing mobile telecommunications infrastructure within a one (1) kilometre radius of the Structure Plan or District 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
2. consideration of the demand for new or upgraded mobile telecommunications infrastructure within the Structure Plan or District 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 or District Structure Plan area.

Where information to satisfy the above is not provided to the City upon receipt of a 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:

1. changes to the residential density will not result in an increase to the expected resident population and/or number of employees; or
2. 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 or District Structure Plan area, at least one site appropriate for telecommunication infrastructure must be identified within Part Two of the Structure Plan or District Structure Plan, and if applicable, the Servicing Report.

The City will generally not support mobile telecommunications infrastructure on sites designated as public open space (POS) under a Structure Plan or District Structure Plan, except where it can be demonstrated that:

1. the Telecommunications Carrier or Infrastructure Provider identifies that there is not an alternative location for such infrastructure that can provide an

[3]

Title	Structure Plans & Mobile Telecommunications Infrastructure
Policy Number (Governance Purpose)	LPP5.19



appropriate level of coverage within the Structure Plan or District Structure Plan area; and

2. the quantum of POS for residential zoned area of the Structure Plan or District Structure Plan exceeds 10 per cent of the gross subdivisional area, excluding the area required for mobile telecommunications infrastructure; and
3. the infrastructure will not inhibit the POS being available for its intended purposes, including active recreation, passive recreation and drainage; and
4. 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 relevant 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 a 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

Where a Structure Plan or District 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.

The City will refer all District Structure Plans to all Telecommunication Carriers and Infrastructure Providers that operate mobile telecommunications infrastructure during the public consultation period.

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 or District Structure Plan area.

[4]

Title	Structure Plans & Mobile Telecommunications Infrastructure
Policy Number (Governance Purpose)	LPP5.19



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)	13 July 2023
Next Review Due: (Governance Purpose Only)	July 2025
ECM Doc Set ID: (Governance Purpose Only)	8029590

15.2.13 Policy Review - Merging of Local Planning Policies 5.11 and 5.12

Executive	Director Planning and Sustainability
Author	Coordinator Development Services
Attachments	1. DRAFT AMENDED Local Planning Policy 5.11 - Filling and Retaining of Land ↓ 2. Existing Local Planning Policy 5.11 - Filling of Land ↓ 3. Local Planning Policy 5.12 - Retaining Walls ↓

Officer Recommendation/Committee Recommendation

That Council:

- (1) AMENDS Local Planning Policy 5.11 by including the contents of Local Planning Policy 5.12 and renaming as Local Planning Policy 5.11 – Filling and Retaining of Land, provided as Attachment 1;
- (2) REVOKES Local Planning Policy 5.12;
- (3) ACCEPTS the above amendment is minor in nature and does not require public advertising in accordance with Division 2, Clause 5 of the *Planning and Development (Local Planning Scheme) Regulations 2015*; and
- (4) PUBLISHES notice of the Policy amendment and revocation in accordance with Clause 87 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

Background

At its 9 April 2024 Ordinary Council Meeting, Council resolved to endorse draft Local Planning Scheme No.13 (LPS13) for the purpose of undertaking public consultation.

As part of the Scheme adoption process, a review of the City’s suite of Local Planning Policies (LPPs) is required to ensure the contents of the policies are consistent with the state and local planning framework.

In this first tranche of LPP review, City officers have identified a number of policies that are either redundant, can be merged with other policies or require minor modifications.

This initial review aims to simplify the existing LPP framework by removing and consolidating a number of policies so that a more detailed review can take place in the future once draft LPS13 progress to its more advanced stages of adoption.

This initial review has proposed modifications and consolidations that do not require public consultation in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015* (the Regulations), as all proposed changes can be considered minor.

Submission

N/A

ReportLegislative Background

The process for the adoption, modification, and revocation of LPPs are established in Part 2 of the Deemed Provisions of the Regulations.

Clause 3 of the Regulations outline that a local government may prepare an LPP in respect to any matter related to planning and development, and that an LPP may apply generally, or in respect to a particular matter.

Further, the Regulations establish that an LPP may apply to the whole of a 'Scheme Area' or to a specific part of the 'Scheme Area'.

A local planning policy may address either a strategic or operational consideration and must be based on sound town planning principles.

Clause 5 of the Regulations prescribes that a local government must advertise amendments to local planning policies, unless the local government is of the view that the amendments are minor.

Given that the proposed amendments are mostly administrative in nature, public advertising is not required.

It is anticipated that a future review of the LPP suite will trigger advertising once the draft LPS13 has progressed to later stages of adoption.

Clause 6 of the Regulations outlines that the revocation of an LPP does not trigger public advertising.

Merging of Policies

LPP 5.11 and LPP 5.12 were first adopted in September of 2002 and March of 2000 respectively.

Both policies prescribe earthwork requirements for developers when undertaking a subdivision, as well as providing exemptions for certain types of retaining walls. Given the similar subject matter of both policies, they can be merged.

Some slight modifications have been proposed - namely updating the title of *Manager Building Services* to *Manager Public Health and Building Services* to reflect the City's updated organisational structure.

Reference to Part 6.5.7 of the R-Codes has also been removed to just stipulate 'standards of the R-Codes' as there are now multiple volumes of the R-Codes that could be used in any given circumstance.

Strategic Plans/Policy Implications

Local Economy

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

- A City that is 'easy to do business with'.
- Thriving local commercial centres, local businesses and tourism industry.

City Growth and 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 and Leading

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

Pursuant to Part 2 of the Deemed Provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015*, the proposed modifications are minor or administrative in nature and therefore do not require community consultation.

Risk Management Implications

The City's suite of Local Planning Policies will need to be reviewed individually at some point in the future as part of the adoption of LPS13.

If these minor modifications and mergers are not supported, future reviews will become more complex and may present resource implications for the City.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Title	Filling and Retaining of Land
Policy Number (Governance Purpose)	LPP 5.11



Policy Type

Local Planning Policy

Policy Purpose

There have been instances where developers have erected retaining walls and fences as part of the subdivisional works without first applying for and receiving a building permit from the City. This presents a difficulty for the City's Building Services in the issue of building permits for buildings and structures on lots retained by unauthorised retaining walls, because of uncertainty regarding possible applied loads (buildings or vehicles) and wall foundations.

It is necessary to have guidelines for the filling of land within the district. This policy should be read in conjunction with the Western Australian Planning Commission's Planning Bulletin No. 10 (Jan, 1996) - "Geotechnical Reports for Subdivisions".

The purpose of this policy is to establish a procedure for the Engineering certification of filled sites prior to future subdivision and/or development, recognising the proposed end use of the land.

Developers trying to maximise lot potential on an undulating site have constructed excessively high retaining walls which have impacted on the amenity of the adjoining residential development and the street.

Purpose:

- (1) To enable a developer with unauthorised retaining walls to have them certified to the satisfaction of Manager Public Building and Health Services so that a subdivision clearance advice can be issued to the Western Australian Planning Commission.
- (2) To advise owners/developers of their rights and responsibilities before commencing retaining wall building works.
- (3) To advise on the development of residential building sites with minimal slope through the provision of bulk earthworks and subdivision retaining walls.
- (4) To minimise the need for large retaining walls as part of dwelling construction.

[1]

Title	Filling and Retaining of Land
Policy Number (Governance Purpose)	LPP 5.11



Policy Statement

(1) Unauthorised Retaining Walls (Subdivision)

If retaining walls are constructed as part of a subdivision without a building permit being issued by the City the developer shall provide the Manager Public Building and Health Services with a certificate from a suitably qualified independent structural engineer stating that any or all of the retaining walls comply with Australian Standard AS 1170 2002 & 2011 and are capable of supporting the surcharge of a standard (1.8m) fibre cement or powder coated steel timber fence. Details of acceptable surcharge loads for a single or double storey residence on the retaining walls are required. Unauthorised retaining walls will be considered in accordance with provisions of the Building Act 2011.

(2) All subdivision works on sloping topography within the district shall follow the existing contours of the land in order to minimise earthworks, retaining walls and impacts on amenity, solar access and existing views (see Figure 1)

The City may give a direction for a developer to modify or install a retaining wall to ensure a suitable grade for house construction to the extent that no subsequent retaining is required by prospective purchasers.

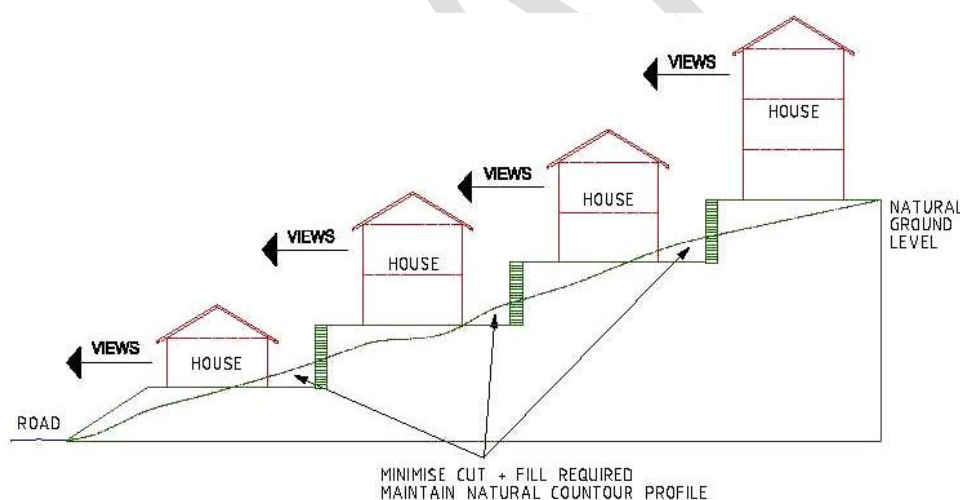


Figure 1: Retaining following existing topography.

(3) Planning approval is required for subdivision retaining walls that exceed 2m in height above natural ground level which abut areas of public domain including a primary and/or secondary streets and/or public open space.

Title	Filling and Retaining of Land
Policy Number (Governance Purpose)	LPP 5.11



- (4) Planning approval is required for subdivision retaining walls that exceed 0.5m in height above natural ground level which abut existing residential development outside the subdivision area.
- (5) Concrete post and panel retaining walls will only be permitted where they are not visible from the public domain.
- (6) Application
1. The City must receive and determine an application for a building permit before any work commences.
 2. A retaining wall may be required if building foundation earth filling extends to a property boundary or if building foundation earth is excavated near a building, including fences.
 3. Retaining walls are generally required to be designed by a suitably qualified structural engineer and materials must be durable such as concrete, brick or stone.
 4. The City may require comments from adjoining landowner(s) if a proposed retaining wall does not meet the deemed to comply standards of the Residential Design Codes (R-Codes).
 5. A delegated Building Surveyor is authorised to approve any retaining wall which is a subdivision retaining wall approved by a suitably qualified structural engineer where it:
 - (a) complies where necessary with an Approval to Commence Development;
 - (b) complies with the R-Codes where applicable;
 - (c) is any subdivision retaining wall; or
 - (d) where a prior subdivision approval has been granted by the Western Australian Planning Commission (WAPC).
 6. Design details of the retaining wall must be submitted together with the engineer's certification.
- (7) Exemption
- Pursuant to Clause 157 of the *Planning and Development Act 2005* the development of earthworks and retaining walls is exempt from requiring the approval of the Local government where the WAPC have granted subdivision approval for works shown on the plan of subdivision.
- (8) Certification
- At the completion of the subdivisional earthworks, and in any event prior to applying for subdivision clearance or a Building Permit for any form of

[3]

Title	Filling and Retaining of Land
Policy Number (Governance Purpose)	LPP 5.11



development, the Applicant/landowner shall provide the following form of certification.

A qualified Engineer's geotechnical report and a Certificate classifying the site as Class A in accordance with Section 2 of Australian Standard AS 2870-2011 (in respect of proposed residential sites); or a similar classification in respect of non-residential sites. Geotechnical reports are to be prepared by a member of the Association of Consulting Engineers Australia that specialises in geotechnical investigations.

- (9) Where the geotechnical report classifies the site other than Class "A" in accordance with AS 2870-2011 a notification under section 70A of the Transfer of Land Act is to be prepared in a form acceptable to the Council and judged with the Registrar of Titles for endorsement on the Certificate of Title for the subject lot. Class "P", "H" and "E" sites will generally not be accepted by the City. Consideration or acceptance of "P", "H" and "E" sites would only be given under unusual and exceptional circumstances at discretion of the Manager Public Building and Health Services.
- (10) Where subdivision or development is proposed on land the subject of extensive fill the Director of Planning & Development may require the provision of a geotechnical report prior to giving consideration recommending an approval to a subdivision or recommending to Council the approval of an associated structure plan.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development and Compliance
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

Title	Filling of Land
Policy Number (Governance Purpose)	LPP 5.11



Policy Type

Local Planning Policy

Policy Purpose

It is necessary to have guidelines for the filling of land within the district. This policy should be read in conjunction with the Western Australian Planning Commission's Planning Bulletin No. 10 (Jan, 1996) - "Geotechnical Reports for Subdivisions".

The purpose of this policy is to establish a procedure for the Engineering certification of filled sites prior to future subdivision and/or development, recognising the proposed end use of the land.

Policy Statement

(1) Certification

At the completion of the subdivisional earthworks, and in any event prior to applying for subdivision clearance or a Building Permit for any form of development, the Applicant/landowner shall provide the following form of certification.

A qualified Engineer's geotechnical report and a Certificate classifying the site as Class A in accordance with Section 2 of Australian Standard AS 2870-2011 (in respect of proposed residential sites); or a similar classification in respect of non-residential sites. Geotechnical reports are to be prepared by a member of the Association of Consulting Engineers Australia that specialises in geotechnical investigations.

(2) Where the geotechnical report classifies the site other than Class "A" in accordance with AS 2870-2011 a notification under section 70A of the Transfer of Land Act is to be prepared in a form acceptable to the Council and judged with the Registrar of Titles for endorsement on the Certificate of Title for the subject lot. Class "P", "H" and "E" sites will generally not be accepted by the City. Consideration or acceptance of "P", "H" and "E" sites would only be given under unusual and exceptional circumstances at discretion of the Manager Building Services.

(3) Geotechnical Report

Where subdivision or development is proposed on land the subject of extensive fill the Director of Planning & Development may require the provision of a geotechnical report prior to giving consideration recommending an approval to a subdivision or recommending to Council the approval of an associated structure plan.

[1]

Title	Filling of Land
Policy Number (Governance Purpose)	LPP 5.11



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development Assessment and Compliance
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	4515127

Title	Retaining Walls
Policy Number (Governance Purpose)	LPP 5.12



Policy Type

Local Planning Policy

Policy Purpose

There have been instances where developers have erected retaining walls and fences as part of the subdivisional works without first applying for and receiving a building permit from the City. This presents a difficulty for the City's Building Services in the issue of building permits for buildings and structures on lots retained by unauthorised retaining walls, because of uncertainty regarding possible applied loads (buildings or vehicles) and wall foundations.

Developers trying to maximise lot potential on an undulating site have constructed excessively high retaining walls which have impacted on the amenity of the adjoining residential development and the street.

Purpose:

- (1) To enable a developer with unauthorised retaining walls to have them certified to the satisfaction of the Manager, Building Services so that a subdivision clearance advice can be issued to the Western Australian Planning Commission.
- (2) To advise owners/developers of their rights and responsibilities before commencing retaining wall building works.
- (3) To advise on the development of residential building sites with minimal slope through the provision of bulk earthworks and subdivision retaining walls.
- (4) To minimise the need for large retaining walls as part of dwelling construction.

Policy Statement

- (1) Unauthorised Retaining Walls (Subdivision)

If retaining walls are constructed as part of a subdivision without a building permit being issued by the City the developer shall provide the Manager, Building Services with a certificate from a suitably qualified independent structural engineer stating that any or all of the retaining walls comply with Australian Standard AS 1170 2002 & 2011 and are capable of supporting the surcharge of a standard (1.8m) fibre cement or powder coated steel timber fence. Details of acceptable surcharge loads for a single or double storey residence on the retaining walls are required. Unauthorised retaining walls will be considered in accordance with provisions of the Building Act 2011.

[1]

Title	Retaining Walls
Policy Number (Governance Purpose)	LPP 5.12



- (2) All subdivision works on sloping topography within the district shall follow the existing contours of the land in order to minimise earthworks, retaining walls and impacts on amenity, solar access and existing views (see Figure 1)

The City may give a direction for a developer to modify or install a retaining wall to ensure a suitable grade for house construction to the extent that no subsequent retaining is required by prospective purchasers.

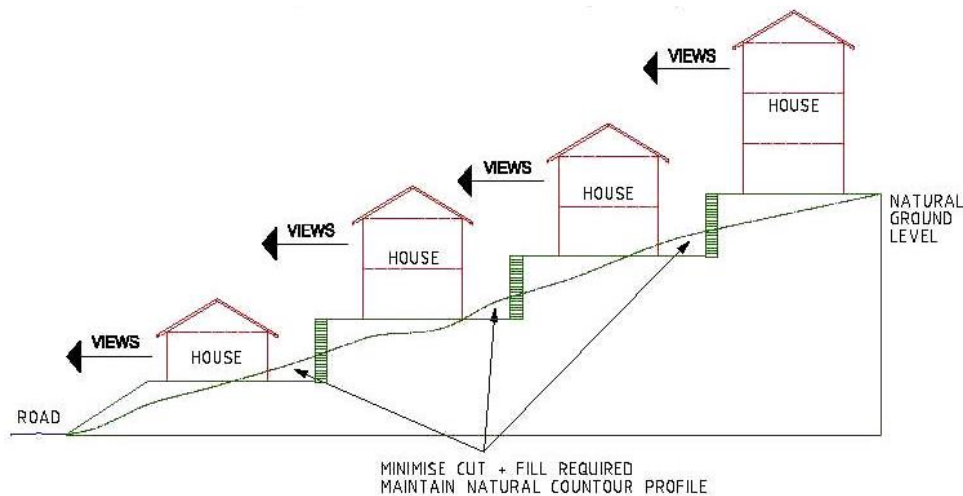


Figure 1: Retaining following existing topography.

- (3) Planning approval is required for subdivision retaining walls that exceed 2m in height above natural ground level which abut areas of public domain including a primary and/or secondary streets and/or public open space.
- (4) Planning approval is required for subdivision retaining walls that exceed 0.5m in height above natural ground level which abut existing residential development outside the subdivision area.
- (5) Concrete post and panel retaining walls will only be permitted where they are not visible from the public domain.
- (6) Application
1. The City must receive and determine an application for a building permit before any work commences.
 2. A retaining wall may be required if building foundation earth filling extends to a property boundary or if building foundation earth is excavated near a building, including fences.

Title	Retaining Walls
Policy Number (Governance Purpose)	LPP 5.12



3. Retaining walls are generally required to be designed by a suitably qualified structural engineer and materials must be durable such as concrete, brick or stone.
4. The City may require comments from adjoining landowner(s) if a proposed retaining wall does not meet the deemed to comply standards of Part 6.3.7 of the Residential Design Codes (R-Codes).
5. A delegated Building Surveyor is authorised to approve any retaining wall which is a subdivision retaining wall approved by a suitably qualified structural engineer where it:
 - (a) complies where necessary with an Approval to Commence Development;
 - (b) complies with the R-Codes where applicable;
 - (c) is any subdivision retaining wall; or
 - (d) where a prior subdivision approval has been granted by the Western Australian Planning Commission (WAPC).
6. Design details of the retaining wall must be submitted together with the engineer's certification.

(7) Exemption

Pursuant to Clause 157 of the *Planning and Development Act 2005* the development of earthworks and retaining walls is exempt from requiring the approval of the Local government where the WAPC have granted subdivision approval for works shown on the plan of subdivision.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development Assessment and Compliance
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	4514320

15.2.14 Policy Review - Merging of Local Planning Policies 5.13, 5.14 and 5.17

Executive	Director Planning and Sustainability
Author	Coordinator Development Services
Attachments	<div><div>1. DRAFT AMENDED Local Planning Policy 5.13 - Percent for Art ↓</div><div>2. Existing Local Planning Policy 5.13 - Percent for Art ↓</div><div>3. Local Planning Policy 5.14 - Cockburn Coast Percent for Art ↓</div><div>4. Local Planning Policy 5.17 - Cockburn Central Percent for Art ↓</div></div>

RECOMMENDATION

That Committee recommend Council:

- (1) AMEND Local Planning Policy 5.13 – Percent for Art to incorporate the contents of Local Planning Policies 5.14 and 5.17, as shown in Attachment 1;

(2) REVOKE Local Planning Policies 5.14 and 5.17 accordingly;

(3) ACCEPT the above amendment is minor in nature and does not require public advertising in accordance with Division 2, Clause 5 of the *Planning and Development (Local Planning Scheme) Regulations 2015*; and

(3) PUBLISH notice of the policy amendment and revocation in accordance with Clause 87 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

Background

At the 9 April 2024 Ordinary Council Meeting, Council resolved to endorse draft Local Planning Scheme No.13 (LPS13) for the purpose of undertaking public consultation.

As part of the Scheme adoption process, a review of the City’s suite of Local Planning Policies (LPPs) is required to ensure that the contents of the policies are consistent with the State and Local planning framework.

In this first tranche of LPP review, City officers have identified several policies that are either redundant, can be merged with other policies or require minor modifications.

This initial review aims to simplify the existing LPP framework by removing and consolidating several policies so that a more detailed review can take place in the future once draft LPS13 progresses to its more advanced stages of adoption.

This initial review has proposed modifications and consolidations that do not require public consultation in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015* (the Regulations), as all proposed changes can be considered minor.

Submission

N/A

Report

The process for the adoption, modification, and revocation of LPPs are established in Part 2 of the Deemed Provisions of the Regulations.

Clause 3 of the Regulations outline that a local government may prepare an LPP in respect to any matter related to planning and development, and that an LPP may apply generally, or in respect to a particular matter.

Further, the Regulations establish that an LPP may apply to the whole of a 'Scheme Area' or to a specific part of the 'Scheme Area'. A local planning policy may address either a strategic or operational consideration and must be based on sound town planning principles.

Clause 5 of the Regulations prescribes that a local government must advertise amendments to local planning policies, unless the local government is of the view that the amendments are minor.

Given that the proposed amendments are mostly administrative in nature, public advertising is not required. It is anticipated that a future review of the LPP suite will trigger advertising once the draft LPS13 has progressed to later stages of adoption. Clause 6 of the revocation outlines that the Regulations of an LPP does not trigger public advertising.

The original LPP 5.13 was initially adopted in June of 2014 with an intent to mandate public art contributions from developers for projects with estimated values of more than \$2million dollars.

The policy prescribes specific requirements for the public art and sets out the process for approval, installation, and maintenance.

LPPs 5.14 and 5.17 were subsequently adopted to support the Cockburn Coast Public Art Strategy and the Cockburn Central Public Art Plan. These two documents include locations for public art in the public realm within the subject areas and allow for payment of cash-in-lieu rather than providing artwork on site.

All three LPPs have almost identical texts, except that LPP 5.14 and 5.17 have a few additional provisions as they relate to their specific subject areas.

Rather than having the same policy duplicated three times, it would be more efficient to consolidate the policies into a single document with additional provisions for Cockburn Coast and Cockburn Central. As such, clause 7 and clause 8 within the Draft LPP 5.13 have been added to the existing policy as well as an expansion of the policy purpose (indicated in red on Attachment 1).

No additional provisions or requirements are being added that are not already included the existing policies. As such, this can be considered a minor modification to the policy framework.

Strategic Plans/Policy ImplicationsCity Growth and 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 and Leading

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

Pursuant to Part 2 of the Deemed Provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015*, the proposed modifications are minor and administrative in nature, therefore do not require community consultation.

Risk Management Implications

The City's suite of Local Planning Policies will need to be reviewed individually at some point in the future as part of the adoption of LPS13. If these minor modifications and mergers are not supported, the City risks future resource implications.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Title	Percent for Art
Policy Number (Governance Purpose)	LPP 5.13



Policy Type

Local Planning Policy

Policy Purpose

The City of Cockburn Public Artworks Strategy focuses on the delivery of public art by the City in the public realm. It sets out key goal, including the following:

- Develop a collection of distinct and diverse public artworks.
- Increase awareness of public art as a significant cultural asset.

This Percent for Art Policy (policy) seeks to assist in achieving these goals by requiring the provision of professionally produced artworks on site as part of eligible developments within the City of Cockburn.

This policy is adopted pursuant to City of Cockburn Town Planning Scheme No. 3 (TPS 3).

The purpose of this policy is to require the provision of artworks produced by professional artists as part of eligible developments within the City of Cockburn.

The Cockburn Central and Cockburn Coast areas are subject to a site-specific Public Art Plan and Strategy that identifies themes and locations for public art in the area. Therefore, additional location-specific provisions are required to introduce the requirement for a public art contribution in accordance with the Public Art Plan and Strategy.

The Cockburn Central Public Art Plan and the Cockburn Coast Public Art Strategy includes locations for public art in the public realm, including Public Open Space. These public artworks will provide the opportunity to celebrate the place, promote community identity, and to assist with legibility. It is therefore appropriate that a cash-in-lieu contribution option be provided to developers which would enable the collection of funds for the provision of artworks in the public realm.

The key objectives of this requirement are to:

- (1) Improve the attractiveness and functionality of the City's built environment;
- (2) Develop and promote community identity within the City;
- (3) Increase the social, cultural and economic value of the City;
- (4) Establish new design partnerships between artists, architects and other professionals;
- (5) Increase public awareness of the value of art and design;
- (6) Improve legibility by introducing artworks that assist in making streets and buildings more identifiable;
- (7) Produce landmarks that act as focal points and icons for the City;
- (8) Provide new opportunities for artist commissioned artworks to celebrate a place, generate vibrancy, contribute to cultural identity and engage with the community above and beyond the art involved in building design and landscaping and hardscaping elements that would normally be associated with development.

[1]

Title	Percent for Art
Policy Number (Governance Purpose)	LPP 5.13



- (9) Enhance legibility by introducing artworks that assist in making streets, buildings and Public Open Space in the Cockburn Coast and Cockburn Central areas more identifiable

Policy Statement

(1) Requirements

1. All development proposals for commercial (excluding industrial uses), civic, institutional, educational projects or public works of a value greater than \$1 million (exclusive of GST) are to set aside a minimum of one per cent (1%) of the total project cost (up to a maximum value of \$250,000) for the development of artworks on the subject land which reflect the place, locality and/or community.
2. All development proposals for multiple dwellings of a value greater than \$2 million (exclusive of GST) are to set aside a minimum of one per cent (1%) of the total project cost (up to a maximum value of \$250,000) for the development of artworks on the subject land which reflect the place, locality and/or community.
3. The total project cost means the approximate total cost of the proposed development, as indicated on the Application for Approval to Commence Development.
4. Where a development proposal is located within an area that is subject to a location-based Public Art Master Plan (or equivalent) and an associated percent for art local planning policy for that area the requirements of that specific policy shall prevail.
5. Artworks are to be situated where they are clearly visible to the general public. This means that artworks are to be clearly visible from the adjacent public street(s), public pathway(s), and/or public open space, and/or other publically accessible spaces where they are deemed by the City to function as public spaces.
6. Artworks are to be carried out by a professional artist(s), and for the purposes of this policy a professional artist is defined as:
 - (a) A regular exhibitor of public art work; offering work for sale, or selling work; having been awarded or eligible for a government grant; selected for public exhibition, awards or prizes; having secured work or consultancies on the basis of professional expertise; having had work acquired for public or private collections; being a member of a professional association on the basis of his/her status as a professional artist.
 - (b) Notwithstanding, in certain circumstances it may be appropriate to be more flexible and seek people other than professional artists to carry out

[2]

Title	Percent for Art
Policy Number (Governance Purpose)	LPP 5.13



artwork commissions. This may apply in instances when young, emerging and indigenous artists or students may be considered appropriate.

7. Artworks should be low maintenance, robust, durable and resistant to vandalism.
8. Notwithstanding Clause (1) 1-3, the maximum contribution based on a total project cost shall not exceed \$250,000.
9. Notwithstanding Clause (1) 1-3 and Clause (5), where a development is staged, the proponent may enter into a legal agreement with the City with a view to consolidating their art contribution. Such agreements shall include a completion date for provision of the contribution and must be secured via means acceptable to the City (such as a monetary bond, bank guarantee or caveat on land).

(2) Eligible Artworks

1. Artworks may include:
 - (a) building features and enhancements such as bicycle racks, gates, benches, lighting, fountains, playground structures or shade structures which are unique and produced by a professional artist;
 - (b) landscape art enhancements such as walkways, bridges or art features within a garden;
 - (c) murals, tiles, mosaics or bas-relief covering walls, floors and walkways;
 - (d) sculpture which can be freestanding or wall-supported in durable materials suitable for the site; and
 - (e) fibreworks, neon or glass art works, photographs, prints and any combination of media including sound, film and video systems.
2. Artworks ineligible for consideration include:
 - (a) business logo(s)/Business signage;
 - (b) directional elements such as supergraphics, signage or colour coding;
 - (c) 'art objects' which are mass produced such as fountains, statuary or playground equipment;
 - (d) most art reproductions;
 - (e) landscaping or generic hardscaping elements which would normally be associated with the project; and
 - (f) services or utilities necessary to operate or maintain artworks.
 - (g) artwork or architectural features designed by an architect, building designer or town planner.

(3) Eligible Costs

1. Costs associated with the production of an art project may include:

[3]

Title	Percent for Art
Policy Number (Governance Purpose)	LPP 5.13



- (a) professional artist's budget, including artist fees, Request for Proposal, material, assistants' labour costs, insurance, permits, taxes, business and legal expenses, operating costs, and art consultant's fees if these are necessary and reasonable;
- (b) fabrication and installation of artwork;
- (c) site preparation;
- (d) structures enabling the artist to display the artwork;
- (e) documentation of the artwork, and
- (f) an acknowledgment plaque identifying the artist, art work and development.

(4) Approval of Artworks

Artworks are required to be approved by the City prior to their installation.

(5) Installation of Artworks

The artwork must be completed and installed prior to the occupation of the new development, and maintained thereafter by the owner(s)/occupier(s).

(6) Acknowledgement of Artwork

The proponent will install a plaque or plate near each artwork, acknowledging the name of the artist, and the name of the person, agency or company who funded the artwork.

(7) Cockburn Coast

1. Where development is proposed within the Cockburn Coast area, an owner/applicant can choose to either:
 - (a) Coordinate an artworks project themselves; or
 - (b) Make a cash-in-lieu contribution to the City in which case the City will coordinate an artwork project in line with the Cockburn Coast Public Art Strategy
2. Where the owner/applicant chooses the cash-in-lieu option, the cash-in-lieu is to be:
 - (a) Paid to the City of Cockburn (Cockburn Coast Public Art Fund)
 - (b) Expended on a Public Art project located on public land within the Cockburn Coast area in accordance with the Cockburn Coast Public Art Strategy
3. Cash-in-lieu funds paid may be accrued for more comprehensive or larger public art projects in line with the Cockburn Coast Public Art Strategy, as determined by the City.
4. Ownership of artworks commissioned under this policy will depend upon the location of the artworks as follows:
 - (a) Where situated on private property, the artwork is owned and maintained by the owner
 - (b) Where situated on public property, the artwork is owned and maintained by

[4]

Title	Percent for Art
Policy Number (Governance Purpose)	LPP 5.13



the City, regardless of who coordinated the project

(8) Cockburn Central

1. Where development is proposed within the Cockburn Central West and Town Centre Precinct areas, an owner/applicant can choose to either:
 - (a) Coordinate an artworks project themselves; or
 - (b) Make a cash-in-lieu contribution to the City in which case the City will coordinate an artwork project in line with the Cockburn Central Public Art Plan
2. Where the owner/applicant chooses the cash-in-lieu option, the cash-in-lieu is to be:
 - (a) Paid to the City of Cockburn (Cockburn Central Public Art Fund)
 - (c) Expended on a Public Art project located on public land within the Cockburn Central area in accordance with the Cockburn Central Public Art Strategy
3. Cash-in-lieu funds paid may be accrued for more comprehensive or larger public art projects in line with the Cockburn Coast Public Art Strategy, as determined by the City.
4. Ownership of artworks commissioned under this policy will depend upon the location of the artworks as follows:
 - (a) Where situated on private property, the artwork is owned and maintained by the owner
 - (b) Where situated on public property, the artwork is owned and maintained by the City, regardless of who coordinated the project

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development Services
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

Title	Percent for Art
Policy Number (Governance Purpose)	LPP 5.13



Policy Type

Local Planning Policy

Policy Purpose

The City of Cockburn Public Artworks Strategy focuses on the delivery of public art by the City in the public realm. It sets out key goal, including the following:

- Develop a collection of distinct and diverse public artworks.
- Increase awareness of public art as a significant cultural asset.

This Percent for Art Policy (policy) seeks to assist in achieving these goals by requiring the provision of professionally produced artworks on site as part of eligible developments within the City of Cockburn.

This policy is adopted pursuant to City of Cockburn Town Planning Scheme No. 3 (TPS 3).

The purpose of this policy is to require the provision of artworks produced by professional artists as part of eligible developments within the City of Cockburn.

The key objectives of this requirement are to:

- (1) Improve the attractiveness and functionality of the City's built environment;
- (2) Develop and promote community identity within the City;
- (3) Increase the social, cultural and economic value of the City;
- (4) Establish new design partnerships between artists, architects and other professionals;
- (5) Increase public awareness of the value of art and design;
- (6) Improve legibility by introducing artworks that assist in making streets and buildings more identifiable;
- (7) Produce landmarks that act as focal points and icons for the City;
- (8) Provide new opportunities for artist commissioned artworks to celebrate a place, generate vibrancy, contribute to cultural identity and engage with the community above and beyond the art involved in building design and landscaping and hardscaping elements that would normally be associated with development.

Policy Statement

(1) Requirements

1. All development proposals for commercial (excluding industrial uses), civic, institutional, educational projects or public works of a value greater than \$1 million (exclusive of GST) are to set aside a minimum of one per cent (1%) of the total project cost (up to a maximum value of \$250,000) for the development of artworks on the subject land which reflect the place, locality and/or community.

[1]

Title	Percent for Art
Policy Number (Governance Purpose)	LPP 5.13



2. All development proposals for multiple dwellings of a value greater than \$2 million (exclusive of GST) are to set aside a minimum of one per cent (1%) of the total project cost (up to a maximum value of \$250,000) for the development of artworks on the subject land which reflect the place, locality and/or community.
3. The total project cost means the approximate total cost of the proposed development, as indicated on the Application for Approval to Commence Development.
4. Where a development proposal is located within an area that is subject to a location-based Public Art Master Plan (or equivalent) and an associated percent for art local planning policy for that area the requirements of that specific policy shall prevail.
5. Artworks are to be situated where they are clearly visible to the general public. This means that artworks are to be clearly visible from the adjacent public street(s), public pathway(s), and/or public open space, and/or other publically accessible spaces where they are deemed by the City to function as public spaces.
6. Artworks are to be carried out by a professional artist(s), and for the purposes of this policy a professional artist is defined as:
 - (a) A regular exhibitor of public art work; offering work for sale, or selling work; having been awarded or eligible for a government grant; selected for public exhibition, awards or prizes; having secured work or consultancies on the basis of professional expertise; having had work acquired for public or private collections; being a member of a professional association on the basis of his/her status as a professional artist.
 - (b) Notwithstanding, in certain circumstances it may be appropriate to be more flexible and seek people other than professional artists to carry out artwork commissions. This may apply in instances when young, emerging and indigenous artists or students may be considered appropriate.
7. Artworks should be low maintenance, robust, durable and resistant to vandalism.
8. Notwithstanding Clause (1) 1-3, the maximum contribution based on a total project cost shall not exceed \$250,000.
9. Notwithstanding Clause (1) 1-3 and Clause (5), where a development is staged, the proponent may enter into a legal agreement with the City with a view to consolidating their art contribution. Such agreements shall include a completion date for provision of the contribution and must be secured via means acceptable to the City (such as a monetary bond, bank guarantee or caveat on land).

[2]

Title	Percent for Art
Policy Number (Governance Purpose)	LPP 5.13



(2) Eligible Artworks

1. Artworks may include:

- (a) building features and enhancements such as bicycle racks, gates, benches, lighting, fountains, playground structures or shade structures which are unique and produced by a professional artist;
- (b) landscape art enhancements such as walkways, bridges or art features within a garden;
- (c) murals, tiles, mosaics or bas-relief covering walls, floors and walkways;
- (d) sculpture which can be freestanding or wall-supported in durable materials suitable for the site; and
- (e) fibreworks, neon or glass art works, photographs, prints and any combination of media including sound, film and video systems.

2. Artworks ineligible for consideration include:

- (a) business logo(s)/Business signage;
- (b) directional elements such as supergraphics, signage or colour coding;
- (c) 'art objects' which are mass produced such as fountains, statuary or playground equipment;
- (d) most art reproductions;
- (e) landscaping or generic hardscaping elements which would normally be associated with the project; and
- (f) services or utilities necessary to operate or maintain artworks.

(3) Eligible Costs

1. Costs associated with the production of an art project may include:

- (a) professional artist's budget, including artist fees, Request for Proposal, material, assistants' labour costs, insurance, permits, taxes, business and legal expenses, operating costs, and art consultant's fees if these are necessary and reasonable;
- (b) fabrication and installation of artwork;
- (c) site preparation;
- (d) structures enabling the artist to display the artwork;
- (e) documentation of the artwork, and
- (f) an acknowledgment plaque identifying the artist, art work and development.

(4) Approval of Artworks

Artworks are required to be approved by the City prior to their installation.

(5) Installation of Artworks

The artwork must be completed and installed prior to the occupation of the new development, and maintained thereafter by the owner(s)/occupier(s).

Title	Percent for Art
Policy Number (Governance Purpose)	LPP 5.13



(6) Acknowledgement of Artwork

The proponent will install a plaque or plate near each artwork, acknowledging the name of the artist, and the name of the person, agency or company who funded the artwork.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	12 December 2019
Next Review Due: (Governance Purpose Only)	December 2021
ECM Doc Set ID: (Governance Purpose Only)	4518964

Title	Cockburn Coast Percent for Art
Policy Number (Governance Purpose)	LPP 5.14



Policy Type

Local Planning Policy

Policy Purpose

The City of Cockburn Public Artworks Strategy focuses on the delivery of public art by the City in the public realm. It sets out key goal, including the following:

- Develop a collection of distinct and diverse public artworks.
- Increase awareness of public art as a significant cultural asset.

The City's Local Planning Policy LPP 5.13 'Percent for Art' seeks to assist in achieving these goals by requiring the provision of professionally produced artworks on site as part of eligible developments within the City of Cockburn.

The Cockburn Coast area is subject to a Public Art Strategy that identifies themes and locations for public art in the area. Therefore a location-specific policy is required to introduce the requirement for a public art contribution in accordance with the Strategy.

The Cockburn Coast Public Art Strategy includes locations for public art in the public realm, including Public Open Space. These public artworks will provide the opportunity to celebrate the place, promote community identity, and to assist with legibility. It is therefore appropriate that a cash-in-lieu contribution option be provided to developers (not otherwise provided in LPP 5.13), which would enable the collection of funds for the provision of artworks in the public realm in accordance with the Cockburn Coast Public Art Strategy.

This policy is adopted pursuant to City of Cockburn Town Planning Scheme No. 3 (TPS 3).

The purpose of this policy is to require the provision of artworks produced by professional artists as part of eligible developments within the Cockburn Coast area.

The key objectives of this requirement are to:

- (1) Improve the attractiveness and functionality of the Cockburn Coast area;
- (2) Develop and promote community identity within the Cockburn Coast area;
- (3) Increase the social, cultural and economic value of the Cockburn Coast area;
- (4) Establish new design partnerships between artists, architects and other professionals;
- (5) Increase public awareness of the value of art and design;
- (6) Provide opportunities for heritage interpretation;
- (7) Enhance legibility by introducing artworks that assist in making streets, buildings and Public Open Space in the Cockburn Coast area more identifiable;
- (8) Produce landmarks that act as focal points and icons for the Cockburn Coast area, as set out in the Public Art Strategy;
- (9) Provide new opportunities for artist commissioned artworks to celebrate the place, generate vibrancy, contribute to cultural identity and engage with the community

[1]

Title	Cockburn Coast Percent for Art
Policy Number (Governance Purpose)	LPP 5.14



above and beyond the art involved in building design, landscaping and hardscaping elements that would normally be associated with development.

Policy Statement

(1) Requirements

1. All development proposals for commercial (excluding industrial uses), civic, institutional, educational projects or public works (excluding services and utilities) of a value greater than \$1 million (exclusive of GST) are to set aside a minimum of one per cent (1%) of the total project cost (up to a maximum value of \$250,000) for the development of artworks which reflect the themes set out in the Cockburn Coast Public Art Strategy.
2. All development proposals for multiple dwellings of a value greater than \$2 million (exclusive of GST) are to set aside a minimum of one per cent (1%) of the total project cost (up to a maximum value of \$250,000) for the development of artworks which reflect the themes set out in the Cockburn Coast Public Art Strategy.
3. The total project cost means the approximate total cost of the proposed development, as indicated on the Application for Approval to Commence Development.
4. Where this policy applies, the owner/applicant can choose to either:
 - (a) Coordinate an artworks project themselves; or
 - (b) Make a cash-in-lieu contribution to the City, in which case the City will coordinate an artwork project in line with the Cockburn Coast Public Art Strategy.
5. Where the owner/applicant chooses the cash-in-lieu option, the cash-in-lieu is to be:
 - (a) Paid to the City of Cockburn (Cockburn Coast Public Art Fund);
 - (b) Expended on a Public Art project located on public land within the Cockburn Coast area in accordance with the Cockburn Coast Public Art Strategy;
6. Cash-in-lieu funds paid may be accrued for more comprehensive or larger public art projects in line with the Cockburn Coast Public Art Strategy, as determined by the City.
7. Ownership of artworks commissioned under this policy will depend upon the location of the artworks as follows:
 - (a) Where situated on private property, the artwork is owned and maintained by the owner.

[2]

Title	Cockburn Coast Percent for Art
Policy Number (Governance Purpose)	LPP 5.14



- (b) Where situated on public property, the artwork is owned and maintained by the City, regardless of who coordinated the project.
- 8. Artworks are to be carried out by a professional artist(s), and for the purposes of this policy a professional artist is defined as:
 - (a) A regular exhibitor of public art work; offering work for sale, or selling work; having been awarded or eligible for a government grant; selected for public exhibition, awards or prizes; having secured work or consultancies on the basis of professional expertise; having had work acquired for public or private collections; being a member of a professional association on the basis of his/her status as a professional artist.
 - (b) Notwithstanding, in certain circumstances it may be appropriate to be more flexible and seek people other than professional artists to carry out artwork commissions. This may apply in instances when young, emerging and indigenous artists or students may be considered appropriate.
- 9. Artworks should be low maintenance, robust, durable, safe and resistant to vandalism.
- 10. Notwithstanding Clause (1) 1-3 and Clause (4), where a development is staged, the proponent may enter into a legal agreement with the City with a view to consolidating their art contribution. Such agreements shall include a completion date for provision of the contribution and must be secured via means acceptable to the City (such as a monetary bond, bank guarantee or caveat on land).
- (2) Location of Artworks
 - 1. Where the owner/applicant chooses to coordinate and provide the artworks, such artworks are to be situated where clearly visible to the general public. This means that artworks are to be clearly visible from the adjacent public street(s), public pathway(s), and/or public open space, and/or other publically accessible spaces where they are deemed by the City to function as public spaces.
 - 2. The City encourages owners/applicants to situate the artworks on private property within the subject land. However, the City may also consider proposals to install artworks on public land where consistent with the Cockburn Coast Public Art Strategy, and as considered appropriate by the City.
- (3) Eligible Artworks
 - 1. Artworks may include:
 - (a) building features and enhancements such as bicycle racks, gates, benches, fountains, playground structures or shade structures which are unique and produced by a professional artist;
 - (b) landscape art enhancements such as walkways, bridges or art features within a garden;
 - (c) murals, tiles, mosaics or bas-relief covering walls, floors and walkways;

[3]

Title	Cockburn Coast Percent for Art
Policy Number (Governance Purpose)	LPP 5.14



- (d) sculpture which can be freestanding or wall-supported in durable materials suitable for the site;
- (e) fibreworks, neon or glass art works, photographs, prints and any combination of media including sound, film and video systems.

2. Artworks ineligible for consideration include:

- (a) business logo(s)/Business signage;
- (b) directional elements such as supergraphics, signage or colour coding;
- (c) 'art objects' which are mass produced such as fountains, statuary or playground equipment;
- (d) most art reproductions;
- (e) landscaping or generic hardscaping elements which would normally be associated with the project;
- (f) services or utilities necessary to operate or maintain artworks;
- (g) artwork or architectural features designed by an architect, building designer or town planner.

(4) Eligible Costs

1. Costs associated with the production of an art project may include:

- a) professional artist's budget, including artist fees, Request for Proposal, material, assistants' labour costs, insurance, permits, taxes, business and legal expenses, operating costs, and art consultant's fees if these are necessary and reasonable;
- b) fabrication and installation of artwork;
- c) site preparation;
- d) structures enabling the artist to display the artwork;
- e) documentation of the artwork, and
- f) an acknowledgment plaque identifying the artist, art work and development.

(5) Approval of Artworks

Artworks provided by the owner/applicant are required to be approved by the City prior to their installation.

(6) Installation of Artworks

Where artworks are provided by the owner/applicant the artwork must be completed and installed prior to the occupation of the new development, and maintained thereafter by the owner(s)/occupier(s).

(7) Acknowledgement of Artwork

The proponent will install a plaque or plate near each artwork, acknowledging the name of the artist, and the name of the person, agency or company who funded the artwork.

[4]

Title	Cockburn Coast Percent for Art
Policy Number (Governance Purpose)	LPP 5.14



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development Assessment and Compliance
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	4519032

Title	Cockburn Central Percent for Art
Policy Number (Governance Purpose)	LPP5.17



Policy Type

Local Planning Policy

Policy Purpose

The City of Cockburn Public Artworks Strategy focuses on the delivery of public art by the City in the public realm. It sets out key goals, including the following:

- (1) Develop a collection of distinct and diverse public artworks.
- (2) Increase awareness of public art as a significant cultural asset.

The City's Local Planning Policy 5.13 'Percent for Art' seeks to assist in achieving these goals by requiring the provision of professionally produced artworks on site as part of eligible developments within the City of Cockburn.

The Cockburn Central area is subject to a site specific Public Art Public Art Plan that identifies themes and locations for public art in the area. Therefore a location-specific policy is required to introduce the requirement for a public art contribution in accordance with the Public Art Plan.

The Cockburn Central Public Art Plan includes locations for public art in the public realm, including Public Open Space. These public artworks will provide the opportunity to celebrate the place, promote community identity, and to assist with legibility. It is therefore appropriate that a cash-in-lieu contribution option be provided to developers (not otherwise provided in LPP 5.13), which would enable the collection of funds for the provision of artworks in the public realm in accordance with the Cockburn Coast Public Art Public Art Plan.

This Policy is adopted pursuant to City of Cockburn Town Planning Scheme No. 3.

The purpose of this Policy is to require the provision of artworks produced by professional artists as part of eligible developments within the Cockburn Central area.

The key objectives of this requirement are to:

- (1) Improve the attractiveness and functionality of the Cockburn Central Activity Centre;
- (2) Develop and promote community identity within the Cockburn Central area;
- (3) Increase the social, cultural and economic value of the Cockburn Central area;
- (4) Establish new design partnerships between artists, architects and other professionals;
- (5) Increase public awareness of the value of art and design;
- (6) Provide opportunities for heritage interpretation;
- (7) Enhance legibility by introducing artworks that assist in making streets, buildings and Public Open Space in the Cockburn Central area more identifiable;

[1]

Title	Cockburn Central Percent for Art
Policy Number (Governance Purpose)	LPP5.17



- (8) Produce landmarks that act as focal points and icons for the Cockburn Central area, as set out in the Public Art Public Art Plan;
- (9) Provide new opportunities for artist commissioned artworks to celebrate the place, generate vibrancy, contribute to cultural identity and engage with the community above and beyond the art involved in building design, landscaping and hardscaping elements that would normally be associated with development.

Policy Statement

- (1) Requirements
 - 1. This policy applies to developments in Cockburn Central West and the Town Centre precinct.
 - 2. All development proposals for commercial (excluding industrial uses), civic, institutional, educational projects or public works (excluding services and utilities) of a value greater than \$1 million (one million dollars) are to set aside a minimum of one per cent (1%) of the total project cost (up to a maximum value of \$250,000) for the development of artworks which reflect the themes set out in the Cockburn Central Public Art Plan.
 - 3. All development proposals for multiple dwellings of a value greater than \$2 million (two million dollars) are to set aside a minimum of one per cent (1%) of the total project cost (up to a maximum value of \$250,000) for the development of artworks which reflect the themes set out in the Cockburn Central Public Art Plan.
 - 4. The total project cost means the approximate total cost of the proposed development, as indicated on the Application for Approval to Commence Development.
 - 5. Where this Policy applies, the owner/applicant can choose to either:
 - (a) Coordinate an artworks project themselves; or
 - (b) Make a cash-in-lieu contribution to the City, in which case the City will coordinate an artwork project in line with the Cockburn Central Public Art Plan.
 - 6. Where the owner/applicant chooses the cash-in-lieu option, the cash-in-lieu is to be:
 - (a) Paid to the City of Cockburn (Cockburn Central Public Art Fund);
 - (b) Expended on a Public Art project located on public land within the Cockburn Central area in accordance with the Cockburn Central Public Art Plan;

[2]

Title	Cockburn Central Percent for Art
Policy Number (Governance Purpose)	LPP5.17



7. Cash-in-lieu funds paid may be accrued for more comprehensive or larger public art projects in line with the Cockburn Central Public Art Plan, as determined by the City.
8. Ownership of artworks commissioned under this Policy will depend upon the location of the artworks as follows:
 - (a) Where situated on private property, the artwork is owned and maintained by the owner.
 - (b) Where situated on public property, the artwork is owned and maintained by the City, regardless of who coordinated the project.
9. Artworks are to be carried out by a professional artist(s), and for the purposes of this policy a professional artist is defined as:
 - (a) A regular exhibitor of public art work; offering work for sale, or selling work; having been awarded or eligible for a government grant; selected for public exhibition, awards or prizes; having secured work or consultancies on the basis of professional expertise; having had work acquired for public or private collections; being a member of a professional association on the basis of his/her status as a professional artist.
 - (b) Notwithstanding, in certain circumstances it may be appropriate to be more flexible and seek people other than professional artists to carry out artwork commissions. This may apply in instances when young, emerging and indigenous artists or students may be considered appropriate.
10. Artworks should be low maintenance, robust, durable, safe and resistant to vandalism.
11. Notwithstanding Clause (1) 1-3 and Clause (4), where a development is staged, the proponent may enter into a legal agreement with the City with a view to consolidating their art contribution. Such agreements shall include a completion date for provision of the contribution and must be secured via means acceptable to the City (such as a monetary bond, bank guarantee or caveat on land).

(2) Location of Artworks

1. Where the owner/applicant chooses to coordinate and provide the artworks, such artworks are to be situated where clearly visible to the general public. This means that artworks are to be clearly visible from the adjacent public street(s), public pathway(s), and/or public open space, and/or other publically

[3]

Title	Cockburn Central Percent for Art
Policy Number (Governance Purpose)	LPP5.17



accessible spaces where they are deemed by the City to function as public spaces.

2. The City encourages owners/applicants to situate the artworks on private property within the subject land. However, the City may also consider proposals to install artworks on public land where consistent with the Cockburn Coast Public Art Plan, and as considered appropriate by the City.

(3) Eligible Artworks

1. Artworks may include:
 - (a) building features and enhancements such as bicycle racks, gates, benches, fountains, playground structures or shade structures which are unique and produced by a professional artist;
 - (b) landscape art enhancements such as walkways, bridges or art features within a garden;
 - (c) murals, tiles, mosaics or bas-relief covering walls, floors and walkways;
 - (d) sculpture which can be freestanding or wall-supported in durable materials suitable for the site;
 - (e) fibreworks, neon or glass art works, photographs, prints and any combination of media including sound, film and video systems.
2. Artworks ineligible for consideration include:
 - (a) business logo(s)/Business signage;
 - (b) directional elements such as supergraphics, signage or colour coding;
 - (c) 'art objects' which are mass produced such as fountains, statuary or playground equipment;
 - (d) most art reproductions;
 - (e) landscaping or generic hard scaping elements which would normally be associated with the project;
 - (f) services or utilities necessary to operate or maintain artworks;
 - (g) art work or architectural features designed by an architect, building designer or town planner.

(4) Eligible Costs

1. Costs associated with the production of an art project may include:

[4]

Title	Cockburn Central Percent for Art
Policy Number (Governance Purpose)	LPP5.17



- (a) professional artist's budget, including artist fees, Request for Proposal, material, assistants' labour costs, insurance, permits, taxes, business and legal expenses, operating costs, and art consultant's fees if these are necessary and reasonable;
 - (b) fabrication and installation of artwork;
 - (c) site preparation;
 - (d) structures enabling the artist to display the artwork;
 - (e) documentation of the artwork, and
 - (f) an acknowledgment plaque identifying the artist, art work and development.
- (5) Approval of Artworks
- Artworks provided by the owner/applicant are required to be approved by the City prior to their installation.
- (6) Installation of Artworks
- Where artworks are provided by the owner/applicant the artwork must be completed and installed prior to the occupation of the new development, and maintained thereafter by the owner(s)/occupier(s).
- (7) Acknowledgement of Artwork
- The proponent will install a plaque or plate near each artwork, acknowledging the name of the artist,

Strategic Link:	Town Planning Scheme No.3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development Assessment and Compliance
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	5457339

[5]

15.2.15 Policy Repeal - Local Planning Policies 1.1, 3.10 and 4.1

Executive	Director Planning and Sustainability
Author	Coordinator Development Services
Attachments	<div><div>1.</div><div>Local Planning Policy 1.1 - Residential Design Codes Alternative Deemed to Comply Provisions ↓</div></div> <div><div>2.</div><div>Local Planning Policy 3.10 - Discretion to Modify Development Standards for Non-Residential Development ↓</div></div> <div><div>3.</div><div>Local Planning Policy 4.1 - Phoenix Business Park Design Guidelines ↓</div></div>

RECOMMENDATION

That Council:

- (1)

REPEALS Local Planning Policies 1.1 - *Residential Design Codes Alternative Deemed to Comply Provisions*, 4.1 - *Phoenix Business Park Design Guidelines* and 3.10 – *Discretion to Modify Development Standards for Non-Residential Development*; and
- (2)

PUBLISHES notice of the policy revocations in accordance with Clause 87 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

Background

At its Ordinary Council Meeting held on 9 April 2024, Council resolved to endorse draft Local Planning Scheme No.13 (LPS13) for the purpose of undertaking public consultation.

As part of the Scheme adoption process, a review of the City’s suite of Local Planning Policies (LPPs) is required to ensure that the contents of the policies are consistent with the State and Local planning framework.

In this first tranche of LPP review, City officers have identified a number of policies that are either redundant, can be merged with other policies or require minor modifications.

This initial review aims to simplify the existing LPP framework by removing and consolidating a number of policies so that a more detailed review can take place in the future once draft LPS13 progress to its more advanced stages of adoption.

In this instance, 3 policies have been identified as redundant and can therefore be repealed.

Submission

N/A

Report

Legislative Background

The process for the adoption, modification, and revocation of LPPs are established in Part 2 of the Deemed Provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

The Regulations outline that a local planning policy may be revoked by a notice of revocation prepared by the local government.

The notice of revocation must be published in accordance with clause 87 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

Current Suite of Local Planning Policies

The City of Cockburn currently has a comparably large suite of LPPs that relate to a range of different topics. This can, at times, present a complicated and confusing framework for proponents and planning officers alike.

There are 53 active LPPs, which far exceeds the numbers of LPPs in other local governments of comparable size:

- City of Melville has 28 LPPs
- City of Canning has 15 LPPs
- City of Gosnells has 26 LPPs
- City of Fremantle has 45 LPPs
- City of Kwinana has 18 LPPs.

LPP 1.1 – Residential Design Codes Alternative Deemed to Comply Provisions

LPP 1.1 was first adopted in July of 2005 and features a series of ‘Deemed to Comply’ provisions of the State Planning Policy 7.3 - Residential Design Codes (R-Codes) that the City was willing to vary and still consider compliant. Over time, LPP 1.1 has been amended as modifications to the R-Codes were gazetted.

Today, LPP 1.1 only addresses 2 provisions, being Clause 5.1.2 C2.2 of the R-Codes (setbacks of patios and carports to secondary streets) and Clause 5.1.3 of the R-Codes (boundary wall lengths).

The provision pertaining to Clause 5.1.3 is now redundant as boundary walls can be split across multiple boundaries by right under the R-Codes since the gazettal of the 2021 amendments to the R-Codes.

Moreover, the new Medium Density Codes, gazetted in April of 2024 made greater allowances for patios to be constructed along secondary streets.

As such, LPP 1.1 is considered underused and redundant and can therefore be revoked.

LPP 4.1 – Phoenix Business Park Design Guidelines

LPP 4.1 was originally adopted in March of 2010 and provided a built form guideline for the Phoenix Business Park, which was developed on the former Lot 503 Phoenix Road, Bibra Lake.

The original lot was subsequently subdivided, and the industrial lots were developed. Today, the estate is mostly built out, with 5 lots currently left vacant in the estate.

The design guidelines are deemed superfluous (especially since the developer has since moved on from the project) and many of the provisions within LPP 4.1 are duplicated in *LPP 3.9 – Industrial Development*.

Any proposal on the last remaining five lots can adequately be assessed against LPP 3.9 to achieve a positive built form outcome that is consistent with the rest of the estate.

As such, LPP 4.1 can be revoked.

LPP 3.10 – Discretion to Modify Development Standards for Non-Residential Development

This LPP was first adopted in December of 2015 and provides the City with guidance should a proponent seek to vary specific development standards. However, the provisions of the policy are already reflected within clause 4.6 of Town Planning Scheme 3, including the public consultation requirements.

Generally, a scheme provision is given more statutory weight than a local planning policy.

As such, the policy is considered superfluous and can be revoked.

Strategic Plans/Policy ImplicationsLocal Economy

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

- A City that is 'easy to do business with'.
- Increased Investment, economic growth and local employment.

City Growth and 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 and Leading

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

Pursuant to Part 2 of the Deemed Provisions of the Planning and Development (Local Planning Scheme) Regulations 2015, the proposed revocations do not require community consultation.

Risk Management Implications

The City's suite of Local Planning Policies will need to be reviewed individually at some point in the future as part of the adoption of LPS13. If these initial minor revocations are not supported in the short term, then the future reviews will become more complex and may present resource implications for the City.

Advice to Proponent(s)/Submitters

N/A

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

Nil

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



Policy Type

Local Planning Policy

Policy Purpose

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

(1) Application

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

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

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

(2) Implementation

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

[1]

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



Policy Statement

(1) Provisions

5.1 Context		
Clause	Deemed to Comply	Alternative Provision
5.1.2 Street setback	C2.2 – Buildings setback from the secondary street setback in accordance with Table 1 of the R-Codes	Flat roof patios and/or carports may be setback 0.5m from the secondary street boundary and pitched roof patios or carports may be setback 1m from the secondary street boundary in all density codes.
5.1.3 Lot boundary setback	C3.2 ii – In areas coded R20 and R25, walls not higher than 3.5m with an average of 3m or less up to a maximum length of the greater of 9m or one third the length of the balance of the lot boundary behind the front setback, to one side boundary only.	The length of boundary wall can be split between more than one boundary.
	C3.2 ii – in areas coded R20 and R25, walls not higher than 3.5m, up to a maximum length of the greater of 9m or one-third the length of the balance of the site boundary behind the front setback, to up to two site boundaries.	
	C3.2 iii – In areas coded R30 and higher, walls not higher than 3.5m with an average of 3m for two-thirds the length of the balance of the lot boundary behind the front setback, to one side boundary only. C3.2 iii – in areas coded R30 and higher, walls not higher than 3.5m for two-thirds the length of the	Walls not higher than 3.5m (no average required). The length of boundary wall can be split between more than one boundary.

[2]

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



5.1 Context		
Clause	Deemed to Comply	Alternative Provision
	balance of the site boundary behind the front setback, to up to two site boundaries.	

Strategic Link:	Town Planning Scheme No.3
Category	Planning – Town Planning & Development
Lead Business Unit:	Development Assessment and Compliance
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	4516635

Title	Discretion to Modify Development Standards - Non Residential Development
Policy Number (Governance Purpose)	LPP 3.10



Policy Type

Local Planning Policy

Policy Purpose

The City of Cockburn Town Planning Scheme No. 3 (TPS 3) allows some discretion to modify development standards or requirements when assessing planning applications. The City must be satisfied that the approval is consistent with orderly and proper planning, the development will not adversely affect the locality, and that the spirit and purpose of the standard will not be departed from.

The purpose of this policy is to provide guidelines for the exercise of Council discretion regarding 'Variations to Site and Development Requirements' of TPS 3.

Policy Statement

- (1) Pursuant to TPS 3 if a development the subject of a planning application does not comply with a standard prescribed by the TPS 3, the City may have due regard to the following planning principles in approving the applications unconditionally or subject to conditions.
- (2) Planning Principles
 1. The aim, purpose and objective of the standard is adhered to.
 2. That the non-compliance will not have an adverse effect upon the occupiers or users of the development, the inhabitants of the locality or future development of the locality.
 3. The City will consult with any affected owners or occupiers in the locality where it considers that the variation could affect their amenity or function of the adjoining development pursuant to TPS 3.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development Assessment and Compliance
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	4514358

[1]

Title	Phoenix Business Park Design Guidelines
Policy Number (Governance Purpose)	LPP 4.1



Policy Type

Local Planning Policy

Policy Purpose

In order to facilitate improved built form, functionality and a high quality landscaped environment for the Phoenix Business Park on Lot 503 Phoenix Road, Bibra Lake, the following Design Guidelines have been produced.

The purpose of this policy is to establish Design Guidelines for the Phoenix Business Park in order to achieve high quality development. These guidelines represent additional requirements to the existing provisions under the City's Town Planning Scheme No. 3 (TPS 3).

The requirements apply to all development for Lot 503 Phoenix Road as per the concept plan contained within the attached Design Guidelines.

Policy Statement

The Design Guidelines are attached LPP 4.1-Design Guidelines

Title	Phoenix Business Park Design Guidelines
Policy Number (Governance Purpose)	LPP 4.1



DESIGN GUIDELINES

PHOENIX BUSINESS PARK

8 March 2018

[2]

Title	Phoenix Business Park Design Guidelines
Policy Number (Governance Purpose)	LPP 4.1



1.0 INTRODUCTION

The Phoenix Business Park is located on the corner of Phoenix and Sudlow Roads in Bibra Lake (herein referred to as the subject site). The land is adjacent to Landcorp's Cockburn Commercial Park to the east and south.

The Phoenix Business Park covers a total area of 38.14ha and is located on the southern corner of Phoenix and Sudlow Roads within a well-established industrial precinct.

The Phoenix Business Park includes the redevelopment of the site into a series of Mixed Business and Industrial allotments. A Concept Plan has been prepared and approved for the site, which provides the basic framework for the subdivision of the land and outlines specific requirements which have been applicable to the site's subdivision. The Phoenix Business Park incorporates lots of various sizes and will be suitable for various uses as permitted under the City of Cockburn's Town Planning Scheme No. 3 (TPS 3) within the Mixed Business and Industry zones.

1.1 Background

These Design Guidelines have been formulated to assist purchasers and the City of Cockburn with the development of each individual allotment to a high standard. Aspects such as visual amenity and ensuring best practice standards in the configuration of the built form, solar orientation, landscaping, access, etc will be achieved through the implementation of these guidelines.

All development of Lots contained within the Phoenix Business Park shall comply with the standards of TPS 3 and relevant Council Policies unless approved otherwise by Council and/or as specified under these Design Guidelines.

The main objectives for the Phoenix Business Park include the following:

- To achieve a high quality built standard which is both appealing and has a strong emphasis on attractive and functionally designed buildings with high quality landscaping
- To achieve a degree of consistency and capability in the built form and landscaping, whilst allowing for individuality and well-presented corporate or market image.
- To achieve energy efficient sustainable development outcomes.
- To ensure individual sites are well planned to assist in maintaining the future value of the Phoenix Business Park.

1.2 Approvals Process

- Under the requirements of the TPS 3, Planning Approval may be required for all development on each allotment.
- These Design Guidelines may be varied subject to assessment, and approval being granted by the City of Cockburn.

Title	Phoenix Business Park Design Guidelines
Policy Number (Governance Purpose)	LPP 4.1



2.0 LAND USE

Land use within the Phoenix Business Park is to be undertaken in accordance with TPS 3 and the approved Concept Plan for the site.

TPS 3 outlines the land uses which may be approved within the Mixed Business and Industry zones.

For Mixed Business zoned lots consideration must be given to attenuating a premises if it is proposed to involve a noise generating activity. If a noise generating activity is proposed, then the applicant is required to provide certification from a suitably qualified professional that the building is adequately attenuated

Consideration should be given to the provision of car parking for all “Warehouse” developments. Any future change of use to a more intensive use which results in a higher parking requirement is unlikely to be approved by the City.

The specific development requirements contained within the Design Guidelines are to apply regardless of the zoning of the land under TPS 3.

3.0 GENERAL DESIGN GUIDELINES

3.1 Site Layout

As a general rule, the layout of buildings on the lot as well as the correct/appropriate location and orientation of openings should be considered in order to take advantage of passive solar conditions as well as prevailing winds. Through the implementation of these simple design initiatives running costs of the buildings can be significantly reduced with little or no additional building cost. An example of building orientation is to maximize north and south exposure and natural cross-flow ventilation. In addition, careful consideration of landscaping may assist in providing shade throughout summer months and allow for the use of the winter sun.

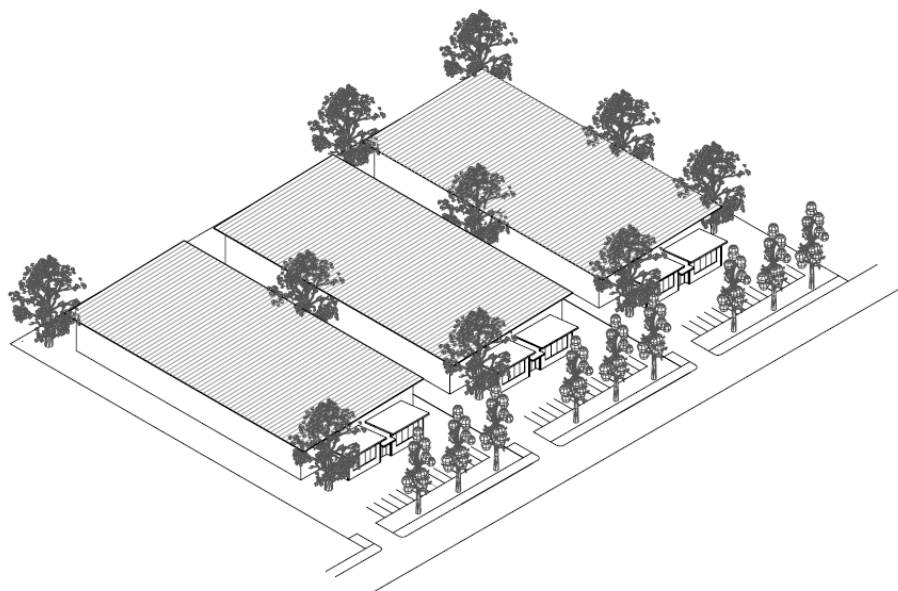
In addition to taking advantage of passive solar conditions, site planning should also take into account the following:

- Presentation of the building to the street
- Topography
- Development on adjacent lots including land uses
- Contributing to an overall attractive streetscape
- Access and traffic movement

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Policy Number (Governance Purpose)	LPP 4.1

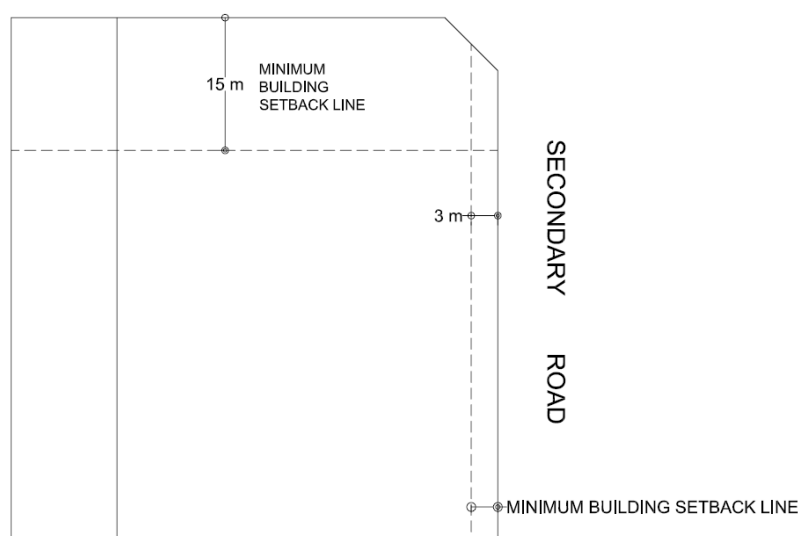


Figure 1 – Indicative Layout



3.2 Setbacks

- Buildings shall be setback to the front boundary a minimum of 15m.
- Where a corner lot is applicable, the front or primary setback shall be a minimum of 15m with a secondary street having a minimum setback of 3m.
- Side and rear setbacks shall be in accordance with the requirements of the Building Code of Australia

Figure 2 - Setbacks
PRIMARY ROAD

[5]

Title	Phoenix Business Park Design Guidelines
Policy Number (Governance Purpose)	LPP 4.1



3.3 Building Height

The maximum building height shall be in accordance with the requirements of TPS 3 (except for those lots abutting Phoenix Road).

3.4 Site Cover

Development shall be designed to achieve minimum site coverage of 20% of the total lot area.

3.5 Car Parking and Access

Car parking and internal roadway design shall comply with the requirements of TPS 3 unless varied by Council. In addition to these requirements, the following shall apply:

- Customer parking is encouraged within the front setback and/or in front of the main or dominant buildings on site.
- Employee or non-customer parking is encouraged to the side or rear of the main or dominant buildings on site.
- A limit of one (1) crossover for every 30m of lot frontage shall apply with a maximum of two (2) crossovers for corner lots.
- Minimum separation distances for crossovers will be as prescribed by TPS 3.
- Service haulage vehicles are to be separated where possible from visitor and staff parking areas.
- For large commercial vehicles provision is to be made to allow vehicles to manoeuvre on site and return to the road in forward gear.
- Pedestrian paths shall be clearly marked and separated from areas of frequent vehicular movement.
- Vehicle road surface is to be asphalt, brick paved or concrete to a colour/material which compliments and enhances the built form of the lot.
- On street car parking is not permitted unless provided for as part of subdivision.
- Shade trees are to be provided at the rate of one (1) tree per six (6) car parking bays.
- Car parking areas are to be well lit.
- All vehicle access is to be provided from internal subdivision roads as depicted on the approved Structure/Concept Plan.
- Crossovers are to be shared where lots/development is amalgamated.

3.6 Storage/Service Areas

- Service and storage areas are to be located behind the front building line and are to be screened from the street. In this regard landscaping or approved screen fencing shall be provided. Details of fencing are to be provided at the Development Application stage.

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3.7 Fencing

- Security fencing is permitted alongside and rear boundaries. Where security fencing is proposed along the front or secondary street side, this form of fencing is to be located on the property boundary line as a minimum, but in any event, with on-site landscaping located behind.
- The minimum standard of fencing shall be black PVC coated chain mesh with black support members and shall meet a height of 1.8 m. Additional security may be provided through the provision of a maximum “3-Barb” wire on top of the chain mesh fence or equivalent. All gates, posts and fittings shall be black galvanized steel.
- Other fencing shall be designed to complement building and landscaping designs.

3.8 Street Landscaping

Objective: *to ensure a high degree of uniformity in the appearance and maintenance of verge landscaping.*

The verge in front of a lot needs to be landscaped with the following as a minimum:

- One (1) tree for every 30 lineal metres of frontage (at least two (2) if greater than 30m);
- The tree types are to be native and either: *Eucalyptus marginata*, *rudis* or *gomphacephala*;
- The trees are to be a minimum of 2m in height (approx. 45 litre pot size at time of planting);
- The balance of the verge shall be grass;
- The grass and trees are to be irrigated for a minimum of two (2) years (to establishment);
- After two (2) years, the irrigation can be switched off or continued (from the lot/property supply);
- Irrigation conduits shall be installed across the front boundary of lots in Stage 1 to facilitate on-going irrigation of the verge from private lots/supplies;
- The verge landscaping in front of a lot is the sole responsibility of the property owner and/or tenant. THE CITY OF COCKBURN DOES NOT MAINTAIN VERGES OTHER THAN STREET TREE PRUNING AND REPLACEMENT.
- No parking is permitted on the verge in front of a lot.

3.9 Lot Landscaping

Landscaping shall be provided in accordance with the provisions of TPS 3. .

To assist with providing a consistent high quality street frontage, landscaping within a lot is to consist of the following:

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Title	Phoenix Business Park Design Guidelines
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- Shrub and tree planting within a 2m wide strip across the lot frontage (including corner lots) for the purpose of screening/softening the appearance of parking;
- 1m wide strip on each side boundary within the front setback area (i.e. the front 15m of a lot).
- Landscaping is to include the provision of trees (minimum 45 litres) at a rate of one per 20m² of landscaped area.
- In keeping with the requirements to assist with reducing water use and supporting biodiversity in the locality, it is essential to use locally endemic species in all landscape treatments.
- The use of exotic species is to be limited to specific outcomes related to managing the local environment. For example, a deciduous tree may be utilised to shade a north facing office front window, whilst providing for winter sun penetration during winter months.
- Careful consideration is to be given to consistency of the streetscape, tree form and growth habit.
- Where existing trees are retained, it is encouraged that they are incorporated into car parking areas or other landscaping areas within the allotment.
- Where existing trees have been retained they shall not be removed and all care is to be taken to protect these trees during the construction phase. In the event that existing trees die or are diseased they must be replaced with mature tree(s) of a similar type.
- Landscaping should be limited to and utilize native species where possible.

Note: A list of species is attached for your reference (Refer to Appendix 1). A suitably qualified landscaper can select species suitable to meet stipulations of the City of Cockburn. Use of any non-locally endemic species is only at the approval of the City of Cockburn.

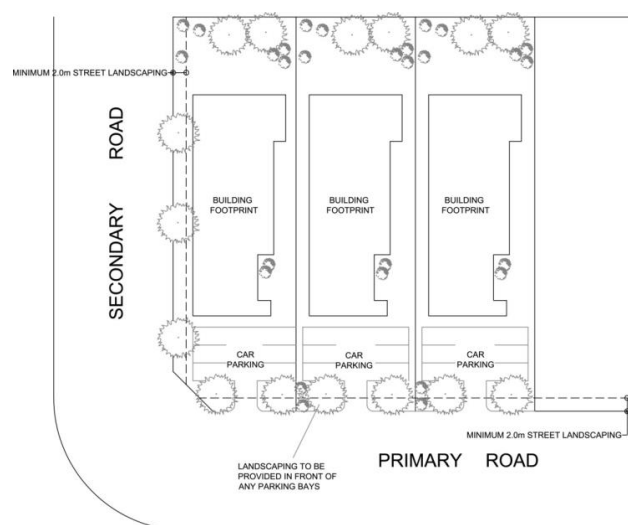


Figure 2 – Landscaping

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4.0 PHOENIX ROAD ALLOTMENTS

Objective: *to ensure a uniform, discrete frontage to the Public Open Space and Phoenix Road. A uniform edge (i.e. without openings) will also provide a higher degree of sound attenuation to residential development on the north side of Phoenix Road.*

The following guidelines are specific to the Lots abutting Phoenix Road. The General Design Guidelines apply in addition to the following criteria.

4.1 Site Layout

Lots which abut the Parks and Recreation Reserve adjacent to Phoenix Road are to have buildings constructed which are designed to address the internal subdivision road. The facades of buildings and any masonry walls located on the Phoenix Road boundary shall be designed to add interest and a high standard of development.

4.2 Setbacks

Buildings shall be setback to the front boundary (internal subdivision road) a minimum of 15m. Where a corner lot is applicable, the front or primary setback shall be a minimum of 15m with a secondary street having a minimum setback of 3m.

Side and rear setbacks shall be in accordance with the requirements of the Building Code of Australia.

A nil setback is permitted to the northern boundary (adjacent to the POS Reserve along Phoenix Road). Where a nil setback is not proposed to the northern boundary of Lots 1-8 inclusive (adjacent to the POS Reserve along Phoenix Road), a solid masonry wall is required to be constructed on the boundary, to a height of no less than 2.5m in a texture and colour complimentary to any walls or buildings on an adjoining lot.

Any walls or buildings on the northern boundary shall be painted with an anti-graffiti coating.

4.3 Building Height

Where a nil setback is proposed, the height of walls on the northern (Phoenix Road) boundary are to be no greater than 7.5m; plus the height of a building to be no greater than 7.5m for the 10 m adjacent to the northern boundary of each site (Lots 1-8 and 64).

4.4 Access

Lots are to be accessed via the internal subdivision road as depicted on the approved Phoenix Business Park Structure/Concept Plan.

Title	Phoenix Business Park Design Guidelines
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4.5 Built Form

Particular emphasis shall be placed on the appearance of the Phoenix Road boundary façade. Buildings shall be designed to address both the primary street and the secondary street frontage (in the case of corner blocks) with an emphasis placed on the impact of the building from the street at the point of entry into the site. The main entry into the site should be clearly visible or marked with signage.

A high standard of building design is required. The facades of buildings shall be designed to add interest to the development. The use of colour, built form and materials should be complimentary and consistent.

- Walls erected along the Phoenix Road POS are to be finished in the colour known as Colourbond® Wilderness® or equivalent to the satisfaction of the City and treated with an anti-graffiti coating.
- No signage is permitted along the northern boundary of lots abutting the Phoenix Road POS.

All signs shall be designed as an integral part of the building design and shall be built to a standard equal to and consistent with the building design.

4.6 Fencing

Uniform fencing (Visually Permeable) is to be constructed along the common boundary of the proposed Lot 660 (as depicted on the Concept Plan) with the

5.0 Sudlow Road Allotments

The following guidelines are specific to the Dual Frontage Lots abutting Sudlow Road. The General Design Guidelines shall apply in addition to the following criteria.

5.1 Site Layout

Lots which front Sudlow Road are to have buildings constructed which are designed to orientate towards and address Sudlow Road. Corner lots which abut Sudlow Road are encouraged to have buildings constructed which address Sudlow Road in addition to the internal subdivision road.

5.2 Setbacks

Buildings shall be setback to the primary boundary (internal subdivision road) a minimum of 15m with a secondary street boundary having a minimum setback of 3m.

For the dual frontage lots, a minimum setback of 3m shall be provided to Sudlow Road.

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Side and rear setbacks shall be in accordance with the requirements of the Building Code of Australia.

5.3 Access

No access is permitted to Sudlow Road. All access is to be from the internal subdivision road(s) as depicted on the approved Structure/Concept Plan.

5.4 Landscaping

A continuous 2m wide landscaping strip is to be provided along the Sudlow Road frontage in addition to the internal subdivision road(s) which shall, as a minimum, incorporate two trees.

5.5 Built Form

Buildings shall be designed to address both the primary street and the secondary street frontage with an emphasis placed on the impact of the building from the street at the point of entry into the site. The main entry into the site should be clearly visible or marked with signage.

Particular emphasis shall be placed on the appearance of the Sudlow Road façade. Buildings shall be designed to address the street with an emphasis placed on the impact of the building from the street. A high standard of building design shall be provided.

The following principles shall guide the development of an appropriate building design:

- A contribution to the streetscape.
- Unrelieved expanses of wall or roof should be avoided.
- The facades of buildings shall be designed to add interest to the development.
- The front elevation shall address the street and provide an inviting entrance.
- The use of colour, built form and materials should be complimentary and consistent. In particular the Sudlow Road façade should be consistent in appearance to the façade at the internal subdivision road.
- All signs shall be designed as an integral part of the building design.

6.0 Aspiration Circuit Allotments

The following guidelines are specific to the Lots abutting Aspiration Circuit to the east of the subject site. The General Design Guidelines shall apply in addition to the following criteria.

6.1 Site Layout

Buildings shall be designed to front either the internal subdivision road or Aspiration Circuit. Where a lot has its primary frontage (access) to the

Title	Phoenix Business Park Design Guidelines
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internal subdivision road, buildings are to be designed to also address Aspiration Circuit, and vice versa.

6.2 Setbacks

For dual frontage lots, buildings shall be setback a minimum of 15 m to each frontage. For Lot 16 a primary street setback of 15 m is required with a secondary street boundary having a minimum setback of 3m.

Side and rear setbacks shall be in accordance with the requirements of the Building Code of Australia.

6.3 Access

Access is permitted to either the internal subdivision road(s) as depicted on the approved Concept Plan or from Aspiration Circuit.

6.4 Landscaping

A continuous 2m wide landscaping strip is to be provided along the Aspiration Circuit frontage in addition to the internal subdivision road(s) which shall, as a minimum, incorporate two trees.

6.5 Built Form

Buildings shall be designed to address both street frontage(s) with an emphasis placed on the appearance of the building from the street at the point of entry into the site. The main entry into the site should be clearly visible or marked with signage if more than one street frontage is to be used for vehicular movement.

The following principles shall guide the development of an appropriate building design:

- A contribution to the streetscape.
- Unrelieved expanses of wall or roof to be avoided.
- The facades of buildings shall be designed to add interest to the development.
- East and West elevations at or in the vicinity of the designated setback shall address the street and provide an inviting entrance.
- The use of colour, built form and materials should be complimentary and consistent. In particular the Aspiration Court façade should be consistent in appearance to the façade at the internal subdivision road.
- All signs shall be designed as an integral part of the building design.

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7.0 BUILT FORM

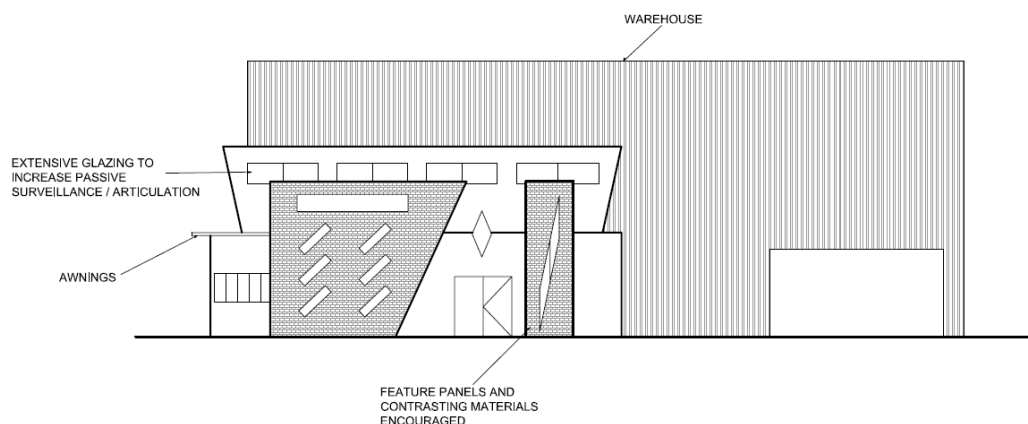
7.1 General

Buildings shall be designed to address the street with an emphasis placed on the impact of the building from the street at the point of entry into the site. The main entry into the site should be clearly visible.

The following principles are encouraged to be applied in the design of the development to achieve a high standard of development and building design.

- Front elevation to be designed to address the street and provide an inviting entrance. Awnings or similar are to be provided above the major entrance.
- Both elevations for corner lots shall address both street frontages.
- Buildings are not to have large unrelieved expanses of wall or roof where they address the street.
- The entrance points of buildings are encouraged to be focal points to the development and provide protection for pedestrians from the elements.

Figure 4 – Articulated Street Facade



7.2 Colours and Finishes

The facades of buildings shall be designed to add interest to the development. The broad principles applying to the finish of the buildings are as follows:

- Broad facades are to be broken down into separate sections to create variety and interest. This can be undertaken by girding, colour contrast and material variation or the use of bracing, roller doors, etc.
- Combination of one or two complimentary base colours with shade variations.

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- Simple building structures should be broken up with the use of elements such as louvres, bracing and the placement of roller doors, the use of grids such as jointing within precast tilt up panels or compressed sheet metal and brick banding rendered panels.
- Coordination of elements where the colour of architectural details and trims, for example, fascia, columns, window frames, louvres are integral to the building design.
- Application of a colour scheme to achieve uniformity.

7.3 Roofline and Pitch

- Gables, pitched roofs and saw tooth roofs shall be pitched between 15° and 30°.
- A parapet, creating a visual top to the building façade, is to be provided where flat, skillion or similar roofs are used.

7.4 Plant Equipment

All plant equipment shall be screened from public areas, in particular all plant equipment shall be screened from view from the street.

7.5 Other Structures

Where separate buildings on site are proposed (e.g. outbuildings), the design of each should take into consideration the whole of site planning so that all buildings present as an integrated development. Further expansion and staging should be considered to integrate future buildings. The use of colour, built form and materials should be complimentary and consistent.

7.6 Signage

Signage is to be in accordance with the provisions of TPS 3 including the following:

- Signage shall be integrated into the built form and shall not exceed a total area of 5% of the street front elevation.
- Only one free standing pylon or composite sign is permitted per lot. Where multiple occupancies are proposed the composite sign may have one panel per occupancy.
- Signage is not permitted on the roofs or parapets of a building.
- All signs shall be designed as an integral part of the building fabric and shall be built to a standard equal to and consistent with the building design.

Title	Phoenix Business Park Design Guidelines
Policy Number (Governance Purpose)	LPP 4.1



8.0 CRIME PREVENTION

Crime prevention techniques/design elements are encouraged to be incorporated in all developments. In this regard the following principles are encouraged.

- The main entry point and staff entry shall be well lit.
- Storage and loading areas shall be well lit.
- Access points to public parking areas shall be well defined.
- Building materials shall be anti-graffiti coated where possible, in particular for boundary walls which adjoin the Phoenix Road Public Open Space reserve.
- Car parking areas are to be well lit.

9.0 MANDATORY REQUIREMENTS

NOTE : This is not an exhaustive list of requirements. The Design Guidelines must be read in their entirety.

Building Setbacks

- Front boundary setback 15m minimum.
- Corner lots or dual frontage lots secondary street boundary setback 3m minimum.
- Side and rear boundary setbacks shall be in accordance with the requirements of the Building Codes of Australia.

Development Area

- A minimum of 20% of the total site area is achieved.

Car parking

- Must comply with the requirements of TPS 3 unless varied by Council.

Access

- All vehicle access is to be provided via internal subdivision roads as depicted on the approved Structure/Concept Plan.

Storage/service Areas

- All service and storage areas to be setback behind the front building line and appropriately screened.

Fencing

- Fencing is to be located at the front building setback line as a minimum, but in any event, with on-site landscaping located behind.
- The minimum standard of fencing shall be black PVC coated chain mesh with black support members and shall meet a height of 1.8m. Additional security may be provided through the provision of a maximum "3-Barb" wire on top of the chain mesh fence or equivalent. All gates, posts and fittings shall be black galvanized steel.

Title	Phoenix Business Park Design Guidelines
Policy Number (Governance Purpose)	LPP 4.1



- Other fencing shall be designed to complement building and landscaping designs.

Landscaping

- Shrub and tree planting within a 2m wide strip across the lot frontage (for the purpose of screening/softening the appearance of parking);
- 1m wide strip on each side boundary within the front setback area (i.e. the front 15m of a lot).
- Landscaping is to include the provision of trees (minimum 45 litres) at a rate of one per 20m² of landscaped area.
- Landscaping to be provided in front of car parking areas which abut the street.
- Those lots which have front and rear street frontage are to have the rear setback landscaped in accordance with the above.

Built form

- Buildings shall be designed to address the street with an emphasis placed on the impact of the building from the street at the point of entry into the site.
- The main entry into the site should be clearly visible or marked with signage.
- Awnings or similar are to be provided above the major entrance.
- Front elevations for corner lots shall address both street frontages. Buildings are encouraged to avoid large unrelieved expanses of wall or roof where seen from the street.
- For dual frontage lots the building shall be designed to address both frontages.

Colours/Finishes

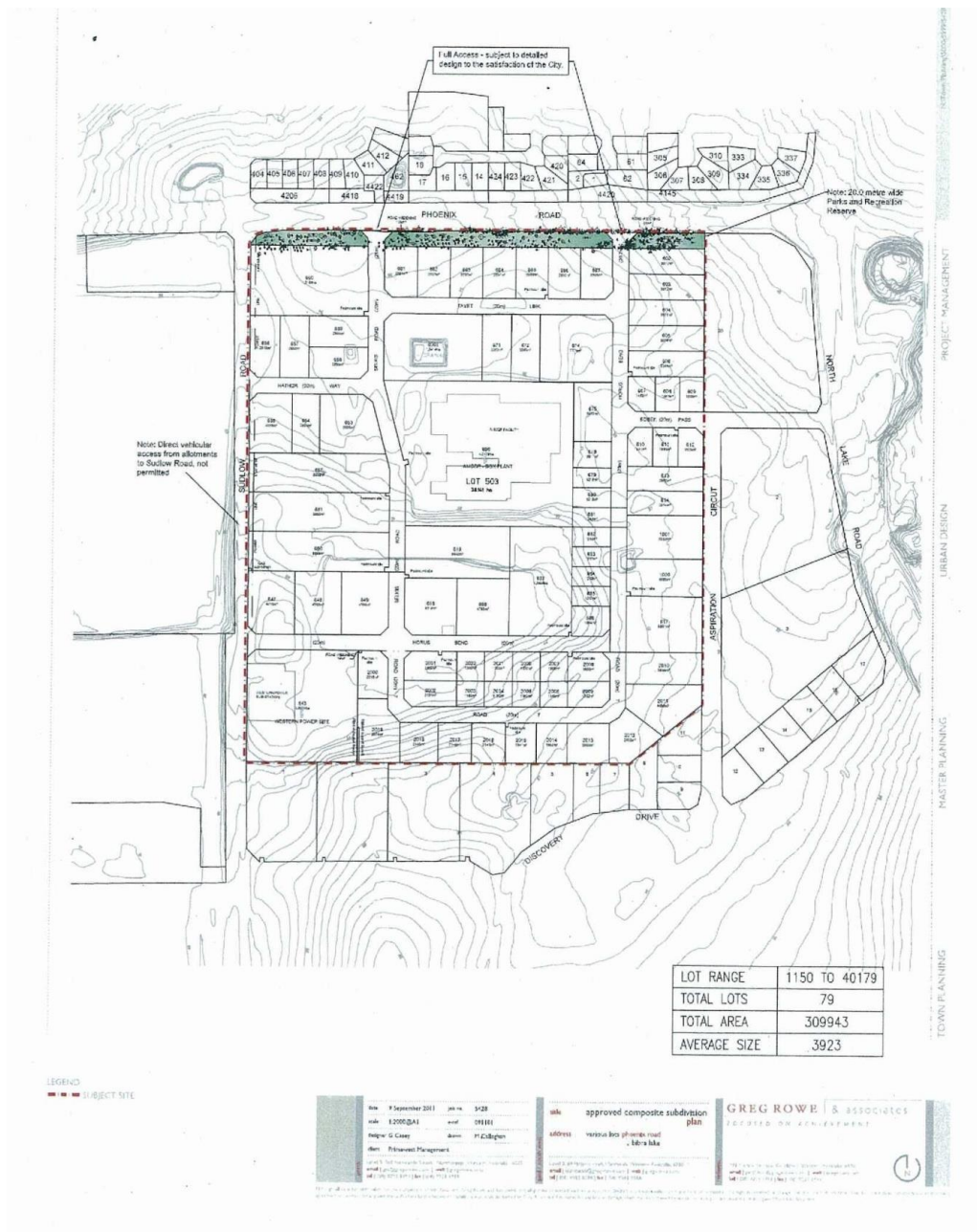
- Broad facades are to be broken down into separate sections to create variety and interest.

Roofline and Pitch

- Gables, pitched roofs and saw tooth roofs shall be pitched between 15° and 30°.
- A parapet, creating a visual top to the building façade, is to be provided where flat, skillion or similar roofs are used.

Signage

- Signage is to be in accordance with the provisions of TPS 3 including the following:
 - Signage is to be integrated into the built form and shall not exceed a total area of 5% of the street front elevation.
 - One free standing pylon or composite sign only per lot.
 - Signage is not permitted on the roofs or parapets of a building.
 - All signs shall be designed as an integral part of the street front elevation and shall be built to a standard equal to and consistent with the building design.



Title	Phoenix Business Park Design Guidelines
Policy Number (Governance Purpose)	LPP 4.1



APPENDIX 2

Plant species for Bibra Lake West

Botanical Name

Common Name

Ground covers and climbers

Anigozanthos manglesii	Kangaroo paw
Anigozanthos humilis	Cats paw
Burchardia umbellate	Milk maid
Kennedia prostrata	Running postman
Hardenbergia comptoniana	Native Wisteria
Conostylis aculeata	Spiny Cottonheads
Conostylis setigera	Bristly Cottonheads
Patersonia occidentalis	Purple flag
Pultenaea reticulata	* Hemiandra
pungens	Snake Bush
Dampiera linearis	Common Dampiera
Hakea prostrata	Harsh Hakea

Sedges

Lomandra caespitosa	Tuffed mat rush
Mesomelaena pseudostygia	*

Shrubs <1m

Hypocalymma robustum	Swan river myrtle
Bossiaea eriocarpa	Common brown pea
Philotheca spicata	Pepper and salt
Gompholobium tomentosum	Hairy yellow pea
Acacia wildenowiana	Grass wattle
Melaleuca seriata	*
Dianella revolute	
Banksia lindleyana	Couch Honeypot (formerly <i>Dryandra lindleyana</i>)
Hibbertia hypericoides	Yellow Buttercups
Hibbertia racemosa	Stalked Guinea Flower

Shrubs 1 to 3 m

Eremaea pauciflora	*
Acacia pulchella	Prickly moses
Xanthorrhoea preisii	Grass tree
Templetonia retusa	Cockie's tongues
Daviesia divaricata	Marno
Pimelea rosea	Rose banjine
Philotheca spicata	Pepper and Salt (prev. <i>Eriostemon</i>)
Scaevola canescens	Grey Scaevola

Title	Phoenix Business Park Design Guidelines
Policy Number (Governance Purpose)	LPP 4.1

**Trees/ Shrubs 3 to 5m**

Jacksonia furcellata	Grey stinkwood
Jacksonia sternbergiana	Green stinkwood
Acacia saligna	Golden wreath wattle/ Coojong
Acacia cochlearis	Rigid Wattle
Macrozamia riedlei	Zamia palm
Adenanthos cygnorum	Woollybush
Dodonaea hackettiana	Perth hop bush
Kunzea glabrescens	Spearwood
Viminaria juncea	Swishbush

Trees up to 15m

Allocasuarina fraseriana	Common sheoak
Banksia menziesii	Firewood banksia
Banksia attenuata	Candle banksia
Banksia grandis	Bull banksia

Trees 15m>

Eucalyptus marginata	Jarra
Eucalyptus calophylla	Marri
Eucalyptus rudis	Flooded Gum

* no common name

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development Assessment and Compliance
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	4517063

15.2.16 Policy Review - Compliments, Feedback & Complaints

Executive	A/Director Corporate and System Services
Author	Communications and Marketing Manager
Attachments	1. Compliments Feedback and Complaints Policy (Tracked Changes) ↓ 2. Compliments Feedback and Complaints Policy (Clean Copy) ↓

Officer Recommendation

The Committee recommends Council ADOPTS the revised Compliments, Feedback and Complaints Policy provided as Attachment 1.

Committee Recommendation

That Council:

- (1) ADOPTS the revised Compliments, Feedback and Complaints Policy provided as Attachment 1; and
- (2) INCLUDES a clause in policy that the decision regarding an unreasonable person is made by a designated senior employee.

Background

The purpose of this policy is to provide clarity on how the City will manage compliments, feedback and complaints.

Submission

N/A

Report

It is important that staff have a public facing document that is adopted by Council that outlines what the public can expect from the City in regard to handling of feedback, complaints or compliments.

The proposed changes to this policy mainly provide more clarity for the public, Elected Members and staff around the definition of an unreasonable complainant, based on the Ombudsman’s definition.

It is important that this Policy is clear about the City’s obligation to manage its resources on behalf of ratepayers and that the substance of a complaint will dictate the resources allocated.

While the Policy has always referred to an Unreasonable Complainant, and the definition is included in the internal Complaint Handling Procedure, it has become

important to define publicly what exactly an Unreasonable Complainant is. This provides clarity to the public, Elected Members and staff.

The Ombudsman Western Australia defines unreasonable complainant conduct as:

1. Rude, angry and harassing
2. Aggressive conduct
3. Habitual or obsessive - this includes:
 - Cannot 'let go' of their complaint.
 - Cannot be satisfied despite the best efforts of the agency.
 - Complains about frivolous matters on a consistent basis.
 - Make unreasonable demands on the agency where resources are substantially and unreasonably diverted away from its other functions or unfairly allocated (compared to other customers).

To ensure fairness, the Policy has been updated to include, "Each occasion will be judged on its merits to ensure that legitimate difficult dealings are not misinterpreted as unreasonable behaviour".

Again, to provide absolute clarity to the public, staff and Elected Members, this draft Policy now includes: "If a matter is consider closed by the City, unless there is a substantial change in facts or circumstances, or new information comes to light, no further correspondence on the matter will be responded to."

This is to address circumstances that include the City receiving a prolific number of communications about topics which have already been responded to.

This Policy may need further review if proposed Local Government Reform amendments to the *Local Government Act 1995* currently before the Western Australian Parliament are enacted.

These include amendments dealing with unreasonable complaints. This reform proposes to enable a local government CEO to declare a complaint unreasonable.

The CEO can do so if the complainant has been unreasonably persistent with a complaint that has already been handled.

A person can be restricted from communicating with the local government about their complaint or the related subject matter.

This process for unreasonable complaints does prevent a person from exercising other rights or entitlements under the law such as lodging applications, participating in elections or inspecting documents. It is also proposed that the person may apply to the Inspector if they wish for the CEO's decision to be reviewed.

At this stage the date on which these changes will come into effect is not known, however the Policy will be reviewed and presented to Council for any required amendments.

Strategic Plans/Policy Implications

Listening and Leading

A community focused, sustainable, accountable, and progressive organisation.

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

Budget/Financial Implications

N/A

Legal Implications

Local Government Amendment Bill 2024 is currently before the Western Australian Parliament for the purpose of making amendments to the Local Government Act 1995 and other Acts relating to local government.

Clause 74 of this bill proposes adding Division 11 to Part 5 of the Local Government Act 1995, addressing unreasonable complaints made to local governments and how persons who make unreasonable complaints are to be dealt with.

Should the proposed amendments be legislated, a review of this policy will be undertaken to ensure it remains compliant with legislative requirements.

Community Consultation

N/A

Risk Management Implications

Adopting these changes will reduce the risk of staff, Elected Members and the public not having clarity around how the City manages compliments, feedback and complaints, which in turn can negatively impact reputation negatively and run the risk of a less efficient process while definitions and actions are challenged or needing to be clarified.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Title	Compliments, Feedback & Complaints
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Policy Type

Council

Policy Purpose

The purpose of this policy is ~~to provide a framework~~ to guide the City of Cockburn in its management ~~and handling~~ of compliments, feedback and complaints.

~~The City of Cockburn is committed to managing compliments, feedback and complaints in a consistent and unbiased manner that complies with the Australian Standard Guidelines, and the Ombudsman Western Australia Guidelines and the City's Customer Service Charter, thereby ensuring an open and responsive complaints handling process.~~

Policy Statement

- (1) The City of Cockburn will manage any feedback in accordance with its Customer Service Charter ~~as adopted by the Chief Executive Officer and Complaints Handling Procedure.~~
- (2) Feedback including complaints should be directed to the City's Administration ~~via the Customer Request System.~~
- (3) Feedback ~~received via market research or from unsolicited sources, either positive or negative,~~ will be ~~provided to the~~ used by the relevant service unit to ~~use as an opportunity to~~ review and improve its services and to celebrate and share positive feedback.
- (4) The City will provide a complaint system that is:
 1. ~~user friendly~~ easy to use, fair and unbiased;
 2. ~~easily~~ accessible to people with disability and people from cultural and linguistically diverse backgrounds;
 3. able to provide a platform that enables the public to:
 - i. be heard and understood
 - ii. be respected
 - iii. ~~expect an~~ receive an explanation, apology or action ~~to be taken as soon as possible~~ where appropriate.
- (5) The City will ~~inform the complainant on the outcome of a complaint on conclusion of its investigations. If the investigation is prolonged, the City will ensure that the customer is kept up-to-date on any progress or delay. ensure that the customer is kept aware of the progress of a complaint throughout the process;~~

[1]

Title	Compliments, Feedback & Complaints
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- (6) The City will have a procedure for reviewing complaints if a customer is not satisfied with the way the City handled their initial complaint. If complainants have exhausted the review process at the City, they may request an external review through the Department of Local Government and/or the State Ombudsman.
- (7) The City recognises ~~that the reasonable right to freedom of expression includes~~ the right of complainants to express dissatisfaction with the City or its decisions/conduct/services/products or policies. However, should complainants become rude or abusive, communication with the City may be formally terminated. Should there be threatening or abusive behaviour that poses an Occupational Health and Safety risk ~~to our employees or volunteers~~, the matter will be referred to the Police where appropriate.
- (8) The City has an obligation to responsibly manage its resources on behalf of its ratepayers. The substance of a complaint will dictate the resources allocated by the City, ~~in its management~~. ~~People~~ A person may be deemed an unreasonable complainant ~~and~~ a restriction of service may be applied to them should circumstances be considered warranted. The Ombudsman Western Australia defines unreasonable complainant conduct as:
- (i) Rude, angry and harassing
 - (ii) Aggressive conduct
 - (iii) Habitual or obsessive. This includes:
 - o Cannot 'let go' of their complaint
 - o Cannot be satisfied despite the best efforts of the agency
 - o Complains about frivolous matters on a consistent basis
 - o Make unreasonable demands on the agency where resources are substantially and unreasonably diverted away from its other functions or unfairly allocated (compared to other customers)
- Each occasion will be judged on its merits to ensure that legitimate difficult dealings are not misinterpreted as unreasonable behaviour.
- (9) If a matter is consider closed by the City, unless there is a substantial change in facts or circumstances, or new information comes to light, no further correspondence on the matter will be responded to.
- (9) Complaints about Elected Members:
- Complaints regarding Elected Members are also covered by an Elected Members' Code of Conduct available on the City's website and the Local Government (Model Code of Conduct) Regulations 2021. The complaint must be made on the relevant Form, available from the City's website or ~~Governance Business Unit at~~ by contacting the City.

[2]

Title	Compliments, Feedback & Complaints
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(10) Complaints about employees:

Complaints about employees must initially be directed to the Chief Executive Officer ~~(CEO)~~ for attention.

This Policy is supported by an internal Complaint Handling Procedure.

Strategic Link:	Communications Strategy and Action Plan <u>Listening and Leading</u>
Category	Governance <u>High quality and effective community engagement and customer service experiences</u>
Lead Business Unit:	Governance <u>Communications and Marketing</u>
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)	8029039

Title	Compliments, Feedback & Complaints
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Policy Type

Council

Policy Purpose

The purpose of this policy is to guide the City of Cockburn in its management of compliments, feedback and complaints in a consistent and unbiased manner that complies with the Australian Standard Guidelines, the Ombudsman Western Australia Guidelines and the City's Customer Service Charter.

Policy Statement

- (1) The City of Cockburn will manage any feedback in accordance with its Customer Service Charter and Complaints Handling Procedure.
- (2) Feedback including complaints should be directed to the City's Administration.
- (3) Feedback will be used by the relevant service unit to review and improve its services and to celebrate and share positive feedback.
- (4) The City will provide a complaint system that is:
 1. easy to use, fair and unbiased;
 2. accessible to people with disability and people from cultural and linguistically diverse backgrounds;
 3. able to provide a platform that enables the public to:
 - i. be heard and understood
 - ii. be respected
 - iii. receive an explanation, apology or action where appropriate.
- (5) The City will inform the complainant on the outcome of a complaint on conclusion of its investigations. If the investigation is prolonged, the City will ensure that the customer is kept up-to-date on any progress or delay.
- (6) The City will have a procedure for reviewing complaints if a customer is not satisfied with the way the City handled their initial complaint. If complainants have exhausted the review process at the City, they may request an external review through the Department of Local Government and/or the State Ombudsman.
- (7) The City recognises the right of complainants to express dissatisfaction with the City or its decisions/conduct/services/products or policies. However, should complainants become rude or abusive, communication with the City may be formally terminated. Should there be threatening or abusive behaviour that poses an Occupational Health and Safety risk to our employees or volunteers, the matter will be referred to the Police where appropriate.
- (8) The City has an obligation to responsibly manage its resources on behalf of its ratepayers. The substance of a complaint will dictate the resources allocated by the City.

[1]

Title	Compliments, Feedback & Complaints
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A person may be deemed an unreasonable complainant and a restriction of service may be applied to them should circumstances be considered warranted. The Ombudsman Western Australia defines unreasonable complainant conduct as:

1. Rude, angry and harassing
2. Aggressive conduct
3. Habitual or obsessive. This includes:
 1. Cannot 'let go' of their complaint
 2. Cannot be satisfied despite the best efforts of the agency
 3. Complains about frivolous matters on a consistent basis
 4. Make unreasonable demands on the agency where resources are substantially and unreasonably diverted away from its other functions or unfairly allocated (compared to other customers).

Each occasion will be judged on its merits to ensure that legitimate difficult dealings are not misinterpreted as unreasonable behaviour.

If a matter is considered closed by the City, unless there is a substantial change in facts or circumstances, or new information comes to light, no further correspondence on the matter will be responded to.

(9) Complaints about Elected Members:

Complaints regarding Elected Members are also covered by an Elected Members' Code of Conduct available on the City's website and the Local Government (Model Code of Conduct) Regulations 2021. The complaint must be made on the relevant Form, available from the City's website or by contacting the City.

(10) Complaints about employees:

Complaints about employees must initially be directed to the Chief Executive Officer.

This Policy is supported by an internal Complaint Handling Procedure.

Strategic Link:	Listening and Leading
Category	High quality and effective community engagement and customer service experiences
Lead Business Unit:	Communications and Marketing
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)	8029039

15.2.17 Policy Review - Promotional & Advertising Sign Within Road Reserve

Executive	A/Director Infrastructure Services
Author	Senior Property Services Officer
Attachments	<ol style="list-style-type: none">1. Promotional Advertising Sign Within Road Reserve (Tracked Changes) ↓2. Promotional Advertising Sign Within Road Reserve (Clean Copy) ↓

Officer Recommendation/Committee Recommendation

That Council ADOPTS the revised 'Promotional and Advertising Sign Within Road Reserve Policy', provided as Attachment 1.

Background

The Promotional and Advertising Sign Within Road Reserve Policy was originally developed in 2021 and has remained unchanged.

The Policy is now due for review.

Submission

N/A

Report

The City's Advertising Sign Within Road Reserve Policy was adopted at the Ordinary Council Meeting held on 9 September 2021.

The Policy provides guidelines for the provision of directional, community and sponsor advertising within road reserve under the control of the City.

Changes to the Policy have been recommended to add relevant information relating to technological advances and an industry uniform approach to the display of signs within road reserve.

These changes will allow the City to access illuminated static electronic displays for community purposes and have 'break in' rights at times of emergency 24/7, bushfire, flood, police incident etc.

These proposed changes are in alignment with Main Roads WA 'Policy and Application Guidelines for Advertising Signs Within and Beyond State Road Reserves', introduced and dated 8 September 2023.

Strategic Plans/Policy ImplicationsLocal 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'.

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

N/A

Legal Implications

N/A

Community Consultation

Community consultation will not be necessary given the proposed changes relate to existing assets.

Risk Management Implications

There is no risk if Council resolves to support the recommendation as precedence exists with established directional, community and sponsor advertising which align with the current Policy.

The proposed Policy changes are in alignment with the Main Roads WA Policy and Application Guidelines for Advertising Signs Within and Beyond State Road Reserves dated 8 September 2023 which has been used to guide the proposed recommendation to Council.

There is no risk if Council resolves to support the recommendation as all applications for directional, community and sponsor advertising must be approved by the City inclusive of signage incorporating technological change.

If Council defers or does not support the recommendation, the potential benefits to the City of increased income and community exposure, would not be realised.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Title	Promotional & Advertising Sign Within Road Reserve
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Policy Type

Council

Policy Purpose

This policy details the key considerations for the installation of any promotional, **directional** and **sponsor** advertising signs (units) in road reserves within the City ensuring that signs do not cause any loss of amenity or adversely affect the natural or built environment, including the efficiency, safe use and appearance of any road.

The Policy considers all types of advertising such as promotional banners, illuminated free standing signs, directional signs and advertising on litter bins and bus stop seats. This policy must be read in conjunction with the City's Promotional Street Banner Guidelines, Illuminated Sign Guideline, Directional Sign Guideline and Advertising on Litter Bins and Bus Stop Seats Guideline.

This policy aligns with the City's Strategic Community Plan.

Definitions

1. **"Static Illuminated Device"** will mean structures erected by a proponent on road reserves under the control of the City. Static illuminated signs can incorporate community messaging, directional signage, street names and sponsor commercial advertising.
2. **"Static Electronic Display"** will mean free standing signs containing 8 static frames of instantaneous messaging change. Content of 8 frames of static electronic display signs contain no movement.
3. **"Sponsor"** will mean any entity for whom, whether for valuable consideration or otherwise, and subject to the provisions of this policy, may display static advertising or promotional materials on illuminated electronic signs.
4. **"Units"** will mean Static Illuminated Devices, Static Electronic Displays, stand-alone signs, illuminated street name signs, street furniture, bus stop seats or litter bins installed within a road reserve.

Policy Statement

Application for the display of signs and advertising within a road reserve shall take into account **the following considerations: display, location, content and road user amenity.**

(1) Display

The display of **directional**, promotional and advertising signs (units) shall:

[1]

Title	Promotional & Advertising Sign Within Road Reserve
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1. Be restricted to Static Illuminated Devices, Static Electronic Displays, stand-alone signs, illuminated street name signs, street furniture bus stop seats or litter bins installed in a road reserve.

~~1-2.~~ Sponsor advertising within road reserve is permitted within road reserve subject to adherence to this policy, associated guidelines and approval by the City.

~~2-3.~~ All signs and associated fittings are to be constructed in accordance with current Australian Standards.

~~3-4.~~ Each unit is to have a frangible level above the base plate and the structural adequacy of the frangible support is to be certified by a suitably qualified practicing structural engineer.

~~4-5.~~ Each unit must be manufactured from damage resistant materials and to be non-flammable.

~~5-6.~~ Signs including the street names and civic messages shall comply with AS1742.5-1986 for street and community signs.

~~6-7.~~ The display size and content of each unit has to be in accordance with the relevant guideline and must be approved by the City.

(2) Location

- Promotional signs are restricted to local roads in new and renewal development areas of the district and would not normally be supported in an established residential area.
- Sponsor a Advertising signs are restricted to commercial locations within and industrial areas of the district and would not normally be supported in a residential area unless adjoining a bus stop.
- Each unit must be located a minimum of one (1) meter behind the face of the kerb. In areas where the edge of the carriageway is not kerbed, no portion of the unit shall be closer than three (3) metres to the edge of the carriageway.
- Units are not permitted within or in the vicinity of intersections where traffic speed and movements are such that the driver needs to concentrate fully on the task of driving.
- Each unit must be limited as follows:
 - "T- Junction" - no more than one (1) unit,
 - "Cross intersection" - no more than two (2) units.
 - Units are not to be located in or on roundabouts or traffic islands.

[2]

Title	Promotional & Advertising Sign Within Road Reserve
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6. Units are nNot et-to be located in positions which detract from the aesthetics, amenity or streetscape of the locality in which it is situated.
7. Units proposed to be located within the boundaries of highways and main roads (under the control of MRWA) shall be subject to assessment in accordance with the Main Roads (Control of Advertising) Regulations 1996, Guide to the Management of Roadside Advertising as amended from time to time.

7.

(3) Content

1. The content on the promotional and advertising units must be approved by the City and will be restricted to marketing of the location and place of the development or events promoted by the City of Cockburn.
2. General/generic sponsor advertising messages for products or services not provided within reasonable proximity to the unit will not be supported.
3. The City will not support messages that it considers to be advertising products or services that could cause offence or are illegal or immoral.
4. Colours and shapes arranged that may be mistaken for traffic control signals, traffic signs or instruction signs will not be permitted.
5. Symbols, graphics or text that entices drivers to immediately turn or change lanes or could be mistaken for an instruction to drivers will not be permitted.

(4) User Amenity

Amenity will be assessed at a proposed site to ensure the advertising sign does not create an aesthetically objectionable road environment, or adversely impact residents or the wider community. Digital signs should be designed and located to preserve or improve visual amenity within the road reserve and adjoining areas visible from the road or roadside vantage points.

Digital signs must not obstruct a road users' view (including pedestrians, cyclists and eRideable users) of adjacent road carriageways, cycleways, and footpaths.

(54) Ownership and Maintenance

The proponent shall retain ownership of the unit and shall implement a maintenance programme as indicated below as a minimum:

1. Illuminated signs shall be subject to approval by Western Power or other appropriate authority for all electrical systems to ensure the electrical connections are designed to be safe in all situations.

2. The proponent shall meet the full cost of any electrical connection and electricity supply.

Title	Promotional & Advertising Sign Within Road Reserve
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~~1.~~ 3. The sign shall be maintained by the owner in a clean and safe condition at all times at no cost to the City of Cockburn.

4. ~~In the case of emergency~~, should it be necessary for the City of Cockburn to remove, repair or otherwise modify the sign for any reason, the whole cost of such work shall be borne by the owner ~~proponent~~.

5. Removal of graffiti and rectification of any damage, on any part of the sign structure, shall be arranged promptly by the sign owner.

~~2.~~

~~3.1. The proponent shall meet the full cost of any electrical connection and electricity supply.~~

(65) Relocation or Removal

1. The City of Cockburn shall advise the owner ~~proponent~~ in advance of any road or other works that may require the removal or relocation of the unit and the owner ~~proponent~~ shall remove or relocate the unit at the owners ~~proponent's~~ cost.

2. The removal of a unit by the City will only be exercised in any or all of the following circumstances:

- Where the unit have not been maintained to the satisfaction of the City.
- Where the unit is damaged or the legend has become illegible.
- Where road works and/or the installation of public utility services necessitates the removal of the unit.
- Where there is a substantial change in the nature of traffic or the alignment of the road in the vicinity of the unit.
- Where the road is reclassified to accommodate a higher speed.
- Where the message conveyed on the unit, in the opinion of the City is no longer current, appropriate or acceptable.
- Where the proponent has not complied with the terms of the approval for the unit issued by the City.

(6) Administration

1. Administration Fee

(a) The proponent shall pay the City an annual rental or licence fee for any unit located within ~~in~~ the road reserve, under control and management of the City.

(b) The licence fee will be set in accordance with the comparative market rate by assessing what other local governments in the area are charging, and will be stated in the Fees and Charges each year. The licence fee will be subject to CPI increase annually. The licence fee will be subject to a Market Rent Valuation at the commencement of each further term, if applicable.

Title	Promotional & Advertising Sign Within Road Reserve
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2. Application and Duration of Approval

Applications process and duration of approval for each unit must be read in conjunction with the relevant City's Guidelines.

- (a) Promotional banner - Promotional Street Banner Guidelines;
- (b) Illuminated sign - Illuminated Sign Guideline;
- (c) Directional sign - Directional Sign Guideline;
- (d) Advertising on litter bins and bus stop seats - Advertising on Litter Bins and Bus Stop Seats Guideline.

~~(d)~~

3. Legal Costs

- (a) The proponent shall pay all costs incurred by both parties of and incidental to the preparation, execution and stamping of any agreement that may be prepared between the proponent and the City of Cockburn.

4. Indemnity

- (a) The proponent shall indemnify the City of Cockburn against any claim or action and shall procure and maintain a Public Liability Insurance Policy to ~~twenty five (25) ten (10)~~ million dollars in the names of the ~~ownerproponent withand~~ the City of Cockburn ~~noted as interested party.~~

Strategic Link:	Integrated Transport Strategy
Category	Transport, Traffic & Parking
Lead Business Unit:	Transport & Traffic Property & Assets
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	9 September 2021
Next Review Due: (Governance Purpose Only)	September 2023
ECM Doc Set ID: (Governance Purpose Only)	4131888

Title	Promotional & Advertising Sign Within Road Reserve
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Policy Type

Council

Policy Purpose

This policy details the key considerations for the installation of any promotional, directional and sponsor advertising signs (units) in road reserves within the City of Cockburn (City) ensuring that signs do not cause any loss of amenity or adversely affect the natural or built environment, including the efficiency, safe use and appearance of any road.

The Policy considers all types of advertising such as promotional banners, illuminated free standing signs, directional signs and advertising on litter bins and bus stop seats. This policy must be read in conjunction with the City's Promotional Street Banner Guidelines, Illuminated Sign Guideline, Directional Sign Guideline and Advertising on Litter Bins and Bus Stop Seats Guideline.

This policy aligns with the City's Strategic Community Plan.

Definitions

1. **"Static Illuminated Device"** will mean structures erected by a proponent on road reserves under the control of the City. Static illuminated signs can incorporate community messaging, directional signage, street names and sponsor commercial advertising.
2. **"Static Electronic Display"** will mean free standing signs containing 8 static frames of instantaneous messaging change. Content of 8 frames of static electronic display signs contain no movement.
3. **"Sponsor"** will mean any entity for whom, whether for valuable consideration or otherwise, and subject to the provisions of this policy, may display static advertising or promotional materials on illuminated electronic signs.
4. **"Units"** will mean Static Illuminated Devices, Static Electronic Displays, stand-alone signs, illuminated street name signs, street furniture, bus stop seats or litter bins installed within a road reserve.

Policy Statement

Applications for the display of signs and advertising within a road reserve shall take into account the following considerations:

(1) Display

The display of directional, promotional and advertising signs (units) shall:

[1]

Title	Promotional & Advertising Sign Within Road Reserve
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1. Be restricted to Static Illuminated Devices, Static Electronic Displays, stand-alone signs, illuminated street name signs, street furniture, bus stop seats or litter bins installed in a road reserve.
2. Sponsor advertising within road reserve is permitted within road reserve subject to adherence to this policy, associated guidelines and approval by the City.
3. All signs and associated fittings are to be constructed in accordance with current Australian Standards.
4. Each unit is to have a frangible level above the base plate and the structural adequacy of the frangible support is to be certified by a suitably qualified practicing structural engineer.
5. Each unit must be of a rigid structure, no clockwise or anti-clockwise circular horizontal rotation will be permitted.
6. Each unit must be manufactured from damage resistant materials and to be non-flammable.
7. Signs including the street names and civic messages shall comply with AS1742-5-1986 for street and community signs.
8. The display size and content of each unit has to be in accordance with the relevant guideline and must be approved by the City.

(2) Location

1. Promotional signs are restricted to local roads in new and renewal development areas of the district and would not normally be supported in an established residential area.
2. Sponsor advertising signs are restricted to commercial locations within industrial areas of the district and would not normally be supported in a residential area unless adjoining a bus stop.
3. Each unit must be located a minimum of one (1) meter behind the face of the kerb. In areas where the edge of the carriageway is not kerbed, no portion of the unit shall be closer than three (3) metres to the edge of the carriageway.
4. Units are not permitted within or in the vicinity of intersections where traffic speed and movements are such that the driver needs to concentrate fully on the task of driving.
5. Each unit must be limited as follows:
 - (a) "T- Junction" - no more than one (1) unit,
 - (b) "Cross intersection" - no more than two (2) units.
 - (c) Units are not to be located in or on roundabouts or traffic islands.
6. Units are not to be located in positions which detract from the aesthetics, amenity or streetscape of the locality in which it is situated.
7. Units proposed to be located within the boundaries of highways and main roads (under the control of MRWA) shall be subject to assessment in accordance with the 'Main Roads (Control of Advertising) Regulations 1996, Guide to the Management of Roadside Advertising' as amended from time to time. Assessment

[2]

Title	Promotional & Advertising Sign Within Road Reserve
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is also conducted in alignment with Main Roads WA 'Policy and Application Guidelines for Advertising Signs Within and Beyond State Road Reserves,' dated 8 September 2023.

(3) Content

1. The content on the promotional and advertising units must be approved by the City and will be restricted to marketing of the location and place of the development or events promoted by the City.
2. Sponsor advertising messages for products or services not provided within direct proximity to the sponsors location of advertising purpose, as determined by the City, will not be supported.
3. The City will not support messages that it considers to be advertising products or services that could cause offence or are illegal or immoral.
4. Colours and shapes arranged that may be mistaken for traffic control signals, traffic signs or instruction signs will not be permitted.
5. Symbols, graphics or text that entices drivers to immediately turn or change lanes or could be mistaken for an instruction to drivers will not be permitted.

(4) User Amenity

Amenity will be assessed at a proposed site to ensure the advertising sign does not create an aesthetically objectionable road environment, or adversely impact residents or the wider community. Digital signs should be designed and located to preserve or improve visual amenity within the road reserve and adjoining areas visible from the road or roadside vantage points.

Digital signs must not obstruct a road users' view (including pedestrians, cyclists and eRideable users) of adjacent road carriageways, cycleways and footpaths.

(5) Ownership and Maintenance

The proponent shall retain ownership of the unit and shall implement a maintenance programme as indicated below as a minimum:

1. Illuminated signs shall be subject to approval by Western Power or other appropriate authority for all electrical systems to ensure the electrical connections are designed to be safe in all situations.
2. The proponent shall meet the full cost of any electrical connection and electricity supply.
3. The sign shall be maintained by the owner in a clean and safe condition at all times at no cost to the City.
4. In the case of emergency, should it be necessary for the City to remove, repair or otherwise modify the sign for any reason, the whole cost of such work shall be borne by the owner.

[3]

Title	Promotional & Advertising Sign Within Road Reserve
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5. Removal of graffiti and rectification of any damage, on any part of the sign structure, shall be arranged promptly by the sign owner.

(6) Relocation or Removal

1. The City shall advise the owner in advance of any road or other works that may require the removal or relocation of the unit and the owner shall remove or relocate the unit at the owner's cost.
2. The removal of a unit by the City will only be exercised in any or all of the following circumstances:
 - (a) Where the unit have not been maintained to the satisfaction of the City.
 - (b) Where the unit is damaged or the legend has become illegible.
 - (c) Where road works and/or the installation of public utility services necessitates the removal of the unit.
 - (d) Where there is a substantial change in the nature of traffic or the alignment of the road in the vicinity of the unit.
 - (e) Where the road is reclassified to accommodate a higher speed.
 - (f) Where the message conveyed on the unit, in the opinion of the City is no longer current, appropriate or acceptable.
 - (g) Where the proponent has not complied with the terms of the approval for the unit issued by the City.

(7) Administration

1. Administration Fee

- (a) The proponent shall pay the City an annual rental or licence fee for any unit located within a road reserve, under control and management of the City.
- (b) The licence fee will be set in accordance with the comparative market rate by assessing what other local governments in the area are charging and will be stated in the Fees and Charges each year. The licence fee will be subject to CPI increase annually. The licence fee will be subject to a Market Rent Valuation at the commencement of each further term, if applicable.

2. Application and Duration of Approval

Applications process and duration of approval for each unit must be read in conjunction with the relevant City's Guidelines.

- (a) Promotional banner - Promotional Street Banner Guidelines;
- (b) Illuminated sign - Illuminated Sign Guideline;
- (c) Directional sign - Directional Sign Guideline;
- (d) Advertising on litter bins and bus stop seats - Advertising on Litter Bins and Bus Stop Seats Guideline.

3. Legal Costs

[4]

Title	Promotional & Advertising Sign Within Road Reserve
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- (a) The proponent shall pay all costs incurred by both parties of and incidental to the preparation, execution and stamping of any agreement that may be prepared between the proponent and the City of Cockburn.

4. Indemnity

- (a) The proponent shall indemnify the City of Cockburn against any claim or action and shall procure and maintain a Public Liability Insurance Policy to twenty five (25) million dollars in the names of the owner with the City of Cockburn noted as interested party.

Strategic Link:	Integrated Transport Strategy
Category	Transport, Traffic & Parking
Lead Business Unit:	Property & Assets
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	9 September 2021
Next Review Due: (Governance Purpose Only)	September 2023
ECM Doc Set ID: (Governance Purpose Only)	4131888

15.2.18 Policy Review - Community Funding for Community Organisations and Individuals (Grants, Donations and Sponsorships)

Executive	A/Director Community and Place
Author	Community Grants Coordinator
Attachments	1. Community Funding for Community Organisations and Individuals (Grants, Donations and Sponsorships) Policy Amendments ↓

Officer Recommendation/Committee Recommendation

That Council:

- (1) ADOPTS the revised ‘Community Funding for Community Organisations and Individuals (Grants, Donations and Sponsorships) Policy’ as provided as Attachment 1; and
- (2) REVOKES Delegation 11.1.4 Funding for Community Organisations and Individuals (Grants, Donations and Sponsorships).

Background

The purpose of the Community Funding for Community Organisations and Individuals (Grants, Donations and Sponsorships) Policy is to provide a framework for the provision of community funding to local groups, organisations and individuals.

Submission

N/A

Report

The Community Funding for Community Organisations & Individuals (Grants, Donations and Sponsorships) Policy has been reviewed and the following minor amendments are recommended for consideration:

- 1. Approvals for Community Funding Categories A, B, C, D, F (Individual Sponsorship).

Currently the approval for these categories is described as by Delegated Authority. However, this term is used to refer to the delegation of statutory functions, where legislation provides a power of delegation.

The use of the term delegated authority for Policy functions may create confusion.

It also unnecessarily separates the decision-making authority from the policy guidance. Instead, Council can simply provide the decision-making authority within the Policy.

It is recommended that approval is the responsibility of the City of Cockburn's Chief Executive Officer (CEO).

As part of the CEO's general functions to direct employees and manage the day-to-day administration of the City, appropriate officers will be directed to administer the functions under this Policy (refer Attachment 1).

As the corresponding delegation is no longer required, it is recommended that this is revoked. This was not a valid statutory delegation, so an absolute majority is not required for the decision to revoke.

2. References to the Expenditure Review Committee be replaced with the wording, 'relevant Council committee' to accommodate any future name changes to Council committees. Refer attachment.

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

There are no budget implications from the recommendation in this report.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

N/A

Advice to Proponent(s)/Submitters

N/A

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

Nil

Title	Community Funding for Community Organisations & Individuals (Grants, Donations & Sponsorships)
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Policy Type

Council

Policy Purpose

The purpose of this policy is to provide a framework for the provision of community funding to local community groups, organisations and individuals.

Policy Statement

- (1) Council provides up to two per cent of the annual rates income to a budget for grants, donations, sponsorships and subsidies. To ensure that these funds are distributed in a rational way, eligibility, selection and evaluation criteria are required for the assessment and prioritisation of applications to be funded.
- (2) The funds allocated to local community groups, organisations and individuals are to assist in the provision of activities and services that benefit the local community. This program is divided into seven (7) categories (A-G) to encourage and cater for a range of applications and activities.

Community Funding Category	Description	Open for applications	Maximum amount available per application	Approval
Category A – Community Grants	One-off projects, programs or activities that benefit the wider Cockburn community.	Twice a year, in March and September	\$15,000	Delegated Authority Chief Executive Officer
Category B – Cultural Grants	Events, projects, workshops and residencies that embody at least one of the diverse art and cultural interests of the Cockburn community.	Twice a year, in March and September	\$5,000	Chief Executive Officer Delegated Authority
Category C – Sustainability Grants	Projects or activities that demonstrate Sustainability principles and themes for the benefit of the Cockburn community.	Open all year round	\$4,000	Chief Executive Officer Delegated Authority

[1]

Title	Community Funding for Community Organisations & Individuals (Grants, Donations & Sponsorships)
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Community Funding Category	Description	Open for applications	Maximum amount available per application	Approval
Category D - Small Events Sponsorship	Small-scale neighbourhood events across Cockburn.	Open all year round	\$3,000	Chief Executive Officer Delegated Authority
Category E - Donations	Financial contribution towards operating or ongoing expenses for not for profit or benevolent organisations to assist the disadvantaged and/or vulnerable within the Cockburn community.	Twice a year, in March and September	\$20,000	Council Decision
Category F – Sponsorships	Financial contribution to a significant event, activity, service or endeavour to either a Group or Individual and, in return, the City receives public recognition for its contribution.	Groups - Twice a year, in March and September Individuals - open all year round	Groups - \$20,000 Individuals - \$1,000	Groups – Council Decision Individuals – Chief Executive Officer Delegated Authority
Category G – Major and Minor Funding	Major funding proposals, minor funding and requests outside of established categories.	Upon enquiry and invitation to apply	Dependent on funding type	Dependent on funding type Applications over \$5,000 are to be referred to Council for decision

- (3) The categories are described in further detail in the associated 'Community Funding Guidelines for Community Organisations and Individuals' that outlines the relevant selection and evaluation criteria, and limitations of each funding category.
- (4) Applicants for funding to be distributed from the Grants and Donations budget are required to apply and address the relevant criteria in one of the funding categories. Assessment and approval will be done according to the category ~~and be done under the relevant delegated authority approval~~ or recommendation by the ~~Expenditure Review Committee relevant Council Committee~~ to Council, and applicants cannot bypass these processes.

[2]

Title	Community Funding for Community Organisations & Individuals (Grants, Donations & Sponsorships)
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- (5) An applicant may successfully apply for and receive funding from two different categories from this policy per financial year, provided they meet the criteria for the particular category, however, the applications cannot be for the same project. Applicants that have been successful in previous years are eligible to apply provided all previous funding has been satisfactorily acquitted.

Strategic Link:	Strategic Community Plan
Category	Community Support
Lead Business Unit:	Community Development and Services
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	14 September 2023
Next Review Due: (Governance Purpose Only)	September 2025
ECM Doc Set ID: (Governance Purpose Only)	8242612

15.2.19 Policy Review - Status Update

Executive	Chief Executive Officer
Author	Manager Legal and Compliance
Attachments	1. Policy Review Schedule 30 September 2024 ↓

Officer Recommendation/Committee Recommendation

That Council RECEIVES the Policy Review Update as at 30 September 2024 and the updated draft Program of Policy Reporting to the Governance Committee.

Background

At the last Governance Committee meeting, in August 2024, the Committee received a draft program of policy reporting. That program was received by Council at the September Ordinary Council Meeting.

The review of the Policy Framework is currently underway and is due to be presented to the Governance Committee in FY25.

This review will support identifying the frequency of review of policies and include detailed steps on the review process, ensuring clarity and accountability.

The current policy review schedule has prioritised addressing policies which are due or overdue for review.

The program was presented as a draft, as it is subject to amendments, guided by operational requirements.

Submission

N/A

Report

The City has over 130 Council/Planning policies, some of which require different review frequencies based on legislative requirements, or operational requirements.

Performance metrics are being used to develop and assess the effectiveness of the policy review process, ensuring continuous improvement.

Since the organisation structure changes with the establishment of 4 (four) directorates there have been some changes to policy ownership.

Some policies are being reviewed to determine the appropriate lead business unit. Each policy will be clearly assigned to a responsible directorate, with accountability for review and implementation.

All policies are scheduled for review by the responsible Directorate, as detailed in the attachment.

It is noted this program may be subject to change based on the Directorate input or Council requirements.

Minor amendments have been made to the current review program, as identified in the attachment.

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

There are no budget implications from the recommendations in this report.

Legal Implications

There are no budget implications from the recommendation in this report.

Community Consultation

N/A

Risk Management Implications

The City's adopted Policy Framework recommends a biennial review of all policies to ensure they remain current and effective.

A systematic and timely review of policies mitigates risks associated with outdated or non-compliant policies, which could otherwise lead to legal, operational, or reputational issues for the City.

By aligning policy reviews with statutory requirements and operational needs, the City ensures resources are used efficiently and policies are updated in response to changing regulatory environments or organisational changes.

Failure to conduct regular reviews may result in gaps in governance and control, exposing the City to potential risks.

The ongoing review and refinement of the Policy Framework will further strengthen the City's risk management practices, ensuring a robust and proactive approach to policy governance.

Advice to Proponent(s)/Submitters

N/A

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

Nil

August 2024	October 2024
Corporate & System Services	Corporate & System Services
<ul style="list-style-type: none"> Public Internet Use & Wireless Access 	<ul style="list-style-type: none"> Compliments, Feedback & Complaints
Community & Place	Office of the CEO
<ul style="list-style-type: none"> Establishing Markets on Land Owned or Controlled by the City of Cockburn 	<ul style="list-style-type: none"> Approval to Participate in Representative Delegations Awarding 'Honorary Freeman of the City of Cockburn Elected Members Appointment - Standing Committees, Reference Groups, Boards & External Organisations Elections - Caretaker Period Flying of Flags & Bereavement Recognition Obtaining Legal & Other Expert Advice & Legal Proceedings Between City of Cockburn & Other Parties (moved to next meeting) Related Party Disclosures Representation at City of Cockburn Related Forum Risk Management Attendance at Events (brought forward)
Office of the CEO	Planning & Sustainability
<ul style="list-style-type: none"> Elected Member Code of Conduct Complaints of Alleged Behaviour Breach 	<ul style="list-style-type: none"> Percent for Art Public Open Space Residential Design Guidelines Special Purpose Dwelling Environmental Conservation Landowner Biodiversity Conservation Grant Program Local Area Traffic Management Investigation Subdivision Construction Standards Cockburn Central Percent for Art

- [Cockburn Coast Design Guidelines for Robb Jetty & Emplacement Precincts](#)
- [Cockburn Coast Percent for Art](#)
- [Control Measures for Protecting Water Resources in Receiving Environment](#)
- [Development on Local Reserves](#)
- [Discretion to Modify Development Standards](#)
- [Health Studios](#)
- [Heritage Conservation Design Guidelines](#)
- [Incidental Structures](#)
- [Incorporating Natural Areas in Public Open Space and/or Drainage Areas](#)
- [Industrial Subdivision](#)
- [Licensed Premises \(Liquor\)](#)
- [Local Development Plans](#)
- Location of High Voltage Overhead Power Lines & Microwave Towers
- [Lodging Houses](#)
- [Naval Base Holiday Park Heritage Area](#)
- [Newmarket Precinct Design Guidelines](#)
- [Noise Attenuation](#)
- [Non-Residential Uses in Residential Zones](#)
- [Outbuildings](#)
- [Phoenix Activity Centre Design Guidelines](#)
- [Phoenix Business Park Design Guidelines](#)
- [Rainwater Tanks & Renewable Energy Systems](#)
- [Residential Design Codes Alternative Deemed to Comply Provisions](#)
- [Residential Rezoning & Subdivision Adjoining Midge Infested Lakes & Wetlands](#)
- [Retaining Walls](#)
- [Rural Subdivision](#)
- [Sea Containers](#)

	<ul style="list-style-type: none"> • Signs & Advertising • Single House Standards for Medium Density Housing in the Development Zone • Subdivision & Development - Street Trees • Subdivision Around Thomsons Lake • Access Street - Road Reserve & Pavement Standards • Cockburn Central North (Muriel Court) Structure Plan - Design Guidelines •
	Infrastructure Services <ul style="list-style-type: none"> • Promotional & Advertising Sign Within Road Reserve

GovCo1 2025	GovCo2 2025	GovCo3 2025	GovCo4 2025
Community & Place	Planning & Sustainability	Planning & Sustainability	Community & Place
<ul style="list-style-type: none"> • Usage & Management of Community & Sporting Facilities 	<ul style="list-style-type: none"> • Cockburn Central Percent for Art • Cockburn Coast Design Guidelines for Robb Jetty & Emplacement Precincts • Cockburn Coast Percent for Art • Control Measures for Protecting Water Resources in Receiving Environment 	<ul style="list-style-type: none"> • Lodging Houses • Naval Base Holiday Park Heritage Area • Newmarket Precinct Design Guidelines • Noise Attenuation • Non-Residential Uses in Residential Zones • Outbuildings 	<ul style="list-style-type: none"> • Community Funding for Sporting Clubs & Individuals
Corporate & System Services			Infrastructure Services
<ul style="list-style-type: none"> • City of Cockburn Branding & Logos • Corporate Strategic Planning & Budget • Sponsorship of City Events 			<ul style="list-style-type: none"> • Asset Management • Crossover
			Office of the CEO

<p>Infrastructure Services</p> <ul style="list-style-type: none"> Community Gardens Installation of Private Memorial Plaques in Public Open Space Maintenance of Public Open Space & Road Reservations following Residential Subdivision Promotional & Advertising Sign Within Road Reserve 	<ul style="list-style-type: none"> Development on Local Reserves Discretion to Modify Development Standards—Non-Residential Development Dust Management for Development Sites Educational Establishments Filling of Land Food Act 2008 - Fee Exemption Health Studies Heritage Conservation Design Guidelines Incidental Structures Incorporating Natural Areas in Public Open Space and/or Drainage Areas Industrial Subdivision Licensed Premises (Liquor) Local Development Plans Location of High Voltage Overhead Power Lines & Microwave Towers 	<ul style="list-style-type: none"> Phoenix Activity Centre Design Guidelines Phoenix Business Park Design Guidelines Rainwater Tanks & Renewable Energy Systems Residential Design Codes Alternative Deemed to Comply Provisions Residential Rezoning & Subdivision Adjoining Midge Infested Lakes & Wetlands Retaining Walls Rural Subdivision Sea Containers Signs & Advertising Single House Standards for Medium Density Housing in the Development Zone Subdivision & Development—Street Trees Subdivision Around Thomsons Lake 	<ul style="list-style-type: none"> Administration Building Access Elected Member Communication Elected Member Leave of Absence Fraud & Misconduct Control & Resilience Live Streaming at Council Meetings Recognition of Elected Members on Cessation of Service
<p>Office of the CEO</p> <ul style="list-style-type: none"> Access to Legal Services for Elected Members and Employees Formal Introduction & Review of Council Delegated Authorities & Policies Attendance at Events Privacy Management Civic Hospitality & Gifts Elected Member Professional Development Obtaining Legal & Other Expert Advice & Legal Proceedings Between City of Cockburn & Other Parties 			<p>Planning & Sustainability</p> <ul style="list-style-type: none"> Subdivision in Jandakot & Treeby The Keeping of Horses & Other Animals in the Resource Zone Tourist Accommodation Uniform Fencing Uninhabitable Premises Vehicle Access Waste Management Industrial Development
<p>Planning & Sustainability</p>			

<div><div></div><ul style="list-style-type: none">• Access Street Road Reserve & Pavement Standards• Alfresco Dining• Building Envelopes• Child Care Premises• Cockburn Central North (Muriel Court) Structure Plan Design Guidelines• Community Funding to Support Local Economic Development</div>			
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GovCo1 2026	GovCo2 2026	GovCo3 2026	GovCo4 2026
Community & Place	Community & Place	Commence cycle again – review 18 policies	
<ul style="list-style-type: none"> • Access & Equity • Acknowledgement of Traditional Custodians • Artwork Collection 	<ul style="list-style-type: none"> • Community Engagement • Community Funding for Community Organisations & Individuals (Grants, Donations & Sponsorships) 		
Infrastructure Services	<ul style="list-style-type: none"> • Completion of Firebreaks on Private Property • Library Services • Prohibition of Exotic Animals in Circuses • Sister City Relationships and Engagement • Sports Hall of Fame • Use of Closed Circuit Television (CCTV) System • Sponsorship & Naming Rights on City Controlled Land and/or Buildings 		
<ul style="list-style-type: none"> • Geographical Naming • Graffiti Management & Response • House Numbering • Installation of Recreational Equipment on Public Open Space • Leasing of City of Cockburn Property for Community and/or Recreational Purposes (including Non-for-Profit) • Street & Reserve Tree Management • Street and Public Open Space Lighting • Street Verge Improvements • Wastewise Events • Commercial Leasing and other Dispositions of City of Cockburn Owned or Controlled Property 	Corporate & System Services		
	<ul style="list-style-type: none"> • Investment of Funds • Records Management • Procurement 		

Office of the CEO	Office of the CEO		
<ul style="list-style-type: none">Executive and Senior Leadership Team Remuneration & Performance ManagementPublic Interest DisclosureElected Member Professional Development	<ul style="list-style-type: none">Appointment of Acting Chief Executive OfficerCouncil Meetings ProceduresElected Members Entitlements - Allowances & Reimbursements		
Planning & Sustainability	Planning & Sustainability		
<ul style="list-style-type: none">Pedestrian Accessway ClosuresService Stations and Motor Vehicle Wash FacilitiesStructure Plans & Mobile Telecommunications Infrastructure	<ul style="list-style-type: none">SustainabilityDesign Review Panel		

15.2.20 Policy Review - Risk Management Policy and Enterprise Risk Management Framework

Executive Chief Executive Officer
Author Senior Governance Officer
Attachments N/A

RECOMMENDATION

That Council REQUESTS a review of the Risk Management Policy and Enterprise Risk Management Framework via the Audit Risk and Compliance Committee in the first quarter of 2025.

Background

The City of Cockburn Risk Management Policy (the Policy) was reviewed at the Ordinary Council Meeting held on 10 June 2021. The Enterprise Risk Management Framework (the Framework) was last reviewed at the Ordinary Council Meeting held on 12 August 2021.

Submission

N/A

Report

Together, the Policy and Framework define the City's approach to enterprise risk management. The Policy documents the commitment and objectives for managing uncertainty that may impact the City's strategies, goals and objectives. The Framework details the requirements and processes supporting the Policy, specifying how risk management is embedded in the City's systems to ensure it is integrated at all levels and work contexts.

Both documents were due for review in June 2023.

In 2023, the City engaged Moore Australia to conduct a Risk Maturity Review. The report was presented at the Ordinary Council Meeting held on 8 June 2023.

In order to address the recommendations from the report, the City developed a Risk Maturity Improvement Plan which was reported to Council at the 14 December 2023 Ordinary Council Meeting.

Recommendations included conducting risk workshops with ELT and Elected Members to develop a risk appetite statement and revised strategic risk register for Council endorsement.

The review of the Policy and Framework was delayed while these recommendations were progressed.

The City engaged Riskwest to conduct these workshops, which have now been completed.

The risk appetite statement and strategic risk register will be presented for Council endorsement via the December Audit Risk and Compliance Committee (ARC) meeting.

An update on the implementation of the Risk Maturity Improvement Plan will also be provided to that meeting.

The Policy and Framework will need to be revised to incorporate the endorsed risk appetite statement. In addition, improvements to the City's Risk Assessment Criteria, Risk Acceptance Criteria and Risk Categories are proposed as a result of the RiskWest workshops, and will be incorporated in the strategic risk register presented for Council endorsement. The Framework will need to incorporate the revised Risk Assessment Matrix. Therefore, it is proposed to delay the substantive review of the Policy and Framework until after Council has had an opportunity to consider and endorse these changes.

The ARC is responsible for monitoring the effectiveness of the City's risk management framework, and has been responsible for previous reviews of the Framework. In order to provide a consistent approach to this project, and in recognition of the ARC's expertise and responsibility for risk management. It is recommended that a review of the Policy and Framework is presented to the first ARC held in 2025.

Strategic Plans/Policy Implications

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

There are no financial implications from the recommendations in this report.

Legal Implications

Regulation 17 of the *Local Government (Audit) Regulations 1996* refers.

Community Consultation

N/A

Risk Management Implications

Regular review of the Policy and Framework supports continuous improvement of risk management processes and is essential to maintain an integrated and effective approach to risk management.

There is a low risk in delaying the review of these documents. Officers have undertaken a preliminary desktop review and have not identified any urgent issues of concern. The delay is recommended in the context of the ongoing work to improve the organisational risk maturity.

Advice to Proponent(s)/Submitters

N/A

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

Nil

15.2.21 Policy Review - Related Party Disclosures

Executive	Chief Executive Officer
Author	Senior Governance Officer
Attachments	1. Related Party Disclosures Policy (DRAFT revised for adoption) ↓ 2. Track Changes - Related Party Disclosures Policy ↓

RECOMMENDATION

That Council ADOPTS the revised ‘Related Party Disclosures Policy’, provided as Attachment 1.

Background

The Related Party Disclosures Policy (the Policy) was first adopted in 2017 and has been regularly reviewed, with the last review considered at the Ordinary Council Meeting held on 9 December 2021.

The Policy provides guidance in the application of Australian Accounting Standards Board Standard 124 Related Party Disclosures (AASB 124) to the City’s financial reporting.

This report provides the Policy for Council’s review and recommends minor amendments and clarifications to the Policy.

Submission

N/A

Report

The *Local Government (Financial Management) Regulations 1996* provide that local governments must comply with the Australian Accounting Standards Board standards.

In order to comply with AASB 124, the City must disclose certain related party relationships and related party transactions, as well as relevant information associated with those transactions, in the annual financial report. This enhances the transparency and accountability of the City’s financial reporting.

The City’s Related Party Disclosures Policy (the Policy) provides contextualised definitions for key terms such as Key Management Personnel (KMP) and Ordinary Citizen Transactions, to clarify how these terms apply to the City.

The Policy explains how the City will identify Related Parties and Related Party Transactions, manage disclosures, and assess the materiality of transactions.

The Policy has been reviewed to confirm alignment with AASB 124 and to identify improvements for clarity and ease of application. Key concepts, including the identification of the City's Key Management Personnel and the method for assessing materiality, have been moved from the definitions section into the body of the policy. This has enabled repetition to be avoided in other areas of the Policy.

Definitions have also been streamlined, aligned with the terms used in AASB 124, and arranged in alphabetical order. These amendments will ensure that the Policy supports the City's compliance with the *Local Government (Financial Management) Regulations 1996 and AASB 124*.

Strategic Plans/Policy Implications

Listening and Leading

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

The amended Policy will inform the preparation of the Annual Financial Report but does not itself have any financial implications.

Legal Implications

Regulation 5A of the *Local Government (Financial Management) Regulations 1996* requires the City to comply with the Australian Accounting Standards in the preparation of the annual budget, annual financial report and other financial reports. This Policy enables the City to comply with AASB 124 when preparing the annual financial report.

Community Consultation

N/A

Risk Management Implications

The Policy aligns with the requirements of the Local Government (Financial Management) Regulations 1996 and AASB 124, mitigating the risk of non-compliance with legislative requirements and reputational risks arising from lack of transparency. The amendments proposed by this report make the Policy easier to understand and apply, reducing the risk of errors in interpretation.

Regular review and adherence to the policy will further mitigate potential risks by keeping the City up to date with any changes in legislation or Australian Accounting Standards Board standards.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Title	Related Party Disclosures
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Policy Type

Council

Policy Purpose

To provide guidance in the preparation of City of Cockburn (the City) financial statements to ensure disclosure requirements are met for compliance with Australian Accounting Standards Board 124: Related Party Disclosures (AASB 124).

Policy Statement

1. Objective

- 1.1. The objective of AASB 124 is to ensure that an entity's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of 'related parties' and by transactions and outstanding balances, including commitments, with such parties.

2. Identification of Key Management Personnel

- 2.1. For the purposes of determining the application of AASB 124, the City has identified the following persons as meeting the definition of 'KMP':
 - 2.1.1. An Elected Member
 - 2.1.2. A person employed under section 5.36 or 5.37 of the *Local Government Act 1995* in the capacity of CEO or Director
- 2.2. The Chief Executive Officer (CEO) will regularly review Key Management Personnel (KMP).

3. Identification of Related Parties

- 3.1. AASB 124 provides that the City will be required to disclose in its Annual Financial Report, related party relationships, transactions and outstanding balances.
- 3.2. KMP are required to identify Related Parties in accordance with this policy.

4. Identification of Related Party Transactions

- 4.1. For the purposes of determining whether a Related Party Transaction has occurred, the following transactions or provisions of services have been identified as examples:
 - 4.1.1. Paying rates, fees and charges or any other amount to the City;
 - 4.1.2. Use of City owned or operated facilities (whether charged a fee or not);
 - 4.1.3. Attending City functions that are opened to the public;

Title	Related Party Disclosures
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- 4.1.4. Employee compensation whether it is for KMP or Close Family Members of KMP;
- 4.1.5. Lease arrangements for properties (whether for a City owned property or property leased by the City);
- 4.1.6. Monetary and non-monetary transactions between the City and any business or associated entity owned or controlled by the Related Party (including family) in exchange for goods and/or services provided by/to the City;
- 4.1.7. Sale or purchase of property owned by the City to a Related Party;
- 4.1.8. Sale or purchase of property owned by a related party to the City;
- 4.1.9. Loan arrangements;
- 4.1.10. Contracts and agreements for construction, consultancy or services;
- 4.1.11. Any transaction, monetary or otherwise, involving an Entity that could affect the financial and operating policies of the City through the presence of Control, Joint Control or Significant Influence.

5. Required Disclosures and Reporting

5.1. For the purposes of determining relevant transactions, KMP as identified above, will be required to complete a Related Party Disclosures – Declaration in ATTAIN (the City's online compliance register).

5.2. The disclosure requirement above does not apply to:

- 5.2.1. Ordinary Citizen Transactions; and
- 5.2.2. For Elected Members, allowances and expenses incurred that are provided to an Elected Member during the financial year, under the Local Government Act 1995 and City of Cockburn Policy 'Elected Members Entitlements – Allowances and Reimbursement', the particulars of which are contained in City's annual report pursuant to the Local Government Act 1995 and Local Government (Administration) Regulations 1996.

6. Materiality

- 6.1. Management will apply professional judgement in consultation with the City's external auditors to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.
- 6.2. In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

7. Register of Related Party Transactions

- 7.1. The City uses ATTAIN to maintain and keep up to date a register of Related Party Transactions that captures and records information required for disclosure purposes for each existing or potentially Related Party Transaction (including any Ordinary Citizen Transaction assessed) as being material in nature during a financial year.

Title	Related Party Disclosures
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Definitions:

Close Family Members of KMP:

Family members who may be expected to significantly influence, or be influenced by, that KMP in their dealings with the City and include:

- (a) that person's children and spouse or domestic partner
- (b) children of that person's spouse or domestic partner;
- (c) dependents of that person or that person's spouse or domestic partner.

For the purposes of AASB 124, close family members could include extended members of a family (such as, without limitation, parents, siblings, grandparents, uncles/aunts or cousins) if they could be expected to significantly influence, or be influenced by, the Key Management Person in their dealings with City.

Control:

Control of an entity where there is:

- (a) power over the entity; and
- (b) exposure or rights to variable returns from involvement with the entity; and
- (c) the ability to use power over the entity to affect the amount of returns received, as determined in accordance with Australian Accounting Standard AASB 10 Consolidated Financial Statements, paragraphs 5 to 18, and Appendices A (Defined Terms) and B (Application Guidance).

Joint Control:

The contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control (AASB 128).

Key Management Personnel (KMP):

Those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

Ordinary Citizen Transactions (OCTs):

Transactions that an ordinary citizen would undertake with the City, which are undertaken on arm's length terms and in the ordinary course of carrying out the City's functions and activities.

Examples of ordinary citizen transactions assessed to be not material in nature include:

- (a) fees and charges approved by Council that are on terms and conditions no different to the general public and by their nature or amount are not material;
- (b) using the City's public facilities after paying the corresponding fees.

Related Party:

A person or entity that is related to the City as defined in AASB124, paragraph 9.

Examples of related parties are:

- (a) entities set up, controlled, or significantly influenced by the City;
- (b) KMP;
- (c) close family members of KMP;
- (d) entities that are controlled or jointly controlled by KMP or their close family members.

Title	Related Party Disclosures
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**Related Party Transaction:**

A transfer of resources, services or obligations between the City and a related party, regardless of whether a price is charged.

Significant Influence:

The power to participate in the financial and operating policy decisions of entity but is not control or joint control over those policies (AASB 128).

Strategic Link:	Governance Framework
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)	
ECM Doc Set ID: (Governance Purpose Only)	6725236

Title	Related Party Disclosures
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Policy Type

Council

Policy Purpose

To provide guidance in the preparation of City of Cockburn (the City) financial statements to ensure disclosure requirements are met for [compliance with](#) Australian Accounting Standards Board ~~Standard 124:~~ [AASB: 124](#) Related Party Disclosures (AASB 124).

Policy Statement

1. Objective

1.1. The objective of AASB 124 is to ensure that an entity's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of 'related parties' and by transactions and outstanding balances, including commitments, with such parties.

2. ~~(1)~~ Identification of Key Management Personnel

2.1. For the purposes of determining the application of AASB 124, the City has identified the following persons as meeting the definition of 'KMP':

2.1.1. An Elected Member

2.1.2. A person employed under section 5.36 or 5.37 of the *Local Government Act 1995* in the capacity of CEO or Director

2.2. The Chief Executive Officer (CEO) will regularly review Key Management Personnel (KMP).

3. Identification of Related Parties

3.1. AASB 124 provides that the City will be required to disclose in its Annual Financial ~~report~~ Report, related party relationships, transactions and outstanding balances.

~~'Related Parties' Party' includes a person or entity that has significant influence over the reporting entity is related to the City as the reporting entity. The City will~~

3.2. ~~therefore be required to assess all transactions made with these persons or entities.~~ KMP are required to identify Related Parties in accordance with this policy.

~~(2) — Review of Related Parties~~

~~1. The Chief Executive Officer (CEO) will regularly review Key Management Personnel (KMP), which includes all Elected Members and senior personnel,~~

Title	Related Party Disclosures
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~~where changes are made to existing persons. The City will be required to apply judgement to identify which individual meets the definition of a KMP.~~

4. Identification of Related Party Transactions

~~2.4.1.~~ For the purposes of determining whether a ~~R~~related ~~P~~party ~~T~~ransaction has occurred, the following transactions or provisions of services have been identified as ~~meeting this criterion~~examples:

- ~~(a)~~ 4.1.1. Paying rates, fees and charges or any other amount to the ~~Council~~City
- ~~(b)~~ 4.1.2. Use of ~~Council~~City owned or operated facilities (whether charged a fee or not)
- ~~(c)~~ 4.1.3. Attending ~~Council~~City functions that are opened to the public
- ~~(d)~~ 4.1.4. Employee compensation whether it is for KMP or ~~C~~lose ~~F~~family Members of KMP
- ~~(e)~~ 4.1.5. Lease arrangements for properties (whether for a ~~Council~~City owned property or property ~~sub~~-leased by the ~~council~~City)
- ~~(f)~~ 4.1.6. Monetary and non-monetary transactions between the ~~Council~~City and any business or associated entity owned or controlled by the ~~R~~related ~~P~~party (including family) in exchange for goods and/or services provided by/to the ~~Council~~City
- ~~(g)~~ 4.1.7. Sale or purchase of property owned by the ~~Council~~City to a ~~person identified above~~Related Pparty
- ~~(h)~~ 4.1.8. Sale or purchase of property owned by a ~~person identified above~~related party to the ~~Council~~City
- ~~4.1.1.~~ Loan arrangements
- ~~4.1.9.~~
- 4.1.10. Contracts and agreements for construction, consultancy or services
- ~~(i)~~ 4.1.11. Any transaction, monetary or otherwise, involving an Entity that could affect the financial and operating policies of the City through the presence of Control, Joint Control or Significant Influence.

5. ~~(3)~~ Required Disclosures and Reporting

5.1. For the purposes of determining relevant transactions, ~~Elected Members and KMP~~, as identified above, will be required to complete a Related Party Disclosures – Declaration in ATTAIN (the City's online compliance register) ~~for submission to Financial Services~~.

5.2. The ~~notification-disclosure~~ requirement above does not apply to:

- ~~1. Related party transactions that are o~~rdinary ~~C~~itizen ~~T~~ransactions ~~not assessed as being material~~; and

5.2.1.

~~2.5.2.2.~~ For Elected Members, allowances and expenses incurred that are provided to an Elected Member during the financial year, under the Local Government Act 1995 and City of Cockburn Policy 'Elected Members Entitlements – Allowances and Reimbursement', the particulars of which are contained in ~~Council~~City's annual report pursuant to the Local Government Act 1995 and Local Government (Administration) Regulations 1996.

Title	Related Party Disclosures
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6.

~~(4)~~Materiality

6.1. Management will apply professional judgement in consultation with the City’s external auditors to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.

6.2. In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

7.

Register of Related Party Transactions

- 7.1.

The City uses ATTAIN ~~will to~~ maintain and keep up to date a register of ~~R~~related ~~P~~party ~~T~~ransactions that captures and records information required for disclosure purposes for each existing or potentially ~~R~~related ~~P~~party ~~T~~ransaction (including any ~~O~~rdinary ~~C~~itizen ~~T~~ransaction assessed) as being material in nature during a financial year.

Title	Related Party Disclosures
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Definitions:

Close Family Members or close members of the family of KMP means: —
~~In relation to a KMP:~~

— Family members who may be expected to significantly influence, or be influenced by, that KMP in their dealings with the City and include:

- (a) that person's children and spouse or domestic partner
- (b) children of that person's spouse or domestic partner;
- (c) dependents of that person or that person's spouse or domestic partner.

For the purposes of AASB 124, close family members could include extended members of a family (such as, without limitation, parents, siblings, grandparents, uncles/aunts or cousins) if they could be expected to significantly influence, or be influenced by, the Key Management Person in their dealings with ~~Council~~City.

Entity: —

~~May include a body corporate, a partnership of trust, incorporated association, or unincorporated group or body.~~

Control:

~~means eC:~~

Control of an entity ~~is present where~~en there is:

- (a) power over the entity; and
- (b) exposure or rights to variable returns from involvement with the entity; and
- (c) the ability to use power over the entity to affect the amount of returns received, as determined in accordance with Australian Accounting Standard AASB 10 Consolidated Financial Statements, paragraphs 5 to 18, and Appendices A (Defined Terms) and B (Application Guidance).

~~Entity may include a body corporate, a partnership, trust, incorporated association, or unincorporated group or body.~~

Joint Control: ~~means:~~

~~The~~contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control (AASB 128).:-

~~Significant Influence the power to participate in the financial and operating policy decisions of entity but is not control or joint control over those policies (AASB 128).~~

Key Management Personnel (KMP): :-

~~Key Management Personnel defined as~~hose persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

~~For the purposes of determining the application of AASB 124, the City has identified the following persons as meeting the definition of 'Related Party':~~

~~(a) — A Council member~~

Title	Related Party Disclosures
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~~(b) — KMP being a person employed under section 5.36 or 5.37 of the Local Government Act 1995 in the capacity of CEO or Chiefs and Executives.~~

~~(c) — Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.~~

~~(d) — Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).~~

~~The City will therefore be required to assess all transactions made with these persons or entities.~~

Materiality:

~~Management will apply professional judgement in consultation with the City's external auditors to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.~~

~~In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.~~

Ordinary Citizen Transactions (OCTs):

Transactions that an ordinary citizen would undertake with the City, which ~~is~~ are undertaken on arm's length terms and in the ordinary course of carrying out the City's functions and activities.

Examples of ordinary citizen transactions assessed to be not material in nature include:

- (a) fees and charges approved by Council that are on terms and conditions no different to the general public and by their nature or amount are not material;
- (b) using the Council ~~City's~~ public facilities after paying the corresponding fees.

Related Party:

A person or entity that is related to the City as defined in AASB124, paragraph 9.

Examples of related parties are:

- (a) ~~Council subsidiaries~~ related entities set up, controlled, or significantly influenced by related to the City;
- (b) KMP;
- (c) close family members of KMP;
- (d) entities that are controlled or jointly controlled by KMP or their close family members.

Related Party Transactions:

~~is a~~ A transfer of resources, services or obligations between the City and a related party, regardless of whether a price is charged.

Significant Influence:

The power to participate in the financial and operating policy decisions of entity but is not control or joint control over those policies (AASB 128).

Title	Related Party Disclosures
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Strategic Link:	Governance Framework
Category	Governance
Lead Business Unit:	Governance, Risk Management Legal 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)	6725236

15.2.22 Policy Review - Approval to Participate in Representative Delegations and Representation at City of Cockburn Related Forum

Executive	Chief Executive Officer
Author	Manager Legal and Compliance
Attachments	1. Approval to Participate in Representative Delegations Policy ↓ 2. Representation at City of Cockburn Related Forum Policy ↓

Officer Recommendation The Committee recommends Council: (1) REPEALS the Approval to Participate in Representative Delegations Policy; and (2) REPEALS the Representation at City of Cockburn Related Forum Policy.
Committee Recommendation That Council: (1) REPEALS the Approval to Participate in Representative Delegations Policy; and (2) RETAINS the Representation of City of Cockburn Related Forum.

Background

The City has several policies which seek to guide participation in representative delegations, representation at City related forums, and appointment to standing committees, reference groups, boards and external organisations.

The Approval to Participate in Representative Delegations and Representation at City of Cockburn Related Forum Policies are not intended to apply to matters addressed by the Elected Members Appointments – Standing Committees, Reference Groups, Boards & External Organisations Policy.

Submission

N/A

Report

The review of the City’s Approval to Participate in Representative Delegations Policy and the Representation at City of Cockburn Related Forum policies has identified some commonality across the two policies, and that they largely reflect the statutory roles of the Mayor and CEO.

Approval to Participate in Representative Delegations Policy

The purpose of this policy is to support the protection of the City's interests through City representation at delegations.

It aims to garner support for the City's goals, emphasising representation by the Mayor or the CEO (or their nominee). This policy focuses on external delegations that may bring benefits to the City or surrounding region.

It is the role of the CEO and the Mayor to fulfil this function. It is not necessary that this be documented in policy.

The City has an adopted Sister Cities Policy which addresses any Sister City delegations, which are not considered as part of the Policy.

Representation at City of Cockburn Related Forum

This policy governs the process by which Elected Members and staff may attend occasional meetings, forums or visits relevant to the City. It focuses on meetings or visits initiated or requested, primarily within the City, or involving external stakeholders like developers, ratepayers or politicians. The Mayor or a nominee is to chair these meetings, and staff may attend to provide technical advice. The policy affirms there is no formal position of the City presented unless supported by a resolution of Council.

Purpose of the Policies

Both policies serve to guide how the City's representatives engage with external stakeholders to represent and promote the City's interests. Some roles of the City's representatives are statutory (the Mayor and the CEO) and need not be defined in policy.

The upcoming Local Government Act Reforms will further refine and define the roles of the Mayor, CEO and Councillors which will include:

Mayor:

- to act as the principal spokesperson of the local government, including at ceremonial and civic functions, in a manner consistent with the resolutions of the council;
- liaising with the CEO regarding the local government's affairs and performance of its functions.

CEO

- managing the provision of the services and facilities that the council has determined the local government will provide;
- determining procedures and systems for implementing the local governments policies and managing the local government's administration and operations.

Council

- representing the interests of the electors, ratepayers and residents of the district as well as taking into account the interests of other persons who work in or visit the district;
- observing the separation of roles of the council and CEO;
- making decisions on merit, evidence and law, conscious of the capacity of the local government and taking into account the local government's finances and resources;
- promoting an organisational culture that is respectful of employees.

Each policy seeks to address participation of representatives in forums, meetings or delegations to discuss or advocate on behalf of the City's interests.

Both policies address the attendance of City representatives at meetings or events, though the scope of one is broader (including forums within the City), and the other is specific to formal delegations (usually interstate).

Both policies are affirming the statutory roles and functions of the Mayor and CEO. These policies, in their current form, do not significantly add to the existing governance. They largely restate the functions of the Mayor and CEO, without giving more clarity or expanded roles to other Elected Members. As a result, the policy may be unnecessary unless the intent is to explicitly codify procedures already in practice.

The City has formalised processes to support Elected Member appointment to and involvement in external boards and reference groups, through the Elected Members Appointments – Standing Committees, Reference Groups, Boards & External Organisations Policy. The Approval to Participate in Representative Delegations Policy does not add any policy position beyond that which are already functions of the Mayor and CEO.

It is recommended that these policies be considered for repeal.

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

There are no financial implications from the recommendation in this report.

Legal Implications

The functions of the Mayor and CEO are defined in the *Local Government Act 1995*, sections 2.8 and 5.41 respectively.

Community Consultation

N/A

Risk Management Implications

The Role of the CEO, Mayor and Councillors is defined in the *Local Government Act 1995*. The City's representation in delegations is adequately guided by existing governance frameworks. Where there are budget implications from engagement in a particular delegation, that would be addressed through the budget process.

Elected Member participation in external groups or boards is addressed within the Elected Members Appointments – Standing Committees, Reference Groups, Boards & External Organisations Policy and there is limited risk from removing the policies recommended in this report.

Advice to Proponent(s)/Submitters

N/A

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

Nili

Title	Approval to Participate in Representative Delegations
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Policy Type

Council

Policy Purpose

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

Policy Statement

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

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

Strategic Link:	Strategic Community Plan
Category	Elected Members
Lead Business Unit:	Governance, Risk Management and Compliance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	9 December 2021
Next Review Due: (Governance Purpose Only)	December 2023
ECM Doc Set ID: (Governance Purpose Only)	4132645

[1]

Document Set ID: 4132645
Version: 8, Version Date: 13/12/2021

Title	Representation at City of Cockburn Related Forum
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Policy Type

Council

Policy Purpose

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

Policy Statement

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

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

Strategic Link:	Strategic Community Plan
Category	Elected Members
Lead Business Unit:	Governance, Risk Management and Compliance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	9 December 2021
Next Review Due: (Governance Purpose Only)	December 2023
ECM Doc Set ID: (Governance Purpose Only)	4133931

[1]

Document Set ID: 4133931
Version: 8, Version Date: 13/12/2021

15.2.23 Policy Review - Elections - Caretaker Period

Executive	Chief Executive Officer
Author	Senior Governance Officer
Attachments	<ol style="list-style-type: none">1. Elections - Caretaker Period Policy (DRAFT revised for adoption) ↓2. Track Changes - Caretaker Period Policy ↓

Officer Recommendation/Committee Recommendation

That Council ADOPT the revised Elections – Caretaker Period Policy, provided as Attachment 1.

Background

The Elections – Caretaker Period Policy (the Policy) was first adopted in 2019 and was last reviewed at the Ordinary Council Meeting held on 10 June 2021.

The Policy provides guidance during the lead up to Local Government Elections to avoid making major decisions which would bind an incoming Council or unfairly influence election outcomes, as well as to ensure a consistent approach to communications and prevent City resources from being used for electoral purposes.

On 1 July 2024, amendments to the *Local Government Act 1995* (the Act) and *Local Government (Functions and General) Regulations 1996* (the Regulations) came into effect which introduce a standardised caretaker period and restrictions for all local governments.

Submission

N/A

Report

The Policy has been reviewed for consistency with the newly legislated caretaker provisions as well as for general improvements. Proposed revisions are shown as track changes in Attachment 2.

Legislative caretaker provisions

The proposed revisions to the Policy are intended to remove any inconsistency with the newly legislated provisions.

The Policy has a broader scope than the legislated provisions but allows for more flexibility in application.

The revisions retain those provisions of the Policy that go beyond the requirements of the legislation while making clear that the City must comply with the more rigorous legislative requirements.

For the avoidance of doubt, the revised Policy includes a statement confirming that in the event of inconsistency, the legislation will prevail.

Caretaker period

The standardised caretaker period is now defined in section 1.4A of the Act.

It applies to ordinary elections, as well as to inaugural elections and elections required following a restructure, suspension or dismissal, but does not apply to extraordinary elections.

The caretaker period begins at the close of nominations and ends the day after the returning officer declares the result. If fewer nominations are received than vacancies, the caretaker period ends the day after the close of nominations, and in the event that a candidate dies after the close of nominations, the day after that candidate's death.

The revised Policy relies on the Act definition without seeking to reproduce it in full. However, an explanation of the caretaker period for ordinary elections is included.

Significant acts

Local governments are prohibited from doing a significant act during the caretaker period. Significant act is defined in section 3.73(1) as follows:

significant act means any of the following —

- (a) making a local law (including making a local law to amend or repeal a local law);
- (b) entering into, or renewing or terminating, the contract of employment of the CEO or of a senior employee;
- (c) entering into a major land transaction;
- (d) entering into a land transaction that is preparatory to entry into a major land transaction;
- (e) commencing a major trading undertaking;
- (f) entering into a contract, or other agreement or arrangement, in prescribed circumstances;
- (g) inviting tenders in prescribed circumstances;
- (h) deciding to do anything referred to in paragraphs (a) to (g);
- (i) an act done under a written law or otherwise that is a prescribed act.

For the purposes of paragraph (f), a contract will be a significant act if the consideration under the contract exceeds \$250,000, or if property with a market value over \$250,000 is acquired or disposed of (r.3A(2) of the Regulations).

For the purposes of paragraph (g) inviting a tender will be a significant act if it is required to be publicly invited or if it is tender exempt procurement that would otherwise be required to be publicly invited (r.3A(5) of the Regulations).

Acts prescribed for the purposes of paragraph (i) include functions in relation to regional local governments and regional subsidiaries, decisions under the *Planning and Development Act 2005* or *Planning and Development Act (Local Planning Schemes) Regulations 2015* in relation to local planning strategies, local planning schemes and local planning policies, and inviting persons to join a panel of pre-qualified suppliers (r. 3A(6) of the Regulations).

The Act provides limited exemptions, allowing a local government to do a significant act during a caretaker period only under specific circumstances and in compliance with additional requirements.

In contrast, the Policy requires the CEO to avoid scheduling Major Policy Decisions during Caretaker Period as far as reasonably practicable, but allows the CEO to determine if prevailing circumstances (as defined in the Policy) require that the matter be considered.

In the current version of the Policy (available on the [City's website](#)) Major Policy Decision is defined as follows:

Major Policy Decision means any:

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

This definition is quite broad and is likely to include all matters defined as significant acts under the Act.

Therefore, it is necessary to amend the Policy to ensure that there is a clear distinction between significant acts, which must be managed in accordance with the Act, and Major Policy Decisions, which may be managed in accordance with the Policy.

The revised Policy notes that significant acts are not subject to Prevailing Circumstances or other Policy exceptions.

The definition of Major Policy Decisions has also been revised to exclude anything that constitutes a significant act.

In addition, part one of the definition has been revised to refer only to the remuneration of the CEO and designated senior officers, as other employment matters are captured in paragraph (b) of the significant act definition.

This ensures that any decisions which would otherwise meet the definition of both a Major Policy Decision and a significant act are managed in accordance with the Act.

As an example, a low value sponsorship arrangement with a community organisation would meet the definition of Major Policy Decision and could be managed in accordance with the Policy. However, a sponsorship agreement that involved a contribution of over \$250,000 would constitute a significant act and be subject to the requirements of the Act.

Other improvements

The following additional improvements are recommended for inclusion in the revised policy:

1. Revisions to headings, paragraph structure and numbering are proposed throughout to improve the clarity and accessibility of the Policy.
2. Clauses have been re-ordered to provide a more logical flow of information. The limitation of the application of the Policy to decisions rather than announcements has been included in Clause 2 Scope, while the requirement that information received in the Elected Member role is not to be used for electoral purposes has been moved from Clause 10 Elected Member Interactions to Clause 17 Use of City Information.
3. Clause 11.3 has been revised to clarify the City's position in relation to Elected Member information that is published on the City's website.
4. The clause stating that all candidates have equal access to information has been deleted as it is inaccurate. Elected Members who are candidates retain their right to access information that is required for their Elected Member role, subject to the prohibition on use for electoral purposes.

Candidates who are not Elected Members can access local government information on the same basis as other members of the public. Similarly, the information request register has been deleted, as this has proven impracticable in previous elections.

5. Clause 18 has been revised to clarify that media opportunities will continue to be arranged for the Mayor to fulfil the Mayoral role as spokesperson for the City.

6. The Policy has been revised to consistently use the term Electoral Material. The definition of this term has been revised to remove two exemptions.

The original definition was sourced from the legislative requirements for electoral material to be authorised by the candidate. The exempt materials included car stickers, clothing, lapel badges, pens, pencils and balloons.

These are relevant in their original context, but not appropriate exemptions for the purposes of determining when the City will print Electoral Material.

7. A definition has been included for Electoral Purposes, relying on the definition used in the *Local Government (Elections) Regulations 1997*.

The proposed revisions allow continuity with the City's approach for the last two caretaker periods, incorporating minor improvements and ensuring compliance with the new legislative requirements.

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

This Policy does not have any financial implications.

Legal Implications

Amendments to this Policy are required to avoid any inconsistency with the caretaker provisions introduced in Part 3, Division 5 of the Act and Part 1B of the Regulations.

This Policy is consistent with, but does not reproduce, requirements for candidates in local government elections found in the *Local Government (Elections) Regulations 1997* and the *Local Government (Model Code of Conduct) Regulations 2021*, adopted as the City's Code of Conduct for Council Members, Committee Members and Candidates.

Community Consultation

N/A

Risk Management Implications

If the Policy is not amended, it will be inconsistent with the requirements of the Act and Regulations, putting the City at risk of non-compliance with associated reputational risk. If the revised Policy is adopted, the risk of non-compliance is mitigated.

The Policy mitigates reputational risk by ensuring that the City has a transparent and consistent approach to decision-making, communication, use of resources and information during the Caretaker Period.

Advice to Proponent(s)/Submitters

N/A.

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

Nil.

Title	Elections – Caretaker Period
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Policy Type

Council

Policy Purpose

The policy supplements the caretaker provisions of the *Local Government Act 1995* to provide additional guidance in the lead up to Election Day, ensuring that major decisions which would bind an incoming Council are avoided where possible, preventing the use of public resources in ways that can be seen to be advantageous to, or promoting candidates and also ensuring staff act impartially in relation to candidates.

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

Policy Statement

1. Legislation

- 1.1. This Policy applies in addition to, and does not derogate from, the requirements of the *Local Government Act 1995* (the Act), and the *Local Government (Functions and General) Regulations 1996* (the Regulations).
- 1.2. In the event of any inconsistency the legislative provisions prevail.
- 1.3. This Policy is to be read in conjunction with all other relevant legislation, local laws, delegations, policies, procedures and processes of the City, providing guidance to ensure the continuation of ordinary business.

2. Scope

- 2.1. This Policy applies to Elected Members and employees of the City of Cockburn during the Caretaker Period and covers:
 - 2.1.1. Notices of Motions and Matters for Investigation submitted by Elected Members;
 - 2.1.2. Decisions that are made by the Council;
 - 2.1.3. Information and material published by the City;
 - 2.1.4. Attendance and participation at functions and events;
 - 2.1.5. Use of the City's resources;
 - 2.1.6. Access to information held by the City;
 - 2.1.7. Staff engagement with candidates and/or Elected Members.
- 2.2. This Policy only applies to decisions made during the Caretaker Period and not the announcement of decisions made prior to the Caretaker Period. However, as far as practicable any such announcements should be made before the

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Title	Elections – Caretaker Period
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Caretaker Period begins.

3. Caretaker Period

- 3.1. The Caretaker Period is defined in Section 1.4A of the Act.
- 3.2. Unless otherwise specified in the Act, the Caretaker Period for Local Government Elections begins at the close of nominations (as defined in section 4.49(a) of the Act), being 4pm on the day 37 days prior to the Ordinary Election Day, and ends on the day after the returning officer declares the election results.

4. Preparation for Caretaker Period

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

5. Significant Acts

- 5.1. Significant Acts are dealt with by the Act and Regulations.
- 5.2. In accordance with Section 3.73(2) of the Act, a local government must not do a significant act during a caretaker period.
- 5.3. This prohibition is subject only to the exceptions prescribed in the Act and Regulations and is not subject to Prevailing Circumstances or other exceptions in this Policy.

6. Public Consultation

- 6.1. It is prohibited under this Policy, for Public Consultation on a contentious issue to be commenced during the Caretaker Period.
- 6.2. Despite subclause 1. above, Public Consultation may be commenced during the Caretaker Period if:
 - 6.2.1. the process has substantially commenced and/or approvals are in place, or
 - 6.2.2. the consultation is a mandatory statutory process or required under existing policy.

7. Major Policy Decisions

- 7.1. As far as reasonably practicable, the Chief Executive Officer should avoid scheduling Major Policy Decisions for consideration at Council Meetings during a Caretaker Period.
- 7.2. Such decisions should be either:
 - 7.2.1. Considered by the Council prior to the local government Caretaker Period; or

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7.2.2. Scheduled for determination by the incoming Council.

7.3. Major Policy Decisions may be considered by Council, if the CEO is satisfied that Prevailing Circumstances apply.

8. Council Forums, Workshops or Briefings relating to Major Policy Decisions

8.1. As far as reasonably practicable, the Chief Executive Officer should avoid scheduling matters related to Major Policy Decisions for discussion at Council Forums, Workshops or Briefings during a Caretaker Period.

8.2. Matters related to Major Policy Decisions may be scheduled for discussion at Council Forums, Workshops or Briefings during a Caretaker Period if the CEO is satisfied that Prevailing Circumstances apply.

9. Prevailing Circumstances

9.1. When determining whether Prevailing Circumstances apply, the CEO is to have regard to a number of circumstances including, but not limited to:

- 9.1.1. whether the decision is significant;
- 9.1.2. the urgency of the issue;
- 9.1.3. whether the process has substantially commenced and/or approvals are in place;
- 9.1.4. the possibility of legal and/or financial repercussions if it is deferred;
- 9.1.5. unless the consultation is a mandatory statutory process or required under existing policy;
- 9.1.6. whether the decision is likely to be controversial or contentious; and
- 9.1.7. the best interests of the City of Cockburn.

9.2. If the CEO is satisfied that Prevailing Circumstances apply, the CEO is required to provide Elected Members with advice setting out:

- 9.2.1. the reasons why Prevailing Circumstances apply; and
- 9.2.2. how potential electoral impacts will be managed or mitigated.

9.3. Details of advice provided under this clause are to be retained, with the Forum, Workshop or Briefing notes, as a Local Government record.

10. Elected Member Interactions

10.1. During the caretaker period, Elected Members should take particular care when:

- 10.1.1. Considering planning matters before the Council in its role as a responsible authority, under the *Planning and Development Act 2005*. It should be noted that items considered by the Joint Development Assessment Panel are done so under an independent process and this policy does not apply;
- 10.1.2. Undertaking a consultation or advocacy role on behalf of members of

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Title	Elections – Caretaker Period
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the community; and

- 10.1.3. Representing the City's communications with State or Federal Government entities.

11. Publishing Electoral Material

- 11.1. The City will not print, publish or distribute, or authorise others to print, publish or distribute on behalf of the City anything that contains 'electoral material' during the Caretaker Period, other than announcing the election, encouraging residents to ensure they are enrolled on the Electoral Roll and encouraging them to vote.
- 11.2. In accordance with Section 4.52 of the Act the City will publish the required information about all candidates on its website.
- 11.3. Other than information published in accordance with the Act, during the Caretaker Period no additions or changes will be made to information on the City's website about current Elected Members who are standing for re-election.

12. Candidate and/or Elected Member Publications

- 12.1. Candidates and/or Elected Members who publish Electoral Material cannot claim or represent that the Electoral Material originates from or is authorised by the City.
- 12.2. The City of Cockburn logo or crest, or anything resembling them, must not be used in Electoral Material.

13. City of Cockburn Publications

- 13.1. There will be no interviews with Councillors or images of any Councillors in the City's printed material during the Caretaker Period. This clause does not apply to information published prior to the Caretaker Period.

14. Media

- 14.1. Elected Members will not use their position as an elected representative or their access to City staff or resources to gain media attention in support of their or any candidate's election campaign.
- 14.2. During the Caretaker Period there will be no proactive publicity shots used by the City in any form involving any Elected Member, except the Mayor.
- 14.3. The Mayor will still be quoted in media responses during the Caretaker Period when providing information as spokesperson on behalf of the City.
- 14.4. Proactive statements in the media realm will be monitored under the direction of the CEO during the Caretaker Period to ensure compliance with these provisions.

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14.5. Proactive media during the Caretaker Period will be restricted to operational matters or issues already resolved by Council.

14.6. Candidates may not use the City's social media accounts to profile themselves, their campaign or provide any responses or comments to questions or statements on the City's social media pages.

15. Attendance and Participation at Events/Functions

15.1. Public Events Hosted by External Bodies

15.1.1. Elected Members may continue to attend events and functions hosted by external bodies during the Caretaker Period and may appear on externally managed social media pages.

15.2. City of Cockburn organised Civic Events/Functions/Official Openings

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

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

15.2.3. Elected Members must not distribute any Electoral Material or promote their campaign at any City of Cockburn organised Civic Events, Functions, Official Openings, or similar.

15.3. Delegates to Community and Advisory Groups

15.3.1. Elected Members appointed to community groups and other external organisations as representatives of the City shall not use their attendance at meetings of these groups for Electoral Purposes, to recruit assistance with electoral campaigning or to promote their personal or other candidate's electoral campaigns.

16. Use of City of Cockburn Resources

16.1. The Council's adopted Code of Conduct for Council Members, Committee Members and Candidates prohibits the use of the City's resources for Electoral Purposes.

16.2. The City's employees must not be asked to undertake any tasks connected

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Title	Elections – Caretaker Period
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directly or indirectly with an election campaign.

16.3. In any circumstances where the use of City resources might be construed as being related to a candidate's election campaign, advice is to be sought through the Chief Executive Officer.

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

17. Use of City Information

17.1. Information, briefing material and advice prepared or secured by staff for an Elected Member must be necessary to the carrying out of the Elected Member's role.

17.2. Information received or accessed in the role of an Elected Member is not to be used for Electoral Purposes. This includes claiming personal credit for previous Council decisions in marketing material.

18. Media Advice

18.1. Any requests for media advice or assistance from Elected Members during the Caretaker Period will be referred to the CEO.

18.2. No media advice will be provided in relation to election issues or in regard to publicity that involves specific Elected Members participating in the relevant election.

18.3. If satisfied that advice sought by an Elected Member during the Caretaker Period does not relate to the election or publicity involving any specific Elected Member, the CEO may authorise the provision of a response to such a request.

18.4. The City will continue to arrange media opportunities for the Mayor when required to fulfil the function of speaking on behalf of the City in accordance with Section 2.8(1)(d) of the Act. These media opportunities must not be used for Electoral Purposes.

18.5. The City will not arrange any media opportunities for Councillors during the Caretaker Period.

19. City of Cockburn Employees

19.1. During the Caretaker Period no City employee may make any public statement that relates to an election issue.

19.2. Employees must avoid assisting Elected Members in ways that could create a perception of being used for Electoral Purposes.

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19.3. Employees must not accept employment (voluntary or paid) related to local elections for any candidate.

19.4. Employees must not interact with Elected Members or candidates on their social media pages during the Caretaker Period.

20. Local Government Election Process Enquiries

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

21. Electoral Signs

21.1. Electoral signage is not permitted within road reserves (this includes Council verges outside private properties). This is based on a requirement for:

- 21.1.1. Pedestrian safety;
- 21.1.2. Risk aversion and exposed liability to the City for injuries or damage; and
- 21.1.3. Vehicle safety for manoeuvrability and sightlines.

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

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

22. Implementation of Caretaker principles during State and Federal Government Elections

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

22.2. An Elected Member may choose to take leave of absence from the Council for such period as they see fit and should, as soon as practicable after nominating or being pre-selected, notify the CEO in writing, who in turn will advise the other Elected Members

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

23. Definitions

Caretaker Period is defined in section 1.4A of the *Local Government Act 1995*.

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

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

1. Any materials produced by the City relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purpose of conducting an election.

Electoral Purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the *Local Government Act 1995*, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*.

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

Major Policy Decision excludes anything that constitutes a Significant Act, and means any:

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

Prevailing Circumstances is defined in clause 9 of this Policy.

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

Significant Act is defined in section 3.73(1) of the *Local Government Act 1995*.

24. References

- *Local Government Act 1995*
- *Local Government (Functions and General) Regulations 1996*
- City of Cockburn Code of Conduct for Council Members, Committee Members and Candidates

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- *Electoral Act 1907*
- *Commonwealth Electoral Act 1918*

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)	10 June 2021
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	8549055

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Policy Type

Council

Policy Purpose

The policy ~~will provide~~ supplements the caretaker provisions of the *Local Government Act 1995* to provide additional guidance in the lead up to Election Day, ensuring that major decisions which would bind an incoming Council are avoided where possible, preventing the use of public resources in ways that can be seen to be advantageous to, or promoting candidates and also ensuring staff act impartially in relation to candidates.

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

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

Policy Statement

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

1. Legislation

1.1. This Policy applies in addition to, and does not derogate from, the requirements of the *Local Government Act 1995* (the Act), and the *Local Government (Functions and General) Regulations 1996* (the Regulations).

1.2. In the event of any inconsistency the legislative provisions prevail.

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

~~(1)-~~

2. Scope

~~(1)2.1.~~ 2.1. This Policy applies to Elected Members and employees of the City of Cockburn during the Caretaker Period and covers:

2.1.1. Notices of Motions and Matters for Investigation submitted by Elected Members;

~~(a)2.1.2. and specific d~~ Decisions that are made by the Council;

~~(b)2.1.3.~~ Information and material published by the City;

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- ~~(e)~~2.1.4. Attendance and participation at functions and events;
- ~~(d)~~2.1.5. Use of the City's resources;
- ~~(e)~~2.1.6. Access to information held by the City;
- 2.1.7. Staff engagement with candidates and/or Elected Members.

~~(+)~~2.2. This Policy only applies to decisions made during the Caretaker Period and not the announcement of decisions made prior to the Caretaker Period. However, as far as practicable any such announcements should be made before the Caretaker Period begins.

3. Caretaker Period

- 3.1. The Caretaker Period is defined in Section 1.4A of the Act.
- 3.2. Unless otherwise specified in the Act, ~~the~~ Caretaker Period for Local Government Elections ~~will take effect~~ begins ~~at the period of time from~~ at the close of nominations (as defined in section 4.49(a) of the Act), being 4pm on the day 37 days prior to the Ordinary Election Day, ~~(4pm)~~ and ends on the day after the returning officer declares the election results. ~~in accordance with section 4.49(a) of the Local Government Act 1995, until 6pm on Election Day.~~

4. Preparation for Caretaker Period

- 4.1. The Chief Executive Officer (CEO) will ensure as far as possible that all Elected Members and employees are aware of this ~~e-Caretaker Period~~ Policy and practices, at least 30 (thirty) days prior to the start of the Caretaker Period.

~~(2)~~ —

Significant Acts

5.

- 5.1. Significant Acts are dealt with by the Act and Regulations.
- 5.2. In accordance with Section 3.73(2) of the Act, a local government must not do a significant act during a caretaker period.
- 5.3. This prohibition is subject only to the exceptions prescribed in the Act and Regulations, and is not subject to Prevailing Circumstances or other exceptions in this Policy.

6. Public Consultation

- 6.1. It is prohibited under this ~~policy~~ Policy, ~~for Public Consultation on a contentious issue to be commenced during the Caretaker Period.~~
- 6.2. Despite subclause 1. above, Public Consultation may be commenced during the Caretaker Period if:
 - 6.2.1. ~~except where~~ the process has substantially commenced and/or approvals are in place, ~~or for public consultation to be commenced during the Caretaker Period on an issue which is contentious, unless~~
 - ~~(3)~~6.2.2. the consultation is a mandatory statutory process or required under existing policy.

7. Major Policy Decisions

[2]

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- 7.1. As far as reasonably practicable, the Chief Executive Officer should avoid scheduling Major Policy Decisions for consideration at Council Meetings during a Caretaker Period.
- 7.2. Such decisions should be either:
- 7.2.1. Considered by the Council prior to the local government Caretaker Period; or
- 7.2.2. Scheduled for determination by the incoming Council.
- 7.3. Major Policy Decisions may be considered by Council, if the CEO is satisfied that Prevailing Circumstances apply.

8. Council Forums, Workshops or Briefings relating to Major Policy Decisions

- 8.1. As far as reasonably practicable, the Chief Executive Officer should avoid scheduling matters related to Major Policy Decisions for discussion at Council Forums, Workshops or Briefings during a Caretaker Period.
- ~~(4)8.2. Matters related to Major Policy Decisions may be scheduled for discussion at Council Forums, Workshops or Briefings during a Caretaker Period if the CEO is satisfied that Prevailing Circumstances apply. This Policy only applies to decisions made during the Caretaker Period and not the announcement of decisions made prior to the Caretaker Period, however, as far as practicable any such announcements should be made before the Caretaker Period begins.~~

~~(2) — Scheduling consideration of major policy decisions or Council commitments during Local Government Caretaker Period~~

- ~~1. — As far as reasonably practicable, the Chief Executive Officer should avoid scheduling major policy decisions, major consultations or major commitments for consideration during a Caretaker Period and instead should ensure that such decisions are either:~~
- ~~(a) — Considered by the Council prior to the local government Caretaker Period; or~~
- ~~(b) — Scheduled for determination by the incoming Council.~~

~~1. (3) Prevailing Circumstances~~

9.

~~1. Council Reports~~

- 9.1. In some circumstances, the CEO may permit a matter defined as a major policy decision, major consultation or major commitment to be submitted to the Council during the Caretaker Period. When determining whether Prevailing Circumstances apply, the CEO is to have regard to a number of circumstances including, but not limited to:

- ~~(a)9.1.1. whether the decision is significant~~
- ~~(b)9.1.2. the urgency of the issue~~
- ~~(c)9.1.3. whether the process has substantially commenced and/or approvals are in place~~

Title	Elections – Caretaker Period
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~~(d) 9.1.4.~~ the possibility of legal and/or financial repercussions if it is deferred
~~(e) 9.1.5.~~ unless the consultation is a mandatory statutory process or required under existing policy
~~(f) 9.1.6.~~ whether the decision is likely to be controversial or contentious; ~~7~~ and;
~~4.1.1.~~ the best interests of the City of Cockburn.
9.1.7.

~~2.~~ If the CEO is satisfied that Prevailing Circumstances apply, Council Forums, Workshops or Briefings

~~(a) where during the Caretaker Period, the CEO determines that Prevailing Circumstances apply, the CEO may include matters relating to a Major Policy Decision for elected member discussion at Council Forums, Workshops or Briefings~~

9.2. ~~(b)~~ the CEO is required to provide Elected Members with advice setting out:

9.2.1. ~~as to~~ the reasons why Prevailing Circumstances apply; and

9.2.2. ~~and~~ how potential electoral impacts will be managed or mitigated.

9.3. Details of ~~this~~ advice provided under this clause is are to be retained, with the Forum, Workshop or Briefing notes, as a Local Government record.

10. ~~(4)~~ Elected Member ~~interactions~~ Interactions

10.1. During the caretaker period, Elected Members should take particular care when:

~~4.~~ 10.1.1. Considering planning matters before the Council in its role as a responsible authority, under the *Planning and Development Act 2005*. It should be noted that items considered by the Joint Development Assessment Panel are done so under an independent process and this policy does not apply;

~~2.~~ 10.1.2. Undertaking a consultation or advocacy role on behalf of members of the community; and

~~3.~~ 10.1.3. Representing the City's communications with State or Federal Government entities; ~~and;~~

~~4. Information received in the role of an Elected Member, is not to be used for campaigning purposes. This includes claiming personal credit of previous council decisions in their marketing material.~~

~~(5)~~ Marketing

~~4.~~ 11. Publishing Electoral Material

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

Title	Elections – Caretaker Period
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~~—~~ In accordance with Section 4.52 of the Act ~~The the~~ City will ~~also~~ publish the ~~electoral related biographies of~~ required information about all candidates on its website.

11.2.

11.3. Other than information published in accordance with the Act, during the Caretaker Period no additions or changes will be made to ~~Information~~ information on the City's website about current Elected Members who are standing for re-election ~~will be restricted to current names and contact details together with a link to their electoral biography.~~

2-12. Candidate and/or Elected Member Publications

12.1. Candidates and/or Elected Members ~~are permitted to who~~ publish Electoral Material ~~campaign material on their own behalf but cannot claim or represent that for that material~~ the Electoral Material ~~to be originating~~ originates from or is authorised by the City.

12.2. ~~They must not use the~~ City of Cockburn logo or crest, or anything resembling them, must not be used in Electoral Material ~~in their campaign material.~~

3-13. City of Cockburn Publications

13.1. There will be no interviews with Councillors or images of any Councillors in the City's printed material during the Caretaker Period. This clause does not apply to information published prior to the Caretaker Period.

4-14. Media

~~(a)~~ 14.1. Elected Members will not use their position as an elected representative or their access to City staff or resources to gain media attention in support of their or any candidate's election campaign.

~~(b)~~ 14.2. During the Caretaker Period there will be no proactive publicity shots used by the City in any form involving any Elected Member, except the Mayor.

~~(c)~~ 14.3. The Mayor will still be quoted in media responses during the Caretaker Period when providing information as spokesperson on behalf of the City.

~~(d)~~ 14.4. Proactive statements in the media realm will be monitored under the direction of the CEO during the Caretaker Period to ensure compliance with these provisions.

~~(e)~~ 14.5. Proactive media during the Caretaker Period will be restricted to operational matters or issues already resolved by Council.

~~(f)~~ 14.6. Candidates may not use the City's social media accounts to profile themselves, their campaign or provide any responses or comments to questions or statements on the City's social media pages.

15. (6) Attendance and Participation at Events/Functions

4-15.1. Public Events Hosted by External Bodies

15.1.1. Elected Members may continue to attend events and functions hosted by external bodies during the Caretaker Period and may appear on externally managed social media pages.

[5]

Title	Elections – Caretaker Period
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~~2.~~15.2. City of Cockburn organised Civic Events/Functions/Official Openings

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

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

15.2.3. Elected Members must not distribute any ~~campaign m~~ Electoral Material or promote their campaign at any City of Cockburn organised Civic Events, Functions, Official Openings, or similar.

~~3.~~15.3. Delegates to Community and Advisory Groups

15.3.1. Elected Members appointed to community groups and other external organisations as representatives of the City shall not use their attendance at meetings of these groups for Electoral Purposes, to ~~either~~ recruit assistance with electoral campaigning or to promote their personal or other candidate's electoral campaigns.

16. ~~(7) The~~ Use of City of Cockburn Resources

~~1.~~16.1. The Council's adopted ~~Model~~ Code of Conduct for Council Members, Committee Members and Candidates (Elected Members) ~~provide that the City's resources are only to be utilised for authorised activities and prohibits the use of equipment, stationery or hospitality for non-Council related business. Note that prohibiting the use of the City's resources for electoral purpose~~ Electoral Purposes is not restricted to the Caretaker Period.

~~2.~~16.2. The City's employees must not be asked to undertake any tasks connected directly or indirectly with an election campaign, ~~unless it is undertaken in conjunction with a function related to the election.~~

~~3.~~16.3. In any circumstances where the use of City resources might be construed as being related to a candidate's election campaign, advice is to be sought through the Chief Executive Officer.

~~4.~~16.4. Community groups who wish to hire City owned premises to interview or record (audio visual) election candidates in a public forum may do so, subject to the relevant venue hire charge being paid in accordance with the City's normal practices.

17. ~~(8) Access Use to of~~ City ~~Held~~ Information

~~1.2.~~ ~~Candidate Access to Information~~

[6]

Title	Elections – Caretaker Period
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~~—All candidates will have equal rights to access publicly available information from the City's administration.~~

~~1. Use of information accessed from the City~~

17.1. Information, briefing material and advice prepared or secured by staff for an Elected Member must be necessary to the carrying out of the Elected Member's role.

17.2. Information received or accessed in the role of an Elected Member is not to be used for Electoral Purposes. This includes claiming personal credit for previous Council decisions in marketing material.

~~Any City held information accessed must not be used for election purposes.~~

~~2. Information Request Register~~

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

~~3.~~ 18. Media Advice

18.1. Any requests for media advice or assistance from Elected Members during the Caretaker Period will be referred to the CEO.

18.2. No media advice will be provided in relation to election issues or in regard to publicity that involves specific Elected Members participating in the relevant election.

18.3. If satisfied that advice sought by an Elected Member during the Caretaker Period does not relate to the election or publicity involving any specific Elected Member, the CEO may authorise the provision of a response to such a request.

18.4. ~~The City will continue to arrange media opportunities for the Mayor when required to fulfil the function of speaking on behalf of the City in accordance with Section 2.8(1)(d) of the Act. These media opportunities must not be used for Electoral Purposes.~~

18.5. ~~The City will not arrange~~ Any media opportunities for ~~Elected Members Councillors~~ will not be arranged by the City during the Caretaker Period.

~~4.~~ 19. City of Cockburn Employees

~~(a)~~ 19.1. During the Caretaker Period no City employee may make any public statement that relates to an election issue.

~~(b)~~ 19.2. Employees must avoid assisting Elected Members in ways that could create a perception of being used for ~~electoral purpose~~ Electoral Purposes.

~~(c)~~ 19.3. Employees must not accept employment (voluntary or paid) related to local elections for any candidate.

~~(d)~~ 19.4. Employees must not interact with Elected Members or candidates on their social media pages during the Caretaker Period.

Title	Elections – Caretaker Period
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20. ~~(9)~~ Local Government Election Process Enquiries

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

21. ~~(10)~~ Electoral Signs

~~1.~~ 21.1. Electoral signage is not permitted within road reserves (this includes Council verges outside private properties). This is based on a requirement for:

~~(a)~~ 21.1.1. Pedestrian safety;

~~(b)~~ 21.1.2. Risk aversion and exposed liability to the City for injuries or damage; and

~~(c)~~ 21.1.3. Vehicle safety for manoeuvrability and sightlines.

~~2.~~ Electoral signage is not permitted on City Reserves or City infrastructure.

21.2.

~~3.~~ 21.3. The installation of signage on private property requires permission from the owner.

22. ~~(11)~~ Implementation of Caretaker ~~Practices~~ principles during State and Federal Government Elections

~~1.~~ Elected Members who nominate, or are pre-selected by a political party to contest a state or federal election, should avoid any appearance that their position on Council is being used as a platform for their state or federal election campaign during the election period.

22.1.

~~2.~~ An Elected Member may choose to take leave of absence from the Council for such period as they see fit and should, as soon as practicable after nominating or being pre-selected, notify the CEO in writing, who in turn will advise the other Elected Members

22.2.

~~3.~~ 22.3. For state or federal elections, the Caretaker Period commences from the date of the election writ issued by the Governor or Governor General, as is relevant.

23. ~~(12)~~ Definitions

Caretaker Period is defined in section 1.4A of the *Local Government Act 1995*.

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

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

- ~~1. An advertisement in a newspaper announcing the holding of a meeting in accordance with section 4.87(3) of the Local Government Act 1995.~~
- ~~2. Any materials exempted under Regulation 78 of the Local Government (Elections) Regulations 1997.~~
- ~~3.1.~~ Any materials produced by the City relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purpose of conducting an election.

Electoral Purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Local Government Act 1995, the Electoral Act 1907 or the Commonwealth Electoral Act 1918.

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

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

Major Policy Decision excludes anything that constitutes a Significant Act, and means any:

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

Prevailing Circumstances is defined in clause 9 of this Policy.

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

Title	Elections – Caretaker Period
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Significant Act is defined in section 3.73(1) of the *Local Government Act 1995*.

24.(13) — References

- ~~Legislative Requirements:~~ *Local Government Act 1995*
- *Local Government (Functions and General) Regulations 1996*
- ~~*Local Government (Election) Regulations 1996*~~
- ~~*Local Government (Model Code of Conduct) Regulations 2021*~~
- ~~*Local Law – Standing Orders*~~
- ~~Model~~ *City of Cockburn Code of Conduct for Council Members, Committee Members and Candidates* — ~~Elected Members~~
- *Electoral Act 1907*
- *Commonwealth Electoral Act 1918*

Strategic Link:	Strategic Community Plan
Category	Elected Members
Lead Business Unit:	Governance, Risk Management <i>Legal</i> 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)	8549055

15.2.24 Policy Review - Flying of Flags and Bereavement Recognition

Executive	Chief Executive Officer
Author	Manager Legal and Compliance
Attachments	1. Flying of Flags Policy (Clean Copy) ↓ 2. Flying of Flags Policy (Tracked Changes) ↓

Officer Recommendation

The Committee recommend Council ADOPTS the revised ‘Flying of Flags Policy’ provided as Attachment 1.

Committee Recommendation

That Council ADOPTS the current Policy without amendment.

Background

The Flying of Flags Policy (the Policy) was first adopted in 2009 to provide consistent guidance to the Administration in responding to requests to fly flags other than the Australian and State Flags, from the City’s flag poles. The Policy also sought to define which prominent local citizens would qualify to have the flags flown at half-mast in recognition of their passing.

This Policy has been reviewed over time, with the last review conducted to reflect government protocols.

The purpose of the Policy in its current form is to provide a definition and authority for the recognition of the passing of local notable citizens.

Submission

N/A

Report

The Policy currently only addresses the definition of a ‘Local Notable Citizen’ and when the City may fly flags at half-mast as a mark of respect for those citizens.

It does not address any other flying of flag protocols.

The Department of the Prime Minister and Cabinet of the Australian Government have established [Australian National Flag Protocols](#) which the City must follow. Those protocols address the appropriate use and the flying of the flag, other official flags of Australia and the history of the Australian National Flag.

Any City of Cockburn Policy would be required to be compliant with these protocols.

From review of other local government flying of flags policies, the usual objective of such a policy is to ensure the respectful and consistent display of flags at civic locations. A flying of flags policy allows a local government to emphasise protocols aligned with the national guidelines. The benefit lies in promoting inclusivity, national identity and community cohesion through appropriate flag displays.

The Policy has been reviewed and through that review process it is recommended that the Policy be amended to address:

1. Establishing guidance for the appropriate and respectful flying of flags;
2. Promotion of civic pride and recognising significant national, state and local events, as well as cultural diversity; and
3. Ensuring compliance with the Australian National Flag Protocols.

It is recommended that the objective of the Policy be confined to providing guidance on the flying, displaying and management of flags at the City of Cockburn, and additional bereavement recognition processes be removed from the policy. Such processes can be managed administratively.

Strategic Plans/Policy Implications

Community, Lifestyle and Security

A vibrant healthy, safe, inclusive, and connected community.

- Aboriginal and Torres Strait Islander cultures and other diverse cultures and heritage are recognised and celebrated.

Budget/Financial Implications

N/A

Legal Implications

The City must comply with the *Flags Act 1953* and the Australian National Flag Protocols.

Community Consultation

N/A

Risk Management Implications

The Flying of Flags Policy aligns with the *Flags Act 1953* and national protocols, mitigating compliance and reputational risks by ensuring legal adherence and respectful flag display practices.

The policy provides a clear framework for managing the display of flags, ensuring consistency across City locations, and reducing operational risks related to flag management.

Regular review and adherence to the policy will further mitigate potential risks by keeping the City up to date with any changes in national or state guidelines.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Title	Flying of Flags
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Policy Type

Council

Policy Purpose

This policy is to provide guidance on the flying, displaying and management of flags at the City of Cockburn. The policy ensures respect, consistency and compliance with the Australian National Flag Protocols while addressing local needs and specific occasions.

Policy Statement

1. Objective

- 1.1. The objective of this policy is to:
 - 1.1.1. Ensure the appropriate and respectful flying and display of flags;
 - 1.1.2. Promote civic pride and recognise significant national, state and local events, as well as cultural diversity;
 - 1.1.3. Ensure compliance with the *Flags Act 1953* and the Australian National Flag Protocols.

2. Scope

- 2.1. The City will comply with the Australian National Flag Protocols (the National Protocols) and any instructions provided by the Department of Prime Minister and Cabinet or the Government of Western Australia
- 2.2. The following key principles apply:
 - 2.2.1. National Flag: The Australian National Flag will always be flown in accordance with the National Protocols. It must be flown in the position of honour, which is typically far left of a person facing the flagpoles, or in the centre when multiple poles are present.
 - 2.2.2. Other Flags: The City will fly the Aboriginal Flag and the Torres Strait Islander flag.
 - 2.2.3. Official National flags of visiting delegates may be flown at discretion of the CEO and Mayor.

3. Half-Masting of Flags

- 3.1. Flags will be flown at half-mast as a sign of mourning on the following occasions:
 - 3.1.1. National days of remembrance or as directed by State or Commonwealth authorities.
 - 3.1.2. Death of a current or former Elected Member, Freeman of the City, present employee or significant community members (e.g. Pioneers).
 - 3.1.3. As authorised by the Mayor or Chief Executive Officer for other solemn occasions (e.g. death of a prominent local citizen).
- 3.2. When lowering flags to half-mast:
 - 3.2.1. The flag will first be raised to the peak before being lowered to half-mast.
 - 3.2.2. At the end of the half-mast period, the flag will be raised to the peak before being lowered for the day.

[1]

Title	Flying of Flags
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3.2.3. Flags will not be flown at half-mast overnight unless illuminated.

Strategic Link:	Strategic Community Plan
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)	
ECM Doc Set ID: (Governance Purpose Only)	8029886

[2]

Title

Flying of Flags & Bereavement Recognition



Policy Type

Council

Policy Purpose

This policy ~~provides a definition and authority for recognition of the passing of Local Notable Citizens.~~ is to provide guidance on the flying, displaying and management of flags at the City of Cockburn. The policy ensures respect, consistency and compliance with the Australian National Flag Protocols while addressing local needs and specific occasions.

Policy Statement

1. Objective

1.1. The objective of this policy is to:

- 1.1.1. Ensure the appropriate and respectful flying and display of flags;
- 1.1.2. Promote civic pride and recognise significant national, state and local events, as well as cultural diversity;
- 1.1.3. Ensure compliance with the *Flags Act 1953* and the Australian National Flag Protocols.

2. Scope

- 2.1. The City will comply with the Australian National Flag Protocols (the National Protocols) and any instructions provided by the Department of Prime Minister and Cabinet or the Government of Western Australia
- 2.2. The following key principles apply:
 - 2.2.1. National Flag: The Australian National Flag will always be flown in accordance with the National Protocols. It must be flown in the position of honour, which is typically far left of a person facing the flagpoles, or in the centre when multiple poles are present.
 - 2.2.2. Other Flags: The City will fly the Aboriginal Flag and the Torres Strait Islander flag.
 - 2.2.3. Official National flags of visiting delegates may be flown at discretion of the CEO and Mayor.

3. Half-Masting of Flags

- 3.1. Flags will be flown at half-mast as a sign of mourning on the following occasions:
 - 3.1.1. National days of remembrance or as directed by State or Commonwealth authorities.
 - 3.1.2. Death of a current or former Elected Member, Freeman of the City, present employee or significant community members (e.g. Pioneers).
 - 3.1.3. As authorised by the Mayor or Chief Executive Officer for other solemn occasions (e.g. death of a prominent local citizen).
- 3.2. When lowering flags to half-mast:
 - 3.2.1. The flag will first be raised to the peak before being lowered to half-mast.
 - 3.2.2. At the end of the half-mast period, the flag will be raised to the peak before being lowered for the day.
 - 3.2.3. Flags will not be flown at half-mast overnight unless illuminated.

[1]

Title

Flying of Flags ~~& Bereavement Recognition~~

~~As a mark of respect, Council can acknowledge the contribution made to the district by deceased Local Notable Citizens. This acknowledgement may include the flying of flags at the Administration Building at half mast; placement of a notice in the West Australian newspaper; and or providing flowers. This acknowledgement may be authorised by the Mayor or the Chief Executive Officer in consultation with the Mayor.~~

~~A Local Notable Citizen is defined as:~~

- ~~(1) — Those who would qualify for an invitation to attend the annual 'Pioneers Function' hosted by Council;~~
- ~~(2) — Past and present Elected Members of Council;~~
- ~~(3) — Past and present Chief Executive Officers of the City;~~
- ~~(4) — Present employees of the City;~~
- ~~(5) — Freeman of the City;~~
- ~~(6) — Persons not otherwise qualified pursuant to points one to five above, who have been significant contributors to the social and/or economic development of the district through their association and contribution to local groups / associations / organisations; and~~
- ~~(7) — Persons who have held significant positions of Government Office (ie. Premier, Prime Minister etc.)~~

~~The flying of flags at half mast in these circumstances will be done on the day or a week of the funeral or where a funeral is not to occur, on a day or week nominated by the Mayor.~~

~~A notification should be placed on the website and the staff Intranet before or on the day advising why the flags are lowered.~~

~~The placement of a notice in the newspaper may be done prior to or the day of the funeral.~~

Title	Flying of Flags & Bereavement Recognition
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Strategic Link:	Strategic Community Plan
Category	Governance
Lead Business Unit:	Governance, Risk and Compliance <u>Legal and Compliance</u>
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)	8029886

15.2.25 Policy Review - Awarding 'Honorary Freeman' of the City of Cockburn Policy

Executive	Chief Executive Officer
Author	Manager Legal and Compliance
Attachments	<ol style="list-style-type: none">1. City of Cockburn Honorary Freeman Policy (Tracked Changes) ↓2. City of Cockburn Honorary Freeman Policy (Clean) ↓

Officer Recommendation

The Committee recommend Council ADOPTS the revised City of Cockburn Honorary Freeman Policy provided as Attachment 1.

Committee Recommendation

That Council ADOPTS the revised City of Cockburn Honorary Freeman Policy provided as Attachment 1, with the following amendment:

1. Eligibility Criteria
 - 3.1.1: amend 20 years to 15 years and amend wording throughout the Policy accordingly.
2. Determination of the Award
 - 4.1: reinclude confidentiality into the Policy.

Background

The Awarding of 'Honorary Freeman' of the City of Cockburn Policy (the Policy) was adopted to establish the recognition of outstanding and meritorious civic service to the City of Cockburn by awarding the title of Honorary Freeman.

The Policy determines the procedures and criteria for nomination of recipients of the title.

Submission

N/A

Report

This Policy establishes the eligibility and selection criteria to nominate for the title of 'Freeman of the City'.

Since the introduction of the Policy there have been only two applications received, namely Honorary Freeman Don F Miguel OAM JP (dec) and Honorary Freeman Ray Lees (dec).

A review of the Policy has been completed and several opportunities to improve the policy purpose and objective have been identified.

The key purpose of the proposed changes is to further reinforce the importance and significance of the award of the title and improve the transparency of the process.

It is recommended that the Policy be amended to include:

1. The new Policy introduces a clearer and more detailed purpose, focusing on recognising "extraordinary and lasting contributions" that reflect positively on the City.
2. Introducing the objective of the Policy to recognise exceptional contributions, promote civic pride, establish high standards and establish a fair and transparent process.
3. Refinement of the eligibility criteria without changing the intent of the criteria and an emphasis on the connection to the City.
4. Amendments to improve the structure of the nomination process, including how nominations can be made, and how they are to be assessed.
5. Deletion of the 'selection criteria'. The eligibility criteria are the specific conditions that must be met for a person to be considered for the title of Honorary Freeman.

The eligibility criteria outline the necessary qualifications, such as making an exceptional and lasting contribution to the community, demonstrating high ethical standards, and having a direct positive impact on the City. These criteria ensure that only individuals who have significantly benefited the City and its community are considered, establishing a high standard for the award. will use these criteria to assess nominations during the selection process, ensuring a fair and transparent decision-making procedure.

6. A requirement for an absolute majority decision is ultra vires and has been deleted.
7. Expansion of entitlements, and addressing revocation, which was not previously addressed in the policy. While unlikely to occur, it is important to recognise.

The revised Honorary Freeman Policy for the City of Cockburn adds more structure, transparency, and formality to the nomination, selection, and awarding processes.

By expanding the eligibility criteria, adding a revocation clause, and formalising the recognition process, the new policy ensures that the title of Honorary Freeman is both prestigious and well-governed.

Strategic Plans/Policy Implications

Listening and Leading

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

The Policy ensures that the conferral of the Honorary Freeman title is transparent and well documented, ensuring only individuals of the highest ethical standard and significant contributions receive the honour.

The Policy reinforces the integrity and value of the award.

The introduction of a revocation clause adds a safeguard against recipients whose future actions may bring disrepute to the City.

This reduces the risk of continued association with individuals whose later actions are inconsistent with the City's values, strengthening the governance surrounding the award.

Overall, the proposed amendments to the Honorary Freeman Policy are designed to mitigate risks related to transparency, governance, and public perception, while enhancing the prestige and integrity of the award. Careful implementation and ongoing review will ensure these risks are minimised and managed effectively.

Advice to Proponent(s)/Submitters

N/A

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

Nil.

Title	City of Cockburn Honorary Freeman Policy
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Policy Type

Council

Policy Purpose

The Honorary Freeman title is the highest civic honour the City of Cockburn can bestow upon an individual. It recognises residents or other individuals who have made an extraordinary and lasting contribution to the community, the local government, or have achieved notable accomplishments that reflect positively on the City.

Policy Statement

1. Objective
 - 1.1. The objective of this policy is to:
 - 1.1.1. Recognise exceptional contributions: To formally acknowledge individuals whose voluntary service, leadership or significant achievements have positively impacted the City and its residents
 - 1.1.2. Promote civic pride: to celebrate and inspire community spirit by recognising those who exemplify dedication and commitment to the betterment of the City.
 - 1.1.3. Establish high standards: to ensure that only individuals of the highest moral character and integrity, who have made a longstanding contribution, are considered for this award.
 - 1.1.4. Establish a fair and transparent process: to adopt a transparent, criteria-based process for identifying and selecting Honorary Freeman recipients.
2. Scope
 - 2.1. This policy applies to eligible nominators, nominees, and the City, ensuring transparency, fairness, and recognition of exceptional service within the community.
3. Eligibility Criteria
 - 3.1. To be eligible for the title of Honorary Freeman of the City of Cockburn, a nominee must:
 - 3.1.1. Be a person of distinction living in the City of Cockburn who has provided eminent service to the community over a significant period of time (usually at least 20 years).
 - 3.1.2. Have contributed significantly to the social, economic, or cultural well-being of the City.
 - 3.1.3. Demonstrate high ethical standards and personal integrity.
 - 3.1.4. Nominees contributions must have had a direct and positive impact on the City which stand above contributions made by most.
4. Nomination Process
 - 4.1. Nominations may be made by any resident or elected member of the City of Cockburn.

[1]

Title	City of Cockburn Honorary Freeman Policy
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- 4.2. Nominations must be submitted in writing, detailing the nominee's contributions .
- 4.3. Nominations are to be countersigned by at least three Elected Members of the Council.
- 4.4. Eligible nominations will be assessed against the established eligibility criteria and presented to Council for decision.
- 5. Presentation and Entitlements
 - 5.1. The award may be presented at a formal civic ceremony, such as Australia Day, or another significant City event.
 - 5.2. Recipients will be invited to civic functions of the City, as agreed to by the Mayor of the day.
 - 5.3. Recipients will receive a special badge which identifies them as Freeman of the City.
 - 5.4. The title of Honorary Freeman carries no specific civic powers.
 - 5.5. The title may be revoked by resolution of Council if a recipient engages in actions that bring disrepute to the City.

Strategic Link:	Strategic Community Plan
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)	
ECM Doc Set ID: (Governance Purpose Only)	4133997

[2]

Title	<u>Awarding “Honorary Freeman of the City of Cockburn” City of Cockburn Honorary Freeman Policy</u>
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Policy Type

Council

Policy Purpose

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

~~NOTE: The Oxford Dictionary defines the term “Freeman” as relating to a person and can, therefore, be used as a uniform term. The Honorary Freeman title is the highest civic honour the City of Cockburn can bestow upon an individual. It recognises residents or other individuals who have made an extraordinary and lasting contribution to the community, the local government, or have achieved notable accomplishments that reflect positively on the City.~~

Policy Statement

1. Objective

1.1. The objective of this policy is to:

- 1.1.1. Recognise exceptional contributions: To formally acknowledge individuals whose voluntary service, leadership or significant achievements have positively impacted the City and its residents
- 1.1.2. Promote civic pride: to celebrate and inspire community spirit by recognising those who exemplify dedication and commitment to the betterment of the City.
- 1.1.3. Establish high standards: to ensure that only individuals of the highest moral character and integrity, who have made a longstanding contribution, are considered for this award.
- 1.1.4. Establish a fair and transparent process: to adopt a transparent, criteria-based process for identifying and selecting Honorary Freeman recipients.

2. Scope

2.1. This policy applies to eligible nominators, nominees, and the City, ensuring transparency, fairness, and recognition of exceptional service within the community.

~~1. The City of Cockburn recognises that from time to time members of the community demonstrate outstanding commitment and contribution to the City and that this contribution should be recognised. It will do this by, in special circumstances that meet the criteria of this policy, awarding to an individual the title of “Honorary Freeman of the City of Cockburn”. This honour will only be awarded on rare and exceptional occasions.~~

~~2.~~

~~3.~~ ~~(4)~~ Eligibility Criteria

Title

Awarding “Honorary Freeman of the City of Cockburn” City of Cockburn Honorary Freeman Policy



3.1. To be eligible for the title of Honorary Freeman of the City of Cockburn, a nominee must:

- 3.1.1. Be a person of distinction living in the City of Cockburn who has provided eminent service to the community over a significant period of time (usually at least 20 years).
- 3.1.2. Have contributed significantly to the social, economic, or cultural well-being of the City.
- 3.1.3. Demonstrate high ethical standards and personal integrity.
- 3.1.4. Nominees contributions must have had a direct and positive impact on the City which stand above contributions made by most.

4. Nomination Procedures

4.1. Nominations may be made by any resident or elected member of the City of Cockburn.

4.2. 1. Nominations are to be contained in a must be written submission submitted in writing, to the City detailing the reasons why the person is worthy of the award and are to be supported nominee's contributions an.

4.3. Nominations are to be countersigned by at least three Elected Members of the Council.

4.4. Eligible nominations will be assessed against the established eligibility criteria and presented to Council for decision.

2. Nominations for the granting of the status of Honorary Freeman of the City and a subsequent recommendation to the Council will be made on the basis of the selection criteria.

- 1. Nominees should have lived within the City of Cockburn for a significant number of years (significant would usually mean at least 20 years) and had a long and close association and identification with the City.

2. Nominees should have given extensive and distinguished service to the community that goes beyond particular local government activities (e.g. service to other organisations, voluntary and community groups) in a largely voluntary capacity. Nominees must have made an outstanding contribution to the City of Cockburn such that the nominee's contribution can be seen to stand above the contributions made by most other people.

(2) Selection Criteria

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

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

Title	<u>Awarding “Honorary Freeman of the City of Cockburn” City of Cockburn Honorary Freeman Policy</u>
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~~2. Level of commitment to the field (or fields) of activity.~~

~~3. Personal leadership and conduct.~~

~~4. Benefits to the community of Cockburn and/or State of Western Australia resulting from the nominee's work.~~

~~5. Specific recorded achievements of the nominee.~~

~~(3) Nomination Procedure~~

~~1. Nominations are to be contained in a written submission to the City detailing the reasons why the person is worthy of the award and are to be supported and countersigned by at least three Elected Members of the Council.~~

~~2. Nominations for the granting of the status of Honorary Freeman of the City and a subsequent recommendation to the Council will be made on the basis of the selection criteria.~~

~~(4) Determination of the Award~~

~~1. The matter is to be determined as a 'Confidential' Agenda item.~~

~~2. An absolute majority of Elected Members is required to bestow the honour of 'Freeman of the City of Cockburn' on a person nominated.~~

~~(5) Privileges~~

~~5. Presentation and Entitlements~~

~~5.1. The award may be presented at a formal civic ceremony, such as Australia Day, or another significant City event.~~

~~5.2.1. An Honorary Freeman of the City is to be invited to civic functions of the City, as agreed to by the Mayor of the day.~~

~~5.3. Recipients will receive a special badge which identifies them as Freeman of the City.~~

~~5.4. The title of Honorary Freeman carries no specific civic powers.~~

~~5.5. The title may be revoked by resolution of Council if a recipient engages in actions that bring disrepute to the City.~~

~~2.1. An Honorary Freeman of the City is to be invited to civic functions of the City, as agreed to by the Mayor of the day.~~

~~2.2.~~

~~2. An Honorary Freeman of the City receives a special badge which identifies them as Freeman of the City~~

Strategic Link:	Strategic Community Plan
Category	Governance

[3]

Title	Awarding "Honorary Freeman of the City of Cockburn" <u>City of Cockburn Honorary Freeman Policy</u>
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Lead Business Unit:	Governance, Risk Management and Compliance <u>Legal and Compliance</u>
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)	4133997

15.2.26 Policy Review - Elected Members Appointment - Standing Committees, Reference Groups, Boards and External Groups

Executive	Chief Executive Officer
Author	Senior Governance Officer
Attachments	<ol style="list-style-type: none"> 1. Elected Members Appointment to Standing Committees, Reference Groups and External Groups Policy (DRAFT revised for adoption) ↓ 2. Track Changes - Elected Members Appointment to Standing Committees, Reference Groups and External Groups Policy ↓

Officer Recommendation

The Committee recommend Council ADOPTS the revised 'Elected Members Appointment to Standing Committees, Reference Groups, Boards and External Groups Policy', provided as Attachment 1.

Committee Recommendation

That Council:

- (1) REFERS the Elected Members Appointment - Standing Committees, Reference Groups, Boards and External Groups Policy back to the Governance Committee for a review of the appointments process for External Committees and Reference Groups; and
- (2) INCORPORATES a summary of previous group membership and attendance records in nominations.

CARRIED 5/0

Background

The Elected Members Appointment – Standing Committees, Reference Groups, Boards and External Groups Policy (the Policy) was first adopted in 2019 and has been regularly reviewed, with the last review considered at the Ordinary Council Meeting held on 10 June 2021.

As the Policy is overdue for review, a high level review has been completed. It is anticipated that amendments to the *Local Government Act 1995* (the Act) may have minor impacts on this Policy, requiring a further review in future.

Submission

N/A

Report

The Policy provides detailed guidance on the procedures for appointing Elected Members to City of Cockburn Committees and Reference Groups, and to external committees and groups. In addition, the Policy establishes principles for participation of Elected Members when representing the City on external bodies.

The Policy has been reviewed to provide greater clarity and avoid repetition. The Policy title has been refined from “Elected Members Appointment - Standing Committees, Reference Groups, Boards and External Groups Policy” to “Elected Members Appointment to Standing Committees, Reference Groups, and External Groups Policy” as there is no specific reference to boards within the Policy. No substantive changes have been made.

The Local Government Amendment Bill 2024 (the Bill) was introduced to Parliament on 15 August 2024. If passed in its current form, the Bill will amend the Act to require Presiding Members and Deputy Presiding Members to be appointed by Council, rather than elected as currently required under section 5.12 of the Act.

In addition, the Bill will make changes to the membership and operations of audit committees (to be renamed audit, risk and improvement committees). While these changes will primarily affect the Terms of Reference for the City’s Audit Risk and Compliance Committee, complementary amendments to this Policy may be required.

As a result, a further review of this Policy may be conducted in 2025.

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

There are no financial implications for this report.

Legal Implications

The City must comply with the requirements of the Act in relation to the establishment, membership and functions of Committees. The Policy is consistent with these requirements at present.

Community Consultation

N/A

Risk Management Implications

The Policy aligns with the requirements of the Act, mitigating compliance and reputational risks by ensuring a transparent and consistent approach to the appointment of Elected Members to Committees, Reference Groups and external bodies.

There is a risk that anticipated amendments to the Act may impact the Policy, which can be addressed by a future review.

Advice to Proponent(s)/Submitters

N/A.

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

Nil.

Title	Elected Members Appointment to Standing Committees, Reference Groups and External Committees and Groups
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Policy Type

Council

Policy Purpose

This policy is to provide guidance for Council when appointing:

- a) members of City of Cockburn Standing Committees;
- b) members of City of Cockburn Reference Groups; and
- c) delegates to external committees and groups.

This policy also establishes the principles for Elected Member participation in external committees and groups.

Policy Statement

1. Appointments

- 1.1. Appointments to existing Standing Committees, Reference Groups, and external committees and groups will be made biennially, at the first Ordinary Council Meeting following ordinary local government elections or, if necessary, at a Special Council Meeting called for that purpose.
- 1.2. Appointments to fill casual vacancies will occur at the first Ordinary Council Meeting after the vacancy arises. If this is not reasonably practicable, appointments will be considered at the following Ordinary Council Meeting or, if necessary, at a Special Council Meeting called for that purpose.
- 1.3. Appointments to new Standing Committees, Reference Groups and external committees and groups will be made as required.

2. Term of appointment

- 2.1. All appointments are for a term ending on the day of the next ordinary local government elections, a period of up to two years.

3. Expressions of Interest

- 3.1. For all appointments, the Chief Executive Officer (CEO), or another officer nominated by the CEO for this purpose, is to seek expressions of interest from Elected Members.
- 3.2. The Chief Executive Officer is to provide as much information as possible, including the Terms of Reference, frequency and timing of meetings, and whether remuneration to members is applicable.

[1]

Title	Elected Members Appointment to Standing Committees, Reference Groups and External Committees and Groups
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4. Standing Committees

- 4.1. The *Local Government Act 1995*, Section 5.8, states that a local government may establish committees to assist the Council and exercise the powers and discharge the duties of the local government that can be delegated to committees.
- 4.2. The Terms of Reference (TOR) for each Standing Committee will be provided to all Elected Members with the relevant Agenda for the Meeting at which the appointments are to be considered.
- 4.3. Elected Members wishing to be considered for membership of any Standing Committee are to nominate their intent to the CEO, or another officer nominated by the CEO for this purpose, any time following the receipt of the Agenda Papers for the Meeting at which the appointments are to be made.
- 4.4. Elected Members may nominate as either a Member or Deputy Member of a Committee.
- 4.5. Nominations from Elected Members for appointment to any Standing Committees will be administratively recorded to verify the time each nomination is received by the City.
- 4.6. At 10.00am on the day of the Council Meeting at which the appointments are to be considered, the CEO will ensure that all nominations from Elected Members are documented in the order which they were received.
- 4.7. At the point of the Meeting where nominations are to be considered, the Presiding Member will advise the Meeting of the name/s of the Elected Member/s and, if necessary, order the nominations for each Committee to be considered and put in the form of several motions, pursuant to Standing Orders Clause 10.5.

The sequence of the motions will be put in the order that they were received from each Elected Member and will be voted upon until each nomination is considered or withdrawn.

5. Reference Groups

- 5.1. Council may establish reference groups for the purposes of dealing with issues of special focus or nature.
- 5.2. Reference groups have no decision-making authority and do not report directly to Council.
- 5.3. Reference groups may provide advice and recommendations which are incorporated in officer reports to Council as required.
- 5.4. A Terms of Reference is to be established for each group. The Terms of Reference is to include:
 - 5.4.1.1.1. Name of the group
 - 5.4.1.1.2. Purpose of the group
 - 5.4.1.1.3. Membership of the group
 - 5.4.1.1.4. Quorum
 - 5.4.1.1.5. Roles and Responsibilities

[2]

Title	Elected Members Appointment to Standing Committees, Reference Groups and External Committees and Groups
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- 5.4.1.1.6. Accountability (reporting structure and process)
- 5.4.1.1.7. Term (if temporary) or planned review of group
- 5.4.1.1.8. Meeting information – frequency, records, communication, confidentiality
- 5.5. Sitting Elected Members who were appointed to a Reference Group and whose tenure remains unaffected by the election cycle will be automatically renominated for the position and first to be considered for appointment, unless they choose to withdraw their nomination.
- 5.6. Any other Elected Member wishing to be considered for membership of a Reference Group is to nominate their intent to the CEO, or another officer nominated by the CEO for this purpose, any time following the receipt of the Agenda Papers for the Meeting at which the appointments are to be made.
- 5.7. The process for dealing with the nominations and having them formally considered by Council will follow the same procedure applicable to Standing Committees, as noted in clauses (2)4 to (2)7 above.
- 6. External Committees and Groups
 - 6.1. Council may appoint delegates to externally established committees and advisory or reference groups for the purposes of facilitating two way communications.
 - 6.2. Sitting Elected Members who were appointed to an external organisation and whose tenure remains unaffected by the election cycle will automatically be renominated for the position and first to be considered for appointment, unless they choose to withdraw their nomination.
 - 6.3. Where a vacancy exists on an External Organisation for a Council appointed delegated, any Elected Member wishing to be considered for the position is to nominate their intent to the CEO, or another officer appointed by the CEO for this purpose, any time following the receipt of the Agenda Papers for the Meeting at which the appointments are to be made.
 - 6.4. The process for dealing with the nominations and having them formally considered by Council will follow the same procedure applicable to Standing Committees, as noted in clauses (2)4 to (2)7 above.
- 7. Principles for Council delegates to External Committees and Groups
 - 7.1. Council appointed delegates to external groups must not compromise Council's position or commit Council on issues.
 - 7.2. Council appointed delegates to external committees or organisations may provide input and vote on matters under consideration, provided that their input is not, or could be, in conflict with a position of Council and is otherwise considered by the delegate to be in the best interests of the City of Cockburn.
 - 7.3. Where an issue, or issues, under consideration by an external committee or organisation is known to be, or could be, in conflict with a formal position of Council, it is the responsibility of the Council appointed delegate to present the formal Council position to the committee or organisation at which he or she is representing Council.

[3]

Title	Elected Members Appointment to Standing Committees, Reference Groups and External Committees and Groups
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- 7.4. In cases where a matter under consideration by the external committee or organisation is known in advance and is likely to be of specific interest to Council, the Council appointed delegate should notify the CEO of the matter immediately, and prior to the meeting at which the matter is to be discussed, for the purpose of receiving the CEO's advice.
- 7.5. Where, in the opinion of the CEO, the matter is of a politically sensitive nature, the CEO shall refer the matter to the Mayor to, if appropriate, make a statement on behalf of the City.
- 7.6. Where the Mayor speaks on behalf of Council on an issue pursuant to Clause (7)5 above, this position shall be made known to the Council appointed delegate to convey to the relevant meeting at which the issue is to be considered.
- 7.7. Should an issue arise at a meeting of which no previous indication or notice was given, and which is, or could be, of interest to Council, the Council appointed delegate should inform the meeting of that fact and refrain from formally participating in any outcome associated with the issue or committing Council, or presenting an opinion on the matter, on behalf of Council.
- 7.8. Where a Council appointed delegate to an external committee or organisation is uncertain whether an item or issue raised at a meeting of the committee or organisation is, or is likely to be, an issue of interest to the Council, the delegate should preface any remarks or action taken in the role of Council delegate that, in the absence of any formal position adopted by the City in relation to the matter, the comments and other participatory action by the delegate are provided to the best of the delegate's knowledge as being in the best interests of the City of Cockburn, but may be subject to being amended or overruled in the future, by decision of the Council.

Strategic Link:	Strategic Community Plan
Category	Elected Members
Lead Business Unit:	Legal and Compliance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	8232349

Title	Elected Members Appointments to Standing Committees, Reference Groups, Boards & and External Organisations <u>Committees and Groups</u>
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Policy Type

Council

Policy Purpose

This policy is to provide ~~the~~ guidance for Council when appointing:
a) members to establish of City of Cockburn Standing Committees;
b) members of City of Cockburn Reference Groups; and
c) ~~and to appoint~~ delegates to external committees and /groups.

This policy also ~~it outlines the membership and requirements of such groups. Additionally it covers the broad~~ establishes the principles ~~around for Elected Member~~ participation in external committees and /groups.

Policy Statement

1. Appointments

- 1.1. ~~Generally, a~~ Appointments to existing Standing Committees, Reference Groups, and external committees and /groups will be made biennially, at the first Ordinary Council Meeting following ~~Council~~ ordinary local government elections or, if necessary, at a Special Council Meeting called for that purpose.
- 1.2. ~~Appointments to fill casual vacancies will occur at the first Ordinary Council Meeting after the vacancy arises. If this is not reasonably practicable, appointments will be considered at the following Ordinary Council Meeting or, if necessary, at a Special Council Meeting called for that purpose.~~
- 1.3. Appointments to new Standing Committees, Reference Groups and external committees and groups will be made as required. ~~When required, membership changes may be made; new groups may be established and appointments made, and or groups disbanded or membership ceased to external groups.~~

2. Term of appointment

- 2.1. All appointments are for a term ending on the day of the next ordinary local government elections, a period of up to two years.

3. Expressions of Interest

- 3.1. For all appointments, the Chief Executive Officer (CEO), or another officer ~~allocated~~ nominated by the CEO for this purpose, is to seek expressions of interest from Elected Members.
- 3.2. ~~In seeking expressions of interest, t~~ The Chief Executive Officer is to provide as much information as possible, including the Terms of Reference, frequency ~~and~~

Title	Elected Members Appointments to Standing Committees, Reference Groups, Boards & and External Organisations <u>Committees and Groups</u>
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timing of meetings, and whether remuneration to members is applicable. ~~The following process for nominations and appointments is to be applied:~~

~~(1)~~ Standing Committees

4.

~~1.~~ The *Local Government Act 1995*, Section 5.8, states that a local government may establish committees to assist the Council and exercise the powers and discharge the duties of the local government that can be delegated to committees. ~~Section 5 of the Act refers.~~

~~2.~~ Elected Member appointments will be considered at the first Ordinary Council Meeting following the elections, unless there is a time imposed requirement for any related Committee Meeting to be held prior, in order to facilitate the business of that Committee. In those circumstances, a Special Meeting of Council will consider the appointment of members to the Committee/s.

4.1.

~~3.~~ The Terms of Reference (TOR) for each Standing Committee will be provided to all ~~elected~~ Elected members Members with the relevant Agenda for the Meeting at which the appointments are to be considered.

4.2.

4.3. Elected Members wishing to be considered for membership of any Standing Committee are to nominate their intent to the CEO, or another officer nominated by the CEO for this purpose, any time following the receipt of the Agenda Papers for the Meeting at which the appointments are to be made.

4.4. ~~It is allowable for~~ Elected Members ~~to~~ may nominate as either a Member, or Deputy Member, of a Committee.

~~PROCEDURE~~

4. Nominations from Elected Members for appointment to any Standing Committees will be administratively recorded to verify the time each nomination is received by the City.

4.5.

Title	Elected Members Appointments to Standing Committees, Reference Groups 7 Boards & and External Organisations Committees and Groups
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~~5.~~ At 10.00am on the day of the Council Meeting at which the appointments are to be considered, the CEO will ensure that all nominations from Elected Members are documented in the order which they were received.

~~4.6.~~

~~6.~~ At the point of the Meeting where nominations are to be considered, the Presiding Member will advise the Meeting of the name/s of the Elected Member/s and, if necessary, order the nominations for each Committee to be considered and put in the form of several motions, pursuant to Standing Orders Clause 10.5.

~~4.7.~~

~~4.~~ The sequence of the motions will be put in the order that they were received from each Elected Member and will be voted upon until each nomination is considered ~~7~~ or withdrawn.

~~(2)5.~~ _____ Refer
ence Groups

~~5.1.~~ Council may establish reference groups for the purposes of dealing with issues of special focus or nature.

~~5.2.~~ ~~These Reference~~ groups have no ~~decision-making~~ decision-making authority and do not report directly to Council.

~~5.3.~~ ~~but Reference~~ groups may provide advice and recommendations which are incorporated in officer reports to Council as required.

~~5.4.~~ A Terms of Reference is to be established for each group. The Terms of Reference is to include:

~~1-5.4.1.1.1.~~ Name of the group

~~2-5.4.1.1.2.~~ Purpose of the group

~~3-5.4.1.1.3.~~ Membership of the group

~~4-5.4.1.1.4.~~ Quorum

~~5-5.4.1.1.5.~~ Roles and Responsibilities

~~6-5.4.1.1.6.~~ Accountability (reporting structure and process)

~~7-5.4.1.1.7.~~ Term (if temporary) or planned review of group

[3]

Title	Elected Members Appointments to Standing Committees, Reference Groups, Boards & and External Organisations <u>Committees and Groups</u>
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5.4.1.1.8. Meeting information – frequency, records, communication, confidentiality

8.

5.5. ~~Elected Member appointments to Reference Groups will be considered at the first Ordinary Council Meeting following the elections. All memberships lapse on the date of the next ordinary Council elections.~~ Sitting Elected Members who were appointed to a Reference Group and whose tenure remains unaffected by the election cycle will be automatically ~~be~~ renominated for the position and first to be considered for appointment, unless they choose to ~~resign as a member of the Reference Group, until the next ordinary elections are held~~ withdraw their nomination.

4. Any other Elected Member wishing to be considered for membership of ~~any~~ Reference Group is to nominate their intent to the CEO, or another officer ~~appointed~~ nominated by the CEO for this purpose, any time following the receipt of the Agenda Papers for the Meeting at which the appointments are to be made.

5.6.

5.7. The process for dealing with the nominations and having them formally considered by Council will follow the same procedure applicable to Standing Committees, as noted in clauses (2)4 to (2)7 ~~-(1)~~ above.

~~(3)~~6. External Organisations Committees and Groups

C

6.1. Council may appoint delegates to externally established committees and advisory ~~/~~ or reference groups for the purposes of facilitating two way communications.

6.2. ~~Elected Member appointments to these organisations will be considered at the first Ordinary Council Meeting following the elections. All memberships lapse on the date of the next ordinary Council elections.~~ Sitting Elected Members who were appointed to an external organisation and whose tenure remains unaffected by the election cycle will automatically be renominated for the position and first to be considered for appointment, unless they choose to ~~resign as a Council delegate, until the next ordinary elections are held~~ withdraw their nomination.

6.3. Where a vacancy exists on an External Organisation for a Council appointed delegated, any Elected Member wishing to be considered for the position is to nominate their intent to the CEO, or another officer appointed by the CEO for this purpose, any time following the receipt of the Agenda Papers for the Meeting at which the appointments are to be made.

[4]

Title	Elected Members Appointments to Standing Committees, Reference Groups, Boards & and External Organisations <u>Committees and Groups</u>
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6.4. The process for dealing with the nominations and having them formally considered by Council will follow the same procedure applicable to Standing Committees, as noted in clauses (2)4 to (2)7 ~~(1)~~ above.

7. Principles for Council delegates to External Committees and Groups

7.1. ~~To ensure that~~ Council appointed delegates to external groups must do not compromise Council's position or commit Council on issues, ~~delegates are to~~ comply with the following principles.

1.7.2. Council appointed delegates to external committees or organisations may provide input and vote on matters under consideration, provided that their input is not, or could be, in conflict with a position of Council and is otherwise considered by the delegate to be in the best interests of the City of Cockburn.

2.7.3. Where an issue, or issues, under consideration by an external committee or organisation is known to be, or could be, in conflict with a formal position of Council, it is the responsibility of the Council appointed delegate to present the formal Council position to the committee or organisation at which he or she is representing Council.

3.7.4. In cases where a matter under consideration by the external committee or organisation is known in advance and is likely to be of specific interest to Council, the Council appointed delegate should notify the ~~Chief Executive Officer (CEO)~~ of the matter immediately, and prior to the meeting at which the matter is to be discussed, for the purpose of receiving the CEO's advice.

4.7.5. Where, in the opinion of the CEO, the matter is of a politically sensitive nature, the CEO shall refer the matter to the Mayor to, if appropriate, make a statement on behalf of the City.

5.7.6. Where the Mayor speaks on behalf of Council on an issue pursuant to Clause ~~(37)~~ 3-5 above, this position shall be made known to the Council appointed delegate to convey to the relevant meeting at which the issue is to be considered.

6.7.7. Should an issue arise at a meeting of which no previous indication or notice was given, and which is, or could be, of interest to Council, the Council appointed delegate should inform the meeting of that fact and refrain from formally participating in any outcome associated with the issue or committing Council, or presenting an opinion on the matter, on behalf of Council.

Title	Elected Members Appointments to Standing Committees, Reference Groups, Boards & and External Organisations Committees and Groups
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~~7.7.8.~~ Where a Council appointed delegate to an external committee or organisation is uncertain whether an item or issue raised at a meeting of the committee or organisation is, or is likely to be, an issue of interest to the Council, the delegate should preface any remarks or action taken in the role of Council delegate that, in the absence of any formal position adopted by the City in relation to the matter, the comments and other participatory action by the delegate are provided to the best of the delegate's knowledge as being in the best interests of the City of Cockburn, but may be subject to being amended or overruled in the future, by decision of the Council.

Strategic Link:	Strategic Community Plan
Category	Elected Members
Lead Business Unit:	Governance, Risk Management Legal and Compliance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	10 June 2024
Next Review Due: (Governance Purpose Only)	June 2023
ECM Doc Set ID: (Governance Purpose Only)	8232349

15.2.27 Policy Review - Elected Member Entitlements - Allowances and Reimbursements

Executive	Chief Executive Officer
Author	Manager Legal and Compliance
Attachments	<div><div>1. Elected Member Entitlements - Allowances and Reimbursements (Clean Copy) ↗</div><div>2. Elected Members Entitlements - Allowances and Reimbursements - Policy (Tracked Changes) ↗</div></div>

Officer Recommendation

The Committee recommends Council ADOPTS the revised ‘Elected Member Entitlements – Allowances and Reimbursements Policy’ provided as Attachment 1.

Committee Recommendation

That Council DEFERS the revised “Elected Member Entitlements – Allowances and Reimbursements Policy’ provided as Attachment 1 to a future Governance Committee Meeting, following a Workshop of the Governance Committee.

Background

The Elected Member Entitlements – Allowances and Reimbursements Policy (the Policy) was reviewed and amended at the 12 March 2024 Ordinary Council Meeting following a notice of motion.

Prior to the minor amendments in March earlier this year, the policy was scheduled for review in July 2024.

The Policy is presented to Council for review via the Governance Committee to address items which have been identified by the administration which require amendment, including, but not limited to, collating all entitlement related matters within the policy, and addressing Elected Member travel entitlements.

Submission

N/A

Report

The review of the Policy was undertaken in consideration of the application in practice, current legislation, and current practices within the sector, it provides clarity, and reflects best practice.

The key amendments proposed in the revised policy include:

1. **Clarification of Allowances:** Refinement of the prescribed entitlements for Mayoral, Deputy Mayoral, and Elected Member Meeting Attendance Fees, in line with the most recent SAT determinations.
2. **Detailed ICT Provisions:** The ICT allowance section has been revised to provide a more comprehensive description of the equipment and services covered. This ensures that Elected Members have access to the necessary technology to perform their duties effectively, considering the limitation of the allowance, and the directions of the Salaries and Allowances Tribunal.
3. **Travel Reimbursements and Childcare Expenses:** Travel reimbursements have been updated for clarity, aligning with the *Local Government (Administration) Regulations 1996*. These amendments offer clearer guidance on eligible travel and childcare expenses and the process for submitting claims.
4. **Dispute Resolution and Reimbursement Approval Process:** A more structured and detailed dispute resolution process has been introduced, outlining the escalation process for any disputes relating to entitlements or allowances. Additionally, the reimbursement claim process has been streamlined to improve efficiency and ease of administration.
5. **Non-Monetary Entitlements:** The policy has been updated to include provisions for the supply of equipment and office resources to Elected Members, ensuring that they are equipped to carry out their duties without the need for personal expenditure.
6. **Mayoral Vehicle Use:** Further clarification has been added to the use of the Mayoral vehicle, including the terms for private use and reimbursement of related costs.

Clauses which were duplications or unnecessary have been deleted. These amendments have been drafted to ensure ongoing compliance with the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*, and to maintain alignment with the determinations issued by the Salaries and Allowances Tribunal.

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 provisions for expenses related to this policy are set through the annual budget process. The recommendations in this report do not seek to vary those budget provisions.

Legal Implications

The policy has been reviewed to ensure compliance with the following:

Local Government Act 1995

Local Government (Administration) Regulations 1996

Salaries and Allowances Tribunal Determinations

The policy reflects all current legislative requirements and will continue to be reviewed biennially or as required following any changes to relevant legislation or Tribunal determinations.

Community Consultation

N/A

Risk Management Implications

The adoption of the amended policy will mitigate the risk of non-compliance with legislative requirements and ensure that all entitlements, reimbursements, and allowances are administered in a transparent and accountable manner.

The amendments will support administrative application and interpretation of the policy provisions.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Title	Elected Members Entitlements - Allowances & Reimbursements
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Policy Type

Council

Policy Purpose

The purpose of this policy is to provide a clear outline of entitlements available to Elected Members and independent Committee Members under the *Local Government Act 1995* (the Act) and *Local Government (Administration) Regulations 1996* (the Regulations) and within the prescribed ranges determined by the Salaries and Allowances Tribunal (SAT).

Policy Statement

1. Objective

- 1.1. Outline the specific allowances and entitlements available to the Mayor, Deputy Mayor, and other Elected Members in accordance with the SAT determinations.
- 1.2. Outline the fees available to Independent Committee Members in accordance with the SAT determinations.
- 1.3. Define the approved categories of reimbursable expenses for Elected Members, including travel, childcare, minor hospitality, and office supplies.
- 1.4. Establish a clear process for the submission and approval of reimbursement claims, ensuring accountability and compliance with regulatory requirements.
- 1.5. Provide clear guidance on the provision and use of Information and Communication Technology (ICT) allowances and equipment, ensuring Elected Members are adequately resourced for their roles.
- 1.6. Define the non-monetary entitlements provided to Elected Members, such as office equipment and facilities, to support the effective discharge of their duties.
- 1.7. Ensure alignment with the City's broader governance and financial accountability framework, promoting the responsible management of public funds.

2. Scope

This policy applies to all Elected Members and Independent Committee Members of the City of Cockburn.

3. Fees and Allowances

3.1. Amount of Fees and Allowances

Where the SAT has determined a range for a fee or allowance, the draft budget will be prepared on the basis that the maximum fee or allowance will be paid.

3.2. Mayoral Allowance

The Mayor will be paid an annual allowance as set by Council when adopting the budget, and within the range determined by the SAT.

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Title	Elected Members Entitlements - Allowances & Reimbursements
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3.3. Deputy Mayoral Annual Allowance

The Deputy Mayor will be paid an annual allowance as set by Council when adopting the budget, within the range determined by the SAT.

3.4. Annual Meeting Attendance Allowance

In lieu of paying Elected Members a meeting attendance fee for Council or Committee meetings, Elected Members shall be paid an annual amount for meeting attendance as set by Council when adopting the budget, and within the range determined by the SAT.

3.5. Information and Communication Technology (ICT) Allowance

- 3.5.1. All Elected Members will be paid an annual ICT Allowance as set by Council when adopting the budget and within the range determined by the SAT.
- 3.5.2. The allowance will be paid annually in advance calculated from each ordinary election, provided for in each annual budget.
- 3.5.3. The ICT Allowance is for expenses incurred related to Elected Member related communication costs and any other relevant telecommunication costs, including relevant hardware to use a telephone, mobile phone, and the internet and consumables for computer equipment (e.g. Internet dongle, printing cartridges, paper, storage devices).
- 3.5.4. The ICT Allowance includes consumables for electronic equipment (including costs relating to Elected Member printing) and are not separately provided or reimbursed.
- 3.5.5. Consumable office supplies and other information and communication expenses in excess of the amount of the ICT Allowance may be reimbursed with supporting documents demonstrating that the ICT Allowance has been exceeded/exhausted.
- 3.5.6. The ICT Allowance must be used to cover the cost of the provision of any ICT equipment and hardware by the City, with the payment of the ICT Allowance to be adjusted as required.

3.6. Independent Committee Members

- 3.6.1. In this Policy, Independent Committee Member means a person who:
 - 3.6.1.1. Has been appointed by Council under section 5.10 of the Act as a member of a Committee; and
 - 3.6.1.2. Is neither an Elected Member nor an employee of the City.
- 3.6.2. Independent Committee Member Meeting Attendance Fee
Independent Committee Members who attend a meeting of the Committee will be paid a fee as set by Council when adopting the budget, and within the prescribed range determined by the SAT.

4. Reimbursement

4.1. Travel expenses

- 4.1.1. Elected Members are entitled to be reimbursed travel expenses incurred in the performance of their duties in their official capacity as an Elected Member to the extent consistent with the SAT determination.
- 4.1.2. Reimbursement for travel expenses will apply to Council, Committee, Council appointed Reference Groups or other formally arranged meetings, briefings, civic functions, seminars or training on behalf of the Council.

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Title	Elected Members Entitlements - Allowances & Reimbursements
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- 4.1.3. Reimbursements for private vehicle use are to be calculated at the same rate contained in Section 30.6 of the Local Government Officers' (Western Australia) Award 2021 as at the date of the current SAT determination. For Elected Members with Electric Vehicles, the 1600cc Motor Vehicle Allowance rate should be applied.
- 4.1.4. Elected Members will be automatically paid the prescribed mileage, allowance for attendance at Ordinary/Special Council meetings and Standing Committee meetings.
- 4.2. Child Care
 - 4.2.1. Elected Members are entitled to be reimbursed child care costs, while attending Council and Committee Meetings and other meetings.
 - 4.2.2. In accordance with the Regulations child care costs will be paid to the maximum allowance as determined by the SAT or the actual cost per hour.
 - 4.2.3. Where the actual cost exceeds the maximum SAT amount, the City may reimburse the Elected Member for the actual costs upon the provision of sufficient receipts/evidence to satisfy the City that the expense has been legitimately incurred.
 - 4.2.4. Child care costs reimbursements are to be submitted by the claim form, detailing date(s), provider's name and address, meeting/event attended, number of hours, and supported by original receipts attached to the claim form, or other proof of expenditure.
 - 4.2.5. Child care costs will not be paid for where child care is provided by a family member living in the same premises as the Elected Member.
- 4.3. Discretionary Expense Reimbursements
 - 4.3.1. Parking Fees:

The City will reimburse an Elected Member for any parking fees incurred in performing a function in their official capacity as an Elected Member.
 - 4.3.2. Travel and accommodation
 - 4.3.2.1. The extent to which a council member can be reimbursed for intrastate or interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances under the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission as at the date of the current SAT determination.
 - 4.3.3. Minor hospitality
 - 4.3.3.1. Elected Members may be reimbursed reasonable minor hospitality costs, to the extent of the actual incurred cost upon presentation of sufficient evidence in accordance with regulation 32(1) of the Regulations .
 - 4.3.4. Other approved expenses

The City will reimburse the following expenses incurred by Elected Members in carrying out their duties or performing their functions. The extent to which an Elected Member can be reimbursed for any other cost incurred under regulation 32(1) of the Regulations is the actual cost upon presentation of sufficient evidence of the cost incurred.

 - 4.3.4.1. Dry cleaning specifically incurred because of attending recognised Council related functions referred to elsewhere in this Policy

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Title	Elected Members Entitlements - Allowances & Reimbursements
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- 4.3.4.2. Hire of clothing when attending a recognised Council related function.
- 4.3.4.3. Permissible personal expenses not otherwise paid in advance by the City incurred as a result of attending a conference, seminar or training as a delegate of Council in accordance with Council Policy“
- 4.3.4.4. Reimbursement of legal representation costs incurred in accordance with Council Policy “Legal Representation & Costs Indemnification – Elected Members & Employees”.
- 4.3.4.5. Elected members may be reimbursed for one professional membership per year that directly relates to supporting the functions of an elected member

5. Non-Monetary Entitlements

5.1. Mayor

5.1.1. Mayoral Vehicle

- 5.1.1.1. The Mayor will receive a fully maintained local government owned vehicle for the purpose of carrying out the recognised functions of the Mayoral office, the value of which is determined by Council when adopting the budget
- 5.1.1.2. Details of the arrangement for the provision, use and responsibilities for the vehicle in (6) 2 above is included in a Agreement between the City of Cockburn and the Mayor.
- 5.1.1.3. All costs associated with the private use of the Mayoral vehicle are to be reimbursed to the City of Cockburn by the Mayor in accordance with the “Mayoral Motor Vehicle Agreement” detailed in (6) 2.
- 5.1.1.4. The calculation of the reimbursement for the private use is by way of a Logbook in accordance with the requirements of the Australian Taxation Office.

5.1.2. The Mayor is entitled to the benefit of the following facilities and resources without the reduction of the fees and allowances approved by Council under section 5.98, 5.98A, 5.99 and 5.99A of the Act when fulfilling Mayoral duties and responsibilities:

- 5.1.2.1. The use of an office;
- 5.1.2.2. Administrative support to the extent considered appropriate by the CEO;
- 5.1.2.3. Any items associated with the effective and efficient administration of the Mayor’s office as determined from time to time by the CEO;
- 5.1.2.4. Access to the Elected Member’s Lounge and refreshments; and
- 5.1.2.5. Paper copies of all Council and Committee Meeting agendas, upon written request to the CEO.
- 5.1.2.6. Stationery items including business cards, letterhead templates and name badges.

5.2. Deputy Mayor and Elected Members:

5.2.1. The Deputy Mayor and other Councillors shall in carrying out their civic duties and responsibilities be entitled to receive the benefit of the following facilities and resources without the reduction of the fees and allowances approved by Council under section 5.98, 5.98A, 5.99 and 5.99A of the Act:

- 5.2.1.1. Access to the Elected Member’s Lounge and refreshments;
- 5.2.1.2. Access to a suitably equipped shared office, reading room, meeting and conference rooms within the Administration Centre with

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Title	Elected Members Entitlements - Allowances & Reimbursements
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photocopying, printing, facsimile, internet and telephone facilities, as deemed necessary by the CEO to fulfil their Council related functions;

- 5.2.1.3. Some secretarial support as deemed necessary by the CEO including limited word processing, photocopying, and postage; and
- 5.2.1.4. Paper copies of all Council and Committee Meeting agendas, upon written request to the CEO.
- 5.2.1.5. Stationery items including business cards, letterhead templates and name badges.

5.3. Travel

- 5.3.1. For Domestic (inter and intra-state) and International Travel, the City meets reasonable expenses for travel required to fulfil the functions and duties of an Elected member, in accordance with this Policy, or such other Council Policy as appropriate:
 - 5.3.1.1. Airfares (Domestic – Economy, International Flights greater than 6 hours – Premium Economy or equivalent)
 - 5.3.1.2. Transfers/Car hire
 - 5.3.1.3. Accommodation
 - 5.3.1.4. Telephone / Data Expenses (international travel).

6. Insurance

- 6.1. The City will insure or provide insurance cover for Elected Members for the following:
 - 6.1.1. Accidental injury whilst engaged in the performance of the official duties of their office, including direct travel to and from activity.
 - 6.1.2. Liability for matters arising out of the performance of the official duties of their office but subject to any limitations set out in the policy of cover/insurance.
 - 6.1.3. Spouses/partners of Elected Members when the spouse/partner is accompanying the Member in an official (non–personal) capacity.

7. Policy Administration

7.1. Approval Process

Elected Members applying to receive reimbursement of expenses in accordance with the provision of this policy must submit the appropriate Reimbursement of Expenses Form to the Chief Executive Officer, together with acceptable supporting documentation.

7.2. Payment of fees/allowances

- 7.2.1. All Allowances will be paid automatically.
- 7.2.2. All allowances will be paid monthly in arrears, except for the ICT allowance, calculated from each ordinary election and will be provided for in each annual budget.
- 7.2.3. Any taxation liability arising from these payments is the individual responsibility of each Elected Member.
- 7.2.4. If an Elected Member ceases to hold office, payment will only be made up to and including the final day of office.
- 7.2.5. Repayment and recovery of advance payments of fees and allowances will be managed in accordance with regulation 34AE of the Regulations.
- 7.2.6. Meeting fees for Independent Members are paid monthly in arrears.

Title	Elected Members Entitlements - Allowances & Reimbursements
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7.3. Dispute Resolution

Any disputes regarding this policy will be referred to the Chief Executive Officer for decision in the first instance. If an agreement cannot be reached, an Elected Member can request the matter be referred to Council for determination.

Strategic Link:	Governance Framework
Category	Elected Members
Lead Business Unit:	Legal and Compliance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	8232292

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Policy Type

Council

Policy Purpose

The ~~objectives-purpose~~ of this policy ~~is are~~:

~~To~~ provide a clear outline of entitlements available to Elected Members and independent Committee Members under the *Local Government Act 1995* (-the Act) and *Local Government (Administration) Regulations 1996* (-the Regulations) and within the prescribed ranges ~~established-determined~~ by the Salaries and Allowances Tribunal (SAT). ~~independent member through a determination published in the Government Gazette from time to time.~~

- ~~1. To enable Elected Members to be accessible to the community, their colleagues and the City's staff.~~

~~Equipment and facilities subject to this policy are provided to Elected Members on the absolute understanding that they will not be used for any election purposes.~~

Policy Statement

- ~~1. Objective~~~~In addition to those entitlements available to Elected Members (Member/s) under legislation, the policy outlines "approved expenses" the City will reimburse to Elected Members when incurred in their capacity as an Elected Member.~~

~~1.~~

- 1.1. Outline the specific allowances and entitlements available to the Mayor, Deputy Mayor, and other Elected Members in accordance with the SAT determinations.
- 1.2. Outline the fees available to Independent Committee Members in accordance with the SAT determinations.
- 1.3. Define the approved categories of reimbursable expenses for Elected Members, including travel, childcare, minor hospitality, and office supplies.
- 1.4. Establish a clear process for the submission and approval of reimbursement claims, ensuring accountability and compliance with regulatory requirements.
- 1.5. Provide clear guidance on the provision and use of Information and Communication Technology (ICT) allowances and equipment, ensuring Elected Members are adequately resourced for their roles.
- 1.6. Define the non-monetary entitlements provided to Elected Members, such as office equipment and facilities, to support the effective discharge of their duties.

[1]

Title	Elected Members Entitlements - Allowances & Reimbursements
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1.1. Ensure alignment with the City's broader governance and financial accountability framework, promoting the responsible management of public funds. Independent member

1.7.

2. Scope

This policy applies to all Elected Members and Independent Committee Members of the City of Cockburn.

(1) Prescribed allowances

3. Fees and Allowances

4.2.

3.1. Amount of Fees and Allowances

Where the SAT has determined a range for a fee or allowance, the draft budget will be prepared on the basis that the maximum fee or allowance will be paid.

4.3.3.2.

ral Allowance

Mayo

The annual local government allowance for tThe Mayor will be paid an annual allowance as determinedset by Council when adopting the budget, and will be the maximumwithin the range as setdetermined by the SAT. (in addition to any fees or reimbursements of expenses payable under the Act and Regulations) is recommended to be the maximum amount as determined by the Salaries and Allowances Tribunal, subject to the formal resolution of Council

4.4.3.3. Deputy Mayoral Annual Allowance

An annual local government allowance is to be paid to tThe Deputy Mayor will be paid an annual allowance as determinedset by Council when adopting the budget, and will be the maximumwithin the range e as setdetermined by the SAT. (in addition to any fees or reimbursements of expenses payable under the Act and Regulations), is recommended to be the maximum percentage determined by the Salaries and Allowances Tribunal of the annual allowance to which the Mayor is entitled, subject to the formal resolution of Council.

4.5.3.4. Annual Meeting Attendance Allowance

In lieu of paying Elected Members a meeting attendance fee for Council or Committee meetings, Elected Members shall be paid an annual amount for meeting attendance as determinedset by Council when adopting the budget, and will be the maximumwithin the range as setdetermined by the SAT.

In lieu of paying Elected Members a meeting attendance fee for Council, Committee or prescribed meetings, it is recommended to pay the maximum amount within the range set by the Salaries and Allowances Tribunal from time to time that may be paid annually, subject to the formal resolution of Council.

[2]

Title	Elected Members Entitlements - Allowances & Reimbursements
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3.5. Information and Communication Technology (ICT) Allowance

- 3.5.1. All Elected Members are entitled to will be paid maximum annual amount for ICT expenses ICT Allowance as determined set by Council when adopting the budget and within the prescribed range will be the maximum within the range determined by the SAT.:
- 3.5.2. The allowance will be paid annually in advance calculated from each ordinary election, provided for in each annual budget.
- 3.5.3. The ICT Allowance is for expenses incurred related to Elected Member related communication costs and any other relevant telecommunication costs, including relevant hardware to use a telephone, mobile phone, and the internet and consumables for computer equipment (e.g. Internet dongle, printing cartridges, paper, storage devices).
- 3.5.4. The ICT aAllowance includes Cconsumables for electronic equipment (including costs relating to Elected Member printing) and are not separately provided or reimbursed.
- 3.5.5. Consumable office supplies and other information and communication expenses in excess of the amount of the which exceed the ICT Allowance may be reimbursed with supporting documents demonstrating that the ICT Allowance has been exceeded/exhausted.
- 3.5.6. The ICT Allowance must be used to cover the cost of the Pprovision of any ICT equipment and hardware by the City, -is included, with the payment of the ICT Allowance to be adjusted as required.

3.6. Independent Committee Members

- 3.6.1. In this Policy, Independent Committee Member means a person who:
- 3.6.1.1. Has been appointed by Council under section 5.10 of the Act as a member of a Committee; and
- 3.6.1.2. Is neither an Elected Member nor an employee of the City.
- 3.6.2. Independent Committee Member Meeting Attendance Fee
Independent Committee Members who attend a meeting of the Committee will be paid a fee as set by Council when adopting the budget, and within the prescribed range determined by the SAT.

(2) Prescribed expense reimbursements (Administration Regulation 31(1)(b))

2.4. Reimbursement

2.4. Travel expenses

2.2.4.1.

- 4.1.1. Elected members Members are entitled to be reimbursed travel expenses incurred in the performance of their duties in their official capacity as an Elected Member to the extent consistent with the SAT determination.
- 4.1.2. Reimbursement for travel expenses will apply to who attend Council, Committee, Council appointed Reference Groups or other formally arranged meetings, briefings, civic functions, seminars or training on behalf of the Council, are entitled to be reimbursed travel expenses.
- 4.1.3. Reimbursements for private vehicle use are to be calculated at the same rate contained in Section 30.6 of the Local Government Officers' (Western Australia) Award 2021 as at the date of the current SAT is determination. For Elected mMembers with Electric Vehicles, the 1600cc Motor Vehicle Allowance rate should be applied.

[3]

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~~4.1.4. Councillors-Elected Members~~ will be automatically paid the prescribed mileage, allowance for attendance at ~~formal Ordinary/Special~~ Council meetings and Standing Committee meetings, ~~in accordance with Clause (9) 2(a) of this Policy.~~

~~2.3.4.2.~~ _____ Child

~~Care costs~~

~~2.3.1.~~

~~2.3.2.4.2.1.~~ Elected ~~M~~members are entitled to be reimbursed child care costs, while attending Council and Committee Meetings and other meetings.

~~2.3.3.~~

~~4.2.2.~~ In accordance with ~~the~~ Regulations ~~s 31(1)(b) of the Local Government (Administration) Regulations 1996,~~ child care costs will be paid to the maximum allowance as determined by the ~~Salaries and Allowances Tribunal AT annual determination,~~ or the actual cost per hour, ~~whichever the lesser amount is.~~

~~2.3.4.4.2.3.~~ ~~Where the actual cost exceeds the maximum SAT amount, the City may reimburse the Elected Member for the actual costs upon the provision of sufficient receipts/evidence to satisfy the City that the expense has been legitimately incurred.~~

~~2.3.5.~~

~~2.3.6.4.2.4.~~ ~~The expense incurred for C~~child care costs ~~can be~~ reimbursements ~~are to be submitted using by~~ the claim form, ~~and substantiated with~~ detailings of date(s), ~~the~~ provider's name and address, meeting/event attended, ~~and~~ number of hours, ~~and together supported by with~~ original receipts attached to the claim form, or other proof of expenditure.

~~2.3.7.~~

~~4.2.5.~~ Child care costs will not be paid for where ~~child~~the care is provided by a family member living in the same premises as the Elected Member.

~~4.3.~~ Discretionary ~~E~~xpense ~~R~~eimbursements ~~(Administration Regulation 32(1))~~

~~2.3.8.~~

~~2.3.9.~~

Parking

~~2.3.10.~~ ~~Car parking f~~ees:

~~4.3.1.~~

~~The City will reimburse an Elected Member for any parking fees incurred in performing a function in~~
~~Incurred attending an event in~~ their official capacity as an Council Elected
~~m~~Member; ~~or,~~

~~Incurred where an Elected Member having driven their private vehicle to their place of work, attends an event (in their capacity as a Council Member) directly following work, instead of travelling to the event by taxi.~~

~~2.3.11.4.3.2.~~ Minor hospitalityTravel and accommodation

~~4.3.2.1.~~ The extent to which a council member can be reimbursed for intrastate or interstate travel and accommodation costs incurred in any of the

Title	Elected Members Entitlements - Allowances & Reimbursements
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circumstances referred to in regulation 32(1) of the Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances under the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission as at the date of the current ~~is~~SAT determination.

4.3.3. Minor hospitality

~~2.3.11.1.~~ Elected Members may be reimbursed reasonable minor hospitality costs, ~~up to a maximum amount of \$30~~ up to the extent of the actual cost incurred upon presentation of sufficient evidence in accordance with regulation 32(1) of the Regulations incurred while attending meetings, functions, events and other occasions while undertaking the recognised functions of an Elected Member, referred to elsewhere in this Policy.

~~2.3.11.2.~~

~~2.3.11.3.~~ Consumable Office supplies

~~2.3.11.4.~~

~~2.3.11.5.~~ Elected members may be reimbursed for any consumable office supplies reasonably required to undertake the recognised functions of an Elected Member, excluding any costs incurred relevant to any elections.

~~2.3.11.6.~~ 4.3.3.1.

~~2.3.12.4.3.4.~~ Other approved expenses

~~Council~~ The City will reimburse the following expenses incurred by Elected Members in carrying out their duties or performing their functions: ~~The extent to which an Elected Member can be reimbursed for any other cost incurred under regulation 32(1) of the Regulations is the actual cost upon presentation of sufficient evidence of the cost incurred.~~

~~2.3.12.1.~~

~~2.3.12.2.~~ 4.3.4.1. Dry cleaning specifically incurred because of attending recognised Council related functions referred to elsewhere in this Policy

~~2.3.12.3.~~ 4.3.4.2. Hire of clothing when attending a recognised Council related function.

~~2.3.12.4.~~ 4.3.4.3. Permissible personal expenses not otherwise paid in advance by the City incurred as a result of attending a conference, seminar or training as a delegate of Council in accordance with Council Policy ~~"Attendance at Conferences, Seminars and Training".~~

~~2.3.12.5.~~ 4.3.4.4. Reimbursement of legal representation costs incurred in accordance with Council Policy "Legal Representation & Costs Indemnification – Elected Members & Employees".

~~2.3.12.6.~~ Elected members may be reimbursed for one professional membership per year that directly relates to supporting the functions of an elected member. ~~Reimbursement of one (1) Membership of a Professional Association per year, subject to the purpose of the Association being related to the role or function of an elected member, up to a maximum value of \$1,000.~~

~~2.3.12.7.~~ 4.3.4.5.

~~Prescribed allowances paid in lieu of reimbursements~~

~~Information and Communication Technology (ICT) Allowance~~

Title	Elected Members Entitlements - Allowances & Reimbursements
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All Elected Members are paid the maximum annual amount for ICT Expenses subject to the formal resolution of Council. The allowance will be paid annually in advance within the range set by the Salaries and Allowances Tribunal through a determination from time to time, calculated from each ordinary election and the full amount will be provided for in each annual budget. The ICT Allowance is for costs relating to:

Telephone rental at the Elected Members' private residence;
Council related charges for telephone calls made from telephones located at the Elected Members' private residences; and
Mobile telephone rental and call charge plans.
Laptop, iPad or any desktop computer (with monitor), including,
• appropriate software
• printer/scanner
• broadband internet access and router
• associated consumables

Discretionary non-monetary allowances paid in lieu of reimbursements

Equipment and stationery

Elected Members will be eligible to receive the following to assist them to undertake the recognised functions of an Elected Member.

Elected Members will be provided with a mobile computer, compatible with the City's security and other systems.
Elected Members will be provided with access to a computer for their use within the City's Administration Centre.
Elected Members will be supplied, as reasonably required to undertake the functions of an Elected Member, with:
Business cards, and
Letterhead template.
Elected Members will be supplied with a name badge at the commencement of their term of office. Replacement name badges will be supplied, upon request, if lost, stolen, damaged or worn.

Mayoral Vehicle Provision

The position of Mayor shall, for the purpose of carrying out the recognised functions of the Mayoral office, be entitled to receive the provision of a fully maintained local government owned vehicle to the equivalent standard of that provided to the Senior Employees. The Mayor of the day may elect to choose a vehicle of a lesser standard at his/her discretion, subject to the City's Light Fleet Purchasing Guidelines.

All costs associated with the private use of the Mayoral vehicle are to be reimbursed to the City of Cockburn by the Mayor in accordance with the "Mayoral Motor Vehicle Agreement" detailed in (6) 3 below.

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Title	Elected Members Entitlements - Allowances & Reimbursements
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~~Details of the arrangement for the provision, use and responsibilities for the vehicle in (6) 2 above is included in a Deed of Agreement between the City of Cockburn and the Mayor.~~

~~The calculation of the reimbursement for the private use is by way of a Logbook in accordance with the requirements of the Australian Taxation Office.~~

~~All disputes in regard to this policy will be referred to the Chief Financial Officer in the first instance. In the event that the Member and the Director cannot reach an agreement, the matter will be submitted to Council for resolution.~~

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- ~~3.5.~~ Provi
sion of SupportNon-Monetary Entitlements
~~3.1.~~
~~5.1.~~ Mayor
~~5.1.1.~~ Mayoral Vehicle
~~5.1.1.1.~~ The Mayor will receive a fully maintained local government owned vehicle for the purpose of carrying out the recognised functions of the Mayoral office, the value of which is determined by Council when adopting the budget
~~5.1.1.2.~~ Details of the arrangement for the provision, use and responsibilities for the vehicle in (6) 2 above is included in a Agreement between the City of Cockburn and the Mayor.
~~5.1.1.3.~~ All costs associated with the private use of the Mayoral vehicle are to be reimbursed to the City of Cockburn by the Mayor in accordance with the "Mayoral Motor Vehicle Agreement" detailed in (6) 2.
~~5.1.1.4.~~ The calculation of the reimbursement for the private use is by way of a Logbook in accordance with the requirements of the Australian Taxation Office.
~~3.1.1.~~
~~3.1.2.~~
~~3.1.3.~~ The Mayor ~~shall,~~is entitled to the benefit of the following facilities and resources without the reduction of the fees and allowances approved by Council under section 5.98, 5.98A, 5.99 and 5.99A of the Act in ~~carrying out the~~when fulfilling Mayoral duties and responsibilities; ~~be entitled to receive, the benefit of the following facilities and resources without the reduction of the fees and allowances approved by Council under section 5.98, 5.98A, 5.99 and 5.99A of the Local Government Act 1995.~~
~~3.1.4.~~~~5.1.2.~~
~~3.1.4.1.~~~~5.1.2.1.~~ ~~T~~the use of an office;
~~3.1.4.2.~~~~5.1.2.2.~~ ~~a City employee or other employee resource~~Administrative support to the extent considered appropriate by the CEO;
~~3.1.4.3.~~~~5.1.2.3.~~ ~~all~~Any items associated with the effective and efficient administration of the Mayor's office as determined from time to time by the CEO;
~~3.1.4.4.~~ ~~a~~Access to the Elected Member's Lounge and refreshments; and
~~5.1.2.4.~~
~~3.1.4.5.~~ ~~P~~the provision of paper copies of all Council and Committee Meeting agendas, upon written request to the CEO.
~~5.1.2.5.~~
~~5.1.2.6.~~ Stationery items including business cards, letterhead templates and name badges.
~~3.2.~~ Deputy Mayor and ~~other Councillors~~Elected Members:
~~3.3.~~~~5.2.~~
~~3.3.1.~~~~5.2.1.~~ The Deputy Mayor and other Councillors shall in carrying out their civic duties and responsibilities be entitled to receive the benefit of the following facilities and resources without the reduction of the fees and allowances

Title	Elected Members Entitlements - Allowances & Reimbursements
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approved by Council under section 5.98, 5.98A, 5.99 and 5.99A of the [Local Government Act 1995](#) Act:

~~3.3.1.1.~~

~~3.3.1.2.~~ ~~5.2.1.1.~~ ~~a~~ Access to the Elected Member's Lounge and refreshments;

~~3.3.1.3.~~ ~~5.2.1.2.~~ ~~A~~ Access to a suitably equipped shared office, reading room, meeting and conference rooms within the Administration Centre with photocopying, printing, facsimile, internet and telephone facilities, as deemed necessary by the CEO to fulfil their Council related functions;

~~3.3.1.4.~~ ~~5.2.1.3.~~ ~~some~~ ~~Some~~ secretarial support as deemed necessary by the CEO including limited word processing, photocopying, and postage; and

~~5.2.1.4.~~ ~~the provision of p~~ Paper copies of all Council and Committee Meeting agendas, upon written request to the CEO.

~~5.2.1.5.~~ [Stationery items including business cards, letterhead templates and name badges.](#)

[5.3. Travel](#)

[5.3.1. For Domestic \(inter and intra-state\) and International Travel, the City meets reasonable expenses for travel required to fulfil the functions and duties of an Elected member, in accordance with this Policy, or such other Council Policy as appropriate:](#)

[5.3.1.1. Airfares \(Domestic – Economy, International Flights greater than 6 hours – Premium Economy or equivalent\)](#)

[5.3.1.2. Transfers/Car hire](#)

[5.3.1.3. Accommodation](#)

[5.3.1.4. Telephone / Data Expenses \(international travel\).](#)

~~4.~~

~~5-6.~~

Insur

ance

~~5.1.~~

~~5.2.6.1.~~

The

City will insure or provide insurance cover for Elected Members for [the following](#):

~~5.2.1.~~

~~5.2.2.~~ Accidental injury whilst engaged in the performance of the official duties of their office, including direct travel to and from activity.

~~5.2.3.~~ ~~6.1.1.~~

~~5.2.4.~~ Liability for matters arising out of the performance of the official duties of their office but subject to any limitations set out in the policy of cover/insurance.

~~5.2.5.~~ ~~6.1.2.~~

~~5.2.6.~~ Spouses/partners of Elected Members when the spouse/partner is accompanying the Member in an official (non-personal) capacity.

~~5.2.7.~~

~~5.2.8.~~

~~6.1.3.~~

~~6-7.~~

Policy

[Administration](#)

~~6.1.~~

Title	Elected Members Entitlements - Allowances & Reimbursements
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~~6.2.7.1.~~ 6.2.7.1. Approval Process Appro

Elected Members applying to receive reimbursement of expenses in accordance with the provision of this policy must submit the appropriate Reimbursement of Expenses Form to the Chief Executive Officer, together with acceptable supporting documentation.

~~6.3.~~ 6.4.7.2. Payment of fees/allowances Paym

~~6.4.1.~~ 6.4.2.7.2.1. All Allowances will be paid automatically ~~unless an Elected Member has advised the Chief Executive Officer in writing that they do not want to claim any or part of the available allowances.~~

~~6.4.3.7.2.2.~~ All allowances will be paid monthly in arrears, except for the ICT allowance ~~which will be paid annually in advance~~, calculated from each ordinary election and will be provided for in each annual budget.

~~6.4.4.7.2.3.~~ Any taxation liability arising from these payments is the individual responsibility of each Elected Member.

~~6.4.5. If an Elected Member has previously advised that they do not want all or part of the available allowances that they are entitled to, any subsequent request for full or additional payment will not be back paid but will accrue from the date of such request.~~

7.2.4. If an Elected Member ceases to hold office, payment will only be made up to and including the final day of engagement office.

7.2.5. Repayment and recovery of advance payments of fees and allowances will be managed in accordance with regulation 34AE of the Regulations.

7.2.6. Payment of independent member fees — in arrears? Check how often paid? Meeting fees for Independent Members are paid monthly in arrears.

~~6.5.~~ 6.6.7.3. Dispute Resolution Dispu

Any disputes regarding this policy will be referred to the Chief Executive Officer for decision in the first instance. If an agreement cannot be reached, ~~an~~ Elected Member can request the matter be referred to Council for and ~~the Chief Executive Officer cannot reach an agreement, the matter will be reported to Council for resolution~~ determination.

Strategic Link:	Governance Framework
Category	Elected Members
Lead Business Unit:	<u>Governance, Risk</u> <u>Legal</u> and Compliance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	<u>12 March 2024</u>

[10]

Title	Elected Members Entitlements - Allowances & Reimbursements
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Next Review Due: (Governance Purpose Only)	The policy is to be reviewed every two years through consultation with Elected Members to ensure that it meets its objective and provides clear accountability requirements unless legislative amendments require an immediate review. March 2026
ECM Doc Set ID: (Governance Purpose Only)	8232292

15.2.28 Policy Review - Attendance at Events

Executive	Chief Executive Officer
Author	Manager Legal and Compliance
Attachments	1. Attendance at Events Policy Clean ↓ 2. Attendance at Events Policy Tracked ↓

Officer Recommendation

The Committee recommend Council ADOPTS, by absolute majority in accordance with section 5.90A of the *Local Government Act 1995*, the revised Attendance at Events Policy, provided as Attachment 1.

Committee Recommendation

- That Council:
- (1) ADOPTS, by absolute majority in accordance with section 5.90A of the *Local Government Act 1995*, the revised Attendance at Events Policy, provided as Attachment 1; and
 - (2) NOTES a further workshop will be conducted to address section 6 of the existing Policy.

Background

At the 10 September 2024 Ordinary Council Meeting, Council resolved to defer adoption of the Attendance and Events Policy until after an Elected Member Workshop.

The Attendance at Events Policy has been amended to only address the statutory requirements, with the provisions relating to management of invitations will be the subject of a new policy, to be developed after a future Elected Member Workshop.

Administration will follow ordinary practice as per previous policy for invitation management until further Elected Member engagement is completed for invitation management practices.

Submission

N/A

Report

The City’s Attendance at Events Policy was adopted at the Ordinary Council Meeting held on 10 November 2022.

The Policy addresses the requirements of section 5.90A of the Act. Officers have reviewed the Policy and compared it to policies from other local governments and the Department's Operational Guideline – Attendance at Events Policy.

The revised Policy incorporates recommended amendments to remove repetition, clarify the Policy, improve administrative efficiency and remove any provisions which are not required to address the statutory requirements.

A track changes version of the revised Policy is provided as Attachment 2.

Requirement for Policy

Section 5.90A of the Act requires local governments to prepare and adopt a Policy that deals with matters relating to the attendance of Elected Members and CEOs at events, including the provision of tickets to events, payments in respect of attendance, approval of attendance and criteria for approval.

The Policy must be considered with reference to the requirements for disclosure of gifts and interests under the Act. In accordance with Part 5, Division 6 of the Act, Elected Members and CEOs are required to disclose a gift (or gifts) received in their capacity as an Elected Member or CEO, where the total value exceeds \$300.

The acceptance of gifts creates a relationship that may be perceived to influence decision-making. Therefore, Elected Members and CEOs are required to disclose an interest and exclude themselves from matters relating to the donor of a gift, unless it is an excluded gift.

An excluded gift is defined under s5.62(1B) of the Act to include a ticket to an event where attendance at the event is approved in accordance with an attendance at events Policy.

This recognises that it is a key aspect of the Elected Member role to represent the City and liaise with the community and other stakeholders, including by attendance at events.

The acceptance of gifted tickets may be appropriate in some circumstances to allow Elected Members and CEOs to fulfil this function, and should not be regarded as creating a conflict of interest.

The City's Attendance at Events Policy defines these appropriate circumstances, enabling Elected Members and CEOs to accept gifted tickets where it is in the interests of the City, without compromising their ability to participate in decision-making.

The Policy also provides a framework for considering when the City will pay for Elected Member or CEO attendance at events, and how invitations are distributed.

Analysis of Policy

The revised Policy has generally been edited for clarity and to minimise repetition.

The following key amendments are recommended in the revised Policy.

The Policy Objective has been expanded and clarified to better reflect the purpose of the Policy and to exclude professional development approved in accordance with the City's Elected Member Professional Development Policy.

A new clause 1 has been inserted in the Policy Statement to explain how the Policy functions to approve excluded gifts.

The Pre-Approved Events criteria in clause 2 have been streamlined.

Approval for events that do not meet the criteria for Pre-Approved Events, can be granted under clause 3.

The revised Policy allows the CEO to approve attendance by the Mayor and Elected Members, while the Mayor may approve attendance by the CEO.

This provides administrative efficiency and will allow the City to manage requests for approval to attend events in a timely manner.

This is consistent with the approach taken by many other Band 1 local governments. A decision of Council may still be sought when considered appropriate.

This approval mechanism is used for the approval of gifted tickets as excluded gifts. Tickets for attendance at events which are purchased by the City are not the subject of this report or policy.

There is no statutory requirement for Elected Members to disclose all invitations they have accepted or declined. Elected Members are required to disclose any gifts (including event invitations or tickets) that are accepted and that have a value over \$300, or a cumulative value over \$300 in 12 months. These disclosures are included in the City's Gift Register, which is published on the website. Elected Members can also choose to make a discretionary disclosure of gifts with a value below this threshold, for inclusion in the Gift Register.

The Policy has been updated to provide details of discretionary disclosures and formalise the existing Mayor and Councillors Calendar page process.

Strategic Plans/Policy ImplicationsListening and 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

There are no financial implications from the recommendations in this report.

Legal Implications

The recommendations in this report will enable the City to comply with the specified requirements of the *Local Government Act 1995*.

The City is required to prepare and adopt, by absolute majority in accordance with Section 5.128 of the Act, a Policy in relation to the continuing professional development of Elected Members.

The City is required to prepare and adopt, by absolute majority in accordance with Section 5.90A of the Act, a policy that deals with matters relating to the attendance of Elected Members and CEOs at events.

Community Consultation

N/A

Risk Management Implications

The local government is required to have a compliant Continuing Professional Development Policy and Attendance at Events Policy.

The City's current policies are considered to be compliant with the requirements of the Act. The revised Attendance at Events Policy, presented for Council's adoption, is also considered to be compliant with the Act.

Policies that are not appropriate and adapted to the City's needs may contribute to the risk of administrative inefficiency or failure to support Elected Members in their role. Regular review of policies mitigates this risk.

There is a nominal risk associated with the delay of the review of the Elected Member Professional Development Policy, which is recommended to provide for clarity regarding the objectives of the review and support informed decision making.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Title	Attendance at Events
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Policy Type

Council

Policy Purpose

Section 5.90A of the *Local Government Act 1995* (the Act) requires that local governments prepare and adopt (by absolute majority) an Attendance at Events policy. This policy is made in accordance with those provisions.

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of Elected Members and the Chief Executive Officer (CEO).

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before Council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

Policy Statement

1. Objective
 - 1.1. The purpose of the policy is for Council to actively consider the purpose of and benefits to the community from Elected Members and the CEO attending events.
 - 1.2. Where Elected Member and CEO attendance delivers a benefit to the community, this policy provides a framework for:
 - 1.2.1. Elected Member and CEO acceptance of gifted tickets to events without affecting their capacity to participate in Council decision-making.
2. Scope
 - 2.1. This policy applies to Elected Members and the CEO in attending an event in their official capacity.
 - 2.2. This policy does not apply to Elected Member attendance at professional development approved in accordance with the City's Elected Member Professional Development Policy.
3. Gifts
 - 3.1. Any event tickets accepted by an Elected Member or CEO without payment, where a member of the public is required to pay, will generally be classified as a Gift.
 - 3.2. In accordance with Part 5, Division 6 of the Act, Elected Members and CEOs are required to disclose Gifts with a value over \$300. This includes where two or more gifts are received from the same donor within 12 months, and the total value exceeds \$300.
 - 3.3. The Act recognises that a relationship is formed between a gift donor and recipient, which could be perceived to affect the decisions made by the recipient.

[1]

Title	Attendance at Events
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- 3.4. The Act requires that Council Members must disclose an interest and not participate in any discussion or decision-making about a matter involving the donor of a Gift (or Gifts) valued at over \$300, unless the Gift is an Excluded Gift.
- 3.5. The Act requires that the CEO must disclose an interest and not provide advice or a report (directly or indirectly) about a matter involving the donor of a Gift (or Gifts) valued at over \$300, unless the Gift is an Excluded Gift.
- 3.6. In accordance with section 5.62(1)(b) of the Act, Gift tickets are an Excluded Gift if they relate to an event that is:
- 3.6.1. A Pre-Approved Event in accordance with Clause 2 of this policy; or
- 3.6.2. Approved in accordance with Clause 3 this policy.
4. Pre-Approved Events
- 4.1. Events within the that meet any of the following criteria are Pre-Approved Events under this Policy:
- 4.1.1. Where the Elected Member or the CEO is attending in an official capacity, such as:
- 4.1.1.1. performing a speaking role or some other welcoming role
- 4.1.1.2. participating as a member of a discussion panel or judging panel
- 4.1.1.3. presenting at the event as part of the event program
- 4.1.1.4. representing the City of at a sponsorship acknowledgement event or award ceremony, where the primary purpose of attendance is not for the entertainment of the individual Elected Member or employee, but enable the City to fulfil its role, and exercise its rights and benefits, as a sponsor
- 4.1.1.5. presenting awards or prizes to others on behalf of the City
- 4.1.1.6. attending an exhibition or display where the City, its programs or services are being showcased at the event.
- 4.1.2. Where the ticket is offered by:
- 4.1.2.1. the Western Australian Local Government Association
- 4.1.2.2. the Australian Local Government Association
- 4.1.2.3. Local Government Professionals WA
- 4.1.2.4. a department of the Public Service
- 4.1.2.5. a government department of another State, a Territory or Commonwealth
- 4.1.2.6. a State or Federal Member of Parliament, other than for party political events or fundraisers
- 4.1.2.7. a local government, regional local government, or alliance of local governments
- 4.1.2.8. major professional or industry association(s) relevant to local government activities
- 4.1.2.9. a stakeholder partner of the City
- 4.1.2.10. a civic / cultural / sporting / community organisation within the City
- 4.1.2.11. educational institutions or
- 4.1.2.12. a not-for profit organisation.
5. Approval for Events
- 5.1. Attendance at events not listed in Clause 2 of this Policy will require approval under this clause in order for a Gift ticket to that event to become an Excluded Gift.
- 5.2. Approval may be granted by:
- 5.2.1. The CEO for Mayor and Elected Member attendance at events.
- 5.2.2. The Mayor for CEO attendance at events.

[2]

Title	Attendance at Events
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- 5.2.3. Simple majority resolution of Council, if considered appropriate by the Mayor or CEO.
- 5.3. The application for approval must address the following for the decision-maker to consider:
- 5.3.1. the donor (if a Gift ticket);
 - 5.3.2. the location of the event in relation to the district of the City;
 - 5.3.3. the role of the Elected Member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
 - 5.3.4. the City's position as a sponsor of the event (if applicable),
 - 5.3.5. the benefit of City representation at the event; and
 - 5.3.6. the number of invitations / tickets received or requested.
6. Non-Approved Events
- 6.1. Any event that is not a Pre-Approved Event as per Clause 2, or Approved under Clause 3 is considered a Non-Approved Event.
 - 6.2. A Gift ticket to a Non-Approved Event is not an Excluded Gift and the Act's disclosure of interest provisions apply.
 - 6.3. If the event is free to the public and no reimbursement is requested then no action is required. This ticket would not be considered a Gift.
 - 6.4. If the event is a paid event and Elected Member or CEO pays the full ticketed price and does not seek reimbursement or expenses, then no action is required.
7. Disclosure Requirements
- 7.1. Gift Disclosures
- 7.1.1. The Act's Gift disclosure obligations require Elected Members (s5.87A) and the CEO (s5.87B) to disclose Gifts over the specified value threshold regardless of a Gift being an Excluded Gift under s.5.62(1B).
 - 7.1.2. The acceptance of an invitation to an event, including tickets, is considered a Gift and where required is to be disclosed and added to the City's Gift Register published on the City's website.
 - 7.1.3. Where the Gift is an Excluded Gift due to approval under this policy, the date and reasons for approval must also be recorded in the Gift Register.
 - 7.1.4. Elected Members and the CEO may make discretionary disclosures of Gifts that do not meet the specified value threshold. These disclosures will be published in the City's Gift Register.
- 7.2. Interest Disclosures
- 7.2.1. Elected Members and the CEO are required to disclose an interest in a matter concerning a donor to be considered by Council unless the gift is an Excluded Gift.
 - 7.2.2. A Gift is an Excluded Gift if:
 - 7.2.2.1. the Gift relates to attendance at an event where attendance has been approved in accordance with this Policy (refer section 5.62(1B) of the Act), or
 - 7.2.2.2. the Gift is from specified entities (detailed in Local Government (Administration) Regulations 1996 regulation 20B).
 - 7.2.3. However, to support transparency in decision making, Elected Members and the CEO are strongly encouraged to disclose an impartiality interest detailing attendance at an event, if a relevant matter were to be considered by Council.

[3]

Title	Attendance at Events
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7.3. Voluntary Attendance Disclosures

7.3.1. Elected Members may choose to provide details of events attended in their capacity as a Council Member.

7.3.2. These details will be published on the Mayor and Councillors Calendar page of the City's website.

Definitions

Event is defined under s5.90A(1) of the Act as including a:

- concert;
- conference;
- function;
- sporting event;
- prescribed occasion.

Excluded Gift is defined under s5.62(1B) of the Act as a ticket to an event where attendance at the event is approved in accordance with this Policy OR the gift is made by prescribed entities (refer Admin Regulation 20B).

Gift is defined under s5.57 of the Act as:

- the conferral of financial benefit from one person to another, unless adequate consideration in money or money's worth is provided to the donor in return; or
- a travel contribution (including accommodation incidental to a journey).

Guest for the purpose of this policy does not include a Council Member or City of Cockburn employee.

Ticket includes an admission ticket to an event, or an invitation to attend an event, or a complimentary registration to an event, that is offered by a third party.

Strategic Link:	Governance Framework
Category	Elected Members
Lead Business Unit:	Legal and Compliance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	11304363

Title	Attendance at Events
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Policy Type

Council

Policy Purpose

Section 5.90A of the *Local Government Act 1995* (the Act) requires that local governments prepare and adopt (by absolute majority) an Attendance at Events policy. This policy is made in accordance with those provisions.

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of Elected Members and the Chief Executive Officer (CEO).

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before Council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

Section 5.90A of the *Local Government Act 1995* (the Act) requires that local governments prepare and adopt (by absolute majority) an Attendance at Events policy. This policy is made in accordance with those provisions. ~~have an attendance at events policy.~~

~~The purpose of the policy is for Council to actively consider the purpose of and benefits to the community from Elected Members and the CEO attending events.~~

Where Elected Member and CEO attendance delivers a benefit to the community, this policy provides a framework for:

- ~~— Elected Member and CEO acceptance of gifted tickets to events without affecting their capacity to participate in Council decision making;~~
- ~~— City payment for event tickets and associated expenses; and~~
- ~~— The distribution of invitations or tickets.~~

~~The policy provides a framework for the acceptance of invitations to various events, clarifies who will pay for tickets or the equivalent value of the invitation.~~

This policy applies to Elected Members and the CEO in attending any event in their official capacity. This policy does not apply to Elected Member attendance at professional development approved in accordance with the City's Elected Member Professional Development Policy.

Policy Statement

1. Objective

- 1.1. The purpose of the policy is for Council to actively consider the purpose of and benefits to the community from Elected Members and the CEO attending events.

[1]

Title	Attendance at Events
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1.2. Where Elected Member and CEO attendance delivers a benefit to the community, this policy provides a framework for:

1.2.1. Elected Member and CEO acceptance of gifted tickets to events without affecting their capacity to participate in Council decision-making.

2. Scope

2.1. This policy applies to Elected Members and the CEO in attending an event in their official capacity.

2.2. This policy does not apply to Elected Member attendance at professional development approved in accordance with the City's Elected Member Professional Development Policy.

3. ~~(1)~~ Gifts

3.1. ~~1.~~ Any event tickets accepted by an Elected Member or CEO without payment, where a member of the public is required to pay, will generally be classified as a Gift.

3.2. ~~2.~~ In accordance with Part 5, Division 6 of the Act, Elected Members and CEOs are required to disclose Gifts with a value over \$300. This includes where two or more gifts are received from the same donor within 12 months, and the total value exceeds \$300.

3.3. ~~3.~~ The Act recognises that a relationship is formed between a gift donor and recipient, which could be perceived to affect the decisions made by the recipient.

3.4. ~~4.~~ The Act requires that Council Members must disclose an interest and not participate in any discussion or decision-making about a matter involving the donor of a Gift (or Gifts) valued at over \$300, unless the Gift is an Excluded Gift.

3.5. ~~5.~~ The Act requires that the CEO must disclose an interest and not provide advice or a report (directly or indirectly) about a matter involving the donor of a Gift (or Gifts) valued at over \$300, unless the Gift is an Excluded Gift.

3.6. ~~6.~~ In accordance with section 5.62(1)(b) of the Act, Gift tickets are an Excluded Gift if they relate to an event that is:

~~4.1.1.~~ A Pre-Approved Event in accordance with Clause 2 of this policy; or

~~3.6.1.~~

~~3.6.2.~~ Approved in accordance with Clause 3 this policy.

Section 5.90A of the Local Government Act 1995 provides that a local government must prepare and adopt (by absolute majority) an Attendance at Events policy. This policy is made in accordance with these provisions. Certain gifts received by an Elected Member and the CEO are specifically excluded from the conflict of interest provisions, including a gift that is received in accordance with an 'Attendance at Events Policy' (section 5.62(1B))

2.4. ~~(21)~~ Pre-Approved Events

2.4.1.1.

~~4.~~

Event

s within the Perth metropolitan area that fall into the following categories meet any

Title	Attendance at Events
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of the following criteria are ~~Pre-Approved Events~~ under this Policy ~~and Elected Members and the CEO may accept such invitations:~~

- ~~2.1.1. Concerts~~
- ~~2.1.2. Conferences~~
- ~~2.1.3. Functions~~
- ~~2.1.4. Sporting events; and~~
- ~~2.1.5. Other hospitality occasions.~~
- ~~2.1.6.~~
- ~~2.1.7. 2. Events which are free to the public or a paid for by the Elected Member or the CEO (with no reimbursement sought) are also approved events under this policy.~~
- ~~2.1.8.~~
- ~~2.1.9. 3. A Pre-Approved Event in accordance with this Policy includes:~~
- ~~2.1.10.~~
- ~~2.1.11.4.1.1. (a) Where the Elected Member or the CEO is attending an event in an official capacity, such as:~~
 - ~~2.1.11.0.4.1.1.1. performing a speaking role or some other welcoming role~~
 - ~~2.1.11.0.4.1.1.2. participating as a member of a discussion panel or judging panel~~
 - ~~2.1.11.0.4.1.1.3. presenting at the event as part of the event program~~
 - ~~2.1.11.0.4.1.1.4. representing the City of at a sponsorship acknowledgement event or award ceremony, where the primary purpose of attendance is not for the entertainment of the individual Elected Member or employee, but enable the City to fulfil its role, and exercise its rights and benefits, as a sponsor~~
 - ~~2.1.11.0.4.1.1.5. presenting awards or prizes to others on behalf of the City~~
 - ~~2.1.11.0. attending an exhibition or display where the City, its programs or services are being showcased at the event.~~
 - ~~2.1.11.1.4.1.1.6.~~
- ~~2.1.12.4.1.2. (b) Where the ticket is offered by:~~
 - ~~2.1.12.0.4.1.2.1. the Western Australian Local Government Association~~
 - ~~2.1.12.0.4.1.2.2. the Australian Local Government Association~~
 - ~~2.1.12.0.4.1.2.3. Local Government Professionals WA~~
 - ~~2.1.12.0.4.1.2.4. a department of the Public Service~~
 - ~~2.1.12.0.4.1.2.5. a government department of another State, a Territory or Commonwealth~~
 - ~~2.1.12.0.4.1.2.6. a State or Federal Member of Parliament, other than for party political events or fundraisers~~
 - ~~2.1.12.0.4.1.2.7. a local government, or regional local government, or alliance of local governments~~
 - ~~2.1.12.0.4.1.2.8. major professional or industry association(s) relevant to local government activities~~
 - ~~2.1.12.0.4.1.2.9. a stakeholder partner of the City~~
 - ~~2.1.12.0.4.1.2.10. a civic / cultural / sporting / community organisation within the City~~
 - ~~2.1.12.0.4.1.2.11. educational institutions or~~
 - ~~2.1.12.0.4.1.2.12. a not-for profit organisation.~~

~~3. (23) Council Approval by Resolution for Events~~

~~5. 1. Attendance at paid events at the cost of the City will require approval under this clause.~~

Title	Attendance at Events
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5.1.2.

Attendance at events not listed in Clause ~~42~~ of this Policy will require Council approval, by simple majority, approval under this clause in order for ~~the~~ a Gift ticket to that event to become an Excluded Gift.

5.2.3.

Approval may be granted by:

~~3.1.1.~~ The CEO for Mayor and Elected Member attendance at events.

~~5.2.1.~~

~~3.1.2.~~ The Mayor for CEO attendance at events.

~~5.2.2.~~

~~5.2.3.~~ Simple majority resolution of Council, if considered appropriate by the Mayor or CEO.

3.2.4.

~~3.3.~~ The application for approval must address the following for In considering the matter, Council the decision-maker is to consider:

5.3.

~~3.3.1.~~ the donor (if a Gift ticket);

~~5.3.1.~~

~~3.3.2.~~ the location of the event in relation to the district of the City;

~~5.3.2.~~

~~3.3.3.~~ the role of the Elected Member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,

~~5.3.3.~~

~~3.3.4.~~ the City's position as a sponsor of the event (if applicable),

~~5.3.4.~~

~~3.3.5.~~ the benefit of City representation at the event; and,

~~5.3.5.~~

~~5.3.6.~~ the number of invitations / tickets received or requested, and

~~3.3.5.~~

~~the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.~~

2(4). ~~Expenses~~

1. ~~Expenses for free or Gifted events~~ relating to free events:

~~(a) Where If attendance at a free or Gifted event is Pre-Approved or is Approved under Clause 3, the City n event is free however travel and accommodation is required to attend the event, the City may contribute to related expenses if Council resolve that attendance is in the public interest may reimburse expenses to the extent provided in the City's Elected Members Entitlements Allowances & Reimbursement Policy.~~

Title	Attendance at Events
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~~3. Expenses related to paid events:~~

~~(a) If attendance at a paid event is Approved under Clause 3, Council resolves that an Elected Member or the CEO should attend a paid event, the City will pay the cost of attendance and may reimburse expenses to the extent provided in the City's Elected Members Entitlements – Allowances & Reimbursement Policy, reasonable expenses, such as travel and accommodation.~~

~~4. Guests of ticket recipients:~~

~~(a) Unless approved by resolution of Council, where a guest of an Elected Member or of the CEO attends an event, any tickets for that person, if paid for by the City, must be reimbursed by the Elected Member or CEO.~~

~~4. (5) (3) Non-Approved Events~~

~~5.6.~~

~~5.1.1. Any event that is not an a Pre-Approved Event as per Clause 42, or not an Event with Council Approval by Resolution as per Approved under Clause 2 — 3 is considered a Non-Approved Event.~~

~~6.1.~~

~~5.2.2. A Gift ticket to a Non-Approved Event is not an Excluded Gift and the Act's disclosure of interest provisions apply.~~

~~6.2.~~

~~5.3.3. If the event is free to the public and no reimbursement is requested then no action is required. This ticket would not be considered a Gift.~~

~~6.3.~~

~~4. If the event is a paid event and Elected Member or CEO pays the full ticketed price and does not seek reimbursement or expenses, then no action is required. This means a ticket to a Non-Approved Event is not an Excluded Gift and the Act's disclosure of interest provisions apply.~~

~~5.4.6.4.~~

~~(46) Distribution of Tickets to Approved Events~~

~~1. Where an invitation to attend an event (including tickets) is extended to the CEO or City of Cockburn generally, the CEO has the right to:~~

- ~~(a) Accept the invitation or tickets~~
- ~~(b) Decline the invitation or tickets~~
- ~~(c) Offer the invitation or tickets to an Elected Member or another officer on a rotational and equitable basis.~~

Title	Attendance at Events
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- ~~2. Where an invitation to attend an event (including tickets) is extended to the Mayor, the Mayor has the right to:~~
- ~~(a) Accept the invitation or tickets~~
 - ~~(b) Offer the invitation or tickets to the Deputy Mayor;~~
 - ~~(c) If the Deputy Mayor declines, the Mayor will offer the invitation to another City of Cockburn Elected Member on a rotational and equitable basis.~~
- ~~3. Invitations to attend an event addressed to the Council and/or Mayor will be published on the Hub.~~
- ~~4. Where invitations to attend an event (including tickets) are extended to multiple unspecified Elected Members, the Mayor will:~~
- ~~(a) Distribute the invitations or tickets to Elected Members on a rotational and equitable basis.~~
- ~~5. Where an invitation to attend an event (including tickets) is extended to one or more specified Elected Members, those Elected Members have the right to:~~
- ~~(a) Accept the invitation or tickets;~~
 - ~~(b) Decline the invitation or tickets;~~
 - ~~(c) Offer the invitation or tickets to the CEO or another City of Cockburn Elected Member on a rotational and equitable basis;~~
 - ~~(d) Offer the invitation or tickets to the CEO, who may distribute them to an officer whose attendance may be relevant to their duties.~~

~~6.7. (75) Disclosure Requirements~~

~~6.4.7.1.~~

~~1. Gift~~

Disclosures

- ~~6.4.1.7.1.1. (a)~~ The Act's Gift disclosure obligations apply and therefore require Elected Members (s5.87A) and the CEO (s5.87B) to disclose Gifts over the specified value threshold regardless of a Gift being an Excluded Gift under s.5.62(1B).
- ~~7.1.2. (b)~~ The acceptance of an invitation to an event, including tickets, is considered a Gift and where required is to be disclosed and added to the City's Gift Register published on the City's website.
- ~~7.1.3. (c)~~ Where the Gift is an Excluded Gift due to approval under this policy, the date and reasons for approval must also be recorded in the Gift Register.
- ~~7.1.4. (d)~~ Elected Members and the CEO may make discretionary disclosures of Gifts that do not meet the specified value threshold. These disclosures will be published in the City's Gift Register.

Title	Attendance at Events
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~~6.2.7.2.~~

~~2.~~

~~Intere~~

st Disclosures

~~7.2.1. (a) — Elected Members and the CEO are required to disclose an interest in a matter concerning a donor to be considered by Council unless the gift is an Excluded Gift.~~

~~6.2.1.7.2.2. (b) — A ny Gift is an Excluded Gift received over \$300 is specifically excluded from the conflict of interest provisions if:~~

~~6.2.1.1.7.2.2.1. the Gift relates to attendance at an event where attendance has been approved by resolution of Council or in accordance with this Policy (refer section 5.62(1B) of the Act), or~~

~~6.2.1.2.7.2.2.2. the Gift is from specified entities (detailed in Local Government (Administration) Regulations 1996 regulation 20B).~~

~~6.2.2. (b) — This means Elected Members and the CEO are not required to disclose an interest in a matter concerning a donor to be considered by Council due to their attendance at an event, regardless of the value of the Gift.~~

~~6.2.3.7.2.3. (c) —~~ However, to support transparency in decision making, Elected Members and the CEO are strongly encouraged to disclose an impartiality interest detailing attendance at an event, if a relevant matter were to be considered by Council.

~~6.3.~~

~~7.3.3.~~

~~Volun~~

tary Attendance Disclosures

~~(a) — Elected Members may choose to provide details of events attended in their capacity as a Council Member.~~

~~7.3.1.~~

~~7.3.2. (b) — These details will be published on the Mayor and Councillors Calendar page of the City's website.~~

Definitions

Event is defined under s5.90A(1) of the Act as including a:

- concert;
- conference;
- function;
- sporting event;

Title	Attendance at Events
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- prescribed occasion.

Excluded Gift is defined under s5.62(1B) of the Act as ~~a) a ticket to an event;~~ ~~AND b) where attendance at the event is approved in accordance with this Policy (refer Section 1);~~ OR ~~c) the gift is made by prescribed entities (refer Admin Regulation 20B).~~

Gift is defined under s5.57 of the Act as:

- the conferral of financial benefit from one person to another, unless adequate consideration in money or money's worth is provided to the donor in return; or
- a travel contribution (including accommodation incidental to a journey).

Guest for the purpose of this policy does not include a Council Member or City of Cockburn employee.

Ticket includes an admission ticket to an event, or an invitation to attend an event, or a complimentary registration to an event, that is offered by a third party.

Strategic Link:	Governance Framework
Category	Elected Members
Lead Business Unit:	Legal and Compliance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	October 2024
ECM Doc Set ID: (Governance Purpose Only)	11304363

16. Committee Minutes

16.1 Organisational Performance Committee Meeting – 15/10/2024

Recommendation

That Council RECEIVES the Minutes of the 15 October 2024 Organisational Performance Committee Meeting.

16.2 Governance Committee Meeting – 15/10/2024

Recommendation

That Council RECEIVES the Minutes of the 15 October 2024 Governance Committee Meeting.

16.3 CEO Performance Review Committee Meeting – 21/10/2024

Recommendation

That Council RECEIVES the Minutes of the 21 October 2024 CEO Performance Review Committee.

16.4 CEO Performance Review Committee Meeting – 5/11/2024

Recommendation

That Council RECEIVES the Minutes of the 5 November 2024 CEO Performance Review Committee Meeting.

17. Motions of Which Previous Notice Has Been Given

17.1 Public Pontoon at Ngarkal Beach

Executive	Director Planning and Sustainability
Author	Coastal Management and Planning Engineering
Attachments	1. Ngarkal Beach Pontoon Report September 2024 ↓

RECOMMENDATION

That Council:

- (1) AUTHORISES the City to undertake public consultation on the removal of the public pontoon at Ngarkal Beach with the broader community, including beach users and the Port Coogee Residents Association;
- (2) PREPARES a report to Council on the results of the public consultation; and
- (3) NOTIFIES those residents who are signatories of the petition of the Council's decision.

Background

Deputy Mayor Stone submitted the following Notice of Motion on 27 September 2024:

That Council:

1. Supports the IMMEDIATE removal of the public pontoon at Ngarkal Beach, Port Coogee.
2. Investigates options for the pontoon to be relocated close to the Omeo dive trail where it can be accessed as a rest point for snorkelling.

Reason:

Residents at Port Coogee have been negatively impacted by the City's placement of the public pontoon at Ngarkal beach.

Issues linked to the pontoon include but are not limited to antisocial behaviour, excessive noise, and vandalism.

Regardless of the positive impacts the pontoon may have on beach erosion, public safety MUST be our number one priority.

Our local residents have a right to feel safe in their homes.

This issue can be easily resolved by moving the pontoon to the dive trail where it complements the existing use without impacting residents.

Submission

N/A

Report

In October 2019, the City installed a swimming pontoon at the northern end of Ngarkal beach, within Port Coogee. The pontoon provides recreational opportunities for the public, as well helping to slow down the rate of erosion and sand movement caused by wind driven waves.

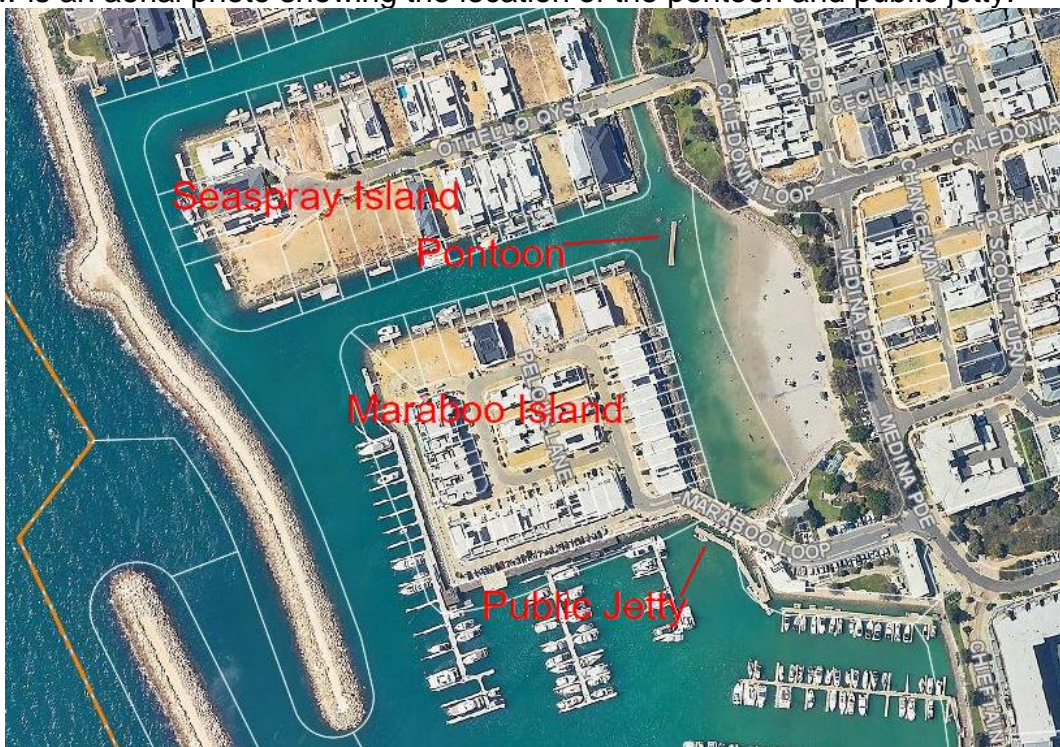
The pontoon also acts to delineate the motorised vessel area from the swimming area, providing a hard buffer for boats and thus reducing the likelihood of an “out of control” boat, entering the beach zone and thus providing a level of safety to swimmers.

The installation of the Ngarkal pontoon was at the same time as an extension to the Marina Service Jetty, providing a public jetty on the southern side of Maraboo Bridge.

The public jetty has a dual purpose, firstly to accommodate visiting boats for up to 2 hours and secondly, slowing down the rate of erosion and sand movement on Ngarkal beach caused by wind driven waves entering from the southern side of Maraboo Island.

Development approval (DA 19/0308) was provided for the Ngarkal pontoon in June 2019 and it has an approved Department of Transport Jetty Licence Number 4924, which is renewed annually.

Below is an aerial photo showing the location of the pontoon and public jetty.



The Ngarkal pontoon is 23m long and made up of two smaller sections measuring 11.5m long and 2.5m wide. These two smaller sections are joined end to end.

Ngarkal beach receives annual maintenance to reshape the beach. This involves using heavy machinery to return some of the sand that has washed into the channel, back onshore. The beach is closed while this work is undertaken and, the most recent works were undertaken in the first week of October 2024.

Every five years there is a requirement to re-nourish the beach to replace sand that has been lost into the deeper sections of the channel. This sand is sourced from Chelydra beach to the north of Port Coogee, with trucks transporting the sand to Ngarkal beach.

In December 2017, approximately 2,100 cubic metres of sand was required to re-nourish the beach. In December 2022, only 400 cubic metres of sand was required. The pontoon was installed in October 2019.

It is not clear as to whether the installation of the pontoon in 2019 had any impact on the reduction in sand required for in 2022 when compared to 2017.

Other factors such as the length of time between sand nourishment events may influence sand volumes. 2017 was the first-time sand nourishment had been undertaken since Port Coogee was established in 2006.

A recent assessment by M P Rogers, Marine Engineers, indicates that the majority of sand movement is caused by groundwater flow, with minimal sand movement caused as a result of wind driven wave action. The assessment also indicates both the Ngarkal pontoon and public jetty provide some benefit in reducing wind driven wave action. A copy of M P Rogers' report is attached (see Attachment 1).

The Ngarkal beach pontoon is very popular with beach goers, with people swimming out to the pontoon and using it to rest, jump and dive from. Diving is prohibited due to the shallow depths and signs are installed on the pontoon to advise users. Ngarkal beach and the pontoon are also used by groups for swimming activities.

In recent times, there has been complaints from local residents of anti-social behaviour occurring at Ngarkal beach and on the pontoon. Complaints include concerns about noise throughout the day and night, public gatherings, drinking and abusive and threatening behaviour, fighting, swimming in the boating zone, jumping from the Maraboo Loop bridge and people using the pontoon to gain access to residential properties on Maraboo and Seaspray Islands.

A petition with more than 30 signatories has also been lodged recently, calling for the pontoon to be removed due the anti-social behaviour that is occurring.

On a number of occasions both Co-Safe and the police have been called to address issues at Ngarkal beach, but the number of complaints received are deemed not significant enough for Co Safe to increase patrols.

The City has undertaken a comparison between complaints received for Ngarkal beach and complaints received for Socrates Parade (where the dive trail is located) over the past 12 months.

The data shows that there have been 30 complaints received for Ngarkal beach and 11 for Socrates Parade. Of the 30 complaints received from Ngarkal beach, 15 were because of anti-social behaviour, 13 for people jumping off the bridges and 2 from the Ngarkal pontoon.

This information indicates that anti-social behaviour is occurring at other locations within Port Coogee and that the presence or absence of a pontoon has little bearing.

Most of the anti-social behaviour at both the pontoon and Ngarkal beach tends to occur during the warmer months.

The other aspect raised by residents is the noise generated by users of the pontoon. The City has not undertaken any noise monitoring as the use of a public recreation facility in a public recreation reserve is exempt under the *Environmental Protection (Noise) Regulations 1997*. The City acknowledging the residents' concerns have investigated a range of potential treatments to the pontoon to reduce potential noise generation. The treatments however are cost prohibitive and do not guarantee significant reduction in noise generated by users of the pontoon.

Because of the above issues, the City has investigated at four options, outlining advantages and disadvantages as well as the cost implications of each.

Option 1: Permanent Removal.

This option is for either the pontoon being permanently removed from Ngarkal beach, separated into two smaller sections, and seasonally deployed to two new coastal locations or sold.

The City has already planned for and purchased a pontoon to be installed on the Omeo drive trail.

The dive trail pontoon will be located approximately halfway along the dive trail, providing a resting point for those wanting to explore the entire length of the dive trail.

It is thought that a pontoon located some distance away from the Omeo wreck will assist in reducing ongoing damage to the wreck.

Advantages:

- Reduction in anti-social behaviour in respect to the use of the Ngarkal beach pontoon.
- Makes it more difficult for individuals swimming from Ngarkal beach to private jetties on Maraboo and Seaspray Islands by removing the pontoon as a stopover point.

Disadvantages:

- Does not address issue of anti-social behaviour at Ngarkal beach or jumping from Maraboo and Othello Bridges.

- May reduce recreational activities and attractions at the beach potentially reducing visitation.
- Increased risk to public safety by not providing a pontoon for use by less competent swimmers
- Removing the hard delineation between the boating area and swimming area, potentially resulting in boats entering the swimming area.
- May increase costs associated with beach reshaping and sand nourishment.

Costs:

Activity	Cost (\$)	Comments
Pontoon removal and re-deployment	15,600	2024 Contractor quote
New mooring for re-deployment	20,295	2024 Contractor quote for 1 mooring only
Total cost (excluding possible increases in nourishment costs)	35,895	May require a second mooring (additional 20,295)

*Note: the above costs are for the relocation of the pontoon to an alternative location. If the pontoon were to be disposed of and not relocated the only costs would be for the removal and the beach renourishment.

Option 2: Seasonal Deployment

This could be achieved by:

- Deploying the pontoon at Ngarkal beach during winter and relocating it to a new mooring location during summer or;
- Deploying the pontoon at Ngarkal beach during winter and keeping it at a storage facility during summer.

Advantages:

- Reduction in anti-social behaviour in respect to the use of the Ngarkal beach pontoon
- Makes it more difficult for individuals swimming from Ngarkal beach to private jetties on Maraboo and Seaspray Islands by removing the pontoon as a stopover point.

Disadvantages:

- Does not address issue of anti-social behaviour at Ngarkal beach or jumping from Maraboo and Othello Bridges
- Reduces recreational activities at the beach during summer
- Increased risk to public safety by not providing a pontoon for use by less competent swimmers
- Removing the hard delineation between the boating area and swimming area, potentially resulting in boats entering the swimming area
- Additional budget requirements and officer time required to remove and deploy pontoon
- May increase costs associated with beach reshaping and sand nourishment.

- Additional time commitment for City officers, with six coastal pontoons to manage, maintain and seasonally deploy.

Costs:

Activity	Cost (\$)	Comments
Deploy during winter	7,801	Costing provided by Marine and Coastal Inspection Maintenance Contract.
Retrieve prior to summer	7,134	As above
Current Storage Fees	2,100*	Estimate based on current charges
Total annual cost (excluding possible increases in nourishment costs)	14,934 (17,034)*	

Option 3: Install a smaller pontoon

Remove the existing 23m Ngarkal pontoon and replace with smaller, 4m x 4m, pontoon.

Advantages

- Retains recreational and tourism aspects of pontoon.
- Reduces the number of people able to be on the pontoon at any given time and therefore the degree of anti-social behaviour by users on the pontoon.
- Reduces noise generated by running on the pontoon, by reducing its overall length.
- Potentially maintains safety by retaining a rest point for swimmers.
- May provide some benefit in helping to slow down the rate of erosion and sand movement caused by wind driven waves.

Disadvantages

- Does not address issue of anti-social behaviour at Ngarkal beach or jumping from Maraboo and Othello Bridges.
- May increase costs associated with sand loss from beach due to reduced wind wave attenuation.
- Retains stopover point for swimming from Ngarkal beach to private jetties on Maraboo and Seaspray Islands.
- Reduces the hard delineation between the boating area and swimming area, potentially resulting in motorised vessels entering the swimming area.

Costs:

Activity	Cost (\$)	Comment
Removal of existing pontoon	15,600	2024 Contractor quote
Deployment of smaller pontoon	7,801	2024 Contractor quote
Cost of new pontoon	N/A	Use existing new pontoon

Total cost (excluding possible increases in nourishment costs)	23,401	Does not include ongoing annual maintenance and inspection

Option 4: Retain the existing pontoon

This option retains the existing 23m pontoon at Ngarkal beach.

Advantages

- Retains recreational and tourism aspects of pontoon
- Maintains safety by retaining rest point for swimmers
- Maintains swimmer safety by retaining the hard delineation of motorised vessels into swimming area
- Maintains seasonal rate of sand loss due to wind generated wave action.

Disadvantages

- Does not address issue of anti-social behaviour at Ngarkal beach or jumping from Maraboo and Othello Bridges
- Does not address anti-social behaviour by users on the pontoon
- Retains stopover point for swimming from Ngarkal beach to private jetties on Maraboo and Seaspray Islands.

Costs:

Activity	Cost (\$)	Comment
Underwater inspection	3,256	Costing provided by Marine and Coastal Inspection Maintenance Contract.
Pontoon inspection	825	2023 Contractor price
Total cost (annual)	4,081	

Ngarkal Beach Reshaping and Nourishment

The table below shows the historical costs to reshape and nourish Ngarkal beach, since 2017. These costs will continue to occur periodically with or without the pontoon and only the amounts of sand required for re-nourishment may vary depending on seasonal conditions.

Year	Cost (\$)		Comment
	Reshape	Nourishment	
2017		47,200	2104 cubic metres of sand imported from Chelydra Beach
2018	8,500		
2019	12,300		Ngarkal pontoon installed
2020	9,200		
2021	21,300		
2022		41,000	420 cubic metres of sand imported from Chelydra Beach

2023	17,000		
2024	18,300		
2025	20,130*		
2026	22,143*		
2027	24,357*	123,000*	

*Note: Reshape estimated cost per annum based on 2024 cost plus 10% each year. Nourishment cost based on an average of m3 from 2017 and 2022, being an assumption of importing 1,260m3 of sand at \$97.62/m³.

Consultation

There has been no public consultation has been undertaken on any of the four proposed options.

As the pontoon is extensively used by members of the public as a recreational facility it is considered that the City should undertake public consultation on the removal of the public pontoon at Ngarkal Beach with the broader community, including beach users and the Port Coogee Residents Association, prior to determining whether the pontoon should be removed.

Strategic Plans/Policy Implications

Community, Lifestyle and Security

A vibrant healthy, safe, inclusive, and connected community.

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

City Growth and 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 and Leading

A community focused, sustainable, accountable, and progressive organisation.

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

Budget/Financial Implications

Option 1	Option 2	Option 3	Option 4
Permanent removal One off cost *(additional mooring)	Seasonal deployment Ongoing annual cost *(Storage additional)	Install a smaller pontoon. One off capital cost *(annual inspection and maintenance)	Retain existing pontoon Annual inspection and maintenance

\$35,895 +*(\$20,295)	\$14,934 +*(\$2,100)	\$23,401 +*(approx. \$4,081)	\$4,081
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The annual cost of beach nourishment would potentially increase should Option 1, Option 2 or Option 3 be supported.

Additional funding would need to be allocated to accommodate Option 1, 2 or 3 should any of these options be decided to be implemented this financial year.

Legal Implications

N/A

Community Consultation

No public consultation has been undertaken on any of the four proposed options

Risk Management Implications

Option 1: Permanent removal.

Risk to public safety by not providing a resting point for less competent swimmers.

It will remove the hard delineation provided by the existing pontoon between the motorised vessels and swimming area potentially resulting in vessels entering the swimming area.

There is a risk in complete removal to the City by way of reputational damage due to adverse feedback from those visiting the beach.

There is a risk that removal will result in the requirement for increased sand replenishment and the associated increase in costs.

There is a risk that beach visitation will drop if the pontoon is removed which could potentially impact the local economy.

Option 2: Seasonal Deployment

There is a risk to public safety in summer by not providing a pontoon for use by less competent swimmers.

There is a risk in removing the hard delineation between the motorised vessel and swimming area, potentially resulting in vessels entering the swimming area.

Risk in additional time commitments for officers to deploy 6 pontoons annually as opposed to 3.

Risk in securing municipal funding to deploy, retrieve and maintain additional pontoons.

Option 3: Install a smaller pontoon

Installation of a smaller pontoon retains risk of anti-social behaviour on the pontoon, although it reduces the likelihood.

Risk in increased sand loss from beach due to reduced wind wave attenuation.

There is a risk in removing the hard delineation between the motorised vessel and swimming area, potentially resulting in vessels entering the swimming area.

Option 4: Retain existing pontoon

Risk of resident dissatisfaction.

Advice to Proponent(s)/Submitters

N/A

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

Nil

m p rogers & associates pl

ABN 14 062 681 252

consulting engineers specialising in coastal, port and marine projects

Form 001 10/01/14

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t: +61 8 9254 6600

Our reference: K2132:TSH:Letter 24047 Rev 0

Enquiries: Trent Hunt, direct line: 9254 6616

30 September 2024

Attn: Sav Bavan
City of Cockburn
sbavan01@cockburn.wa.gov.au

Dear Sav

ADVICE ON SWIMMING PONTOON AT NGARKAL BEACH

In recent years the City of Cockburn installed a swimming pontoon at the northern end of Ngarkal Beach, within Port Coogee. Along with the recreational opportunities afforded by the pontoon, the pontoon installation aimed to slow down the rate of erosion and movement of the sand on Ngarkal Beach.

Prior to installation of the swimming pontoon, MRA completed a review of wave measurements, site conditions and commented on the effectiveness of the pontoon to slow the rate of erosion. This is documented in *Port Coogee Ngarkal Beach Pontoon, R1174 Rev 0*, dated March 2019 and can be summarised by the following:

- Measurements near Ngarkal Beach suggested that waves and currents were strongly correlated to winds, rather than tides.
- The measurements only captured longer period waves, not short periods. Currents and long waves alone were deemed insufficient to move significant sediment from the beach.
- This suggested that factors other than currents and waves alone were important in moving sand on Ngarkal Beach.
- The proposal to install the pontoons may have some potential to slow down the rate of erosion of the sand on Ngarkal Beach from wind waves **but was not believed to address the underlying issues causing the movements.**

The installation of the swimming pontoon was completed along with an extension to the fuel jetty on the southern side of the bridge, in around October 2019.

The City has now requested MRA review the effectiveness of the pontoon installation and comment on any alternative solutions. This is based solely on MRA's general experience and knowledge of the site conditions, along with the provided aerial photographs of Ngarkal Beach and details of sand nourishment volumes placed. These are summarised by the following:

- Approximately 2,100 m³ of sand nourishment completed in December 2017.
- Pontoons installed in October 2019.
- Approximately 400 m³ of sand nourishment placed in December 2022.

marinas boat harbours canals breakwaters seawalls jetties dredging beaches climate change

Along with the sand nourishment, the City completes annual re-profiling of the beach, to move sand and maintain a more useable beach.

Aerial photographs from Nearmap for the years from 2015 to 2024 are presented in Attachment 1. These show the general movements of the sand seasonally and over time. Of particular note are the following:

- The movements of the sand appear greatest between 2015 and 2017, prior to the sand nourishment exercise.
- Prior to the installation of the pontoons, the shape of the beach was more “rounded,” due to the prevailing conditions.
- Since installation of the pontoons the movements appear to have slowed and the alignment of the beach at the northern and southern ends appear parallel to the pontoons.
- Behind the northern swimming pontoon there appears to be some shallowing, indicating this pontoon is holding sand at the northern end longer than prior to installation.

The aerial photographs, combined with the reduced requirement for placement of sand nourishment in 2022, show that the rate of movement of sand at Ngarkal Beach has decreased. However, movement of the beach is still occurring and has not been stopped by installation of the pontoons.

As we outlined in the assessment completed prior to installation of the pontoons (MRA 2019), the **pontoon installation does not address the underlying reasons for movement of the sand** but can assist in slowing the rate of movement under wind wave conditions. This slowing of the rate of movement appears to have occurred.

Modification of Pontoon

The City has questioned whether the swimming pontoon at Ngarkal Beach could potentially be reduced in size, while still retaining the function. The pontoon may act to block surface waves and currents approaching the beach through this canal, slowing the rate of sand movement. This blocking would be related to the length and draft of the pontoon. The wider and deeper the pontoon, the larger impact it would be expected to have.

Should the pontoon be reduced in length, it is therefore expected that it would have less impact on protection of the beach.

Alternative Solutions

As identified in MRA has previously investigated the cause of the movement of sand at the beach for the City (MRA 2014). This suggested that the movements were due to the influence of groundwater, entering the marina through the beach area. This is believed to be mobilising the sand and allowing it be moved easier than it otherwise would, by waves and currents.

To slow down or address this groundwater issue, several options were suggested, including:

- Increasing the groundwater removed via the cutoff drain.
- Installation of a local groundwater interception drain.
- Replacing the low permeability fill underlying the beach.
- Managing the situation through profiling and sand nourishment.

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To date the City has addressed the situation through management. The alternative options would still appear to be appropriate, although MRA (2014) noted that they are likely to require trialling with no guarantee of success. The installation of a local GID would be likely to cost in the order of several \$100,000.

It is also noted that regardless of the solution, reprofiling and occasional sand nourishment are still likely to be required from time to time. On this basis and our understanding of current management costs of an average of around \$20,000 per annum, the current management approach is likely to be the most cost effective, if it does not cause additional issues to the City.

SUMMARY

In summary:

- MRA had previously assessed the movement of Ngarkal Beach and concluded that they were likely to largely be caused by the influence of groundwater.
- Prior to installation of the pontoon, MRA assessed the potential impact on the movements of the beach and reiterated that it did not address the underlying reasons for movement of the sand. However, it may assist in slowing the rate of movement under wind wave conditions.
- The movements of the sand at Ngarkal Beach have not stopped following the installation of the pontoon, however this slowing of the rate of movement appears to have occurred.
- Reducing the size, or removing the pontoon, is likely to result in slightly higher movements of the beach than have occurred since installation. This will increase nourishment and management costs associated with the movement of Ngarkal Beach.

We trust this meets your requirements, but please feel free to contact me if you wish to discuss further.

Yours sincerely



for and on behalf of

m p rogers & associates pl

Attachment 1 Aerial Photographs

m p rogers & associates pl

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Oct 17		Dec 17 Sand nourishment Dec 2017	
Jun 18		Oct 18	
May 19		Oct 19	

May 20		Oct 20	
Apr 21		Oct 21	
Apr 22		Oct 22	



17.2 Dubove Park - Dog Exercise Area

Executive	Director Community and Place
Author	Ranger Services Manager
Attachments	N/A

RECOMMENDATION

That Council REMOVES Dubove Park from the upcoming off-lead trial, maintaining its status as an on-lead reserve.

Background

The following Notice of Motion was submitted by Cr Corke on 23 October 2024:

That Council REQUESTS that Dubove Park remains an on-lead dog exercise area and is removed from the upcoming off-lead trial.

Reason

There are four dog exercise areas in this part of Spearwood: MacFaull Park, Dubove Park, Bavich Park and Gerald Reserve.

Both Bavich and MacFaull Parks are off lead areas, and MacFaull Park, very close to Dubove, is a substantial size.

If Dubove becomes off-lead, then the only on-lead area left is Gerald Reserve, a space that is insubstantial when it comes to exercising reactive or timid dogs that require their own space.

Dubove Park has a history of dog-related incidents, and it has been requested that it remain an on-lead in order to meet a community need.

Submission

N/A

Report

At the 10 September 2024 Ordinary Council Meeting, Council endorsed Dubove Park as a trial site for a dog off-leash reserve.

This decision followed a comprehensive review and community consultation on the planned three-phase approach for introducing designated dog exercise areas under the Animal Management and Exercise Plan 2020–2025.

Community consultation showed 63.4% of regular park users supported Dubove Park as a trial off-lead area.

An investigation into incidents from the year prior to the recommendation identified seven reported dog-related incidents in and around the park.

Five of these involved dogs declared dangerous, resulting in prosecutions and destruction orders; one dog received a remitted destruction order and has had no further incidents since.

The remaining two incidents involved a wandering Jack Russell, which has since been addressed.

Within this area of Spearwood, MacFaul Park and Dubove Park are the two largest reserves, with Bavich Park and Gerald Reserve being smaller and more suited to being on-lead.

A future review may recommend adjusting the on and off-lead designations, designating the two larger parks (MacFaul and Dubove) as off-lead areas while assigning the smaller parks (Bavich and Gerald) as on-lead.

A balanced distribution of on and off-lead areas across the City would support equal opportunities for residents to exercise their dogs as needed.

Strategic Plans/Policy Implications

Community, Lifestyle and Security

A vibrant healthy, safe, inclusive, and connected community.

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

Listening and Leading

A community focused, sustainable, accountable, and progressive organisation.

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

Budget/Financial Implications

N/A

Legal Implications

Pursuant to section 31(3A) and (3B) of the *Dog Act 1976*, Dubove Park has been advertised to become an off-lead reserve as of 22 November 2024.

Should Dubove remain as an on-lead area, another notice will need to be posted to inform the community.

Community Consultation

Significant community consultation was undertaken as outlined in the September Dog Exercise Areas report.

The consultation was conducted with regular park users to ensure we consulted with residents that would be directly affected by any changes:

- 30 regular park users submitted feedback in relation to Dubove Park
- 63.4% of responses were in support of Dubove Park being trialled as off-lead
- 36.6% of responses were not in support of Dubove Park being trialled as off-lead.

The top three themes across the submissions in relation to Dubove Park were:

1. Associating off-lead parks with benefiting a dog's well-being (including socialising and exercise).
2. Concerns about the safety of dogs in off-lead parks (including fear of dogs).
3. Desire for more off-lead parks nearby or notes insufficient off-lead parks nearby.

Risk Management Implications

There is a medium to high risk level to the City's brand in relation to community division and criticism around dog management and the creation or alteration of dog exercise areas.

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

CEO Performance Review Committee Meeting – 21 October 2024

21.1 CEO Performance Review Report

This report and its attachments are **CONFIDENTIAL** in accordance with Section 5.23(2) (a) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

(a) *a matter affecting an employee or employees.*

CEO Performance Review Committee Meeting – 5 November 2024

21.2 CEO Performance Review Report

This report and its attachments are **CONFIDENTIAL** in accordance with Section 5.23(2) (a) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

(a) *a matter affecting an employee or employees.*

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