City of Cockburn

Ordinary Council Meeting

Minutes

For Tuesday, 8 July 2025

These Minutes are subject to confirmation

Presiding Member's signature

_____

Date: 12 August 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Ordinary Council Meeting
Tuesday, 8 July 2025

Table of Contents

Page

1. Declaration of Meeting 5
2. Appointment of Presiding Member (If required) 7
3. Disclaimer 7
4. Acknowledgement of Receipt of Written Declarations of Financial Interests and Conflict of Interest (by Presiding Member) 8
5. Apologies and Leave of Absence 9
6. Response to Previous Public Questions Taken on Notice 9
7. Written Requests for Leave of Absence 9
8. Public Question Time 10
9. Confirmation of Minutes 17
   - 9.1 (2025/MINUTE NO 0126) Minutes of the Ordinary Council Meeting - 10/06/2025 17
   - 9.2 (2025/MINUTE NO 0127) Minutes of the Special Council Meeting - 19/06/2025 17
10. Deputations 17
11. Business Left Over from Previous Meeting (if adjourned) 17
12. Declaration by Members who have Not Given Due Consideration to Matters Contained in the Business Paper Presented before the Meeting 17
13. Decisions Made at Electors Meeting 18

14 Reports - CEO (and Delegates) 19

- 14.1 Sustainable Development and Safety 19
  - 14.1.1 (2025/MINUTE NO 0128) Recommendation on Final Adoption - (Complex) Amendment No.166 to Town Planning Scheme No.3 - Former Roe Highway Regional Road Reservation (Remainder Stages 8 & 9) 19
- 14.2 Corporate and System Services 44
  - 14.2.1 (2025/MINUTE NO 0129) Permanent Closure of Right of Way - Maraboo Loop, North Coogee 44
  - 14.2.2 (2025/MINUTE NO 0130) Amended Terms for Lease Agreement - Lot 101 Hamilton Road, Spearwood (Spearwood Dalmatinac Sport and Community Club) 57
  - 14.2.3 (2025/MINUTE NO 0131) Payments Made from Municipal Fund and Local Procurement Summary - May 2025 67
  - 14.2.4 (2025/MINUTE NO 0132) Monthly Financial Report - May 2025 156
- 14.3 Infrastructure Services 184

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

14.3.1 (2025/MINUTE NO 0133) RFT01/2025 - Fire Protection Systems & Equipment - Five (5) Year Contract 184

14.3.2 (2025/MINUTE NO 0134) RFT12/2025 - Provision of Herbicide, Insecticide, Wetting Agent Spraying 191

14.3.3 (2025/MINUTE NO 0135) RFT13/2025 - Provision of Bushland Maintenance 200

14.3.4 (2025/MINUTE NO 0136) RFT18/2025 - Concreting Services (Footpaths, Shared Use Paths) - In Situ Construction 207

14.3.5 (2025/MINUTE NO 0137) RFQ14/2025 Supply & Delivery of Mobile Garbage Bins 213

14.4 Community and Place 218

14.4.1 (2025/MINUTE NO 0138) Amendment to Calendar of Events 2025-2026 218

14.5 Office of the CEO 222

14.5.1 (2025/MINUTE NO 0139) Change of Council Meeting Date - September 2025 222

14.5.2 (2025/MINUTE NO 0140) Appointment of Presiding Member - CEO Performance Review Committee 225

15. Reports-Standing Committee 227

15.1 Governance Committee Meeting – 17/06/2025 227

15.1.1 (2025/MINUTE NO 0141) Revocation of Local Planning Policy 1.6 'Lodging Houses' and final adoption of Local Planning Policy 1.15 'Tourist Accommodation' (deferred implementation) 227

15.1.2 (2025/MINUTE NO 0142) Local Law Review - City of Cockburn Bush Fire Brigades Local Law 2025 237

15.1.3 (2025/MINUTE NO 0143) Reviewed Council Policy - Food Act 2008 - Fee Exemptions 264

15.1.4 (2025/MINUTE NO 0144) Review of Uninhabitable Houses Policy 271

15.1.5 (2025/MINUTE NO 0145) Review of Council Policy - Dust Management for Development Sites 280

15.1.6 (2025/MINUTE NO 0146) Recommendation on Final Adoption - Local Planning Policy 5.22 - Environmental Conservation 287

15.1.7 (2025/MINUTE NO 0147) Local Law Review - Update and Project Plan 306

15.1.8 (2025/MINUTE NO 0148) Proposed Amendment to Policy - Privacy Management 312

15.1.9 (2025/MINUTE NO 0149) Review of Execution of Documents Policy and Procurement Policy 325

15.1.10 (2025/MINUTE NO 0150) Update to Civic Hospitality and Gifts Policy 366

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

15.1.11 (2025/MINUTE NO 0151) Policy Review - Credit Card and Purchasing Card Policy 379
15.1.12 (2025/MINUTE NO 0152) Risk Management Policy Review 389
15.2 Organisational Performance Committee Meeting – 17/06/2025 401
15.2.1 (2025/MINUTE NO 0153) Quarterly Organisational Performance Report 401
15.2.2 (2025/MINUTE NO 0154) Annual Review - Council Delegations, Authorisations and Appointments 423
16. Committee Minutes 649
16.1 Governance Committee Meeting – 17/06/2025 649
16.2 Organisational Performance Committee Meeting – 17/06/2025 649
17. Motions of Which Previous Notice Has Been Given 650
18. Notices Of Motion Given At The Meeting For Consideration At Next Meeting 650
19. New Business of an Urgent Nature Introduced by Members or Officers 650
20. Matters to be Noted for Investigation Without Debate 650
21. Confidential Business 650
22. Closure of Meeting 650

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Ordinary Council Meeting
Tuesday, 8 July 2025

Minutes

Attendance

Elected Members

Mayor L Howlett (Presiding Member)	
Deputy Mayor C Stone	Central Ward
Cr P Eva	Central Ward
Cr T Widenbar	Central Ward
Cr T Dewan	East Ward
Cr C Reeve-Fowkes	East Ward
Cr C Zhang	East Ward
Cr K Allen	West Ward
Cr P Corke	West Ward
Cr M Separovich	West Ward

In Attendance

Mr D Simms	Chief Executive Officer
Mr D Arndt	Director Planning and Sustainability
Ms C Bywater	Director Corporate Systems and Services
Ms K Johnson	Director Community and Place
Mr A Lees	Director Infrastructure
Mr J Blanchard	General Counsel
Mr J Curulli	Chief Information Officer
Ms T Hardmeier	Service Lead Governance and Council Support
Mr S Cecins	Communications and Media Officer (Arrive 7.04pm)
Mr M Lee	Systems Support Officer (IT Support) (Arrive 7:03pm)
Mrs L Spearing	Executive Support Officer

1. Declaration of Meeting

The Presiding Member declared the meeting open at 7:00pm.

“Kaya, Whanju Wadjuk Budjar” which means “Hello, Welcome to Wadjuk Land”

The Presiding Member acknowledged the Whadjuk Peoples of the Nyungar Nation who are the traditional custodians of the land on which the meeting was being held, and paid respect to their Elders both past and present, and extended that respect to First Nations Peoples who were present.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Technical Difficulties - Livestreaming of Meeting

The Chief Executive Officer advised the meeting that the livestream for the meeting has been lost, however the City is doing its best to restore the connection. The Chief Executive Officer also advised that the recording of the meeting will be published on the City's website as soon as possible after the conclusion of the meeting, if the connection is not restored during the meeting.

Nomination for Honorary Freeman – Cr Kevin Allen

The Presiding Member made the following announcement on behalf of Council:

"I am pleased to announce that longstanding City of Cockburn Councillor Kevin Allen will receive the highest civic honour that can be bestowed upon an individual at the City's Annual Civic Dinner in December 2025.

This follows a confidential Council decision at the May 2025 Ordinary Council Meeting, to bestow the honour for only the sixth time in the Council's history.

A resident of Cockburn for more than 40 years, Cr Allen was President of the Coogee Beach Progress Association for many years and honoured with life membership, and has been a dedicated RSL City of Cockburn Sub-Branch Member for 25 years.

Cr Allen has represented the community and Western Australia in a variety of sports from sailing to rugby and squash. In 2004 he was inducted into the City of Cockburn's inaugural Sports Hall of Fame. A state, national and international sailing champion, Cr Allen represented Australian three times in international sailing competitions. He was named a World and Australian Champion in 1985 and a WA Champion in 1977, 1979, 1984 and 1986.

Cr Allen was elected to Cockburn Council in December 2000.

Cr Allen will join previously names Freemen of the City in Mayor Don F Miguel, OAM, JP; Mayor Ray Lees, JP; Councillor Wally Hagan OAM, JP; Mayor Alan Thomas, JP; and Mayor Joseph (Joe) Cooper, JP, all of whom are deceased.

The title of Honorary Freeman of the City recognises 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.

Cr Allen, we acknowledge and congratulate you on this milestone achievement and note the presence of your wife Debbie in the public gallery tonight. On behalf of the City of Cockburn, and our community, we congratulate you and thank you for your continued and distinguished service to the City of Cockburn. Well done."

7:03pm The Systems Support Officer entered the meeting

7:04pm The Communications and Media Officer entered the meeting.

7:05pm Livestreaming commenced

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Councillor Allen made the following address to the meeting, in response to his nomination as Honorary Freeman:

“Where do you start? I would like to thank the City and in particular the Councillors of the City for their endorsement of this, obviously it needs to go through Council for it to happen and it did in May.

But in particular, you don’t do these things for individual rewards, you do them for the community. Personal recognition you do with your coach and your training in sailing and to do state titles and national titles and world titles and the like, you do seek that sort of recognition, but certainly not for helping out the community.

None of this could occur, you need support, and Logan you would know, you need to understand you need to have support in this, and if you don’t have support from home, it just doesn’t happen. So on that note I would really like to thank my wife Debbie for providing all the support that she does to allow me to give the time to the community, so thanks very much Deb.”

The Presiding Member congratulated Cr Allen and Debbie on a great achievement and acknowledged Cr Allen has joined a very distinguished list of Freemen of the City of Cockburn.

2. Appointment of Presiding Member (If required)

Nil

3. Disclaimer

The Presiding Member read the 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.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

Item	Interest	Elected Member	Nature of Interest
14.1.1 Recommendation on Final Adoption - (Complex) Amendment No.166 to Town Planning Scheme No.3 - Former Roe Highway Regional Road Reservation (Remainder Stages 8 & 9)	Proximity	Cr Phoebe Corke	I own a property that borders the former Roe 9 Highway Regional Road Reservation.
14.2.2 Amended Terms for Lease Agreement - Lot 101 Hamilton Road, Spearwood (Spearwood Dalmatinac Sport and Community Club)	Impartiality	Mayor Logan Howlett	My wife and I are social members of the Club and one our granddaughters is a player in the affiliated Dalmatinac Netball Club.
14.2.2 Amended Terms for Lease Agreement - Lot 101 Hamilton Road, Spearwood (Spearwood Dalmatinac Sport and Community Club)	Impartiality	Cr Phoebe Corke	I am a social member of the Club.
14.2.2 Amended Terms for Lease Agreement - Lot 101 Hamilton Road, Spearwood (Spearwood Dalmatinac Sport and Community Club)	Impartiality	Cr Phil Eva	I am a member of the Club.
14.2.2 Amended Terms for Lease Agreement - Lot 101 Hamilton Road, Spearwood (Spearwood Dalmatinac Sport and Community Club)	Impartiality	Cr Tarun Dewan	I am a social member of the Club.
14.2.2 Amended Terms for Lease Agreement - Lot 101 Hamilton Road, Spearwood (Spearwood Dalmatinac Sport and Community Club)	Impartiality	Cr Michael Separovich	My grandparents helped to create the Club.
15.1.1 Revocation of Local Planning Policy 1.6 'Lodging Houses' and Final Adoption of Local	Impartiality	Mayor Logan Howlett	My wife and I have a lease with Discovery Parks.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Planning Policy 1.15 'Tourist Accommodation' (Deferred Implementation)			
15.1.2 Local Law Review – City of Cockburn Bush Fire Brigades Local Law 2025	Impartiality	Cr Phil Eva	Member of South Coogee Bush Fire Brigade.
15.2.1 Quarterly Organisational Performance Report	Impartiality	Mayor Logan Howlett	My wife and I are life members of the Historical Society of Cockburn Inc. which is referred to in the report.

5. Apologies and Leave of Absence

Nil

6. Response to Previous Public Questions Taken on Notice

Nil

7. Written Requests for Leave of Absence

Nil

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

8. Public Question Time

Alison Bolas, Hamilton Hill
Item 14.1.1 Recommendation on Final Adoption - (Complex) Amendment No.166 to Town Planning Scheme No.3 - Former Roe Highway Regional Road Reservation (Remainder Stages 8 & 9)

Q1. Firstly, in relation to Town Planning Scheme No. 3, I would like to thank the Council and City staff for listening to the community and amending the proposed zoning of the Healy Road/Cardigan Street precinct to R15. As the caretaker of Randwick Stables, I have been overwhelmed by the amount of support we have received from the community, who wish to see the ongoing viability, aesthetic quality and heritage maintained.

However, given that the final decision for rezoning rests with the Minister, will the City commit to ensuring that any future development of this Precinct is confined to a Structure Plan that represents the community's desire for low density and the protection of Randwick Stables?

7:12pm Cr Eva left the meeting and returned at 7:14pm

A1. The Director Sustainable Development and Safety advised that Council can only consider the proposal before them currently and it would be inappropriate to provide additional commitments as much of these will be beyond Council's defined role in the planning process. For example:

- Should a Structure Plan be proposed for this Precinct it will be guided by local planning scheme provisions (including densities) within a future Development Area, as decided by the Minister.
- Furthermore, as any Structure Plan will require Council recommendation following a future consultation process, it would be premature to indicate support for a particular density.
- Randwick Stables themselves are located within a Regional Reserve and would not be subject to a proposed Structure Plan.

Sally Marsh, South Fremantle, Cockburn Community Wildlife Corridor
Item 14.1.1 Recommendation on Final Adoption - (Complex) Amendment No.166 to Town Planning Scheme No.3 - Former Roe Highway Regional Road Reservation (Remainder Stages 8 & 9)

Q1. Recommendation (5) p. 9 Points 1 and 2 appear to be mutually exclusive. Point 1 states that "major landholders of the rezoned land will be primarily responsible for future local structure planning" and Point 2 states that "there would be considerable value in utilising Development WA to lead structure planning". Are we correct in thinking that the Council have decided not to do an overall structure plan for DA 46 but are instead looking at leaving the responsibility of structure planning to individual landholders?

A1. The Director Sustainable Development and Safety advised the general practice is that affected landowners are responsible for the preparation and submission of structure plans, with the local government being responsible for

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

their assessment. As the majority of landowners within the amendment area are various State Government agencies and departments, the recommendation is Development WA, the State Government's land development authority, be the lead agency for structure planning of Development Area 46.

Q2. The Concept Plans presented in the CCWC submission (p. 23) illustrated how Public Open Space (POS) can be traded off against housing density, as has occurred in other Perth Metro developments. Has higher housing density and potentially therefore higher POS percentage been properly considered in this proposed plan?

A2. The Director advised the concept plans are from the group's submission on this proposal. Your concept plans are not part of the proposal which is before Council for consideration. There is no guarantee that requiring a higher density will lead to a greater amount of public open space. The specific residential density has not yet been considered within Development Area 46 as it would be subject to future structure planning and consultation.

The matter of public open space is discussed in the report, insofar as it informs the recommended scheme provisions (i.e. this proposal) to guide a future structure plan.

Q3. There are several times in the Plan when a lack of Active POS is mentioned (e.g. pp. 23 and 21). How much of the extra 10% POS does the Council consider might become Active as compared to Passive POS?

A3. The Director advised the 10% public open space requirement is the normal requirement all structure plans are expected to provide. The extra in this situation is the provision of the east west green link which is recommended to provide an ecological and active transport function. This is not a structure plan proposal, it is only the amendment to the local planning scheme. The future Structure Plan will need to detail the amount and classification of an POS.

Q4. Recommendation (p 25) - in this section the Council suggests alternative wordings for protecting the 20% POS provisions in DA 46 - 2a - specifies a minimum 15m green link in addition to a minimum 10% local POS requirement, and 2e – provides a minimum 20% of credible POS within the Development zone. Can the Council explain which would be preferred and why?

A4. The Director advised the preferred and recommended provision is the 'minimum 15m wide green (ecological) link and active transport link can be achieved through the area from east to west as an integral element (in addition to the minimum 10% local POS requirement)'.

This provision wording is considered more likely to be supported by the Minister and WA Planning Commission as it aligns with existing planning framework and operational policies (Liveable Neighbourhoods). It makes clear the east west link is important (as our community have signalled through multiple consultation processes), as opposed to bundling it into a 20% figure.

It is noted in the report, the 20% POS wording might otherwise be seen as more reasonable, however it would likely yield less POS. The issue then becomes the east west link would consume more than 10%, which is apparent

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

when noting a 15m proposed width for a corridor averaging 100m wide (this would be closer to 15% of the POS), which would then mean that you would only have 5% for other open space uses.

Q5. Does Council consider there would be any place in the structure planning process for a holistic community-led development approach employing placemaking methodology?

A5. The Director advised this is a decision for the future proponent, which has yet to be determined by the State Government, however it is certainly an option they can consider ahead of the standard advertising process. The City would welcome any future applicant undertaking such an approach, however it cannot be part of a mandatory requirement.

Q6. Although CCWC supports and recognises that the plan does propose a higher than normal 10% allowance for Public Open Space, does the Council think there is any chance of getting higher than the proposed 20% Public Open Space if Development WA take the lead?

A6. The Director advised that, firstly it needs to be noted that the policy requirements only require a development to provide 10%, so therefore what the City is trying to achieve is higher than 10%. Certainly there is no guarantee that 20% would be provided. The City believes there is sufficient planning justification behind its recommendation to warrant the Minister for Planning also supporting this provision for a 15 metre green link. Officer recommendations are based on technical advice of what is possible within the planning framework, not simply because it responds to a matter raised in submissions. If adopted, this would then bind the future applicant, regardless of which state government agency it was.

Daniel O'Callaghan, North Lake - Financial Costs – Weed Control
(Not in attendance at meeting - responses provided)

Q1. Can the City provide last financial year's cost (2024/25) of the variety of chemicals used to control all weeds in parks, streetscapes, bushland, aquatic and wetland areas.

A1. The City expended $1,349,628 in the 2024-2025 on procurement and application of chemicals for weed control. Note this figure does not include landscape maintenance tenders were weed control forms part of the overall landscape maintenance scope of works.

Q2. Can the City also provide a breakdown of contractor costs associated with these applications for the past financial year 2024/25.

A2. The City expended $503,792 on contracted weed control services. Note this figure does not include landscape maintenance tenders were weed control forms part of the overall landscape maintenance scope of works.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Steve Shaw, Bibra Lake - Save Our Snake Necked Turtle
(Not in attendance at meeting - responses provided)

Q1. The Save Our Snake Necked Turtle (SOSNT) website has not been updated to reflect the City's advice that SOSNT is no longer able to provide future support due to lack of funding. The City has repeatedly stated that it is deeply committed to protecting the local snake-necked turtle population for many years and continues to explore ways to enhance turtle conservation.

Could the City please provide advice on how it intends to protect vulnerable nesting turtles in the Beeliar Wetlands from September to January?

A1. The Save Our Snake Necked Turtle (SOSNT) website is not maintained by the City. The City is reviewing communication received from SOSNT and exploring the best method to deliver the citizen science turtle tracking program. Additionally current turtle conservation strategies are being reviewed in line with City resourcing and conservation priorities identified in the 2024 SOSNT report for the City of Cockburn.

Q2. Could the City describe the other ways the City is exploring ways to enhance turtle conservation?

A2. As previously stated.

Q3. What the City has allocated in this year's budget to achieve this?

A3. Funds for turtle population studies, feral animal monitoring and control, citizen science, education and ongoing natural area management have been included in the 2025–26 Annual Budget adopted at the Special Council Meeting on 19 June 2025.

Q4. Whether the City has received the last SOSNT report, and if no, when is that report expected to be finalised?

A4. Yes, the City has received the last SOSNT report.

Q5. What is the City currently doing to ensure water supplementation is achieved before next dry season?

A5. This is a complex matter requiring a multi-agency approach. The City is continuing to work with those other agencies but the matter is unlikely to be resolved before the next summer period.

Joyce Gadalon, North Lake - Fox Control
(Not in attendance at meeting - responses provided)

Q1. How much has the City spent in fox control in the last financial year (24/25)?

A1. The fox control over the 2024/2025 financial year was $17,570.00 (ex. GST). This included our annual spring control across the City and three ad-hoc control programs within Bibra Lake.

Q2. How many days of fox control did this involve and please provide the dates of active control?

A2. The City is waiting to receive the final summary report on the final control program of the 2024/2025 financial year.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Q3. How many foxes were removed in the Beeliar wetlands during this period?

A3. As previously stated, the City is still awaiting the final summary report.

Q4. The PSWG - fox monitoring and targeted control project. Can you please provide the objectives of this project, and how this will contribute to reducing foxes in the Beeliar wetlands?

A4. The purpose of the project is to introduce fox monitoring and targeted control to reduce turtle predation by foxes in the drying climate. This project includes the installation of six cameras within Bibra Lake and surrounding reserves to monitor fox activity to assist in targeted control within the area.

Q5. Can you also provide the start and proposed end dates of this project?

A5. The City is awaiting the equipment to be delivered for installation. Once installed, the project will run for three years with a completion date of July 2028.

Q6. Can the City also confirm that FeralScan is going to be utilised to capture and share fox data between Local Governments that are involved in the PSWG project?

A6. No, the project will be run by the PSWG who have a subscription for an AI based monitoring services purchased for the project and will provide regular updates on data captured to the group.

Q7. Could the City provide an update on developments or efforts to slow down and reducing traffic on Hope Road in order to reduce turtle strikes during migration and nesting seasons?

A7. The City has submitted multiple requests to Main Roads WA to reduce the speed limit on Hope Road from 70 km/h to 50 km/h, and particularly due to ongoing concerns about wildlife safety.

The initial request was made in 2021 and again in 2024, with the most recent submission highlighting that this section of road passes through environmentally sensitive wetlands and provides access to WA Wildlife, The Wetlands Centre, and other community facilities.

While Main Roads previously assessed the speed as appropriate, the City is continuing to advocate for a reduction, particularly in light of the recently adopted Urban Road Safety Improvements project, which includes traffic calming measures such as LED speed signage along Hope Road.

Rina Burrows, Moresby - Fox Control
(Not in attendance at meeting - responses provided)

As the City has stated that the relocation of the turtle nesting cages at Bibra Lake is dependent on the 2025/26 budget, can the City please outline the following:

Q1. What is the current status of the 2025–26 budget process?

A1. The 2025/26 Annual Budget was adopted at the Special Council Meeting on 19 June 2025.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Q2. Has funding for the removal and relocation of the nesting cages been included in the draft budget? If so, how much has been allocated?

A2. The 2025/26 Annual Budget was adopted at the Special Council Meeting on 19 June 2025. There is not a specific allocation for the work, it is part of a broader budget item for natural area management at Bibra Lake Reserve.

Q3. Who provided or developed the cost estimate — was it based on an internal assessment or developed by an external contractor?

A3. Gecko Contracting was contacted for a cost estimate, as they were the company that installed the turtle nesting cages.

Q4. Has a contractor been identified or lined up to carry out the relocation work once the budget is approved?

A4. Gecko Contracting has been identified as the most suitable contractor, and they have provided the City with a cost estimate for their removal.

Q5. Does the City have contingency plans in place to protect nesting turtles in the event of: a. Delays to the budget process; or b. The budget not being approved and the relocation not proceeding?

A5. As per previous responses.

Sam Dowsing, Dowsing Group - Item 14.3.4 RFT18/2025 - Concreting Services (Footpaths, Shared Use Paths) - In Situ Construction

Q1. With regards to the quality and pricing assessment criteria, Dowsing Group scored the highest overall assessment, but were not recommended in the end. In 40 years of business serving local governments, we have never seen a recommendation contradict the outcome of the tender assessment, and we would like to question the integrity of the override of the outcome of the extensive assessment criteria, giving Dowsing Group scored the highest ranking submission.

A1. The Director Infrastructure Services advised the City has gone through the formal tender process in accordance with the provisions set out in section 3.57 of the Local Government Act and Part 4 the Local Government Act (Functions and General) Regulations. The City has gone through the process of seeking submissions for the tender through the evaluation process in accordance with policy, and the recommendation before Council is presented. This is based on the assessment of the officers reviewing every submission and then coming together as a consensus to look at those submissions, to come up with a consolidated viewpoint and then present the report to Council. So it is before Council tonight to make a consideration on the recommendation, based on the officer's review, which is presented in the report.

Q2. Were the reasons for overriding the assessment outcome already included in the assessment criteria, and if so I would have thought that would have already been scored against?

We were a bit surprised to read Axiis' reference as being more favourable than Downing's. This is not our experience when talking to the market that we both

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

serve in. How can the Council just make informants to its probity requirements for this tender? We would like to request that the references could be independently validated with the referees if possible.

A2. The Director advised that, as outlined in the report, the City have gone through and completed its reference checking on Axiis, and have taken that information onboard and provided that recommendation in the report on those references.

Melissa Woolem, Yangebup - Legal Cost Recovery

Q1. On 30 June 2025 at 1.44am, Cr Michael Separovich commented publicly on a Facebook page regarding the Deputy Mayor's legal costs for her Court appearance last week. He mentioned the potential for legal cost recovery from the opposing party. Has the City of Cockburn paid the Deputy Mayor's legal costs for this case, and if so, will the City be recovering the funds from the Deputy Mayor personally?

A1. The General Counsel advised the City is aware of proceedings that occurred at Fremantle Magistrates Court last week and the matter is resolved. All Elected Members and employees of the City are entitled to access a Management Liability Policy held on their behalf by the City, through the Local Government Insurance Scheme. This is standard practice for any organisation, to provide liability cover for its officers and Elected Members or Board. The insurance policy does not require the person covered to make any repayment.

Q2. Is that a yes, it has been covered by the Council?

A2. The City has covered the deductable under the Policy and the other legal representation costs have been covered by the insurer.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

9. Confirmation of Minutes

9.1 (2025/MINUTE NO 0126) Minutes of the Ordinary Council Meeting - 10/06/2025

Council Decision
MOVED Cr T Dewan SECONDED Cr C Reeve-Fowkes

That Council confirms the Minutes of the Ordinary Council Meeting held on Tuesday, 10 June 2025 as a true and accurate record.

CARRIED 10/0

9.2 (2025/MINUTE NO 0127) Minutes of the Special Council Meeting - 19/06/2025

Council Decision
MOVED Deputy Mayor C Stone SECONDED Cr C Zhang

That Council confirms the Minutes of the Special Council Meeting held on Thursday, 19 June 2025 as a true and accurate record.

CARRIED 10/0

10. Deputations

Nil

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

Nil

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

Nil

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

En Bloc Resolution

Note: Item 14.1.1 was considered prior to the En Bloc Resolution.

7:35pm The following items were carried En Bloc:

14.2.1	15.1.1	16.1
14.2.2	15.1.2	16.2
14.2.3	15.1.3	
14.2.4	15.1.4	
14.3.1	15.1.5	
14.3.2	15.1.6	
14.3.3	15.1.7	
14.3.4	15.1.8	
14.3.5	15.1.9	
14.4.1	15.1.10	
14.5.1	15.1.11	
14.5.2	15.1.12	
	15.2.1	
	15.2.2	

13. Decisions Made at Electors Meeting

Nil

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

14 Reports - CEO (and Delegates)

14.1 Sustainable Development and Safety

Declaration

Type of Interest	Nature of Interest
Cr Phoebe Corke submitted a Proximity Interest, pursuant to Section 5.60B of the Local Government Act 1995 for Item 14.1.1.	I own a property that borders the former Roe 9 Highway Regional Road Reservation.

7:33pm Having declared a Proximity Interest in Item 14.1.1, Cr Corke departed the meeting.

14.1.1 (2025/MINUTE NO 0128) Recommendation on Final Adoption - (Complex) Amendment No.166 to Town Planning Scheme No.3 - Former Roe Highway Regional Road Reservation (Remainder Stages 8 & 9)

Responsible Executive	Director Sustainable Development and Safety
Author(s)	Senior Strategic Planner
Attachments	N/A
Location	North Lake, Bibra Lake, Coolbellup and Hamilton Hill
Owner	Various Government and Private Landowners
Applicant	City of Cockburn
Application Reference	109/166 & TPS/3122

Council Decision
MOVED Deputy Mayor C Stone SECONDED Cr C Reeve-Fowkes
That Council:

(1) ENDORSES and ADOPTS the Schedule of Submissions (Attachment 2) prepared in respect of Amendment No.166 to the City of Cockburn Town Planning Scheme No.3

(2) ADOPTS Scheme Amendment No.166 for final approval, as modified in the following manner:
   1. Zoning the proposed centrally located MRS ‘Urban’ zoned land, between Leda Street and the MRS ‘Parks and Recreation’ reserve straddling Blackwood Avenue ‘Development’, as depicted on the Scheme Amendment Map.
   2. Introducing special control area ‘Development Area No.46’ as depicted on the Scheme Amendment Map and into ‘Table 9 – Development Areas’ of the Scheme Text, as follows:

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

REF NO.	AREA	PROVISIONS
DA 46	Former Roe Highway Regional Road Reservation (and surrounds)	1. An approved Structure Plan together with all approved amendments shall be given due regard in the assessment of applications for subdivision and development in accordance with clause 27(1) of the Deemed Provisions. 2. The Structure Plan is to: (a) demonstrate how a minimum 15 metre wide green (ecological) and active transport link can be achieved through the area from east to west as an integral element (in addition to the minimum 10% local POS requirement); (b) provide for appropriately scaled education, recreation, mixed-use and/or local scale commercial development; (c) provide for an appropriate mix of residential densities; (d) ensure the layout and urban form provide an appropriate interface to adjacent roads and existing properties; and

3. Zoning the proposed MRS 'Urban' zoned Healy Road and Cardigan Street Precinct 'Residential (R15)', as depicted on the Scheme Amendment Map.
4. Zoning the proposed MRS 'Urban' zoned Rockingham Road Commercial Precinct 'Mixed Business', as depicted on the Scheme Amendment Map.
5. Zoning the proposed MRS 'Urban' zoned Bibra Lake Drive / Hope Road Precinct 'Residential (R30)', as depicted on the Scheme Amendment Map.
6. Reserving the proposed MRS 'Urban' zoned road reservations and adjoining portions of Bibra Lake Drive as 'Local Road' reserves, as depicted on the Scheme Amendment Maps.

(3) DELEGATES authorisation and submission of updated amendment documentation to the Western Australian Planning Commission along with a request for endorsement of final approval by the Hon. Minister for Planning.

(4) ADVISES those parties that made a submission of Council's decision accordingly.

(5) ADVISES the State Government:

1. Of the City's continued expectation that the major landowners of the rezoned land will be primarily responsible for future local structure planning of the resultant Development zoned land; and
2. There would be considerable value in utilising Development WA to lead structure planning, as it has done with many government-owned precincts across Cockburn.

CARRIED 9/0

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

7:34pm Cr Corke returned to the meeting.

Background

Metropolitan Region Scheme Amendment

Gazetted on 29 November 2024, Major Amendment 1404/41 removed the remaining Stage 8 and 9 portions of the former Roe Highway reservation from the Metropolitan Region Scheme (MRS).

In accordance with section 126(1) of the *Planning and Development Act 2005,* the MRS Amendment had the following effect on the City's Town Planning Scheme No.3 (TPS 3):

- Approximately 27ha of land was reclassified as 'Regional Open Space' (consistent with MRS Amendment outcome); and
- Approximately 29ha of land, rezoned 'Urban' under the MRS, became 'No Zone' under TPS 3 (with no specific landuse permissibility or development standards).

Council's request that the 'Urban' zoned land be concurrently rezoned to 'Development' in TPS 3 pursuant to section 126(3) of the Act, was not supported by the Western Australian Planning Commission (WAPC), in favour of early consideration of unconstrained land being transferred directly to another local zone or reserve.

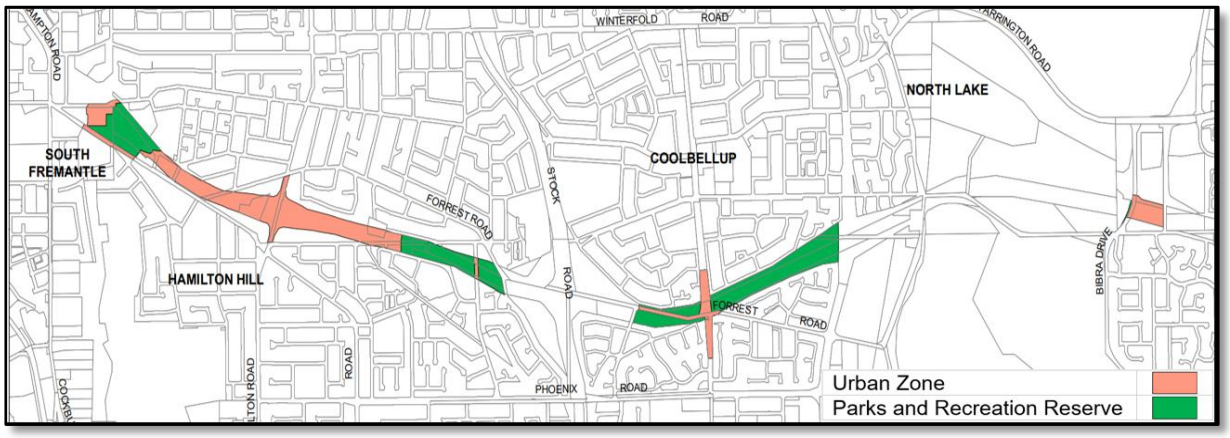


Figure 1: MRS Amending Plan

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

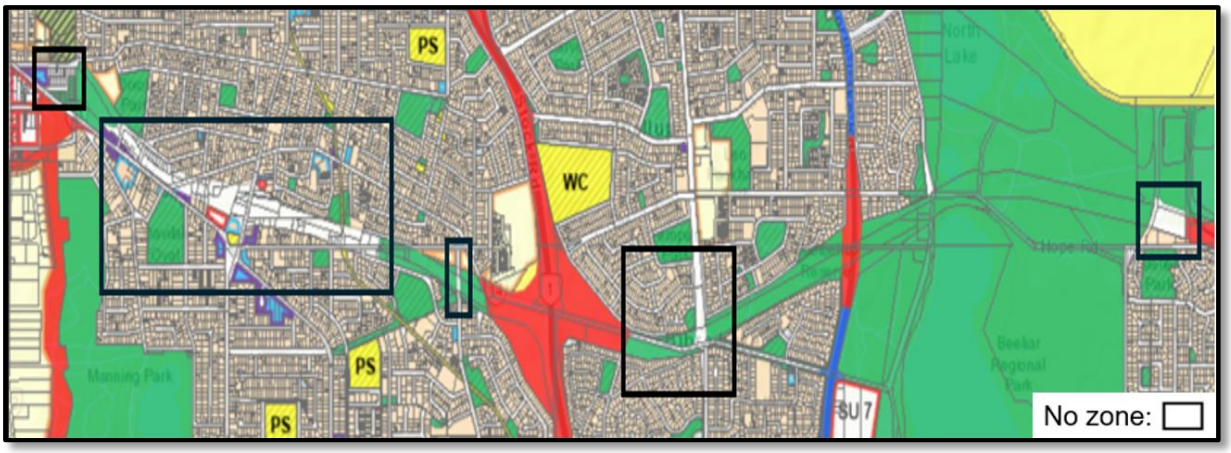


Figure 2: TPS 3 Extract with 'No Zone' areas highlighted in boxes

Local Scheme Amendment

In anticipation of the expected MRS Amendment outcome, Council at the 14 December 2023 Ordinary Council Meeting resolved to initiate Amendment No.166 to TPS 3.

On 7 February 2024, the Environmental Protection Authority (EPA) determined that formal environmental assessment of the proposal was not required.

Having delayed its decision until the MRS Amendment outcome was certain, on 29 November 2024 the WAPC (on behalf of the Minister for Planning) wrote to the City requiring the following modifications (shown in bold text below), prior to advertising (note the text below was what was advertised and won't be the same as what Council initiated):

1. Zoning the proposed centrally located MRS 'Urban' zoned land, between Leda Street and the MRS 'Parks and Recreation' reserve straddling Blackwood Avenue 'Development', as depicted on the Scheme Amendment Map.
2. Introducing special control area 'Development Area No.46' as depicted on the Scheme Amendment Map and into 'Table 9 – Development Areas' of the Scheme Text, as follows:

REF NO.	AREA	PROVISIONS
DA 46	Former Roe Highway Regional Road Reservation (and surrounds)	1. An approved Structure Plan together with all approved amendments shall be given due regard in the assessment of applications for subdivision and development in accordance with clause 27(1) of the Deemed Provisions. 2. The Structure Plan is to ~~**provide for:**~~ (b) **demonstrate how** a green (ecological) link **can be achieved** through the area from east to west as an integral element; (c) **provide for** appropriately scaled education, recreation, mixed-use and/or local scale

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

		commercial development; (d) **provide for** an appropriate mix of residential densities; and (e) ensure the layout and urban form provide an appropriate interface to adjacent roads and existing properties.

3. Zoning the proposed MRS 'Urban' zoned **Healy Road and** Cardigan Street Precinct '**Development ~~Residential (R15)~~**', as depicted on the Scheme Amendment Map.

4. **Introducing special control area 'Development Area No.47' as depicted on the Scheme Amendment Map and into 'Table 9 – Development Areas' of the Scheme Text, as follows:**

REF NO.	AREA	PROVISIONS
DA 47	**Healy Road and Cardigan Street, Hamilton Hill**	**1. An approved Structure Plan together with all approved amendments shall be given due regard in the assessment of applications for subdivision and development in accordance with clause 27(1) of the Deemed Provisions.** **2. The Structure Plan is to:** **a. provide for residential densities generally commensurate with, but not limited to, the maximum permissible for land in the locality of DA 47 (R60);** **b. include a Bushfire Management Plan detailing appropriate bushfire mitigation measures and design responses in accordance with *State Planning Policy 3.7 – Planning in bushfire prone areas*; and** **c. provide for retention and integration of existing vegetation in future subdivision and/or development proposals where practicable.**

5. Zoning the proposed MRS 'Urban' zoned Rockingham Road Commercial Precinct 'Mixed Business', as depicted on the Scheme Amendment Map.

6. Zoning the proposed MRS 'Urban' zoned Bibra Lake Drive / Hope Road Precinct 'Residential (R30)', as depicted on the Scheme Amendment Map.

7. Reserving the proposed MRS 'Urban' zoned road reservations **and~~,~~** adjoining portions of Bibra Lake Drive**~~, and slivers of land either side of Southwell Crescent and Forrest Road~~** as 'Local Road' reserves, as depicted on the Scheme Amendment Maps.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

The purpose of this report is to consider the submissions made during advertising and provide a recommendation to the Minister for Planning on final determination.

Submission

This amendment was prepared by the City to satisfy its obligation under section 124(3) of the *Planning and Development Act 2005,* to initiate a proposal to bring the local scheme into alignment with the Region Scheme within 90 days of MRS Amendment 1404/41 taking effect.

Report

A copy of the advertised Scheme Amendment, inclusive of the justification for the various zonings, density codings and reserves proposed is included as Attachment 1.

270 submissions were received during the advertising period plus one late submission. Responses have been summarised into key themes and specific areas as discussed in the following sections.

Key Proposal-Wide Themes

Increased Traffic

It is acknowledged that local congestion will likely increase due to removal of a Primary Regional Road and development within its former boundaries. The City will continue to assess broader traffic related issues and associated impacts relating to the removal of the Roe Highway reserve and respond appropriately (within its means).

A Traffic Impact Assessment (TIA) pursuant to the *Western Australian Planning Commissions (WAPC) – Transport Impact Assessment Guidelines*, investigating the need for future infrastructure upgrades within and surrounding the amendment area will be required and considered as a critical component of any structure plan or significant development proposals received within the amendment area.

Entire Amendment Area becoming a Local 'Parks and Recreation' Reserve

Proposing a local 'Parks and Recreation' reserve over the entire amendment area would not be accepted by the State Government, who previously considered and dismissed similar requests for the land to be entirely reserved under the MRS.

To do so would therefore be inconsistent with the intent of the MRS Amendment outcome, whereby approximately half of the residual former highway reserve was specifically zoned 'Urban' (whose MRS defined purpose is – *to provide for residential development and associated local employment, recreation and open space, shopping, schools and other community facilities)* to accommodate some form of infill development.

There are and/or may also be significant financial implications on the City that are discussed later in this report.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Displacement of existing tenants and housing crisis

Several submissions advised that most existing dwellings within the amendment area currently function as a form of social housing. There is concern that redevelopment, facilitated by rezoning (or an increase in residential density coding) will lead to the demolition of those houses and displacement of vulnerable members of the community.

Other than registered heritage structures, it is beyond the City's ability to control the demolition of buildings or how landowner's tenant their properties. However, increased development potential doesn't necessarily trigger immediate redevelopment or removal of existing dwellings. Instead, higher density redevelopment should lead to the creation of additional dwellings, that will help to address the supply issues that underpin the current housing affordability crisis. As set-out below, these developments may also include elements of social housing.

An alternative approach to this issue, would be to seek the Minister's approval for the inclusion of social housing targets within the special provisions for the DA 46 and/or DA 47 areas, however this is not recommended in this instance given:

- The *WA Housing Strategy (2020-2030)* sets a target of 20% for social and affordable homes in Government residential developments;
- *Local Planning Policy 1.3 – Special Purpose Dwellings*, in combination with the latest *Residential Design Codes*, already incentivises the provision of ancillary, aged or dependent persons and single-bedroom dwellings across the City, to better meet the needs of different household types; and
- Based on Shelter WA 2022 data, Hamilton Hill already has a relative high proportion of social housing at around 8.6%, compared to State and National averages of around 4%.

<u>Scheme Amendment Map 1 – Cardigan Street/Healy Road Precinct</u>

Heritage Considerations

The Cardigan/Healy Street precinct is relatively unique in its proximity to numerous State and locally significant heritage elements, as summarised in the table below:

Heritage Item	State Listing	Local Listing
Randwick Stables	Place Number 09242	Place Number 079 Management Category A
Clontarf Hill	Registered Aboriginal Heritage Site 18332	Place Number 113 Management Category C
Roe Highway Tuart Trees		Place Number 110 Significant Tree Register
Norfolk Pines and Palm Trees		Place Number 109 Significant Tree Register

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

In particular, Randwick Stables (established in 1923), is a unique example of a working stable within an urban environment. Horses are regularly walked from the stables to the horse exercise area at C.Y O'Connor beach. It also functions as an important meeting space for community events and general community cohesion.

The advertised Scheme Amendment proposes a 'Development' zone and guiding provisions that would allow for residential development up to R60 in density.

Within the lots fronting the northern side of Cardigan Street alone, the cumulative 5,200m2 of land could allow for the replacement of 5 existing houses with up to between 34-61 new dwellings (based on the 150m^2 average lot area requirement for single or grouped housing, and 85m^2 average site area requirement for multiple dwellings, that apply to R60 development under Volume 1 of the *Residential Design Codes*).

Whilst a much lower number is more likely, the increased population and traffic associated with any notable increase in development in this area is expected to impact the fabric and function of Randwick Stables as a working stable, in particular the ability to safely move horses along Cardigan Street.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Topography, Landform and Vegetation

The broader precinct is also characterised by its existing topography, landform and significant vegetation, that based on the feedback received is highly regarded by the local community. Included within it is the local high-point of a limestone ridge that has an east-west fall of up to 11.5m (refer Figure 3 below) and numerous mature trees mapped in the MRS Amendment Environmental Report as Tuart Woodland (a threatened ecological community that provides potential black cockatoo habitat) and are listed as significant trees on the City's Local Heritage Inventory (Place Number 110).

Figure 3: Examples of Healy Road (left) & Cardigan Street (right) Front Setback Retaining

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

As evidenced by the existing R60 coded development immediately to the west (refer Figure 4 below), the level of re-contouring and associated loss of vegetation (including removal of locally listed significant trees) required to facilitate such a development, would be so significant as to have a notable detrimental impact on both the existing character of the area, and context/setting of the surrounding Clontarf Hill Aboriginal Heritage Site.

Figure 4: Adjoining 'R60' Grouped Housing Development – 9 Healy Rd, Hamilton Hill

Recommendation:

In recognition of the above, and the 60 submissions received raising specific concerns with this aspect of the proposal, it is recommended that the proposed zoning for this precinct revert to what was originally initiated by Council, being a 'Residential' zoning with an R15 density coding (matching the existing density of development) as depicted in Figure 5 below.

Without requiring significant adjustment to existing lot boundaries, such an outcome would still allow for at least six additional dwellings to be developed to assist local housing supply, over vacant land including redundant portions of unconstructed road reservations. Depending on the outcome, Council could also consider the future merit of establishing a local character area (as a local planning policy) to guide future refurbishment and development.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

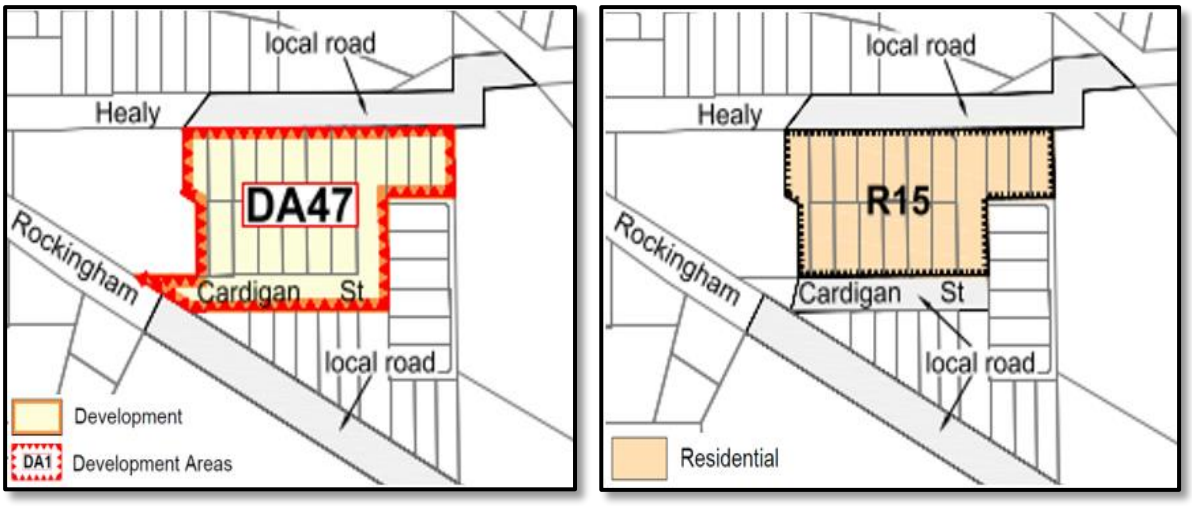


Figure 5: Advertised Map (left) & Recommended Modified Amendment Map (right)

Scheme Amendment Map 1 – Mixed Business Precinct

Whilst no submissions raised concern with the proposed extension of the Mixed Business zone in the Leda/Starling Street area, four specifically referenced the City's proposed redevelopment of the Wally Hagan Recreation Centre, whose preferred site involves most of this area (and immediate surrounds – refer Figure 6 below).

One submission supported the Wally Hagan redevelopment, whilst the others raised concern with the potential cumulative impact of traffic generated by the future stadium and adjoining 'Development Area 46'.

As noted earlier, it is a standard requirement for significant development proposals (of a scale akin to the potential future Wally Hagan project), for a Traffic Impact Assessment to be prepared that investigates the expected impact on the local road network and identify any necessary responding treatments for consideration as part of the Development Application process. Should the project proceed, this ensures any impacts will be appropriately addressed through a subsequent planning process.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Figure 6: Mixed Business Precinct & Wally Hagan Recreation Centre Concepts

Recommendation:

No change is considered necessary to this portion of the advertised Scheme Amendment proposal.

Scheme Amendment Map 2 – Central Precinct (Development Area 46)

Existing Schools

Three Schools, being Fremantle Christian College (FFC), Kerry Street Community School (KSCS) and Port School (PS) are all partially located within and/or currently lease land within the amendment area.

100 submissions were received directly from or on behalf of FFC and 69 from or on behalf of KSCS (plus a 43-signature petition), requesting that existing leased land and their desired expansion areas be zoned (or otherwise set aside) for their specific use. Similar intentions were foreshadowed by each school via submissions to the WAPC during the preceding MRS Amendment process.

Of note, both FFC and KSCS also advised of their willingness and ability to accommodate an ecological link (should it be required), through their desired expanded landholdings.

Whilst PS did not make a submission, they have previously indicated an interest in securing ownership of their existing lease area as well as any other surplus land adjoining their existing campus. The extent of land currently owned, leased and desired areas of expansion for each school are shown on Figure 7 below.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

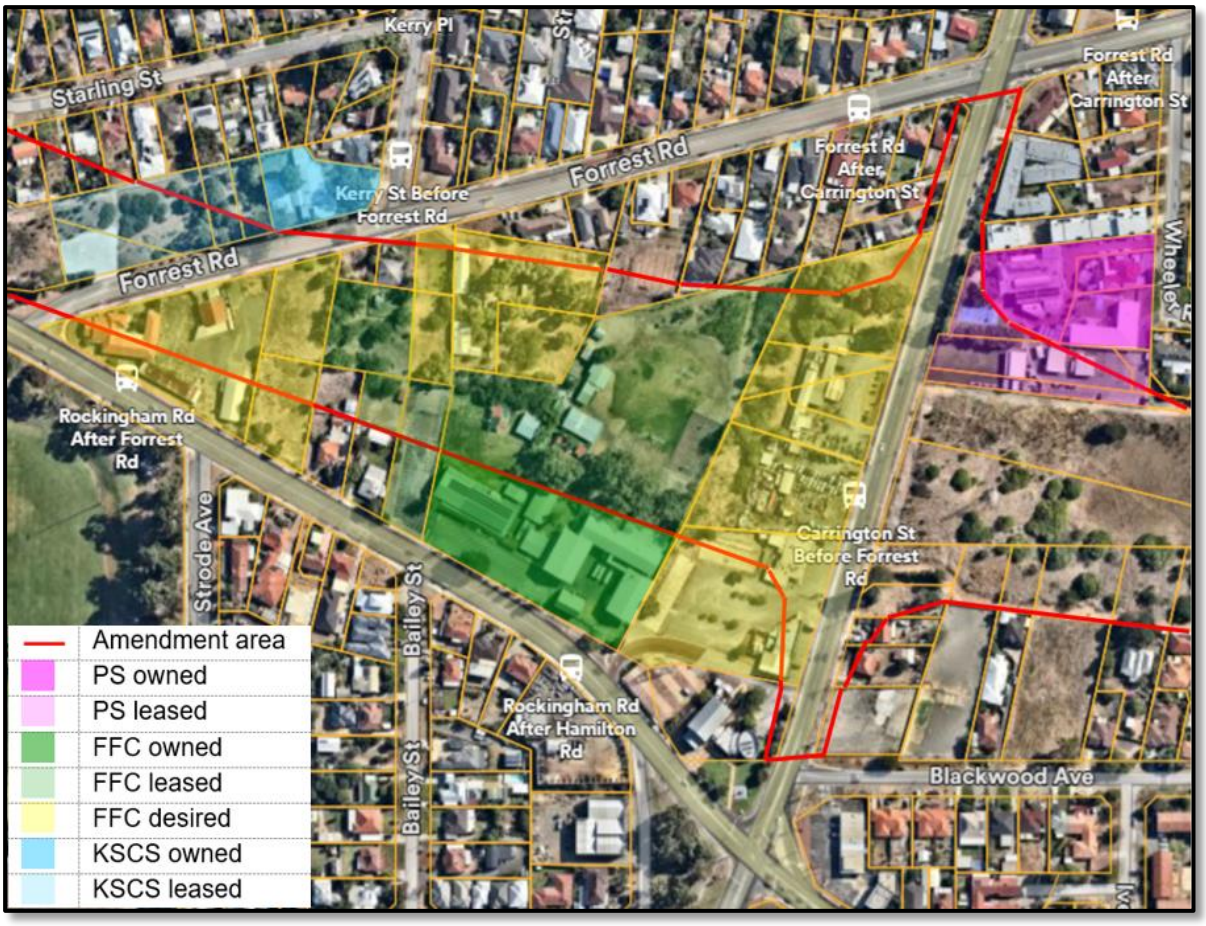


Figure 7: Private School Owned, Leased & Desired Expansion Areas

The former highway reservation is currently made up of several different land parcels, owned by different State Government agencies, with differing disposal processes. The Department of Planning, Lands and Heritage are currently trying to coordinate the land assembly and disposal process but are not yet able to advise what portions will be made available for purchase, in what form, or the associated sale process.

In the meantime, a Development Zone with provisions that allow for a range of uses including residential, appropriately scaled education, recreation, mixed-use and/or local scale commercial development through a subsequent structure planning process (as advertised), is considered the most appropriate outcome.

To sterilise the land by zoning it specifically for private school purposes could inadvertently compromise the best long-term coordinated land use planning outcome, and (without current landowner support), unreasonably devalue the land by restricting other parties (such as long-standing existing businesses along Carrington Street) from pursuing their own long-term future via potential acquisition.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Green (Ecological) Link

The City's *Natural Area Management Strategy* (NAMS) describes an ecological link as '*non-contiguous natural areas that connect larger natural areas by forming stepping stones that also allow organisms to move over time between these areas'*.

NAMS also recognises that in combination with other nearby reserves, the former MRS Roe Highway reservation provides an important east-west connection between Bibra Lake, broader Beeliar Regional Park and the coast, that in its largely undeveloped state currently functions as a de facto ecological link.

31 submissions have focused on this aspect of the proposal, in particular the proposed DA 46 provision that requires future structure planning for this area to:

> *2a) demonstrate how a green (ecological) link can be achieved through the area from east to west as an integral element.*

Whilst one submission objected to the proposed link, echoing the strong community sentiment expressed during advertising of the MRS Amendment, the remaining submissions suggested that the provision be strengthened, to include measurable elements that minimise the risk of its intent being diluted via future planning processes.

Many referenced a 15m-wide cross-section prepared by Naturelink (refer Figure 8 below) that demonstrates how a link could be achieved in combination with both a footpath and an active transport route (as suggested by the Department of Transport as a potential improvement to the Perth and Peel *Long-Term Cycle Network* in this area).

Combining such functions would have symbiotic benefits, with active transport aiding passive surveillance within and around the corridor, and vegetation encouraging greater cycling and pedestrian use by providing shade and enhanced local amenity.

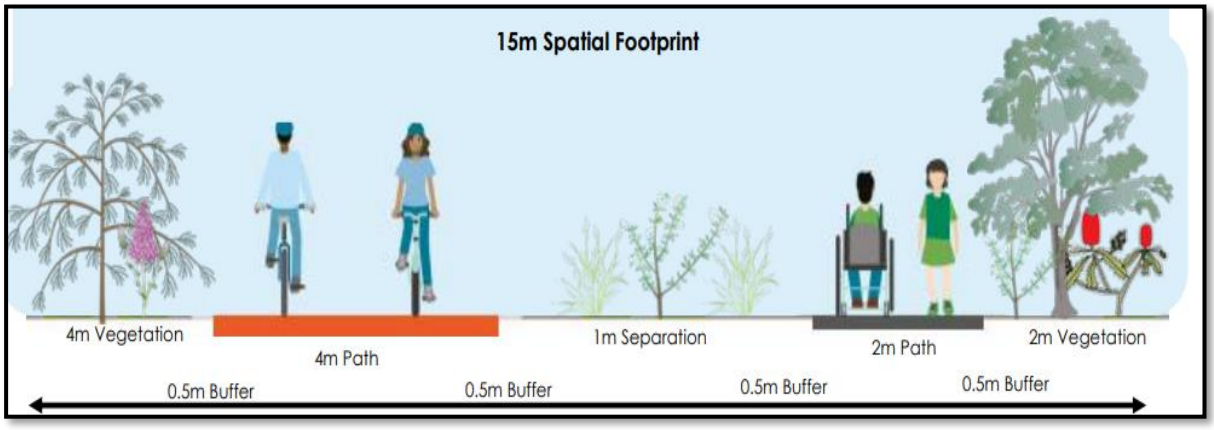


Figure 8: Concept Cross-Section of a 15m-wide Green Link (*Source: Naturelink*)

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

A green link could be accommodated within a combination of tenures, including public open space (POS) and road reservations (with a heavily planted verge on one side), or through private land (such as a private school) secured via a public access easement.

Future structure planning should not be restricted from exploring these options which may have other benefits, such as allowing a greater amount of POS to be consolidated for other purposes (such as active recreational space).

Recommendation:

To improve enforceability and best ensure an appropriate outcome is achieved through the subsequent structure planning process, it is recommended that the wording of the relevant DA 46 provision be modified to include the additional definable elements highlighted in bold text below:

*2a) demonstrate how a **minimum 15 metre wide** green (ecological) **and active transport** link can be achieved through the area from east to west as an integral element.*

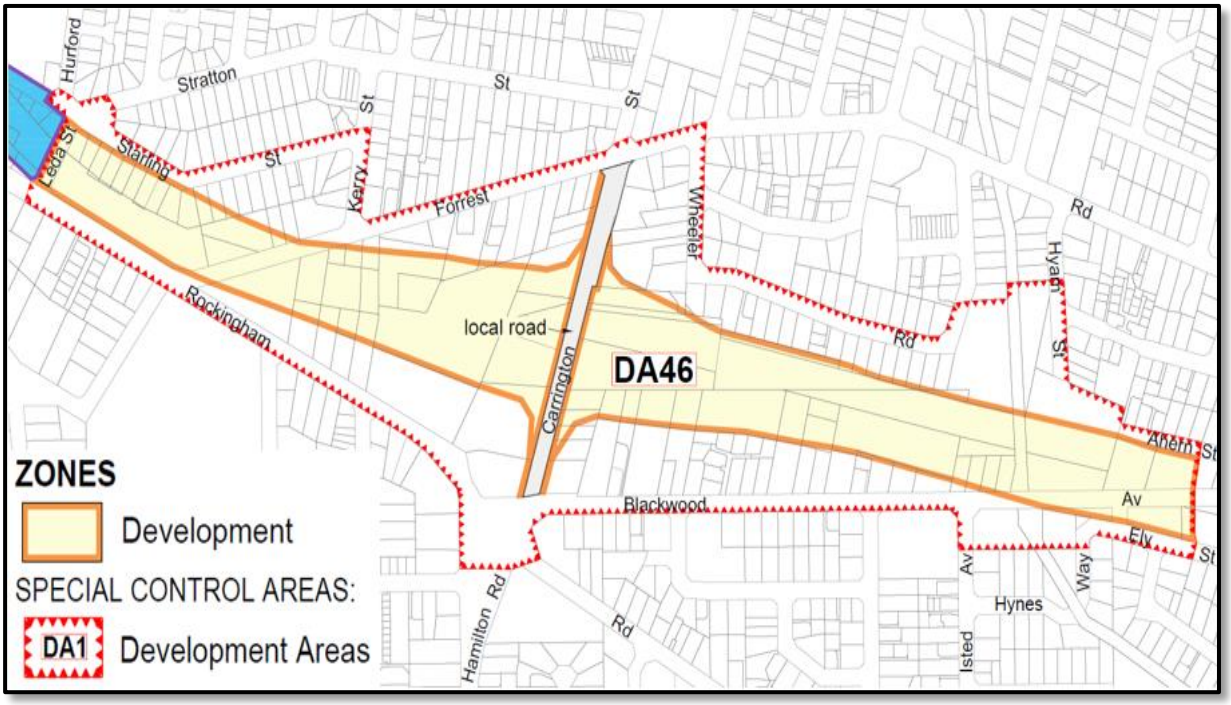
Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Increased Minimum Requirement for Public Open Space

16 submissions advocated for a significant increase to the standard 10% minimum POS provision set out in both *Liveable Neighbourhoods* and WAPC *Development Control Policy 2.3 – Public Open Space in Residential Areas* (DC2.3).

40% was suggested by many as an appropriate standard, based on a Concept Plan commissioned by the Save Beeliar Wetlands and Cockburn Community Wildlife Corridor community groups (refer Figure 9 below).

It is suggested that such an outcome would allow for the retention of additional vegetation, establishment of a greater amount of tree canopy, improve local biodiversity, reduce the urban heat-island affect, and address the historic shortfall of Public Open Space within Hamilton Hill, whilst still allowing for a reasonable amount of complementary medium-density infill residential development to occur.



Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Figure 9: Development Zone & 40% POS Concept with Medium Density Housing

Reflective of its substantive development during the early 1950's (refer Figure 10 – prior to introduction of the standard 10% POS requirement in 1956), it is acknowledged that the City's 2012 *Hamilton Hill Revitalisation Strategy* identified a historical shortfall of POS in the area (at 6.08% of the gross subdivisible area – refer Figure 11 below).

It should be noted that the Revitalisation Strategy does not cover the full suburb (as some areas were included in the 2009 *Phoenix Central Revitalisation Strategy*), and since gazettal of the responding Scheme Amendment #100 (that up-coded large portions to accommodate infill development) in September 2014, there have been additional parks created, but nothing of a scale that would rectify this shortfall.

In fact, in terms of active space there has been a reduction, due to the loss of the High School playing fields and constraints that have frustrated planned expansions of Dixon Park (aboriginal heritage), and the Manning Park trails (honey myrtle threatened ecological community).

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

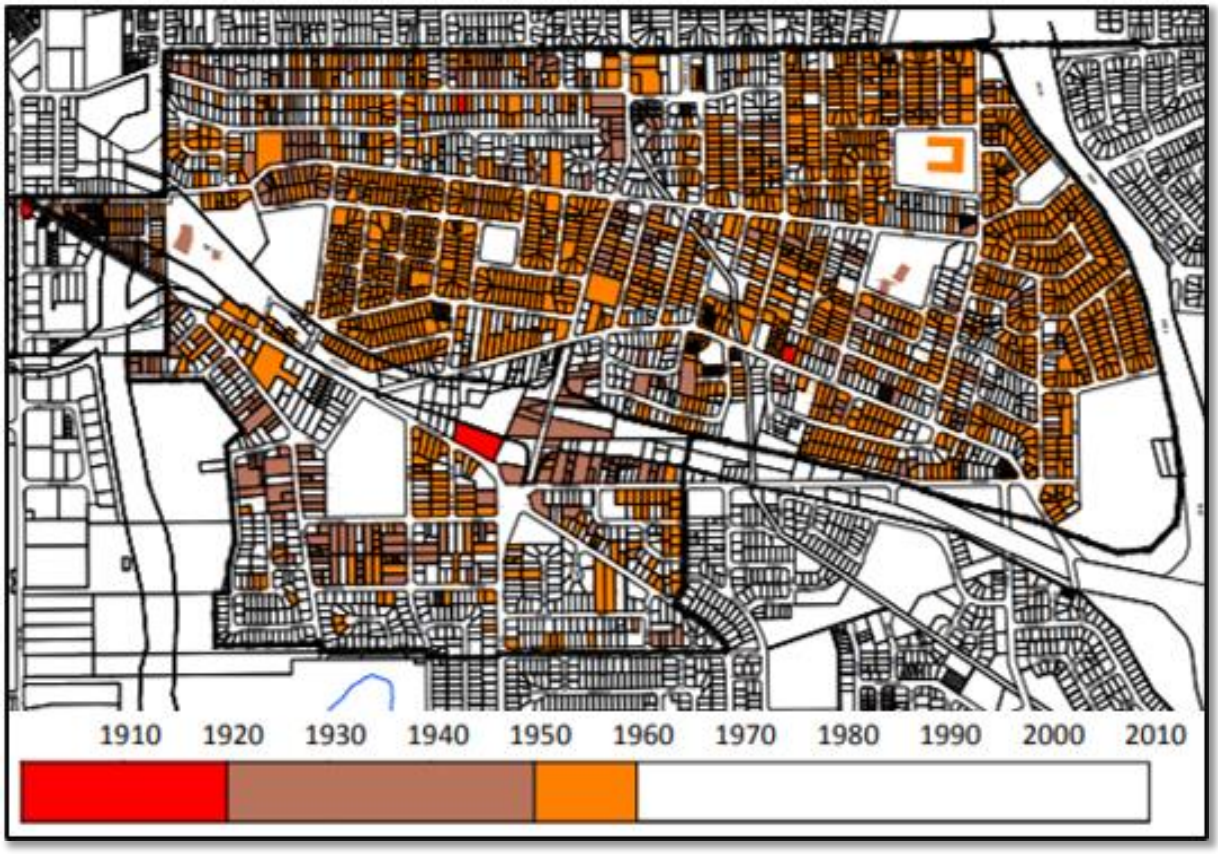


Figure 10: Extent of Development 1960 (*Source: 2012 Revitalisation Strategy*)

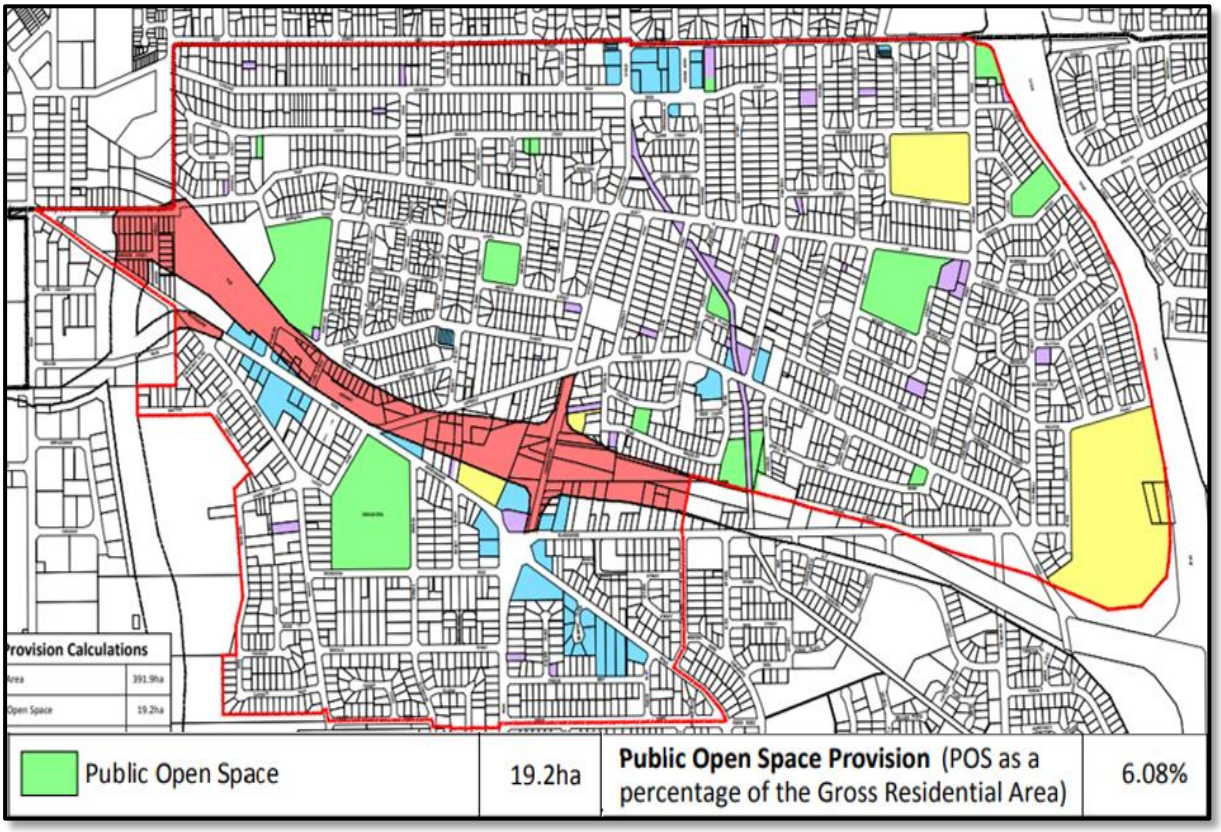


Figure 11: Public Open Space Calculations (*Source: 2012 Revitalisation Strategy*)

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

The suburb also enjoys proximity to large areas of Regional Open Space (e.g. Manning Park), with additional areas created by the preceding MRS Amendment process, however these areas are dominated by important heritage and/or environmental features that means they are not suitable for or counted as local POS.

Whilst 40% is considered an excessive requirement unlikely to be accepted by the Minister for Planning, given most of the land remains in State Government ownership, who is responsible for both setting minimum requirements and (via structure planning and subdivision) ensuring an appropriate level of POS is provided, there is a reasonable argument that a higher level of provision should be required.

To do so would require something being inserted into the scheme, otherwise the default 10% minimum provision set out in *Liveable Neighbourhoods* (LN) will apply.

Recommendation:

To avoid the prospect of the 10% local open space requirement being entirely swallowed up by the green link (which serves a broader environmental and accessibility purpose), and in recognition of the:

- strong community sentiment;
- significant community and environmental benefits outlined in submissions;
- historic shortage, and use of affected areas as de facto open space; and
- the increased need being generated from infill development in the area;

it is recommended that DA 46 provision 2a) be further adjusted to specify that any land required on the future Structure Plan to accommodate the green link, is exclusive, or to be provided in addition to the minimum 10% local POS requirement (as shown in bold text below):

2a) demonstrate how a minimum 15 metre wide green (ecological) and active transport link can be achieved through the area from east to west as an integral element ***(in addition to the minimum 10% local POS requirement).***

An alternative option would be to include a separate, additional provision that specifies a higher (but more reasonable) target of 20% across the development zone, noting that any land set aside for non-residential purposes such as commercial and education would be excluded from the calculations (i.e. LN treats them as a deduction to the gross subdivisible area, from which the POS target is determined).

Below is an example of how such an alternative provision could be worded:

2e) provide a minimum 20% of creditable Public Open Space within the Development zone.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Scheme Amendment Map 5 - Bibra Lake (west)

This section of the proposal formed the focus of six submissions, with varying views.

One submission supported the proposed Residential zoning, as a means of restricting the possibility of further land being used for regional road purposes. However, it was accompanied by a request to 'up-code' all of Bibra Lake (from 'R20' to 'R25') to allow further infill residential development.

Whilst such a proposal may not be without merit, it is not foreshadowed in the 2024 WAPC approved Local Planning Strategy, or 2024 Council adopted draft Local Planning Scheme (No.13).

It also represents a significant departure/expansion of the advertised proposal that should not be considered without further investigation including additional direct consultation with all affected parties (landowners, servicing agencies and providers).

The Department of Fire and Emergency Services (DFES) commented that despite the western edge of the affected land being designated a Bushfire Prone Area, the amendment documentation did not include any bushfire related documentation (such as a Bushfire Management Plan) relating to this area.

The Bushfire Hazard Level Assessment included, is a copy of the information that accompanied the MRS Amendment. Whilst the City acknowledges that a small portion of this area is located within a designated Bushfire Prone Area, the relevant portion almost exclusively encompasses non-vulnerable land use, being local roads and an existing drainage basin (refer Figure 12 below).

In the unlikely event that this situation changes in the future, *State Planning Policy 3.7 - Bushfire* includes clear triggers for the risk to be re-evaluated via future planning process (in particular, subdivision and/or development application processes).

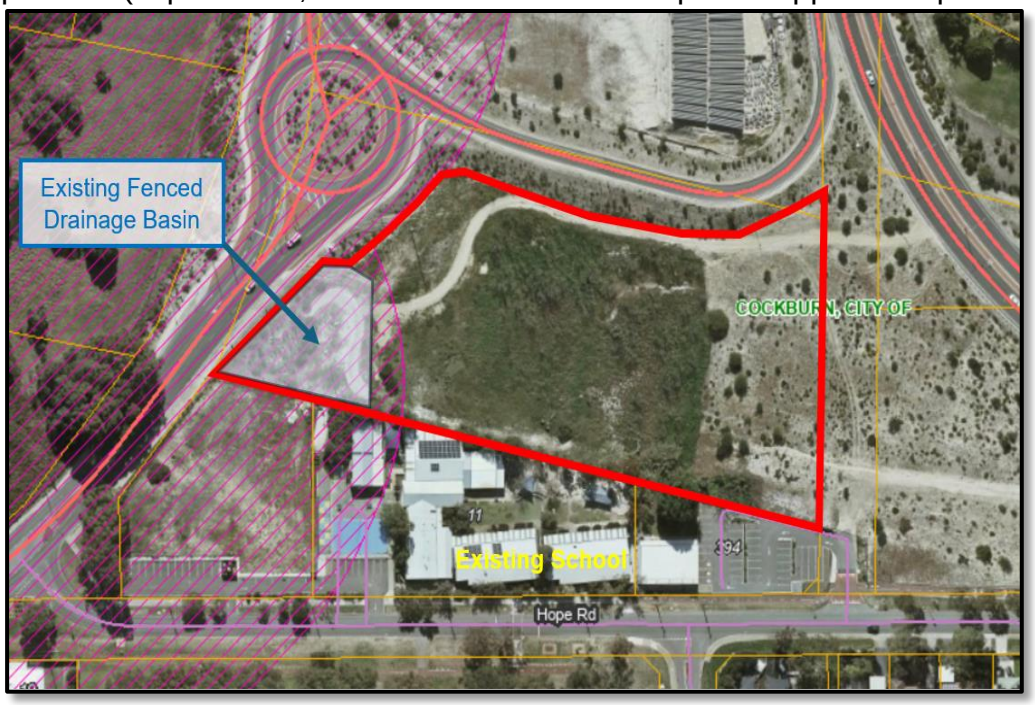


Figure 12: Extent of Declared Bushfire Prone Area – Lot 51 Baker Court, North Lake

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Several submissions objected to the proposed Residential zoning, concerned that future development would have detrimental impacts on the adjoining Blue Gum Montessori School (overlooking, overshadowing, access and limiting its future expansion).

Of note, the school is also zoned Residential under TPS 3, with its approved land use of 'Education Establishment' being an approvable use (following a period of public consultation). The proposed zoning is therefore not a limiting factor should the school ultimately acquire the land to enable a future expansion.

Should the land be subdivided/developed for Residential purposes, the *R-Codes* contain standards (5.4.1 – Visual Privacy and 5.4.2 – Solar Access for Adjoining Dwellings) that should ensure a reasonable level of protection to adjoining use.

The current landowner, Main Roads Western Australia (MRWA) consider the proposal premature, advising that they are yet to determine whether additional land is required for drainage or electrical infrastructure.

Should any land become available, access will need to be restricted to the existing road reserve off Hope Road (the entrance to the school's eastern car park), with any sensitive use needing to comply with the acoustic requirements of *State Planning Policy 5.4 – Road and Rail Noise.*

In terms of the proposed zoning being premature, the City is obligated to introduce a local zone or reservation in response to the MRS Amendment outcome. A Residential zoning was proposed as the most flexible outcome that would allow some form of development without first requiring a further scheme amendment.

A potential alternative is another 'Development' zone with provisions that require a future structure plan to address the access and interface issues involved, however this would be contrary to the WAPC's encouragement to streamline future planning processes and would be of limited value without expanding the zone to include the existing school.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Recommendation:

The only change recommended is transfer of a small section of land from Residential to the 'Local Road' reserve (as highlighted in Figure 13 below), based on existing cadastral boundaries for the Bibra Drive / Murdoch Drive slip road.

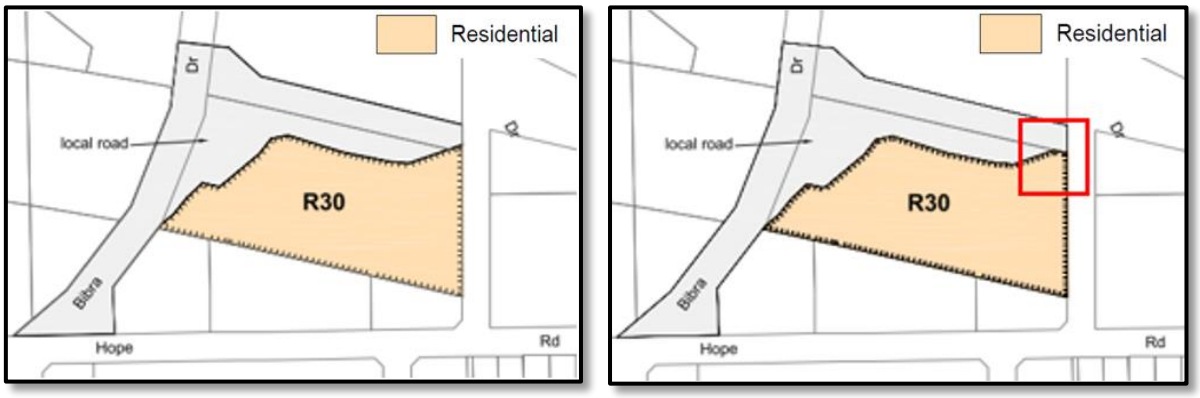


Figure 13: Advertised Map (left) & Recommended Modified Amendment Map (right)

Strategic Plans/Policy Implications

Local Economy
A sustainable and diverse local economy that attracts increased investment and provides local employment.
• Increased Investment, economic growth and local employment.

Environmental Responsibility
A leader in environmental management that enhances and sustainably manages our local natural areas and resources.
• Protection and enhancement of our natural areas, bushland, parks and open spaces.

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.

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.

Budget/Financial Implications

The amendment documentation has been prepared and the proposal will be advanced by the City's administration under its FY24/25 and FY25/26 budget allocations.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

In its response to the MRS Amendment, Council advised the State Government not to assume that the City will automatically take responsibility for maintaining the additional areas of Regional Open Space created. Like the resolution of other land tenure matters relating to the MRS Amendment outcome, this is yet to be discussed.

Irrespective of the above outcome, the City will ultimately have to maintain any new road or local open space reserves created via the subsequent local structure planning and subdivision processes. Given the maintenance of:

- new reserves is highly dependent on the level of embellishment;
- is typically outsourced (and therefore subject to a competitive tender process);
- and the amount/total length of road reserves cannot be determined at this time,

it is impossible to fully anticipate what the cost or future burden on the City may be.

However, this is not unusual in development areas, with City officers judiciously reviewing proposals at all stages of the development process (including upon the submission of civil and landscape designs) to ensure they are efficient, use appropriate materials, and that the City does not take on any unreasonable costs or future liabilities.

Of greater potential concern is the risk posed via the Scheme Amendment process by directly reserving freehold land exclusively for public purposes, as suggested in a number of submissions.

Doing so (such as reserving the whole corridor for local open space) could lead to significant claims for compensation under section 174 of *the Planning and Development Act*, by injuriously affecting large tracts of valuable urban land.

As administrator of the local scheme, the City would be responsible for responding to and ultimately paying out any successful claim.

What the officer recommendation proposes would avoid this risk given local structure plans, as ‘due regard’ instruments do not have the ‘force and effect’ of the local scheme.

Legal Implications

- *Planning and Development Act 2005*
- *Planning and Development Regulations 2009*
- *Planning and Development (Local Planning Schemes) Regulations 2015*

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Community Consultation

The amendment was advertised for a period of 60 days in accordance with Part 5, Division 2, Regulation 38 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, between 17 January and 19 March 2025.

Advertising consisted of the following:

- Public Notice in Perth Now (Cockburn) newspaper;
- Publication on the City's Comment on Cockburn website;
- Letters to directly affected and surrounding landowners and occupants;
- Letters to various Resident Association Groups and Community Groups; and
- Letters to State Government Agencies and Servicing Authorities.

Electronic copies of the documentation were made available on-line (via the City's Comment on Cockburn website) with hard copies on display and available for review at the City's Administration building in Spearwood during business hours for the duration of the advertising period.

The City received 270 submissions (plus one late submission), including 11 from State Government agencies and servicing authorities, 10 from local community groups and businesses (including directly affected private schools), and 250 from members of the public (including people and/or customers on behalf of directly affected businesses and schools).

In summary:

- Five (5) submissions advised of no objection to the proposal;
- 187 submissions providing comment (supporting some elements of the proposal but either suggesting improvements or objection to others); and
- 79 submissions objecting to the proposed Amendment (often based on one particular area of concern).

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

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 on final determination within 90 days of the advertising period closing, or a longer timeframe agreed by the WAPC.

Due to the large number of submissions received and complexity of issues raised, the City sought and obtained approval from the WAPC to extend its deadline until 18 July 2025.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

The Minister for Planning's decision on the Scheme Amendment is final, with no right of appeal available to the City or any third party.

Advice to Submitters

Those who lodged a submission on the proposal have been advised that this matter is to be considered at the 8 July 2025 Ordinary Council Meeting.

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

Nil

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

14.2 Corporate and System Services

14.2.1 (2025/MINUTE NO 0129) Permanent Closure of Right of Way - Maraboo Loop, North Coogee

Responsible Executive	Director Corporate and System Services
Author(s)	Acting Service Manager Property Services
Attachments	1. Plan of Subdivision ⇩ 2. Schedule of Submissions ⇩ 3. Reserve 53591 and Reserve 53592 ⇩

Council Decision
MOVED Cr M Separovich SECONDED Cr T Dewan
That Council:

(1) SUPPORTS the permanent closure of Right of Way (ROW) Reserve 53592 located at 54L Maraboo Loop, North Coogee and its amalgamation with adjoining Reserve 53591, facilitating the allocation of parking bays solely for the use of marina pen holders;

(2) RESOLVES to request the Minister for Lands to permanently close the Right of Way (ROW) Reserve 53592 located at 54L Maraboo Loop, North Coogee; and

(3) AUTHORISES the Chief Executive Officer to finalise land tenure dealings regarding the amalgamation of Reserve 53592 with adjoining Reserve 53591.

CARRIED 10/0

Background

On 28 September 2018, the Western Australian Planning Commission approved Application No:156695 for subdivision works at the Port Coogee Marina. The applicant was Taylor Burrell Barnett on behalf of Port Catherine Developments Pty Ltd. The approval was subject to conditions, referenced in part, as follows:

1. The plan of subdivision dated 23 May 2018 is to be modified as per the plan dated 17 August 2018.

4.(d) embayment parking is provided within the respective road reserves and right-of-way.

The Plan of Subdivision identifies the Right of Way (ROW) use as:

> 'R.O.W. (11.4m WIDE) CONFIGURED WITH MARINA PEN PARKING, FOOTPATH AND LANEWAY PROVIDING ACCESS AND EMERGENCY VEHICLE ACCESS (PRELIMINARY LAYOUT SHOWN – SUBJECT TO DETAILED DESIGN).

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

The Plan of Subdivision Legend separately identifies ‘Marina Pen Parking Bays (23)’ and ‘Laneway Lots Visitor Parking (5)’.

The Plan of Subdivision can be viewed at (refer Attachment 1).

Submission

The City has received eleven (11) submissions from residents and marina pen holders. Five (5) submissions are in support of the proposed ROW closure with six (6) objections to the proposal.

The Schedule of Submissions can be viewed (refer Attachment 2).

Report

A Reserve's 'Purpose' is specified on Crown Land Title and must be followed. Any activity that deviates from this purpose is not allowed by the Minister for Lands.

This report relates to the intended use of Reserve No.53592, currently for the Purpose of ‘Right of Way’, Gazetted 8 June 2022. The Reserve is located at 54L Maraboo Loop, North Coogee and is described as Lot 54 on DP415971.

The Reserve contains twenty-six (26) car parking bays. The embankment parking area is designated for marina pen parking and includes pedestrian access through a footpath, along with lane access for emergency vehicles.

The adjoining Reserve No.53591 is for the Purpose of ‘Public Recreation, Marina and Waterway Management’, Gazetted 24 May 2022. The Reserve is situated at 53L Maraboo Loop, North Coogee and described as Lot 53 on DP415971.

The Reserve (53591) is accessed from the subject ROW Reserve (53592). There is no other means of access to Reserve (53591).

The West Australia Planning Commission approved Application No.156695 in 2018, and the Department of Planning, Lands and Heritage (DPLH) issued Management Orders in 2022.

The City received a Management Order for Reserve 53592 for 'Right of Way' and another for Reserve 53591 for 'Public Recreation, Marina and Waterway Management'. Landgate registered both orders on Crown Title in 2022, and they are included in the approved Plan of Subdivision, now Deposited Plan 415971.

An image of Reserve No. 53592 and Reserve No. 53591 can be viewed in Attachment 3.

To designate Reserve No. 53592 for 'Marina Pen Parking Bays', it is recommended that Council support permanently closing Right of Way Reserve No. 53592 and merging it with Reserve No. 53591.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

The closure of the Right of Way and subsequent amalgamation with the adjoining Reserve will result in the use of the car parking facility being available to marina pen parking only, as approved by the Western Australian Planning Commission.

If approved by Council, Reserve No. 53591 will retain both Lot 54 and Lot 53, designated for 'Public Recreation, Marina, and Waterway Management'. The City's Management Order will be updated to reflect this amalgamation.

The purpose of ‘Public Recreation, Marina and Waterway Management’ is consistent with the ongoing use of the land for parking, as is the case with many of the City’s other reserves used for public recreation purposes.

This advice is given for transparency but does not change the 2018 approval by the Western Australian Planning Commission, which intended marina pen parking within the ROW.

Options

1. Amalgamate the reserves and the parking bays being allocated 100% to marina pen holders (recommended option).
2. Amalgamate the two Reserves and install signage advising Marina Pen Holders to use only between, say, 9:00am to 5:00pm, allowing unlimited public parking outside those hours.
3. Amalgamate the two Reserves for marina pen holders use only and issue the ROW adjacent property owners (Nos. 68 to 92) entitlement to unlimited visitor parking.
4. Keep the ROW unchanged, ensuring the area continues to be entirely designated for public parking.

Properties Nos.68 to 92 are shown on the image below.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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.

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

If Council supports the officer recommendation, minimal financial expenditure will be incurred by way of signage and administration costs. Property Services have adequate budget allocation to cater for any financial expenditure.

Legal Implications

Reserve 53592 was originally vested 'Right of Way' as part of the freehold subdivision process via Section 152 of the *Planning and Development Act 2005.*

The City complies with Section 42 of the *Land Administration Act 1997.*

In accordance with the section 58 of the *Land Administration Act 1997*, to permanently close a ROW, the City must request the Minister for Lands to make an order to do so. Before doing so, the City must publish and advertisement inviting submissions for a period of 35 days, in accordance with regulation 9 of the *Land Administration Regulations 1998.*

Community Consultation

Public notice was given in the Perth Now and West Australian newspapers on Thursday 17 April 2025 inviting submissions by 24 May 2025, being the mandatory 35-day advertising period.

A letterbox drop was conducted informing all residents on Maraboo Island of the proposed ROW closure.

Posters were displayed from Thursday 17 April 2025 at prominent locations inclusive of City offices and library notice boards and on location of the subject ROW.

Crown Reserve Owner Consultation

The Department of Planning, Lands and Heritage, having reviewed a Crown Land Enquiry from the City, responded on 25 February 2025 as follows:

> *'Given the City of Cockburn's (City) intention to close ROW Reserve 53592 for amalgamation into adjoining Reserve 53591 to provide car parking for marina users, I believe the WAPC conditions are suitable supporting documentation to facilitate the proposal.'*

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

An enquiry was lodged with Before You Dig Australia 28 April 2025 to determine the presence of utility and drainage assets within Reserve No.53592.

The enquiry emphasised the purpose was land administration only and no excavation, ground disturbance or construction would be undertaken. No impacts were identified.

Risk Management Implications

If Council endorses the recommendations, there may be a risk of complaints from residents. However, this risk is low, as evidenced by the eleven submissions received—five in support and six objections.

If Council defers or does not support the recommendations, the City will not be in alignment with the Western Australian Planning Commission's application approval dated 23 May 2018.

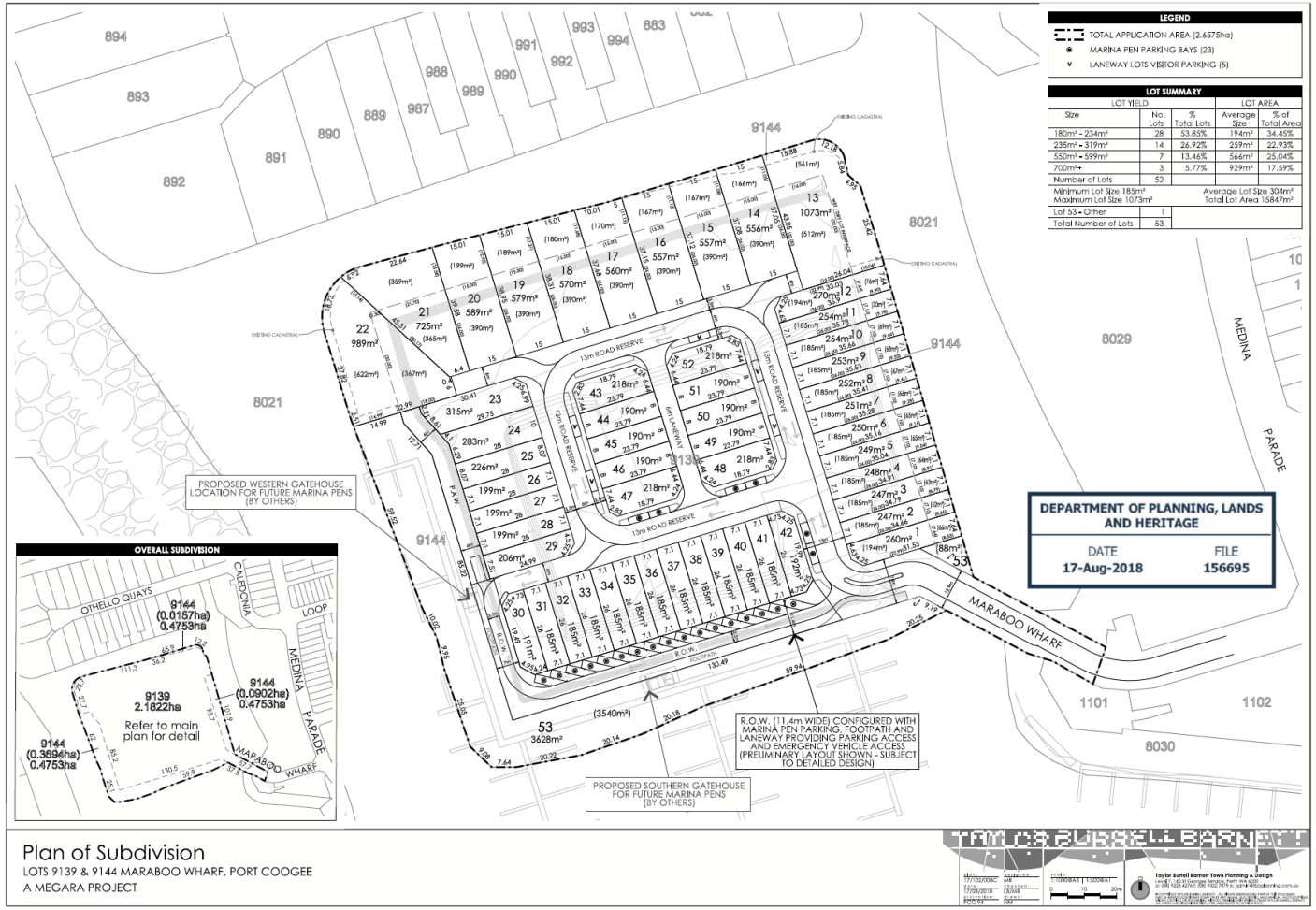
Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 8 July 2025 Ordinary Council Meeting.

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

Nil

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025



Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

ATTACHMENT B – SCHEDULE OF SUBMISSIONS

No.	Name/Address	Submission	City Comments
1	Name and Address Withheld	**OBJECTION:** The enquirer understands the Right of Way (ROW) area was for 'open parking for general use' and should be available to all residents and visitors and should not be restricted. Further enquiry received 15-05-2025 requesting link to planning documents relating to the ROW area re fencing, gates etc. A further clarification request received 21-05-2025 explaining that no advice about the marina pen parking was advised by the vendors nor was advice given within the marina expansion maps. Further repeat advice received by customer@ who forwarded the enquiry internally on 22-05-2025.	Acknowledgement of receipt of submission sent via email on 24-04-2025. Submitter advised report will be submitted to OCM 8 July 2025 Email response to enquiry 15-05-2025 advised the ROW closure was a land administrative process correcting previously approved land tenure by Western Australian Planning Commission. Email response 21-05-2025 attaching the approved Plan of Subdivision identifying marina pen parking provided to enquirer.
No.	**Name/Address**	**Submission**	**City Comments**

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

ATTACHMENT B – SCHEDULE OF SUBMISSIONS

2	Name and Adress Withheld	**OBJECTION:** The resident understood the ROW was for 'public parking bays and access'. The enquirer claims the ROW should be retained for marina users, residents and guests. States the function of the ROW is working fine and the closure will cause congestion and parking issues on Maraboo Loop street area.	Acknowledgement of receipt of submission sent via email on 24-04-2025. Submitter advised report will be submitted to OCM 8 July 2025
No.	**Name/Address**	**Submission**	**City Comments**
3	Name and Adress Withheld	**SUPPORT:** Submission describes the benefits of closing the ROW inclusive of providing guaranteed parking for pen holders with ease of bringing supplies to boats, will curtail illegal fishing, limit antisocial behavior, improve safety and security in the area. The design intent of the ROW was/is for marina pen holder parking.	Acknowledgement of receipt of submission sent via email on 24-04-2025. Submitter advised report will be submitted to OCM 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

No.	Name/Address	Submission	City Comments
4	Name and Adress Withheld	**SUPPORT:** Enquirer from Maraboo Loop making enquiry whether the ROW closure will impact on entry to their driveway and garage.	Discussed with enquirer 24-04-2025 explained access/egress to driveway would not be impacted. Acknowledgement of receipt of submission sent via email on 24-04-2025. Submitter advised report will be submitted to OCM 8 July 2025
No.	**Name/Address**	**Submission**	**City Comments**
5	Name and Adress Withheld	**SUPPORT:** Submission citing issues of security of vehicles and boats. Illegal fishing and tangled fishing gear in boat rigging.	Acknowledgement of receipt of submission sent via email on 24-04-2025. Submitter advised report will be submitted to OCM 8 July 2025
No.	**Name/Address**	**Submission**	**City Comments**
6	Name and Adress Withheld	**SUPPORT:** Submission advice that the area is a major problem and provides 100% support for the closure.	Acknowledgement of receipt of submission sent via email on 28-04-2025. Submitter advised report will be submitted to OCM 8 July 2025
No.	**Name/Address**	**Submission**	**City Comments**

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

7	Name and Adress Withheld	**OBJECTION:** The resident expresses concern regarding limited street parking available around Maraboo Loop. Proposes signage be installed to time limit street parking. If unavailable, street parking residents would be able to use Lot 54 ROW for overflow residential parking.	Acknowledgement of receipt of submission sent via email on 5-05-2025. Submitter advised report will be submitted to OCM 8 July 2025
No.	**Name/Address**	**Submission**	**City Comments**
8	Name and Adress Withheld	**SUPPORT:** The enquirer understood that the parking facility was to be removed and agreed he had misinterpreted the advertising message.	The City spoke with the customer and explained that that the present parking configuration remained. Submitter advised report will be submitted to OCM 8 July 2025

No.	Name/Address	Submission	City Comments

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

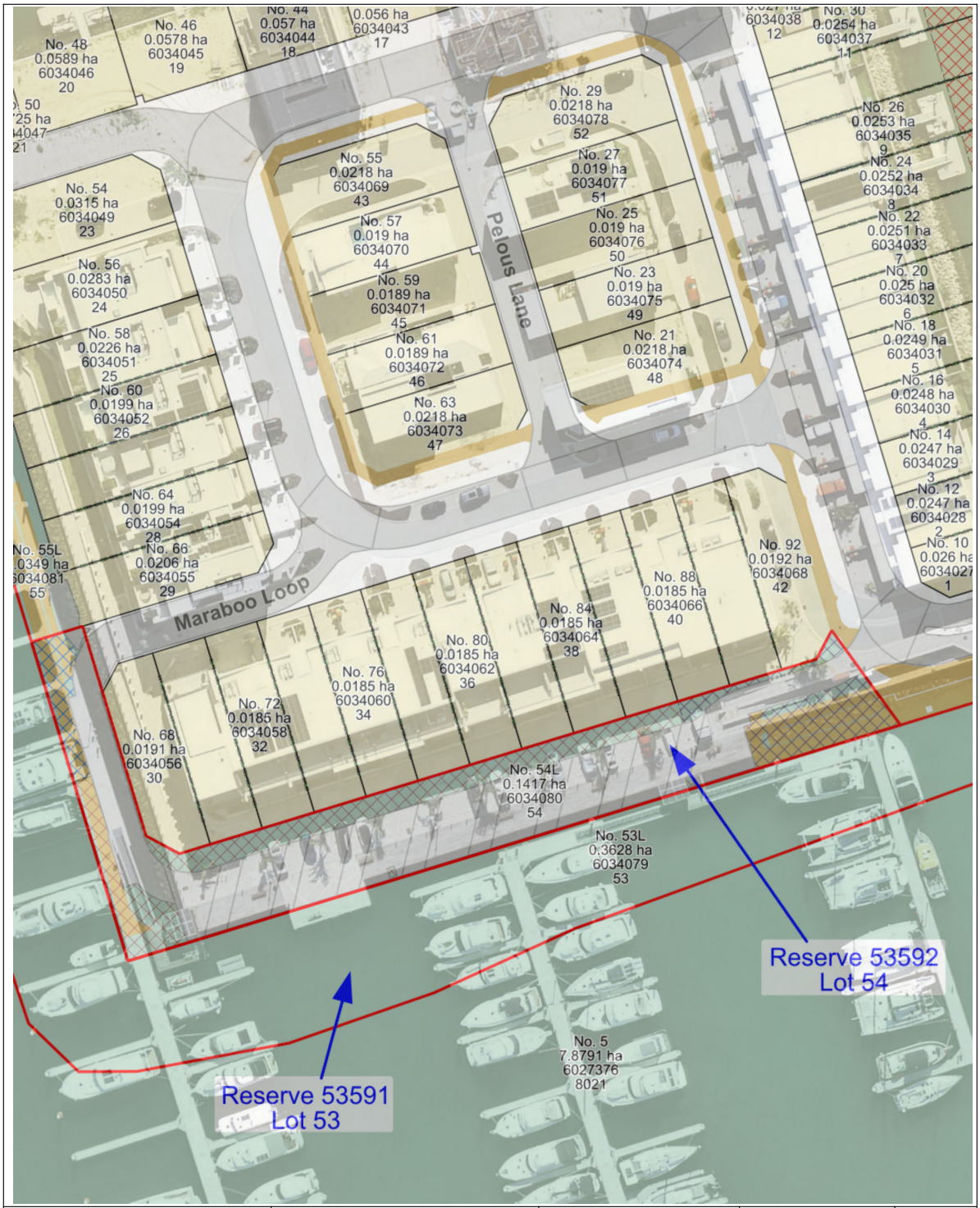
9	Name and Adress Withheld	**OBJECTION:** The resident expresses concern regarding limited street parking available on Maraboo Island around the residences. Further consultation is expected. Proposed if street parking is unavailable, residents would be able to use Lot 54 ROW for overflow residential parking.	Acknowledgement of receipt of submission sent via email on 26-05-2025. Submitter advised report will be submitted to OCM 8 July 2025
No.	**Name/Address**	**Submission**	**City Comments**
10	Name and Adress Withheld	**OBJECTION:** The resident submitted a submission expressing concern regarding limited street parking available around the residences. Stressed the ROW parking is underutilised. Suggested parking bays along Chieftan Esplanade can be signed for 'Marina Stickers Only'. If street parking is unavailable, residents should be able to use Lot 54 ROW for overflow residential parking. The vendor sales contract did not note the ROW intended purpose. Attached City approved amended LDP19/21 showing ROW only but not relevant.	Acknowledgement of receipt of submission sent via email on 26-05-2025. Submitter advised report will be submitted to OCM 8 July 2025

No.	**Name/Address**	**Submission**	**City Comments**

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

11	Name and Adress Withheld	**OBJECTION:** The resident expresses concern regarding limited street parking available around the residence, noting only 11 internal Maraboo Island car bays. Advised 26 marina-side car bays on Lot 54. Advised that access to the ROW Lot 54 is still required for safe entry and egress from their driveway. Proposes signage be installed between Marina City office and Dome for Marina pen parking to time limit street parking. If street parking is unavailable, residents would be able to use Lot 54 ROW for overflow residential parking.	Acknowledgement of receipt of submission sent via email on 26-05-2025. Submitter advised report will be submitted to OCM 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025



City of Cockburn G.I.S Services Department	Reserve 53591 & Reserve 53592 Maraboo Loop, North Coogee	PRINTED ON: 19/05/2025	SCALE = 1:813	NORTH
		DISCLAIMER - The City of Cockburn provides the information contained herein and bears no responsibility or liability whatsoever for any errors, faults, defects or omissions of information contained in this document.		

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Declarations

Type of Interest	Nature of Interest
Mayor Howlett submitted an Impartiality Interest, pursuant to Regulation 22 of the *Local Government (Model Code of Conduct) Regulations 2021* for Item 14.2.2.	My wife and I are social members of the Club and one our granddaughters is a player in the affiliated Dalmatinac Netball Club.
Cr Phoebe Corke submitted an Impartiality Interest, pursuant to Regulation 22 of the *Local Government (Model Code of Conduct) Regulations 2021* for Item 14.2.2.	I am a social member of the Club.
Cr Phil Eva submitted an Impartiality Interest, pursuant to Regulation 22 of the *Local Government (Model Code of Conduct) Regulations 2021* for Item 14.2.2.	I am a member of the Club.
Cr Tarun Dewan submitted an Impartiality Interest, pursuant to Regulation 22 of the *Local Government (Model Code of Conduct) Regulations 2021* for Item 14.2.2.	I am a social member of the Club.
Cr Michael Separovich submitted an Impartiality Interest, pursuant to Regulation 22 of the *Local Government (Model Code of Conduct) Regulations 2021* for Item 14.2.2.	My grandparents helped to create the Club.

14.2.2 (2025/MINUTE NO 0130) Amended Terms for Lease Agreement - Lot 101 Hamilton Road, Spearwood (Spearwood Dalmatinac Sport and Community Club)

Responsible Executive	Director Corporate and System Services
Author(s)	Property Services Officer
Attachments	1. SDSCC Western Portion Lease Plan ⇩

Council Decision
MOVED Cr M Separovich SECONDED Cr T Dewan
That Council:

(1) AUTHORISES the Chief Executive Officer via delegation to vary the new lease terms for the Spearwood Dalmatinac Sports and Community Club Inc from those previously endorsed by Council at the OCM held 9 April 2024 as follows:

1. A separate peppercorn lease for the western land parcel, with a five-year term and further five-year option.
2. Dalmatinac Park reverts to the control of the City's Recreation Services to manage, with the reserve being available for seasonal or casual hire by the Spearwood Dalmatinac Sports and Community Club and other community organisations.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

3. Such other terms as are required to ensure the City's interests are protected.
4. MAINTAINS the condition that the lessee holds $20 million public liability insurance (unchanged).

CARRIED 10/0

Background

For a detailed background on the previously endorsed lease terms, please see the Officer's Report from OCM minutes 9 April 2024, page 508 (9 April 2024 OCM).

The City of Cockburn owns Lot 101 Hamilton Road, Spearwood which consists of two land parcels, referred to as the eastern and western portions.

The eastern portion contains a soccer pitch. The western parcel contains bowling greens, netball courts and hardstand/parking.

The Spearwood Dalmatinac Sports and Community Club Inc (SDSCC) owns 42 Azelia Road in freehold, which sits between the two City-owned land parcels. Due to the development on the site, the two City-owned portions have now been designated as part of 42 Azelia Road with Landgate, however for clarity, this report will continue to refer to them in terms of eastern or western parcels.

In 1977 the Club and the City entered into a 30-year lease agreement for Lot 101 Hamilton Road, Spearwood, which expired in January 2007.

In July 2008, the City and SDSCC entered into two separate lease agreements, one for the eastern portion, and the other for the western portion of Lot 101 Hamilton Road. Provisions of these leases included:

1. Five-year term with a further five-year option
2. A requirement for the Club to repay 50% of the cost of a bore replacement over 20 years at a fixed rate of 6.5%
3. A $10,000 annual contribution payable to the City towards the cost of maintaining Dalmatinac Park (approximately 80% of turf maintenance costs at that time)
4. Annual rent of $1761, plus GST, for each land portion

These leases expired in July 2018 and since then have been under a holding over arrangement.

At the 9 April 2024 Ordinary Council Meeting, Council resolved to authorise the CEO, via delegation, to enter into preliminary lease negotiations with the SDSCC prior to the revised *Community Sport and Recreation Facilities Plan (2018-2033*) (CSRFP) being completed on the following terms:

1. Three-year term with a further two-year option
2. SDSCC to affect and maintain public liability insurance for $20 million
3. The maintenance contribution and lease fee payable by the SDSCC to increase in order to align with the current expenses to maintain the soccer pitch

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

4. The existing payment arrangement for the bore replacement (included in the holding over lease) to remain unaffected
5. Such other terms as are required to ensure the City's interests are protected.

Lease negotiations failed to gain adequate traction in 2024 and it was not until January 2025 that City officers were able to meet with SDSCC representatives to progress discussions regarding the new lease.

Given the long history of the Club leasing the two land parcels, the initial intent was to enter into one lease agreement to cover both eastern and western land parcels. However, due to ongoing challenges with the site, City officers will return to offering a separate lease for each parcel.

As negotiations have continued, discussions have seen the terms deviate from those endorsed by Council. As a result, City officers are seeking Council approval to depart from the previously endorsed terms to:

- finalise the lease agreement for the western portion
- continue negotiating the eastern portion under a different usage model.

Submission

N/A

Report

A significant challenge in the lease negotiations has been the state of disrepair of the fence around Dalmatinac Park.

The fence has deteriorated to the extent that it is unsightly and no longer safe or fit for purpose.

The entire fence and entwined vegetation will require removal to replace the fence. Unfortunately, it is now at the stage that the only option is complete removal of the fence and vegetation, and the installation of a new fence, which will be costly.

In early November 2024, the Club indicated that it was not able to commit to a new lease without knowing the terms and conditions, and charges, that would apply.

The City advised that a new lease could not be provided whilst they were not adhering to the terms of their current lease.

It is the Club's responsibility to make reparations to the fence. Under the terms of the current lease, the Club "must maintain in good, safe order and repair at its own expense, all improvements and facilities on the Premises other than the regular ground maintenance of the soccer pitch which will be undertaken by the (City) and contributed to by the (Club) through the Annual Contribution".

The City has offered partial assistance to the Club for the cost of replacing the fence, through Capital Works Grant funding of up to approximately $37,000. However, under the terms of the existing lease, the majority of the expense remains the

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

responsibility of the Club. This has continued to present challenges in finalising a new agreement.

In addition to the above support, the Club receives additional City funding in the form of a partial rates reimbursement for their premises at 42 Azelia Road, Spearwood. At the OCM held on 14 May 2009, a reimbursement of 50% of annual rates payable was approved by Council, which was then paid annually.

At the OCM on 11 June 2024 Council approved that a request for reimbursement of rates (excluding ESL and waste charges) must be submitted to Council annually for consideration.

Estimated total improved commercial rates payable for 2024-25, excluding ESL and waste charges is $19,191.25 with 50% being $9,596, which Council approved at the 10 December OCM.

The total amount of funding for rates reimbursement provided to the club since 2010 is approximately $165,000. Since 2011, the Club has also received $114,977 in grant funding towards various infrastructure upgrades and repairs, and a $63,000 donation to replace a bowling green.

Western land portion

The western portion of the site is maintained wholly by SDSCC without contribution by the City. There is no public access to this portion.

The current lease provided the Club a term of five years with the option of a further five-year term.

At the April 2024 Ordinary Council Meeting, Council endorsed officer recommendations to enter into a new agreement with a three-year term and a two-year option.

This was to allow for City officers to investigate and implement strategic initiatives for the site as to be identified in the City's updated Community, Sport and Recreation Facilities Plan (CSRFP).

Renamed as the *Community Infrastructure Plan 2024-2041* (CIP), the plan was developed to provide the City of Cockburn with a strategic framework to plan, prioritise, and deliver essential community infrastructure over the next fifteen years.

Adopted by Council in late 2024, the Plan ranks the development of a Master Plan and Business Case for Dalmatinac Park and Lucius Park as number five among 26 major infrastructure proposals. These proposals were prioritised based on the City's most significant community needs.

Accordingly, the City recommends that Council offer a five-year lease with a five-year renewal option.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

These terms are considered more realistic given the resource constraints currently affecting progress through the CIP priorities, and they are expected to better accommodate the timeframes typically required for investigative or consultative processes. Alternatively, a clause can be included in the agreement to address the potential for capital works or redevelopment on the site that may impact the Club's use of the facility.

The land will be offered under a peppercorn lease arrangement, which will also permit the Club to sublease the unused green in the southwest corner. This presents an opportunity for the Club to generate additional income.

Should Council endorse the variations outlined in this report, it is anticipated that the lease for the western portion of the site can be finalised promptly. This will enable the Club to proceed with a sublease agreement with a prospective tenant, noting that development applications will be required for any proposed use of the land.

Eastern land portion (soccer pitch)

Bore replacement repayments

The bore was replaced in 2008 at a cost to the City of $90,000. The Club was to repay 50% of this amount over the life expectancy of the bore (20 years) on a fixed interest rate of 6.5%, equating to an actual amount of $4084 per annum The cost was split equally as the bore was used for both the soccer pitch and the Club's bowling greens.

In December of 2009, the City moved from monthly to biannual invoicing, with the payments incorporating lease fees, the bore repayments, and the annual contribution.

From July 2012, bi-annual invoices had CPI applied, including the fixed interest rate bore repayment, effectively increasing the payments made towards the outstanding loan balance. Consequently, the club has made sufficient repayments towards the repayment of the loan.

Previous rental payments

The soccer pitch was constructed by the City at a cost of $58,000 (1977-78). The annual rent was set to ensure this expenditure was repaid to the City over the term of the lease, with interest payable.

In practise, the schedule of rental payments was incorrectly applied by the City over the lease term, with only $100 charged annually for thirty years. This resulted in a significant underpayment of rent in the period between January 1977 and January 2007.

The total payments recouped by the City amounted to $3,000 and not the $58,000 cost to build the pitch as agreed.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Annual Contribution

When the annual contribution toward pitch maintenance was first introduced, this $10,000 amount represented approximately 80% of the City's total annual cost to maintain Dalmatinac Park. However, over time, the City's maintenance costs have significantly increased, and the same contribution now covers only 16% of the current annual expenditure for maintaining the soccer pitch.

At the 9 April 2024 Ordinary Council Meeting, Council endorsed increasing the annual contribution. The Club was subsequently provided with three options for the future use of Dalmatinac Park, based on annual turf maintenance costs of approximately $60,000 (calculated from the past three years' budget figures).

Option	Annual Contribution	Conditions
Option 1	$48,000	80% of turf maintenance costs. Club will retain exclusive use of the soccer pitch.
Option 2	$36,000	60% of costs borne by Club, 40% by the City. Club will have semi-exclusive use with members of the public being allowed to use the reserve for recreation.
Option 3	nil	No lease is entered into, and the soccer pitch reverts to City control, available to other Clubs and schools to seasonally or casually hire through Recreation Services.

The above options are offered based on the following conditions:

1. Options 1 and 2 would be charged as monthly amounts, with a further amount charged subject to actual costs and reviewed annually.
2. In all options, the Club would be responsible for fence reparation, with some grant funding available through the City's Capital Works Grant program.

Seasonal hire

The Club has indicated that it is not able to commit to option one or two for financial reasons and would most likely want to proceed with option three. City officers have proposed trialling the seasonal hire option for Dalmatinac Park for a twelve-month period, with the option to move back to a leasing model once the trial period is over. Payment of the relevant annual contribution by the Club will still be a lease requirement if the Club wishes to revert back to a lease.

The City's Recreation Services team would assist with the transition to seasonal hire and assume management of the pitch, making it available to other Clubs, school groups and community members, ensuring consistency with other City-managed reserves.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

The power account for the floodlights is in the name of Cockburn City Soccer Club, which would eventually transfer to the City when the venue is upgraded, so is easily achievable in the interim.

It is anticipated that this management model could be implemented at the end of the current winter season.

Use by Soccer Club

The current lease for the soccer pitch incorporates a special condition relating to the use of the pitch by the Cockburn City Soccer Club or any other Premier League or First Division Team in Football West competitions.

Moving to a seasonal hire model will ensure that Cockburn City Soccer Club and SDSCC will continue to have priority use of the venue, and the adjacent Lucius Park, for the winter season for both training and matches.

Strategic Plans/Policy Implications

Community, Lifestyle and Security
A vibrant healthy, safe, inclusive, and connected community.
• Accessible and inclusive community, recreation and cultural services and facilities that enrich our community.

Listening and Leading
A community focused, sustainable, accountable, and progressive organisation.
• Best practice Governance, partnerships and value for money.

Budget/Financial Implications

Turf maintenance costs will still be a cost which will not be fully recovered by the City.

As the club is unable to pay the annual contribution required to maintain tenure, the only option for the City to recoup some of the expense is to offer the reserve for seasonal and casual hire and allow community use. Income from the seasonal and causal hire of the reserve is difficult to quantify as the City does not have any usage data. Nearby Lucius Park has an annual budgeted income of $6000, with year-to-date actuals of $7825.

Estimates obtained in 2024 for fence reparation have been in the region of $60,000 for a chain link fence, in addition to approximately $10,000 for fence and vegetation removal.

This is the Club's responsibility; however, they can access up to $37,000 from the City's Capital Works Grant funding. The City budgets $100,000 for Capital Works Grant funding annually, providing for 50% of a project cost to a maximum of $50,000 on a City owned or managed facility.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Legal Implications

Disposal of Local Government property must be in accordance with section 3.58 Local Government Act 1995 and its associated regulations.

Part 6 clause 30(2) of the Local Government (Functions and General) Regulations 1996 states that a disposition of land (which includes a lease) is exempt from the public advertising and public auction/tender/sale requirements of section 3.58 of the Local Government Act 1995 if the land is disposed of to a body (whether incorporated or not) “the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature” and “the members of which are not entitled or permitted to receive any pecuniary profit from the body’s transactions.”

The Spearwood Dalmatinac Club meets these criteria and is exempt from the provisions in s3.58 Local Government Act.

Community Consultation

N/A

Risk Management Implications

The City needs to ensure that the Club fulfils its lease obligations by remedying the unsafe and unsightly fence. All City tenants are required to adhere to lease terms. It would be outside the City’s interests to waive this lease expectation.

Dalmatinac Park is recognised as the City’s premium soccer pitch, requiring significant maintenance investment despite low use under the current lease arrangement and a modest annual contribution from the Club.

With higher contributions required from the Club to justify an exclusive lease, the City risks reputational damage to not require the contribution to be paid. Returning the pitch to the City’s control, considering the significant input made by City in its construction, and making the asset more available to the greater community whilst moving towards the outcomes proposed in the CIP.

The Club’s reduced capacity to pay the soccer pitch annual contribution must also be considered in relation to the approaching end of functional life of the bore, approximately three to five years away.

Maintenance of the bore is vital to ensuring that the playing surface can be sufficiently maintained at its current standard. Continuing in an exclusive leasing arrangement returns the responsibility and financial burden of replacing the bore onto the Club which they may not be able to carry, leaving the City at risk of unbudgeted expenses to rectify.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Advice to Proponent(s)/Submitters

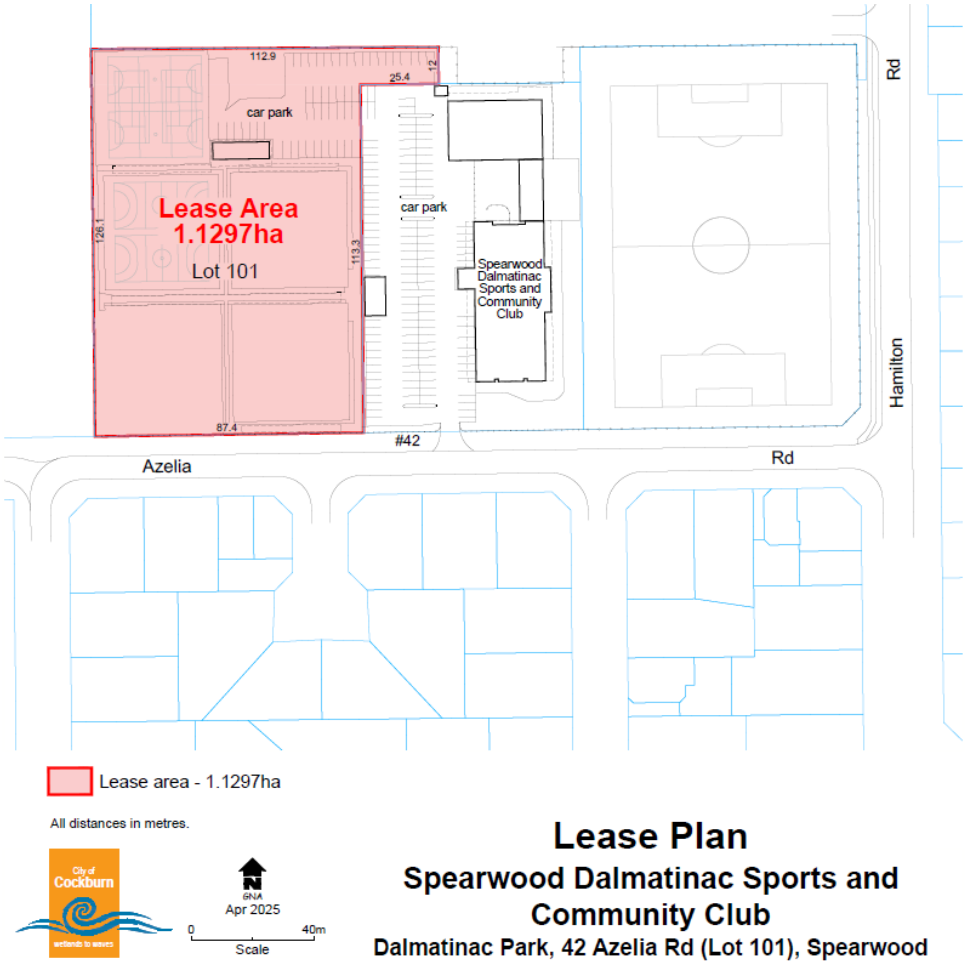
SDSCC and Cockburn City Soccer Club have been advised that this matter is to be considered at the 8 July 2025 Ordinary Council Meeting.

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

Nil

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Attachment 1 – SDSCC Lease Plan – Western portion, Lot 101 Hamilton Road, Spearwood



Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

14.2.3 (2025/MINUTE NO 0131) Payments Made from Municipal Fund and Local Procurement Summary - May 2025

Responsible Executive	Director Corporate and System Services
Author(s)	Chief Financial Officer
Attachments	1. Payments listing - May 2025 ⇩ 2. Credit Card Transactions by Cardholder May 2025 ⇩ 3. Credit Card Transactions by Category May 2025 ⇩ 4. Purchase Card Transactions May 2025 ⇩ 5. Fuel Card Transactions May 2025 ⇩

Council Decision
MOVED Cr M Separovich SECONDED Cr T Dewan
That Council:

(1) RECEIVES the list of payments made by the City during the month of May 2025, as attached to the Agenda; and

(2) RECEIVES the lists of transactions paid by credit and other types of purchase cards during the month of May 2025, as attached to the Agenda.

CARRIED 10/0

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 that a list of accounts paid under this delegation be prepared and presented to Council each month. Additionally, Regulation 13A requires a list of payments made by employees using credit, debit, or other purchasing cards to be prepared and presented to Council each month.

Submission

N/A

Report

Payments made under delegation in May totalled $15.40 million. All payment amounts reported are inclusive of GST (budgetary impact is GST exclusive).

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

The following table provides a summary of payment types with detailed lists included as attachments:

Net EFT payments (suppliers, sundry creditors)	$11,285,883
Payroll payments (two fortnights)	$4,051,187
Corporate credit cards	$58,125
Bank transactional fees (BPay and merchant fees)	$8,330
Total payments for month	**$15,403,525**

The City makes several payment runs each month to ensure suppliers and other payees are paid on a timely basis, particularly local and small businesses.

Attached are two listings of credit cards transactions paid in May, one grouped by cardholder position, and the other by spend category showing transaction details. There were three small transactions on the CEO's credit card, totalling $50.69.

The following table summarises credit card transactions by spend category:

Spend Category	**$**	**%**
Advertising	3,199	6%
Application, Licence, Registration Fees	16	0%
Bank and Other Fees	72	0%
Conferences and Seminars	2,454	4%
Disputed Transaction	1,110	2%
Equipment Purchases	4,841	8%
Events and Functions	6,684	11%
Hire of Equipment and Facilities	1,741	3%
Meeting/Workshop Catering	3,403	6%
Motor Vehicle Expenses	736	1%
Office Supplies	628	1%
Parking Expenses	269	0%
Professional Services	2,324	4%
Program Costs	3,839	7%
Subscriptions and Memberships	5,401	9%
Supplies and Materials Purchases	10,464	18%
Training & Professional Development	9,407	16%
Travel and Accommodation	1,536	3%
Total on 55 cards used	**58,125**	

Additionally, several purchase/store cards are used across the City for business purchases and are governed by the City's procurement policy and procedures.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Detailed lists showing all card transactions for May are included and summarised below:

Type	$	Purpose
Woolworths (9 cards)	3,871	Seniors centre, youth centre, amenities, marina
Bunnings (15 cards)	6,463	Facilities, fleet, fire & emergency, parks & environmental services, waste services, civil works, marina
BP fuel cards	33,012	Plant & light fleet

Local Procurement

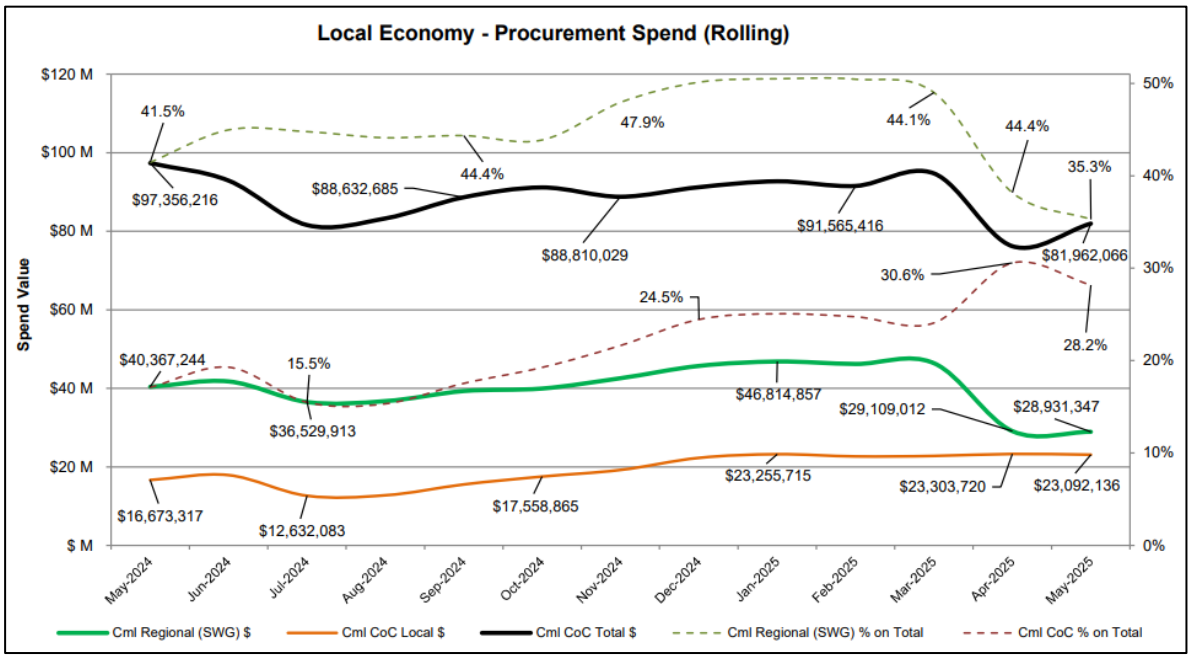
The Monthly statistics on local and regional procurement spend are summarised below, detailing the spend amounts and percentages relative to the total spend:

Procurement Report - Local Buy Summary & Trends — **May 2025**

Monthly Statistics	CoC Local Spend	**$1,167,749**	CoC Local Value	**15.85%**	CoC Local Qty	**27.94%**
	Local/Regional Spend	**$1,427,474**	Local/Regional Value	**19.37%**	Local/Regional Qty	**31.71%**
Aboriginal Engagement	Suppliers used YTD	**17**	Orders raised YTD	**691**	Committed spend YTD	**$464,421**

Local spending within Cockburn accounted for 15.9% of the City's monthly spend and 27.9% of procurement transactions, rising to 19.4% and 31.7% respectively within the PSWMA region.

The following one year rolling chart to May 2025 tracks the City's procurement spend with businesses located within Cockburn and the PSWMA region:



Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

In May, the 12-month rolling local expenditure in Cockburn reached $23.1 million, representing 28.2% of the City's total spend. Within the PSWMA region, this figure increased to $28.9 million, or 35.3% of the total spend.

This performance measurement aligns with the City's objectives under the Council's Procurement Policy, specifically the "local and regional economy" principle, which emphasise a preference for local procurement.

Social Procurement

As of the end of May, the City had engaged 17 Aboriginal businesses, with a year-to-date committed spend of $464,421.

This result marks a significant improvement compared to the total spend of $184,167.

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 made by the City under delegation in meeting operational and contractual requirements. This is a statutory requirement that allows Council to review and clarify any payments made.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Advice to Proponent(s)/Submitters

N/A

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

Nil

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

31st May 2025 PAYMENT LISTING

MUNICIPAL FUND

Payment Number	Account Number	Payee Name	Payment Listing Description	Date	Alloc Amount
EF179236	99996	Jodee M Rudrum	Rates and Property Related refunds	1/05/2025	502.57
EF179237	99997	Family Day Care	Fdc Payments W/E 27/04/2025	1/05/2025	41,483.20
EF179238	29060	Superchoice Services Pty Limited - Sgc Payments Contractor	Payroll Deductions	1/05/2025	13,837.68
EF179239	11758	Req Officers Do Not Use - Water Corp Utility Account Only - Please Refer To 1	Water Usage / Sundry Charges	6/05/2025	5,363.80
EF179240	11760	Water Corporation	Sewer Easement	6/05/2025	41,282.46
EF179241	12153	Hays Personnel Services Pty Ltd	Employment Services	6/05/2025	8,973.43
EF179242	22589	Jb Hi Fi - Cockburn	Electrical Equipment	6/05/2025	59.98
EF179243	26987	Cti Risk Management	Security - Cash Collection	6/05/2025	114.30
EF179244	28256	Simon Tan & Associates Pty Ltd	Electrical Engineering	6/05/2025	4,312.00
EF179245	10152	Aust Services Union	Payroll Deductions	12/05/2025	701.50
EF179246	10154	Australian Taxation Office	Payroll Deductions	12/05/2025	612,289.00
EF179247	10305	Child Support Agency	Payroll Deductions	12/05/2025	3,344.78
EF179248	19726	Health Insurance Fund Of Wa	Payroll Deductions	12/05/2025	847.80
EF179249	27874	Smartsalary	Salary Packaging/Leasing Administration	12/05/2025	12,413.39
EF179250	28458	Easi Group	Novated Leasing	12/05/2025	17,518.46
EF179251	28741	The Local Government, Racing & Cemeteries Employees Union Wa Lgrceu	Union	12/05/2025	44.00
EF179252	28890	Construction Forestry Mining Energy Union - Construction & G Cfmeu Wa - Co	Payroll Deductions	12/05/2025	30.00
EF179253	17343	Rac Businesswise	Membership Subscription	13/05/2025	126.50
EF179254	26987	Cti Risk Management	Security - Cash Collection	13/05/2025	1,716.45
EF179255	27547	Impressions Catering	Catering	13/05/2025	5,105.10
EF179256	28292	Emerg Solutions Pty. Ltd.	Emergency Management	13/05/2025	2,590.00
EF179257	28885	Communitiesthrive Pty Ltd	Management Consulting	13/05/2025	4,944.50
EF179258	88888	Gs Monteiro	Bond Refunds	16/05/2025	500.00
EF179259	88888	Gosh Holdings Pty Ltd	Bond Refunds	16/05/2025	58,375.00
EF179260	88888	Megara Group Pty Ltd	Bond Refunds	16/05/2025	35,000.00
EF179261	99997	Jarrod Laws	Nappy And Sanitary Product Rebate	16/05/2025	50.00
EF179262	99997	Fp Yakas And Nk Barbarich	Refund - Dca12 Packham	16/05/2025	2,841.67
EF179263	99997	Realstar Enterprises Pty Ltd	Refund - Dca12 Packham	16/05/2025	1,717.02
EF179264	99997	Jarrod Laws	Refund - Bird Bath Rebate	16/05/2025	50.00
EF179265	99997	Rashida Murphy	Creative Writing Classes Seniors Centre	16/05/2025	360.00
EF179266	99997	Rashida Murphy	Creative Writing Classes Seniors Centre	16/05/2025	360.00
EF179267	99997	Yaswanth Katragadda	Cctv Residentail Rebate	16/05/2025	500.00
EF179268	99997	Joshua Murray	Cctv Residentail Rebate	16/05/2025	500.00
EF179269	99997	Craig Murray	Cctv Residentail Rebate	16/05/2025	500.00
EF179270	99997	Domenic Murdocca	Cctv Residentail Rebate	16/05/2025	500.00
EF179271	99997	Francesco Catanzaro	Cctv Residentail Rebate	16/05/2025	500.00
EF179272	99997	Nicholas Govedarica	Cctv Residentail Rebate	16/05/2025	500.00
EF179273	99997	Kay Van Dyck	Nappy And Sanitary Product Rebate	16/05/2025	50.00
EF179274	99997	Safira Letizia	Junior Sport Travel Assistance Grant	16/05/2025	400.00
EF179275	99997	Makaylah Larkin-Boys	Junior Sport Travel Assistance Grant	16/05/2025	400.00
EF179276	99997	Jorge Martin-Teramoto	Junior Sport Travel Assistance Grant	16/05/2025	400.00
EF179277	99997	Coc Grants, Donations & Refunds	Junior Sport Travel Assistance Grant	16/05/2025	400.00

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

EF179278	99997	Malav Patel	Junior Sport Travel Assistance Grant	16/05/2025	400.00
EF179279	99997	Devam Patel	Junior Sport Travel Assistance Grant	16/05/2025	400.00
EF179280	99997	Conan Martin-Teramoto	Junior Sport Travel Assistance Grant	16/05/2025	400.00
EF179281	99997	Laylah Newell	Junior Sport Travel Assistance Grant	16/05/2025	400.00
EF179282	99997	Michelle Greenwood	Bird Bath Rebate Refund	16/05/2025	29.99
EF179283	99997	Peter Morrisey	Cancelled And Refund As He Has Ms	16/05/2025	59.55
EF179284	99997	Caitlin Lee-Matthys	Nappy And Sanitary Product Rebate	16/05/2025	97.37
EF179285	99997	Cindy Leeming	Bird Bath Rebate Refund	16/05/2025	24.75
EF179286	99997	Vanessa Mettam	Bird Bath Rebate Refund	16/05/2025	46.00
EF179287	99997	C Leeming	Nappy And Sanitary Product Rebate	16/05/2025	50.00
EF179288	99997	Andriana Kursar	Bird Bath Rebate Refund	16/05/2025	49.99
EF179289	99997	Lyn Spearing	Employee Reimbursment	16/05/2025	38.00
EF179290	99997	Kate Farrell	Bird Bath Rebate Refund	16/05/2025	17.39
EF179291	99997	Donald Cooper	Senior Security Rebate	16/05/2025	500.00
EF179292	99997	Joseph Rinaldi	Senior Security Rebate	16/05/2025	100.00
EF179293	99997	Michael Graham	Senior Security Rebate	16/05/2025	100.00
EF179294	99997	Gavin Heygate	Senior Security Rebate	16/05/2025	100.00
EF179295	99997	Kevin Bell	Senior Security Rebate	16/05/2025	200.00
EF179296	99997	Irma Ricci	Senior Security Rebate	16/05/2025	300.00
EF179297	99997	Helen Crosby	Senior Security Rebate	16/05/2025	200.00
EF179298	99997	Jill Eckersley	Senior Security Rebate	16/05/2025	500.00
EF179299	99997	Jakica Marinovich	Senior Security Rebate	16/05/2025	500.00
EF179300	99997	Doreen Nairn	Senior Security Rebate	16/05/2025	100.00
EF179301	99997	Rup Ram	Senior Security Rebate	16/05/2025	200.00
EF179302	99997	Remo Piromalli	Senior Security Rebate	16/05/2025	200.00
EF179303	99997	Lawrence Chen	Senior Security Rebate	16/05/2025	500.00
EF179304	99997	Pauline Joyce	Senior Security Rebate	16/05/2025	100.00
EF179305	99997	Michael Italiano	Senior Security Rebate	16/05/2025	500.00
EF179306	99997	Suguo Wu	Senior Security Rebate	16/05/2025	200.00
EF179307	99997	Karl & Courtney Hogan	Refund - Change Of Party Time Slot	16/05/2025	80.00
EF179308	99997	Mark Ervin Afuang	Compost Bin Rebate	16/05/2025	50.00
EF179309	99997	Catherine Point Community Group	Resident Groups Grant Program	16/05/2025	3,465.00
EF179310	99997	All Abilities Basketball	Club Recogntiion Program-2025	16/05/2025	500.00
EF179311	99997	Bibra Lake Jfc	Club Recogntiion Program-2025	16/05/2025	2,000.00
EF179312	99997	Cockburn Cougars Softball Club	Club Recogntiion Program-2025	16/05/2025	500.00
EF179313	99997	Cockburn Junior Cricket Club	Club Recogntiion Program-2025	16/05/2025	500.00
EF179314	99997	Fremantle & Districts Rugby Football Clu	Club Recogntiion Program-2025	16/05/2025	500.00
EF179315	99997	Jandakot Jets Junior Football Club	Club Recogntiion Program-2025	16/05/2025	500.00
EF179316	99997	Leeming Masters Swimming Club Inc	Club Recogntiion Program-2025	16/05/2025	500.00
EF179317	99997	Phoenix Beeliar Junior Cricket Club	Club Recogntiion Program-2025	16/05/2025	500.00
EF179318	99997	South Fremantle Umpires	Club Recogntiion Program-2025	16/05/2025	1,500.00
EF179319	99997	Success Blazers Netball Club	Club Recogntiion Program-2025	16/05/2025	500.00
EF179320	99997	Hammond Park Football Club	Club Recogntiion Program-2025	16/05/2025	1,000.00
EF179321	99997	Marcela Jones	Fees Reimbursement	16/05/2025	2,305.00
EF179322	99997	Steven Tandy	Xover Rebate	16/05/2025	500.00
EF179323	99997	Antonio Lanza-Cariccio	Xover Rebate	16/05/2025	500.00
EF179324	99997	Aasish Kattackakath Sasidharan	Xover Rebate	16/05/2025	500.00
EF179325	99997	Dearden And Dimple Canares	Xover Rebate	16/05/2025	500.00

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

EF179326	99997	Devashish Shrestha	Xover Rebate	16/05/2025	500.00
EF179327	99997	Fergal And Louise Troy	Xover Rebate	16/05/2025	500.00
EF179328	99997	Mei Ling Wong	Xover Rebate	16/05/2025	500.00
EF179329	99997	Kumbirai Murombo	Xover Rebate	16/05/2025	500.00
EF179330	99997	Mayankkumar Dave	Xover Rebate	16/05/2025	500.00
EF179331	99997	Banjup Residents Group	Grant Invoice 2/0425	16/05/2025	1,300.00
EF179332	99997	Sm And Rl Foulis (Rebecca Foulis)	Bird Bath Rebate	16/05/2025	24.75
EF179333	99997	Mr Surya Wahidin Tan	Bird Bath Rebate	16/05/2025	49.99
EF179334	99997	Life Chapel	Small Event Sponsorship	16/05/2025	3,300.00
EF179335	99997	Lyn Spearing	Employee Reimbursment	16/05/2025	23.20
EF179336	99997	Adam Peck	Employee Reimbursment	16/05/2025	1,033.68
EF179337	99997	Southern Lions Rufc	Small Event Sponsorship	16/05/2025	1,650.00
EF179338	99997	Youth Disability Advocacy Network Inc	Small Events Sponsorship Inv-0024	16/05/2025	3,003.00
EF179339	99997	Daniel Cunningham	Pen D118 Pen Fee Refund	16/05/2025	53.40
EF179340	99997	Mr Jarrod Laws	Compost Bin Rebate	16/05/2025	50.00
EF179341	99997	Cockburn State Emergency	Lggs Reimbursement	16/05/2025	1,655.44
EF179342	99997	Daisy Reyes	Nappy And Sanitary Product Rebate	16/05/2025	47.96
EF179343	99997	Jasmine Findlater	Sundry Payment Inv- 1	16/05/2025	100.00
EF179344	99997	Ms Lucy Droetto	Nappy And Sanitary Product Rebate	16/05/2025	37.50
EF179345	99997	Miss Sophie Marsh	Compost Bin Rebate	16/05/2025	50.00
EF179346	99997	Miss Tammie Tan	Nappy And Sanitary Product Rebate	16/05/2025	50.00
EF179347	99997	Miss Rebekah Shaw	Nappy And Sanitary Product Rebate	16/05/2025	50.00
EF179348	99997	Sm And Rl Foulis	Nappy And Sanitary Product Rebate	16/05/2025	50.00
EF179349	99997	Blue Gum Montessori School Inc	Sustainability Grant 2025	16/05/2025	3,151.50
EF179350	28717	Carol Lechun Zhang	Elected Member Sitting Fees & Allowances	16/05/2025	82.42
EF179351	99996	Virginia Thornton	Rates and Property Related refunds	16/05/2025	318.00
EF179352	99996	Julie Mangan	Rates and Property Related refunds	16/05/2025	77.50
EF179353	99996	Michelle Kekez	Rates and Property Related refunds	16/05/2025	100.00
EF179354	99996	Gareth Scales	Rates and Property Related refunds	16/05/2025	150.00
EF179355	99996	Out And About Sheds	Rates and Property Related refunds	16/05/2025	56.65
EF179356	99996	V Thompson	Rates and Property Related refunds	16/05/2025	295.00
EF179357	99996	Revenuewa	Rates and Property Related refunds	16/05/2025	863.53
EF179358	99996	Leo Searls	Rates and Property Related refunds	16/05/2025	2,454.30
EF179359	99996	Hanson Property Settlements - Ref Hps250	Rates and Property Related refunds	16/05/2025	626.00
EF179360	99996	Pisey Phal	Rates and Property Related refunds	16/05/2025	81.39
EF179361	99996	Shallon Kanyowa	Rates and Property Related refunds	16/05/2025	100.00
EF179362	99996	Revenuewa	Rates and Property Related refunds	16/05/2025	905.16
EF179363	99996	Hanson Property Settlements	Rates and Property Related refunds	16/05/2025	531.26
EF179364	99996	Estate Of Carroll Brown	Rates and Property Related refunds	16/05/2025	455.99
EF179365	99996	Susan Bartlett	Rates and Property Related refunds	16/05/2025	150.00
EF179366	99996	Revenuewa	Rates and Property Related refunds	16/05/2025	3.79
EF179367	99996	Stellar Living Limited.	Rates and Property Related refunds	16/05/2025	101.64
EF179368	99996	Michael Carmichael	Rates and Property Related refunds	16/05/2025	147.00
EF179369	11758	Req Officers Do Not Use - Water Corp Utility Account Only - Please Refer To 1	Water Usage / Sundry Charges	16/05/2025	6,709.30
EF179370	11794	Synergy	Electricity Usage/Supplies	16/05/2025	163,296.58
EF179371	28571	Perth Energy Pty Ltd	Energy Supply	16/05/2025	4,961.51
EF179372	10086	Arteil Wa Pty Ltd	Ergonomic Chairs	16/05/2025	383.90
EF179373	10184	Benara Nurseries	Plants	16/05/2025	2,603.70

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

EF179374	10207	Boc Gases	Gas Supplies	16/05/2025	1,474.44
EF179375	10226	Bridgestone Australia Ltd	Tyre Services	16/05/2025	30,036.51
EF179376	10239	Busby Investments Pty Ltd. Budget Rent A Car - Perth	Motor Vehicle Hire	16/05/2025	1,121.34
EF179377	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	16/05/2025	1,157.28
EF179378	10359	Cockburn Painting Service	Painting Supplies/Services	16/05/2025	8,273.00
EF179379	10384	Progility Pty Ltd	Communication Services	16/05/2025	8,077.87
EF179380	10454	Welltechnics Pty Ltd Darling Downs Drilling	Water Well Drilling	16/05/2025	43,810.70
EF179381	10526	E & Mj Rosher Pty Ltd	Mower Equipment	16/05/2025	361.68
EF179382	10535	Workpower Incorporated	Employment Services - Planting	16/05/2025	6,825.14
EF179383	10559	Environmental Industries Pty Ltd	Landscaping Maintenance	16/05/2025	53,922.00
EF179384	10590	Department Of Fire And Emergency Services	Esl Levy & Related Costs	16/05/2025	22,884.29
EF179385	10683	Gronbek Security	Locksmith Services	16/05/2025	3,730.50
EF179386	10787	Jandakot Accident Repair Centre	Panel Beating Services	16/05/2025	1,000.00
EF179387	10923	Major Motors Pty Ltd	Repairs/Maintenance Services C100943	16/05/2025	469,450.80
EF179388	10991	Beacon Equipment	Mowing Equipment	16/05/2025	4,062.50
EF179389	11036	Northlake Electrical Pty Ltd	Electrical Services	16/05/2025	62,961.48
EF179390	11182	Premium Brake & Clutch Services Pty Ltd	Brake Services	16/05/2025	11,955.68
EF179391	11307	Satellite Security Services Pty Ltd	Security Services	16/05/2025	14,260.31
EF179392	11316	Seek Limited	Recruitment Advertising	16/05/2025	583.06
EF179393	11333	Shelford Constructions Pty Ltd	Construction Services CWPROJ - CON002	16/05/2025	1,574,422.74
EF179394	11483	St John Ambulance Aust Wa Operations	First Aid Courses	16/05/2025	1,320.00
EF179395	11511	Statewide Bearings	Bearing Supplies	16/05/2025	35.39
EF179396	11531	Sunny Industrial Brushware Pty Ltd	Brush/Road Broom Supplies	16/05/2025	715.00
EF179397	11625	Nutrien Water	Reticulation Supplies	16/05/2025	5,442.42
EF179398	11642	Trailer Parts Pty Ltd	Trailer Parts	16/05/2025	2,001.09
EF179399	11701	Vibra Industrial Filtration Australasia	Filter Supplies	16/05/2025	227.70
EF179400	11787	Department Of Transport	Vehicle Search Fees	16/05/2025	150.60
EF179401	11793	Western Irrigation Pty Ltd	Irrigation Services/Supplies	16/05/2025	52,082.34
EF179402	11828	Worldwide Online Printing - O'connor	Printing Services	16/05/2025	687.25
EF179403	11985	Ivo Grubelich	Bus Hire	16/05/2025	4,312.00
EF179404	12153	Hays Personnel Services Pty Ltd	Employment Services	16/05/2025	6,075.54
EF179405	12207	Civica Pty Ltd	Software Support/Licence Fees	16/05/2025	2,230.80
EF179406	13475	The Trustee For Burgess Rawson Wa Unit Trust Burgess Rawson (Wa) Pty Ltd	Property Management	16/05/2025	41,895.37
EF179407	13563	Green Skills Inc	Employment Services	16/05/2025	8,679.96
EF179408	13825	Jackson Mcdonald	Legal Services	16/05/2025	6,839.42
EF179409	14350	Baileys Fertiliser	Fertiliser Supplies	16/05/2025	18,621.77
EF179410	14530	Donald Veal Consultants Pty Ltd	Consultancy Services	16/05/2025	73,156.55
EF179411	15550	Apace Aid Inc	Plants & Landscaping Services	16/05/2025	1,738.44
EF179412	15588	Natural Area Consulting Management Services	Weed Spraying	16/05/2025	33,988.80
EF179413	15850	Ecoscape Australia Pty Ltd	Environmental Consultancy	16/05/2025	8,332.50
EF179414	16064	Cms Engineering	Airconditioning Services	16/05/2025	13,234.10
EF179415	16107	Wren Oil	Waste Disposal Services	16/05/2025	231.00
EF179416	16432	Scarvaci's Iga	Groceries	16/05/2025	1,295.50
EF179417	16698	Tidy Up	Rubbish Removal	16/05/2025	2,616.00
EF179418	16985	Wa Premix	Concrete Supplies	16/05/2025	2,848.12
EF179419	17553	Altus Traffic Pty Ltd	Traffic Control Services	16/05/2025	6,335.54
EF179420	18073	Paramount Security Services	Security Services	16/05/2025	3,707.00
EF179421	18407	Ripe Art	Catering Services - Edible Art	16/05/2025	600.00

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

EF179422	18533	Friends Of The Community Inc.	Catering Services	16/05/2025	2,865.00
EF179423	18962	Sealanes (1985) P/L	Catering Supplies	16/05/2025	1,425.54
EF179424	19107	Forever Shining Artforms Wa	Parks Infrastructure Services	16/05/2025	21,939.50
EF179425	19533	Woolworths Group Ltd (Woolworths & Big W)	Groceries	16/05/2025	2,333.74
EF179426	20000	Aust West Auto Electrical Pty Ltd	Auto Electrical Services	16/05/2025	51,414.94
EF179427	21469	John Hughes Volkswagon	Purchase Of New Vehicle	16/05/2025	43,421.50
EF179428	21471	Wa Machinery Glass	Glazing Services	16/05/2025	1,144.00
EF179429	21672	Mega Music Australia Pty Ltd	Musical Instruments/Sound Equipment	16/05/2025	11,379.00
EF179430	21744	Jb Hi Fi - Commercial	Electronic Equipment	16/05/2025	59,255.47
EF179431	21946	Ryan's Quality Meats	Meat Supplies	16/05/2025	928.03
EF179432	22388	Carrington's Traffic Services	Traffic Management Services	16/05/2025	1,254.00
EF179433	22404	Cleverpatch Pty Ltd	Arts/Craft Supplies	16/05/2025	1,334.16
EF179434	22553	Brownes Food Operations	Catering Supplies	16/05/2025	374.07
EF179435	22658	South East Regional Centre For Urban Landcare Inc (Sercul)	Urban Landcare Services	16/05/2025	8,832.86
EF179436	22806	Chevron Australia Downstream Fuels Pty Ltd	Fuel Supplies	16/05/2025	93,273.61
EF179437	22903	Unique International Recoveries Llc	Debt Collectors	16/05/2025	409.60
EF179438	23288	Ariane Roemmele	Amusement - Children's Activities	16/05/2025	300.00
EF179439	23351	Cockburn Gp Super Clinic Limited T/A Cockburn Integrated Health	Leasing Fees	16/05/2025	1,348.05
EF179440	23457	Totally Workwear Fremantle	Clothing - Uniforms	16/05/2025	924.21
EF179441	23570	A Proud Landmark Pty Ltd	Landscape Contruction Services	16/05/2025	7,414.00
EF179442	23579	Daimler Trucks Perth	Purchase Of New Truck	16/05/2025	1,874.31
EF179443	24298	Tanks For Hire	Equipment Hire	16/05/2025	743.60
EF179444	24557	Aveling	Consultancy Services	16/05/2025	2,112.00
EF179445	24655	Automasters Spearwood	Vehicle Servicing	16/05/2025	2,679.00
EF179446	24725	Feral Invasive Species Eradication Management	Eradication Management Services	16/05/2025	2,475.00
EF179447	24736	Zenien	Cctv Camera Licences	16/05/2025	280.50
EF179448	24949	Bitumen Surfacing The Trustee For Complete Road Services Trust	Bitumen Supplies	16/05/2025	433.40
EF179449	25063	Superior Pak Pty Ltd	Vehicle Maintenance	16/05/2025	16,077.67
EF179450	25121	Imagesource Digital Solutions	Billboards	16/05/2025	1,339.80
EF179451	25418	Cs Legal	Legal Services	16/05/2025	16,688.35
EF179452	25586	Envirovap Pty Ltd	Hire Of Leachate Units	16/05/2025	24,563.00
EF179453	25822	Fit2work.Com.Au Mercury Search And Selection Pty Ltd	Employee Check	16/05/2025	61.60
EF179454	26211	Amcom Pty Ltd	Internet/Data Services	16/05/2025	13,685.18
EF179455	26257	Paperbark Technologies Pty Ltd	Arboricultural Consultancy Services	16/05/2025	36,106.62
EF179456	26303	Gecko Contracting Turf & Landscape Maintenance	Turf & Landscape Maintenance	16/05/2025	103,338.51
EF179457	26449	Eco Shark Barrier Pty Ltd	Leasing Fee For Shark Barrier	16/05/2025	11,302.00
EF179458	26470	Scp Conservation	Fencing Services	16/05/2025	16,577.00
EF179459	26533	Curtin University	Program Assessments	16/05/2025	2,860.00
EF179460	26558	Healthcare Australia Pty Ltd	Temporary Employment Services	16/05/2025	519.93
EF179461	26614	Marketforce Pty Ltd	Advertising	16/05/2025	15,114.00
EF179462	26623	Cromag Pty Ltd (Sigma Chemicals) Sigma Telford Group	Chemicals - Pool	16/05/2025	11,044.96
EF179463	26625	Andover Detailers	Car Detailing Services	16/05/2025	716.70
EF179464	26656	Environmental Health Australia (Western Australia) Inc.	Memberrship, Conferences And Training Fo	16/05/2025	132.00
EF179465	26717	Full Circle Design Services Pty Ltd	Consultancy - Enviromental	16/05/2025	5,500.00
EF179466	26743	Statewide Turf Services	Turf Renovation	16/05/2025	2,035.00
EF179467	26771	Instant Products Hire	Portable Toilet Hire	16/05/2025	2,999.16
EF179468	26851	Barrett Exhibition Group Pty Ltd	Dsipaly Equipment	16/05/2025	10,322.40
EF179469	26888	Media Engine	Graphic Design, Marketing, Video Product	16/05/2025	600.00

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

EF179470	26940	Floorwest Pty Ltd	Floor Coverings	16/05/2025	1,980.00
EF179471	26946	Av Truck Services Pty Ltd	Truck Dealership	16/05/2025	3,743.30
EF179472	26953	Rock And Roll Mountain Biking	Mountain Bike Tours	16/05/2025	1,699.50
EF179473	27002	Cockburn Party Hire	Hire Services	16/05/2025	11,044.90
EF179474	27010	Quantum Building Services Pty Ltd	Building Maintenance	16/05/2025	17,683.49
EF179475	27015	Intelli Trac	Gps Tracking	16/05/2025	605.00
EF179476	27023	Solargain Pv Pty Ltd	Solar Energy Provider	16/05/2025	400.00
EF179477	27031	Downer Edi Works Pty Ltd	Asphalt Services CON01	16/05/2025	102,573.92
EF179478	27034	Adelby Pty Ltd	Firebreak Construction	16/05/2025	73,860.60
EF179479	27044	Graffiti Systems Australia	Graffiti Removal & Anti-Graffiti Coating	16/05/2025	19,376.50
EF179480	27046	Tfh Hire Services Pty Ltd	Hire Fencing	16/05/2025	1,484.56
EF179481	27054	Vocus Pty Ltd	Telecommunications	16/05/2025	8,429.74
EF179482	27059	Frontline Fire & Rescue Equipment	Manufacture-Fire Vehicles/Equipment	16/05/2025	5,261.31
EF179483	27065	Westbooks	Books	16/05/2025	2,948.91
EF179484	27082	Kulbardi Pty Ltd	Stationery Supplies	16/05/2025	1,440.00
EF179485	27093	Magnetic Automation Pty Ltd	Gates/Barriers	16/05/2025	965.80
EF179486	27168	Nightlife Music Pty Ltd	Music Management	16/05/2025	465.53
EF179487	27169	Natural Power Solutions Pty Ltd	Power Supply Protection, Products & Serv	16/05/2025	2,662.00
EF179488	27177	Rentokil Initial Pty Ltd (Initial Hygiene)	Hygiene	16/05/2025	3,882.84
EF179489	27222	Ashton Safety Health Environment	Safety, Health, Environment Consulting	16/05/2025	1,060.87
EF179490	27241	Landscape Elements	Landscaping Services	16/05/2025	1,325.54
EF179491	27269	Payrix Australia	Payment Processing	16/05/2025	56,678.87
EF179492	27325	National Trade Supplier	Building Modifications & Editions	16/05/2025	467.50
EF179493	27346	Office Line	Furniture Office	16/05/2025	755.70
EF179494	27374	Southern Cross Cleaning	Commercial Cleaning	16/05/2025	8,294.61
EF179495	27377	Accidental Health And Safety - Perth	First Aid Supplies	16/05/2025	75.39
EF179496	27385	Programmed Electrical Technologies	Electrical Services	16/05/2025	5,375.39
EF179497	27401	Emprise Mobility	Mobility Equipment	16/05/2025	1,973.40
EF179498	27404	K2 Audiovisual Pty Ltd	Audio Visual Equipment	16/05/2025	30,800.00
EF179499	27422	Little Hawk Freo	Catering	16/05/2025	760.00
EF179500	27427	Home Chef	Cooking/Food Services	16/05/2025	190.85
EF179501	27534	Ralph Beattie Bosworth	Quantity Survey	16/05/2025	11,000.00
EF179502	27546	Bpa Engineering	Consultancy - Engineering	16/05/2025	550.00
EF179503	27579	Soco Studios	Photography Services	16/05/2025	2,310.00
EF179504	27587	New Ground Water Services Pty Ltd	Irrigation/Reticulation	16/05/2025	605.00
EF179505	27622	Trugrade Medical Supplies	Medical Supplies	16/05/2025	473.90
EF179506	27631	Aquatic Services Wa Pty Ltd	Pool Equipment & Maintenance	16/05/2025	4,893.59
EF179507	27640	Range Ford	Motor Vehicles	16/05/2025	46,232.94
EF179508	27658	Wa Hardwood Floors Pty Ltd	Flooring Services	16/05/2025	3,591.50
EF179509	27676	Blue Force Pty Ltd	Security Services	16/05/2025	3,001.08
EF179510	27677	Dodgy Bros Dodgeball Co.	Dodgeball Game	16/05/2025	1,980.00
EF179511	27695	Qtm Pty Ltd	Traffic Management	16/05/2025	48,099.88
EF179512	27722	Metra Australia	Software	16/05/2025	1,139.54
EF179513	27797	City Lift Services Pty Ltd	Lift Maintenance	16/05/2025	440.00
EF179514	27818	Modus Compliance Pty Ltd	Consultanct Engineering	16/05/2025	3,547.50
EF179515	27829	Smec Australia Pty Ltd	Consultancy - Engineering	16/05/2025	64,503.74
EF179516	27831	Butler And Brown	Event Management	16/05/2025	11,615.78
EF179517	27850	Dowsing Group Pty Ltd	Concreting Services	16/05/2025	279,299.12

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

EF179518	27856	My Flex Health International	Nursing Services	16/05/2025	2,218.37
EF179519	27887	The Wilding Project	Sports/Exercise Classes	16/05/2025	495.00
EF179520	27892	Resolve Group Pty Ltd	Consultancy - Bca Certification	16/05/2025	13,420.00
EF179521	27894	Homecare Physiotherapy	Healthcare	16/05/2025	17,183.45
EF179522	27899	Nature Calls Portable Toilets	Hire - Portable Loos	16/05/2025	470.00
EF179523	27929	Tri Australasia Pty Ltd	Geosynthetic Testing	16/05/2025	29,975.00
EF179524	27984	Sabrina Fenwick	Excercise Classes	16/05/2025	480.00
EF179525	27992	Learning Horizons	Training/Education	16/05/2025	17,050.00
EF179526	28049	Copy Magic	Printing Services	16/05/2025	555.50
EF179527	28058	Sage Consulting Engineers Pty Ltd	Consultancy - Engineering	16/05/2025	4,521.00
EF179528	28061	Go2cup	Paper Cups	16/05/2025	6,976.20
EF179529	28082	For Blue Pty Ltd	Consultancy - Economic	16/05/2025	11,000.00
EF179530	28086	Gfg Consulting	Consultancy	16/05/2025	33,307.20
EF179531	28088	Ut Consulting	Technology Consulting	16/05/2025	1,518.00
EF179532	28124	Air-Met Scientific Pty Ltd	Professional And Scientific Goods Wholes	16/05/2025	137.50
EF179533	28162	Lift Equipt Pty Ltd	Forklift Hire, Sales & Services	16/05/2025	415.12
EF179534	28168	Sifting Sands	Sand Cleaning	16/05/2025	1,714.90
EF179535	28169	Nexacu	Excel Courses	16/05/2025	4,400.00
EF179536	28186	Oracle Corporation Australia Pty Ltd	Software	16/05/2025	6,477.90
EF179537	28197	Lite N Easy Pty Ltd	Food Supplies	16/05/2025	1,246.84
EF179538	28201	Select Fresh	Food Supplies	16/05/2025	609.00
EF179539	28214	Beyond Skateboarding	Skateboarding Clinics	16/05/2025	14,231.25
EF179540	28215	Complete Office Supplies Pty Ltd	Stationery	16/05/2025	879.33
EF179541	28231	Typeset Pty Ltd	Editorial And Business Communications Se	16/05/2025	3,300.00
EF179542	28233	Western Maze Wa Pty Ltd	Waste Collection Services	16/05/2025	28,645.38
EF179543	28241	Swift Flow Pty Ltd	Plumbing	16/05/2025	33,397.10
EF179544	28246	Hendercare	Nursing Services	16/05/2025	1,658.80
EF179545	28258	Garden Care West	Gardening Services	16/05/2025	247.50
EF179546	28261	Hazed Services Pty Ltd	Safety - Roof	16/05/2025	6,714.44
EF179547	28263	Julia Kay Wallis	Historian	16/05/2025	242.50
EF179548	28264	Garden Organics	Organics Processing	16/05/2025	29,712.42
EF179549	28265	Tree Care Wa	Vegetation Maintenance Services	16/05/2025	26,784.24
EF179550	28277	Gesha Coffee Co	Coffee Supplies	16/05/2025	50.00
EF179551	28294	Catia Dolzadelli	Artist	16/05/2025	1,800.00
EF179552	28303	Miracle Recreation Equipment	Playground Equipment	16/05/2025	10,752.82
EF179553	28349	Cable Locates & Consulting	Underground Utility Location And Survey	16/05/2025	4,812.50
EF179554	28371	Flexi Staff	Employment Services	16/05/2025	62,748.41
EF179555	28381	Sandwai Pty Ltd	Software	16/05/2025	2,025.65
EF179556	28392	Mcs Civil Contracting	Engineering/Earthworks	16/05/2025	17,457.00
EF179557	28408	Rc Vegetation Services Pty Ltd	Mowing Services	16/05/2025	23,034.00
EF179558	28409	Sanpoint Pty Ltd (Ld Total)	Landscape Services	16/05/2025	31,409.35
EF179559	28426	Power Paving Pty Ltd	Paving Services	16/05/2025	3,740.00
EF179560	28448	Enchanted Stiltwalking	Roving Entertainment	16/05/2025	1,870.00
EF179561	28449	Sheridans	Manufacturing	16/05/2025	291.50
EF179562	28454	Aussie Natural Spring Water	Water Supplies	16/05/2025	129.96
EF179563	28461	Carealert	Entertainment	16/05/2025	8.25
EF179564	28463	Antree Dnh Pty Ltd	Gardening	16/05/2025	1,630.20
EF179565	28504	Diversity Council Australia Limited	Non Profit	16/05/2025	5,403.00

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

EF179566	28516	Classic Hire	Equipment Hire	16/05/2025	266.20
EF179567	28525	Noma Pty Ltd	Architecture	16/05/2025	1,237.50
EF179568	28526	All Good Grub	All Good Grub Bushtukka Catering	16/05/2025	3,910.50
EF179569	28532	Oil & Energy Pty. Ltd.	Lubricant Supplier	16/05/2025	2,926.00
EF179570	28544	Forpark Australia 4Park Pty Ltd	Fitness Equipment	16/05/2025	22,022.00
EF179571	28546	Swan Event Hire	Event Hire	16/05/2025	11,139.04
EF179572	28569	Choiceone Pty Ltd	Recruitment Services	16/05/2025	103,726.26
EF179573	28580	Successful Projects	Project Management, Planning &Scheduling	16/05/2025	9,882.65
EF179574	28616	Led Signs	Digital Signs And Displays	16/05/2025	1,836.65
EF179575	28621	Imprint Plastic	Printing	16/05/2025	45.10
EF179576	28623	New Line Group Pty Ltd (Infront Technologies)	Cctv And Security Retail And Wholesale	16/05/2025	1,482.80
EF179577	28632	Total Connections Pty Ltd	Hose, Hydraulics & Fire Protection Servi	16/05/2025	3,242.74
EF179578	28708	Ultimo Catering & Events Pty Ltd	Catering & Events	16/05/2025	9,358.00
EF179579	28725	Pjanwa Pty Ltd Game Vault	Kids Gamming Truck	16/05/2025	1,100.00
EF179580	28731	O'donnell, Crystal Dawn Dementia Together	Healthcare - Occupational Therapy	16/05/2025	319.01
EF179581	28762	Hart Sport Australia Pty Ltd Hart Sport	Supply Sporting Equipment	16/05/2025	3,499.12
EF179582	28767	The Trustee For Bugbusters Unit Trust Bug Busters	Pest Control	16/05/2025	4,273.25
EF179583	28776	O2metocean Pty Ltd O2 Metocean	Specialised Marine Oceanographic Consult	16/05/2025	49,934.93
EF179584	28787	Blue Assist Pty Ltd	Supply And Install Emergency Help Device	16/05/2025	282.00
EF179585	28798	Greenshed Pty Ltd Living Turf	Gardening - Horticulture Products	16/05/2025	442.50
EF179586	28819	Rider Levett Bucknall Wa Pty Ltd	Quantity Surveyors	16/05/2025	6,875.00
EF179587	28823	Synergy Business Systems Pty Ltd Boss Industrial	Industrial Supply	16/05/2025	877.03
EF179588	28832	Miles Carpenter Crimson Wolf Fine Art	Artist	16/05/2025	1,950.00
EF179589	28840	A T Nairn Pty Ltd Western Sheds	Retails Of Sheds And Garages	16/05/2025	14,390.00
EF179590	28843	Pgc Training Pty Ltd Consolidated Training Services	Training Provider	16/05/2025	750.00
EF179591	28862	M & B Excavations Pty Ltd	Civil Construction	16/05/2025	6,963.00
EF179592	28863	Ocean English Pty Ltd Bookery	English Teaching And Learning Resource S	16/05/2025	963.60
EF179593	28896	Richard Brown Mark My Turf	Line Marking	16/05/2025	3,803.00
EF179594	28897	Mcleods Lawyers Pty Ltd Mcleods Lawyers	Legal Service	16/05/2025	6,549.76
EF179595	28917	The Real Good Company Pty Ltd Wjs Training	Professional First Aid And Cpr Training	16/05/2025	1,830.00
EF179596	28919	Play Check Pty Ltd Play Check	Testing - Playground Auditing & Testing	16/05/2025	495.00
EF179597	28927	Veolia Recycling & Recovery (Perth) Pty Ltd Veolia Recycling & Recovery (Pert	Waste Recycling And Recovery	16/05/2025	59,377.38
EF179598	28930	A.C.N. 650 414 903 Pty Ltd Aba Property Maintenance	Property Maintenance	16/05/2025	233.64
EF179599	28934	Playpro Australia Pty Ltd	Playground Installation	16/05/2025	6,710.00
EF179600	28940	A_Space Australia Pty Ltd	Designer & Manufacturer Of Playground Eq	16/05/2025	49,500.00
EF179601	28950	4Cabling Pty Ltd	It, Data & Cabling Supplier/Distributer	16/05/2025	4,981.40
EF179602	28963	Nunki Antaresia Fun Faces Perth	Kids Entertainment/Activity	16/05/2025	1,440.00
EF179603	28976	Life Ready Cockburn Pty Ltd Life Ready Physio Cockburn	Medical - Physiotherapy	16/05/2025	505.00
EF179604	29006	Canningvale Australia Pty Ltd	Retailer	16/05/2025	983.42
EF179605	29008	Generators Australia Pty Ltd	Hire & Sales	16/05/2025	857.92
EF179606	29016	Office Furniture Group Pty Ltd Schoolfurn	Manufacture And Retail	16/05/2025	1,956.90
EF179607	29028	Booktopia Direct Pty Ltd Booktopia	Retail: Book Sales	16/05/2025	76.65
EF179608	29032	Site Sentry Pty Ltd	Security Services	16/05/2025	1,299.21
EF179609	29048	The Trustee For The Sharkey Family Trust Precision Pipe Technologies	Trenchless Repairs	16/05/2025	3,300.00
EF179610	29052	Zenith Executive Search Pty Ltd Zenith Search	Employment - Recruitment Agency	16/05/2025	2,125.20
EF179611	29070	Delta Fabrication Pty Ltd Delta Roofing	Roofing Services	16/05/2025	682.00
EF179612	29072	The Trustee For The Smirk Communications Trust Ejan Communications	Communications And Installations	16/05/2025	1,100.00
EF179613	29080	The Trustee For Essemy Unit Trust	Business Improvement And Organisational	16/05/2025	2,750.00

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

EF179614	29091	Benjamin John Rowe	Musician, Guest Speaker, Consultant	16/05/2025	300.00
EF179615	29116	Aksharbrahma Pty Ltd The Drug Detection Agency - South Perth Wa	Workplace - Drug And Alcohol Testing	16/05/2025	389.95
EF179616	99997	Family Day Care	Fdc Payments W/E11/05/2025	15/05/2025	42,268.98
EF179617	10683	Gronbek Security	Locksmith Services	20/05/2025	5,023.00
EF179618	20000	Aust West Auto Electrical Pty Ltd	Auto Electrical Services	20/05/2025	2,618.06
EF179619	20539	The Trustee For The Cox Architecture (Aust) Unit Trust Cox Architecture Pty Lt	Architecture	20/05/2025	33,000.00
EF179620	22106	Intelife Group	Services - Daip	20/05/2025	8,431.55
EF179621	22658	South East Regional Centre For Urban Landcare Inc (Sercul)	Urban Landcare Services	20/05/2025	8,422.51
EF179622	26735	Shane Mcmaster Surveys	Survey Services	20/05/2025	5,390.00
EF179623	26898	Spandex Asia Pacific Pty Ltd	Signage Supplier	20/05/2025	3,367.88
EF179624	26987	Cti Risk Management	Security - Cash Collection	20/05/2025	597.25
EF179625	28001	Corsign Wa Pty Ltd	Sign Making Material	20/05/2025	12,272.70
EF179626	28263	Julia Kay Wallis	Historian	20/05/2025	605.00
EF179627	28481	Ink Strategy Pty Ltd	Strategic Planning	20/05/2025	7,425.00
EF179628	28893	B.J Keat & C.J Meerton Little People Play	Children's Events/Toy Hire	20/05/2025	2,915.00
EF179629	28992	The Trustee For Cge Operations Invest Trust - Esplanade Hote Esplanade Hot	Food&Beverage	20/05/2025	11,394.45
EF179630	10152	Aust Services Union	Payroll Deductions	26/05/2025	701.50
EF179631	10154	Australian Taxation Office	Payroll Deductions	26/05/2025	603,183.00
EF179632	10305	Child Support Agency	Payroll Deductions	26/05/2025	3,429.18
EF179633	19726	Health Insurance Fund Of Wa	Payroll Deductions	26/05/2025	847.80
EF179634	27874	Smartsalary	Salary Packaging/Leasing Administration	26/05/2025	12,259.54
EF179635	28458	Easi Group	Novated Leasing	26/05/2025	17,518.46
EF179636	28741	The Local Government, Racing & Cemeteries Employees Union Wa Lgrceu	Union	26/05/2025	44.00
EF179637	28890	Construction Forestry Mining Energy Union - Construction & G Cfmeu Wa - Co	Payroll Deductions	26/05/2025	30.00
EF179638	10118	Australia Post	Postage Charges	27/05/2025	13,941.29
EF179639	10484	Department Of Mines, Industry Regulation And Safety	Building Services Levy	27/05/2025	195,007.58
EF179640	19533	Woolworths Group Ltd (Woolworths & Big W)	Groceries	27/05/2025	2,571.59
EF179641	25832	Exteria	Street And Park Infrastructure	27/05/2025	9,292.80
EF179642	26623	Cromag Pty Ltd (Sigma Chemicals) Sigma Telford Group	Chemicals - Pool	27/05/2025	15,351.63
EF179643	26982	Plantrite	Plants	27/05/2025	623.70
EF179644	26987	Cti Risk Management	Security - Cash Collection	27/05/2025	967.65
EF179645	28686	Aged & Community Care Providers Association Ltd	Care Services	27/05/2025	1,245.00
EF179646	10747	Iinet Limited	Internet Services	30/05/2025	899.84
EF179647	11758	Req Officers Do Not Use - Water Corp Utility Account Only - Please Refer To 1	Water Usage / Sundry Charges	30/05/2025	33,058.21
EF179648	99996	Paul Price	Rates and Property Related refunds	30/05/2025	33.00
EF179649	99996	Imagesource Digital Solutions	Rates and Property Related refunds	30/05/2025	147.00
EF179650	99996	Perth Better Outdoors	Rates and Property Related refunds	30/05/2025	147.00
EF179651	99996	Franica Zuvela	Rates and Property Related refunds	30/05/2025	692.85
EF179652	99996	Peter Sweetman	Rates and Property Related refunds	30/05/2025	140.00
EF179653	99996	Gary Zahra And Paula Zahra	Rates and Property Related refunds	30/05/2025	548.00
EF179654	99996	Ecp Acquisitions 7 Pty Ltd	Rates and Property Related refunds	30/05/2025	5,814.36
EF179655	99996	Ecp Acquisitions 7 Pty Ltd	Rates and Property Related refunds	30/05/2025	665.82
EF179656	99996	Julie H Hunter	Rates and Property Related refunds	30/05/2025	1,000.00
EF179657	11867	Kevin John Allen	Elected Member Sitting Fees & Allowances	30/05/2025	2,906.62
EF179658	12740	Logan Howlett	Elected Member Sitting Fees & Allowances	30/05/2025	12,377.25
EF179659	19059	Carol Reeve-Fowkes	Elected Member Sitting Fees & Allowances	30/05/2025	2,891.71
EF179660	25353	Philip Eva	Elected Member Sitting Fees & Allowances	30/05/2025	2,875.29
EF179661	27326	Michael Separovich	Elected Member Sitting Fees & Allowances	30/05/2025	2,865.44

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

EF179662	27327	Chontelle Stone	Elected Member Sitting Fees & Allowances	30/05/2025	4,912.78
EF179663	27871	Tom Widenbar	Elected Member Sitting Fees & Allowances	30/05/2025	2,903.97
EF179664	27872	Phoebe Corke	Elected Member Sitting Fees & Allowances	30/05/2025	2,876.82
EF179665	28238	Tarun Dewan	Elected Member Sitting Fees & Allowances	30/05/2025	2,926.93
EF179666	28717	Carol Lechun Zhang	Elected Member Sitting Fees & Allowances	30/05/2025	2,900.52
EF179667	11794	Synergy	Electricity Usage/Supplies	30/05/2025	45,041.92
EF179668	28571	Perth Energy Pty Ltd	Energy Supply	30/05/2025	19.44
EF179669	88888	Gold Estate Holdings Pty Ltd	Bond Refund	27/05/2025	16,386.50
EF179670	88888	Crocker Construction Pty Ltd	Bond Refund	27/05/2025	25,000.00
EF179671	88888	Croker Construction Pty Ltd	Bond Refund	27/05/2025	22,000.00
EF179672	99997	Kathleen Mclean	Run Club Refund	27/05/2025	80.00
EF179673	99997	Eduardo Esterqui De Barros	Junior Sport Travel Assistance Grant	27/05/2025	400.00
EF179674	99997	Servau Offcl. Departmental Recpts&Paymen	Document Number : 180164262	27/05/2025	203.94
EF179675	99997	Claire Spagnolo	Individual Sponosrship	27/05/2025	500.00
EF179676	99997	Dance Ability Performing Arts Kelete	Community Grant Mental Health Program	27/05/2025	3,700.00
EF179677	99997	Multicultural Connect Australia	Community Grant-Purchase Of Equipment	27/05/2025	1,643.00
EF179678	99997	Atwell Community Association	Community Grant-Purchase Of Equipment	27/05/2025	2,995.88
EF179679	99997	Yangebup Family Centre	Community Grant-Waterway Walkway Project	27/05/2025	3,355.00
EF179680	99997	Nepali Association Of Western Australia	Community Grant-Tablets	27/05/2025	2,673.00
EF179681	99997	Liz N Auko	Refund Request 14052025	27/05/2025	1,489.86
EF179682	99997	Anela Zubonja	Refund For Cancellation	27/05/2025	78.00
EF179683	99997	Servau Offcl.Departmental Recpts & Payme	Invoice 180165207	27/05/2025	213.84
EF179684	99997	Louise Courtney	Sustainable Rebate Refund	27/05/2025	800.00
EF179685	99997	Robbie Bennett	Bird Bath Rebate Refund	27/05/2025	50.00
EF179686	99997	Samuel William Nagington	Compost Bin Rebate	27/05/2025	50.00
EF179687	99997	Success Netball Association	Small Event Sponsorship	27/05/2025	2,139.50
EF179688	99997	Coogee Beach Surf Lifesaving Club	Sports Equipment Grant	27/05/2025	1,100.00
EF179689	99997	Riptide Netball Club	Sports Equipment Grant	27/05/2025	816.00
EF179690	99997	Western Knights Soccer Club	Sports Equipment Grant	27/05/2025	516.45
EF179691	99997	Beeliar Spirit Association Football Club	Sports Equipment Grant	27/05/2025	1,000.00
EF179692	99997	David Kursar	Refund - Yps Event Supplies	27/05/2025	59.10
EF179693	99997	Jandakot Jets Jfc	Sports Equipment Grant	27/05/2025	1,100.00
EF179694	99997	Sureshkumar Patel	Crossover Rebate 24 Meander Way Treeby	27/05/2025	500.00
EF179695	99997	Angus George Love	Crossover Rebate 14 Carora Rise Beeliar	27/05/2025	500.00
EF179696	99997	Krishna Wilson	Crossover Rebate 1B Curan Street	27/05/2025	500.00
EF179697	99997	Bibra Lake Residents Association	Resident Groups Grant Program	27/05/2025	4,090.00
EF179698	99997	Bibra Lake Residents Association	Resident Groups Grant Program	27/05/2025	8,839.00
EF179699	99997	Coolbellup Amateur Football Club	Small Events Sponsorship	27/05/2025	800.00
EF179700	99997	Kristian Rodd	Sustainability Grant	27/05/2025	3,943.00
EF179701	99997	Janice Anderson	Russell Fletcher D001146037	27/05/2025	195.00
EF179702	99997	Lynnette Bell	Paul Kelly D001146037	27/05/2025	300.00
EF179703	99997	Yasas Botene	Phoebe Corke D001146037	27/05/2025	50.00
EF179704	99997	Kyro Carpenter	Carol Rchards D001146037 Mandi D00114603	27/05/2025	120.00
EF179705	99997	Peta Ciraolo	Lisa Blyth D001146777	27/05/2025	650.00
EF179706	99997	Lucinda Crimson	Glenis Taylor D001146302	27/05/2025	120.00
EF179707	99997	John Dakin	Johua Walters D001146302	27/05/2025	240.00
EF179708	99997	Sharon D Clifford	Shona Robinson D001146037	27/05/2025	340.00
EF179709	99997	Wilhelm Drechsler	Jill Whitfield D001146037	27/05/2025	360.00

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

EF179710	99997	James Egan	Carmel O'neil D001146037	27/05/2025	150.00
EF179711	99997	Sandra Egan	Paul Mcgovern D001146037 Cy O'neill D00	27/05/2025	120.00
EF179712	99997	Sharyn Egan	Paul Kelly D001146037	27/05/2025	250.00
EF179713	99997	Lolita Forlano	Kath Davey D001146034 Christopher Walkle	27/05/2025	90.00
EF179714	99997	Marie Foster	Sarah Plant D001146037	27/05/2025	600.00
EF179715	99997	Alana Mcnee	Linda Butter D001145253	27/05/2025	220.00
EF179716	99997	Sandy Gaskett	John Mcintyre D001146303	27/05/2025	380.00
EF179717	99997	Janna Jones	Hazel Shroy D001145252	27/05/2025	1,100.00
EF179718	99997	Biruta Mclaughlin	Sienna Graham D001146302	27/05/2025	350.00
EF179719	99997	Olivia Milveski	Joshua Walters D001146302	27/05/2025	80.00
EF179720	99997	Gail Murphy	Phoebe Corke D001146037 Dale Reynolds D	27/05/2025	260.00
EF179721	99997	Caroline Richards	Lynn Howard D001146303	27/05/2025	350.00
EF179722	99997	Ariane Rommele	Jeannette Neil D001146777	27/05/2025	200.00
EF179723	99997	Verna Storer	Wendy Birrell D001145252	27/05/2025	320.00
EF179724	99997	Suzanne Valente	Marie La Frenais D001146037 Joshua Walt	27/05/2025	230.00
EF179725	99997	Debbie Walker Tremlett	Ian Ivory D001146037	27/05/2025	220.00
EF179726	99997	Matteo Davis	Compost Bin Rebate	27/05/2025	50.00
EF179727	99997	Carol Catherwood	Refund For Rehabilitate Roe 8 Sundowner	27/05/2025	372.00
EF179728	99997	Benjamin Pearson	Junior Sport Travel Assistance Grant	27/05/2025	400.00
EF179729	99997	Maurice Lismann	Junior Sport Travel Assistance Grant	27/05/2025	400.00
EF179730	99997	Alexandra Fisher	Junior Sport Travel Assistance Grant	27/05/2025	400.00
EF179731	99997	Sofia Borg	Junior Sport Travel Assistance Grant	27/05/2025	400.00
EF179732	99997	Keiran Smith	Junior Sport Travel Assistance Grant	27/05/2025	400.00
EF179733	99997	Kenneth Harris	Compost Bin Rebate	27/05/2025	50.00
EF179734	99997	Ms Bette Owen	Compost Bin Rebate	27/05/2025	50.00
EF179735	99997	Shahnaz Aftab	Refund Book	27/05/2025	5.50
EF179736	99997	Tahnee Blake	Refund Book	27/05/2025	5.50
EF179737	99997	Sophie Forrest	Refund Book	27/05/2025	7.70
EF179738	99997	Rafi Beard	Refund Book	27/05/2025	9.90
EF179739	99997	Mona Hejazi	Refund Book	27/05/2025	6.60
EF179740	99997	Emma Howe	Refund Book	27/05/2025	23.10
EF179741	99997	Katherine Veerhuis	Refund Book	27/05/2025	9.90
EF179742	99997	Cockburn Cobras Football Club	Community Grant-Purchase Of Kitchen Equi	27/05/2025	3,000.00
EF179743	99997	Mrs Naomi Davis	Bird Bath Rebate	27/05/2025	22.95
EF179744	99997	Mr Kenneth See Hoong (Ksh & Rj Thean)	Bird Bath Rebate	27/05/2025	50.00
EF179745	99997	Ms Deborah Kitak	Compost Bin Rebate	27/05/2025	50.00
EF179746	99997	Mrs Donna Butt	Nappy And Sanitary Product Rebate	27/05/2025	45.50
EF179747	99997	Tanya Cooper	Nappy And Sanitary Product Rebate	27/05/2025	50.00
EF179748	99997	Maxine Lee	Cctv Residentail Rebate	27/05/2025	500.00
EF179749	99997	Nik Brearley	Cctv Residentail Rebate	27/05/2025	500.00
EF179750	99997	Emma Eagleton	Cctv Residentail Rebate	27/05/2025	500.00
EF179751	99997	Margaret Howard	Cctv Residentail Rebate	27/05/2025	500.00
EF179752	99997	Wayne Marriott	Cctv Residentail Rebate	27/05/2025	500.00
EF179753	99997	Mr Tm Radley	Crossover Claim	27/05/2025	500.00
EF179754	99997	Roberta Bunce	Volunteer Lunch Reimbursement	27/05/2025	12.43
EF179755	99997	Family Day Care	Fdc Payments W/E 25/05/2025	29/05/2025	41,845.17
EF179756	10058	Alsco Pty Ltd	Hygiene Services/Supplies	30/05/2025	323.22
EF179757	10091	Aslab Pty Ltd	Asphalting Services/Supplies	30/05/2025	27,205.20

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

EF179758	10097	Blackwoods Atkins	Engineering Supplies	30/05/2025	356.40
EF179759	10184	Benara Nurseries	Plants	30/05/2025	316.70
EF179760	10207	Boc Gases	Gas Supplies	30/05/2025	1,033.76
EF179761	10221	Bp Australia Pty Ltd	Diesel/Petrol Supplies	30/05/2025	29,283.90
EF179762	10226	Bridgestone Australia Ltd	Tyre Services	30/05/2025	17,301.43
EF179763	10239	Busby Investments Pty Ltd. Budget Rent A Car - Perth	Motor Vehicle Hire	30/05/2025	2,009.47
EF179764	10244	Building & Const Industry Training Fund	Levy Payment	30/05/2025	96,867.01
EF179765	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	30/05/2025	7,072.60
EF179766	10247	Bunzl Australia Ltd	Paper/Plastic/Cleaning Supplies	30/05/2025	211.56
EF179767	10287	Centreline Markings	Linemarking Services	30/05/2025	2,530.00
EF179768	10352	Cockburn Bowling & Recreational Club Inc Cockburn Barc	Recreation Club	30/05/2025	1,400.00
EF179769	10359	Cockburn Painting Service	Painting Supplies/Services	30/05/2025	6,136.90
EF179770	10368	Cockburn Wetlands Education Centre	Community Grant	30/05/2025	3,159.75
EF179771	10384	Progility Pty Ltd	Communication Services	30/05/2025	18,767.76
EF179772	10483	Landgate	Mapping/Land Title Searches	30/05/2025	6,736.12
EF179773	10526	E & Mj Rosher Pty Ltd	Mower Equipment	30/05/2025	8,757.35
EF179774	10528	Easifleet	Vehicle Lease	30/05/2025	522.74
EF179775	10535	Workpower Incorporated	Employment Services - Planting	30/05/2025	26,635.81
EF179776	10589	Fines Enforcement Registry	Fines Enforcement Fees	30/05/2025	4,042.00
EF179777	10590	Department Of Fire And Emergency Services	Esl Levy & Related Costs	30/05/2025	1,337.00
EF179778	10655	Ghd Pty Ltd	Consultancy Services	30/05/2025	12,282.16
EF179779	10787	Jandakot Accident Repair Centre	Panel Beating Services	30/05/2025	1,162.54
EF179780	10879	Les Mills Aerobics	Instruction/Training Services	30/05/2025	2,215.18
EF179781	10913	Bucher Municipal Pty Ltd	Purchase Of New Plant / Repair Services	30/05/2025	1,270.50
EF179782	10918	Main Roads Wa	Repairs/Maintenance/Funding Contribution	30/05/2025	15,758.69
EF179783	10923	Major Motors Pty Ltd	Repairs/Maintenance Services	30/05/2025	54.41
EF179784	10982	Modern Teaching Aids Pty Ltd	Teaching Aids	30/05/2025	3,126.92
EF179785	10991	Beacon Equipment	Mowing Equipment	30/05/2025	3,679.10
EF179786	11022	Native Arc Inc T/ A Wa Wildlife	Grants & Donations	30/05/2025	276.00
EF179787	11036	Northlake Electrical Pty Ltd	Electrical Services	30/05/2025	60,981.38
EF179788	11152	Fulton Hogan Industries Pty Ltd	Road Maintenance	30/05/2025	3,960.00
EF179789	11182	Premium Brake & Clutch Services Pty Ltd	Brake Services	30/05/2025	3,390.64
EF179790	11307	Satellite Security Services Pty Ltd	Security Services	30/05/2025	12,945.02
EF179791	11316	Seek Limited	Recruitment Advertising	30/05/2025	2,653.35
EF179792	11334	Shenton Pumps	Pool Equipment/Services	30/05/2025	3,744.54
EF179793	11387	Bibra Lake Soils	Soil & Limestone Supplies	30/05/2025	873.00
EF179794	11425	Resource Recovery Group	Waste Disposal Gate Fees	30/05/2025	1,110.00
EF179795	11449	Spearwood Florist Ultimate Co Pty Ltd	Floral Arrangements	30/05/2025	475.00
EF179796	11483	St John Ambulance Aust Wa Operations	First Aid Courses	30/05/2025	304.00
EF179797	11511	Statewide Bearings	Bearing Supplies	30/05/2025	85.50
EF179798	11531	Sunny Industrial Brushware Pty Ltd	Brush/Road Broom Supplies	30/05/2025	341.00
EF179799	11557	Technology One Ltd	It Consultancy Services	30/05/2025	2,197.80
EF179800	11619	Titan Ford	Purchase Of Vehicles & Servicing	30/05/2025	149.00
EF179801	11625	Nutrien Water	Reticulation Supplies	30/05/2025	13,062.86
EF179802	11642	Trailer Parts Pty Ltd	Trailer Parts	30/05/2025	203.45
EF179803	11651	Tree Watering Services	Tree Watering Services	30/05/2025	15,128.00
EF179804	11701	Vibra Industrial Filtration Australasia	Filter Supplies	30/05/2025	668.80
EF179805	11722	Wa Hino Sales & Service	Purchase Of New Trucks / Maintenance	30/05/2025	1,060.46

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

EF179806	11739	Wa Spit Roast Company	Catering Services	30/05/2025	6,470.10
EF179807	11787	Department Of Transport	Vehicle Search Fees	30/05/2025	1,028.30
EF179808	11793	Western Irrigation Pty Ltd	Irrigation Services/Supplies	30/05/2025	45,692.21
EF179809	11795	Western Power	Street Lighting Installation & Service	30/05/2025	3,300.00
EF179810	11806	Westrac Pty Ltd	Repairs/Mtnce - Earthmoving Equipment	30/05/2025	22,818.02
EF179811	11841	Yangebup Family Centre Inc	Venue Hire / Grants & Donations	30/05/2025	772.20
EF179812	11873	Wattleup Tractors	Hardware Supplies	30/05/2025	81,223.40
EF179813	12153	Hays Personnel Services Pty Ltd	Employment Services	30/05/2025	9,481.61
EF179814	12394	Mp Rogers & Associates	Consultancy Services - Marine	30/05/2025	2,047.10
EF179815	12868	Anandashila Saraswati Nandi Chinna Consultancy	Nature Writing Workshops	30/05/2025	600.00
EF179816	13102	Michael Page International (Australia) Pty Ltd	Employment Services	30/05/2025	11,882.61
EF179817	13475	The Trustee For Burgess Rawson Wa Unit Trust Burgess Rawson (Wa) Pty Ltd	Property Management	30/05/2025	39,734.51
EF179818	14297	Artref Pty Ltd	Printing Cartridges	30/05/2025	214.50
EF179819	14350	Baileys Fertiliser	Fertiliser Supplies	30/05/2025	40,343.35
EF179820	14530	Donald Veal Consultants Pty Ltd	Consultancy Services	30/05/2025	17,953.90
EF179821	15393	Stratagreen	Hardware Supplies	30/05/2025	5,902.58
EF179822	15550	Apace Aid Inc	Plants & Landscaping Services	30/05/2025	17,510.38
EF179823	15588	Natural Area Consulting Management Services	Weed Spraying	30/05/2025	2,053.26
EF179824	15746	Western Australia Police Service	Police Clearances	30/05/2025	72.00
EF179825	15772	The Trustee For The Parker Black & Forrest Unit Trust Parker Black & Forrest	Architectural Door Hardware Distributor	30/05/2025	327.39
EF179826	15850	Ecoscape Australia Pty Ltd	Environmental Consultancy	30/05/2025	1,182.50
EF179827	16064	Cms Engineering	Airconditioning Services	30/05/2025	40,080.78
EF179828	16107	Wren Oil	Waste Disposal Services	30/05/2025	1,435.50
EF179829	16698	Tidy Up	Rubbish Removal	30/05/2025	2,944.00
EF179830	16979	Japanese Truck And Bus Spares Pty Ltd	Spare Parts - Automotive	30/05/2025	537.70
EF179831	16985	Wa Premix	Concrete Supplies	30/05/2025	3,524.40
EF179832	17301	Good Reading Magazine	Subscription	30/05/2025	2,095.00
EF179833	17553	Altus Traffic Pty Ltd	Traffic Control Services	30/05/2025	8,131.55
EF179834	17605	Couch Pty Ltd Ezi-Edge	Kerbing Services	30/05/2025	5,280.00
EF179835	17608	Nu-Trac Rural Contracting	Beach Cleaning/Firebreak Construction	30/05/2025	11,261.08
EF179836	18126	Dell Australia Pty Ltd	Computer Hardware	30/05/2025	6,963.00
EF179837	18272	Austraclear Limited	Investment Services	30/05/2025	107.15
EF179838	18286	Iw Projects Pty Ltd	Consultancy Services - Civil Engineering	30/05/2025	16,656.20
EF179839	18801	Fremantle Bin Hire	Bin Hire - Skip Bins	30/05/2025	440.00
EF179840	18962	Sealanes (1985) P/L	Catering Supplies	30/05/2025	2,893.46
EF179841	19096	Australian Association For Environmental Education	Training Services	30/05/2025	250.00
EF179842	19496	Officer Woods Architects Pty Ltd	Architects	30/05/2025	25,546.15
EF179843	19533	Woolworths Group Ltd (Woolworths & Big W)	Groceries	30/05/2025	99.25
EF179844	19937	Aust-Weigh Pty Ltd	Industrial Scales	30/05/2025	4,515.50
EF179845	20000	Aust West Auto Electrical Pty Ltd	Auto Electrical Services	30/05/2025	271.90
EF179846	20215	Powervac	Cleaning Equipment	30/05/2025	611.85
EF179847	20549	A1 Carpet, Tile & Grout Cleaning	Cleaning Services - Tiles/Carpet	30/05/2025	3,465.00
EF179848	20747	The Trustee For Bowden Family Trust Bowden Tree Consultancy	Consultancy - Arboricultural	30/05/2025	9,988.00
EF179849	21294	Cat Haven	Animal Services	30/05/2025	339.92
EF179850	21469	John Hughes Volkswagon	Purchase Of New Vehicle	30/05/2025	145,650.97
EF179851	21678	Iannello Designs	Graphic Design	30/05/2025	792.00
EF179852	21744	Jb Hi Fi - Commercial	Electronic Equipment	30/05/2025	13,521.17
EF179853	21946	Ryan's Quality Meats	Meat Supplies	30/05/2025	997.33

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

EF179854	22541	Surfing Western Australia Inc.	Training Services - Surfing	30/05/2025	1,200.00
EF179855	22553	Brownes Food Operations	Catering Supplies	30/05/2025	742.61
EF179856	22613	Vicki Royans	Artistic Services	30/05/2025	300.00
EF179857	22658	South East Regional Centre For Urban Landcare Inc (Sercul)	Urban Landcare Services	30/05/2025	1,320.00
EF179858	22681	Abbey Blinds & Curtains	Blinds	30/05/2025	1,656.60
EF179859	22752	Elgas Limited	Gas Supplies	30/05/2025	363.72
EF179860	22806	Chevron Australia Downstream Fuels Pty Ltd	Fuel Supplies	30/05/2025	40,260.44
EF179861	23254	Ibis Information Systems Pty Ltd	Computer Software	30/05/2025	12,108.56
EF179862	23332	Wrights Heavy Recovery	Towing Services	30/05/2025	1,320.00
EF179863	23351	Cockburn Gp Super Clinic Limited T/A Cockburn Integrated Health	Leasing Fees	30/05/2025	9,900.00
EF179864	23457	Totally Workwear Fremantle	Clothing - Uniforms	30/05/2025	5,029.62
EF179865	23579	Daimler Trucks Perth	Purchase Of New Truck	30/05/2025	400.38
EF179866	24275	Truck Centre Wa Pty Ltd	Purchase Of New Truck	30/05/2025	3,420.99
EF179867	24506	Amaranti's Personal Training	Personal Training Services	30/05/2025	1,040.00
EF179868	24527	Australian Association For Environmental Education (Wa Chapt	Course Registration	30/05/2025	825.00
EF179869	24557	Aveling	Consultancy Services	30/05/2025	6,391.00
EF179870	24655	Automasters Spearwood	Vehicle Servicing	30/05/2025	3,291.40
EF179871	24725	Feral Invasive Species Eradication Management	Eradication Management Services	30/05/2025	3,245.00
EF179872	24736	Zenien	Cctv Camera Licences	30/05/2025	2,945.25
EF179873	24974	Scott Print	Printing Services	30/05/2025	4,422.00
EF179874	25063	Superior Pak Pty Ltd	Vehicle Maintenance	30/05/2025	5,606.53
EF179875	25102	Fremantle Mobile Welding	Welding Services	30/05/2025	5,324.00
EF179876	25264	Acurix Networks Pty Ltd	Wifi Access Service	30/05/2025	3,593.70
EF179877	25332	Intergraph Corporation	Mapping Services	30/05/2025	1,663.46
EF179878	25418	Cs Legal	Legal Services	30/05/2025	14,829.87
EF179879	25645	Yelakitj Moort Nyungar Association Inc	Welcome To The Country Performances	30/05/2025	1,000.00
EF179880	25795	Fremantle Prison (Department Of Planning, Lands & Heritage)	Transfer Of Land - Lot 2718 Benedick Rd	30/05/2025	520.00
EF179881	25813	Lg Connect Pty Ltd	Erp Systems Development	30/05/2025	6,125.84
EF179882	25822	Fit2work.Com.Au Mercury Search And Selection Pty Ltd	Employee Check	30/05/2025	144.65
EF179883	26114	Grace Records Management	Records Management Services	30/05/2025	1,540.16
EF179884	26211	Amcom Pty Ltd	Internet/Data Services	30/05/2025	3,967.70
EF179885	26257	Paperbark Technologies Pty Ltd	Arboricultural Consultancy Services	30/05/2025	32,512.39
EF179886	26303	Gecko Contracting Turf & Landscape Maintenance	Turf & Landscape Maintenance	30/05/2025	315,426.94
EF179887	26314	Cpe Group	Temporary Employment Services	30/05/2025	1,500.00
EF179888	26329	Safety Signs Service Pty Ltd	Safety Signs	30/05/2025	3,145.47
EF179889	26449	Eco Shark Barrier Pty Ltd	Leasing Fee For Shark Barrier	30/05/2025	11,302.00
EF179890	26470	Scp Conservation	Fencing Services	30/05/2025	33,137.50
EF179891	26533	Curtin University	Program Assessments	30/05/2025	3,850.00
EF179892	26558	Healthcare Australia Pty Ltd	Temporary Employment Services	30/05/2025	286.97
EF179893	26574	Eva Bellydance	Entertainment - Belly Dancing	30/05/2025	375.00
EF179894	26597	West Coast Shade Pty Ltd	Shade Structures	30/05/2025	67,067.00
EF179895	26618	Global Spill Control Pty Ltd	Road Safety Products	30/05/2025	2,168.32
EF179896	26623	Cromag Pty Ltd (Sigma Chemicals) Sigma Telford Group	Chemicals - Pool	30/05/2025	58.85
EF179897	26625	Andover Detailers	Car Detailing Services	30/05/2025	2,505.96
EF179898	26626	Senversa Pty Ltd	Environmental Auditing	30/05/2025	21,450.00
EF179899	26677	Australia And New Zealand Recycling Platform Limited	Not- For-Profit Member Services Body	30/05/2025	3,179.88
EF179900	26679	La Mint Events & Catering	Catering	30/05/2025	365.75
EF179901	26705	Creative Adm	Marketing Services	30/05/2025	1,003.20

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

EF179902	26735	Shane Mcmaster Surveys	Survey Services	30/05/2025	10,175.00
EF179903	26743	Statewide Turf Services	Turf Renovation	30/05/2025	7,436.00
EF179904	26754	Connect Call Centre Services	Call Centre Services	30/05/2025	2,286.68
EF179905	26771	Instant Products Hire	Portable Toilet Hire	30/05/2025	780.56
EF179906	26782	Soft Landing	Recycling Services	30/05/2025	29,251.24
EF179907	26811	Romeri Motor Trimmers	Upholstery Repair	30/05/2025	253.00
EF179908	26812	Brooks Choice Removals	Removalists	30/05/2025	330.00
EF179909	26827	Good Samaritan Industries	Business Mail House Solutions, Warehousi	30/05/2025	2,640.00
EF179910	26843	Ergolink	Ergonomic Office Furniture	30/05/2025	4,647.64
EF179911	26846	Visability Limited	Disabilibilty Services	30/05/2025	586.83
EF179912	26851	Barrett Exhibition Group Pty Ltd	Dsipaly Equipment	30/05/2025	10,322.40
EF179913	26888	Media Engine	Graphic Design, Marketing, Video Product	30/05/2025	22,790.00
EF179914	26901	Alyka Pty Ltd	Digital Consultancy And Web Development	30/05/2025	2,860.00
EF179915	26915	Focused Vision Consulting Pty Ltd	Consulting	30/05/2025	7,192.90
EF179916	26923	Woodlands	Rubbish Collection Equipment	30/05/2025	18,616.35
EF179917	26929	Elan Energy Matrix Pty Ltd	Recycling Services	30/05/2025	4,443.75
EF179918	26939	Udla	Landscape Architecture And Urban Design	30/05/2025	9,097.11
EF179919	26946	Av Truck Services Pty Ltd	Truck Dealership	30/05/2025	372.55
EF179920	26957	Jbs & G Australia Pty Ltd	Consultancy - Enviromental	30/05/2025	22,498.30
EF179921	26964	South Metropolitan Tafe	Education	30/05/2025	363.75
EF179922	26987	Cti Risk Management	Security - Cash Collection	30/05/2025	1,223.20
EF179923	27010	Quantum Building Services Pty Ltd	Building Maintenance	30/05/2025	32,886.06
EF179924	27011	Baileys Marine Fuel Australia	Fuel	30/05/2025	311.13
EF179925	27015	Intelli Trac	Gps Tracking	30/05/2025	7,046.60
EF179926	27028	Technogym Australia Pty Ltd	Fitness Equipment	30/05/2025	2,320.22
EF179927	27031	Downer Edi Works Pty Ltd	Asphalt Services	30/05/2025	1,247.55
EF179928	27032	Wtp Australia Pty Ltd	Quantity Surveyors	30/05/2025	3,678.40
EF179929	27044	Graffiti Systems Australia	Graffiti Removal & Anti-Graffiti Coating	30/05/2025	22,441.65
EF179930	27046	Tfh Hire Services Pty Ltd	Hire Fencing	30/05/2025	1,526.36
EF179931	27054	Vocus Pty Ltd	Telecommunications	30/05/2025	14,793.69
EF179932	27059	Frontline Fire & Rescue Equipment	Manufacture-Fire Vehicles/Equipment	30/05/2025	5,882.00
EF179933	27065	Westbooks	Books	30/05/2025	9,713.81
EF179934	27082	Kulbardi Pty Ltd	Stationery Supplies	30/05/2025	3,605.91
EF179935	27085	Savills Project Management Pty Ltd	Project Management	30/05/2025	6,694.60
EF179936	27100	Sea Jewels Swimwear	Swimwear	30/05/2025	7,544.50
EF179937	27154	Veolia Recycling & Recovery Pty Ltd	Waste Services	30/05/2025	5,234.33
EF179938	27168	Nightlife Music Pty Ltd	Music Management	30/05/2025	465.53
EF179939	27169	Natural Power Solutions Pty Ltd	Power Supply Protection, Products & Serv	30/05/2025	2,662.00
EF179940	27177	Rentokil Initial Pty Ltd (Initial Hygiene)	Hygiene	30/05/2025	3,600.41
EF179941	27189	Healthstrong Pty Ltd Amplar Allied Health	Mobile Allied Health Services	30/05/2025	220.00
EF179942	27201	Wfs Australia Pty Ltd	Software	30/05/2025	453.95
EF179943	27222	Ashton Safety Health Environment	Safety, Health, Environment Consulting	30/05/2025	1,060.87
EF179944	27241	Landscape Elements	Landscaping Services	30/05/2025	91,596.38
EF179945	27246	Veale Auto Parts	Spare Parts Mechanical	30/05/2025	1,015.30
EF179946	27275	Hospitality Total Services	Hospitality Consultants	30/05/2025	14,725.70
EF179947	27377	Accidental Health And Safety - Perth	First Aid Supplies	30/05/2025	2,512.00
EF179948	27381	Fit For Life Exercise Physiology	Exercise Classes	30/05/2025	1,425.00
EF179949	27385	Programmed Electrical Technologies	Electrical Services	30/05/2025	3,404.50

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

EF179950	27405	Combat Clothing Australia P/L	Clothing - Protective	30/05/2025	9,207.00
EF179951	27423	Mechanical Project Services Pty Ltd	Airconditioning Services	30/05/2025	10,848.80
EF179952	27427	Home Chef	Cooking/Food Services	30/05/2025	556.05
EF179953	27437	Pb Reticulation & Maintenance Services Pty Ltd	Irragation Services	30/05/2025	699.60
EF179954	27455	The Trustee For Ssh Group Safety Trust Ocula (Aus)	Cctv Parts	30/05/2025	24,024.73
EF179955	27539	Jasmin Carpentry & Maintenance	Carpentry	30/05/2025	2,729.00
EF179956	27548	Standing Fork	Catering	30/05/2025	7,868.40
EF179957	27566	Thuroona Services	Asbestos Removal	30/05/2025	1,861.20
EF179958	27579	Soco Studios	Photography Services	30/05/2025	1,188.00
EF179959	27596	Allwest Plant Hire Australia Pty Ltd	Plant Hire And Civil Contracting	30/05/2025	24,243.02
EF179960	27613	Redimed Pty Ltd	Medical & Health Services	30/05/2025	10,338.75
EF179961	27617	Atturra Business Applications	Consultancy - It	30/05/2025	1,925.00
EF179962	27622	Trugrade Medical Supplies	Medical Supplies	30/05/2025	4,642.50
EF179963	27630	K-Line Fencing Group	Fencing	30/05/2025	657.25
EF179964	27631	Aquatic Services Wa Pty Ltd	Pool Equipment & Maintenance	30/05/2025	8,184.09
EF179965	27635	Mammoth Security Signature Security Group	Security	30/05/2025	52.60
EF179966	27640	Range Ford	Motor Vehicles	30/05/2025	46,232.94
EF179967	27676	Blue Force Pty Ltd	Security Services	30/05/2025	15,231.09
EF179968	27684	Jani Murphy Pty Ltd	Training	30/05/2025	3,001.63
EF179969	27695	Qtm Pty Ltd	Traffic Management	30/05/2025	43,411.04
EF179970	27701	Perth Better Homes	Shade Sails	30/05/2025	18,850.70
EF179971	27722	Metra Australia	Software	30/05/2025	37,400.00
EF179972	27757	Ground Support Systems (Aust)	Shoring Equipment	30/05/2025	1,320.00
EF179973	27779	Sports Circuit Linemarking	Linemarking	30/05/2025	10,483.00
EF179974	27797	City Lift Services Pty Ltd	Lift Maintenance	30/05/2025	4,248.75
EF179975	27801	Transponder Technologies Pty Ltd	Fuel Management Systems	30/05/2025	990.00
EF179976	27803	Born To Sparkle	Entertainment	30/05/2025	984.98
EF179977	27812	Oceanis International Pty Ltd	Consultancy - Aquatic	30/05/2025	30,250.00
EF179978	27819	Axiis Contracting Pty Ltd	Concrete Works	30/05/2025	173,584.88
EF179979	27829	Smec Australia Pty Ltd	Consultancy - Engineering	30/05/2025	59,275.06
EF179980	27850	Dowsing Group Pty Ltd	Concreting Services	30/05/2025	35,557.28
EF179981	27856	My Flex Health International	Nursing Services	30/05/2025	462.00
EF179982	27865	Colliers International Engineering & Design (Wa) Pty Limited	Engineering Services	30/05/2025	25,269.09
EF179983	27867	Terra Rosa Consulting	Consultancy - Heritage	30/05/2025	16,876.44
EF179984	27894	Homecare Physiotherapy	Healthcare	30/05/2025	10,639.72
EF179985	27914	Fleetcare	Software	30/05/2025	22.00
EF179986	27917	Go Doors Advanced Automation	Door Maintenance & Repair	30/05/2025	47,554.14
EF179987	27953	Truckline	Spare Parts, Truck/Trailer	30/05/2025	209.16
EF179988	27965	Stantec Australia Pty Ltd	Engineering Services	30/05/2025	4,810.58
EF179989	27969	Perfect Gym Solutions	Software For Gym's	30/05/2025	5,896.33
EF179990	27984	Sabrina Fenwick	Excercise Classes	30/05/2025	640.00
EF179991	27986	Daily Living Products	Mobility Equip	30/05/2025	401.00
EF179992	27994	Fabritecture Australia Pty Ltd	Construction - Roofing	30/05/2025	1,300.00
EF179993	28003	Taylor Made Design	Graphic Design	30/05/2025	2,062.50
EF179994	28006	Terra Firma Laboratories (Wa)	Construction Materials Testing	30/05/2025	43,535.25
EF179995	28031	Brandon's Shredding Boxes	Recycling	30/05/2025	125.00
EF179996	28047	Mitchell Garlett	Ceremonial Services	30/05/2025	450.00
EF179997	28049	Copy Magic	Printing Services	30/05/2025	2,355.30

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

EF179998	28086	Gfg Consulting	Consultancy	30/05/2025	13,148.00
EF179999	28168	Sifting Sands	Sand Cleaning	30/05/2025	7,491.00
EF180000	28191	Enviro Sweep	Sweeping Services	30/05/2025	5,099.33
EF180001	28196	Brightmark Group Pty Ltd	Cleaning Services	30/05/2025	11,933.53
EF180002	28197	Lite N Easy Pty Ltd	Food Supplies	30/05/2025	1,141.70
EF180003	28201	Select Fresh	Food Supplies	30/05/2025	809.98
EF180004	28214	Beyond Skateboarding	Skateboarding Clinics	30/05/2025	1,100.00
EF180005	28215	Complete Office Supplies Pty Ltd	Stationery	30/05/2025	4,768.26
EF180006	28218	Laminar Capital Pty Ltd	Financial Services	30/05/2025	1,518.00
EF180007	28220	Comcare Foodservice Repairs	Catering Equipment Repairs	30/05/2025	429.00
EF180008	28229	Reino International Pty Ltd	Parking Software	30/05/2025	67,760.00
EF180009	28231	Typeset Pty Ltd	Editorial And Business Communications Se	30/05/2025	6,050.00
EF180010	28233	Western Maze Wa Pty Ltd	Waste Collection Services	30/05/2025	7,185.75
EF180011	28241	Swift Flow Pty Ltd	Plumbing	30/05/2025	50,112.31
EF180012	28246	Hendercare	Nursing Services	30/05/2025	4,772.68
EF180013	28254	Cleantex Pty Ltd	Laundry Service	30/05/2025	780.75
EF180014	28261	Hazed Services Pty Ltd	Safety - Roof	30/05/2025	677.27
EF180015	28264	Garden Organics	Organics Processing	30/05/2025	49,892.46
EF180016	28265	Tree Care Wa	Vegetation Maintenance Services	30/05/2025	16,485.80
EF180017	28277	Gesha Coffee Co	Coffee Supplies	30/05/2025	2,259.60
EF180018	28287	All Lines	Linemarking	30/05/2025	632.50
EF180019	28295	Committee For Economic Development Of Australia	Marketing	30/05/2025	12,650.00
EF180020	28297	Techbrain	It Consultancy	30/05/2025	984.92
EF180021	28303	Miracle Recreation Equipment	Playground Equipment	30/05/2025	2,380.40
EF180022	28318	Ati-Mirage	Training	30/05/2025	8,690.00
EF180023	28325	Squiz Australia Pty Ltd	Search Engine Optimisation	30/05/2025	33,275.00
EF180024	28354	Sauna And Steam Wa	Carpentry Services	30/05/2025	1,317.36
EF180025	28361	Indoor Gardens Pty Ltd	Hiring Indoor Plants	30/05/2025	803.88
EF180026	28371	Flexi Staff	Employment Services	30/05/2025	57,757.93
EF180027	28378	Advoc8 Grm Pty Ltd	Software	30/05/2025	19,248.90
EF180028	28381	Sandwai Pty Ltd	Software	30/05/2025	2,025.65
EF180029	28392	Mcs Civil Contracting	Engineering/Earthworks	30/05/2025	23,663.75
EF180030	28399	Abe's Audio	Audio/Video Production	30/05/2025	456.50
EF180031	28408	Rc Vegetation Services Pty Ltd	Mowing Services	30/05/2025	6,485.60
EF180032	28409	Sanpoint Pty Ltd (Ld Total)	Landscape Services	30/05/2025	31,409.35
EF180033	28423	Jordies Garden Bags	Waste Services	30/05/2025	1,336.50
EF180034	28426	Power Paving Pty Ltd	Paving Services	30/05/2025	9,340.00
EF180035	28428	Wa Bolts Pty Ltd	Fixings & Fasteners	30/05/2025	137.64
EF180036	28437	Building & Industrial Cleaning Services	Cleaning Services	30/05/2025	89.38
EF180037	28454	Aussie Natural Spring Water	Water Supplies	30/05/2025	617.31
EF180038	28463	Antree Dnh Pty Ltd	Gardening	30/05/2025	3,517.80
EF180039	28471	Telstra Limited	Telecommunications	30/05/2025	15,315.07
EF180040	28475	Host Corporation Pty Ltd	Catering Supplies	30/05/2025	287.10
EF180041	28483	Mbgsholdings Pty Ltd (Central West Refrigeration)	Building Maintenance	30/05/2025	1,576.30
EF180042	28516	Classic Hire	Equipment Hire	30/05/2025	582.82
EF180043	28522	Bing Technologies Pty Ltd	Mailing Services	30/05/2025	1,208.07
EF180044	28532	Oil & Energy Pty. Ltd.	Lubricant Supplier	30/05/2025	1,566.17
EF180045	28535	Lora Flora	Murals And Art Workshops	30/05/2025	11,000.00

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

EF180046	28538	Old Macdonald's Travelling Farms - Wa East	Mobile Petting Farm	30/05/2025	968.00
EF180047	28544	Forpark Australia 4Park Pty Ltd	Fitness Equipment	30/05/2025	74,800.00
EF180048	28547	Eco Faeries	Family Education And Entertainment	30/05/2025	2,717.00
EF180049	28569	Choiceone Pty Ltd	Recruitment Services	30/05/2025	32,525.82
EF180050	28580	Successful Projects	Project Management, Planning &Scheduling	30/05/2025	4,941.32
EF180051	28584	Ausco Modular Pty Ltd	Hire Services	30/05/2025	2,552.78
EF180052	28595	Dnw Solutions Pty Ltd Kineticon Group	Building Repairs, Maintenance, Construct	30/05/2025	38,319.08
EF180053	28605	Solv Solutions Pty Ltd	Software As A Service	30/05/2025	11,000.00
EF180054	28610	Green Values Australia	Environmental Consultancy	30/05/2025	5,104.00
EF180055	28618	Tunstall Healthcare	Medical Alarm Equipment & Monitoring	30/05/2025	31.30
EF180056	28621	Imprint Plastic	Printing	30/05/2025	22.55
EF180057	28627	White Oak Home Care Services	White Oak Home Care	30/05/2025	1,551.50
EF180058	28632	Total Connections Pty Ltd	Hose, Hydraulics & Fire Protection Servi	30/05/2025	3,584.45
EF180059	28652	Omnicom Media Group Australia Pty Ltd Omnicom Media Group Australia Pty L	Media And Advertising Services	30/05/2025	3,331.61
EF180060	28675	Elite Pool Covers	Pool Covers	30/05/2025	1,045.00
EF180061	28679	Creditor Watch Pty Ltd	Credit Bureau	30/05/2025	787.10
EF180062	28687	Megavision	Event Business	30/05/2025	2,669.37
EF180063	28708	Ultimo Catering & Events Pty Ltd	Catering & Events	30/05/2025	6,942.20
EF180064	28712	Sensen Networks Operations Pty Ltd	Ai Solutions For Automating Live (Real-T	30/05/2025	44,660.00
EF180065	28728	Australian Defence Apparel Pty Ltd Legear	Law Enforcement Gear	30/05/2025	30.26
EF180066	28731	O'donnell, Crystal Dawn Dementia Together	Healthcare - Occupational Therapy	30/05/2025	425.71
EF180067	28745	Kinnaird, Lance Digital Marketing Ninja	Marketing	30/05/2025	924.00
EF180068	28760	Spawtz Pty Ltd	Competition Management And Payments Soft	30/05/2025	1,698.29
EF180069	28762	Hart Sport Australia Pty Ltd Hart Sport	Supply Sporting Equipment	30/05/2025	2,516.50
EF180070	28764	Phase 3 Maintenance Pty Ltd	Landscape Maintenance	30/05/2025	4,950.00
EF180071	28767	The Trustee For Bugbusters Unit Trust Bug Busters	Pest Control	30/05/2025	2,109.25
EF180072	28769	Blak Line Industries Pty Ltd Blak Line Industries	Print Management Within The Print & Grap	30/05/2025	3,913.80
EF180073	28787	Blue Assist Pty Ltd	Supply And Install Emergency Help Device	30/05/2025	547.00
EF180074	28795	Smsglobal Pty Ltd	Sms	30/05/2025	757.07
EF180075	28797	Wa International Pty Ltd Plunge & Co	Catering - Cafe & Restaurant	30/05/2025	355.00
EF180076	28798	Greenshed Pty Ltd Living Turf	Gardening - Horticulture Products	30/05/2025	10,131.00
EF180077	28800	Bolinda Digital Pty Ltd	Audiobook Publishing And Technology	30/05/2025	1,985.52
EF180078	28815	Weldplas And Services Pty Ltd	Construction - Plastic Fabrication	30/05/2025	10,862.97
EF180079	28826	Hitachi Construction Machinery (Australia) Pty Ltd	Construction And Mining	30/05/2025	3,452.55
EF180080	28829	Alerting Devices Australia Pty Ltd Safe Life	Safety Equiptment	30/05/2025	1,980.00
EF180081	28831	Safepath Pty Ltd	Concrete Footpath Grinding To Remove T	30/05/2025	1,375.00
EF180082	28843	Pgc Training Pty Ltd Consolidated Training Services	Training Provider	30/05/2025	500.00
EF180083	28852	Cti Couriers Pty Ltd	Courier Services	30/05/2025	2,137.52
EF180084	28854	Crommelin Air & Power Pty Ltd Air & Power	Engineering - Air Compressor Sale & Serv	30/05/2025	780.14
EF180085	28862	M & B Excavations Pty Ltd	Civil Construction	30/05/2025	6,908.00
EF180086	28866	Allflow Industrial Australia Pty Ltd Allflow Industrial	Waste Water Processing	30/05/2025	1,108.25
EF180087	28867	Overdrive Australia Pty Ltd	Platform And App Provider. Seller Of Dig	30/05/2025	3,369.93
EF180088	28874	The Trustee For Alara Trust Earthside Eco Bums	Earthside Eco Bums Cloth Nappy Education	30/05/2025	110.00
EF180089	28897	Mcleods Lawyers Pty Ltd Mcleods Lawyers	Legal Service	30/05/2025	3,354.16
EF180090	28901	The Happy Pet Place Pty Ltd The Happy Pet Place	Pet Supplies	30/05/2025	376.54
EF180091	28907	Bin Bath Corporation Pty Ltd Bin Bath	Bin Cleaning	30/05/2025	1,034.27
EF180092	28910	The Trustee For The Pennant Unit Trust Pennant Construction Pty Ltd	Construction	30/05/2025	23,289.46
EF180093	28913	Write Solutions Australia Pty Ltd Write Solutions Australia Pty Ltd	Waste & Recycling Services	30/05/2025	3,193.66

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

EF180094	28927	Veolia Recycling & Recovery (Perth) Pty Ltd Veolia Recycling & Recovery (Pert	Waste Recycling And Recovery	30/05/2025	61,072.59
EF180095	28930	A.C.N. 650 414 903 Pty Ltd Aba Property Maintenance	Property Maintenance	30/05/2025	2,356.86
EF180096	28947	Baroness Holdings Pty Ltd Tree Planting And Watering	Tree Watering	30/05/2025	42,314.60
EF180097	28953	Shane Nicholas Tognolini - Freeway Water Dan The Bike Man	Water Cartage	30/05/2025	192.50
EF180098	28967	D.V Battams & Others Hopgoodganim Lawyers	Legal Services	30/05/2025	1,980.00
EF180099	28976	Life Ready Cockburn Pty Ltd Life Ready Physio Cockburn	Medical - Physiotherapy	30/05/2025	303.00
EF180100	28980	Rock And Wire Pty Ltd Rock And Wire	Security - Electronic Security	30/05/2025	6,823.78
EF180101	29000	Tradecorp Acquisition Co. Pty Ltd Tradecorp Acquisition Co. Pty Ltd Ta Abc Co	Shipping Containers	30/05/2025	5,219.50
EF180102	29007	Burgess Enterprises Australia Pty Ltd Kalamunda Electrics	Electrical Contracting	30/05/2025	23,179.20
EF180103	29026	Suzette Collective Pty Ltd Suzette Collective T/A Suzette Events	Events - Catering And Music Management	30/05/2025	3,180.00
EF180104	29032	Site Sentry Pty Ltd	Security Services	30/05/2025	2,556.51
EF180105	29034	W.W.Wedderburn Pty Ltd	Weighing	30/05/2025	2,180.75
EF180106	29037	Karen Elizabeth Dennett Karen Dennett	Strategy Mentoring	30/05/2025	905.30
EF180107	29039	Marketing Why Pty Ltd	Brand Consultancy	30/05/2025	2,200.00
EF180108	29042	Sarka Hornakova	Economy Consultancy	30/05/2025	600.00
EF180109	29048	The Trustee For The Sharkey Family Trust Precision Pipe Technologies	Trenchless Repairs	30/05/2025	24,189.00
EF180110	29052	Zenith Executive Search Pty Ltd Zenith Search	Employment - Recruitment Agency	30/05/2025	3,258.64
EF180111	29070	Delta Fabrication Pty Ltd Delta Roofing	Roofing Services	30/05/2025	2,891.90
EF180112	29080	The Trustee For Essemy Unit Trust	Business Improvement And Organisational	30/05/2025	5,500.00
EF180113	29081	Meagan Kate Godleman The Godlemans	Music And Mc Services	30/05/2025	1,200.00
EF180114	29088	Skefto Innovations Pty. Ltd	Software Solutions And Consultancy Servi	30/05/2025	35,768.50
EF180115	29102	Megan Jane Mckinlay Meg Mckinlay	Writing	30/05/2025	440.00
EF180116	29104	Logiudice Property Group Pty Ltd	Strata Property Management	30/05/2025	1,365.00
EF180117	29111	Dale Jeffrey Campbell Magic Dale	Performing Magic	30/05/2025	550.00
EF180118	29112	Emily Claire Paull	Events - Author And Illustrator	30/05/2025	488.00
EF180119	29115	The Trustee For Woodward Trust Tess Woods	Events - Author And Illustrator	30/05/2025	357.00
EF180120	29118	Grandstand Ventures Pty Grandstand Agency	Events - Entertainment	30/05/2025	770.00
EF180121	29120	Welcoming Australia Ltd	Non Profit - Charity	30/05/2025	3,300.00
EF180122	29121	The Bullshift Company Pty Ltd	Training - Communication Skills	30/05/2025	5,500.00
EF180123	29124	Thea Rossen	Events - Performance	30/05/2025	300.00
EF180124	29131	Mr Gregory John Baker Greg Baker	Artist	30/05/2025	3,500.00
		TOTAL OF 888 EFT PAYMENTS			**11,314,531.74**
		LESS: CANCELLED EFT PAYMENTS			
EF178701	28893	B.J Keat & C.J Meerton Little People Play	Children's Events/Toy Hire	19/05/2025	-2,915.00
EF178808	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	13/05/2025	-50.00
EF178976	26851	Barrett Exhibition Group Pty Ltd	Dsipaly Equipment	1/05/2025	-10,322.40
EF179156	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	13/05/2025	-2,841.67
EF179172	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	1/05/2025	-1,717.02
EF179192	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	16/05/2025	-80.00
EF179277	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	21/05/2025	-400.00
EF179468	26851	Barrett Exhibition Group Pty Ltd	Dsipaly Equipment	19/05/2025	-10,322.40
		TOTAL CANCELLED EFT PAYMENT			**-28,648.49**
		TOTAL EFT PAYMENTS (EXCL. CANCELLED PAYMENTS)			**11,285,883.25**

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

			ADD: BANK FEES			
			BPAY BATCH FEE			14.91
			MERCHANT FEES COC			1,246.87
			MERCHANT FEES MARINA			64.51
			MERCHANT FEES ARC			2,987.57
			MERCHANT FEES VARIOUS OUT CENTRES			1,431.08
			NATIONAL BPAY CHARGE			1,736.00
			RTGS/ACLR FEE			
			NAB TRANSACT FEE			36.90
			AMEX FEES			812.01
			MERCHANDISE / OTHER FEES			
						8,329.85
			ADD: CREDIT CARD PAYMENTS			58,124.94
						58,124.94
			ADD: PAYROLL PAYMENTS			
				COC20/04/25 Pmt 000287162491 City of Cockburn	1/05/2025	1,617.94
				COC23/04/25 Pmt 000287169334 City of Cockburn	1/05/2025	9,774.72
				COC24/04/25 Pmt 000287166066 City of Cockburn	1/05/2025	8,660.79
				COC25/04/25 Pmt 000287167777 City of Cockburn	1/05/2025	7,098.64
				COC02/05/25 Pmt 000287672747 City of Cockburn	7/05/2025	17,631.94
				COC04/05/25 Pmt 000287674433 City of Cockburn	7/05/2025	1,970,281.54
				COC24/04/25 Pmt 000287671153 City of Cockburn	7/05/2025	5,264.16
				COC27/04/25 Pmt 000287672072 City of Cockburn	7/05/2025	2,371.65
				COC28/04/25 Pmt 000287668671 City of Cockburn	7/05/2025	2,410.25
				COC29/04/25 Pmt 000287669703 City of Cockburn	7/05/2025	4,813.44
				COC30/04/25 Pmt 000287670308 City of Cockburn	7/05/2025	3,640.84
				COC09/05/25 Pmt 000287883690 City of Cockburn	9/05/2025	635.22
				COC08/05/25 Pmt 000288083172 City of Cockburn	13/05/2025	1,265.39
				COC09/05/25 Pmt 000288084060 City of Cockburn	13/05/2025	49,400.82
				COC16/05/25 Pmt 000288467927 City of Cockburn	16/05/2025	7,670.16
				COC12/05/25 Pmt 000288550426 City of Cockburn	19/05/2025	2,410.90
				COC18/05/25 Pmt 000288803474 City of Cockburn	21/05/2025	1,949,517.22
				COC19/05/25 Pmt 000288733901 City of Cockburn	21/05/2025	1,509.46
				COC22/05/25 Pmt 000288943339 City of Cockburn	22/05/2025	147.75
				COC23/05/25 Pmt 000288960846 City of Cockburn	23/05/2025	60.46
				COC23/05/25 Pmt 000289047064 City of Cockburn	23/05/2025	33.90
				COC23/05/25 Pmt 000289067932 City of Cockburn	23/05/2025	120.55
				COC26/05/25 Pmt 000289163519 City of Cockburn	26/05/2025	2,529.60
				COC23/05/25 Pmt 000289323205 City of Cockburn	28/05/2025	2,319.78

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

					4,051,187.12
		TOTAL PAYMENTS MADE FOR THE MONTH			15,403,525.16

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 29-Mar-2025 and 29-Apr-2025

	Date	Service Provider	Card Liability2	Description
CEO			**50.69**	
	7/04/2025	CPP Council House	19.69	Parking Expenses
	8/04/2025	SMP*Sul Lago Lifestyl	15.86	Parking Expenses
	8/04/2025	CITY OF PERTH	15.14	Parking Expenses
Director Community and Place			**142.00**	
	22/04/2025	WANEWSDTI	32.00	Subscriptions and Memberships
	16/04/2025	SEC*CITY OF COCKBURN	110.00	Subscriptions and Memberships
Waste Collection Supervisor			**105.33**	
	16/04/2025	OFFICEWORKS 0620OFFICE	105.33	Supplies and Materials Purchases
Library Technology Coordinator			**2,037.82**	
	23/04/2025	INTNL TRANSACTION FEE	0.28	Subscriptions and Memberships
	23/04/2025	CAMPSITE.BIO	11.00	Subscriptions and Memberships
	16/04/2025	Windcave	389.92	Subscriptions and Memberships
	16/04/2025	OPENAI *CHATGPT SUBSCR	35.07	Subscriptions and Memberships
	16/04/2025	INTNL TRANSACTION FEE	0.88	Subscriptions and Memberships
	16/04/2025	DREAMITHOS* DREAMIT HO	234.70	Subscriptions and Memberships
	16/04/2025	AMAZON MARKETPLACE AU	18.98	Supplies and Materials Purchases

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 29-Mar-2025 and 29-Apr-2025

Date	Service Provider	Card Liability2	Description
28/04/2025	WOOLWORTHS 4703	6.00	Office Supplies
28/04/2025	APPLE ONLINE AU	149.00	Subscriptions and Memberships
22/04/2025	WWW.ADDRESSIFY.COM.AU	440.00	Subscriptions and Memberships
7/04/2025	Intuit Mailchimp	647.99	Subscriptions and Memberships
14/04/2025	JB HI FI COCKBURN	104.00	Supplies and Materials Purchases
Senior Library Manager		**1,559.86**	
29/04/2025	DRACA FARM PTY LTD	65.00	Supplies and Materials Purchases
22/04/2025	WWW.NIGHTPARROTPRESS	299.88	Supplies and Materials Purchases
4/04/2025	MYO*GREEN WORLD INDOOR	368.87	Hire of Equipment and Facilities
4/04/2025	SP CBCA MERCHANDISE	291.08	Supplies and Materials Purchases
11/04/2025	SP AUSTRALIAN GEOGRAPH	436.30	Supplies and Materials Purchases
2/04/2025	BP EX THOMSNS L 5992	12.80	Supplies and Materials Purchases
2/04/2025	FACEBK *AZR37N4JE2	85.93	Advertising
Organisational Development Coordinator		**2,497.10**	
16/04/2025	RLSSWA	525.00	Training & Professional Development
8/04/2025	WJS TRAINING	160.00	Training & Professional Development
7/04/2025	ST JOHN AMBULANCE AUST	- 89.00	Training & Professional Development
4/04/2025	ST JOHN AMBULANCE AUST	89.00	Training & Professional Development
2/04/2025	Aust Institute of Mana	733.00	Training & Professional Development
2/04/2025	ATI MIRAGE TRAINING	1,079.10	Training & Professional Development
Reconciliation Lead		**38.95**	
31/03/2025	Arts And Culture Trust	38.95	Training & Professional Development

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 29-Mar-2025 and 29-Apr-2025

Date	Service Provider	Card Liability2	Description
Communications and Marketing Manager		**2,785.85**	
1/04/2025	FACEBK *SGS6KMGMT2	784.92	Advertising
1/04/2025	OFFICEWORKS	139.00	Office Supplies
7/04/2025	SETON	309.00	Office Supplies
22/04/2025	FACEBK *MHRS7N4MT2	1,388.00	Advertising
22/04/2025	FIGMA	104.41	Subscriptions and Memberships
22/04/2025	INTNL TRANSACTION FEE	2.61	Bank and Other Fees
28/04/2025	BITLY.COM	54.94	Subscriptions and Memberships
28/04/2025	INTNL TRANSACTION FEE	1.37	Bank and Other Fees
28/04/2025	INTNL TRANSACTION FEE	0.04	Bank and Other Fees
28/04/2025	LNK.BIO	1.56	Subscriptions and Memberships
Head of Planning		**572.03**	
11/04/2025	SP UWA PUBLISHING	210.62	Supplies and Materials Purchases
10/04/2025	PLE Computers	49.00	Equipment Purchases
31/03/2025	Woolworths Online	244.10	Meeting/Workshop Catering
22/04/2025	JB Hi-Fi Direct	68.31	Equipment Purchases
Art and Culture Coordinator		**962.40**	
22/04/2025	BUNNINGS 467000	25.98	Supplies and Materials Purchases
16/04/2025	CITY OF FREMANTLE	5.00	Parking Expenses
2/04/2025	BUNNINGS 303000	253.14	Supplies and Materials Purchases
7/04/2025	ETG CANNING VALE	153.50	Meeting/Workshop Catering
7/04/2025	FLOWER STATION WA	186.26	Events and Functions

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 29-Mar-2025 and 29-Apr-2025

Date	Service Provider	Card Liability2	Description
8/04/2025	SCAVACI IGA	48.69	Meeting/Workshop Catering
22/04/2025	IPY*ActiveGymnastics	246.67	Disputed Transaction
22/04/2025	IPY*ActiveGymnastics	43.16	Disputed Transaction

City Facilities Coordinator **574.74**

7/04/2025	LOTUS COMMERCIAL PTY L	55.44	Professional Services
28/04/2025	Appliances Online	215.00	Supplies and Materials Purchases
29/04/2025	SP BEYOND TOOLS	304.30	Supplies and Materials Purchases

Waste Education Coordinator **960.79**

3/04/2025	BIGW ONLINE	76.95	Supplies and Materials Purchases
22/04/2025	RANGE PRODUCTS PTY LTD	568.55	Supplies and Materials Purchases
16/04/2025	SPACETOCO VENUE HIRE	92.25	Hire of Equipment and Facilities
15/04/2025	WOOLWORTHS 4367	112.17	Meeting/Workshop Catering
15/04/2025	BIG W 0455	37.00	Supplies and Materials Purchases
24/04/2025	WOOLWORTHS 4387	73.87	Meeting/Workshop Catering

Fleet Manager **388.07**

3/04/2025	MACK 1 MOTOR CYCLES	388.07	Motor Vehicle Expenses

Fire and Emergency Management Manager **259.00**

9/04/2025	SP TOTALLYWORKWEAR	259.00	Supplies and Materials Purchases

Seniors and Childcare Manager **2,119.95**

22/04/2025	CHEMISTWAREHOUSE ONLIN	107.46	Equipment Purchases

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 29-Mar-2025 and 29-Apr-2025

Date	Service Provider	Card Liability2	Description
7/04/2025	AUSTRALIAN FINANCIAL	15.00	Application, Licence, Registration Fees
31/03/2025	Woolworths Online	314.60	Supplies and Materials Purchases
1/04/2025	WATCHDOG ALARMS PTY LT	274.66	Equipment Purchases
1/04/2025	WATCHDOG ALARMS PTY LT	1,000.00	Equipment Purchases
2/04/2025	CHEMISTWAREHOUSE ONLIN	85.36	Equipment Purchases
2/04/2025	CHEMISTWAREHOUSE ONLIN	149.62	Equipment Purchases
3/04/2025	CHEMISTWAREHOUSE ONLIN	56.42	Equipment Purchases
3/04/2025	CHEMISTWAREHOUSE ONLIN	116.83	Equipment Purchases

Manager Advocacy and Engagement **432.28**

14/04/2025	LS Kerry St Pear Tree	24.68	Meeting/Workshop Catering
14/04/2025	COCKBURN COUGARS	19.61	Events and Functions
2/04/2025	WILSON PARKING AUSTRAL	6.08	Parking Expenses
2/04/2025	SQ *ELSKE	14.70	Meeting/Workshop Catering
31/03/2025	SP Kings Square	20.46	Parking Expenses
31/03/2025	SP Kings Square	22.50	Parking Expenses
1/04/2025	INTNL TRANSACTION FEE	7.13	Bank and Other Fees
1/04/2025	DO GOODER SUBSCRIPTION	285.12	Subscriptions and Memberships
23/04/2025	WANEWSDTI	32.00	Subscriptions and Memberships

Adult Services Coordinator **756.39**

8/04/2025	OFFICEWORKS	265.72	Supplies and Materials Purchases
8/04/2025	OFFICEWORKS	201.01	Supplies and Materials Purchases
8/04/2025	OFFICEWORKS	121.44	Supplies and Materials Purchases
7/04/2025	FARMER JACKS SPEARWO	25.73	Meeting/Workshop Catering

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 29-Mar-2025 and 29-Apr-2025

Date	Service Provider	Card Liability2	Description
7/04/2025	SQ *RABBLE BOOKS & GAM	83.67	Supplies and Materials Purchases
7/04/2025	WOOLWORTHS 4367	7.42	Meeting/Workshop Catering
10/04/2025	WOOLWORTHS 4703	40.90	Meeting/Workshop Catering
10/04/2025	WOOLWORTHS 4703	10.50	Meeting/Workshop Catering

Cockburn Care Operations Manager **2,101.41**

8/04/2025	FRAUD REVERSAL	759.00	Disputed Transaction
14/04/2025	CHEMISTWAREHOUSE ONLIN	107.46	Supplies and Materials Purchases
11/04/2025	WJS TRAINING	595.00	Training & Professional Development
11/04/2025	WJS TRAINING	510.00	Training & Professional Development
29/04/2025	SP DAILY BLOOMS	129.95	Professional Services

Youth Services Manager **1,882.62**

24/04/2025	LOCK STOCK & FARRELL	47.00	Supplies and Materials Purchases
22/04/2025	Canva* 04492-13500397	39.98	Subscriptions and Memberships
17/04/2025	BONA PIZZA	1,000.00	Program Costs
16/04/2025	DOLCE SALATO	320.00	Meeting/Workshop Catering
3/04/2025	WOOLWORTHS 4367	473.85	Program Costs
7/04/2025	BITLY.COM	35.55	Subscriptions and Memberships
7/04/2025	INTNL TRANSACTION FEE	0.89	Subscriptions and Memberships
17/04/2025	BITLY.COM	- 34.65	Subscriptions and Memberships

Library Technician **289.54**

16/04/2025	KMART	100.00	Supplies and Materials Purchases
4/04/2025	SP JB HI-FI ONLINE	94.54	Supplies and Materials Purchases

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 29-Mar-2025 and 29-Apr-2025

Date	Service Provider	Card Liability2	Description
3/04/2025	SEC*THE SEED COLLECTIO	95.00	Events and Functions
Collection Development Librarian		**83.81**	
8/04/2025	SP JB HI-FI ONLINE	83.81	Supplies and Materials Purchases
CHILDREN'S DEVELOPMENT OFFICER		**37.99**	
8/04/2025	WOOLWORTHS 4367	37.99	Meeting/Workshop Catering
Manager Libraries and Activation - Coolb		**798.76**	
15/04/2025	DISCOUNT TOY CO	253.38	Supplies and Materials Purchases
22/04/2025	BUNNINGS 303000	90.48	Supplies and Materials Purchases
10/04/2025	WAREQUIP SOLUTIONS PTY	418.00	Program Costs
1/04/2025	ANNUAL FEE	16.00	Bank and Other Fees
1/04/2025	WOOLWORTHS 4703	10.55	Office Supplies
15/04/2025	WOOLWORTHS 4703	6.00	Office Supplies
29/04/2025	WOOLWORTHS 4703	4.35	Supplies and Materials Purchases
Ranger Services Manager		**790.61**	
7/04/2025	EasyPark	3.19	Parking Expenses
31/03/2025	Lucid Software Inc.	15.40	Subscriptions and Memberships
28/04/2025	SQ *SPEEDY HOLDINGS PT	720.00	Professional Services
29/04/2025	Lucid Software Inc.	17.60	Subscriptions and Memberships
14/04/2025	WILSON PARKING PER113	34.42	Conferences and Seminars
Seniors Centre Coordinator		**3,169.45**	

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 29-Mar-2025 and 29-Apr-2025

Date	Service Provider	Card Liability2	Description
1/04/2025	FVS SERVICES GROUP PTY	376.00	Training & Professional Development
1/04/2025	FVS SERVICES GROUP PTY	1,000.00	Training & Professional Development
1/04/2025	FVS SERVICES GROUP PTY	1,000.00	Training & Professional Development
31/03/2025	FESTA CAFE	28.46	Events and Functions
2/04/2025	BUNNINGS 323000	69.99	Supplies and Materials Purchases
7/04/2025	SALTBUSHTRAIN250403NB	695.00	Events and Functions
Chief of Built and Natural Environment		**154.61**	
8/04/2025	APPLE.COM/BILL	1.49	Application, Licence, Registration Fees
10/04/2025	BURSWOOD NOMINEES LTD	30.12	Parking Expenses
16/04/2025	SPACETOCO VENUE HIRE	123.00	Hire of Equipment and Facilities
Adult Services Coordinator		**2,499.86**	
15/04/2025	SPACETOCO VENUE HIRE	214.50	Hire of Equipment and Facilities
15/04/2025	SP PAPER LANE PACKAG	158.97	Supplies and Materials Purchases
15/04/2025	My Delicious Cake Deco	261.55	Supplies and Materials Purchases
31/03/2025	BUNNINGS GROUP LTD	- 0.25	Supplies and Materials Purchases
2/04/2025	WOOLWORTHS 4604	213.90	Events and Functions
14/04/2025	PINJARRA HARNESS RAC	825.00	Events and Functions
4/04/2025	SQ *TRIVIAOZ	281.19	Supplies and Materials Purchases
4/04/2025	JARRAH HOSPITALITY PTY	545.00	Events and Functions
Waste Services Manager		**405.20**	
4/04/2025	WASTE MANAGEMENT	405.20	Training & Professional Development

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 29-Mar-2025 and 29-Apr-2025

Date	Service Provider	Card Liability2	Description
ACTING MANAGER OF DEVELOPMENT SERVICES		**105.00**	
2/04/2025	PLANNING INSTITUTE AUS	105.00	Training & Professional Development
CoSafe Manager		**19.56**	
10/04/2025	EasyPark MR LUKE GLENN SCOTT	19.56	Parking Expenses
Family & Community Services Manager		**540.18**	
15/04/2025	SPACETOCO VENUE HIRE	203.00	Hire of Equipment and Facilities
16/04/2025	OFFICEWORKS 0616OFFIC	79.84	Supplies and Materials Purchases
3/04/2025	Prof Psych Services	242.00	Professional Services
3/04/2025	ParkAt Collie Street	15.34	Parking Expenses
Cockburn ARC Manager		**553.05**	
9/04/2025	COLES 0490COLES 0490	48.25	Supplies and Materials Purchases
3/04/2025	WEBJET	504.80	Program Costs
Customer Experience Coordinator - ARC		**3,074.27**	
24/04/2025	WOOLWORTHS 4394	228.00	Supplies and Materials Purchases
23/04/2025	FACEBK *UG6HEM8D52	220.00	Advertising
28/04/2025	INTNL TRANSACTION FEE	5.87	Bank and Other Fees
28/04/2025	DELIGHTED LLC	234.98	Subscriptions and Memberships
22/04/2025	WOOLWORTHS 4394	25.00	Supplies and Materials Purchases
15/04/2025	FACEBK *4RQAYL8D52	220.00	Advertising
16/04/2025	WOOLWORTHS 4394	115.00	Supplies and Materials Purchases
14/04/2025	iStock.com	93.50	Subscriptions and Memberships

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 29-Mar-2025 and 29-Apr-2025

Date	Service Provider	Card Liability2	Description
9/04/2025	FACEBK *2E6UVKLC52	220.00	Advertising
7/04/2025	OUTGROW	188.03	Subscriptions and Memberships
7/04/2025	NAAVI PTY LTD	25.00	Subscriptions and Memberships
7/04/2025	INTNL TRANSACTION FEE	4.70	Bank and Other Fees
8/04/2025	GYMSALES.NET	341.00	Subscriptions and Memberships
8/04/2025	GYMSALES.NET	484.00	Subscriptions and Memberships
31/03/2025	SP JB HI-FI ONLINE	64.99	Equipment Purchases
31/03/2025	FACEBK *EU8QZKYC52	220.00	Advertising
1/04/2025	OFFICEWORKS	122.95	Equipment Purchases
2/04/2025	WOOLWORTHS 4394	85.25	Supplies and Materials Purchases
2/04/2025	WOOLWORTHS 4394	85.50	Supplies and Materials Purchases
2/04/2025	FACEBK *AX5K8PUC52	60.51	Advertising
2/04/2025	COLES 0490COLES 0490	12.00	Supplies and Materials Purchases
3/04/2025	Canva* 04474-12581153	17.99	Subscriptions and Memberships

Infrastructure & Operations Coordinator **324.78**

16/04/2025	BCF Australia Stores MISS SARAH J WESTBERG	139.98	Equipment Purchases
3/04/2025	Lucid Software Inc. MISS SARAH J WESTBERG	184.80	Subscriptions and Memberships

Health, Fitness and Wellbeing Coordinato **854.36**

23/04/2025	COLES 0490COLES 0490 MR KYLE BEATTIE	34.00	Supplies and Materials Purchases
17/04/2025	COLES 0490COLES 0490 MR KYLE BEATTIE	35.75	Supplies and Materials Purchases
17/04/2025	BIG W 0444 MR KYLE BEATTIE	40.00	Equipment Purchases
7/04/2025	JB HI FI COCKBURN MR KYLE BEATTIE	39.80	Supplies and Materials Purchases
4/04/2025	BUNNINGS 729000 MR KYLE BEATTIE	29.98	Equipment Purchases

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 29-Mar-2025 and 29-Apr-2025

Date	Service Provider	Card Liability2	Description
11/04/2025	WOOLWORTHS 4394 MR KYLE BEATTIE	55.80	Supplies and Materials Purchases
3/04/2025	OFFICEWORKS MR KYLE BEATTIE	99.30	Supplies and Materials Purchases
3/04/2025	KMART MR KYLE BEATTIE	84.00	Equipment Purchases
2/04/2025	BCF AUSTRALIA MR KYLE BEATTIE	199.98	Equipment Purchases
1/04/2025	WOOLWORTHS 4394 MR KYLE BEATTIE	17.50	Supplies and Materials Purchases
1/04/2025	KMART 1362KMART 1362 MR KYLE BEATTIE	32.00	Equipment Purchases
1/04/2025	KMART 1362KMART 1362 MR KYLE BEATTIE	186.25	Supplies and Materials Purchases

Youth Centre Coordinator **894.00**

4/04/2025	SQ *SILVER HALIDE STUD MR MARK ARMANDI	72.00	Program Costs
15/04/2025	SQ *SILVER HALIDE STUD MR MARK ARMANDI	72.00	Program Costs
17/04/2025	BONA PIZZA MR MARK ARMANDI	750.00	Events and Functions

Branch Support Librarian **609.86**

7/04/2025	NEWS PTY LIMITED	80.00	Supplies and Materials Purchases
14/04/2025	PAYPAL *RAECOTASCEI	65.73	Supplies and Materials Purchases
15/04/2025	PORTUGUESE DELIGHTS SU	10.18	Supplies and Materials Purchases
17/04/2025	PAYPAL *HN ONLINE	379.60	Supplies and Materials Purchases
28/04/2025	PAYPAL *SKINNYMIXER	44.95	Supplies and Materials Purchases
28/04/2025	PAYPAL *ORLANDAKADE	29.40	Supplies and Materials Purchases

Events and Culture Manager **382.89**

29/04/2025	OFFICEWORKS	319.00	Supplies and Materials Purchases
1/04/2025	OFFICEWORKS 0616OFFIC	63.89	Supplies and Materials Purchases

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 29-Mar-2025 and 29-Apr-2025

Date	Service Provider	Card Liability2	Description
Branch Manager - Spearwood Library		**1,101.10**	
28/04/2025	BUNNINGS 323000 MELISSA MCINTYRE	19.48	Equipment Purchases
16/04/2025	SP ELITE OFFICE FURNIT MELISSA MCINTYRE	814.00	Equipment Purchases
3/04/2025	Neverfail Springwater MELISSA MCINTYRE	46.20	Hire of Equipment and Facilities
3/04/2025	MYO*GREEN WORLD INDOOR MELISSA MCINTYRE	221.42	Hire of Equipment and Facilities
Executive officer to the Mayor and Counc		**2,991.69**	
17/04/2025	BUSINESS NEWS PTY LT	352.00	Conferences and Seminars
22/04/2025	QANTAS	1,449.69	Travel and Accommodation
22/04/2025	ALGA NGA	979.00	Conferences and Seminars
8/04/2025	TR Prof Australia Ltd	211.00	Supplies and Materials Purchases
Manager Business & Economic Development		**1,655.22**	
7/04/2025	GM TAXIPAY	67.10	Travel and Accommodation
10/04/2025	WILSON PARKING PER113	31.39	Parking Expenses
8/04/2025	UBER *TRIP HELP.UBER.C	19.33	Travel and Accommodation
7/04/2025	BUSINESS NEWS PTY LT	- 275.00	Events and Functions
14/04/2025	CPP Council House	13.12	Parking Expenses
16/04/2025	EDA* EDA NEDC25	1,820.50	Events and Functions
16/04/2025	CPP Council House	6.56	Parking Expenses
29/04/2025	EB *Business After-hou	- 27.78	Events and Functions
Streetscapes Coordinator		**571.71**	
2/04/2025	BRONSON SAFETY PTY LTD	571.71	Supplies and Materials Purchases

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 29-Mar-2025 and 29-Apr-2025

Date	Service Provider	Card Liability2	Description
Social Club Coordinator		**297.10**	
15/04/2025	Woolworths Online	260.80	Supplies and Materials Purchases
8/04/2025	CHEMISTWAREHOUSE ONLIN	36.30	Supplies and Materials Purchases
Acting Manager Public Health and Buildin		**705.00**	
8/04/2025	BIG W 0444	28.00	Supplies and Materials Purchases
8/04/2025	KMART 1362KMART 1362	677.00	Supplies and Materials Purchases
Events Coordinator		**1,878.50**	
28/04/2025	AK FOOD SERVICES WA PT	12.00	Events and Functions
28/04/2025	KYLE SPYRIDES	650.00	Professional Services
22/04/2025	115 Groundhouse	35.05	Events and Functions
22/04/2025	BUNNINGS 729000	223.00	Supplies and Materials Purchases
22/04/2025	SQ *DONUT HUB	24.00	Events and Functions
22/04/2025	SQ *TIKKA TANGO	95.50	Events and Functions
22/04/2025	UNITED ANKETELL NORT	15.00	Motor Vehicle Expenses
15/04/2025	SPACETOCO VENUE HIRE	300.00	Hire of Equipment and Facilities
16/04/2025	WALDECKS	28.50	Supplies and Materials Purchases
14/04/2025	PUMA ENERGY BEDFORDA	145.33	Motor Vehicle Expenses
14/04/2025	WOOLWORTHS 4367	162.75	Events and Functions
8/04/2025	BP BIBRA LAKE 7451	42.46	Motor Vehicle Expenses
31/03/2025	PUMA ENERGY BEDFORDA	144.91	Motor Vehicle Expenses
Executive Assistant to the CEO		**1,135.50**	
3/04/2025	BIG W 0455 MISS REBECCA SANDERS	79.50	Office Supplies

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 29-Mar-2025 and 29-Apr-2025

Date	Service Provider	Card Liability2	Description
3/04/2025	ALGA NGA MISS REBECCA SANDERS	979.00	Conferences and Seminars
1/04/2025	WOOLWORTHS 4367 MISS REBECCA SANDERS	77.00	Meeting/Workshop Catering
Youth Programs and Events Officer		**1,663.98**	
8/04/2025	THE PARIKH FAMILY TR	121.30	Program Costs
2/04/2025	ROTTNEST EXPRESS	496.96	Program Costs
2/04/2025	Woolworths Online	117.38	Program Costs
9/04/2025	Woolworths Online	176.70	Program Costs
14/04/2025	COCKBURN SUPER CLINI	115.99	Supplies and Materials Purchases
22/04/2025	PAYPAL *LEILASKY23	250.00	Events and Functions
17/04/2025	THE HOYTS CORPORATIO	385.65	Program Costs
Civil Infrastructure Operations Coordina		**467.50**	
22/04/2025	WORDPRESS YMSV0FTVTW MR	31.90	Subscriptions and Memberships
1/04/2025	WORDPRESS HWEHCPQT1T MR	435.60	Subscriptions and Memberships
Strategic Procurement Manager		**3,198.27**	
10/04/2025	MODDEX	190.39	Supplies and Materials Purchases
2/04/2025	RMIT ONLINE PTY LTD	2,880.00	Training & Professional Development
22/04/2025	MODDEX	127.88	Supplies and Materials Purchases
Head of Recreation Infrastructure & Svcs		**18.37**	
31/03/2025	IGLOOCOMPANY	17.92	Subscriptions and Memberships
31/03/2025	INTNL TRANSACTION FEE	0.45	Bank and Other Fees

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 29-Mar-2025 and 29-Apr-2025

Date	Service Provider	Card Liability2	Description
Community Infrastructure Manager		**1,093.90**	
22/04/2025	WOOLWORTHS 4367	29.00	Office Supplies
16/04/2025	OFFICEWORKS 0620OFFICE	49.00	Office Supplies
1/04/2025	SQ *CRICKET + FOOTBALL	500.00	Events and Functions
1/04/2025	WOOLWORTHS 4367	515.90	Events and Functions
Citizenship and Civic Services Superviso		**441.87**	
11/04/2025	COSTCO WHOLESALE AUSTR	441.87	Meeting/Workshop Catering
Community Development Coordinator		**4,150.74**	
7/04/2025	UBER *EATS HELP.UBER.C	61.49	Disputed Transaction
17/04/2025	SQ *YANGEBUP FAMILY CE	120.00	Hire of Equipment and Facilities
17/04/2025	OFFICEWORKS	319.24	Equipment Purchases
31/03/2025	SPACETOCO VENUE HIRE	26.00	Hire of Equipment and Facilities
17/04/2025	BUNNINGS GROUP LTD	409.00	Equipment Purchases
15/04/2025	SPACETOCO VENUE HIRE	26.00	Hire of Equipment and Facilities
28/04/2025	BUNNINGS GROUP LTD	646.00	Equipment Purchases
24/04/2025	THE PAMPHLETEERS	221.00	Professional Services
24/04/2025	THE PAMPHLETEERS	306.00	Professional Services
1/04/2025	AP PO BOX ADJUST/POST	17.00	Bank and Other Fees
3/04/2025	AP PO BOX ADJUST/POST	17.00	Bank and Other Fees
10/04/2025	LS Coogee Beach Surf L	528.50	Meeting/Workshop Catering
10/04/2025	LS Coogee Beach Surf L	999.00	Meeting/Workshop Catering
9/04/2025	SQ *GOOD THINGS CAFE	18.01	Meeting/Workshop Catering
9/04/2025	BIG W 0455	146.00	Events and Functions

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 29-Mar-2025 and 29-Apr-2025

Date	Service Provider	Card Liability2	Description
7/04/2025	Subway Spearwood 19850	224.00	Meeting/Workshop Catering
7/04/2025	KMART 1024KMART 1024	66.50	Events and Functions
Child Care Services Manager		**742.50**	
8/04/2025	MYO*Harmony Kids	742.50	Subscriptions and Memberships
Economic Development Officer		**155.00**	
31/03/2025	SP Kings Square	22.50	Parking Expenses
31/03/2025	SP Kings Square	22.50	Parking Expenses
11/04/2025	TOURISMCOUN	110.00	Conferences and Seminars
Community Safety Manager		**41.93**	
14/04/2025	ZEROTIER INC.	11.35	Equipment Purchases
14/04/2025	INTNL TRANSACTION FEE	0.28	Bank and Other Fees
16/04/2025	COLES 0494COLES 0494	30.30	Supplies and Materials Purchases

Total Cards - 55	**$ 58,124.94**

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Credit Card Transactions - transacted in April paid in May 2025		
Category	**Description**	**$**
Advertising	Facebook advertising	2258.85
	Facebook Advertising KGA, Jnr Sports	220.00
	Facebook Advertising KGA, LTS	220.00
	Facebook Advertising LTS, KGA	500.51
Advertising Total		**3199.36**
Application, Licence, Registration Fees	Apple Iphone extra storage	1.49
	Insolvency Check	15.00
Application, Licence, Registration Fees Total		**16.49**
Bank and Other Fees	Annual Fee	16.00
	Bank Fees	0.45
	International Transaction Fee	10.57
	INTNL transaction fee for ZeroTier	0.28
	PO Box hire	34.00
	WH Campaign website US conversion fee	7.13
	International bank fees fees	4.02
Bank and Other Fees Total		**72.45**
Conferences and Seminars	ALGA National General Assembly	979.00
	Business News Breakfast Mayor & CEO	352.00
	Deputy Mayor Stone NGA 2025	979.00
	Minister Breakfast - TCWA	110.00
	Parking for EHA Conference - Perth City	34.42
Conferences and Seminars Total		**2454.42**
Disputed Transaction	Catering delivery	61.49
	personal expense mistake	289.83
	Reversal-Disputed transactions	759.00
Disputed Transaction Total		**1110.32**
Equipment Purchases	Blackboard for Events	122.95
	Emergency Evacuation Cart	139.98
	First Aid Kits	40.00
	Gazeebo	646.00
	Go Pro Chest Mount	64.99
	Heav duty height adjustable table	814.00
	Incontinence aids Celestino Macchiusi	116.83
	Incontinence aids Maureen Ball	85.36
	Incontinence aids Teresa	149.62
	Incontinence aids Teresa Carabetta	56.42
	Medical - E45 Cream	107.46
	Name tags	319.24
	Ongoing cost for 4G router VPN for CCTV	11.35
	Pendant alarm	1000.00
	Pendant alarm James Gladstone	274.66
	Pool Noodles	32.00
	Smartphone Car Mount	68.31
	Sound Meter	29.98
	Storage Boxes, Creche Activity	84.00
	Storage crates	19.48
	Trailer equipment	409.00

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Credit Card Transactions - transacted in April paid in May 2025		
Category	**Description**	**$**
Equipment Purchases	Trolley - KGA	199.98
	UPS Battery	49.00
Equipment Purchases Total		**4840.61**
Events and Functions	Annual National ED Conference 28-30 Oct	1820.50
	Business News event April refund	-275.00
	Chocolate for Easter event	162.75
	Coffee	12.00
	Coffee for Staff	35.05
	CSC Outing	1370.00
	Decorations	66.50
	Filming costs	250.00
	flowers for Show Off event	186.26
	Gift Cards For Club event	1015.90
	Gift cards for event prizes	213.90
	MCCC Business Sundowner Refund 30 April	-27.78
	Outing - Seniors Centre	695.00
	Piza Party at Cockburn Youth Centre	750.00
	Prizes networker	146.00
	Seeds for children's event	95.00
	Volunteer Dinner	95.50
	Volunteer Meals as at an Expo	28.46
	Volunteers DInner	24.00
	Wally Hagan election campaign game	19.61
Events and Functions Total		**6683.65**
Hire of Equipment and Facilities	AF Classes Hall Hire	214.50
	Beeliar Hub venue hire	203.00
	Facility hire for community workshop	92.25
	Hall booking for directorate team day	123.00
	Indoor plant hire	221.42
	Indoor plant hire Success Library	368.87
	Resident Group room hire	26.00
	Room hire	146.00
	Venue Hire	300.00
	Water cooler rental	46.20
Hire of Equipment and Facilities Total		**1741.24**
Meeting/Workshop Catering	Candidate meeting - Kate Hulett	24.68
	Catering Artists workshop	153.50
	Catering Artists workshop	48.69
	Catering for community workshop	186.04
	Catering for school tour - Phoenix PS	77.00
	Catering for Sustainable Living Event	244.10
	DRG catering	320.00
	Event Catering	1527.50
	Food for Children's Reference Group	37.99
	Josh Wilson meeting	14.70
	Meeting refreshments	242.01
	Refreshments for Nick Turner music event	51.40

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Credit Card Transactions - transacted in April paid in May 2025		
Category	**Description**	**$**
Meeting/Workshop Catering	Refreshments for Perth Storyfest event	33.15
	Sparkling mineral water Council Meetings	441.87
Meeting/Workshop Catering Total		**3402.63**
Motor Vehicle Expenses	Parts for PL5364	388.07
	Petrol for event van	347.70
Motor Vehicle Expenses Total		**735.77**
Office Supplies	Batteries	29.00
	Gel Wrist	49.00
	Gift bags for delegation gifts	79.50
	Milk for Coolbellup library	6.00
	Milk for library meeting room and staff	16.55
	stationery	139.00
	Trolley	309.00
Office Supplies Total		**628.05**
Parking Expenses	Attending meeting with PSWMA	22.50
	Attending Workshop with PSWMA -Meg Rigby	22.50
	Dept of Communities Meeting Fremantle	3.19
	dest.Perth meeting DN	22.50
	DestPerth meeting - Ash	20.46
	Parking - Meeting with Babcock reg Hub	13.12
	Parking - Meeting with Defence reg Hub	6.56
	PARKING CROWN 09/04/25 UDIA BREAKFAST	30.12
	Parking during Security Conference	19.56
	parking for exhibition	5.00
	Parking for meeting	66.03
	Parking Fremantle	6.08
	Parking Ticket-HIRH Meeting-Dept Premier	31.39
Parking Expenses Total		**269.01**
Professional Services	Clin supervision - L Walker	242.00
	Euthanasia Dangerous Dogs	720.00
	Flyer delivery	306.00
	Flyer distribution	221.00
	Photographer Anzac Day	650.00
	Rangehood cleaning Seniors centre	55.44
	Sympathy Flowers for staff member	129.95
Professional Services Total		**2324.39**
Program Costs	Blissco Program Food supplies	294.08
	Blissco Program supplies	121.30
	Maaraka Dabakarn gift cards	473.85
	Outrage Program Payment	882.61
	Photography	72.00
	Photography Program	72.00
	Trolley Cart	418.00
	Webjet Voucher - Trip Competition	504.80
	Youth Week catering	1000.00
Program Costs Total		**3838.64**
Subscriptions and Memberships	Canva subscription	39.98

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Credit Card Transactions - transacted in April paid in May 2025		
Category	**Description**	**$**
Subscriptions and Memberships	Class Matching Tool Software	188.03
	FDC Educator Harmony Fees for APRIL 2025	742.50
	Flow Chart Software	184.80
	Graphic Editing Licence	17.99
	Gymsales for Gym	484.00
	Gymsales for Swimschool	341.00
	Intnl fee for Bitly subscription	0.89
	Library Addressify subscript	440.00
	Library Apple developer account	149.00
	Library chatGPT subscription	35.95
	Library eftpos machines	389.92
	Library marketing platform	659.27
	Library website hosting	234.70
	Member Welcome Pack Software	25.00
	NPS and Feedback Software	234.98
	Occupancy permit application -OP25/0035	110.00
	Process Mapping Software	33.00
	Professional Full Seats 17 April - 17 Ma	104.41
	refund of overcharge for Bitly subscript	-34.65
	revised charge for Bitly subscription	35.55
	RR8 website charge	31.90
	RR8 Website renewal subscription	435.60
	Social Media Linker	1.56
	Stock Photo Mthly Licence	93.50
	Subscriptions	17.92
	The West - DN	32.00
	URL Shortener	54.94
	WA Newspaper	32.00
	WH Campaign website	285.12
Subscriptions and Memberships Total		**5400.86**
Supplies and Materials Purchases	Activation Easter Eggs, F.Aid Jelly Bean	35.75
	Aqua Nappies	170.75
	Aqua Nappies and Antibacterial Wipes	228.00
	Bereavement flowers	65.00
	Black Cockatoo Books x4	210.62
	Book club set	299.88
	Books for collection	83.67
	Cabinet lock key	47.00
	Cables	39.80
	Charge cords and adapters for trucks	105.33
	Children's book week marketing	291.08
	Cockburn Care Day Centre Food	314.60
	Cone Bags, paper Cups	17.50
	Conguard used to kill insects	28.50
	Consumables for volunteers	30.30
	Creche Stationery Items	99.30
	DVDs	83.81

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Credit Card Transactions - transacted in April paid in May 2025		
Category	**Description**	**$**
Supplies and Materials Purchases	DVD's for the library	94.54
	Easter Eggs for Activation	25.00
	Easter Eggs for Activations	48.25
	Easter Eggs for Member Activation	115.00
	Event equipment	223.00
	First Aid supplies	115.99
	HCP Client Stanley A Cream	107.46
	Health Promotion Event Supplies	705.00
	Ipad Charging Cables	34.00
	Itch Spray _ Stanley Ang	36.30
	Kitchen cake items	261.55
	Kitchen Cutlery pouches	158.97
	Legal & Compliance Law Book	211.00
	Lego for the library	100.00
	Library furniture	379.60
	Library sorter hardware	122.98
	Lights for Memorial Hall gallery	253.14
	Local stock	74.35
	Materials for events	37.00
	Materials Museum ANZAC display success	63.89
	Meal ingredients	260.80
	Microwave admin kitchen	215.00
	Milk for library meeting room and staff	4.35
	Milk for library staff	12.80
	Milk for staff	10.18
	Mounting Tape	12.00
	Newspapers	80.00
	Office Items	69.99
	Office supplies	79.84
	Parents n Play Supplies	55.80
	participants of the Wisdom Keepers image	319.00
	Puppets for Success Library	436.30
	Quiz Packs for Quiz activity	281.19
	refund from bunnings for masks	-0.25
	repair trolley at Memorial Hall	25.98
	Safety equipment - sand bags	571.71
	Sign install glue	304.30
	Stationery supplies	65.73
	Storage Tubs & Folders	186.25
	Supplies & Materials - D Fortini	190.39
	Supplies & Materials Upgrade - D Fortini	127.88
	Supplies for community workshops	568.55
	Tarps for programs in library	90.48
	Uniforms	259.00
	Waste education event game	76.95
	Watercolour wkshop & Toddler sing & play	201.01
	Watercolour workshop supplies	265.72

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Credit Card Transactions - transacted in April paid in May 2025		
Category	**Description**	**$**
Supplies and Materials Purchases	Watercolour workshops	121.44
	YPS materials library	253.38
Supplies and Materials Purchases Total		**10463.68**
Training & Professional Development	CourseStudy - N Ucich	2880.00
	CPR Kyle Beattie	89.00
	Fire Training	2376.00
	First Aid P Callaghan	160.00
	First Aid Training	1105.00
	Landfill Webinar	405.20
	Leadership training Sonia Hall	1812.10
	PIA Development Compliance Workshop	105.00
	Pool life guard Anderson, Pell, Lynch	525.00
	REconciliation Week talk Patrick Dodson	38.95
	refund CPR Kyle Beattie	-89.00
Training & Professional Development Total		**9407.25**
Travel and Accommodation	Deputy Mayor Stone NGA 2025 Flights	1449.69
	Parking -Strat Networking Curtin	67.10
	Uber to Perth - CUF discussion with SICA	19.33
Travel and Accommodation Total		**1536.12**
Grand Total		**58124.94**

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

City of Cockburn

Woolworths Group Transactions Report

Transactions Made Between 1 May - 31 May 2025

Reference	Date	Amount	Description
Senior Centre - Cook		**710.28**	
TI-01EC5-1793BC	06/05/2025	103.65	Groceries and Consumables
TI-01EC5-1793BD	07/05/2025	122.50	Groceries and Consumables
TI-01EC5-1793BE	07/05/2025	124.50	Groceries and Consumables
TI-01EC5-1793C3	12/05/2025	138.95	Groceries and Consumables
TI-01EC5-1793C5	13/05/2025	46.50	Groceries and Consumables
TI-01EC5-1793C7	14/05/2025	174.18	Groceries and Consumables
Programs Booking Assistant		**49.56**	
TI-01EC5-1793C9	16/05/2025	17.25	Groceries and Consumables
TI-01EC5-1793CF	20/05/2025	32.31	Groceries and Consumables
Amenities Officer		**267.45**	
TI-01EC5-1793DB	28/05/2025	55.00	Groceries and Consumables
TI-01EC5-1793DC	28/05/2025	212.45	Groceries and Consumables
Senior Centre Kitchen Hand		**1,597.26**	
TI-01EC5-1793B7	02/05/2025	105.75	Groceries and Consumables
TI-01EC5-1793B8	02/05/2025	122.00	Groceries and Consumables
TI-01EC5-1793BA	05/05/2025	184.04	Groceries and Consumables
TI-01EC5-1793C2	09/05/2025	184.41	Groceries and Consumables
TI-01EC5-1793C8	16/05/2025	150.95	Groceries and Consumables
TI-01EC5-1793CC	19/05/2025	90.15	Groceries and Consumables
TI-01EC5-1793CD	19/05/2025	89.71	Groceries and Consumables
TI-01EC5-1793D1	21/05/2025	56.50	Groceries and Consumables
TI-01EC5-1793D4	23/05/2025	271.75	Groceries and Consumables
TI-01EC5-1793DD	28/05/2025	158.50	Groceries and Consumables
TI-01EC5-1793E0	30/05/2025	183.50	Groceries and Consumables
Sustainability and Water Projects Officer		**113.07**	
TI-01EC5-1793CB	17/05/2025	113.07	Groceries and Consumables
Youth Centre Coordinator		**834.99**	
TI-01EC5-1793B9	02/05/2025	47.59	Groceries and Consumables
TI-01EC5-1793BB	05/05/2025	103.95	Groceries and Consumables
TI-01EC5-1793C0	08/05/2025	38.70	Groceries and Consumables
TI-01EC5-1793C1	09/05/2025	32.36	Groceries and Consumables
TI-01EC5-1793C4	12/05/2025	58.11	Groceries and Consumables
TI-01EC5-1793CA	16/05/2025	14.98	Groceries and Consumables
TI-01EC5-1793CE	19/05/2025	76.15	Groceries and Consumables
TI-01EC5-1793D0	20/05/2025	23.10	Groceries and Consumables
TI-01EC5-1793D2	22/05/2025	78.10	Groceries and Consumables
TI-01EC5-1793D3	22/05/2025	34.90	Groceries and Consumables

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

City of Cockburn

Woolworths Group Transactions Report

Transactions Made Between 1 May - 31 May 2025

TI-01EC5-1793D5	23/05/2025	170.90	Groceries and Consumables
TI-01EC5-1793D8	23/05/2025	22.65	Groceries and Consumables
TI-01EC5-1793DA	26/05/2025	105.19	Groceries and Consumables
TI-01EC5-1793DE	29/05/2025	28.31	Groceries and Consumables
Environmental Education Officer		**28.98**	
TI-01EC5-1793D9	24/05/2025	28.98	Groceries and Consumables
Amenities Officer		**190.60**	
TI-01EC5-1793BF	07/05/2025	190.60	Groceries and Consumables
Marina Manager		**15.55**	
TI-01EC5-1793C6	13/05/2025	28.55	Groceries and Consumables
TI-01EC5-1793D6	23/05/2025	- 13.00	Groceries and Consumables
TI-01EC5-1793D7	23/05/2025	39.74	Groceries and Consumables
TI-01EC5-1793DF	30/05/2025	23.35	Groceries and Consumables
Total Cards - 9		**3,870.83**	

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

City of Cockburn
Bunnings PowerPass Transactions Report
Transactions Made Between 1 May - 31 May 2025

Reference	Date	Amount	Description
Rehabilitating Roe 8 Project Manager		**33.98**	
2402/00966163	28/05/2025	33.98	Supplies and Materials
Waste Collection Supervisor		**17.08**	
2015/01520891	13/05/2025	17.08	Supplies and Materials
Mechanical Workshop Supervisor		**139.55**	
2015/01516641-1	8/05/2025	139.55	Supplies and Materials
Engineering Technical Officer		**25.97**	
2015/01534429	27/05/2025	25.97	Supplies and Materials
Waste Collection Supervisor		**28.84**	
2015/01072332	23/05/2025	28.84	Supplies and Materials
Senior Business Operations Team Leader		**416.62**	
2160/01897197	6/05/2025	311.08	Supplies and Materials
2432/01138115	22/05/2025	105.54	Supplies and Materials
Leading Hand Maintenance		**1,033.62**	
2015/01396283	28/05/2025	27.77	Supplies and Materials
2015/01496493	20/05/2025	472.85	Supplies and Materials
2015/01499781	27/05/2025	74.51	Supplies and Materials
2015/01736993	1/05/2025	14.80	Supplies and Materials
2015/01741016	6/05/2025	98.32	Supplies and Materials
2015/01741884	7/05/2025	20.98	Supplies and Materials
2015/01746031	12/05/2025	145.55	Supplies and Materials
2015/01751984	19/05/2025	44.23	Supplies and Materials
2015/01754882	22/05/2025	109.93	Supplies and Materials
2160/01182328	30/05/2025	24.68	Supplies and Materials
Landfill Supervisor HWRP		**311.63**	
2015/01514849	6/05/2025	80.00	Supplies and Materials
2015/01747163	13/05/2025	231.63	Supplies and Materials
Recycling Supervisor		**368.18**	
2015/00139786	16/05/2025	180.72	Supplies and Materials
2015/01761232	29/05/2025	66.16	Supplies and Materials
2163/01083726	30/05/2025	121.30	Supplies and Materials
Parks Supervisor		**130.08**	
2015/00143098	19/05/2025	130.08	Supplies and Materials

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

City of Cockburn
Bunnings PowerPass Transactions Report
Transactions Made Between 1 May - 31 May 2025

			Supplies and Materials
Trades Assistant/Sign Installer		**433.20**	
2015/00128970	6/05/2025	187.03	Supplies and Materials
2015/01662998	19/05/2025	180.88	Supplies and Materials
2015/01665418	22/05/2025	59.59	Supplies and Materials
2015/01759521	27/05/2025	5.70	Supplies and Materials
Streetscapes Coordinator		**742.15**	
2015/01516500	8/05/2025	648.03	Supplies and Materials
2015/01753787	21/05/2025	94.12	Supplies and Materials
Building Maintenance Officer		**656.53**	
2015/00143777	19/05/2025	18.90	Supplies and Materials
2015/00144841	20/05/2025	8.85	Supplies and Materials
2015/00145638	21/05/2025	23.70	Supplies and Materials
2015/00150742	26/05/2025	18.90	Supplies and Materials
2015/01400444	29/05/2025	27.32	Supplies and Materials
2015/01516587	8/05/2025	292.79	Supplies and Materials
2015/01527998	21/05/2025	81.12	Supplies and Materials
2015/01533922	27/05/2025	24.63	Supplies and Materials
2015/01661328	15/05/2025	8.09	Supplies and Materials
2015/01751709	19/05/2025	24.45	Supplies and Materials
2015/01755512	23/05/2025	18.95	Supplies and Materials
2160/01158402	9/05/2025	28.86	Supplies and Materials
2402/01375620	14/05/2025	79.97	Supplies and Materials
Environmental Supervisor		**216.40**	
2015/00123144	1/05/2025	216.40	Supplies and Materials
Operations Supervisor		**715.56**	
2015/01746764	13/05/2025	707.96	Supplies and Materials
2015/01748341	15/05/2025	7.60	Supplies and Materials
Maintenance Supervisor - Works		**126.62**	
2015/01530356	23/05/2025	126.62	Supplies and Materials
Parks Supervisor		**59.74**	
2015/01742531	8/05/2025	59.74	Supplies and Materials
Project Manager		**11.87**	
2015/00144616	20/05/2025	11.87	Supplies and Materials
Marina Manager		**995.13**	

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

City of Cockburn

Bunnings PowerPass Transactions Report

Transactions Made Between 1 May - 31 May 2025

2402/01789148	30/05/2025	205.32	Supplies and Materials
2402/01789169	30/05/2025	801.96	Supplies and Materials
2402/01789783	30/05/2025 -	12.15	Supplies and Materials

Total Cards - 15 **6,462.75**

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: **0050188034** Customer Number: **0115405338**
Period Starting: **01/05/2025** Period Ending: **31/05/2025**

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
7050 15405338 04250	30/04/25	12:01:57	SPEARWOOD	WA	6443	001894		ULT DSL	168.55	78.51	120.30	12.03	132.33	37294	869	9.0	15.2
1HTF630 2058	12/05/25	13:52:30	SPEARWOOD	WA	6443	002268		ULT DSL	163.54	73.61	109.44	10.94	120.38	38129	835	8.8	14.4
WHITE FORD RANGER UTILITY	28/05/25	09:51:37	SPEARWOOD	WA	6443	002778		ULT DSL	167.47	69.65	106.04	10.60	116.64	38962	833	8.4	14.0
								DIESEL		221.77	335.78	33.57	369.35				
							TOTAL	**THIS PERIOD**		**221.77**	**335.78**	**33.57**	**369.35**		**2537**	**8.7**	**14.6**
								YEAR TO DATE		904.63	1,446.29	144.61	1,590.90		3405	26.6	46.7
Cost Centre			**2058**					DIESEL		221.77	335.78	33.57	369.35				
							TOTAL	**THIS PERIOD**		**221.77**	**335.78**	**33.57**	**369.35**		**2537**	**8.7**	**14.6**
								YEAR TO DATE		904.63	1,446.29	144.61	1,590.90		3405	26.6	46.7
7050 15405338 02890	05/05/25	13:29:16	BIBRA LAKE	WA	7451	073092		ULSD G10	169.92	51.80	80.02	8.00	88.02	113445	585	8.9	15.0
1GNC833 2067	20/05/25	12:42:07	BIBRA LAKE	WA	7451	074198		ULT DSL	166.71	41.78	63.32	6.33	69.65	113944	499	8.4	14.0
WHITE KIA SORENTO WAGON	30/05/25	07:55:20	SINGLETON	WA	1151	007693		ULT DSL	167.47	52.07	79.27	7.93	87.20	114665	721	7.2	12.1
								DIESEL		145.65	222.61	22.26	244.87				
							TOTAL	**THIS PERIOD**		**145.65**	**222.61**	**22.26**	**244.87**		**1805**	**8.1**	**13.6**
								YEAR TO DATE		398.60	638.62	63.86	702.48		2140	18.6	32.8
Cost Centre			**2067**					DIESEL		145.65	222.61	22.26	244.87				
							TOTAL	**THIS PERIOD**		**145.65**	**222.61**	**22.26**	**244.87**		**1805**	**8.1**	**13.6**
								YEAR TO DATE		398.60	638.62	63.86	702.48		2140	18.6	32.8
7050 90000766 66584	05/05/25	08:51:21	SPEARWOOD	WA	6443	002033		ULT DSL	168.92	71.42	109.67	10.97	120.64	5915	780	9.2	15.5
1IKP383 2078	25/05/25	09:52:54	EAST ROCKINGHAM	WA	9080	078449		ULT DSL	166.71	55.47	84.06	8.41	92.47	6537	622	8.9	14.9
WHITE FORD RANGER								DIESEL		126.89	193.73	19.38	213.11				
							TOTAL	**THIS PERIOD**		**126.89**	**193.73**	**19.38**	**213.11**		**1402**	**9.1**	**15.2**
								YEAR TO DATE		389.26	623.26	62.33	685.59		2714	14.3	25.3
Cost Centre			**2078**					DIESEL		126.89	193.73	19.38	213.11				
							TOTAL	**THIS PERIOD**		**126.89**	**193.73**	**19.38**	**213.11**		**1402**	**9.1**	**15.2**
								YEAR TO DATE		389.26	623.26	62.33	685.59		2714	14.3	25.3
7050 90000773 80409	07/05/25	09:28:00	BIBRA LAKE	WA	7451	020174		ULT DSL	170.92	67.41	104.74	10.47	115.21	844			
1IPR378 2098	14/05/25	11:44:40	BIBRA LAKE	WA	7451	020430		ULT DSL	165.54	68.99	103.82	10.38	114.20	1755	911	7.6	12.5
WHITE MITSUBISHI TRITON	21/05/25	17:27:30	CURRAMBINE	WA	6427	016439		ULT DSL	164.71	70.78	105.98	10.60	116.58	2700	945	7.5	12.3

Go paperless and receive your invoices and statements via email. Provide your BP Plus account number along with your email address to aucustcare@bp.com and our team will help you make the switch. If you have paid your account via credit card, your Service Fee will appear on your summary Tax Invoice.

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.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/05/2025 Period Ending: 31/05/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
	30/05/25	16:37:43	CURRAMBINE WA	6427	016960		ULT DSL	167.47	70.47	107.29	10.73	118.02	3666	966	7.3	12.2
							DIESEL		277.65	421.83	42.18	464.01				
						TOTAL	**THIS PERIOD**		**277.65**	**421.83**	**42.18**	**464.01**		**2822**	**9.8**	**16.4**
							YEAR TO DATE		277.65	421.83	42.18	464.01		2822	9.8	16.4
Cost Centre			**2098**				DIESEL		277.65	421.83	42.18	464.01				
						TOTAL	**THIS PERIOD**		**277.65**	**421.83**	**42.18**	**464.01**		**2822**	**9.8**	**16.4**
							YEAR TO DATE		277.65	421.83	42.18	464.01		2822	9.8	16.4
7050 15405338 04227 1HSW320 2166 WHITE FORD RANGER UTE	19/05/25	16:30:14	BIBRA LAKE WA	7451	074116		ULSD G10	165.71	72.05	108.54	10.85	119.39	54270	857	8.4	13.9
							DIESEL		72.05	108.54	10.85	119.39				
						TOTAL	**THIS PERIOD**		**72.05**	**108.54**	**10.85**	**119.39**		**857**	**8.4**	**13.9**
							YEAR TO DATE		446.69	716.51	71.66	788.17		5248	8.5	15.0
Cost Centre			**2166**				DIESEL		72.05	108.54	10.85	119.39				
						TOTAL	**THIS PERIOD**		**72.05**	**108.54**	**10.85**	**119.39**		**857**	**8.4**	**13.9**
							YEAR TO DATE		446.69	716.51	71.66	788.17		5248	8.5	15.0
7050 90000771 84108	30/04/25	09:18:17	BIBRA LAKE WA	7451	072728		ULT DSL	170.55	64.48	99.97	10.00	109.97	5996	889	7.3	12.4
1IMX846 2177	07/05/25	15:38:14	BIBRA LAKE WA	7451	073280		ULT DSL	170.92	31.66	49.19	4.92	54.11	6900	904	3.5	6.0
WHITE MITSUBISHI TRITON	23/05/25	14:12:39	BIBRA LAKE WA	7451	074549		ULSD G10	165.71	51.58	77.70	7.77	85.47	7131	231	22.3	37.0
							DIESEL		147.72	226.86	22.69	249.55				
						TOTAL	**THIS PERIOD**		**147.72**	**226.86**	**22.69**	**249.55**		**2024**	**7.3**	**12.3**
							YEAR TO DATE		481.30	760.11	76.02	836.13		5903	8.2	14.2
Cost Centre			**2177**				DIESEL		147.72	226.86	22.69	249.55				
						TOTAL	**THIS PERIOD**		**147.72**	**226.86**	**22.69**	**249.55**		**2024**	**7.3**	**12.3**
							YEAR TO DATE		481.30	760.11	76.02	836.13		5903	8.2	14.2
7050 15405338 03575 1GZQ778 2217 WHITE TOYOTA CAMRY SEDAN	13/05/25	12:20:00	FREMANTLE WA	6220	007793		ULP UNM	145.70 P	48.06	63.65	6.37	70.02	44621	693	6.9	10.1

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: **0050188034** Customer Number: **0115405338**
Period Starting: **01/05/2025** Period Ending: **31/05/2025**

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
								M/S		48.06	63.65	6.37	70.02				
							TOTAL	**THIS PERIOD**		**48.06**	**63.65**	**6.37**	**70.02**		**693**	**6.9**	**10.1**
								YEAR TO DATE		317.91	478.82	47.89	526.71		4569	7.0	11.5
Cost Centre			**2217**					M/S		48.06	63.65	6.37	70.02				
							TOTAL	**THIS PERIOD**		**48.06**	**63.65**	**6.37**	**70.02**		**693**	**6.9**	**10.1**
								YEAR TO DATE		317.91	478.82	47.89	526.71		4569	7.0	11.5
7050 15405338 04532	09/05/25	07:44:05	BALDIVIS	WA	7374	116436		ULT DSL	168.92	55.39	85.05	8.51	93.56	33444	474	11.7	19.7
1IDI923 2236	15/05/25	07:31:43	COCKBURN CENTRAL	WA	7395	075954		ULT DSL	165.54	51.03	76.79	7.68	84.47	33915	471	10.8	17.9
WHITE FORD RANGER	20/05/25	07:21:41	COCKBURN CENTRAL	WA	7395	076165		ULT DSL	166.71	50.61	76.70	7.67	84.37	34376	461	11.0	18.3
	25/05/25	07:14:35	HALLS HEAD	WA	6170	020318		ULT DSL	164.71	59.51	89.11	8.91	98.02	34933	557	10.7	17.6
	30/05/25	07:14:50	COCKBURN CENTRAL	WA	7395	004881		ULT DSL	169.47	51.21	78.90	7.89	86.79	35406	473	10.8	18.3
								DIESEL		267.75	406.55	40.66	447.21				
							TOTAL	**THIS PERIOD**		**267.75**	**406.55**	**40.66**	**447.21**		**2436**	**11.0**	**18.4**
								YEAR TO DATE		1,264.13	2,039.79	203.99	2,243.78		11529	11.0	19.5
Cost Centre			**2236**					DIESEL		267.75	406.55	40.66	447.21				
							TOTAL	**THIS PERIOD**		**267.75**	**406.55**	**40.66**	**447.21**		**2436**	**11.0**	**18.4**
								YEAR TO DATE		1,264.13	2,039.79	203.99	2,243.78		11529	11.0	19.5
7050 15405338 04052	30/04/25	11:45:12	SPEARWOOD	WA	6443	001893		ULT DSL	168.55	36.83	56.44	5.64	62.08	97598	505	7.3	12.3
1GMF052 2246	23/05/25	09:43:48	SUCCESS	WA	5992	044943		ULT DSL	164.71	44.76	67.02	6.70	73.72	98027	429	10.4	17.2
WHITE SUBARU OUTBACK WAGON								DIESEL		81.59	123.46	12.34	135.80				
							TOTAL	**THIS PERIOD**		**81.59**	**123.46**	**12.34**	**135.80**		**934**	**8.7**	**14.5**
								YEAR TO DATE		240.81	383.78	38.38	422.16		2533	9.5	16.7
Cost Centre			**2246**					DIESEL		81.59	123.46	12.34	135.80				
							TOTAL	**THIS PERIOD**		**81.59**	**123.46**	**12.34**	**135.80**		**934**	**8.7**	**14.5**
								YEAR TO DATE		240.81	383.78	38.38	422.16		2533	9.5	16.7
7050 15405338 04177	06/05/25	10:23:11	SPEARWOOD	WA	6443	002071		ULT DSL	168.92	77.12	118.43	11.84	130.27	63837	764	10.1	17.1
1HRY951 2257	27/05/25	12:42:12	BIBRA LAKE	WA	7451	020766		ULT DSL	169.47	63.24	97.43	9.74	107.17	64523	686	9.2	15.6
WHITE FORD RANGER UTE																	

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/05/2025 Period Ending: 31/05/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
								DIESEL		140.36	215.86	21.58	237.44				
							TOTAL	**THIS PERIOD**		**140.36**	**215.86**	**21.58**	**237.44**		**1450**	**9.7**	**16.4**
								YEAR TO DATE		439.51	705.68	70.55	776.23		3447	12.8	22.5
Cost Centre			**2257**					DIESEL		140.36	215.86	21.58	237.44				
							TOTAL	**THIS PERIOD**		**140.36**	**215.86**	**21.58**	**237.44**		**1450**	**9.7**	**16.4**
								YEAR TO DATE		439.51	705.68	70.55	776.23		3447	12.8	22.5
7050 15405338 04482	16/05/25	09:11:47	BIBRA LAKE	WA	7451	073918		ULSD G10	164.54	61.56	92.08	9.21	101.29	13008	626	9.8	16.2
1ICB465 2297																	
FORD RANGER WHITE																	
								DIESEL		61.56	92.08	9.21	101.29				
							TOTAL	**THIS PERIOD**		**61.56**	**92.08**	**9.21**	**101.29**		**626**	**9.8**	**16.2**
								YEAR TO DATE		345.96	558.38	55.84	614.22		3388	10.2	18.1
Cost Centre			**2297**					DIESEL		61.56	92.08	9.21	101.29				
							TOTAL	**THIS PERIOD**		**61.56**	**92.08**	**9.21**	**101.29**		**626**	**9.8**	**16.2**
								YEAR TO DATE		345.96	558.38	55.84	614.22		3388	10.2	18.1
7050 15405338 04169	30/04/25	10:49:50	BIBRA LAKE	WA	7451	019937		ULT DSL	170.55	72.93	113.07	11.31	124.38	52592	992	7.4	12.5
1HRY950 2308	13/05/25	10:40:35	BIBRA LAKE	WA	7451	020364		ULT DSL	165.54	71.13	107.05	10.70	117.75	53536	944	7.5	12.5
WHITE FORD RANGER UTE	23/05/25	07:09:29	BIBRA LAKE	WA	7451	074496		ULT DSL	166.71	70.33	106.58	10.66	117.24	54495	959	7.3	12.2
								DIESEL		214.39	326.70	32.67	359.37				
							TOTAL	**THIS PERIOD**		**214.39**	**326.70**	**32.67**	**359.37**		**2895**	**7.4**	**12.4**
								YEAR TO DATE		743.73	1,189.76	118.99	1,308.75		9705	7.7	13.5
Cost Centre			**2308**					DIESEL		214.39	326.70	32.67	359.37				
							TOTAL	**THIS PERIOD**		**214.39**	**326.70**	**32.67**	**359.37**		**2895**	**7.4**	**12.4**
								YEAR TO DATE		743.73	1,189.76	118.99	1,308.75		9705	7.7	13.5
7050 90000771 87606	09/05/25	22:04:41	NORTH PERTH	WA	6426	012524		ULT DSL	169.92	69.12	106.77	10.68	117.45	2465	808	8.6	14.5
1INV015 2318	25/05/25	08:12:42	MYAREE	WA	1840	035591		ULT DSL	164.71	68.39	102.40	10.24	112.64	2612	147	46.5	76.6
WHITE MITSUBISHI TRITON																	

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/05/2025 Period Ending: 31/05/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
								DIESEL		137.51	209.17	20.92	230.09				
							TOTAL	**THIS PERIOD**		**137.51**	**209.17**	**20.92**	**230.09**		**955**	**14.4**	**24.1**
								YEAR TO DATE		254.25	396.69	39.67	436.36		1576	16.1	27.7
Cost Centre			**2318**					DIESEL		137.51	209.17	20.92	230.09				
							TOTAL	**THIS PERIOD**		**137.51**	**209.17**	**20.92**	**230.09**		**955**	**14.4**	**24.1**
								YEAR TO DATE		254.25	396.69	39.67	436.36		1576	16.1	27.7
7050 15405338 04219	27/05/25	13:38:28	SUCCESS	WA	5992	024060		ULT DSL	167.47	73.33	111.65	11.16	122.81	18162	679	10.8	18.1
1HSW321 2329																	
WHITE FORD RANGER UTE								DIESEL		73.33	111.65	11.16	122.81				
							TOTAL	**THIS PERIOD**		**73.33**	**111.65**	**11.16**	**122.81**		**679**	**10.8**	**18.1**
								YEAR TO DATE		413.35	659.08	65.90	724.98		3978	10.4	18.2
Cost Centre			**2329**					DIESEL		73.33	111.65	11.16	122.81				
							TOTAL	**THIS PERIOD**		**73.33**	**111.65**	**11.16**	**122.81**		**679**	**10.8**	**18.1**
								YEAR TO DATE		413.35	659.08	65.90	724.98		3978	10.4	18.2
7050 90000774 10545	19/05/25	14:51:12	BIBRA LAKE	WA	7451	074101		ULT DSL	166.71	49.71	75.34	7.53	82.87	777			
1HLQ161 2336																	
WHITE FORD RANGER UTILITY								DIESEL		49.71	75.34	7.53	82.87				
							TOTAL	**THIS PERIOD**		**49.71**	**75.34**	**7.53**	**82.87**				
								YEAR TO DATE		49.71	75.34	7.53	82.87				
Cost Centre			**2336**					DIESEL		49.71	75.34	7.53	82.87				
							TOTAL	**THIS PERIOD**		**49.71**	**75.34**	**7.53**	**82.87**				
								YEAR TO DATE		302.75	488.33	48.82	537.15				
7050 15405338 03948	07/05/25	07:48:40	BIBRA LAKE	WA	7451	020163		ULT DSL	170.92	69.19	107.51	10.75	118.26	48800	563	12.3	21.0
1HJO790 2346	28/05/25	11:44:26	BIBRA LAKE	WA	7451	020831		ULT DSL	169.47	69.66	107.32	10.73	118.05	49489	689	10.1	17.1
WHITE FORD RANGER UTILITY																	

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/05/2025 Period Ending: 31/05/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
								DIESEL		138.85	214.83	21.48	236.31				
							TOTAL	**THIS PERIOD**		**138.85**	**214.83**	**21.48**	**236.31**		**1252**	**11.1**	**18.9**
								YEAR TO DATE		278.67	446.13	44.61	490.74		2458	11.3	20.0
Cost Centre			**2346**					DIESEL		138.85	214.83	21.48	236.31				
							TOTAL	**THIS PERIOD**		**138.85**	**214.83**	**21.48**	**236.31**		**1252**	**11.1**	**18.9**
								YEAR TO DATE		278.67	446.13	44.61	490.74		2458	11.3	20.0
7050 15405338 03526 1GYO863 2355 WHITE FORD RANGER UTILITY	16/05/25	07:58:16	PIARA WATERS	WA	1110	028241		ULT DSL	165.54	66.13	99.52	9.95	109.47	62015	501	13.2	21.9
								DIESEL		66.13	99.52	9.95	109.47				
							TOTAL	**THIS PERIOD**		**66.13**	**99.52**	**9.95**	**109.47**		**501**	**13.2**	**21.9**
								YEAR TO DATE		413.09	670.86	67.08	737.94		3655	11.3	20.2
Cost Centre			**2355**					DIESEL		66.13	99.52	9.95	109.47				
							TOTAL	**THIS PERIOD**		**66.13**	**99.52**	**9.95**	**109.47**		**501**	**13.2**	**21.9**
								YEAR TO DATE		413.09	670.86	67.08	737.94		3655	11.3	20.2
7050 90000768 32418 1ILA232 2377 WHITE MITSUBISHI TRITON	30/04/25	08:07:07	BIBRA LAKE	WA	7451	019915		ULSD G10	169.55	66.47	102.45	10.25	112.70	30100			
								DIESEL		66.47	102.45	10.25	112.70				
							TOTAL	**THIS PERIOD**		**66.47**	**102.45**	**10.25**	**112.70**				
								YEAR TO DATE		124.32	198.90	19.90	218.80				
Cost Centre			**2377**					DIESEL		66.47	102.45	10.25	112.70				
							TOTAL	**THIS PERIOD**		**66.47**	**102.45**	**10.25**	**112.70**				
								YEAR TO DATE		124.32	198.90	19.90	218.80				
7050 15405338 04490 1ICH248 2398 FORD RANGER WHITE	08/05/25 22/05/25	09:25:57 16:07:39	BIBRA LAKE COCKBURN CENTRAL	WA WA	7451 7395	073327 004514		ULT DSL ULT DSL	170.92 166.71	52.27 65.02	81.22 98.54	8.12 9.85	89.34 108.39	2940 31000			

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: **0050188034** Customer Number: **0115405338**
Period Starting: **01/05/2025** Period Ending: **31/05/2025**

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
								DIESEL		117.29	179.76	17.97	197.73				
							TOTAL	**THIS PERIOD**		**117.29**	**179.76**	**17.97**	**197.73**				
								YEAR TO DATE		662.34	1,079.58	107.95	1,187.53		5770	11.5	20.6
Cost Centre			**2398**					DIESEL		117.29	179.76	17.97	197.73				
							TOTAL	**THIS PERIOD**		**117.29**	**179.76**	**17.97**	**197.73**				
								YEAR TO DATE		662.34	1,079.58	107.95	1,187.53		5770	11.5	20.6
7050 15405338 04359	09/05/25	13:08:15	SPEARWOOD	WA	6443	002189		ULT DSL	168.92	62.74	96.35	9.63	105.98	84810	436	14.4	24.3
1GYZ376 2407	19/05/25	08:32:32	NAVAL BASE	WA	7770	046026		ULT DSL	164.71	36.49	54.64	5.46	60.10	85039	229	15.9	26.2
WHITE MITSUBISHI TRITON UTE								DIESEL		99.23	150.99	15.09	166.08				
							TOTAL	**THIS PERIOD**		**99.23**	**150.99**	**15.09**	**166.08**		**665**	**14.9**	**25.0**
								YEAR TO DATE		761.08	1,221.12	122.11	1,343.23		3532	21.5	38.0
Cost Centre			**2407**					DIESEL		99.23	150.99	15.09	166.08				
							TOTAL	**THIS PERIOD**		**99.23**	**150.99**	**15.09**	**166.08**		**665**	**14.9**	**25.0**
								YEAR TO DATE		761.08	1,221.12	122.11	1,343.23		3532	21.5	38.0
7050 90000768 57845	07/05/25	09:18:32	BIBRA LAKE	WA	7451	020173		ULSD G10	169.92	78.34	121.01	12.10	133.11	11000	959	8.2	13.9
1IMB671 2419	15/05/25	07:38:50	BIBRA LAKE	WA	7451	073804		ULT DSL	165.54	63.87	96.12	9.61	105.73	11742	742	8.6	14.2
WHITE FORD RANGER	21/05/25	11:54:12	BIBRA LAKE	WA	7451	074287		ULT DSL	166.71	38.56	58.44	5.84	64.28	12187	445	8.7	14.4
	28/05/25	12:05:30	BIBRA LAKE	WA	7451	074882		ULT DSL	169.47	62.52	96.32	9.63	105.95	12990	803	7.8	13.2
								DIESEL		243.29	371.89	37.18	409.07				
							TOTAL	**THIS PERIOD**		**243.29**	**371.89**	**37.18**	**409.07**		**2949**	**8.2**	**13.9**
								YEAR TO DATE		1,078.96	1,744.36	174.42	1,918.78		10403	10.4	18.4
Cost Centre			**2419**					DIESEL		243.29	371.89	37.18	409.07				
							TOTAL	**THIS PERIOD**		**243.29**	**371.89**	**37.18**	**409.07**		**2949**	**8.2**	**13.9**
								YEAR TO DATE		1,078.96	1,744.36	174.42	1,918.78		10403	10.4	18.4
7050 15405338 03898	09/05/25	15:22:04	BIBRA LAKE	WA	7451	073451		ULT DSL	170.92	66.16	102.80	10.28	113.08	86960	685	9.7	16.5
1HIN859 2438	22/05/25	12:42:25	COCKBURN CENTRAL	WA	7395	004502		ULT DSL	166.71	41.10	62.29	6.23	68.52	87497	537	7.7	12.8
WHITE FORD RANGER UTILITY																	

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: **0050188034** Customer Number: **0115405338**
Period Starting: **01/05/2025** Period Ending: **31/05/2025**

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
								DIESEL		107.26	165.09	16.51	181.60				
							TOTAL	**THIS PERIOD**		**107.26**	**165.09**	**16.51**	**181.60**		**1222**	**8.8**	**14.9**
								YEAR TO DATE		775.36	1,254.90	125.50	1,380.40		7093	10.9	19.5
Cost Centre			**2438**					DIESEL		107.26	165.09	16.51	181.60				
							TOTAL	**THIS PERIOD**		**107.26**	**165.09**	**16.51**	**181.60**		**1222**	**8.8**	**14.9**
								YEAR TO DATE		775.36	1,254.90	125.50	1,380.40		7093	10.9	19.5
7050 90000774 19660	16/05/25	12:20:32	BIBRA LAKE	WA	7451	020495		ULT DSL	165.54	68.61	103.25	10.32	113.57	71			
1IPR226 2439	27/05/25	13:31:54	SPEARWOOD	WA	6443	002734		ULT DSL	167.47	76.37	116.27	11.63	127.90	850	779	9.8	16.4
WHITE FORD RANGER								DIESEL		144.98	219.52	21.95	241.47				
							TOTAL	**THIS PERIOD**		**144.98**	**219.52**	**21.95**	**241.47**		**779**	**18.6**	**31.0**
								YEAR TO DATE		144.98	219.52	21.95	241.47		779	18.6	31.0
Cost Centre			**2439**					DIESEL		144.98	219.52	21.95	241.47				
							TOTAL	**THIS PERIOD**		**144.98**	**219.52**	**21.95**	**241.47**		**779**	**18.6**	**31.0**
								YEAR TO DATE		144.98	219.52	21.95	241.47		779	18.6	31.0
7050 15405338 03120	02/05/25	13:40:16	BIBRA LAKE	WA	7451	072945		ULSD G10	169.55	62.17	95.83	9.58	105.41	74068	543	11.4	19.4
1GTE408 2467	13/05/25	14:41:14	BIBRA LAKE	WA	7451	073679		ULSD G10	164.54	67.91	101.58	10.16	111.74	74698	630	10.8	17.7
WHITE FORD RANGER UTE	29/05/25	09:27:04	BIBRA LAKE	WA	7451	074960		ULSD G10	168.47	67.56	103.47	10.35	113.82	75321	623	10.8	18.3
								DIESEL		197.64	300.88	30.09	330.97				
							TOTAL	**THIS PERIOD**		**197.64**	**300.88**	**30.09**	**330.97**		**1796**	**11.0**	**18.4**
								YEAR TO DATE		675.21	1,086.92	108.69	1,195.61		5732	11.8	20.9
Cost Centre			**2467**					DIESEL		197.64	300.88	30.09	330.97				
							TOTAL	**THIS PERIOD**		**197.64**	**300.88**	**30.09**	**330.97**		**1796**	**11.0**	**18.4**
								YEAR TO DATE		675.21	1,086.92	108.69	1,195.61		5732	11.8	20.9
7050 15405338 03971	07/05/25	09:43:57	BIBRA LAKE	WA	7451	073234		ULSD G10	169.92	51.92	80.20	8.02	88.22	55372	566	9.2	15.6
1HMI124 2497	21/05/25	10:36:33	BIBRA LAKE	WA	7451	074283		ULSD G10	165.71	66.88	100.75	10.07	110.82	56136	764	8.8	14.5
WHITE FORD RANGER UTE																	

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: **0050188034** Customer Number: **0115405338**
Period Starting: **01/05/2025** Period Ending: **31/05/2025**

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
							DIESEL		118.80	180.95	18.09	199.04				
						TOTAL	**THIS PERIOD**		**118.80**	**180.95**	**18.09**	**199.04**		**1330**	**8.9**	**15.0**
							YEAR TO DATE		813.02	1,320.46	132.05	1,452.51		8551	9.5	17.0
Cost Centre			**2497**				DIESEL		118.80	180.95	18.09	199.04				
						TOTAL	**THIS PERIOD**		**118.80**	**180.95**	**18.09**	**199.04**		**1330**	**8.9**	**15.0**
							YEAR TO DATE		813.02	1,320.46	132.05	1,452.51		8551	9.5	17.0
7050 90000768 87727	06/05/25	16:14:22	SPEARWOOD WA	6443	002090		ULT DSL	168.92	67.60	103.81	10.38	114.19	5533	741	9.1	15.4
1IML915 2508	22/05/25	08:23:56	PIARA WATERS WA	1110	028501		ULT DSL	166.71	61.49	93.19	9.32	102.51	6246	713	8.6	14.4
WHITE FORD RANGER							DIESEL		129.09	197.00	19.70	216.70				
						TOTAL	**THIS PERIOD**		**129.09**	**197.00**	**19.70**	**216.70**		**1454**	**8.9**	**14.9**
							YEAR TO DATE		551.31	883.80	88.38	972.18		3870	14.2	25.1
Cost Centre			**2508**				DIESEL		129.09	197.00	19.70	216.70				
						TOTAL	**THIS PERIOD**		**129.09**	**197.00**	**19.70**	**216.70**		**1454**	**8.9**	**14.9**
							YEAR TO DATE		551.31	883.80	88.38	972.18		3870	14.2	25.1
7050 15405338 03708	10/05/25	13:00:26	SUCCESS WA	5992	023473		ULT DSL	168.92	21.57	33.12	3.31	36.43	777			
1HCC815 2515																
WHITE FORD RANGER UTILITY							DIESEL		21.57	33.12	3.31	36.43				
						TOTAL	**THIS PERIOD**		**21.57**	**33.12**	**3.31**	**36.43**				
							YEAR TO DATE		129.52	208.29	20.82	229.11				
Cost Centre			**2515**				DIESEL		21.57	33.12	3.31	36.43				
						TOTAL	**THIS PERIOD**		**21.57**	**33.12**	**3.31**	**36.43**				
							YEAR TO DATE		129.52	208.29	20.82	229.11				
7050 90000769 77148	08/05/25	13:31:14	COCKBURN CENTRAL WA	7395	075722		ULT DSL	170.92	71.62	111.28	11.13	122.41	4400	785	9.1	15.6
1IML918 2538	29/05/25	07:50:09	PIARA WATERS WA	1110	028845		ULT DSL	169.47	72.89	112.30	11.23	123.53	4862	462	15.8	26.7
WHITE MITSUBISHI TRITON																

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/05/2025 Period Ending: 31/05/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
							DIESEL		144.51	223.58	22.36	245.94				
						TOTAL	**THIS PERIOD**		**144.51**	**223.58**	**22.36**	**245.94**		**1247**	**11.6**	**19.7**
							YEAR TO DATE		493.83	796.60	79.66	876.26		3637	13.6	24.1
Cost Centre			**2538**				DIESEL		144.51	223.58	22.36	245.94				
						TOTAL	**THIS PERIOD**		**144.51**	**223.58**	**22.36**	**245.94**		**1247**	**11.6**	**19.7**
							YEAR TO DATE		493.83	796.60	79.66	876.26		3637	13.6	24.1
7050 90000765 36639	30/04/25	09:16:36	BIBRA LAKE WA	7451	019928		ULT DSL	170.55	79.27	122.90	12.29	135.19	18860	1635	4.8	8.3
1IJD383 2556	16/05/25	09:13:49	BIBRA LAKE WA	7451	073919		ULT DSL	165.54	58.33	87.78	8.78	96.56	19500	640	9.1	15.1
WHITE FORD RANGER							DIESEL		137.60	210.68	21.07	231.75				
						TOTAL	**THIS PERIOD**		**137.60**	**210.68**	**21.07**	**231.75**		**2275**	**6.0**	**10.2**
							YEAR TO DATE		701.79	1,135.81	113.59	1,249.40		9979	7.0	12.5
Cost Centre			**2556**				DIESEL		137.60	210.68	21.07	231.75				
						TOTAL	**THIS PERIOD**		**137.60**	**210.68**	**21.07**	**231.75**		**2275**	**6.0**	**10.2**
							YEAR TO DATE		701.79	1,135.81	113.59	1,249.40		9979	7.0	12.5
7050 90000771 17629	12/05/25	08:02:26	BIBRA LAKE WA	7451	073548		ULT DSL	165.54	74.86	112.65	11.27	123.92	5018	974	7.7	12.7
1INZ645 2566	20/05/25	08:14:26	BIBRA LAKE WA	7451	074160		ULT DSL	166.71	74.05	112.23	11.22	123.45	5985	967	7.7	12.8
WHITE FORD RANGER							DIESEL		148.91	224.88	22.49	247.37				
						TOTAL	**THIS PERIOD**		**148.91**	**224.88**	**22.49**	**247.37**		**1941**	**7.7**	**12.7**
							YEAR TO DATE		490.95	775.06	77.50	852.56		2701	18.2	31.6
Cost Centre			**2566**				DIESEL		148.91	224.88	22.49	247.37				
						TOTAL	**THIS PERIOD**		**148.91**	**224.88**	**22.49**	**247.37**		**1941**	**7.7**	**12.7**
							YEAR TO DATE		490.95	775.06	77.50	852.56		2701	18.2	31.6
7050 90000769 68188	01/05/25	09:27:15	BIBRA LAKE WA	7451	072826		ULSD G10	169.55	52.59	81.05	8.11	89.16	3995	520	10.1	17.1
1IMB041 2597	14/05/25	07:44:50	BIBRA LAKE WA	7451	073706		ULSD G10	164.54	70.82	105.93	10.59	116.52	4719	724	9.8	16.1
WHITE FORD RANGER	27/05/25	09:48:32	BIBRA LAKE WA	7451	074788		ULSD G10	168.47	70.28	107.64	10.76	118.40	5417	698	10.1	17.0

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: **0050188034** Customer Number: **0115405338**
Period Starting: **01/05/2025** Period Ending: **31/05/2025**

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
								DIESEL		193.69	294.62	29.46	324.08				
							TOTAL	**THIS PERIOD**		**193.69**	**294.62**	**29.46**	**324.08**		**1942**	**10.0**	**16.7**
								YEAR TO DATE		487.21	774.44	77.44	851.88		4282	11.4	19.9
Cost Centre			**2597**					DIESEL		193.69	294.62	29.46	324.08				
							TOTAL	**THIS PERIOD**		**193.69**	**294.62**	**29.46**	**324.08**		**1942**	**10.0**	**16.7**
								YEAR TO DATE		487.21	774.44	77.44	851.88		4282	11.4	19.9
7050 90000766 04643	01/05/25	11:25:00	BIBRA LAKE	WA	7451	072838		ULT DSL	170.55	58.75	91.09	9.11	100.20	26609	341	17.2	29.4
1HOK040 2606	15/05/25	09:49:51	BIBRA LAKE	WA	7451	073817		ULT DSL	165.54	68.80	103.54	10.35	113.89	27034	425	16.2	26.8
WHITE FORD RANGER UTILITY	29/05/25	09:48:27	BIBRA LAKE	WA	7451	020871		ULT DSL	169.47	68.28	105.19	10.52	115.71	27429	395	17.3	29.3
								DIESEL		195.83	299.82	29.98	329.80				
							TOTAL	**THIS PERIOD**		**195.83**	**299.82**	**29.98**	**329.80**		**1161**	**16.9**	**28.4**
								YEAR TO DATE		642.20	1,039.07	103.90	1,142.97		3767	17.0	30.3
Cost Centre			**2606**					DIESEL		195.83	299.82	29.98	329.80				
							TOTAL	**THIS PERIOD**		**195.83**	**299.82**	**29.98**	**329.80**		**1161**	**16.9**	**28.4**
								YEAR TO DATE		642.20	1,039.07	103.90	1,142.97		3767	17.0	30.3
7050 15405338 04292	05/05/25	08:42:00	SUCCESS	WA	5992	023262		ULT DSL	168.92	37.67	57.85	5.78	63.63	28500	858	4.4	7.4
1HVF574 2618	14/05/25	08:05:27	COCKBURN CENTRAL	WA	7395	004125		ULT DSL	165.54	52.72	79.34	7.93	87.27	29072	572	9.2	15.3
WHITE VOLKSWAGEN CADDY VAN	26/05/25	09:40:16	COCKBURN CENTRAL	WA	7395	004672		AdBlue	199.90 P	14.36	26.10	2.61	28.71	29600	528	2.7	5.4
								ADBLUE		14.36	26.10	2.61	28.71				
								DIESEL		90.39	137.19	13.71	150.90				
							TOTAL	**THIS PERIOD**		**104.75**	**163.29**	**16.32**	**179.61**		**1958**	**5.3**	**9.2**
								YEAR TO DATE		379.75	617.20	61.71	678.91		6200	6.1	11.0
Cost Centre			**2618**					ADBLUE		14.36	26.10	2.61	28.71				
								DIESEL		90.39	137.19	13.71	150.90				
							TOTAL	**THIS PERIOD**		**104.75**	**163.29**	**16.32**	**179.61**		**1958**	**5.3**	**9.2**
								YEAR TO DATE		379.75	617.20	61.71	678.91		6200	6.1	11.0
7050 15405338 04417	30/04/25	10:23:40	BIBRA LAKE	WA	7451	019934		ULSD G10	169.55	54.04	83.29	8.33	91.62	50500	450	12.0	20.4
1GRB219 2626	19/05/25	09:38:05	BIBRA LAKE	WA	7451	020544		ULT DSL	166.71	48.87	74.06	7.41	81.47	508000			
WHITE MITSUBISHI TRITON UTE																	

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: **0050188034** Customer Number: **0115405338**
Period Starting: **01/05/2025** Period Ending: **31/05/2025**

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
								DIESEL		102.91	157.35	15.74	173.09				
							TOTAL	**THIS PERIOD**		**102.91**	**157.35**	**15.74**	**173.09**		**450**	**22.9**	**38.5**
								YEAR TO DATE		525.25	847.35	84.75	932.10		3100	16.9	30.1
Cost Centre			**2626**					DIESEL		102.91	157.35	15.74	173.09				
							TOTAL	**THIS PERIOD**		**102.91**	**157.35**	**15.74**	**173.09**		**450**	**22.9**	**38.5**
								YEAR TO DATE		525.25	847.35	84.75	932.10		3100	16.9	30.1
7050 15405338 04029	01/05/25	17:25:14	PARMELIA	WA	6178	005993		ULT DSL	168.55	65.75	100.75	10.07	110.82	59560	2654	2.5	4.2
1HOA671 2646																	
WHITE MITSUBISHI TRITON																	
								DIESEL		65.75	100.75	10.07	110.82				
							TOTAL	**THIS PERIOD**		**65.75**	**100.75**	**10.07**	**110.82**		**2654**	**2.5**	**4.2**
								YEAR TO DATE		640.66	1,031.18	103.12	1,134.30		8677	7.4	13.1
Cost Centre			**2646**					DIESEL		65.75	100.75	10.07	110.82				
							TOTAL	**THIS PERIOD**		**65.75**	**100.75**	**10.07**	**110.82**		**2654**	**2.5**	**4.2**
								YEAR TO DATE		640.66	1,031.18	103.12	1,134.30		8677	7.4	13.1
7050 15405338 04037	05/05/25	13:08:02	COCKBURN CENTRAL	WA	7395	075613		ULT DSL	170.92	74.96	116.47	11.65	128.12	61786	612	12.2	20.9
1HOQ717 2656	19/05/25	12:31:31	COCKBURN CENTRAL	WA	7395	004359		ULT DSL	166.71	75.26	114.05	11.41	125.46	62399	613	12.3	20.5
FORD RANGER XL SC	26/05/25	13:13:17	COCKBURN CENTRAL	WA	7395	004685		ULT DSL	169.47	74.31	114.48	11.45	125.93	63000	601	12.4	21.0
								DIESEL		224.53	345.00	34.51	379.51				
							TOTAL	**THIS PERIOD**		**224.53**	**345.00**	**34.51**	**379.51**		**1826**	**12.3**	**20.8**
								YEAR TO DATE		1,370.75	2,227.28	222.74	2,450.02		10634	12.9	23.0
Cost Centre			**2656**					DIESEL		224.53	345.00	34.51	379.51				
							TOTAL	**THIS PERIOD**		**224.53**	**345.00**	**34.51**	**379.51**		**1826**	**12.3**	**20.8**
								YEAR TO DATE		1,370.75	2,227.28	222.74	2,450.02		10634	12.9	23.0
7050 15405338 03914	01/05/25	07:20:33	SPEARWOOD	WA	6443	001912		ULT DSL	168.55	58.53	89.68	8.97	98.65	74202	509	11.5	19.4
1HIN742 2667	08/05/25	07:06:40	BIBRA LAKE	WA	7451	073311		ULT DSL	170.92	63.57	98.77	9.88	108.65	74743	541	11.8	20.1
WHITE MITSUBISHI TRITON UTE	15/05/25	07:14:15	SPEARWOOD	WA	6443	002366		ULT DSL	163.54	59.58	88.57	8.86	97.43	75283	540	11.0	18.0
	21/05/25	09:48:34	BIBRA LAKE	WA	7451	074278		ULT DSL	166.71	61.02	92.47	9.25	101.72	75809	526	11.6	19.3
	30/05/25	07:33:08	SPEARWOOD	WA	6443	002824		ULT DSL	167.47	58.38	88.88	8.89	97.77	76333	524	11.1	18.7

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: **0050188034** Customer Number: **0115405338**
Period Starting: **01/05/2025** Period Ending: **31/05/2025**

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
								DIESEL		301.08	458.37	45.85	504.22				
							TOTAL	**THIS PERIOD**		**301.08**	**458.37**	**45.85**	**504.22**		**2640**	**11.4**	**19.1**
								YEAR TO DATE		1,022.29	1,646.83	164.69	1,811.52		8433	12.1	21.5
Cost Centre			**2667**					DIESEL		301.08	458.37	45.85	504.22				
							TOTAL	**THIS PERIOD**		**301.08**	**458.37**	**45.85**	**504.22**		**2640**	**11.4**	**19.1**
								YEAR TO DATE		1,022.29	1,646.83	164.69	1,811.52		8433	12.1	21.5
7050 15405338 03823	05/05/25	07:29:01	COCKBURN CENTRAL	WA	7395	075586		ULT DSL	170.92	57.70	89.65	8.97	98.62	78785	460	12.5	21.4
1HGH898 2677	13/05/25	12:12:49	BIBRA LAKE	WA	7451	073662		ULT DSL	165.54	54.27	81.67	8.17	89.84	79241	456	11.9	19.7
WHITE MITSUBISHI TRITON UTE	26/05/25	14:00:19	SUCCESS	WA	5992	024031		ULT DSL	167.47	56.00	85.25	8.53	93.78	79702	461	12.1	20.3
								DIESEL		167.97	256.57	25.67	282.24				
							TOTAL	**THIS PERIOD**		**167.97**	**256.57**	**25.67**	**282.24**		**1377**	**12.2**	**20.5**
								YEAR TO DATE		964.27	1,570.38	157.06	1,727.44		6516	14.8	26.5
Cost Centre			**2677**					DIESEL		167.97	256.57	25.67	282.24				
							TOTAL	**THIS PERIOD**		**167.97**	**256.57**	**25.67**	**282.24**		**1377**	**12.2**	**20.5**
								YEAR TO DATE		964.27	1,570.38	157.06	1,727.44		6516	14.8	26.5
7050 15405338 04599	20/05/25	17:32:48	BIBRA LAKE	WA	7451	074243		ULSD G10	165.71	59.80	90.08	9.01	99.09	15102	535	11.2	18.5
1IGB442 2698																	
WHITE ISUZU D-MAX								DIESEL		59.80	90.08	9.01	99.09				
							TOTAL	**THIS PERIOD**		**59.80**	**90.08**	**9.01**	**99.09**		**535**	**11.2**	**18.5**
								YEAR TO DATE		905.20	1,473.18	147.32	1,620.50		9162	9.9	17.7
Cost Centre			**2698**					DIESEL		59.80	90.08	9.01	99.09				
							TOTAL	**THIS PERIOD**		**59.80**	**90.08**	**9.01**	**99.09**		**535**	**11.2**	**18.5**
								YEAR TO DATE		905.20	1,473.18	147.32	1,620.50		9162	9.9	17.7
7050 15405338 04425	05/05/25	07:24:19	BIBRA LAKE	WA	7451	020038		ULSD G10	169.92	74.65	115.31	11.53	126.84	72239	616	12.1	20.6
1HJA763 2706	20/05/25	07:08:57	BIBRA LAKE	WA	7451	020570		ULSD G10	165.71	71.28	107.38	10.74	118.12	72829	590	12.1	20.0
WHITE FORD RANGER UTILITY																	

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: **0050188034** Customer Number: **0115405338**
Period Starting: **01/05/2025** Period Ending: **31/05/2025**

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
								DIESEL		145.93	222.69	22.27	244.96				
							TOTAL	**THIS PERIOD**		**145.93**	**222.69**	**22.27**	**244.96**		**1206**	**12.1**	**20.3**
								YEAR TO DATE		740.49	1,194.25	119.43	1,313.68		3895	19.0	33.7
Cost Centre			**2706**					DIESEL		145.93	222.69	22.27	244.96				
							TOTAL	**THIS PERIOD**		**145.93**	**222.69**	**22.27**	**244.96**		**1206**	**12.1**	**20.3**
								YEAR TO DATE		740.49	1,194.25	119.43	1,313.68		3895	19.0	33.7
7050 15405338 03336	30/04/25	23:37:06	SUCCESS	WA	5992	044072		ULT DSL	168.55	68.80	105.42	10.54	115.96	44673			
1GVU053 2723	01/05/25	18:31:38	SUCCESS	WA	5992	044104		ULT DSL	168.55	34.90	53.47	5.35	58.82	44340			
WHITE ISUZU FIRE TRUCK	18/05/25	18:13:33	COCKBURN CENTRAL	WA	7395	076080		ULT DSL	165.54	35.00	52.67	5.27	57.94	44367	27	129.6	214.6
								DIESEL		138.70	211.56	21.16	232.72				
							TOTAL	**THIS PERIOD**		**138.70**	**211.56**	**21.16**	**232.72**		**27**	**513.7**	**861.9**
								YEAR TO DATE		2,130.17	3,507.01	350.69	3,857.70		2878	74.0	134.0
Cost Centre			**2723**					DIESEL		138.70	211.56	21.16	232.72				
							TOTAL	**THIS PERIOD**		**138.70**	**211.56**	**21.16**	**232.72**		**27**	**513.7**	**861.9**
								YEAR TO DATE		2,130.17	3,507.01	350.69	3,857.70		2878	74.0	134.0
7050 15405338 04458	05/05/25	12:58:50	BIBRA LAKE	WA	7451	073090		ULT DSL	170.92	69.58	108.11	10.81	118.92	30000			
1IAN072 2737	26/05/25	12:51:47	BIBRA LAKE	WA	7451	074692		ULT DSL	169.47	73.90	113.85	11.39	125.24	31000	1000	7.4	12.5
WHITE FORD RANGER								DIESEL		143.48	221.96	22.20	244.16				
							TOTAL	**THIS PERIOD**		**143.48**	**221.96**	**22.20**	**244.16**		**1000**	**14.3**	**24.4**
								YEAR TO DATE		715.23	1,157.62	115.76	1,273.38		6000	11.9	21.2
Cost Centre			**2737**					DIESEL		143.48	221.96	22.20	244.16				
							TOTAL	**THIS PERIOD**		**143.48**	**221.96**	**22.20**	**244.16**		**1000**	**14.3**	**24.4**
								YEAR TO DATE		715.23	1,157.62	115.76	1,273.38		6000	11.9	21.2
7050 15405338 01454	30/04/25	23:37:51	SUCCESS	WA	5992	044073		ULT DSL	168.55	16.36	25.06	2.51	27.57	31539	91	18.0	30.3
1EZY791 2753								ULP UNM	158.66	3.56	5.14	0.51	5.65				
TOYOTA LANDCRUISER UTILITY	25/05/25	10:05:19	COCKBURN CENTRAL	WA	7395	076362		ULP UNM	159.93	2.75	4.00	0.40	4.40	777			
	28/05/25	21:22:56	COCKBURN CENTRAL	WA	7395	004819		ULT DSL	169.47	27.73	42.72	4.27	46.99	31693			

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: **0050188034** Customer Number: **0115405338**
Period Starting: **01/05/2025** Period Ending: **31/05/2025**

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
								DIESEL		44.09	67.78	6.78	74.56				
								M/S		6.31	9.14	0.91	10.05				
							TOTAL	**THIS PERIOD**		**50.40**	**76.92**	**7.69**	**84.61**		**91**	**55.4**	**93.0**
								YEAR TO DATE		427.18	688.76	68.85	757.61		267	160.0	283.7
Cost Centre			**2753**					DIESEL		44.09	67.78	6.78	74.56				
								M/S		6.31	9.14	0.91	10.05				
							TOTAL	**THIS PERIOD**		**50.40**	**76.92**	**7.69**	**84.61**		**91**	**55.4**	**93.0**
								YEAR TO DATE		427.18	688.76	68.85	757.61		267	160.0	283.7
7050 15405338 04151	12/05/25	07:50:18	BIBRA LAKE	WA	7451	073544		ULT DSL	165.54	64.60	97.22	9.72	106.94	29621	731	8.8	14.6
1HRR422 2766																	
WHITE FORD RANGER UTE								DIESEL		64.60	97.22	9.72	106.94				
							TOTAL	**THIS PERIOD**		**64.60**	**97.22**	**9.72**	**106.94**		**731**	**8.8**	**14.6**
								YEAR TO DATE		441.17	714.78	71.48	786.26		4991	8.8	15.8
Cost Centre			**2766**					DIESEL		64.60	97.22	9.72	106.94				
							TOTAL	**THIS PERIOD**		**64.60**	**97.22**	**9.72**	**106.94**		**731**	**8.8**	**14.6**
								YEAR TO DATE		441.17	714.78	71.48	786.26		4991	8.8	15.8
7050 15405338 04193	01/05/25	17:56:21	SUCCESS	WA	5992	044103		ULT DSL	168.55	20.06	30.74	3.07	33.81	777			
1HRS629 2784	08/05/25	19:22:43	PIARA WATERS	WA	1110	027873		ULT DSL	170.92	9.27	14.40	1.44	15.84	13815			
TOYOTA LCRUSR - WHITE	12/05/25	07:16:18	PIARA WATERS	WA	1110	028011		ULT DSL	165.54	10.87	16.35	1.64	17.99	13916	101	10.8	17.8
	18/05/25	18:14:53	COCKBURN CENTRAL	WA	7395	076081		ULT DSL	165.54	10.21	15.36	1.54	16.90	13960	44	23.2	38.4
	27/05/25	18:09:07	PIARA WATERS	WA	1110	003609		ULT DSL	169.47	12.04	18.55	1.85	20.40	14009	49	24.6	41.6
								DIESEL		62.45	95.40	9.54	104.94				
							TOTAL	**THIS PERIOD**		**62.45**	**95.40**	**9.54**	**104.94**		**194**	**32.2**	**54.1**
								YEAR TO DATE		345.69	552.91	55.30	608.21		1823	19.0	33.4
Cost Centre			**2784**					DIESEL		62.45	95.40	9.54	104.94				
							TOTAL	**THIS PERIOD**		**62.45**	**95.40**	**9.54**	**104.94**		**194**	**32.2**	**54.1**
								YEAR TO DATE		345.69	552.91	55.30	608.21		1823	19.0	33.4
7050 90000769 77163	08/05/25	09:50:08	BIBRA LAKE	WA	7451	020216		ULSD G10	169.92	71.16	109.92	10.99	120.91	6199	816	8.7	14.8
1IML916 2798	15/05/25	21:31:49	COCKBURN CENTRAL	WA	7395	075994		ULT DSL	165.54	64.27	96.72	9.67	106.39	6987	788	8.2	13.5
WHITE MITSUBISHI TRITON	30/05/25	10:22:03	BIBRA LAKE	WA	7451	075048		ULSD G10	168.47	67.88	103.96	10.40	114.36	7781	794	8.5	14.4

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: **0050188034** Customer Number: **0115405338**
Period Starting: **01/05/2025** Period Ending: **31/05/2025**

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
								DIESEL		203.31	310.60	31.06	341.66				
							TOTAL	**THIS PERIOD**		**203.31**	**310.60**	**31.06**	**341.66**		**2398**	**8.5**	**14.2**
								YEAR TO DATE		693.86	1,109.93	110.99	1,220.92		4854	14.3	25.2
Cost Centre			**2798**					DIESEL		203.31	310.60	31.06	341.66				
							TOTAL	**THIS PERIOD**		**203.31**	**310.60**	**31.06**	**341.66**		**2398**	**8.5**	**14.2**
								YEAR TO DATE		693.86	1,109.93	110.99	1,220.92		4854	14.3	25.2
7050 90000771 87614	10/05/25	11:57:20	HUNTINGDALE	WA	6117	011114		ULT DSL	168.92	67.00	102.88	10.29	113.17	2321	709	9.4	16.0
1INV014 2809	27/05/25	12:18:15	BIBRA LAKE	WA	7451	074807		ULT DSL	169.47	65.00	100.15	10.01	110.16	3122	801	8.1	13.8
WHITE MITSUBISHI TRITON								DIESEL		132.00	203.03	20.30	223.33				
							TOTAL	**THIS PERIOD**		**132.00**	**203.03**	**20.30**	**223.33**		**1510**	**8.7**	**14.8**
								YEAR TO DATE		257.00	406.44	40.64	447.08		2311	11.1	19.3
Cost Centre			**2809**					DIESEL		132.00	203.03	20.30	223.33				
							TOTAL	**THIS PERIOD**		**132.00**	**203.03**	**20.30**	**223.33**		**1510**	**8.7**	**14.8**
								YEAR TO DATE		257.00	406.44	40.64	447.08		2311	11.1	19.3
7050 15405338 03567	01/05/25	18:10:56	BELMONT	WA	2244	023424		BP ULT UNM	170.50	0.68	1.05	0.11	1.16	94881	956	0.1	0.1
1GYU017 2836								ULP 95 UNM	166.50	44.83	67.85	6.79	74.64				
TOYOTA CAMRY SEDAN	09/05/25	16:56:44	BIBRA LAKE	WA	7451	020284		BP ULT UNM	174.24	31.53	49.95	4.99	54.94	95554	673	4.7	8.2
	22/05/25	17:15:23	BIBRA LAKE	WA	7451	074471		BP ULT UNM	172.34	40.87	64.03	6.40	70.43	96406	852	4.8	8.3
								M/S		117.91	182.88	18.29	201.17				
							TOTAL	**THIS PERIOD**		**117.91**	**182.88**	**18.29**	**201.17**		**2481**	**4.8**	**8.1**
								YEAR TO DATE		456.12	742.12	74.22	816.34		7645	6.0	10.7
Cost Centre			**2836**					M/S		117.91	182.88	18.29	201.17				
							TOTAL	**THIS PERIOD**		**117.91**	**182.88**	**18.29**	**201.17**		**2481**	**4.8**	**8.1**
								YEAR TO DATE		456.12	742.12	74.22	816.34		7645	6.0	10.7
7050 15405338 04060	06/05/25	16:46:29	BIBRA LAKE	WA	7451	073193		ULSD G10	169.92	39.30	60.71	6.07	66.78	34790	351	11.2	19.0
1HNM845 2857	14/05/25	08:57:41	BIBRA LAKE	WA	7451	073716		ULT DSL	165.54	59.59	89.67	8.97	98.64	35323	533	11.2	18.5
WHITE ISUZU D-MAX UTE	16/05/25	14:54:38	BIBRA LAKE	WA	7451	073939		ULSD G10	164.54	22.59	33.79	3.38	37.17	35569	246	9.2	15.1
	25/05/25	09:49:23	BIBRA LAKE	WA	7451	074630		ULT DSL	166.71	47.99	72.73	7.27	80.00	36004	435	11.0	18.4
	30/05/25	16:14:11	BIBRA LAKE	WA	7451	020940		ULT DSL	169.47	41.21	63.49	6.35	69.84	36373	369	11.2	18.9

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: **0050188034** Customer Number: **0115405338**
Period Starting: **01/05/2025** Period Ending: **31/05/2025**

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
								DIESEL		210.68	320.39	32.04	352.43				
							TOTAL	**THIS PERIOD**		**210.68**	**320.39**	**32.04**	**352.43**		**1934**	**10.9**	**18.2**
								YEAR TO DATE		654.16	1,047.83	104.78	1,152.61		3061	21.4	37.7
Cost Centre			**2857**					DIESEL		210.68	320.39	32.04	352.43				
							TOTAL	**THIS PERIOD**		**210.68**	**320.39**	**32.04**	**352.43**		**1934**	**10.9**	**18.2**
								YEAR TO DATE		654.16	1,047.83	104.78	1,152.61		3061	21.4	37.7
7050 15405338 04128	02/05/25	12:43:39	BIBRA LAKE	WA	7451	020017		ULSD G10	169.55	52.97	81.65	8.16	89.81	35344	505	10.5	17.8
1HPR483 2867	04/05/25	15:31:30	BIBRA LAKE	WA	7451	073028		ULT DSL	170.55	32.75	50.77	5.08	55.85	35714	370	8.9	15.1
WHITE ISUZU DMAX UTILITY	13/05/25	12:36:32	BIBRA LAKE	WA	7451	073665		ULSD G10	164.54	63.14	94.45	9.44	103.89	36346	632	10.0	16.4
	21/05/25	11:04:51	BIBRA LAKE	WA	7451	020629		ULSD G10	165.71	65.28	98.34	9.83	108.17	35002			
	27/05/25	10:27:46	BIBRA LAKE	WA	7451	074790		ULSD G10	168.47	48.14	73.73	7.37	81.10	37443	2441	2.0	3.3
								DIESEL		262.28	398.94	39.88	438.82				
							TOTAL	**THIS PERIOD**		**262.28**	**398.94**	**39.88**	**438.82**		**3948**	**6.6**	**11.1**
								YEAR TO DATE		725.82	1,164.28	116.41	1,280.69		8222	8.8	15.6
Cost Centre			**2867**					DIESEL		262.28	398.94	39.88	438.82				
							TOTAL	**THIS PERIOD**		**262.28**	**398.94**	**39.88**	**438.82**		**3948**	**6.6**	**11.1**
								YEAR TO DATE		725.82	1,164.28	116.41	1,280.69		8222	8.8	15.6
7050 15405338 04011	05/05/25	11:20:16	BIBRA LAKE	WA	7451	020069		ULSD G10	169.92	53.03	81.92	8.19	90.11	63697			
1HJU694 2877	14/05/25	13:13:51	BIBRA LAKE	WA	7451	073756		ULSD G10	164.54	53.09	79.41	7.94	87.35	64126	429	12.4	20.4
WHITE ISUZU D-MAX UTILITY								DIESEL		106.12	161.33	16.13	177.46				
							TOTAL	**THIS PERIOD**		**106.12**	**161.33**	**16.13**	**177.46**		**429**	**24.7**	**41.4**
								YEAR TO DATE		925.38	1,494.34	149.42	1,643.76		5529	16.7	29.7
Cost Centre			**2877**					DIESEL		106.12	161.33	16.13	177.46				
							TOTAL	**THIS PERIOD**		**106.12**	**161.33**	**16.13**	**177.46**		**429**	**24.7**	**41.4**
								YEAR TO DATE		925.38	1,494.34	149.42	1,643.76		5529	16.7	29.7
7050 15405338 02486	01/05/25	18:47:39	BALDIVIS	WA	7375	025081		ULT DSL	168.55	41.05	62.90	6.29	69.19	28971	66	62.2	104.8
1GEH032 2883	04/05/25	13:11:27	PIARA WATERS	WA	1110	027655		ULT DSL	170.55	12.46	19.32	1.93	21.25	29001	30	41.5	70.8
WHITE ISUZU FIRE TRUCK	08/05/25	19:23:45	PIARA WATERS	WA	1110	027874		ULT DSL	170.92	29.46	45.77	4.58	50.35	29053	52	56.7	96.8
	14/05/25	17:19:31	PIARA WATERS	WA	1110	028166		ULT DSL	165.54	38.47	57.89	5.79	63.68	29157	104	37.0	61.2
	18/05/25	17:56:07	SUCCESS	WA	5992	044756		ULT DSL	163.54	26.53	39.45	3.94	43.39	29180	23	115.3	188.7

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: **0050188034** Customer Number: **0115405338**
Period Starting: **01/05/2025** Period Ending: **31/05/2025**

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
	27/05/25	16:53:04	PIARA WATERS	WA	1110	003602		ULT DSL	169.47	33.52	51.65	5.16	56.81	29256	76	44.1	74.8
								DIESEL		181.49	276.98	27.69	304.67				
							TOTAL	**THIS PERIOD**		**181.49**	**276.98**	**27.69**	**304.67**		**351**	**51.7**	**86.8**
								YEAR TO DATE		1,475.50	2,383.17	238.31	2,621.48		2377	62.1	110.3
Cost Centre			**2883**					DIESEL		181.49	276.98	27.69	304.67				
							TOTAL	**THIS PERIOD**		**181.49**	**276.98**	**27.69**	**304.67**		**351**	**51.7**	**86.8**
								YEAR TO DATE		1,475.50	2,383.17	238.31	2,621.48		2377	62.1	110.3
7050 15405338 03096	01/05/25	20:15:48	BALDIVIS	WA	7375	025101		ULT DSL	168.55	68.84	105.48	10.55	116.03	132262			
1GSG891 2896	12/05/25	09:13:57	PIARA WATERS	WA	1110	028018		ULT DSL	165.54	61.55	92.63	9.26	101.89	777			
WHITE FORD RANGER UTE	22/05/25	07:48:37	PIARA WATERS	WA	1110	028499		ULT DSL	166.71	68.52	103.85	10.38	114.23	777			
								DIESEL		198.91	301.96	30.19	332.15				
							TOTAL	**THIS PERIOD**		**198.91**	**301.96**	**30.19**	**332.15**				
								YEAR TO DATE		863.30	1,381.46	138.14	1,519.60		4060	21.3	37.4
Cost Centre			**2896**					DIESEL		198.91	301.96	30.19	332.15				
							TOTAL	**THIS PERIOD**		**198.91**	**301.96**	**30.19**	**332.15**				
								YEAR TO DATE		863.30	1,381.46	138.14	1,519.60		4060	21.3	37.4
7050 15405338 03658	09/05/25	09:30:36	BIBRA LAKE	WA	7451	020260		ULT DSL	170.92	55.09	85.60	8.56	94.16	39315			
1HAO880 2913																	
WHITE MERCEDES SPRINTER BUS																	
								DIESEL		55.09	85.60	8.56	94.16				
							TOTAL	**THIS PERIOD**		**55.09**	**85.60**	**8.56**	**94.16**				
								YEAR TO DATE		220.58	358.40	35.84	394.24				
Cost Centre			**2913**					DIESEL		55.09	85.60	8.56	94.16				
							TOTAL	**THIS PERIOD**		**55.09**	**85.60**	**8.56**	**94.16**				
								YEAR TO DATE		220.58	358.40	35.84	394.24				
7050 15405338 03666	08/05/25	09:23:34	BIBRA LAKE	WA	7451	073326		ULT DSL	170.92	51.22	79.58	7.96	87.54	135018	259	19.8	33.8
1GCX392 2943	16/05/25	09:21:27	SPEARWOOD	WA	6443	002395		ULT DSL	163.54	52.39	77.89	7.79	85.68	135247	229	22.9	37.4
WHITE MITSUBISHI ROSA BUS	22/05/25	09:17:08	COCKBURN CENTRAL	WA	7395	076274		ULT DSL	166.71	51.04	77.35	7.74	85.09	135512	265	19.3	32.1
	29/05/25	09:14:24	COCKBURN CENTRAL	WA	7395	076506		ULT DSL	169.47	49.17	75.75	7.58	83.33	135752	240	20.5	34.7

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: **0050188034** Customer Number: **0115405338**
Period Starting: **01/05/2025** Period Ending: **31/05/2025**

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
								DIESEL		203.82	310.57	31.07	341.64				
							TOTAL	**THIS PERIOD**		**203.82**	**310.57**	**31.07**	**341.64**		**993**	**20.5**	**34.4**
								YEAR TO DATE		1,010.88	1,639.68	163.99	1,803.67		4795	21.1	37.6
Cost Centre			**2943**					DIESEL		203.82	310.57	31.07	341.64				
							TOTAL	**THIS PERIOD**		**203.82**	**310.57**	**31.07**	**341.64**		**993**	**20.5**	**34.4**
								YEAR TO DATE		1,010.88	1,639.68	163.99	1,803.67		4795	21.1	37.6
7050 15405338 04516	12/05/25	09:07:24	NAVAL BASE	WA	7770	026454		ULT DSL	163.54	58.34	86.74	8.67	95.41	21859	517	11.3	18.5
1IDY275 2966	23/05/25	12:20:30	BIBRA LAKE	WA	7451	074538		ULSD G10	165.71	43.57	65.64	6.56	72.20	22350	491	8.9	14.7
WHITE MITSUBISHI TRITON UTE	30/05/25	17:29:11	PARMELIA	WA	6178	007233		ULT DSL	167.47	54.33	82.72	8.27	90.99	22769	419	13.0	21.7
								DIESEL		156.24	235.10	23.50	258.60				
							TOTAL	**THIS PERIOD**		**156.24**	**235.10**	**23.50**	**258.60**		**1427**	**10.9**	**18.1**
								YEAR TO DATE		715.06	1,141.85	114.18	1,256.03		5510	13.0	22.8
Cost Centre			**2966**					DIESEL		156.24	235.10	23.50	258.60				
							TOTAL	**THIS PERIOD**		**156.24**	**235.10**	**23.50**	**258.60**		**1427**	**10.9**	**18.1**
								YEAR TO DATE		715.06	1,141.85	114.18	1,256.03		5510	13.0	22.8
7050 15405338 03674	02/05/25	15:26:43	SPEARWOOD	WA	6443	001964		ULT DSL	168.55	57.68	88.38	8.84	97.22	149900	291	19.8	33.4
1EWR786 2993	09/05/25	15:40:16	SPEARWOOD	WA	6443	002196		ULT DSL	168.92	46.73	71.75	7.18	78.93	150167	267	17.5	29.6
WHITE MITSUBISHI ROSA BUS	15/05/25	15:31:02	SPEARWOOD	WA	6443	002376		ULT DSL	163.54	54.41	80.89	8.09	88.98	150427	260	20.9	34.2
	20/05/25	15:06:01	BIBRA LAKE	WA	7451	074225		ULSD G10	165.71	45.61	68.71	6.87	75.58	150659	232	19.7	32.6
	28/05/25	14:29:19	SUCCESS	WA	5992	047143		ULT DSL	167.47	56.59	86.15	8.62	94.77	11004			
								DIESEL		261.02	395.88	39.60	435.48				
							TOTAL	**THIS PERIOD**		**261.02**	**395.88**	**39.60**	**435.48**		**1050**	**24.9**	**41.5**
								YEAR TO DATE		1,303.97	2,092.56	209.27	2,301.83		6119	21.3	37.6
Cost Centre			**2993**					DIESEL		261.02	395.88	39.60	435.48				
							TOTAL	**THIS PERIOD**		**261.02**	**395.88**	**39.60**	**435.48**		**1050**	**24.9**	**41.5**
								YEAR TO DATE		1,303.97	2,092.56	209.27	2,301.83		6119	21.3	37.6
7050 15405338 03740	02/05/25	11:05:54	ROCKINGHAM	WA	6172	013416		ULT DSL	168.55	67.00	102.66	10.27	112.93	73620	558	12.0	20.2
1HCL935 4255	26/05/25	18:26:58	CARLISLE	WA	6218	007872		ULT DSL	167.47	39.41	60.00	6.00	66.00	77			
WHITE FORD RANGER UTILITY	29/05/25	12:26:39	NAVAL BASE	WA	7770	047021		ULT DSL	167.47	58.61	89.23	8.92	98.15	83300			
	30/05/25	17:51:45	ROCKINGHAM	WA	6172	014372		ULT DSL	167.47	68.10	103.68	10.37	114.05	75280			

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: **0050188034** Customer Number: **0115405338**
Period Starting: **01/05/2025** Period Ending: **31/05/2025**

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
								DIESEL		233.12	355.57	35.56	391.13				
							TOTAL	**THIS PERIOD**		**233.12**	**355.57**	**35.56**	**391.13**		**558**	**41.8**	**70.1**
								YEAR TO DATE		409.43	643.56	64.36	707.92		1139	35.9	62.2
Cost Centre			**4255**					DIESEL		233.12	355.57	35.56	391.13				
							TOTAL	**THIS PERIOD**		**233.12**	**355.57**	**35.56**	**391.13**		**558**	**41.8**	**70.1**
								YEAR TO DATE		409.43	643.56	64.36	707.92		1139	35.9	62.2
7050 90000769 45491	18/05/25	10:45:49	SPEARWOOD	WA	6443	002445		ULT DSL	163.54	74.67	111.01	11.10	122.11	4223	1170	6.4	10.4
1IML913 4265																	
WHITE FORD RANGER								DIESEL		74.67	111.01	11.10	122.11				
							TOTAL	**THIS PERIOD**		**74.67**	**111.01**	**11.10**	**122.11**		**1170**	**6.4**	**10.4**
								YEAR TO DATE		284.49	454.25	45.42	499.67		2604	10.9	19.2
Cost Centre			**4265**					DIESEL		74.67	111.01	11.10	122.11				
							TOTAL	**THIS PERIOD**		**74.67**	**111.01**	**11.10**	**122.11**		**1170**	**6.4**	**10.4**
								YEAR TO DATE		284.49	454.25	45.42	499.67		2604	10.9	19.2
7050 90000764 46003	30/04/25	06:36:54	BIBRA LAKE	WA	7451	072707		ULT DSL	170.55	64.96	100.72	10.07	110.79	9830	707	9.2	15.7
1IJK529 4295																	
WHITE FORD RANGER								DIESEL		64.96	100.72	10.07	110.79				
							TOTAL	**THIS PERIOD**		**64.96**	**100.72**	**10.07**	**110.79**		**707**	**9.2**	**15.7**
								YEAR TO DATE		506.02	825.87	82.59	908.46		5065	10.0	17.9
Cost Centre			**4295**					DIESEL		64.96	100.72	10.07	110.79				
							TOTAL	**THIS PERIOD**		**64.96**	**100.72**	**10.07**	**110.79**		**707**	**9.2**	**15.7**
								YEAR TO DATE		506.02	825.87	82.59	908.46		5065	10.0	17.9
7050 15405338 04607	05/05/25	08:21:00	BIBRA LAKE	WA	7451	020046		ULSD G10	169.92	54.68	84.46	8.45	92.91	12972			
1IGP085 5044	23/05/25	08:03:34	BIBRA LAKE	WA	7451	074503		ULSD G10	165.71	63.85	96.18	9.62	105.80	13762	790	8.1	13.4
WHITE FORD RANGER																	

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/05/2025 Period Ending: 31/05/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
								DIESEL		118.53	180.64	18.07	198.71				
							TOTAL	**THIS PERIOD**		**118.53**	**180.64**	**18.07**	**198.71**		**790**	**15.0**	**25.2**
								YEAR TO DATE		601.55	971.71	97.18	1,068.89		6441	9.3	16.6
Cost Centre			**5044**					DIESEL		118.53	180.64	18.07	198.71				
							TOTAL	**THIS PERIOD**		**118.53**	**180.64**	**18.07**	**198.71**		**790**	**15.0**	**25.2**
								YEAR TO DATE		601.55	971.71	97.18	1,068.89		6441	9.3	16.6
7050 90000770 68897	09/05/25	07:31:46	SINGLETON	WA	1151	007352		ULT DSL	168.92	43.17	66.29	6.63	72.92	16565	899	4.8	8.1
1ICV817 5212	27/05/25	10:54:17	SPEARWOOD	WA	6443	002726		ULT DSL	167.47	44.22	67.33	6.73	74.06	17380	815	5.4	9.1
VOLKSWAGEN CADDY WHITE								DIESEL		87.39	133.62	13.36	146.98				
							TOTAL	**THIS PERIOD**		**87.39**	**133.62**	**13.36**	**146.98**		**1714**	**5.1**	**8.6**
								YEAR TO DATE		309.97	491.69	49.16	540.85		5013	6.2	10.8
Cost Centre			**5212**					DIESEL		87.39	133.62	13.36	146.98				
							TOTAL	**THIS PERIOD**		**87.39**	**133.62**	**13.36**	**146.98**		**1714**	**5.1**	**8.6**
								YEAR TO DATE		433.65	695.22	69.51	764.73		5013	8.7	15.3
7050 15405338 03534	09/05/25	08:56:09	BIBRA LAKE	WA	7451	073404		ULT DSL	170.92	60.45	93.93	9.39	103.32	73160	622	9.7	16.6
1GYO868 5251	16/05/25	15:16:16	BIBRA LAKE	WA	7451	020519		ULT DSL	165.54	45.27	68.13	6.81	74.94	73625	465	9.7	16.1
WHITE FORD TRANSIT VAN	25/05/25	17:05:20	BIBRA LAKE	WA	7451	074651		ULT DSL	166.71	45.25	68.57	6.86	75.43	74095	470	9.6	16.0
								DIESEL		150.97	230.63	23.06	253.69				
							TOTAL	**THIS PERIOD**		**150.97**	**230.63**	**23.06**	**253.69**		**1557**	**9.7**	**16.3**
								YEAR TO DATE		455.52	726.71	72.67	799.38		4441	10.3	18.0
Cost Centre			**5251**					DIESEL		150.97	230.63	23.06	253.69				
							TOTAL	**THIS PERIOD**		**150.97**	**230.63**	**23.06**	**253.69**		**1557**	**9.7**	**16.3**
								YEAR TO DATE		455.52	726.71	72.67	799.38		4441	10.3	18.0
7050 15405338 04045	30/05/25	14:09:58	BIBRA LAKE	WA	7451	075071		ULP UNM	161.00	42.11	61.64	6.16	67.80	57687			
1GMJ053 5313																	
WHITE MAZDA 6 SEDAN																	

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/05/2025 Period Ending: 31/05/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
								M/S		42.11	61.64	6.16	67.80				
							TOTAL	**THIS PERIOD**		**42.11**	**61.64**	**6.16**	**67.80**				
								YEAR TO DATE		208.26	326.62	32.65	359.27		3608	5.8	10.0
Cost Centre			**5313**					M/S		42.11	61.64	6.16	67.80				
							TOTAL	**THIS PERIOD**		**42.11**	**61.64**	**6.16**	**67.80**				
								YEAR TO DATE		208.26	326.62	32.65	359.27		3608	5.8	10.0
7050 90000768 74303	02/05/25	09:45:06	BIBRA LAKE	WA	7451	019997		BP ULT UNM	172.50	9.93	15.57	1.56	17.13	13000			
1HSX357 5343																	
BLUE POLARIS ATV																	
								M/S		9.93	15.57	1.56	17.13				
							TOTAL	**THIS PERIOD**		**9.93**	**15.57**	**1.56**	**17.13**				
								YEAR TO DATE		111.81	184.70	18.48	203.18		280	39.9	72.6
Cost Centre			**5343**					M/S		9.93	15.57	1.56	17.13				
							TOTAL	**THIS PERIOD**		**9.93**	**15.57**	**1.56**	**17.13**				
								YEAR TO DATE		111.81	184.70	18.48	203.18		280	39.9	72.6
7050 15405338 04318	01/05/25	07:52:35	SPEARWOOD	WA	6443	001913		ULP 95 UNM	166.50	40.00	60.55	6.05	66.60	2103			
1HXK969 5424	28/05/25	20:14:14	SUCCESS	WA	5992	045176		BP ULT UNM	171.40	25.03	39.00	3.90	42.90	20545			
WHITE VOLKSWAGEN T-ROC																	
								M/S		65.03	99.55	9.95	109.50				
							TOTAL	**THIS PERIOD**		**65.03**	**99.55**	**9.95**	**109.50**				
								YEAR TO DATE		364.07	580.15	58.02	638.17		3552	10.2	18.0
Cost Centre			**5424**					M/S		65.03	99.55	9.95	109.50				
							TOTAL	**THIS PERIOD**		**65.03**	**99.55**	**9.95**	**109.50**				
								YEAR TO DATE		364.07	580.15	58.02	638.17		3552	10.2	18.0
7050 15405338 03716	08/05/25	17:01:49	BIBRA LAKE	WA	7451	020240		ULT DSL	170.92	44.24	68.74	6.87	75.61	50328	490	9.0	15.4
1HBW349 5463	20/05/25	05:50:27	BIBRA LAKE	WA	7451	074131		ULT DSL	166.71	41.34	62.65	6.27	68.92	50761	433	9.5	15.9
WHITE FORD RANGER UTILITY																	

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: **0050188034** Customer Number: **0115405338**
Period Starting: **01/05/2025** Period Ending: **31/05/2025**

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
								DIESEL		85.58	131.39	13.14	144.53				
							TOTAL	**THIS PERIOD**		**85.58**	**131.39**	**13.14**	**144.53**		**923**	**9.3**	**15.7**
								YEAR TO DATE		478.33	774.91	77.48	852.39		4234	11.3	20.1
Cost Centre			**5463**					DIESEL		85.58	131.39	13.14	144.53				
							TOTAL	**THIS PERIOD**		**85.58**	**131.39**	**13.14**	**144.53**		**923**	**9.3**	**15.7**
								YEAR TO DATE		478.33	774.91	77.48	852.39		4234	11.3	20.1
7050 90000768 57183	04/05/25	08:13:30	BIBRA LAKE	WA	7451	073020		ULP UNM	157.70 P	31.71	45.46	4.55	50.01	11000	632	5.0	7.9
1IKQ367 5474	17/05/25	08:32:47	BIBRA LAKE	WA	7451	073965		ULP UNM	157.70 P	35.54	50.95	5.10	56.05	11684	684	5.2	8.2
WHITE HYUNDAI I30								M/S		67.25	96.41	9.65	106.06				
							TOTAL	**THIS PERIOD**		**67.25**	**96.41**	**9.65**	**106.06**		**1316**	**5.1**	**8.1**
								YEAR TO DATE		646.67	982.00	98.20	1,080.20		8429	7.7	12.8
Cost Centre			**5474**					M/S		67.25	96.41	9.65	106.06				
							TOTAL	**THIS PERIOD**		**67.25**	**96.41**	**9.65**	**106.06**		**1316**	**5.1**	**8.1**
								YEAR TO DATE		646.67	982.00	98.20	1,080.20		8429	7.7	12.8
7050 15405338 04185	02/05/25	10:40:28	BIBRA LAKE	WA	7451	072928		ULT DSL	170.55	59.66	92.50	9.25	101.75	63078	587	10.2	17.3
1HSD237 5494	14/05/25	07:47:36	APPLECROSS	WA	6200	052949		ULT DSL	163.54	66.64	99.07	9.91	108.98	63706	628	10.6	17.4
WHITE MITSUBISHI TRITON UTE	27/05/25	10:49:28	SPEARWOOD	WA	6443	002725		ULT DSL	167.47	59.25	90.21	9.02	99.23	64289	583	10.2	17.0
								DIESEL		185.55	281.78	28.18	309.96				
							TOTAL	**THIS PERIOD**		**185.55**	**281.78**	**28.18**	**309.96**		**1798**	**10.3**	**17.2**
								YEAR TO DATE		957.31	1,540.78	154.10	1,694.88		9164	10.4	18.5
Cost Centre			**5494**					DIESEL		185.55	281.78	28.18	309.96				
							TOTAL	**THIS PERIOD**		**185.55**	**281.78**	**28.18**	**309.96**		**1798**	**10.3**	**17.2**
								YEAR TO DATE		957.31	1,540.78	154.10	1,694.88		9164	10.4	18.5
7050 15405338 04268	07/05/25	09:11:22	BIBRA LAKE	WA	7451	073231		ULT DSL	170.92	68.97	107.16	10.72	117.88	45478			
1HUL717 5504	14/05/25	16:01:12	WOODVALE	WA	6141	046332		ULT DSL	163.54	74.96	111.45	11.14	122.59	46419	941	8.0	13.0
WHITE FORD RANGER UTE	22/05/25	06:52:35	BIBRA LAKE	WA	7451	074345		ULT DSL	166.71	75.60	114.57	11.46	126.03	47414	995	7.6	12.7
	28/05/25	16:07:06	WOODVALE	WA	6141	047079		ULT DSL	167.47	80.74	122.93	12.29	135.22	48420	1006	8.0	13.4

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: **0050188034** Customer Number: **0115405338**
Period Starting: **01/05/2025** Period Ending: **31/05/2025**

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
								DIESEL		300.27	456.11	45.61	501.72				
							TOTAL	**THIS PERIOD**		**300.27**	**456.11**	**45.61**	**501.72**		**2942**	**10.2**	**17.1**
								YEAR TO DATE		1,157.27	1,851.83	185.18	2,037.01		10346	11.2	19.7
Cost Centre			**5504**					DIESEL		300.27	456.11	45.61	501.72				
							TOTAL	**THIS PERIOD**		**300.27**	**456.11**	**45.61**	**501.72**		**2942**	**10.2**	**17.1**
								YEAR TO DATE		1,157.27	1,851.83	185.18	2,037.01		10346	11.2	19.7
7050 15405338 04466	15/05/25	16:09:47	BIBRA LAKE	WA	7451	073857		ULSD G10	164.54	70.55	105.53	10.55	116.08	40785	705	10.0	16.5
1HHE012 5523																	
WHITE FORD RANGER UTILITY																	
								DIESEL		70.55	105.53	10.55	116.08				
							TOTAL	**THIS PERIOD**		**70.55**	**105.53**	**10.55**	**116.08**		**705**	**10.0**	**16.5**
								YEAR TO DATE		289.65	471.32	47.12	518.44		2421	12.0	21.4
Cost Centre			**5523**					DIESEL		70.55	105.53	10.55	116.08				
							TOTAL	**THIS PERIOD**		**70.55**	**105.53**	**10.55**	**116.08**		**705**	**10.0**	**16.5**
								YEAR TO DATE		289.65	471.32	47.12	518.44		2421	12.0	21.4
7050 15405338 03542	06/05/25	12:04:33	SPEARWOOD	WA	6443	002076		ULP UNM	147.70 P	38.49	51.68	5.17	56.85	777			
1GYZ082 5542	14/05/25	10:18:15	SPEARWOOD	WA	6443	002340		ULP UNM	155.76	45.86	64.94	6.49	71.43	777			
WHITE SUBARU FORESTER WAGON	21/05/25	10:09:18	SPEARWOOD	WA	6443	002554		ULP UNM	157.93	33.68	48.35	4.84	53.19	777			
								M/S		118.03	164.97	16.50	181.47				
							TOTAL	**THIS PERIOD**		**118.03**	**164.97**	**16.50**	**181.47**				
								YEAR TO DATE		447.54	654.85	65.48	720.33				
Cost Centre			**5542**					M/S		118.03	164.97	16.50	181.47				
							TOTAL	**THIS PERIOD**		**118.03**	**164.97**	**16.50**	**181.47**				
								YEAR TO DATE		447.54	654.85	65.48	720.33				
7050 15405338 04573	30/04/25	23:32:11	COCKBURN CENTRAL	WA	7395	003534		ULT DSL	170.55	17.86	27.69	2.77	30.46	104641			
1IFA331 5712	02/05/25	23:04:21	SPEARWOOD	WA	6443	001970		ULT DSL	168.55	40.35	61.83	6.18	68.01	10982			
FORD RANGER WHITE	03/05/25	23:34:42	SUCCESS	WA	5992	044168		ULT DSL	168.55	19.15	29.35	2.93	32.28	11190	208	9.2	15.5
	04/05/25	23:25:20	SPEARWOOD	WA	6443	002024		ULT DSL	168.55	18.58	28.47	2.85	31.32	11345	155	12.0	20.2
	05/05/25	23:19:05	SPEARWOOD	WA	6443	002056		ULT DSL	168.92	20.61	31.65	3.16	34.81	11528	183	11.3	19.0
	06/05/25	22:31:53	SUCCESS	WA	5992	044289		ULT DSL	168.92	15.20	23.35	2.33	25.68	11689	161	9.4	16.0

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: **0050188034** Customer Number: **0115405338**
Period Starting: **01/05/2025** Period Ending: **31/05/2025**

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
	10/05/25	12:13:15	BIBRA LAKE	WA	7451	020286		ULT DSL	170.92	62.45	97.04	9.70	106.74	12360	671	9.3	15.9
	12/05/25	15:24:12	BIBRA LAKE	WA	7451	073589		ULSD G10	164.54	50.01	74.80	7.48	82.28	12905	545	9.2	15.1
	13/05/25	23:29:08	SPEARWOOD	WA	6443	002328		ULT DSL	163.54	31.46	46.77	4.68	51.45	13224	319	9.9	16.1
	15/05/25	23:27:55	SPEARWOOD	WA	6443	002388		ULT DSL	163.54	26.03	38.70	3.87	42.57	13501	277	9.4	15.4
	16/05/25	22:58:33	SUCCESS	WA	5992	044708		ULT DSL	163.54	18.66	27.75	2.77	30.52	13634	133	14.0	22.9
	18/05/25	23:17:13	SPEARWOOD	WA	6443	002465		ULT DSL	163.54	37.58	55.87	5.59	61.46	13959	325	11.6	18.9
	19/05/25	23:33:07	SUCCESS	WA	5992	044797		ULT DSL	164.71	19.20	28.75	2.87	31.62	14134	175	11.0	18.1
	20/05/25	22:45:28	SPEARWOOD	WA	6443	002544		ULT DSL	164.71	15.83	23.70	2.37	26.07	14287	153	10.3	17.0
	22/05/25	17:40:50	BIBRA LAKE	WA	7451	074473		ULT DSL	166.71	30.73	46.57	4.66	51.23	15000	713	4.3	7.2
	24/05/25	17:31:44	BIBRA LAKE	WA	7451	074620		ULT DSL	166.71	45.53	69.00	6.90	75.90	15129	129	35.3	58.8
	26/05/25	10:11:52	BIBRA LAKE	WA	7451	020715		ULT DSL	169.47	45.88	70.68	7.07	77.75	15630	501	9.2	15.5
	27/05/25	16:11:04	BIBRA LAKE	WA	7451	020780		ULT DSL	169.47	28.22	43.47	4.35	47.82	15944	314	9.0	15.2
	29/05/25	23:43:17	SPEARWOOD	WA	6443	002822		ULT DSL	167.47	33.98	51.74	5.17	56.91	1623			
	30/05/25	23:42:59	SUCCESS	WA	5992	045283		ULT DSL	167.47	18.37	27.96	2.80	30.76	16418			
								DIESEL		595.68	905.14	90.50	995.64				
							TOTAL	**THIS PERIOD**		**595.68**	**905.14**	**90.50**	**995.64**		**4962**	**12.0**	**20.1**
								YEAR TO DATE		1,667.69	2,622.55	262.23	2,884.78		14960	11.1	19.3
Cost Centre			**5712**					DIESEL		595.68	905.14	90.50	995.64				
							TOTAL	**THIS PERIOD**		**595.68**	**905.14**	**90.50**	**995.64**		**4962**	**12.0**	**20.1**
								YEAR TO DATE		1,667.69	2,622.55	262.23	2,884.78		14960	11.1	19.3
7050 15405338 04565	30/04/25	04:35:38	COCKBURN CENTRAL	WA	7395	075333		ULT DSL	170.55	3.19	4.95	0.49	5.44	777			
1IFA295 5722	30/04/25	04:37:50	COCKBURN CENTRAL	WA	7395	075334		ULT DSL	170.55	17.78	27.56	2.76	30.32	39866			
FORD RANGER WHITE	02/05/25	22:33:11	COCKBURN CENTRAL	WA	7395	075502		ULT DSL	170.55	58.63	90.90	9.09	99.99	40417	551	10.6	18.1
	04/05/25	23:24:57	SPEARWOOD	WA	6443	002023		ULT DSL	168.55	40.36	61.85	6.18	68.03	40817	400	10.1	17.0
	05/05/25	22:27:11	COCKBURN CENTRAL	WA	7395	075640		ULT DSL	170.92	15.34	23.84	2.38	26.22	40815			
	06/05/25	22:16:34	SPEARWOOD	WA	6443	002105		ULT DSL	168.92	19.29	29.62	2.96	32.58	41119	304	6.3	10.7
	09/05/25	23:18:09	COCKBURN CENTRAL	WA	7395	075765		ULT DSL	170.92	45.27	70.34	7.03	77.37	41607	488	9.3	15.9
	11/05/25	22:45:24	SPEARWOOD	WA	6443	002251		ULT DSL	168.92	35.80	54.97	5.50	60.47	41961	354	10.1	17.1
	13/05/25	22:17:28	COCKBURN CENTRAL	WA	7395	004105		ULT DSL	165.54	34.73	52.26	5.23	57.49	42369	408	8.5	14.1
	14/05/25	17:28:10	BIBRA LAKE	WA	7451	020445		ULT DSL	165.54	18.38	27.66	2.77	30.43	42538	169	10.9	18.0
	15/05/25	17:36:06	BIBRA LAKE	WA	7451	073866		ULT DSL	165.54	16.72	25.16	2.52	27.68	42700	162	10.3	17.1
	16/05/25	17:32:14	BIBRA LAKE	WA	7451	073948		ULT DSL	165.54	14.27	21.47	2.15	23.62	42829	129	11.1	18.3
	17/05/25	17:39:51	BIBRA LAKE	WA	7451	074001		ULT DSL	165.54	20.89	31.44	3.14	34.58	43092	263	7.9	13.1
	19/05/25	17:37:44	BIBRA LAKE	WA	7451	074121		ULT DSL	166.71	35.42	53.68	5.37	59.05	43370	278	12.7	21.2
	20/05/25	16:34:25	BIBRA LAKE	WA	7451	074237		ULT DSL	166.71	14.07	21.33	2.13	23.46	43508	138	10.2	17.0
	22/05/25	21:22:31	COCKBURN CENTRAL	WA	7395	004526		ULT DSL	166.71	29.56	44.80	4.48	49.28	43803	295	10.0	16.7
	23/05/25	23:28:18	SUCCESS	WA	5992	044987		ULT DSL	164.71	24.96	37.37	3.74	41.11	44059	256	9.8	16.1
	26/05/25	20:39:02	COCKBURN CENTRAL	WA	7395	004702		ULT DSL	169.47	28.68	44.18	4.42	48.60	44351	292	9.8	16.6
	27/05/25	22:04:39	SPEARWOOD	WA	6443	002763		ULT DSL	167.47	18.36	27.95	2.80	30.75	44517	166	11.1	18.5
	30/05/25	05:06:10	BIBRA LAKE	WA	7451	075006		ULT DSL	169.47	29.15	44.91	4.49	49.40	44815	298	9.8	16.6

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: **0050188034** Customer Number: **0115405338**
Period Starting: **01/05/2025** Period Ending: **31/05/2025**

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
								DIESEL		520.85	796.24	79.63	875.87				
							TOTAL	**THIS PERIOD**		**520.85**	**796.24**	**79.63**	**875.87**		**4951**	**10.5**	**17.7**
								YEAR TO DATE		2,448.02	3,927.58	392.75	4,320.33		23616	10.4	18.3
Cost Centre			**5722**					DIESEL		520.85	796.24	79.63	875.87				
							TOTAL	**THIS PERIOD**		**520.85**	**796.24**	**79.63**	**875.87**		**4951**	**10.5**	**17.7**
								YEAR TO DATE		2,448.02	3,927.58	392.75	4,320.33		23616	10.4	18.3
7050 15405338 04474	01/05/25	18:45:03	BIBRA LAKE	WA	7451	072874		ULT DSL	170.55	44.54	69.05	6.91	75.96	78933	426	10.5	17.8
1IBU371 5732	04/05/25	16:30:53	SUCCESS	WA	5992	044189		ULT DSL	168.55	26.86	41.15	4.12	45.27	79243	310	8.7	14.6
FORD RANGER WHITE	07/05/25	05:09:23	BIBRA LAKE	WA	7451	073209		ULT DSL	170.92	17.22	26.75	2.68	29.43	79413	170	10.1	17.3
	08/05/25	21:19:32	SUCCESS	WA	5992	044369		ULT DSL	168.92	55.68	85.50	8.55	94.05	7996			
	11/05/25	03:39:54	SPEARWOOD	WA	6443	002230		ULT DSL	168.92	76.09	116.85	11.68	128.53	80714			
	12/05/25	20:19:39	SPEARWOOD	WA	6443	002285		ULT DSL	163.54	55.42	82.39	8.24	90.63	81233	519	10.7	17.5
	13/05/25	17:40:40	BIBRA LAKE	WA	7451	020399		ULT DSL	165.54	40.93	61.59	6.16	67.75	81670	437	9.4	15.5
	14/05/25	20:22:17	COCKBURN CENTRAL	WA	7395	004163		ULT DSL	165.54	38.43	57.84	5.78	63.62	82016	346	11.1	18.4
	17/05/25	22:40:42	COCKBURN CENTRAL	WA	7395	076066		ULT DSL	165.54	54.41	81.88	8.19	90.07	82548	532	10.2	16.9
	20/05/25	19:16:19	COCKBURN CENTRAL	WA	7395	004436		ULT DSL	166.71	46.35	70.25	7.02	77.27	83001	453	10.2	17.1
	23/05/25	05:11:27	COCKBURN CENTRAL	WA	7395	004528		ULT DSL	166.71	53.85	81.61	8.16	89.77	83588	587	9.2	15.3
	25/05/25	23:42:22	COCKBURN CENTRAL	WA	7395	076371		ULT DSL	166.71	50.05	75.85	7.59	83.44	84076	488	10.3	17.1
	28/05/25	05:01:17	COCKBURN CENTRAL	WA	7395	004758		ULT DSL	169.47	24.70	38.05	3.81	41.86	84289	213	11.6	19.7
	29/05/25	03:53:37	SPEARWOOD	WA	6443	002792		ULT DSL	167.47	31.71	48.27	4.83	53.10	84596	307	10.3	17.3
								DIESEL		616.24	937.03	93.72	1030.75				
							TOTAL	**THIS PERIOD**		**616.24**	**937.03**	**93.72**	**1,030.75**		**4788**	**12.9**	**21.5**
								YEAR TO DATE		2,622.63	4,240.75	424.12	4,664.87		21864	12.0	21.3
Cost Centre			**5732**					DIESEL		616.24	937.03	93.72	1030.75				
							TOTAL	**THIS PERIOD**		**616.24**	**937.03**	**93.72**	**1,030.75**		**4788**	**12.9**	**21.5**
								YEAR TO DATE		2,622.63	4,240.75	424.12	4,664.87		21864	12.0	21.3
7050 90000773 68008	15/05/25	05:28:09	SPEARWOOD	WA	6443	002364		ULT DSL	163.54	25.53	37.95	3.80	41.75	4144			
1INJ945 5743	16/05/25	05:19:20	SPEARWOOD	WA	6443	002390		ULT DSL	163.54	26.91	40.01	4.00	44.01	4397	253	10.6	17.4
WHITE FORD RANGER	17/05/25	05:03:35	BIBRA LAKE	WA	7451	073951		ULT DSL	165.54	24.89	37.45	3.75	41.20	4693	296	8.4	13.9
	18/05/25	05:28:42	SPEARWOOD	WA	6443	002441		ULT DSL	163.54	29.81	44.32	4.43	48.75	5011	318	9.4	15.3
	19/05/25	05:11:10	BIBRA LAKE	WA	7451	074021		ULT DSL	166.71	17.84	27.04	2.70	29.74	5224	213	8.4	14.0
	20/05/25	05:24:53	BIBRA LAKE	WA	7451	020566		ULT DSL	166.71	27.98	42.40	4.24	46.64	5550	326	8.6	14.3
	21/05/25	05:12:35	BIBRA LAKE	WA	7451	074251		ULT DSL	166.71	25.19	38.17	3.82	41.99	5797	247	10.2	17.0
	22/05/25	04:36:09	COCKBURN CENTRAL	WA	7395	076252		ULT DSL	166.71	16.06	24.34	2.43	26.77	5959	162	9.9	16.5
	24/05/25	04:38:26	COCKBURN CENTRAL	WA	7395	076339		ULT DSL	166.71	53.84	81.59	8.16	89.75	6528	569	9.5	15.8
	25/05/25	17:27:30	BIBRA LAKE	WA	7451	074652		ULT DSL	166.71	42.67	64.66	6.47	71.13	6957	429	9.9	16.6

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: **0050188034** Customer Number: **0115405338**
Period Starting: **01/05/2025** Period Ending: **31/05/2025**

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
	28/05/25	04:41:02	BIBRA LAKE	WA	7451	074825		ULT DSL	169.47	57.26	88.22	8.82	97.04	7511	554	10.3	17.5
	29/05/25	17:37:42	BIBRA LAKE	WA	7451	074998		ULT DSL	169.47	26.29	40.50	4.05	44.55	7780	269	9.8	16.6
								DIESEL		374.27	566.65	56.67	623.32				
							TOTAL	**THIS PERIOD**		**374.27**	**566.65**	**56.67**	**623.32**		**3636**	**10.3**	**17.1**
								YEAR TO DATE		374.27	566.65	56.67	623.32		3636	10.3	17.1
Cost Centre			**5743**					DIESEL		374.27	566.65	56.67	623.32				
							TOTAL	**THIS PERIOD**		**374.27**	**566.65**	**56.67**	**623.32**		**3636**	**10.3**	**17.1**
								YEAR TO DATE		374.27	566.65	56.67	623.32		3636	10.3	17.1
7050 15405338 04326	30/04/25	17:38:18	BIBRA LAKE	WA	7451	072779		ULT DSL	170.55	27.19	42.15	4.22	46.37	109651	288	9.4	16.1
1HWC303 5752	01/05/25	17:46:57	BIBRA LAKE	WA	7451	072872		ULT DSL	170.55	23.24	36.04	3.60	39.64	109906	255	9.1	15.5
WHITE FORD RANGER	03/05/25	06:09:00	BIBRA LAKE	WA	7451	072978		ULT DSL	170.55	39.01	60.48	6.05	66.53	110350	444	8.8	15.0
	03/05/25	17:42:19	BIBRA LAKE	WA	7451	073016		ULT DSL	170.55	23.10	35.82	3.58	39.40	110599	249	9.3	15.8
	04/05/25	03:55:32	SPEARWOOD	WA	6443	001996		ULT DSL	168.55	43.60	66.81	6.68	73.49	1726			
	04/05/25	03:57:44	SPEARWOOD	WA	6443	001997		ULT DSL	168.55	15.20	23.29	2.33	25.62	110755			
	04/05/25	17:34:12	BIBRA LAKE	WA	7451	073032		ULT DSL	170.55	26.84	41.61	4.16	45.77	111070	315	8.5	14.5
	05/05/25	17:26:03	BIBRA LAKE	WA	7451	073125		ULT DSL	170.92	36.34	56.46	5.65	62.11	111444	374	9.7	16.6
	06/05/25	05:33:19	BIBRA LAKE	WA	7451	073140		ULT DSL	170.92	18.45	28.66	2.87	31.53	111616	172	10.7	18.3
	06/05/25	16:43:23	BIBRA LAKE	WA	7451	073192		ULT DSL	170.92	17.16	26.66	2.67	29.33	111784	168	10.2	17.5
								DIESEL		270.13	417.98	41.81	459.79				
							TOTAL	**THIS PERIOD**		**270.13**	**417.98**	**41.81**	**459.79**		**2265**	**11.9**	**20.3**
								YEAR TO DATE		859.27	1,345.24	134.55	1,479.79		6964	12.3	21.2
Cost Centre			**5752**					DIESEL		270.13	417.98	41.81	459.79				
							TOTAL	**THIS PERIOD**		**270.13**	**417.98**	**41.81**	**459.79**		**2265**	**11.9**	**20.3**
								YEAR TO DATE		859.27	1,345.24	134.55	1,479.79		6964	12.3	21.2
7050 90000773 97569	15/05/25	05:48:31	BIBRA LAKE	WA	7451	073784		ULT DSL	165.54	20.71	31.16	3.12	34.28	277			
1INJ944 5753	16/05/25	05:42:27	BIBRA LAKE	WA	7451	073879		ULT DSL	165.54	21.94	33.02	3.30	36.32	544	267	8.2	13.6
WHITE FORD RANGER	17/05/25	05:21:32	SPEARWOOD	WA	6443	002420		ULT DSL	163.54	23.67	35.19	3.52	38.71	796	252	9.4	15.4
	19/05/25	04:36:41	SUCCESS	WA	5992	044765		ULT DSL	164.71	35.37	52.96	5.30	58.26	1221	425	8.3	13.7
	20/05/25	05:34:11	BIBRA LAKE	WA	7451	074129		ULT DSL	166.71	18.33	27.78	2.78	30.56	1436	215	8.5	14.2
	21/05/25	05:33:48	BIBRA LAKE	WA	7451	074253		ULT DSL	166.71	17.56	26.61	2.66	29.27	1625	189	9.3	15.5
	24/05/25	17:47:03	COCKBURN CENTRAL	WA	7395	076356		ULT DSL	166.71	72.91	110.50	11.05	121.55	2371	746	9.8	16.3
	27/05/25	21:41:13	SUCCESS	WA	5992	045145		ULT DSL	167.47	71.98	109.59	10.96	120.55	3073	702	10.3	17.2
	28/05/25	17:21:18	SUCCESS	WA	5992	045171		ULT DSL	167.47	20.91	31.84	3.18	35.02	3311	238	8.8	14.7
	30/05/25	05:17:49	COCKBURN CENTRAL	WA	7395	004860		ULT DSL	169.47	27.38	42.18	4.22	46.40	3573	262	10.5	17.7
	30/05/25	17:25:01	SPEARWOOD	WA	6443	002836		ULT DSL	167.47	20.34	30.96	3.10	34.06	3760	187	10.9	18.2

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/05/2025 Period Ending: 31/05/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
							DIESEL		351.10	531.79	53.19	584.98				
						TOTAL	**THIS PERIOD**		**351.10**	**531.79**	**53.19**	**584.98**		**3483**	**10.1**	**16.8**
							YEAR TO DATE		351.10	531.79	53.19	584.98		3483	10.1	16.8
Cost Centre			**5753**				DIESEL		351.10	531.79	53.19	584.98				
						TOTAL	**THIS PERIOD**		**351.10**	**531.79**	**53.19**	**584.98**		**3483**	**10.1**	**16.8**
							YEAR TO DATE		351.10	531.79	53.19	584.98		3483	10.1	16.8
7050 90000768 61508 1GTR837 6611 WHITE MITSUBISHI TRITON	12/05/25	13:06:23	BIBRA LAKE WA	7451	073572		ULSD G10	164.54	51.37	76.84	7.68	84.52	46456	481	10.7	17.6
							DIESEL		51.37	76.84	7.68	84.52				
						TOTAL	**THIS PERIOD**		**51.37**	**76.84**	**7.68**	**84.52**		**481**	**10.7**	**17.6**
							YEAR TO DATE		815.17	1,338.56	133.85	1,472.41		9318	8.7	15.8
Cost Centre			**6611**				DIESEL		51.37	76.84	7.68	84.52				
						TOTAL	**THIS PERIOD**		**51.37**	**76.84**	**7.68**	**84.52**		**481**	**10.7**	**17.6**
							YEAR TO DATE		815.17	1,338.56	133.85	1,472.41		9318	8.7	15.8
7050 90000774 08739 1IPR567 6612 WHITE MITSUBISHI TRITON	28/05/25	09:29:30	SUCCESS WA	5992	024104		ULT DSL	167.47	68.52	104.32	10.43	114.75	2443			
							DIESEL		68.52	104.32	10.43	114.75				
						TOTAL	**THIS PERIOD**		**68.52**	**104.32**	**10.43**	**114.75**				
							YEAR TO DATE		68.52	104.32	10.43	114.75				
Cost Centre			**6612**				DIESEL		68.52	104.32	10.43	114.75				
						TOTAL	**THIS PERIOD**		**68.52**	**104.32**	**10.43**	**114.75**				
							YEAR TO DATE		68.52	104.32	10.43	114.75				
7050 90000768 73651 1IMB584 6681 WHITE FORD RANGER	15/05/25	10:03:03	BIBRA LAKE WA	7451	073819		ULT DSL	165.54	61.19	92.08	9.21	101.29	5480	720	8.5	14.1

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: **0050188034** Customer Number: **0115405338**
Period Starting: **01/05/2025** Period Ending: **31/05/2025**

Date: 31/05/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
							DIESEL		61.19	92.08	9.21	101.29				
						TOTAL	**THIS PERIOD**		**61.19**	**92.08**	**9.21**	**101.29**		**720**	**8.5**	**14.1**
							YEAR TO DATE		465.41	757.84	75.78	833.62		4174	11.2	20.0
Cost Centre			**6681**				DIESEL		61.19	92.08	9.21	101.29				
						TOTAL	**THIS PERIOD**		**61.19**	**92.08**	**9.21**	**101.29**		**720**	**8.5**	**14.1**
							YEAR TO DATE		465.41	757.84	75.78	833.62		4174	11.2	20.0
7050 90000768 77884 1GGP946 6911 SILVER HYUNDAI I30 HATCH	21/05/25	14:22:34	EAST ROCKINGHAM WA	9080	078251		ULP UNM	159.93	40.02	58.18	5.82	64.00	61003	419	9.6	15.3
							M/S		40.02	58.18	5.82	64.00				
						TOTAL	**THIS PERIOD**		**40.02**	**58.18**	**5.82**	**64.00**		**419**	**9.6**	**15.3**
							YEAR TO DATE		337.59	499.65	49.97	549.62		2665	12.7	20.6
Cost Centre			**6911**				M/S		40.02	58.18	5.82	64.00				
						TOTAL	**THIS PERIOD**		**40.02**	**58.18**	**5.82**	**64.00**		**419**	**9.6**	**15.3**
							YEAR TO DATE		337.59	499.65	49.97	549.62		2665	12.7	20.6
7050 15405338 04441 1IAN776 6931 WHITE FORD RANGER	08/05/25	09:28:39	BIBRA LAKE WA	7451	020212		ULT DSL	170.92	69.61	108.15	10.82	118.97	15500	600	11.6	19.8
							DIESEL		69.61	108.15	10.82	118.97				
						TOTAL	**THIS PERIOD**		**69.61**	**108.15**	**10.82**	**118.97**		**600**	**11.6**	**19.8**
							YEAR TO DATE		342.04	558.14	55.82	613.96		1797	19.0	34.2
Cost Centre			**6931**				DIESEL		69.61	108.15	10.82	118.97				
						TOTAL	**THIS PERIOD**		**69.61**	**108.15**	**10.82**	**118.97**		**600**	**11.6**	**19.8**
							YEAR TO DATE		342.04	558.14	55.82	613.96		1797	19.0	34.2
7050 15405338 04433 1IAN778 6941 WHITE FORD RANGER	12/05/25	16:13:44	BIBRA LAKE WA	7451	073598		ULT DSL	165.54	73.87	111.16	11.12	122.28	18305	768	9.6	15.9

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: **0050188034** Customer Number: **0115405338**
Period Starting: **01/05/2025** Period Ending: **31/05/2025**

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
								DIESEL		73.87	111.16	11.12	122.28				
							TOTAL	**THIS PERIOD**		**73.87**	**111.16**	**11.12**	**122.28**		**768**	**9.6**	**15.9**
								YEAR TO DATE		443.12	719.53	71.96	791.49		4494	9.9	17.6
Cost Centre			**6941**					DIESEL		73.87	111.16	11.12	122.28				
							TOTAL	**THIS PERIOD**		**73.87**	**111.16**	**11.12**	**122.28**		**768**	**9.6**	**15.9**
								YEAR TO DATE		443.12	719.53	71.96	791.49		4494	9.9	17.6
7050 90000763 26726	06/05/25	09:48:19	BIBRA LAKE	WA	7451	020101		ULSD G10	169.92	62.24	96.15	9.61	105.76	6307	587	10.6	18.0
1IHH592 6951																	
WHITE FORD RANGER																	
								DIESEL		62.24	96.15	9.61	105.76				
							TOTAL	**THIS PERIOD**		**62.24**	**96.15**	**9.61**	**105.76**		**587**	**10.6**	**18.0**
								YEAR TO DATE		257.90	418.95	41.89	460.84		2298	11.2	20.1
Cost Centre			**6951**					DIESEL		62.24	96.15	9.61	105.76				
							TOTAL	**THIS PERIOD**		**62.24**	**96.15**	**9.61**	**105.76**		**587**	**10.6**	**18.0**
								YEAR TO DATE		257.90	418.95	41.89	460.84		2298	11.2	20.1
7050 15405338 04615	19/05/25	11:12:13	BIBRA LAKE	WA	7451	020556		ULSD G10	165.71	66.34	99.94	9.99	109.93	15823	823	8.1	13.4
1IHH589 6961																	
WHITE FORD RANGER UTE																	
								DIESEL		66.34	99.94	9.99	109.93				
							TOTAL	**THIS PERIOD**		**66.34**	**99.94**	**9.99**	**109.93**		**823**	**8.1**	**13.4**
								YEAR TO DATE		649.70	1,047.90	104.77	1,152.67		7128	9.1	16.2
Cost Centre			**6961**					DIESEL		66.34	99.94	9.99	109.93				
							TOTAL	**THIS PERIOD**		**66.34**	**99.94**	**9.99**	**109.93**		**823**	**8.1**	**13.4**
								YEAR TO DATE		649.70	1,047.90	104.77	1,152.67		7128	9.1	16.2
7050 90000764 78360	02/05/25	06:55:22	BIBRA LAKE	WA	7451	072892		ULSD G10	169.55	49.29	75.97	7.60	83.57	1119	30	164.3	278.6
1IGU559 7433	05/05/25	06:47:35	BIBRA LAKE	WA	7451	073047		ULSD G10	169.92	28.76	44.43	4.44	48.87	1132	13	221.2	375.9
SCHAFFER ART LOADER -	07/05/25	07:17:26	BIBRA LAKE	WA	7451	020159		ULSD G10	169.92	26.21	40.48	4.05	44.53	1144	12	218.4	371.1
HOURS	09/05/25	06:39:50	BIBRA LAKE	WA	7451	073388		ULSD G10	169.92	30.58	47.24	4.72	51.96	1154	10	305.8	519.6
	10/05/25	07:00:27	BIBRA LAKE	WA	7451	073474		ULSD G10	169.92	13.78	21.28	2.13	23.41	1154			
	15/05/25	06:46:32	BIBRA LAKE	WA	7451	073793		ULSD G10	164.54	57.32	85.74	8.57	94.31	1177	23	249.2	410.0
	17/05/25	07:06:32	BIBRA LAKE	WA	7451	073957		ULSD G10	164.54	14.27	21.35	2.13	23.48	1188	11	129.7	213.5

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: **0050188034** Customer Number: **0115405338**
Period Starting: **01/05/2025** Period Ending: **31/05/2025**

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
	21/05/25	06:56:14	BIBRA LAKE WA	7451	020606		ULSD G10	165.71	38.13	57.44	5.74	63.18	1204	16	238.3	394.9
	23/05/25	06:50:32	BIBRA LAKE WA	7451	074492		ULSD G10	165.71	30.93	46.59	4.66	51.25	1216	12	257.8	427.1
	27/05/25	06:52:25	BIBRA LAKE WA	7451	074759		ULSD G10	168.47	39.31	60.21	6.02	66.23	1232	16	245.7	413.9
	30/05/25	06:44:06	BIBRA LAKE WA	7451	075017		ULSD G10	168.47	47.75	73.13	7.31	80.44	1249	17	280.9	473.2
							DIESEL		376.33	573.86	57.37	631.23				
						TOTAL	**THIS PERIOD**		**376.33**	**573.86**	**57.37**	**631.23**		**160**	**235.2**	**394.5**
							YEAR TO DATE		1,789.07	2,873.69	287.35	3,161.04		637	280.9	496.2
Cost Centre			**7433**				DIESEL		376.33	573.86	57.37	631.23				
						TOTAL	**THIS PERIOD**		**376.33**	**573.86**	**57.37**	**631.23**		**160**	**235.2**	**394.5**
							YEAR TO DATE		1,789.07	2,873.69	287.35	3,161.04		637	280.9	496.2
7050 90000764 77594	01/05/25	06:54:33	BIBRA LAKE WA	7451	072800		AdBlue	199.90 P	23.29	42.33	4.23	46.56	777			
1HHZ646 7454							ULT DSL	170.55	141.63	219.59	21.96	241.55				
MERC REAR LOADER - HOURS	07/05/25	06:46:21	BIBRA LAKE WA	7451	073217		ULT DSL	170.92	115.19	178.98	17.90	196.88	76449			
	09/05/25	06:44:41	BIBRA LAKE WA	7451	073390		ULT DSL	170.92	100.05	155.45	15.55	171.00	6586			
	10/05/25	06:49:19	BIBRA LAKE WA	7451	073472		ULT DSL	170.92	52.67	81.84	8.18	90.02	76456			
	12/05/25	07:12:21	BIBRA LAKE WA	7451	073538		AdBlue	199.90 P	13.37	24.30	2.43	26.73	6559			
							ULSD G10	164.54	51.61	77.20	7.72	84.92				
	14/05/25	06:45:08	BIBRA LAKE WA	7451	020412		ULT DSL	165.54	109.55	164.85	16.49	181.34	7649	1090	10.1	16.6
	16/05/25	06:40:04	BIBRA LAKE WA	7451	020468		ULSD G10	164.54	89.27	133.53	13.35	146.88	6628			
	20/05/25	06:55:30	BIBRA LAKE WA	7451	074150		ULSD G10	165.71	115.64	174.20	17.42	191.62	6645	17	680.2	1127.2
	22/05/25	07:11:34	BIBRA LAKE WA	7451	074348		AdBlue	199.90 P	15.62	28.38	2.84	31.22	6660	15	104.1	208.1
							ULSD G10	165.71	99.62	150.07	15.01	165.08				
	24/05/25	07:07:06	BIBRA LAKE WA	7451	074584		ULT DSL	166.71	85.47	129.53	12.95	142.48	77065			
	27/05/25	06:51:53	BIBRA LAKE WA	7451	074758		ULSD G10	168.47	81.74	125.19	12.52	137.71	6685			
	29/05/25	06:55:11	BIBRA LAKE WA	7451	020854		ULSD G10	168.47	68.69	105.20	10.52	115.72	6698	13	528.4	890.2
							ADBLUE		52.28	95.01	9.50	104.51				
							DIESEL		1111.13	1695.63	169.57	1865.20				
						TOTAL	**THIS PERIOD**		**1,163.41**	**1,790.64**	**179.07**	**1,969.71**		**1135**	**102.5**	**173.5**
							YEAR TO DATE		6,038.78	9,804.58	980.43	10,785.01		1723	350.5	625.9
Cost Centre			**7454**				ADBLUE		52.28	95.01	9.50	104.51				
							DIESEL		1111.13	1695.63	169.57	1865.20				
						TOTAL	**THIS PERIOD**		**1,163.41**	**1,790.64**	**179.07**	**1,969.71**		**1135**	**102.5**	**173.5**
							YEAR TO DATE		6,038.78	9,804.58	980.43	10,785.01		1723	350.5	625.9
7050 90000764 78311	30/04/25	06:38:08	BIBRA LAKE WA	7451	072708		ULSD G10	169.55	77.78	119.88	11.99	131.87	76129			
1HHZ645 7473	02/05/25	06:55:58	BIBRA LAKE WA	7451	072893		AdBlue	199.90 P	16.90	30.71	3.07	33.78	76276	147	11.5	23.0

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: **0050188034** Customer Number: **0115405338**
Period Starting: **01/05/2025** Period Ending: **31/05/2025**

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
MERC REAR LOADER - HOURS								ULSD G10	169.55	101.92	157.09	15.71	172.80				
	05/05/25	06:48:11	BIBRA LAKE	WA	7451	073048		ULSD G10	169.92	100.75	155.63	15.56	171.19	76420	144	70.0	118.9
	07/05/25	07:18:47	BIBRA LAKE	WA	7451	020160		ULSD G10	169.92	98.75	152.54	15.25	167.79	76573	153	64.5	109.7
	09/05/25	06:40:30	BIBRA LAKE	WA	7451	073389		ULSD G10	169.92	58.94	91.05	9.10	100.15	76676	103	57.2	97.2
	10/05/25	07:01:56	BIBRA LAKE	WA	7451	073475		ULSD G10	169.92	44.47	68.69	6.87	75.56	76739	63	70.6	119.9
	14/05/25	07:24:22	BIBRA LAKE	WA	7451	073700		ULSD G10	164.54	96.74	144.70	14.47	159.17	6911			
	15/05/25	06:46:02	BIBRA LAKE	WA	7451	020456		ULSD G10	164.54	37.75	56.46	5.65	62.11	6917	6	629.2	1035.2
	17/05/25	07:07:07	BIBRA LAKE	WA	7451	073958		ULSD G10	164.54	105.06	157.15	15.71	172.86	77069			
	21/05/25	06:56:46	BIBRA LAKE	WA	7451	020607		ULSD G10	165.71	92.33	139.09	13.91	153.00	77149	80	115.4	191.2
	23/05/25	06:51:55	BIBRA LAKE	WA	7451	074493		ULSD G10	165.71	85.86	129.35	12.93	142.28	76312			
	27/05/25	06:52:27	BIBRA LAKE	WA	7451	020732		ULSD G10	168.47	109.61	167.87	16.79	184.66	77471	1159	9.5	15.9
	30/05/25	06:44:53	BIBRA LAKE	WA	7451	075018		ULSD G10	168.47	87.26	133.65	13.36	147.01	77601	130	67.1	113.1
								ADBLUE		16.90	30.71	3.07	33.78				
								DIESEL		1097.22	1673.15	167.30	1840.45				
							TOTAL	**THIS PERIOD**		**1,114.12**	**1,703.86**	**170.37**	**1,874.23**		**1985**	**56.1**	**94.4**
								YEAR TO DATE		5,116.35	8,224.58	822.42	9,047.00		3978	128.6	227.4
Cost Centre			**7473**					ADBLUE		16.90	30.71	3.07	33.78				
								DIESEL		1097.22	1673.15	167.30	1840.45				
							TOTAL	**THIS PERIOD**		**1,114.12**	**1,703.86**	**170.37**	**1,874.23**		**1985**	**56.1**	**94.4**
								YEAR TO DATE		5,116.35	8,224.58	822.42	9,047.00		3978	128.6	227.4
7050 15405338 00787	30/04/25	22:40:41	BALDIVIS	WA	7375	025037		ULT DSL	168.55	81.92	125.52	12.55	138.07	63415	144	56.9	95.9
1DMM606 7602	01/05/25	18:46:25	BALDIVIS	WA	7375	025080		ULT DSL	168.55	58.57	89.75	8.97	98.72	63536	121	48.4	81.6
WHITE IZUZU TRUCK	08/05/25	16:15:56	SUCCESS	WA	5992	044359		ULT DSL	168.92	53.63	82.35	8.24	90.59	63588	52	103.1	174.2
	11/05/25	07:37:22	PIARA WATERS	WA	1110	027965		ULT DSL	170.92	32.61	50.67	5.07	55.74	63630	42	77.6	132.7
	15/05/25	17:53:23	BALDIVIS	WA	7375	074761		ULT DSL	163.54	41.53	61.75	6.17	67.92	63735	105	39.6	64.7
								DIESEL		268.26	410.04	41.00	451.04				
							TOTAL	**THIS PERIOD**		**268.26**	**410.04**	**41.00**	**451.04**		**464**	**57.8**	**97.2**
								YEAR TO DATE		1,815.89	2,921.63	292.16	3,213.79		3200	56.7	100.4
Cost Centre			**7602**					DIESEL		268.26	410.04	41.00	451.04				
							TOTAL	**THIS PERIOD**		**268.26**	**410.04**	**41.00**	**451.04**		**464**	**57.8**	**97.2**
								YEAR TO DATE		1,815.89	2,921.63	292.16	3,213.79		3200	56.7	100.4
7050 90000764 78337	05/05/25	06:43:45	BIBRA LAKE	WA	7451	073044		ULT DSL	170.92	81.17	126.12	12.61	138.73	4523			
1GHM244 7701	20/05/25	06:52:32	BIBRA LAKE	WA	7451	074149		ULSD G10	165.71	64.29	96.85	9.68	106.53	115799			
UD REAR LOADER - HOURS	22/05/25	07:08:32	BIBRA LAKE	WA	7451	020634		ULT DSL	166.71	75.02	113.69	11.37	125.06	115932	133	56.4	94.0
	28/05/25	06:49:29	BIBRA LAKE	WA	7451	074839		ULSD G10	168.47	113.50	173.83	17.38	191.21	116173	241	47.1	79.3

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/05/2025 Period Ending: 31/05/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
	30/05/25	06:50:36	BIBRA LAKE WA	7451	020915		ULSD G10	168.47	62.28	95.38	9.54	104.92	116287	114	54.6	92.0
							DIESEL		396.26	605.87	60.58	666.45				
						TOTAL	**THIS PERIOD**		**396.26**	**605.87**	**60.58**	**666.45**		**488**	**81.2**	**136.6**
							YEAR TO DATE		3,084.34	4,980.87	498.08	5,478.95		1993	154.8	274.9
Cost Centre			**7701**				DIESEL		396.26	605.87	60.58	666.45				
						TOTAL	**THIS PERIOD**		**396.26**	**605.87**	**60.58**	**666.45**		**488**	**81.2**	**136.6**
							YEAR TO DATE		3,084.34	4,980.87	498.08	5,478.95		1993	154.8	274.9
7050 90000773 22153	01/05/25	11:12:21	BIBRA LAKE WA	7451	072836		ULT DSL	170.55	66.33	102.84	10.28	113.12	700			
1INV373 7923	14/05/25	09:39:17	BIBRA LAKE WA	7451	020424		ULT DSL	165.54	72.45	109.03	10.90	119.93	1367	667	10.9	18.0
WHITE FORD RANGER	27/05/25	13:42:14	BIBRA LAKE WA	7451	074812		ULT DSL	169.47	71.57	110.26	11.03	121.29	2111	744	9.6	16.3
							DIESEL		210.35	322.13	32.21	354.34				
						TOTAL	**THIS PERIOD**		**210.35**	**322.13**	**32.21**	**354.34**		**1411**	**14.9**	**25.1**
							YEAR TO DATE		210.35	322.13	32.21	354.34		1411	14.9	25.1
Cost Centre			**7923**				DIESEL		210.35	322.13	32.21	354.34				
						TOTAL	**THIS PERIOD**		**210.35**	**322.13**	**32.21**	**354.34**		**1411**	**14.9**	**25.1**
							YEAR TO DATE		210.35	322.13	32.21	354.34		1411	14.9	25.1
7050 15405338 04243	13/05/25	10:24:02	COCKBURN CENTRAL WA	7395	075876		ULT DSL	165.54	69.21	104.15	10.42	114.57	22315	757	9.1	15.1
1HTF631 7952																
WHITE FORD RANGER UTILITY							DIESEL		69.21	104.15	10.42	114.57				
						TOTAL	**THIS PERIOD**		**69.21**	**104.15**	**10.42**	**114.57**		**757**	**9.1**	**15.1**
							YEAR TO DATE		432.02	695.93	69.61	765.54		2102	20.6	36.4
Cost Centre			**7952**				DIESEL		69.21	104.15	10.42	114.57				
						TOTAL	**THIS PERIOD**		**69.21**	**104.15**	**10.42**	**114.57**		**757**	**9.1**	**15.1**
							YEAR TO DATE		432.02	695.93	69.61	765.54		2102	20.6	36.4
7050 15405338 02601	23/05/25	11:09:26	BIBRA LAKE WA	7451	020690		ULSD G10	165.71	56.58	85.24	8.52	93.76	51397	397	14.3	23.6
1GIR690 7961																
WHITE MITSUBISHI TRITON UTE																

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: **0050188034** Customer Number: **0115405338**
Period Starting: **01/05/2025** Period Ending: **31/05/2025**

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
								DIESEL		56.58	85.24	8.52	93.76				
							TOTAL	**THIS PERIOD**		**56.58**	**85.24**	**8.52**	**93.76**		**397**	**14.3**	**23.6**
								YEAR TO DATE		204.07	324.46	32.44	356.90		649	31.4	55.0
Cost Centre			**7961**					DIESEL		56.58	85.24	8.52	93.76				
							TOTAL	**THIS PERIOD**		**56.58**	**85.24**	**8.52**	**93.76**		**397**	**14.3**	**23.6**
								YEAR TO DATE		204.07	324.46	32.44	356.90		649	31.4	55.0
7050 15405338 02635	22/05/25	09:30:47	SUCCESS	WA	5992	044901		ULT DSL	164.71	47.24	70.74	7.07	77.81	62644			
1GJF670 7981																	
WHITE HYUNDAI I30 HATCH																	
								DIESEL		47.24	70.74	7.07	77.81				
							TOTAL	**THIS PERIOD**		**47.24**	**70.74**	**7.07**	**77.81**				
								YEAR TO DATE		134.07	211.49	21.15	232.64				
Cost Centre			**7981**					DIESEL		47.24	70.74	7.07	77.81				
							TOTAL	**THIS PERIOD**		**47.24**	**70.74**	**7.07**	**77.81**				
								YEAR TO DATE		134.07	211.49	21.15	232.64				
7050 90000764 78345	05/05/25	06:54:36	BIBRA LAKE	WA	7451	073051		ULT DSL	170.92	73.70	114.51	11.45	125.96	1032	27	273.0	466.5
1IGU560 8401	09/05/25	06:45:36	BIBRA LAKE	WA	7451	020249		ULT DSL	170.92	46.62	72.44	7.24	79.68	1048	16	291.4	498.0
SCHAFFER ART LOADER -	12/05/25	07:10:26	BIBRA LAKE	WA	7451	020299		ULT DSL	165.54	26.37	39.68	3.97	43.65	777			
HOURS	16/05/25	06:40:41	BIBRA LAKE	WA	7451	020469		ULT DSL	165.54	55.24	83.13	8.31	91.44	1076			
	23/05/25	07:25:47	BIBRA LAKE	WA	7451	074499		ULT DSL	166.71	71.68	108.64	10.86	119.50	1101	25	286.7	478.0
	27/05/25	06:50:40	BIBRA LAKE	WA	7451	074757		ULT DSL	169.47	48.16	74.20	7.42	81.62	1115	14	344.0	583.0
								DIESEL		321.77	492.60	49.25	541.85				
							TOTAL	**THIS PERIOD**		**321.77**	**492.60**	**49.25**	**541.85**		**82**	**392.4**	**660.8**
								YEAR TO DATE		1,645.00	2,657.58	265.75	2,923.33		680	241.9	429.9
Cost Centre			**8401**					DIESEL		321.77	492.60	49.25	541.85				
							TOTAL	**THIS PERIOD**		**321.77**	**492.60**	**49.25**	**541.85**		**82**	**392.4**	**660.8**
								YEAR TO DATE		1,645.00	2,657.58	265.75	2,923.33		680	241.9	429.9
7050 15405338 01165	30/04/25	17:03:08	BIBRA LAKE	WA	7451	072778		ULT DSL	170.55	37.16	57.62	5.76	63.38	437			
PARKS Parks	01/05/25	17:28:37	BIBRA LAKE	WA	7451	072870		ULT DSL	170.55	26.86	41.65	4.16	45.81	697	260	10.3	17.6
PARKS	02/05/25	16:52:53	BIBRA LAKE	WA	7451	072966		ULT DSL	170.55	30.02	46.55	4.65	51.20	989	292	10.3	17.5
	13/05/25	09:02:22	BIBRA LAKE	WA	7451	020358		ULT DSL	165.54	60.68	91.32	9.13	100.45	799			

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

CITY OF COCKBURN

Account Number: **0050188034** Customer Number: **0115405338**
Period Starting: **01/05/2025** Period Ending: **31/05/2025**

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
	19/05/25	10:18:52	BIBRA LAKE WA	7451	074062		ULT DSL	166.71	49.49	75.00	7.50	82.50	1463	664	7.5	12.4
							DIESEL		204.21	312.14	31.20	343.34				
						TOTAL	**THIS PERIOD**		**204.21**	**312.14**	**31.20**	**343.34**		**1216**	**16.8**	**28.2**
							YEAR TO DATE		533.32	846.42	84.63	931.05		1269	42.0	73.4
Cost Centre			**Parks**				DIESEL		204.21	312.14	31.20	343.34				
						TOTAL	**THIS PERIOD**		**204.21**	**312.14**	**31.20**	**343.34**		**1216**	**16.8**	**28.2**
							YEAR TO DATE		533.32	846.42	84.63	931.05		1269	42.0	73.4
7050 15405338 01140	05/05/25	17:00:22	BIBRA LAKE WA	7451	073124		ULT DSL	170.92	23.12	35.93	3.59	39.52	1724	1136	2.0	3.5
ROADS Roads	06/05/25	00:56:26	COCKBURN CENTRAL WA	7395	003642		ULT DSL	170.92	15.11	23.48	2.35	25.83	777			
ROADS	09/05/25	00:17:12	COCKBURN CENTRAL WA	7395	075735		ULT DSL	170.92	61.96	96.27	9.63	105.90	2490			
	11/05/25	03:34:34	COCKBURN CENTRAL WA	7395	075772		ULT DSL	170.92	59.89	93.05	9.31	102.36	3070	580	10.3	17.6
	13/05/25	05:22:20	BIBRA LAKE WA	7451	073606		ULT DSL	165.54	58.94	88.70	8.87	97.57	3693	623	9.5	15.7
	14/05/25	05:15:19	BIBRA LAKE WA	7451	073686		ULT DSL	165.54	18.25	27.46	2.75	30.21	3847	154	11.9	19.6
							DIESEL		237.27	364.89	36.50	401.39				
						TOTAL	**THIS PERIOD**		**237.27**	**364.89**	**36.50**	**401.39**		**2493**	**9.5**	**16.1**
							YEAR TO DATE		309.44	483.31	48.35	531.66		2493	12.4	21.3
Cost Centre			**Roads**				DIESEL		237.27	364.89	36.50	401.39				
						TOTAL	**THIS PERIOD**		**237.27**	**364.89**	**36.50**	**401.39**		**2493**	**9.5**	**16.1**
							YEAR TO DATE		309.44	483.31	48.35	531.66		2493	12.4	21.3
7050 15405338 04102	15/05/25	09:54:32	BIBRA LAKE WA	7451	073818		ULSD G10	164.54	60.35	90.27	9.03	99.30	139			
WASTE Waste	22/05/25	12:54:56	BIBRA LAKE WA	7451	074420		ULSD G10	165.71	69.57	104.80	10.48	115.28	3797			
WASTE	22/05/25	12:57:17	BIBRA LAKE WA	7451	074422		ULSD G10	165.71	127.24	191.67	19.17	210.84	401			
	22/05/25	14:22:25	BIBRA LAKE WA	7451	074431		ULSD G10	165.71	80.91	121.88	12.19	134.07	140676			
	22/05/25	14:25:21	BIBRA LAKE WA	7451	074434		ULT DSL	166.71	102.09	154.72	15.47	170.19	4410			
	22/05/25	14:27:44	BIBRA LAKE WA	7451	074435		ULT DSL	166.71	87.55	132.68	13.27	145.95	777			
	22/05/25	14:30:37	BIBRA LAKE WA	7451	074436		ULSD G10	165.71	109.45	164.88	16.49	181.37	993205			
	22/05/25	14:38:35	BIBRA LAKE WA	7451	074437		ULSD G10	165.71	111.37	167.77	16.78	184.55	12316			
	22/05/25	14:42:30	BIBRA LAKE WA	7451	074438		ULSD G10	165.71	97.99	147.62	14.76	162.38	14590	2274	4.3	7.1
	22/05/25	14:45:15	BIBRA LAKE WA	7451	074440		ULSD G10	165.71	105.72	159.25	15.93	175.18	31500			
	22/05/25	14:51:27	BIBRA LAKE WA	7451	074441		ULSD G10	165.71	110.32	166.19	16.62	182.81	1037			
	22/05/25	14:57:03	BIBRA LAKE WA	7451	074444		ULT DSL	166.71	88.52	134.15	13.42	147.57	7120			
	22/05/25	14:57:39	BIBRA LAKE WA	7451	074445		ULT DSL	166.71	131.84	199.81	19.98	219.79	9735	2615	5.0	8.4
	22/05/25	14:59:39	BIBRA LAKE WA	7451	074446		ULSD G10	165.71	103.66	156.15	15.62	171.77	35600			
	22/05/25	15:00:26	BIBRA LAKE WA	7451	074447		ULSD G10	165.71	62.31	93.86	9.39	103.25	1618			
	22/05/25	15:01:09	BIBRA LAKE WA	7451	074448		ULSD G10	165.71	117.72	177.34	17.73	195.07	1149			

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

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: 01/05/2025 Period Ending: 31/05/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service Description	CPL Price	Litres	Total Exc GST ($)	GST ($)	Total Inc GST ($)	Odo meter (km)	KM Span	Litres/ 100km	Cents /km
	22/05/25	15:02:41	BIBRA LAKE WA	7451	074449		ULT DSL	166.71	143.27	217.13	21.71	238.84	734			
	22/05/25	15:08:24	BIBRA LAKE WA	7451	074451		ULT DSL	166.71	113.02	171.28	17.13	188.41	7520			
	22/05/25	15:09:07	BIBRA LAKE WA	7451	074452		ULT DSL	166.71	104.35	158.15	15.81	173.96	2861			
	22/05/25	15:13:02	BIBRA LAKE WA	7451	074453		ULT DSL	166.71	139.93	212.06	21.21	233.27	14051			
	22/05/25	15:14:26	BIBRA LAKE WA	7451	074454		ULT DSL	166.71	124.14	188.14	18.81	206.95	40787			
	22/05/25	15:22:30	BIBRA LAKE WA	7451	074455		ULSD G10	165.71	102.70	154.71	15.47	170.18	169970			
							DIESEL		2294.02	3464.51	346.47	3810.98				
						TOTAL	**THIS PERIOD**		**2,294.02**	**3,464.51**	**346.47**	**3,810.98**		**4889**	**46.9**	**78.0**
							YEAR TO DATE		4,996.47	7,961.66	796.18	8,757.84		4889	102.2	179.1
Cost Centre			**Waste**				DIESEL		2294.02	3464.51	346.47	3810.98				
						TOTAL	**THIS PERIOD**		**2,294.02**	**3,464.51**	**346.47**	**3,810.98**		**4889**	**46.9**	**78.0**
							YEAR TO DATE		4,996.47	7,961.66	796.18	8,757.84		4889	102.2	179.1
							ADBLUE		83.54	151.82	15.18	167.00				
							DIESEL		19114.56	29107.46	2910.72	32018.18				
							M/S		514.65	751.99	75.21	827.20				
CUSTOMER TOTAL						GRAND TOTAL	**THIS PERIOD**		**19,712.75**	**30,011.27**	**3,001.11**	**33,012.38**		**131979**	**14.9**	**25.0**
							YEAR TO DATE		94,116.73	151,516.80	15,151.56	166,668.36		567095	16.6	29.4

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

14.2.4 (2025/MINUTE NO 0132) Monthly Financial Report - May 2025

Responsible Executive	Director Corporate and System Services
Author(s)	Chief Financial Officer
Attachments	1. Monthly Financial Report May 2025 ⇩

Council Decision
MOVED Cr M Separovich SECONDED Cr T Dewan

That Council ADOPTS the Monthly Financial Report including the Statement of Financial Activity and other financial information for the month ending May 2025, as attached to the Agenda.

CARRIED 10/0

Background

The Local Government (Financial Management) Regulations 1996 prescribe that a Local Government must prepare a Statement of Financial Activity each month. Regulation 34(2) requires this statement to be accompanied by documents including:

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) stipulates that the Statement of Financial Activity and associated documents must be presented to the Council within two months following the conclusion of the month to which the statement pertains. The regulations require the reported information to be categorised by nature or type, statutory program, or business unit. The City presents this information according to its nature or type and organisational business structure.

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 disclosing budget variances within monthly financial reporting. The materiality threshold has been set by Council at $300,000 for 2024-25 (FY25).

Detailed analysis of budget variances is an ongoing exercise. Necessary budget amendments are either submitted for Council approval through the Expenditure Review Committee or included in the City’s mid-year budget review.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Submission

N/A

Report

The attached Financial Report for May 2025 has been prepared in accordance with the Local Government Act 1995 and the associated Financial Management Regulations.

The following commentary outlines key financial results and provides an overview of budget performance as at the end of May.

Statement of Comprehensive Income

The monthly report includes a Statement of Comprehensive Income, mirroring the statutory annual budget format. This is showing a net result and total comprehensive income of $23.69 million to the end of May.

This statement also presents the net operating result, which serves as a key indicator of financial sustainability. The adopted budget initially projected an annual operating deficit of $4.2 million. Following in-year budget adjustments, this has improved to a revised deficit of $3.67 million.

The City's ongoing budget repair strategy is focused on returning to an operating surplus over the next couple of years.

Statement of Financial Position

This Statement of Financial Position outlines the City's financial position as at the end of the month, compared to the close of the previous financial year. As of May 2025, net assets have increased year-on-year by $23.69 million to $1.85 billion. This increase reflects the City's total comprehensive income over the reporting period.

Statement of Financial Activity

Opening Surplus

The City had an audited opening surplus of $19.69 million, reflecting surplus funds from the 2024-25 financial year and funding for the carried forward capital program. In accordance with Council policy, the additional funds were transferred into the City's financial reserves following adoption by Council in December 2024.

Closing Surplus

The City's YTD closing surplus for May 2025 was $72.51 million, exceeding the budgeted $49.05 million. This surplus remains high due to annual reserve transfers processed at year-end.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

This represents a favourable budget variance of $23.46 million, comprising the variances across the FY25 operating and capital budgets further detailed in this report.

The budgeted closing surplus has reduced to $84,117 from the adopted budget surplus of $0.3 million, due to various budget amendments adopted by Council throughout the year.

Operating Revenue

Operating revenue of $196.03 million was $1.13 million under YTD budget for May.

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	133,975,858	133,975,858	134,305,790	329,932
Specified Area Rates	657,000	657,000	654,325	(2,675)
Operating Grants, Subsidies, Contributions	16,180,297	9,641,011	9,555,812	(85,199)
Fees & Charges	43,159,446	40,093,446	39,761,758	(331,688)
Service Charges	250,000	231,667	259,086	27,419
Interest Earnings	13,635,100	12,565,508	11,492,539	(1,072,969)
Total	**207,857,701**	**197,164,490**	**196,029,310**	**(1,135,180)**

The City's operating revenue for the year to date reflects the following key variances against budget:

- Interest earnings: $1.07 million below YTD budget, primarily due to an accounting review leading to a reduction in accrued interest on multi-year term deposits.
- Rates income: strong interim rating has led to higher revenue of $0.33 million above full-year budget.
- Fees and Charges: net YTD budget shortfall of $0.33 million includes the following contributing factors:
  - Cockburn ARC revenue continues to perform strongly, exceeding YTD budget by $0.47 million.
  - Development & Compliance (health, building, statutory planning) revenue is $0.49 million above YTD budget.
  - Landfill fees continue tracking below YTD budget by $1.35 million.
- Operating Grants, Subsidies, Contributions: the net shortfall includes a material variance for Cockburn Care of $0.67 million.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Operating Expenditure

Operating expenditure of $176.26 million to the end of May was under the YTD budget by $9.38 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	82,663,620	73,157,393	72,005,641	(1,151,752)
Materials & Contracts	57,764,344	48,479,298	41,276,587	(7,202,711)
Utility charges	6,550,521	5,968,022	5,891,246	(76,776)
Depreciation/ Amortisation	46,190,627	40,901,243	41,555,311	654,068
Interest expenses	260,312	146,955	144,524	(2,431)
Insurance expenses	2,838,923	2,613,984	2,736,338	122,354
Other expenditure	15,264,525	14,377,392	12,652,421	(1,724,971)
Total	**211,532,872**	**185,644,287**	**176,262,068**	**(9,382,219)**

The City's operating expenditure to date reflects the following key variances against budget:

- Employee costs: $1.15 million under the YTD budget, primarily due to $0.75 million in savings across service areas from vacant positions and structural review changes.
- Materials and contracts: $7.20 million under YTD budget, with notable variances including:
  - Cockburn ARC contract costs: $0.93 million under
  - Recreation Services project and program costs: $0.34 million under
  - Streets maintenance (streetscapes, verges): $1.11 million under
  - Parks and playgrounds contract maintenance: $0.63 million under
  - Waste collection contracts: $0.42 million under
  - Coastal management and planning: $0.75 million under
  - Organisation Review costs: $0.59 million under
  - Community Development & Services: $0.47 million under
  - Facilities maintenance: $0.36 million over YTD budget due to increased reactive maintenance requirements.
- Other expenditure: $1.72 million under the YTD budget, including:
  - Community grants program: $0.56 million under
  - Landfill levy: $0.98 million under, commensurate with lower landfill revenue

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Capital Expenditure

Council's FY2024-25 capital works program increased from $53.73 million to $71.86 million after adding carry-forward projects and mid-year adjustments.

By the end of May, the City spent $48.73 million on its capital works program, underspending by $5.34 million year-to-date.

While this demonstrates a cash underspend on the program, the City has committed an additional $15 million through procurement supply contracts. This brings the total spend and committed expenditure to $63.73 million, representing 89% of the full year capital budget. This budget performance indicates a much lower carry forward requirement at year end.

The following table shows the budget performance by asset class:

Capital Acquisitions	Amended		YTD Actual $	YTD Variance $
	Budget $	YTD Budget $		
Buildings	24,443,187	18,581,053	17,049,270	(1,531,783)
Furniture & Equipment	994,100	526,110	452,692	(73,418)
Plant and Equipment	8,347,842	7,120,693	5,990,404	(1,130,289)
Information Technology	795,701	750,900	410,973	(339,926)
Infrastructure - Roads	8,276,700	5,260,436	4,640,447	(619,989)
Infrastructure - Drainage	7,694,366	5,190,163	5,285,552	95,390
Infrastructure - Footpath	2,322,210	1,687,210	1,119,235	(567,975)
Infrastructure - Parks hard	8,556,781	6,708,066	5,526,304	(1,181,762)
Infrastructure - Landscaping	90,686	90,686	60,126	(30,560)
Infrastructure - Landfill site	8,383,200	7,176,874	7,230,438	53,564
Infrastructure - Marina	310,030	25,385	48,057	22,672
Infrastructure - Coastal	1,647,592	957,181	916,734	(40,447)
Total	**71,862,395**	**54,074,756**	**48,730,232**	**(5,344,524)**

The following major project variances have been identified within the City's capital program budget:

- Buildings ($1.53 million under YTD budget):
  - Omeo Port Coogee amenities $0.35 million under YTD budget.
- Parks infrastructure ($1.18 million under YTD budget):
  - Waterbuttons Park playground $0.28 million under YTD budget.
  - Rose Shanks vehicle access tracks $0.20 million under YTD budget.
  - Irrigation pump renewals $0.19 million under YTD budget.
- Plant & Machinery ($1.13 million under YTD budget):
  - Light fleet replacement program - $0.42 million under YTD budget.
  - Major plant replacement program - $0.71 million under YTD budget.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

- Roads Infrastructure ($0.62 million under YTD budget):
  - Banjup traffic calming implementation is $0.27 million under YTD budget.
- Footpath Infrastructure ($0.57 million under YTD budget):
  - Footpaths rehabilitation program is $0.30 million under YTD budget.
  - Cockburn Rd (Orsino to Keisey path) is $0.17 million under YTD budget.

Non-Operating Grants, Subsidies and Contributions

The City's capital grants and contributions budget totals a net amount of $12.22 million. This includes $8.58 million in grant funding, primarily allocated to road projects, and $3.58 million in developer contributions for relevant initiatives.

By the end of May, $3.50 million in non-operating grants and contributions were recognised, which is $1.80 million below the year-to-date budget. According to Australian Accounting Standards, capital revenue is recognised on project completion.

Financial Reserves

A detailed schedule of the City's financial reserves is provided in the financial report, showing a balance of $184.46 million as at the end of May.

General revenue reserves were $148.34 million, with the balance of $36.12 million for externally or legislatively restricted purposes (includes $17.66 million for Developer Contribution Plans and $5.86 million for POS cash in lieu purposes).

Transfers in and out of financial reserves are made in accordance with budgetary and statutory requirements. The budget is forecasting an end-of-year balance of $216.95 million.

Cash and Financial Assets

As of 31 May, the City's closing cash and financial assets amounted to $267.98 million, a decrease from $272.48 million in the previous month.

The balance comprised financial assets, including term deposits and investments totalling $254.24 million, as well as cash and cash equivalent holdings, such as bank cash and call deposits amounting to $13.24 million.

Of these funds, $185.20 million are internally and externally restricted (mostly in cash reserves). The remaining $82.78 million is unrestricted municipal money for funding the City's operations and liabilities.

Investment Performance, Ratings and Maturity

As of 31 May, the City's term deposit portfolio running yield eased slightly to 4.90 percent (4.94% previously), following the Reserve Bank of Australia's 25 basis point rate cut on 21 May.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Portfolio returns remain comfortably above the City's KPI benchmark of 4.35 percent (comprising the 3.85 percent updated cash rate plus a 0.50 percent performance margin). New investments placed during the month only fetched lower rates of between 4.21% and 4.50%, reflecting the rate cut.

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 $2.314 million and market value of $1.49 million, although the City currently carries them at a book value of $0.739 million (net of a $1.575 million impairment provision made several years ago).

The City continues receiving interest and capital payments, with $0.686 million returned to date of the original $3.0 million invested.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

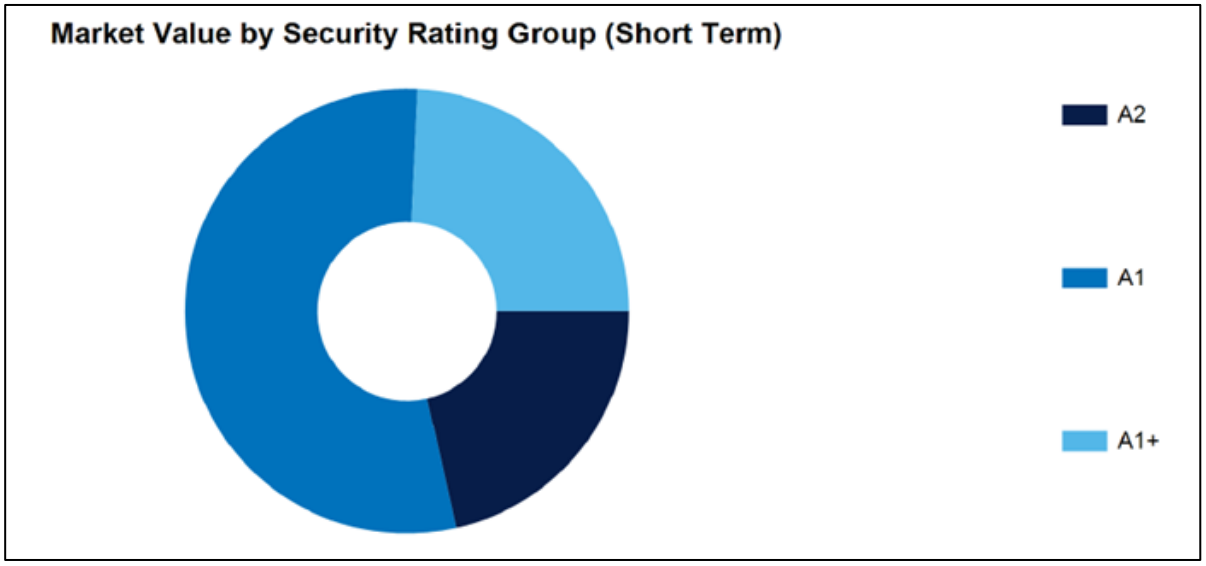
The City's investments were held with the following financial institutions as of 31 May (inclusive of accrued interest):

Issuer	Market Value	% Total Value
AMP Bank Ltd	5,687,269.98	2.17%
Australian Military Bank Limited	3,132,319.74	1.19%
Auswide Bank Limited	3,055,738.35	1.16%
Bank of Queensland Ltd	8,648,336.99	3.29%
Credit Union Australia Ltd t/as Great Southern Bank	6,026,243.82	2.30%
Defence Bank Ltd	3,016,273.98	1.15%
Emerald Reverse Mortgage Trust	1,493,649.92	0.57%
ING Bank Australia Limited	87,476,618.37	33.33%
Judo Bank	15,288,806.86	5.82%
National Australia Bank Ltd	29,441,178.06	11.22%
Rabobank Australia Ltd	91,609,101.09	34.90%
Suncorp Bank (Norfina Ltd) - Subsidiary of ANZ	5,081,982.21	1.94%
Westpac Banking Corporation Ltd	2,514,763.70	0.96%
Portfolio Total	262,472,283.06	100.00%

The City's short-term deposits (less than 12 months) made up 58.18 percent ($152.7 million) of the City's portfolio, compared 55.89 percent ($146.5 million) last month.

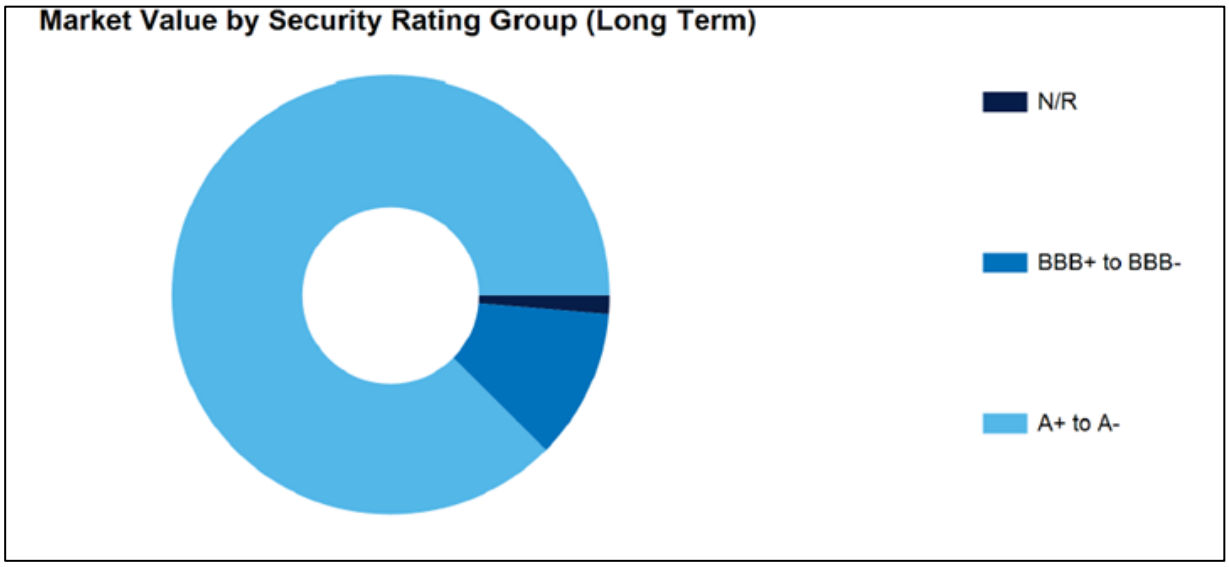
Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

These were classified under the following credit ratings:



Deposits invested between 1 and 3 years made up 41.82 percent ($109.8 million) of the City's portfolio, compared to 44.11 percent ($115.6million) last month.

These were classified under following credit ratings:



Investment in Fossil Fuel Free Banks

By the end of the month, the City had allocated $51.31 million, representing 20 percent of its total investment portfolio, to banks that do not finance fossil fuel-related industries. This represents a decrease from $59.31 million (23.2 percent) in the previous month.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

The City's investments in fossil fuel-free institutions fluctuate based on the competitiveness of deposit rates and the capacity of these banks to accept funds. Nonetheless, the City remains committed to prioritising such investments, provided the rates remain competitive with those of alternative financial institutions

Rates Debt Recovery
The collectible rates and charges currently raised for 2024-25 (comprising net arrears, annual levies, and part year rating) totals $160.53 million.

As of 31 May, the City had collected $152.19 million (94.8%), leaving a balance outstanding of $8.34 million (5.2%).

The City also held prepayments for the following year's rates totalling $2.32 million.

The City has levied and received $0.26 million for underground power charges this year, being year two of a ten-year repayment plan.

In terms of overdue rates accounts under formal or legal debt recovery processes, the City had 63 properties owing a total of $0.36 million in combined rates and legal fees (versus 177 properties and $0.76 million last month). This month-on-month decrease reflects successful debt recovery efforts by the rates team.

Formal debt recovery proceedings begin when ratepayers have unpaid rates and have not arranged instalment or alternative payments, nor requested relief under the City's Financial Hardship Policy.

Trade and Sundry Debtors
The City had $1.74 million in outstanding trade and sundry debtors to the end of May (down from $1.99 million last month).

Those debts overdue by more than 90 days were relatively stable at $0.16 million (9.3% of total debt outstanding) compared to $0.18 million (9.0%) the previous month.

The 90-day debtors included $77k from Naval Base shacks and $55k from landfill customers. These debts are actively managed.

Strategic Plans/Policy Implications

Listening & Leading
A community focused, sustainable, accountable, and progressive organisation.
• Best practice Governance, partnerships and value for money.

Budget/Financial Implications

Generally, the Council's Expenditure Review Committee reviews budget amendments before Council's final approval. The budget surplus for FY25 has decreased from $300,000 to $84,117 due to Council decisions during the year. See Note 8 in the financial report for details.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Legal Implication/s

N/A

Community Consultation

N/A

Risk Management Implications

It is important that Council reviews the performance of its adopted budget monthly, focusing on revenue, expenditure, and the closing financial position. This regular review ensures that Council remains informed and can identify any potential financial risks promptly.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

CITY OF COCKBURN

MONTHLY FINANCIAL REPORT

(Containing the Statement of Financial Activity)

For the Period Ended 31 May 2025

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

TABLE OF CONTENTS

Monthly Summary Information		2
Statement of Comprehensive Income		4
Statement of Financial Activity by Nature or Type		5
Statement of Financial Activity by Business Unit		7
Statement of Financial Position		8
Basis of Preparation		9
Note 1	Statement of Financial Activity Information	10
Note 2	Cash and Financial Assets	11
Note 3	Disposal of Assets	12
Note 4	Capital Acquisitions	13
Note 5	Borrowings	14
Note 6	Cash Reserves	15
Note 7	Other Current Liabilities	17
Note 8	Budget Amendments	18

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MAY 2025

SUMMARY INFORMATION

Funding surplus / (deficit) Components

Funding surplus / (deficit)

	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$19.69 M	$19.69 M	$19.69 M	($0.00 M)
Closing	$0.08 M	$49.05 M	$72.51 M	$23.46 M

Refer to Statement of Financial Activity

Cash and financial assets

	$267.98 M	% of total
Unrestricted Cash	$82.78 M	30.9%
Restricted Cash	$185.20 M	69.1%

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)
$42.52 M	$52.42 M	$67.11 M	$14.69 M

Refer to Statement of Financial Activity

Employee Cost

YTD Actual	($72.01 M)	% Variance
YTD Budget	($73.16 M)	(1.6%)

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$134.96 M	% Variance
YTD Budget	$134.63 M	0.0%

Refer to Statement of Financial Activity

Fees and Charges

YTD Actual	$39.76 M	% Variance
YTD Budget	$40.09 M	(0.8%)

Refer to Statement of Financial Activity

Materials & Contracts

YTD Actual	($41.28 M)	% Variance
YTD Budget	($48.48 M)	(14.9%)

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)
($57.67 M)	($47.21 M)	($43.85 M)	$3.36 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$1.38 M	%
Amended Budget	$1.98 M	69.6%

Refer to Note 3 - Disposal of Assets

Asset Acquisition

YTD Actual	$48.73 M	% Spent
Amended Budget	$71.86 M	67.8%

Refer to Note 4 - Capital Acquisition

Capital Grants

YTD Actual	($3.10 M)	% Received
Amended Budget	($10.84 M)	28.6%

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)
($4.45 M)	$24.15 M	$29.56 M	$5.41 M

Refer to Statement of Financial Activity

Borrowings

Principal repayments	$1.25 M
Interest expense	$0.11 M
Principal due	$3.75 M

Refer to Note 5 - Borrowings

Reserves

Reserves balance	$184.46 M
Interest earned	$0.98 M

Refer to Note 6 - Cash Reserves

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

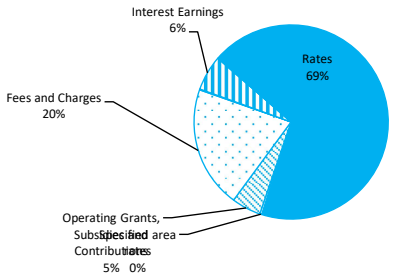
Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

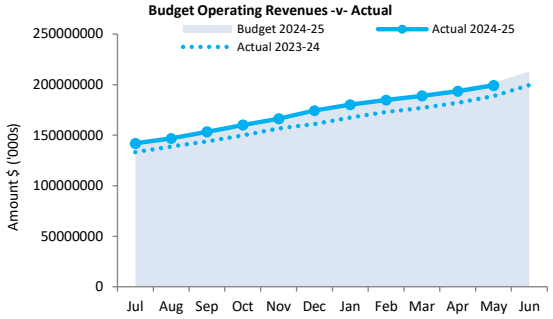
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MAY 2025

SUMMARY INFORMATION - GRAPHS

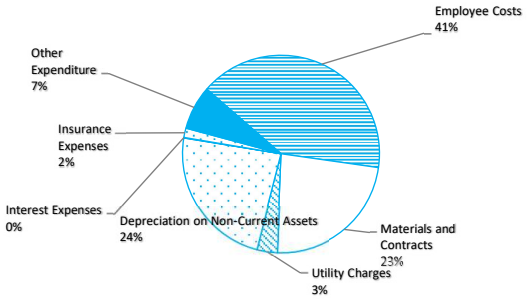
OPERATING ACTIVITIES

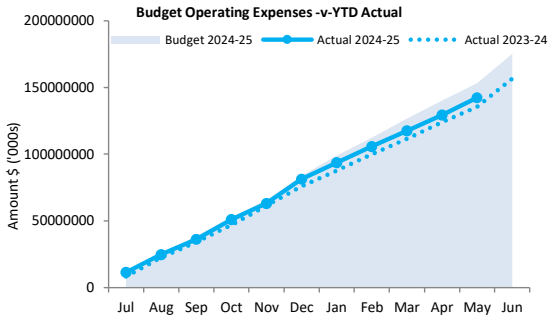
OPERATING REVENUE





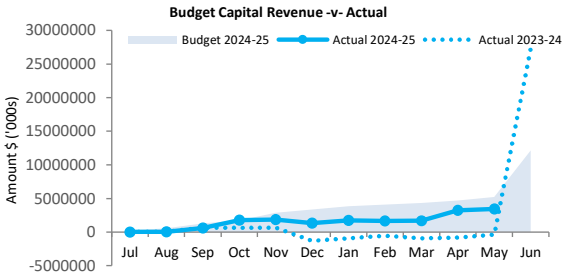
OPERATING EXPENSES



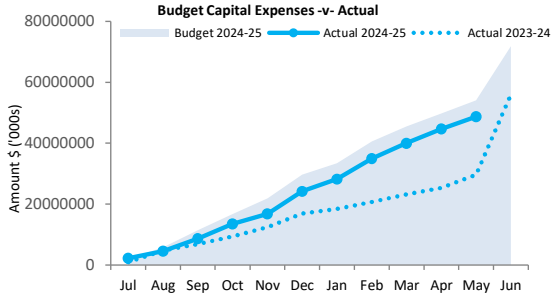


INVESTING ACTIVITIES

CAPITAL REVENUE

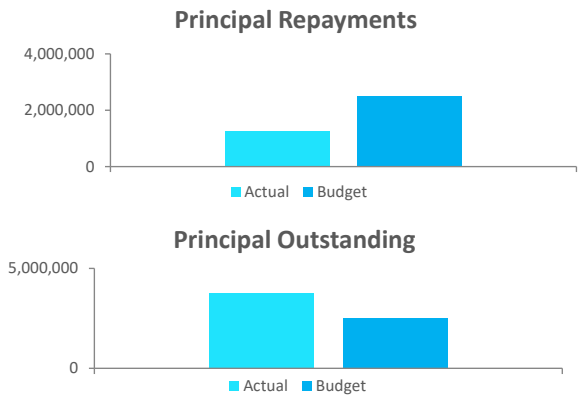


CAPITAL EXPENSES

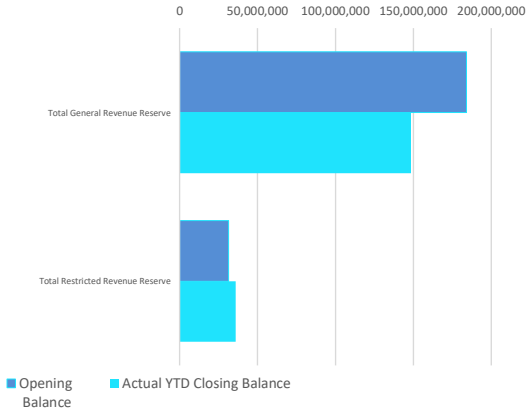


FINANCING ACTIVITIES

BORROWINGS



RESERVES



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

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDED 31 MAY 2025

	2024/25 YTD Actual	2024/25 Amended Budget	2024/25 Adopted Budget
Revenue	**$**	**$**	**$**
Rates	**134,960,115**	134,632,858	134,416,025
Grants, subsidies and contributions	**9,555,812**	16,180,297	15,340,964
Fees and charges	**39,761,758**	43,159,446	40,088,009
Service charges	**259,086**	250,000	220,000
Interest revenue	**11,492,539**	13,635,100	12,835,100
	196,029,310	**207,857,701**	**202,900,098**
Expenses			
Employee costs	**(72,005,641)**	(82,663,620)	(82,696,329)
Materials and contracts	**(41,276,587)**	(57,764,344)	(56,178,433)
Utility charges	**(5,891,246)**	(6,550,521)	(6,521,338)
Depreciation	**(41,555,311)**	(46,190,627)	(46,190,627)
Finance costs	**(144,524)**	(260,312)	(260,312)
Insurance	**(2,736,338)**	(2,838,923)	(2,570,579)
Other expenditure	**(12,652,421)**	(15,264,525)	(12,682,412)
	(176,262,068)	**(211,532,872)**	**(207,100,030)**
Net operating result	**19,767,242**	**(3,675,171)**	**(4,199,932)**
Capital grants, subsidies and contributions	**3,503,642**	12,218,627	11,600,128
Profit/(loss) on disposal of assets	**423,922**	499,619	(406,184)
	3,927,564	**12,718,246**	**11,193,944**
Net result for the period	**23,694,806**	**9,043,075**	**6,994,012**
Other comprehensive income for the period			
Items that will not be reclassified subsequently to profit or loss			
Changes in asset revaluation surplus	**0**	0	0
Share of comprehensive income of associates accounted for using the equity method	**0**	0	0
Total other comprehensive income for the period	**0**	**0**	**0**
Total comprehensive income for the period	**23,694,806**	**9,043,075**	**6,994,012**

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

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025

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)	19,690,453	19,690,453	**19,688,757**	(1,696)	(0.01%)	
Revenue from operating activities							
Rates		133,975,858	133,975,858	**134,305,790**	329,932	0.25%	▲
Specified area rates		657,000	657,000	**654,325**	(2,675)	(0.41%)	
Operating grants, subsidies and contributions		16,180,297	9,641,011	**9,555,812**	(85,199)	(0.88%)	
Fees and charges		43,159,446	40,093,446	**39,761,758**	(331,688)	(0.83%)	▼
Service charges		250,000	231,667	**259,086**	27,419	11.84%	
Interest earnings		13,635,100	12,565,508	**11,492,539**	(1,072,969)	(8.54%)	▼
		207,857,701	**197,164,490**	**196,029,310**	(1,135,180)	(0.58%)	
Expenditure from operating activities							
Employee costs		(82,663,620)	(73,157,393)	**(72,005,641)**	1,151,752	1.57%	▲
Materials and contracts		(57,764,344)	(48,479,298)	**(41,276,587)**	7,202,711	14.86%	▲
Utility charges		(6,550,521)	(5,968,022)	**(5,891,246)**	76,776	1.29%	
Depreciation on non-current assets		(46,190,627)	(40,901,243)	**(41,555,311)**	(654,068)	(1.60%)	▼
Interest expenses		(260,312)	(146,955)	**(144,524)**	2,431	1.65%	
Insurance expenses		(2,838,923)	(2,613,984)	**(2,736,338)**	(122,354)	(4.68%)	
Other expenditure		(15,264,525)	(14,377,392)	**(12,652,421)**	1,724,971	12.00%	▲
		(211,532,872)	**(185,644,287)**	**(176,262,068)**	9,382,219	5.05%	
Non-cash amounts excluded from operating activities	1(a)	46,190,627	40,901,243	**47,343,611**	6,442,368	15.75%	▲
Amount attributable to operating activities		**42,515,456**	**52,421,446**	**67,110,853**	14,689,407		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions		12,218,627	5,303,489	**3,503,642**	(1,799,847)	(33.94%)	▼
Proceeds from disposal of assets	3	1,976,903	1,563,803	**1,376,410**	(187,393)	(11.98%)	
Payments for property, plant and equipment and infrastructure	4	(71,862,395)	(54,074,756)	**(48,730,232)**	5,344,524	9.88%	▲
Amount attributable to investing activities		**(57,666,865)**	**(47,207,464)**	**(43,850,180)**	3,357,284		
Financing Activities							
Transfer from reserves	6	66,071,329	32,476,664	**47,621,536**	15,144,872	46.63%	▲
Payments for principal portion of lease liabilities		0	0	**(227,734)**	(227,734)	0.00%	
Repayment of debentures	5	(2,500,000)	(1,250,000)	**(1,250,000)**	0	0.00%	
Transfer to reserves	6	(68,026,256)	(7,079,071)	**(16,584,663)**	(9,505,592)	(134.28%)	▼
Amount attributable to financing activities		**(4,454,927)**	**24,147,593**	**29,559,139**	5,411,546		
Closing funding surplus / (deficit)	1(c)	**84,117**	**49,052,028**	**72,508,568**	23,456,540		

KEY INFORMATION

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

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 MAY 2025

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.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025

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)	19,690,453	19,690,453	**19,688,757**	(1,696)	(0.01%)	
Revenue from operating activities							
Office of the CEO		0	0	**7,427**	7,427	0.00%	
Strategy & Integrated Planning		0	0	**(5)**	(5)	0.00%	
Legal and Compliance		1,653	1,515	**1,192**	(323)	(21.32%)	
Finance		155,159,878	148,505,746	**147,781,998**	(723,748)	(0.49%)	▼
Library & Cultural Services		237,860	164,654	**257,606**	92,952	56.45%	
Recreation Infrastructure & Services		16,041,627	14,856,075	**15,131,690**	275,615	1.86%	
Community Development & Services		8,196,186	7,516,395	**7,001,095**	(515,300)	(6.86%)	▼
Community Safety & Ranger Services		1,411,933	1,215,151	**1,141,726**	(73,425)	(6.04%)	
Development and Compliance		3,358,318	3,135,055	**3,624,811**	489,756	15.62%	▲
Planning		253,306	234,096	**67,865**	(166,231)	(71.01%)	
Sustainability & Environment		612,000	543,114	**554,952**	11,838	2.18%	
Operations & Maintenance		17,878,956	16,664,104	**15,604,916**	(1,059,188)	(6.36%)	▼
Projects		0	0	**94,312**	94,312	0.00%	
Property & Assets		4,598,984	4,230,502	**4,404,266**	173,764	4.11%	
Business and Economic Development		0	0	**1,599**	1,599	0.00%	
People Culture and Safety		107,000	98,083	**353,860**	255,777	260.78%	
		207,857,701	**197,164,490**	**196,029,310**	(1,135,180)		
Expenditure from operating activities							
Office of the CEO		(2,909,374)	(2,330,052)	**(2,302,428)**	27,624	1.19%	
Strategy & Integrated Planning		(881,268)	(771,060)	**(548,467)**	222,593	28.87%	
Legal and Compliance		(2,088,753)	(1,847,322)	**(1,587,700)**	259,622	14.05%	
Finance		(6,827,912)	(6,052,681)	**(7,500,814)**	(1,448,133)	(23.93%)	▼
Information & Technology		(10,996,963)	(9,071,675)	**(9,507,967)**	(436,292)	(4.81%)	▼
Procurement		(1,087,480)	(959,882)	**(817,115)**	142,767	14.87%	
Library & Cultural Services		(8,605,710)	(7,720,872)	**(7,330,204)**	390,668	5.06%	▲
Recreation Infrastructure & Services		(19,091,463)	(17,091,310)	**(15,722,336)**	1,368,974	8.01%	▲
Community Development & Services		(14,171,185)	(12,419,157)	**(11,468,252)**	950,905	7.66%	▲
Community Safety & Ranger Services		(7,165,641)	(6,159,643)	**(5,930,251)**	229,392	3.72%	
Development and Compliance		(7,335,469)	(6,442,827)	**(5,895,744)**	547,083	8.49%	▲
Planning		(4,047,061)	(3,316,116)	**(2,886,342)**	429,774	12.96%	▲
Sustainability & Environment		(5,227,295)	(4,385,869)	**(3,194,913)**	1,190,956	27.15%	▲
Operations & Maintenance		(97,122,296)	(86,053,357)	**(82,618,481)**	3,434,876	3.99%	▲
Projects		(1,300,936)	(1,084,080)	**(829,028)**	255,052	23.53%	
Property & Assets		(13,925,945)	(11,614,548)	**(11,302,742)**	311,806	2.68%	▲
Advocacy and Engagement		(1,324,504)	(1,181,715)	**(1,089,304)**	92,411	7.82%	
Communications and Marketing		(2,163,302)	(1,890,068)	**(1,722,498)**	167,570	8.87%	
Customer Experience		(1,479,644)	(1,249,430)	**(1,185,034)**	64,396	5.15%	
Business and Economic Development		(1,104,622)	(954,862)	**(804,746)**	150,116	15.72%	
People Culture and Safety		(5,074,355)	(4,474,828)	**(4,070,068)**	404,760	9.05%	▲
Internal Recharging		2,398,307	1,427,065	**2,052,367**	625,302	(43.82%)	
		(211,532,871)	**(185,644,289)**	**(176,262,067)**	9,382,222		
Non-cash amounts excluded from operating activities	1(a)	46,190,627	40,901,243	**47,343,611**	6,442,368	15.75%	▲
Amount attributable to operating activities		**42,515,457**	**52,421,444**	**67,110,854**	14,689,410		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions		12,218,627	5,303,489	**3,503,642**	(1,799,847)	(33.94%)	▼
Proceeds from disposal of assets	3	1,976,903	1,563,803	**1,376,410**	(187,393)	(11.98%)	
Payments for property, plant and equipment and infrastructure	4	(71,862,395)	(54,074,756)	**(48,730,232)**	5,344,524	9.88%	▲
Amount attributable to investing activities		**(57,666,865)**	**(47,207,464)**	**(43,850,180)**	3,357,284		
Financing Activities							
Transfer from reserves	6	66,071,329	32,476,664	**47,621,536**	15,144,872	46.63%	▲
Payments for principal portion of lease liabilities		0	0	**(227,734)**	(227,734)	0.00%	
Repayment of debentures	5	(2,500,000)	(1,250,000)	**(1,250,000)**	0	0.00%	
Transfer to reserves	6	(68,026,256)	(7,079,071)	**(16,584,663)**	(9,505,592)	(134.28%)	▼
Amount attributable to financing activities		**(4,454,927)**	**24,147,593**	**29,559,139**	5,411,546		
Closing funding surplus / (deficit)	1(c)	**84,117**	**49,052,028**	**72,508,568**	23,456,542		

KEY INFORMATION

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

#REF!

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

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MAY 2025

STATEMENT OF FINANCIAL POSITION

	Year to Date 31 May 2025	Last Year Closing 30 June 2024
	$	$
Current Assets		
Cash and cash equivalents	13,240,858	12,990,274
Financial assets	152,000,000	157,000,000
Trade and other receivables	19,783,667	21,289,887
Inventories	25,719	34,392
Total Current Assets	185,050,244	191,314,553
Non-Current Assets		
Trade and other receivables	3,692,840	1,422,960
Other financial assets	102,905,890	77,951,928
Property, plant and equipment	416,301,791	405,648,836
Infrastructure	1,233,516,208	1,240,564,580
Total Non-Current Assets	1,756,416,727	1,725,588,304
Total Assets	1,941,466,971	1,916,902,857
Current Liabilities		
Trade and other payables	12,042,118	18,323,043
Other liabilities	5,745,660	3,512,697
Lease liabilities	226,301	179,976
Borrowings	1,250,000	2,500,000
Employee related provisions	10,066,298	9,886,824
Total Current Liabilities	29,330,377	34,402,540
Non-Current Liabilities		
Other liabilities	20,628,906	14,579,630
Borrowings	2,500,000	2,500,000
Employee related provisions	1,982,854	1,816,599
Other provisions	36,870,816	37,144,875
Total Non-Current Liabilities	61,982,576	56,041,104
Total Liabilities	91,312,954	90,443,644
Net Assets	1,850,154,017	1,826,459,213
Equity		
Retained surplus	682,300,992	627,569,311
Reserve accounts	184,459,670	215,496,546
Revaluation surplus	983,393,355	983,393,355
Total Equity	1,850,154,017	1,826,459,213

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

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MAY 2025

BASIS OF PREPARATION

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

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

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 May 2025

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the City controls resources to carry on its functions have been included in the financial statements forming part of this financial report.
In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.
All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025

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.

Non-cash and non-current items excluded from operating activities	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
		$	$	$
Adjustments to operating activities				
Less: Movement in liabilities associated with restricted cash				5,274,075
Add: Movement in Pensioner Rates & ESL (non-current)		0	0	80,307
Movement in employee benefit provisions (non-current)		0	0	166,255
Movement in Staff Payroll Cycle Change				267,663
Add: Depreciation on assets		46,190,627	40,901,243	41,555,311
Total non-cash items excluded from operating activities		**46,190,627**	**40,901,243**	**47,343,611**

(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.

	Notes	Last Year Closing 30 June 2024	This Time Last Year 31 May 2024	Year to Date 31 May 2025
Adjustments to net current assets				
Less: Reserves - restricted cash	6	(215,496,545)	(210,440,678)	(184,459,669)
Less: Bonds & deposits		(2,192,268)	(4,245,061)	(2,967,469)
Add: Borrowings	5	2,500,000	1,250,000	1,250,000
Add: Lease liabilities		179,976	10,557	226,301
Add: Financial assets at amortised cost - non-current	2	77,785,586	77,785,586	102,739,548
Total adjustments to net current assets		**(137,223,251)**	**(135,639,596)**	**(83,211,289)**
Cash and cash equivalents	2	12,990,274	7,954,980	13,240,858
Financial assets at amortised cost	2	157,000,000	167,000,000	152,000,000
Rates receivables		2,136,208	5,386,179	7,042,397
Receivables		15,794,445	14,642,764	10,174,286
Other current assets		3,393,626	4,139,748	2,592,703
Less: Current liabilities				
Payables		(18,323,043)	(8,222,051)	(12,042,118)
Borrowings	5	(2,500,000)	(1,250,000)	(1,250,000)
Contract liabilities	7	(3,512,697)	(3,830,087)	(5,745,660)
Lease liabilities		(179,976)	(10,557)	(226,301)
Provisions	7	(9,886,824)	(9,522,858)	(10,066,298)
Less: Total adjustments to net current assets	1(b)	(137,223,251)	(135,639,600)	(83,211,289)
Closing funding surplus / (deficit)		**19,688,757**	**40,648,518**	**72,508,568**

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.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025

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	3,220,837	0	3,220,837	NATIONAL AUSTRALIA BANK
Cash on hand	Cash and cash equivalents	20,021	0	20,021	
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	8,500,000	0	8,500,000	BANK OF QUEENSLAND
Term deposits - current	Financial assets at amortised cost	42,000,000	0	42,000,000	ING BANK
Term deposits - current	Financial assets at amortised cost	3,000,000	0	3,000,000	AUSWIDE BANK
Term deposits - current	Financial assets at amortised cost	0	2,500,000	2,500,000	WESTPAC
Term deposits - current	Financial assets at amortised cost	16,040,328	12,459,672	28,500,000	NATIONAL AUSTRALIA BANK
Term deposits - current	Financial assets at amortised cost	0	5,000,000	5,000,000	SUNCORP
Term deposits - current	Financial assets at amortised cost	0	12,000,000	12,000,000	JUDO BANK
Term deposits - current	Financial assets at amortised cost	0	5,500,000	5,500,000	AMP
Term deposits - current	Financial assets at amortised cost	0	3,000,000	3,000,000	DEFENCE BANK
Term deposits - current	Financial assets at amortised cost	0	42,000,000	42,000,000	RABOBANK
Other investment - non current	Financial assets at amortised cost	0	739,548	739,548	BARCLAYS BANK
Other investment - non current	Financial assets at amortised cost	0	3,000,000	3,000,000	JUDO 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	47,000,000	47,000,000	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	43,000,000	43,000,000	ING BANK
Total		**82,781,186**	**185,199,220**	**267,980,406**	

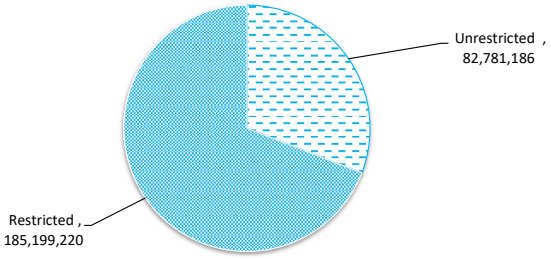
Comprising	Unrestricted	Restricted	Total Cash
	$	$	$
Cash and cash equivalents	13,240,858	0	13,240,858
Financial assets at amortised cost	69,540,328	185,199,220	254,739,548
	82,781,186	**185,199,220**	**267,980,406**

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.

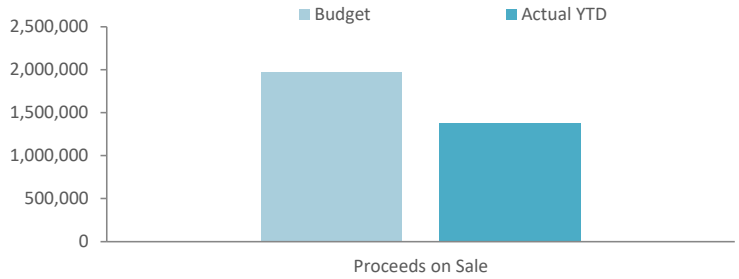


Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025

OPERATING ACTIVITIES
NOTE 3
DISPOSAL OF ASSETS

		Budget				YTD Actual			
Asset Ref.	Asset description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		$	$	$	$	$	$	$	$
	Plant and Machinery								
		1,477,284	1,308,285	0	(168,999)	272,595	689,610	417,015	0
	Freehold Land								
	Lot 100 32 Plantagenet, Hamilton Hill	0	668,618	668,618	0	679,893	668,618	0	(11,275)
	Lot 303 Wattleup Road, Hammond Park		0	0	0		18,182	18,182	0
		1,477,284	**1,976,903**	**668,618**	**(168,999)**	**952,488**	**1,376,410**	**435,197**	**(11,275)**



Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

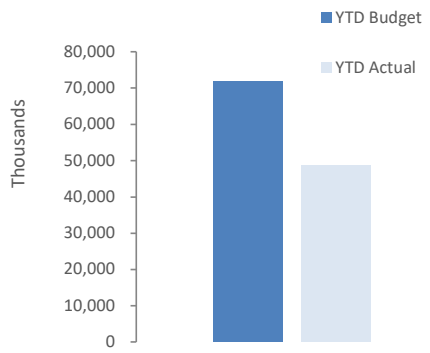
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025

INVESTING ACTIVITIES
NOTE 4
CAPITAL ACQUISITIONS

Capital acquisitions	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	$	$	$	$
Buildings	24,443,187	18,581,053	17,049,270	(1,531,783)
Furniture and equipment	994,100	526,110	452,692	(73,418)
Plant and equipment	8,347,842	7,120,693	5,990,404	(1,130,289)
Information technology	795,701	750,900	410,973	(339,926)
Infrastructure - roads	8,276,700	5,260,436	4,640,447	(619,989)
Infrastructure - drainage	7,694,366	5,190,163	5,285,552	95,390
Infrastructure - footpath	2,322,210	1,687,210	1,119,235	(567,975)
Infrastructure - parks hard	8,556,781	6,708,066	5,526,304	(1,181,762)
Infrastructure - parks landscaping	90,686	90,686	60,126	(30,560)
Infrastructure - landfill site	8,383,200	7,176,874	7,230,438	53,564
Infrastructure - marina	310,030	25,385	48,057	22,672
Infrastructure - coastal	1,647,592	957,181	916,734	(40,447)
Payments for Capital Acquisitions	**71,862,395**	**54,074,756**	**48,730,232**	**(5,344,524)**
Total Capital Acquisitions	**71,862,395**	**54,074,756**	**48,730,232**	**(5,344,524)**
Capital Acquisitions Funded By:				
	$	$	$	$
Capital grants and contributions	**(10,844,092)**	**(2,737,854)**	**(3,096,190)**	(358,336)
Proceeds from disposal of assets	**(1,976,903)**	**(1,563,803)**	**(1,376,410)**	187,393
Cash backed reserves				
Open Space Infrastructure	**(7,249,665)**	**(1,208,984)**	**(4,712,461)**	(3,503,478)
Plant & Equipment	**(5,882,489)**	**(4,290,125)**	**(3,931,382)**	358,743
Technology	**(894,193)**	**(159,927)**	**(188,123)**	(28,196)
Building Infrastructure	**(21,656,163)**	**(13,531,052)**	**(15,400,879)**	(1,869,827)
Commercial Landfill	**(6,388,580)**	**(4,692,001)**	**(5,178,448)**	(486,446)
Land Management	**595,073**	**595,073**	**595,073**	0
Roads Infrastructure	**(10,144,950)**	**(2,160,925)**	**(7,237,792)**	(5,076,867)
Climate Change Mitigation	**(257,500)**	**0**	**(2,105)**	(2,105)
Port Coogee Special Maintenance SAR	**(178,471)**	**(141,784)**	**(1,926)**	139,858
Waste Management	**(2,022,230)**	**(1,982,230)**	**(2,020,840)**	(38,610)
Project Contingency	**(5,883,269)**	**(5,138,372)**	**(4,776,900)**	361,472
Port Coogee Marina	**(297,000)**	**0**	**(29,345)**	(29,345)
Port Coogee Waterways WEMP	**(432,352)**	**(274,600)**	**(45,206)**	229,394
Contribution - operations	**1,650,389**	**(16,788,172)**	**(1,327,299)**	15,460,873
Capital funding total	**(71,862,395)**	**(54,074,756)**	**(48,730,232)**	**5,344,524**

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.



Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025

FINANCING ACTIVITIES
NOTE 5
BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	**Loan No.**	**1 July 2024**	**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	1,250,000	2,500,000	3,750,000	2,500,000	113,243	350,000
C/Fwd Balance		5,000,000	0	0	1,250,000	2,500,000	3,750,000	2,500,000	113,243	350,000
Total		5,000,000	0	0	1,250,000	2,500,000	3,750,000	2,500,000	113,243	350,000
Current borrowings		2,500,000					1,250,000			
Non-current borrowings		2,500,000					2,500,000			
		5,000,000					3,750,000			

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.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025

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									
Open Space Infrastructure	2,957,823	0	0	8,300,000	975,000	(7,449,665)	(4,897,637)	3,808,158	(964,814)
Plant & Equipment	11,903,412	0	0	3,000,500	398,328	(5,882,989)	(4,329,710)	9,020,923	7,972,030
Technology	4,996,707	0	0	500,000	0	(1,302,193)	(338,730)	4,194,514	4,657,977
Building Infrastructure	81,909,811	0	0	16,450,980	921,725	(22,090,170)	(15,618,392)	76,270,621	67,213,144
Commercial Landfill	30,626,038	0	0	8,540,085	0	(6,479,876)	(5,187,520)	32,686,247	25,438,517
Land Management	2,496,160	0	0	1,117,018	668,618	(171,264)	(96,684)	3,441,914	3,068,094
Roads Infrastructure	17,551,013	0	0	17,500,000	500,000	(10,674,896)	(7,267,738)	24,376,117	10,783,275
Naval Base Shacks	1,441,186	0	0	200,000	0	(150,000)	(98,755)	1,491,186	1,342,431
Risk	2,148,515	0	0	0	0	(268,344)	(268,344)	1,880,171	1,880,171
Climate Change Mitigation	1,308,938	0	0	1,280,000	0	(257,500)	(2,105)	2,331,438	1,306,833
Waste Management	10,219,333	0	0	3,728,335	228,335	(2,122,230)	(2,091,466)	11,825,438	8,356,203
Project Contingency	14,041,447	0	0	5,910,453	6,422,795	(7,196,387)	(5,590,851)	12,755,513	14,873,391
Port Coogee Marina	2,441,833	0	0	505,989	0	(297,000)	(29,345)	2,650,822	2,412,488
Total General Revenue Reserve	**184,042,217**	**0**	**0**	**67,033,360**	**10,114,802**	**(64,342,514)**	**(45,817,278)**	**186,733,062**	**148,339,741**
Restricted Revenue									
Port Coogee Waterways WEMP	1,015,087	0	37,902	0	0	(594,352)	(57,206)	420,735	995,783
Port Coogee Special Maintenance SAR	2,259,408	0	94,427	460,000	458,164	(441,546)	(250,439)	2,277,862	2,561,560
Port Coogee Waterways SAR	436,484	0	20,721	122,000	121,218	0	0	558,484	578,422
Naval Base Shack Removal	961,449	0	35,537	50,000	0	(18,372)	(17,179)	993,077	979,807
Cockburn Coast SAR	183,240	0	8,629	75,000	74,943	(124,066)	(94,537)	134,174	172,275
POS Cash in Lieu	5,649,812	0	209,430	0	0	0	0	5,649,812	5,859,241
Developer Contribution Plans - Various	12,387,362	0	562,227	0	4,831,596	0	(119,747)	12,393,160	17,661,437
Restricted Funding	8,561,487	0	15,069	285,896	0	(550,479)	(1,265,152)	7,792,175	7,311,404
Total Restricted Revenue Reserve	**31,454,328**	**0**	**983,940**	**992,896**	**5,485,921**	**(1,728,815)**	**(1,804,259)**	**30,219,479**	**36,119,931**
Total Cash Reserve	**215,496,545**	**0**	**983,940**	**68,026,256**	**15,600,722**	**(66,071,329)**	**(47,621,536)**	**216,952,541**	**184,459,672**

KEY INFORMATION

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025

OPERATING ACTIVITIES
NOTE 7
OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2024	Liability Increase	Liability Reduction	Closing Balance 31 May 2025
		$	$	$	$
Contract liabilities					
Unspent grants, contributions and reimbursements					
- non-operating		3,512,697	6,892,016	(4,659,053)	5,745,660
Total unspent grants, contributions and reimbursements		3,512,697	6,892,016	(4,659,053)	5,745,660
Provisions					
Annual leave		4,783,341	55,012,916	(54,833,443)	4,962,815
Long service leave		5,103,483	0	0	5,103,483
Total Provisions		9,886,824	55,012,916	(54,833,443)	10,066,298
Total other current liabilities		**13,399,521**	**61,904,932**	**(59,492,496)**	**15,811,958**
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.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025

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	OCM 13/8/24				(27,308)	272,692
Various	Amendments to Events budget	OCM 9/7/24	Operating Expenses			(58,500)	214,192
Various	Expenditure Review Committee Sep 2024	OCM 8/10/24			10,676		224,868
OP6266	Increase budget to install public pontoon at Ngarkal Beach	OCM 12/11/24	Operating Expenses			12,000	236,868
OP6266	Public pontoon at Ngarkal Beach funded by Port Coogee WEMP Reserve	OCM 12/11/24	Transfer from Reserve		(12,000)		224,868
Various	Expenditure Review Committee Nov 2024	OCM 10/12/24				(58,251)	166,617
OP0034	Expenditure Review Committee Mar 2025	OCM 08/04/25				(12,500)	154,117
Various	Expenditure Review Committee May 2025	OCM 27/05/25				(70,000)	84,117
				0	**(1,324)**	**(214,559)**	

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

14.3 Infrastructure Services

14.3.1 (2025/MINUTE NO 0133) RFT01/2025 - Fire Protection Systems & Equipment - Five (5) Year Contract

Responsible Executive Director Infrastructure Services

Author(s) City Facilities Manager

Attachments
1. Evaluation Summary **(Confidential)**
2. Contract Value Analysis **(Confidential)**

Council Decision
MOVED Cr M Separovich SECONDED Cr T Dewan
That Council:

(1) ACCEPTS the Tender submission from People and Property Enterprises Pty Ltd t/a Property Fire Maintenance for RFT01/2025 Fire Protection Systems and Equipment, Audit, Inspection, Testing & Preventative Maintenance for an estimated contract sum of $1,053,863 (Ex GST). The contract value is inclusive of schedule services and reactive requirements as estimated from the Procurement model derived from the spend analysis. The proposed Contract shall be in force for a period of five (5) years from the date of award; with Principal instigated options to extend the period for two (2) subsequent year periods and up to an additional twelve (12) months after that, to a maximum of eight (8) years, in accordance with the submitted Schedule of Rates; and the additional schedule of rates for determining variations and/or additional services; and

(2) ADJUSTS future Budgets to reflect the operational nature of the contract.

CARRIED 10/0

Background

The City of Cockburn is seeking a suitably qualified and experienced Contractor for the inspection, testing, preventative maintenance, repair and replacement of fire detection, suppression and evacuation systems and equipment in accordance with relevant Australian Standards, including Cockburn Aquatic and Recreation Centre (Cockburn ARC) at Cockburn Central, Port Coogee Marina and the City's operations vehicle fleet.

The contract includes preventive and reactive work for minor, medium and major sites plus the critical assets as described in the price schedule. The preventive work is schedule in accordance with the contract period with the reactive requirement managed on an ad hoc basis.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

The proposed Contract shall be in place for a period of five (5) years from the date of award; with Principal instigated options to extend the period for a subsequent two (2) year period and up to an additional one (1) year after that, to a maximum of eight (8) years. The contract period aligns with the inspection time periods required under the Australia Standards.

Tender Number RFT01/2025 Fire Protection Systems & Equipment, Audit, Inspection, Testing & Preventative Maintenance, was advertised on Saturday, 11 January 2025 in the Local Government Tenders section of "The West Australian" newspaper. It was also displayed on the City's e-Tendering, library noticeboards and social media sites between Saturday, 11 January 2025 and 2:00pm (AWST) Tuesday, 11 February 2025.

Submission

Tenders closed at 2:00pm (AWST) Tuesday, 11 February 2025 with seven (7) tender submissions received.

Tenderer's Name	Registered Business Entity Name
Banhams	Banhams WA Pty Ltd
Fire Shield	Fire Shield Services Pty Ltd
HECS	Jaypoint Nominees Pty Ltd
Keyoak	Keyoak Pty Ltd
Property Fire Maintenance	People and Property Enterprises Pty Ltd
Workpower	Workpower Inc
Wormald	Wormald Australasia Pty Ltd

Report

Compliance Criteria

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

Compliance Criteria	
(a)	Compliance with the Request Document
(b)	Compliance with the conditions of Responding and Tendering
(c)	Compliance with the General Conditions of Contract
(d)	Compliance with and completion of the Price Schedule in the format provided.
(e)	Completion of Qualitative Criteria
(f)	Compliance with ACCC Requirements and completion of Certificate of Warranty.
(g)	Attendance to a Mandatory Site / Tender Briefing

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Compliant Tenderers

All Tender submissions were deemed compliant

Evaluation Criteria

Evaluation Criteria	Weighting Percentage
Demonstrated Experience & Company Profile	15%
Tenderers Resources (Inc Key Personnel)	10%
Methodology	15%
Sustainability	20%
Local/Regional	5%
Tendered Price	35%
TOTAL	**100%**

Tender Intent/ Requirements

The intent of this Tender is to select a suitably qualified and experienced Contractor for the inspection, testing, preventative maintenance, repair and replacement of fire detection, suppression and evacuation systems and equipment in accordance with relevant Australian Standards.

Evaluation Panel

The tender submissions were evaluated by the following:

Name	Position
Shane Pike (Chair)	City Facilities Manager
Lou Vieira	Group Manager Parks, Fleet and Waste
Glenn Pethick	Senior Business Operations Team Leader
Cale Bant	City Facilities Coordinator
Probity Role:	
Stephen White - Contracts Officer	

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Scoring Table – Combined Totals

Tenderer's Name	Percentage Score		
	Non-Cost Evaluation	Cost Evaluation	Total
	65%	35%	100%
Workpower	50.00	29.77	79.77
Property Fire Maintenance**	43.55	33.81	77.36
Keyoak	41.87	35.00	76.87
Wormald	39.37	32.70	72.07
Fire Shield	42.72	23.15	65.87
HECS	41.92	21.72	63.64
Banhams	28.50	25.52	54.02

** Recommended Submission

Evaluation Criteria Assessment

Demonstrated Experience

All seven (7) tenderers are reputable well-known companies within the fire services industry. Six (6) tenderers scored above the minimum with Workpower scoring the highest. Banhams scored the least for this criterion. Six tenderers demonstrated that they have the experience to meet the Principals requirements as detailed in the Specification. Five (5) of the top six (6) identified relevant previous experience with similar jobs for other local governments. Property Fire Maintenance and Workpower scores were reflective of their organisation chart and structure and three highly comparable Local Government contracts.

Tenderers Resources

Five (5) tenderers met the minimum requirement with Property Fire Maintenance scored the highest for this criterion with excellent information relating to their current contracts. Workpower and HECS also ranked satisfactory for this criterion. These tenderers demonstrated they have sufficient resources in line with the Specification. Property Fire Maintenance detailed excellent business processes for delivery of goods and services and were recognised for their highly experienced team.

Methodology

Property Fire Maintenance provided a detail methodology, asset register, and use of software integration for account management, demonstrating a good understanding of the requirements. Workpower utilises a similar software with demonstrated satisfactory outcomes. The other tenderers provided similar information with Banhams scoring the least for this criterion.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Sustainability

Five tenderers scored well for this criterion, with Workpower and Wormald demonstrating their understanding of the Principal's sustainability values and objectives. Workpower scored the highest for this criterion as an Australian Disability Enterprise. All tenderers other than Banhams demonstrated they could provide an improved social and economic outcome to the City.

Local and Regional

All Tenderers are based in Perth with Workpower, HECS and Keyoak are all based locally or within the Perth South Metropolitan Alliance region with staff residing in the City of Cockburn. All Tenderers noted they intend to use local suppliers where possible with Workpower scoring the highest for this criterion with their nominated suppliers.

Cost Assessment

An assessment has been conducted in a procurement cost model with known assumptions in the analysis of the current expenditure extrapolated over the contract scope and price schedules.

Property Fire and Maintenance submitted the best scheduled maintenance price schedules with saving over Workpower.

The reactive maintenance, asset replacement, consultancy, passive fire inspections and other works represents a significant amount of the contract value. This was highlighted as estimates in the spend analysis. The procurement model considered the expected costs for call-out charges, labour rates and utilisation and material requirements. Property Fire and Maintenance submitted price schedules that achieved the most advantageous cost outcome with estimated savings over Workpower.

Property Fire Maintenance and Workpower labour rates have been subjected to a high-level comparison with reasonable savings to be realised over the contract.

Summation

The evaluation panel recommends that Council accept the submission from People and Property Enterprises Pty Ltd t/a Property Fire Maintenance as being the most advantageous tenderer to deliver fire protection systems & equipment, audit, inspection, testing and preventative maintenance.

Property Fire Maintenance ranked second in the qualitative and overall assessment, while ranking first based on the cost criterion. Property Fire Maintenance achieve strong positive rating in respect to their reference checks with the panel satisfied that they have met all the criteria in the evaluation process.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

The contract value was estimated in accordance with the procurement costing model based on the submitted Price Schedule and historical information. An independent Financial Risk Assessment has been requested and the outcome will be available prior to the OCM.

The recommendation is based on:

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

Strategic Plans/Policy Implications

Community, Lifestyle and Security

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

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

Listening and Leading

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

• Best practice Governance, partnerships and value for money.

Budget/Financial Implications

The contract value portion for the scheduled maintenance over the five (5) years will be sourced from City Facilities OP's, ARC operational, and Marina operational budgets. The remainder of the contract value for the reactive maintenance, asset replacement, consultancy, passive fire inspections will be funded from individual site OP's and Capital funding as required. This estimation is based on the Procurement model derived from the spend analysis.

Legal Implications

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

Community Consultation

N/A

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Risk Management Implications

If the Council does not support this recommendation, the City's buildings and assets will be non-compliant and unsafe for occupancy. This will lead to an increased risk to the City reputation in managing public complaints and dissatisfaction from service standards, ultimately resulting in loss of revenue and impacting the City's brand. The above risks are considered significant and may result in the City not meeting its obligations under the current and future Workplace Health and Safety legislation.

Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 8 July 2025 Ordinary Council Meeting.

Implications of Section 3.18(3) Local Government Act 1995

Nil

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

14.3.2 (2025/MINUTE NO 0134) RFT12/2025 - Provision of Herbicide, Insecticide, Wetting Agent Spraying

Responsible Executive Director Infrastructure Services

Author(s) Service Lead Streetscapes

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

Council Decision
MOVED Cr M Separovich SECONDED Cr T Dewan
That Council:

(1) ACCEPTS the tender submitted by Gas Assets Pty Ltd T/as Gecko Contracting, for RFT12/2025 Provision of Herbicide, Insecticide, Wetting Agent Spraying (Parks, Streetscapes, Bushland Reserves / Firebreaks) for the specific Scope (Parks & Streetscapes) for an estimated contract sum of $626,469 Ex GST. The contract value is based on the procurement cost model as extrapolated from the submitted Price Schedules with estimated quantities. The proposed contract shall be in force for a period of three (3) years from the date of award; with City instigated options to extend the period for one (1) subsequent year period and up to an additional twelve (12) months after that, to a maximum of five (5) years, in accordance with the submitted Schedule of Rates; and the additional schedule of rates for determining variations and/or additional services, and

(2) ACCEPTS the tender submitted by South East Regional Centre for Urban Landcare Inc, for RFT12/2025 Provision of Herbicide, Insecticide, Wetting Agent Spraying (Parks, Streetscapes, Bushland Reserves / Firebreaks) for the specific Scope (Bushland Reserves / Firebreaks) for an estimated contract sum of $621,420 Ex GST. The contract value is based on the procurement cost model as extrapolated from the submitted Price Schedules with estimated quantities. The proposed contract shall be in force for a period of three (3) years from the date of award; with City instigated options to extend the period for one (1) subsequent year period and up to an additional twelve (12) months after that, to a maximum of five (5) years, in accordance with the submitted Schedule of Rates; and the additional schedule of rates for determining variations and/or additional services; and

(3) ADJUSTS future Budgets to reflect the operational nature of the contract.

CARRIED 10/0

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Background

The City of Cockburn is seeking suitably qualified and experienced contractor(s) to supply and apply herbicides, insecticides, turf growth regulators and liquid wetting agents within the City's boundaries and properties.

Most of the spraying conducted in parks, streetscapes will be on a scheduled basis; however, some ad-hoc spraying of parks may be required. Hand spraying in bushland reserve areas may occur at any time except for bushland reserve grass weed control which generally occurs between June and September.

Spraying Works shall incorporate the following both tractor mounted boom, small boom, vehicle mounted spray units and hand spraying. The Contractor shall provide all labour and materials required to carry out the works, plus all tools, plant and equipment, (including access, transport and communication equipment) necessary to carry out the required services.

Tenderers had the opportunity to tender for one, multiple or all the following services:

1. Parks and Streetscapes; and/or
2. Bushland reserves / Firebreak maintenance.

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

Tender Number RFT12/2025 - Provision of Herbicide, Insecticide, Wetting Agent Spraying (Parks, Streetscapes, Bushland Reserves / Firebreaks) was advertised on Wednesday, 30 April 2025 in the Local Government Tenders section of "The West Australian" newspaper. It was also displayed on the City's e-Tendering, library noticeboards and social media sites between Wednesday, 30 April 2025 and 2:00pm (AWST) Tuesday, 20 May 2025.

Submission

Tenders closed at 2:00pm (AWST) Tuesday, 20 May 2025 with six (6) tender submissions received.

Tenderer's Name	Registered Business Name
Environmental Industries	Environmental Industries Pty Ltd
Gecko Contracting	GAS Assets Pty Ltd
Natural Area	Natural Area Holdings Pty Ltd
SERCUL	South East Regional Centre For Urban Landcare Inc
UGC Group	UGC Holdings Pty Ltd
Website Weed and Pest	Website Weed & Pest (WA) Pty Ltd

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Report

Compliance Criteria

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

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

Compliant Tenderers

All Tender submissions were deemed compliant.

Evaluation Criteria

The below criteria was utilised for all scopes available in this Tender.

Evaluation Criteria	Weighting Percentage
Demonstrated Experience	15%
Tenderer's Resources (Incl. Key Personnel)	15%
Methodology	10%
Sustainability	10%
Local/Regional	10%
Tendered Price	40%
TOTAL	**100%**

Tender Intent/ Requirements

The City of Cockburn is seeking suitably qualified and experienced contractor(s) to supply and apply herbicides, insecticides, turf growth regulators and liquid wetting agents within the City's boundaries and properties.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Evaluation Panel

The tender submissions were evaluated by the following:

Name	**Position**
Lachlan MacDonald (Chair)	Environmental Operations Coordinator
Anton Lees	Director Infrastructure Services
Cassandra Mora	Fire and Emergency Management Manager
Matthew Kennewell	Environmental Supervisor
Nelson Mauricio	Chief Financial Officer
Probity Role (Only):	
Stephen White - Contracts Officer	

Scoring Tables

The tables below summarises the different options available under the Tender:

Table One (Parks & Streetscapes)

Tenderer's Name	**Percentage Score**		
	Non-Cost Evaluation	**Cost Evaluation**	**Total**
	60%	**40%**	**100%**
Gecko Contracting ****	42.72%	40.00%	82.72%
Website Weed and Pest	35.26%	38.49%	73.75%
Environmental Industries	35.90%	23.78%	59.68%
UGC Group	35.78%	22.26%	58.04%

**** Recommended Submission**

Table Two (Bushland & Firebreaks)

Tenderer's Name	**Percentage Score**		
	Non-Cost Evaluation	**Cost Evaluation**	**Total**
	60%	**40%**	**100%**
SERCUL****	40.60%	40.00%	80.60%
Natural Area	40.22%	32.17%	72.39%
Website Weed and Pest	35.26%	30.46%	65.72%
Environmental Industries	35.90%	26.15%	62.05%
UGC Group	35.78%	14.43%	50.21%

**** Recommended Submission**

Evaluation Criteria Assessment

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Demonstrated Experience

Parks & Streetscapes

Gecko Contracting scored the highest for this criterion within the specific scope by demonstrating their ability to resolve issues that arose and achieve their outcomes. All tenderers demonstrated they have the similar relevant experience to meet the City's requirements as detailed in the Specifications. All submissions were identified as having some experience with local government authorities in the Perth Metropolitan Region.

Bushland and Firebreaks

Natural Area scored the highest for this criterion within the specific scope by demonstrating a sufficient organisational size and structure with experience delivering many of the services required in the specifications. SERCUL demonstrated a sound level of demonstrated experience delivering works in the context of bushland spraying and firebreak situations. All tenderers were identified as having some relevant experience for local government authorities.

Tenderer's Resources (Incl. Key Personnel)

Parks & Streetscapes

Gecko Contracting scored the highest for this criterion within the specific scope by demonstrating they have the most appropriate key personnel with skills and experience in line with the scope of works required. UGC Group and Website Weed and Pest demonstrated a smaller workforce that was reflected in their score.

Bushland and Firebreaks

SERCUL scored the highest for this criterion within the scope by demonstrating sufficient plant, equipment and suitably qualified staff, with planned contingency measures and confidence the organisation has capacity for the workload associated with specification. All tenderers were identified as having sufficient resources to at least meet the minimum requirements of specification.

Methodology

Parks & Streetscapes

Gecko Contracting scored the highest for this criterion within the specific scope by demonstrating they understood the requirements of the scope and meet the requirements of the contract. Website Weed and Pest provided a thorough outline of a methodology which indicates a high level of understanding and compliance to the requirements. Other tenderers scored similar for this criterion.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Bushland and Firebreaks

Natural Area and SERCUL scored the highest for this criterion within the specific scope by demonstrating a suitable approach to address specification requirements of Bushland Spraying and Firebreaks. All other tenderers were identified as having a satisfactory approach in their proposed methodology, record management, and response to call outs with similar scores.

Sustainability

Parks & Streetscapes

Gecko Contracting and Environmental Industries scored well for this criterion, with Gecko Contracting providing the best understanding of the Principal's sustainability objectives. UGC Group, Environmental Industries and Gecko Contracting demonstrated they have or can provide an improved social and economic outcome to the Principal. Website Weed and Pest score reflected a lack of detail for this criterion.

Bushland and Firebreaks

SERCUL scored the highest for this criterion demonstrating a genuine environmental and social benefit through various practices and initiatives. Environmental Industries, Natural Area and UGC Group all scored slightly lower providing some policies, procedures and social benefit initiatives.

Local/Regional

Parks & Streetscapes / Bushland & Firebreaks

The panel identified Gecko Contracting as the highest scoring submission by demonstrating local and regional benefits while being based in Bibra Lake. Natural Area and Website Weed & Pest scored providing some benefit being located in the Perth South Metropolitan Alliance Councils.

Other tenderers scored lower for this criterion with some regional benefit outside the boundaries of the Perth South Metropolitan Alliance Councils. All tenderers are committed to purchasing supplies locally during the course of the contract.

Summation

The evaluation panel recommends that Council accept the following submissions for RFT12/2025 Provision of Herbicide, Insecticide, Wetting Agent Spraying (Parks, Streetscapes, Bushland Reserves / Firebreaks), as being the most advantageous for the City.

- Gas Assets Pty Ltd T/as Gecko Contracting for the specific scope – Parks & Streetscapes having satisfied all criteria in the evaluation process and demonstrated ability to undertake a range of services within the specific scope and as indicated by the procurement cost model. The submission by Gecko Contracting ranked one for both the qualitative and cost criteria achieving the

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

best overall assessment. Gecko Contracting is a current incumbent for this service at the City.

- South East Regional Centre For Urban Landcare Inc T/as SERCUL for the specific scope – Bushland and Firebreaks maintenance having satisfied all criteria in the evaluation process and demonstrated ability to undertake a range of herbicide application services in a bushland and firebreak setting within the specific scope and as indicated by the procurement cost model. The submission by SERECUL ranked one for both the qualitative and cost criteria achieving the best overall assessment. SERCUL is a current incumbent for this service at the City.

Financial Risk Assessment has been requested for Gas Assets Pty Ltd T/as Gecko Contracting and the outcome will be available prior to the OCM.

The recommendation is based on:

- Demonstrated experience in performing similar works for other local governments.
- A range of personnel and resources that have the experience and capacity in managing the services associated with the requirements of the contracts.
- Clear understanding of the methodology, procedures, record keeping and WH&S requirements to undertake the services.
- The required plant and machinery and contingency measures to undertake the specific scopes to achieve the required outcomes; and
- The best overall value for money to perform the works associated with the specific scopes.

Strategic Plans/Policy Implications

Local Economy

A sustainable and diverse local economy that attracts increased investment and provides local employment.
• Increased Investment, economic growth and local employment.

Environmental Responsibility

A leader in environmental management that enhances and sustainably manages our local natural areas and resources.
• Protection and enhancement of our natural areas, bushland, parks and open spaces.

Listening and Leading

A community focused, sustainable, accountable, and progressive organisation.
• Best practice Governance, partnerships and value for money.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Budget/Financial Implications

The expenditure with Gecko Contracting for the Broad Acre, Wetting Agent and Hand Spraying Streetscapes components will be sourced from a combined annual Parks operational budget of $287,000 (Ex GST) in Sub Activity 145 and 171.

The expenditure with South East Regional Centre for Urban Landcare for Bushland and Firebreak maintenance will be sourced from multiple OP reserve budgets. The approved annual budget for 2025/26 for Bushland and Firebreaks is $270,870 (Ex GST).

The contract value has been estimated over an initial period of 3 years for each of the specific scope as documented. A procurement cost model has been utilised to estimate the contract value based on the submitted rate schedules and the schedule of spraying areas per hectare as indicated with an amount that may vary due to seasonal and operational factors. It is expected that a similar allocation for parks, streetscape, bushland and firebreak maintenance will be available for the following 2 years of the contracts.

Legal Implications

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

Community Consultation

N/A

Risk Management Implications

If the recommendation is not approved there is risk of delay in the provision of reserve maintenance which may result in an increase in density and number of weed species, including listed Declared Pest (DP); Weeds of National Significance (WONS) and increased fire fuel loads in reserves.

This can result in potential loss of life and/or property, and a reduction in vegetation condition of the bushland reserves, which adversely impacts key performance indicators within the Strategic Community Plan. This may include the increase in reputational risk with the failure to meet seasonal management timeframes as well as greater financial impact due to delay of works with possible legal action (public injury) and negative media attention.

Not conducting weed spraying could lead to public liability claims and potential litigation as the unmanaged vegetation could cause sightline hazards for pedestrian traffic and vehicle traffic on roads City wide. In addition, not conducting weed spraying in a timely manner on sports turf and passive reserves could lead to reduced carrying capacity and degrade the quality of the playing surface which can lead to injury, additional public liability claims. Further without weed control on grass surfaces could lead to thorn infestations making public open space unusable.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 8 July 2025 Ordinary Council Meeting.

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

Nil

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

14.3.3 (2025/MINUTE NO 0135) RFT13/2025 - Provision of Bushland Maintenance

Responsible Executive Director Infrastructure Services

Author(s) Environmental Operations Coordinator

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

Council Decision
MOVED Cr M Separovich SECONDED Cr T Dewan
That Council:

(1) ACCEPTS the tender submitted by Green Skills Inc for RFT13/2025 Provision of Bushland Maintenance (Group 2) area's for an estimated contract sum of $546,610 (Ex GST). The contract value is based on a procurement cost model as extrapolated from the submitted Price Schedules with estimated quantities. The proposed Contract shall be in place for a period of three (3) years from the date of award; with Principal instigated options to extend the period for a subsequent one (1) year period and up to an additional twelve (12) months after that, to a maximum of five (5) years in accordance with the submitted Schedule of Rates; and the additional schedule of rates for determining variations and/or additional services;

(2) ACCEPTS the tender submitted by South East Regional Centre for Urban Landcare Inc for RFT13/2025 Provision of Bushland Maintenance (Group 1) for an estimated contract sum of $573,450 (Ex GST). The contract value is based on a procurement cost model as extrapolated from the submitted Price Schedules with estimated quantities. The proposed Contract shall be in place for a period of three (3) years from the date of award; with Principal instigated options to extend the period for a subsequent one (1) year period and up to an additional twelve (12) months after that, to a maximum of five (5) years in accordance with the submitted Schedule of Rates; and the additional schedule of rates for determining variations and/or additional services; and

(3) ADJUSTS future Budgets to reflect the operational nature of the contract.

CARRIED 10/0

Background

The City of Cockburn seek a suitably qualified and experienced contractors to undertake a range of bushland maintenance services across twenty-seven (27) bushland reserves to improve biodiversity values, increase vegetation condition ratings and meet community expectations.

Bushland Maintenance includes reserve inspection, chemical and manual weed control (including grass weed control), firebreak maintenance (chemical control only), litter and rubbish removal, pathway maintenance, mulching, and minor tree pruning.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Expected monthly labour hours will be detailed within annual work schedules provided by the Principal upon budget approval each financial year.

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

Tender Number RFT13/2025 Provision Of Bushland Maintenance was advertised on Wednesday, 30 April 2025 in the Local Government Tenders section of "The West Australian" newspaper. It was also displayed on the City's website and e-Tendering platform and library noticeboards between Wednesday, 30 April 2025 and 2:00pm (AWST) Tuesday, 20 May 2025.

Submission

Tenders closed at 2:00pm (AWST) Tuesday, 20 May 2025 with six (6) tender submissions received.

Tenderer's Name	Registered Business Name
Environmental Industries	Environmental Industries Pty Ltd
Green Skills	Green Skills Inc
Landcare Weed Control	John Derrick Lodge
Natural Area	Natural Area Holdings Pty Ltd
SERCUL	South East Regional Centre For Urban Landcare Inc
UGC Group	UGC Holdings Pty Ltd

Report

Compliance Criteria

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

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

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Compliant Tenderers

All Tender submissions were deemed compliant.

Evaluation Criteria

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

Tender Intent/ Requirements

The City of Cockburn seek suitably qualified and experienced contractor/s to undertake a range of bushland maintenance services across twenty-seven (27) bushland reserves to improve biodiversity values, increase vegetation condition ratings and meet community expectations.

Evaluation Panel

The tender submissions were evaluated by the following:

Name	Position
Carissa Bywater	Director Corporate and System Services
Cassandra Mora	Fire and Emergency Management Manager
Craig Marshall	A/Group Manager Parks, Fleet and Waste
Lachlan MacDonald	Environmental Operations Coordinator
Matthew Kennewell	Environmental Supervisor
Probity Role (Only):	
Stephen White - Contracts Officer	

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Scoring Table – Combined Totals

Tenderer's Name	Percentage Score		
	Non-Cost Evaluation	Cost Evaluation	Total
	60%	40%	100%
Green Skills **	42.50%	39.21%	81.71%
Natural Area	37.96%	40.00%	77.96%
SERCUL **	36.78%	39.62%	76.40%
UGC Group	34.20%	39.71%	73.91%
Landcare Weed Control	35.30%	36.11%	71.41%
Environmental Industries	32.26%	35.94%	68.20%

** Recommended Submissions

Evaluation Criteria Assessment

Demonstrated Experience

Green Skills, Landcare Weed Control, and SERCUL clearly demonstrated that they have the experience to meet the contract requirements as detailed in the specifications, and the requirements of Contract as stated in Tender documentation. The three organisations identified substantial relevant previous experience working for local government authorities.

Landcare Weed Control scored the highest for this criterion by demonstrating sufficient organisational capability and experience in delivering services in line with the specifications. Green Skills and SERCUL scored slightly lower and demonstrated sufficient organisational capability and relevant experience delivering services in line with specifications. Natural Area score reflected the lack of information as requested. The remaining respondents had did not demonstrate sufficient relevant experience and organisational capabilities as specified.

Tenderer's Resources

SERCUL scored the highest for this criterion demonstrating capacity to undertake additional organisational commitments with sufficient and suitably qualified resources (staff, plant and equipment) and sufficient capacity to allow for contingency.

Natural Area, Green Skills and Landcare Weed Control all scored slightly lower for this criterion and demonstrated the capacity to undertake additional organisational commitments with sufficient and suitably qualified resources and capacity. The remaining respondents provided limited detail in demonstrating their resources with relevancy to successfully deliver requirements in specification.

Methodology

Green Skills scored highest for this criterion by demonstrating a suitable level of understanding of key components of the specification with sound business process for service delivery. All other respondents scored very similar for this criterion, with some understanding of the key components of the specification. SERCUL scored the

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

lowest score for this criterion noting that they did not include a response relating to record management.

Sustainability

Natural Area and SERCUL were equally the highest score for this criterion demonstrating suitable environment policies, procedures and social benefit initiatives. The remaining respondents scored slightly lower for this criterion with some policies, procedures and social benefit initiatives.

Local

Green Skills scored the highest for this criterion with a based within Bibra Lake and providing local procurement benefits within Cockburn identified. Natural Area and SERCUL scored lower while still providing some local benefit being Perth based with use of local / regional suppliers within Perth South Metropolitan Alliance Councils. The remaining respondents demonstrated limited local benefit.

Summation

In reviewing the submissions of all Tenderers and considering the nature of the works, the resource requirements and the key understanding of the specification in delivering the service, the Evaluation Panel recommends a multiple award contract strategy as allowed under the Tender conditions. This includes the following;

- The Evaluation Panel recommends that the submission by Green Skills Inc be accepted as the most advantageous having satisfied all criteria in the evaluation process and demonstrated ability to undertake a range of bushland maintenance services for the allocated area's (Group 2) as indicated by the procurement cost model. The submission by Green Skills ranked one for both the qualitative criteria and the overall assessment. Given the relevant closeness in the cost assessment amongst all the contractors, Green Skills is preferred by the Panel due to the prior knowledge of work. Green Skills is a current incumbent for this service at the City.
- The Evaluation Panel recommends that the submission by South East Regional Centre for Urban Landcare Inc be accepted as the most advantageous having satisfied all criteria in the evaluation process and demonstrated ability to undertake a range of bushland maintenance services for the allocated area's (Group 1) as indicated by the procurement cost model. The submission by SECUL ranked third for both the qualitative criteria and overall assessment. Given the relevant closeness in the cost assessment amongst all the contractors, SECUL is preferred due to their capacity to undertake additional work with sufficient and suitably qualified resources.

The Panel reviewed the submission from Natural Area Holdings as the second-ranked Tenderer for the both the qualitative criteria and overall assessment. Natural Area Holdings is a current incumbent for this service at the City. The Evaluation Panel considered additional information provided by Officers in determining the recommendation based on current concerns with Natural Area Holdings ability to effectively carry out scheduled workload within specified timeframes.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

The recommendation is based on:

- Well demonstrated experience in performing similar work for City of Cockburn and other local government authorities;
- A range of suitably qualified personnel, plant and equipment to manage works associated with the requirements of this contract;
- Having the required resources and contingency measures to undertake the works;
- Demonstrating social benefit initiatives and benefits to the local region.
- The best overall value for money delivering the most advantageous outcome.

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.

Listening and Leading

A community focused, sustainable, accountable, and progressive organisation.
• Best practice Governance, partnerships and value for money.

Budget/Financial Implications

The estimated annual cost of $182,220 (Ex GST) for Green Skills Incorporated and $191,150 (Ex GST) for South East Regional Centre for Urban Landcare will be sourced from multiple OP reserve budgets. The approved annual budget for 2025/26 for maintenance of stated reserves is $408,028 (Ex GST). It is expected that a similar allocation for maintenance will be available for the following 2 years of the contract. The total estimated value of all sites for 3 years is $1,120,110 (Ex GST).

Legal Implications

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

Community Consultation

N/A

Risk Management Implications

If the recommendation is not approved there is risk of delay in the provision of reserve maintenance which may result in an increase in density and number of weed species, including listed Declared Pest (DP); Weeds of National Significance (WONS) and increased fire fuel loads in reserves.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

This can result in potential loss of life and/or property, and a reduction in vegetation condition of the bushland reserves, which adversely impacts key performance indicators within the Strategic Community Plan.

This may include the increase in reputational risk with the failure to meet seasonal management timeframes as well as greater financial impact due to delay of works with possible legal action (public injury) and negative media attention.

Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 8 July 2025 Ordinary Council Meeting.

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

Nil

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

14.3.4 (2025/MINUTE NO 0136) RFT18/2025 - Concreting Services (Footpaths, Shared Use Paths) - In Situ Construction

Responsible Executive Director Infrastructure Services

Author(s) Service Lead Civil Works

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

Council Decision
MOVED Cr M Separovich SECONDED Cr T Dewan
That Council:

(1) ACCEPTS the tender submitted by Axiis Contracting Pty Ltd, for RFT18/2025 Provision of Concreting Services Footpaths, Shared Use Paths etc. (In-Situ Construction), for an estimated contract sum of $5,290,125 Ex GST. The contract value is based on the procurement cost model as extrapolated from the submitted Price Schedules with estimated quantities. The proposed contract shall be in force for a period of three (3) years from the date of award; with City instigated options to extend the period for one (1) subsequent year period and up to an additional twelve (12) months after that, to a maximum of five (5) years, in accordance with the submitted Schedule of Rates; and the additional schedule of rates for determining variations and/or additional services, and

(2) ADJUSTS future Budgets to reflect the operational nature of the contract.

CARRIED 10/0

Background

The City of Cockburn (the Principal) is seeking a suitably qualified and experienced concreting contractor for to provide the Principal's in-situ concreting requirements, including but not limited to footpaths, shared use paths, driveways/crossovers, concrete pads/footings (for bus shelters, barbecues, shade shelters sheds etc.) at locations throughout the Principal municipal area.

The Works/Services required include:

- Setting out of works from established benchmarks and boundaries.
- Site clearance of all vegetation and rubbish.
- Excavation and preparation of the sub grade and base.
- Forming, placing and finishing of the concrete.
- Backfilling, compacting and grading of the footpath or other reserve to match the new concrete structure.
- General site clean-up on completion of the works.
- Concrete path reconstruction, restoration and repairs; and
- Other work and/or services as detailed in the Specification or as directed by the Superintendent.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

The works/services do not include in-situ concrete kerbing due to the existing contract available to the Principal.

The contract is limited to individual scope of works for all maintenance and minor works not exceeding $80,000 (exclusive of GST). All scopes above $80,000 will be undertaken in accordance with the Principals Procurement Policy.

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

Tender Number RFT18/2025 Provision of Concreting Services Footpaths, Shared Use Paths etc. (In-Situ Construction), was advertised on Saturday, 24 May 2025 in the Local Government Tenders section of "The West Australian" newspaper. It was also displayed on the City's e-Tendering, library noticeboards and social media sites between Saturday, 24 May 2025 and 2:00pm (AWST) Wednesday, 11 June 2025.

Submission

Tenders closed at 2:00pm (AWST) Wednesday, 11 June 2025 with four (4) tender submissions received.

Tenderer's Name	Registered Business Entity Name
Axiis Contracting	Axiis Contracting Pty Ltd
CONCITY	After Builder Pty Ltd
Dowsing	Dowsing Group Pty Ltd
Miraplex	Miraplex Group Pty Ltd

Report

Compliance Criteria

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

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

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Compliant Tenderers

All Tender submissions were deemed compliant

Evaluation Criteria

Evaluation Criteria	Weighting Percentage
Demonstrated Experience	20%
Tenderer's Resources	10%
Methodology	10%
Sustainability	10%
Local/Regional	10%
Tendered Price	40%
TOTAL	**100%**

Tender Intent/ Requirements

The intent of this Tender is to select a qualified and experienced Concreting contractor to provide in-situ concreting requirements, including but not limited to footpaths, shared use paths, driveways/crossovers, concrete pads/footings (for bus shelters, barbecues, shade shelters sheds etc.) at locations throughout the Principal municipal area.

Evaluation Panel

The tender submissions were evaluated by the following:

Name	**Position**
Colin Macmillan (Chair)	Civil Infrastructure Manager
Joe Saraceni	Group Manager Assets and Projects
Cassandra Mora	Fire and Emergency Management Manager
Ray Barnett	Maintenance Supervisor
Kylie Johnston	Director – Community & Place
Probity Role:	
Stephen White - Contracts Officer	

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Scoring Table – Combined Totals

Tenderer's Name	Percentage Score		
	Non-Cost Evaluation	Cost Evaluation	Total
	60%	40%	100%
Dowsing	40.44	39.56	80.00
Axiis Contracting**	39.94	40.00	79.94
CONCITY	31.72	25.36	57.08
Miraplex	29.60	26.78	56.38

** Recommended Submission

Evaluation Criteria Assessment

Demonstrated Experience

Axiis Contracting and Dowsing scored highest in this criterion both demonstrating they have the required experience to service the contract. They have both worked with several local government and state government on similar works. CONCITY and Miraplex score slightly lower in the criterion with no local government contracts listed.

Tenderers Resources

Axiis Contracting and Dowsing scored highest in this criterion by demonstrating they have sufficient resourcing. Axiis Contracting and Dowsing submitted detailed list of plant that exceeded the Principal requirements. This included the capability to provide addition concrete crews to meet additional contract needs. Miraplex provided a satisfactory information with CONCITY scoring the least for this criterion.

Methodology

Axiis Contracting and Dowsing scored highest in this criterion. They both detailed a comprehensive understanding of the City requirements. CONCITY and Miraplex scored lower in this criterion with a lack of detail and consultation process as required for local government works.

Sustainability

Axiis Contracting and Dowsing scored highest in this criterion providing their environmental sustainability practices with the potential to use green concrete options. Miraplex and CONCITY score lower for this criterion given the level of detail provided.

Local / Regional

No tenderers are located within the City boundaries or within the Perth South Metropolitan Alliance region. Axiis Contracting, Dowsing and After Builder score reflected the detail provided on the use of local suppliers during the contract.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Summation

The Evaluation Panel recommends that the submission by Axiis Contracting Pty Ltd be accepted as the most advantageous having satisfied all criteria in the evaluation process and demonstrated ability to undertake the services for the provision of concreting services footpaths, shared use paths etc. (In-Situ Construction). The submission by Axiis Contracting ranked second for the qualitative criteria and first for the cost criteria. Given the overall assessment, Axiis Contracting is preferred due to the ease in future engagements for specific projects at the best value for money.

Axiis Contracting and Dowsing can service the tender requirements at a high level. Axiis Contracting provided the most advantageous submission financially with a minimum of risk or variations. Dowsing submission provided the best overall evaluated score, but not recommended due to additional risk factors including departures and contract exclusions not factored in the estimated contract value in determining future adjustments.

Reference checking on Axiis Contracting referred to positive comments reflecting timely and quality work outcomes with no hidden charges.

Referencing checking on Dowsing scored less than Axiis Contracting with potential issues raised for operators and their approach to safety. Overall a positive reference was provided.

Financial Risk Assessment has been requested and the outcome will be available prior to the OCM.

The recommendation is based on:

- The level of demonstrated experience in supplying similar contracts.
- Adequate resources and experienced personnel to service the contract.
- Sound technical grounds in accordance with the specification.
- The best overall value for money and the most advantageous outcome for the City.

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 integrated, accessible and improved transport network.

Listening and Leading

A community focused, sustainable, accountable, and progressive organisation.
• Best practice Governance, partnerships and value for money.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Budget/Financial Implications

Concreting services budgets include multiple capital works projects with new footpath, footpath rehabilitation, bike plan and minor traffic and road construction projects from asset management plans making the majority of the available budgets.

Operational footpath maintenance budgets will also be used for contracted works for minor repairs and planned maintenance activities. The combined budgets are sufficient to service the tender submission from Axiis Contracting in accordance with the estimated procurement cost model.

Legal Implications

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

Community Consultation

N/A

Risk Management Implications

If the Council does not support this recommendation, the City's infrastructure assets will be unsafe for use by the public. This will lead to an increased risk to the City reputation in managing public complaints and dissatisfaction of service standards ultimately impacting the City's brand.

In addition, the lack of a contract for Concreting services will cause delays in preparing future works requiring additional time to complete individual purchase orders for each specific projects.

Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 8 July 2025 Ordinary Council Meeting.

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

Nil

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

14.3.5 (2025/MINUTE NO 0137) RFQ14/2025 Supply & Delivery of Mobile Garbage Bins

Responsible Executive Director Infrastructure Services
Author(s) Waste Services Manager
Attachments 1. Evaluation Summary **(confidential)**

Council Decision
MOVED Cr M Separovich SECONDED Cr T Dewan
That Council:

(1) ACCEPTS the tender submitted from The Trustee for WRS TRUST t/as Mastec Australia Pty Ltd for Supply & Delivery Mobile Garbage Bins for an estimated contract value of $1,015,203 (Ex GST), for a period of three (3) years from the date of award; with the City instigated options to extend the period for one (1) year and up to a further 12 months, after that, to a maximum of five (5) years, in accordance with the submitted Schedule of Rates; and the additional schedule of rates for determining variations and/or additional services; and

(2) ADJUSTS future Budgets to reflect the operational nature of the contract.

CARRIED 10/0

Background

The City of Cockburn (The Principal) is seeking a suitably experienced contractor for the supply and delivery of 140/240 litre mobile garbage bins as well as associated spare parts for the Principal's domestic, garden and recycling collection services.

The City's current MGB's are colour coded and sized as below, but are not limited to:

- MSW bins are to be 240 litre / 140 litre bins, with dark green bodies, with red lids.
- Recycling bins are to be 240 litre bins, with nature green bodies, with yellow lids.
- Garden waste bins are to be 240 litre bins, with dark green bodies, with lime lids.

The Principal estimates the supply and delivery per annum, to be approximately:

- one thousand (1,000) 140 litre general waste (MSW) bins per annum
- three thousand (3,000) 240 litre general waste (MSW) bins per annum
- two thousand (2,000) 240 litre recycling bins are required per annum.

These quantities are indicative only and are to be reviewed annually.

The Price Schedule has provision for spare parts, additional bin sizes and colours, to meet the City's changing waste requirements over the term of the contract.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

The proposed Contract shall be in force for a period of three (3) years from the date of contract award, with a Principal instigated option to extend the Contract for a one (1) year period and a further twelve months to a maximum of five (5) years. The Contracts is expected to commence in July 2025.

The City released the request to the following selected providers from WALGA Preferred Supplier Panel for Waste & Energy (PSP007).

	Tenderer's Name	**Entity Name**
1	G.C. Sales	Scandinavian Investments Pty Ltd
2	Mastec	The Trustee for WRS Trust
3	Sulo	Sulo MGB Australia Pty Ltd

Request RFQ04/2025 – Supply & Delivery Mobile Garbage Bins was open on the City's E-Tendering website between Thursday 15 May 2025 and Thursday 29 May 2025.

Submission

Requests closed on Thursday 29 May 2025 with two (2) submission received.

	Tenderer's Name	**Entity Name**
1	Mastec	The Trustee for WRS Trust
2	Sulo	Sulo MGB Australia Pty Ltd

Report

Compliance Criteria

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

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

Compliant Tenderers

All two (2) submission were deemed compliant and released for evaluation.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Evaluation Criteria

Evaluation Criteria	Weighting Percentage
Demonstrated Experience	10%
Respondent's Resources	10%
Methodology	20%
Sustainability	10%
Local and Regional	10%
Price	40%
TOTAL	**100%**

Tender Intent/ Requirements

The intent of this Request is to supply and delivery of 140 and 240 litre mobile garbage bins as well as associated spare parts for the Principal's domestic, garden and recycling collection services.

Evaluation Panel

The submission was evaluated by the following:

Name	**Position**
Asanka Vidanage (Chair)	Waste Services Coordinator
Joe Saraceni	Group Manager Assets and Projects
Frank Trolio	Waste Collections Supervisor
Probity Role:	
Katie Clarke	Contracts Officer

Scoring Table – Combined Totals

Tenderer's Name	**Percentage Score**		
	Non-Cost Evaluation	**Cost Evaluation**	**Total**
	60%	**40%**	**100%**
Mastec**	40.93%	40.00%	80.93%
Sulo	35.00%	28.85%	63.85%

** Recommended Submission

Evaluation Criteria Assessment

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Demonstrated Experience

Mastec scored the highest for this criterion, by providing three relevant existing contracts, which includes other Local Governments and by providing details of how to resolve issues during the contract.

Both respondents clearly demonstrated that they could provide the services by having experience, plant and products available to deliver the bins within the requested time frame.

Tenderer's Resources

Both respondents' scores are similar for this criterion by providing details on supply, the necessary capital, plant & equipment, human and other resources for the duration of the proposed Contract. Mastec score reflected their detail on contingency measure.

Methodology

Mastec and Sulo scored satisfactory for this criterion and demonstrated a suitable understanding of the key requirements of the contract. Both tenderers' scores are similar and successfully identified the response time and the delivery time frames.

Sustainability

Both respondents scored satisfactory for their environmental sustainability practices given their use of recycling plastics to manufacture bins. Mastec scored slightly higher for this criterion identifying their social Procurement employment outcomes.

Local and Regional

Sulo and Mastec manufacturing are located outside Western Australia. Mastic scored the highest for this criterion with a local branch located in Jandakot.

Summation

The Evaluation Panel recommends that the submission provided by The Trustee for WRS TRUST t/as Mastec Australia Pty Ltd for RFQ14-2025 Supply & Delivery Mobile Garbage Bins be accepted as being the most advantageous respondent. The submission by Mastec ranked one for both the qualitative and cost criteria. Given the low of risk of the supply the independent financial risk assessment was not conducted.

The recommendation is based on:

- The level of demonstrated experience in supplying similar contracts.
- Adequate resources and experienced personnel to service the contract.
- Sound technical grounds in accordance with the specification.
- The best overall value for money and the most advantageous outcome for the City.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Strategic Plans/Policy Implications

Environmental Responsibility
A leader in environmental management that enhances and sustainably manages our local natural areas and resources.
• Sustainable resource management including waste, water and energy.

Listening and Leading
A community focused, sustainable, accountable, and progressive organisation.
• Best practice Governance, partnerships and value for money.

Budget/Financial Implications

The annual estimated contract value of $338,401.26 (Ex GST) will be costed against operation budgets, OP 4011, OP 8201, OP 9554 each year.

Legal Implications

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

Community Consultation

N/A

Risk Management Implications

If the recommendation is not approved, there is a risk that the Waste Collection Service Unit will not have new bins available to deliver to the new properties, unable to replace lost/ stolen bins and damaged bins which may lead to a significant level of reputational risk with the loss of community confidence in waste management practices.

Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 8 July 2025 Ordinary Council Meeting.

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

Nil

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

14.4 Community and Place

14.4.1 (2025/MINUTE NO 0138) Amendment to Calendar of Events 2025-2026

Responsible Executive	Director Community and Place
Author(s)	Events and Culture Manager
Attachments	N/A

Council Decision
MOVED Cr M Separovich SECONDED Cr T Dewan
That Council:

(1) ENDORSES rescheduling the Mosaic Festival from March 2026 to November 2025; and

(2) ENDORSES the renaming of Cockburn Concert, formerly Beeliar Sun Sets, to Cockburn Sun Sets.

CARRIED 10/0

Background

At the 10 June 2025 Ordinary Meeting of Council, Council adopted the 2025/2026 Calendar of Events, which included the addition of a two-day Coogee Live event to be held in March 2026 at Coogee Beach Reserve.

This Report seeks Council endorsement to bring forward the Mosaic Festival to November 2025, as well as to rename Cockburn Concert to Cockburn Sun Sets, aligning with the branding used over the past three years.

Submission

N/A

Report

Council adopted the 2025/26 Season of Events Calendar at the 10 June 2025 Ordinary Meeting of Council, with the following resolution:

(1) ADOPTS the proposed 2025/26 Season of Events Calendar (Option One), as detailed in the report attachment to the value of 0.8% of rate revenue, with the amendment of changing the budget allocation for Arts and Culture from $180,000 to $80,000. The remaining $100,000 to be allocated toward the two-day Coogee Live event at Coogee Beach Reserve.

(2) ALLOWS up to $450,000 of unallocated funds from the FY25 Grants, Donations and Sponsorship Budget to be carried forward into the FY26 Budget and

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

repurposed towards the delivery of a two-day Coogee Live event (event budget of up to $550,000) at Coogee Beach Reserve;

(3) RECEIVES a further report following consultation on future event planning, with a focus on stronger distribution of events across wards; and

(4) MOVES Christmas on the Coast to Atwell Reserve and rename the event to Christmas on the Green.

The key events resolved by Council were therefore as follows:

Event Name	Date	Location
Fur Run	September 2025	MacFaull Park
Teddy Bears Picnic	October 2025	Manning Park
Side Splitter Comedy Festival	October 2025	Memorial Hall
Christmas on the Green	December 2025	Atwell Reserve
Australia Day Coogee Beach Festival	January 2026	Coogee Beach Reserve
Cockburn Concert	February 2026	Success Regional Sporting Facility
Mosaic Festival	March 2026	Treeby Reserve
Coogee Live	March 2026	Coogee Beach Reserve
Easter Fair	April 2026	Aubin Grove Reserve

Proposal to reschedule Mosaic Festival from March 2026 to November 2025

In Option 1 there was one event in March being Mosaic Festival. With the Council inclusion of a two-day Coogee Live event, there are now two large events in the same month. There is also a gap in event programming, with no event scheduled for November.

It is requested that Council endorse amending the date of the Mosaic Festival from March 2026 to November 2025. This will strengthen distribution of events across the season, ensuring balanced access to large-scale activations through the year and optimise marketing and communication of the events.

The Mosaic Festival has traditionally been held in March, celebrating the City's rich multicultural diversity through arts, food, and community engagement. With Coogee Live transitioning to an in-house event in March, this will result in a concentration of activities during that period being coordinated.

Proposal to rename *Cockburn Concert* to *Cockburn Sun Sets*

This proposal will better reflect the City of Cockburn running the event while maintaining brand integrity and recognition.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

The Beeliar Sun Sets brand was introduced in 2023 as part of a broader strategic repositioning of the City's community concert series.

Since that time, the event has achieved the strongest audience growth across the City's program, increasing from 1,500 patrons in 2022 to 7,000 in 2025, driven by a focused programming strategy and consistent brand identity.

In seeking potential bands for the event the City engaged a dedicated professional agent to represent the City in negotiations with booking agencies.

This agent works closely with officers to secure high-profile artists that deliver strong value for money. They have provided feedback that the strength and consistency of the event's branding have been pivotal in attracting major acts within the available budget.

While the Beeliar name was originally selected to reflect place-based and culturally respectful naming practices rather than the suburb, the current delivery site in Success has prompted feedback regarding potential confusion of location.

To address this, it is proposed to rename the event **Cockburn Sun Sets**, which links to the broader City of Cockburn and retains brand continuity, avoiding the reputational and financial risks associated with a full rebrand.

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.

Budget/Financial Implications

The proposed amendments can be delivered within the approved budget and do not require any adjustment to allocations.

Any alterations to marketing collateral for the concert that extend beyond the existing design will incur a fee. Minor adjustments that remain within the current design will be implemented free of charge.

Legal Implications

N/A

Community Consultation

In regard to potentially moving the Mosaic Festival to November, the City engaged with Treeby Primary School and Treeby Community Association, as well as reviewed club usage, and no conflicts were identified.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Risk Management Implications

The risks in not adopting the recommended changes include:

Mosaic Festival:

- Calendar of events that has an opportunity to be strengthened in events occurring across the months
- Operational strain due to concentration of major events in March, impacting ability to deliver to a high standard
- Reduced staff and contractor availability during peak event season, limiting planning effectiveness
- Delay in securing artists and suppliers due to competing event timelines.

Cockburn Concert:

- Ongoing confusion due to misalignment between event name and delivery location, impacting community clarity and engagement
- Reduced effectiveness in marketing and brand consistency, particularly for new or external audiences.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

14.5 Office of the CEO

14.5.1 (2025/MINUTE NO 0139) Change of Council Meeting Date - September 2025

Responsible Executive	Chief Executive Officer
Author(s)	General Counsel
Attachments	N/A

Council Decision
MOVED Cr M Separovich SECONDED Cr T Dewan
That Council:

(1) VACATES the Ordinary Council Meeting scheduled for 9 September 2025 at 7:00pm;

(2) CALLS an Ordinary Council Meeting for 2 September 2025 at 7:00pm; and

(3) GIVES notice of the change of date for the September Ordinary Council Meeting.

CARRIED 10/0

Background

Local government elections will be held in October 2025.

For the first time, local governments will be required to comply with mandatory caretaker requirements. These requirements place restrictions on the decisions that Council can make during the caretaker period.

The September Ordinary Council meeting is scheduled for 9 September 2025 which falls during the caretaker period.

This report recommends that Council resolves to bring forward the September Council Meeting to 2 September 2025 which is prior to the commencement of the caretaker period.

Submission

N/A

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Report

As part of Local Government Reform, the Local Government Act 1995 has been amended to implement a mandatory caretaker period. The legislation prohibits "significant acts" during the caretaker period. A significant act includes doing, or deciding to do any of the following:

- Making a local law.
- Dealing with a CEO or senior employee contract.
- Major land transactions and major trading undertakings.
- Contracts and agreements worth, or expected to be worth, more than $250,000 including contracts for goods and services, purchase or sale of property, leases and licenses, purchase or sale of assets, funding agreements and the like.
- Tenders for goods and services worth, or expected to be worth, more than $250,000.
- Any Council decision relating to the above.
- Establishing or changing a regional local government or regional subsidiary.
- Adoption, amendment or repeal of a local planning strategy, scheme or policy.
- Procurement of a panel of pre-qualified suppliers.

Moving the September Council Meeting forward a week so that it falls before the caretaker period will assist in the proper conduct of the City. This will enable Council to decide on significant acts at the September Council Meeting. In the absence of such a resolution, the City would not have an opportunity at an Ordinary Council Meeting to make key decisions between 12 August 2025 and 11 November 2025.

If a Council meeting is held on 2 September 2025, an Agenda Briefing will be held on 26 August 2025.

In the future, election year meeting schedules will ensure that the September Council meeting falls before commencement of the caretaker period.

It is recommended that Council vacates the 9 September 2025 Council meeting and replaces it with a meeting on 2 September 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

Nil

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Legal Implications

Under local government reform, significant acts cannot be resolved by Council during the caretaker period. The recommended change of Council dates ensures that Council can make appropriate decisions during the September 2025 meeting cycle.

Community Consultation

The City will give notice of the proposed change of date on its website, through social media and other appropriate communications channels.

Risk Management Implications

There is a risk of operational disruption, or the need to call a Special Council Meeting at short notice, if the September 2025 Council meeting date is not moved prior to the caretaker period. Any stakeholder or community member requiring a decision of Council on a significant act may have to wait until November 2025 which may cause reputational damage.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

14.5.2 (2025/MINUTE NO 0140) Appointment of Presiding Member - CEO Performance Review Committee

Responsible Executive	Chief Executive Officer
Author(s)	Service Lead Governance and Council Support
Attachments	N/A

Council Decision
MOVED Cr M Separovich SECONDED Cr T Dewan
That Council:

(1) APPOINTS Mayor Howlett as the Presiding Member of the CEO Performance Review Committee from 8 July 2025 until 18 October 2025 and

(2) NOTES that in the event the Presiding Member is not able to perform the functions of Presiding Member, the committee members present are to choose one of themselves to preside at the meeting.

CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 10/0

Background

At the 10 June 2025 Ordinary Council Meeting, Council resolved to reaffirm existing appointments of Presiding and Deputy Presiding Member for all standing Committees of Council, as required by reform to the Local Government Act 1995.

At this point, reaffirmation of the Presiding Member for the CEO Performance Review Committee was not presented to Council, as it was anticipated that this committee would be replaced by closed workshops as part of a Council review of current Council Committees which is currently underway.

While Council has indicated their preference for closed workshops moving forward, these changes will not be in place for the 2025 CEO Performance Review, and as such Council is required to appoint, by absolute majority, a Presiding Member for the CEO Performance Review Committee.

Submission

N/A

Report

The CEO Performance Review Committee was established by Council at the 10 September 2024 Ordinary Meeting of Council.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

There have been two meetings of the Committee since establishment, both dealing with the 2024 CEO Performance Review. According to the Minutes of both meetings, a Presiding Member of the Committee was not formally appointed by members of the Committee, however the Mayor did perform the role of Presiding Member.

In accordance with these current arrangements, it is proposed that the Mayor is appointed Presiding Member of the CEO Performance Review Committee, with the term of appointment to conclude on 18 October 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

N/A

Legal Implications

Section 5.12 of the LGA requires that all Presiding Members and Deputy Presiding Members be appointed by absolute majority of Council.

Community Consultation

N/A

Risk Management Implications

As this is an existing Committee of Council, the Council should have appointed a Presiding Member by 1 July 2025, as required by the Local Government Act 1995. For the reasons given in this report, this was not done. This may need to be reported in the 2026 Compliance Audit Return. An explanation will be provided as part of this process.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

15. Reports-Standing Committee

15.1 Governance Committee Meeting – 17/06/2025

Declaration

Type of Interest	Nature of Interest
Mayor Logan Howlett submitted an Impartiality Interest, pursuant to Regulation 22 of the *Local Government (Model Code of Conduct) Regulations 2021* for Item 15.1.1.	My wife and I have a lease with Discovery Parks.

15.1.1 (2025/MINUTE NO 0141) Revocation of Local Planning Policy 1.6 'Lodging Houses' and final adoption of Local Planning Policy 1.15 'Tourist Accommodation' (Deferred Implementation)

Responsible Executive Director Sustainable Development and Safety

Author(s) Service Lead Planning

Attachments 1. Draft Local Planning Policy 1.15 - For Adoption ⇩

Officer Recommendation/Committee Recommendation/Council Decision
MOVED Cr M Separovich SECONDED Cr T Dewan
That Council:

(1) NOTES that no submissions were received during the public advertising period; and

(2) ADOPTS the revised Local Planning Policy 1.15 *Tourist Accommodation* as per Attachment 1 in accordance with Clause 3(b)(ii) of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and

(3) PUBLISHES the revised Local Planning Policy 1.15 *Tourist Accommodation* in accordance with Clause 4 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015,* on the day of the gazettal of Scheme Amendment No. 183; and

(4) REPEALS Local Planning Policy 1.6 *Lodging Houses* on the day of the gazettal of Scheme Amendment No.183.

CARRIED 10/0

Background

At the 12 November 2024 Ordinary Council Meeting, Council resolved to initiate a standard scheme amendment (amendment No. 183) to align Town Planning Scheme 3 (TPS3) with recent state government planning reform pertaining to Short Term Rental Accommodation (STRA).

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Scheme Amendment No. 183 included new definitions for tourist and visitor accommodation, workforce accommodation and roadhouses, and removed existing land use definitions in accordance with the deemed provisions in the *Planning and Development (Local Planning Scheme) Regulations 2015.*

Scheme Amendment No. 183 triggered a review of Local Planning Policy 1.6 *Lodging Houses (LPP1.6)* and Local Planning Policy 1.15 *Tourist Accommodation* (LPP1.15) to align with the new set of land use definitions. Accordingly, modifications to *Local Planning Policy 1.15* were prepared.

At the 11 March 2025 Ordinary Council Meeting, Council resolved to adopt draft LPP 1.15 for the purpose of advertising. The public consultation period has now closed with no submissions being received.

Submission

N/A

Report

Scheme Amendment No. 183

In light of the state government reform of STRA, the City initiated Scheme Amendment No 183. Amendment No 183 intends to:

- Include new general definitions for cabins and chalets
- Delete the following land use definitions:
  - bed and breakfast
  - tourist accommodation
  - holiday home (standard)
  - holiday home (large)
  - motel
  - lodging house.
- Insert the following land use definitions:
  - Roadhouse
  - Workforce Accommodation
  - Tourist and Visitor Accommodation.
- Replace all references to Tourist Accommodation to Tourist and Visitor Accommodation within the Scheme.
- Prescribe land use permissibility within the Zoning Table for the added land uses.

The draft Local Planning Policy 1.15 aims to make the policy consistent with the above scheme amendment, and broadly refers to ‘Tourist Accommodation’. This term is adopted within the Policy as a catch-all term for land uses such as Tourist and Visitor Accommodation, Workforce Accommodation, Hotel and STRA.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

The Scheme Amendment process may take up to 12 months to be formally gazetted, as final approval is required from the Minister for Planning. The exact date of the gazettal is not yet known, so a deferred implementation date of draft LPP 1.15 has been recommended, to coincide with the future gazettal date of Amendment 183.

Local Planning Policy 1.6 – Lodging Houses

LPP 1.6 was first adopted in October of 2012 and aimed to establish development standards for lodging houses.

Lodging houses were defined under the *Health (Miscellaneous Provisions) Act 1911* (Health Act), and regulated backpacker lodges, boarding houses, recreational campsites, services apartments, refuges, and hostels.

With the removal of the *Lodging House* definition under Amendment 183, most of these operations are now regulated under the *Tourist and Visitor Accommodation* or *Residential Building* land uses pursuant to TPS3.

Local Planning Policy 1.15 – Tourist Accommodation

LPP 1.15 was first adopted in September if 2016 and aimed to provide guidance for a variety of land uses under the umbrella of 'accommodation'.

The provisions of LPP 1.15 have been mostly retained, with the below changes being proposed:

1. Land use definitions have been removed/added/modified to align with Amendment 183.
2. Addition of Waste Management under the 'Management Plan' requirements (clause 2). This is to align with current practice, as the City can request waste management details when assessing accommodation proposals.
3. Removal of clause 3.2 from the existing LPP. This clause seeks to discourage grouped dwellings and multiple dwellings (apartments) from being used as tourist accommodation.
4. Adding a reminder under Clause 3 of the mandatory registration process established under the STRA Act 2024.
5. Insertion of Workforce Accommodation section. This has been done to capture development standards for the newly defined land use.
6. Insertion of an 'Exemptions' clause that articulates which proposal may commence without prior approval to reflect the recent amendments to the LPS regulations.
7. Addition of a Bushfire Requirements section. These requirements reflect planning officers' current practice in their assessment of development applications.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Changes made post-advertising

The advertised version of the policy included an appendix that contained the lodging house requirements as indicated in the City's local law.

Following internal discussion and review, it is recommended that this appendix be removed. It is considered that an amendment to the City's local laws would require a subsequent amendment to the LPP. This could create a situation where the LPP and Local Law are inconsistent. Instead, it would be more appropriate to simply refer to the Local Law, without including it as an attachment.

All remaining content within the draft LPP has remained the same as the advertised version.

Strategic Plans/Policy Implications

Local Economy
A sustainable and diverse local economy that attracts increased investment and provides local employment.
• Increased Investment, economic growth and local employment.
• Thriving local commercial centres, local businesses and tourism industry.

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

In accordance with Clause 4 of the Deemed Provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015*, a local government must advertise a proposed Local Planning Policy for at least 21 days. After the expiry of the period within which submissions may be made, the local government must review the proposed policy in the light of any submissions made and resolve to —

(i) proceed with the policy without modification; or
(ii) proceed with the policy with modification; or
(iii) not to proceed with the policy.

The draft policy was advertised on the City's Comment on Cockburn site. No submissions were received.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Risk Management Implications

Should Council resolve to not adopt the draft policy, it may result in an inconsistent planning framework at a local level. Planning decisions made against an inconsistent framework may be more susceptible to challenge upon appeal to the State Administrative Tribunal (SAT). This may result in financial implications for the City, particularly if legal representation is required.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	**Tourist Accommodation**
Policy Number (Governance Purpose)	**LPP 1.15**

Policy Type

Local Planning Policy

Policy Purpose

The City of Cockburn is well placed to accommodate tourists with good access to 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 and Town Planning Scheme No. 3 (TPS 3) provides only limited development standards for such proposals.

The purpose of this policy is to provide development standards for the following land use types as defined in TPS 3:

- Hosted and Unhosted Short Term Rental Accommodation (STRA)
- Tourist and Visitor Accommodation
- Workforce Accommodation
- Hotels

These land use definitions are defined in TPS3 and a broadly referred to as 'Tourist Accommodation' within this policy.

The policy does not provide development standards for long-stay Park Homes, Residential Parks, Lifestyle Villages or Hotels that do not contain tourist accommodation.

Some proposals, depending on the specifics of the operation, may be identified as Lodging Houses for the purposes of the City's Local Health Law although such a land use is not defined in TPS3. Regardless of the development's land use designation under TPS3, all lodging houses shall adhere to the requirements of the City's Local Health Law. The City may request that applicants provide details of compliance with the Health Local Law, and such requirements may form conditions of approval on the development application. This policy provides the specific requirements for Lodging Houses.

Policy Statement

(1) Definitions

Short-term rental accommodation – has the same meaning as defined in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015

Keeper/Manager – a person who permanently resides at a premises providing short-term accommodation and is responsible for the upkeep and management of the accommodation.

[1]

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Tourist Accommodation
Policy Number (Governance Purpose)	**LPP 1.15**

Lodging House – As per the *Health Act 1911* or superseding legislation

Guest – a person who is accommodated within the short-term accommodation on a temporary basis for a fee, but is not subject to a Residential Tenancy Agreement.

Visitor – A person who is visiting a guest accommodated within short-term accommodation but who is not a guest themselves.

(2) Management Plans

All proposals for tourist accommodation shall include the lodgement of a management plan which shall address:

- Control of Noise and other disturbances;
- Complaints management procedures;
- Security of guests, visitors, and neighbours;
- Control of anti-social behaviour and potential conflict between tourists/guests/visitors and permanent residents of the area;
- Car parking for guests and visitors;
- Number of bedrooms and beds;
- Contact details of Owner and Keeper/Manager;
- Waste Management; and
- In the case of Lodging Houses:
  - Lodging House Hours
  - Lodging House Rules, including a Lodging House Code of Behaviour
  - Visitor Rules
  - Security and Access

(3) Tourist Accommodation

1. A Keeper/Manager is not required to reside at the premises whilst it is being used for tourist accommodation purposes.

2. The use of one or more existing multiple or grouped dwellings within a complex for the purposes of tourist accommodation shall generally not be supported.

3. Proposals including a mix of uses including permanent residential and tourist accommodation within the same development should provide sufficient separation of the uses to ensure the amenity of permanent residents is adequately protected.

4. Proposals for tourist accommodation in the form of apartments on residential zoned land shall be designed so that the building height generally accords with the maximum, building height permitted for multiple dwelling development.

5. Proposals for tourist accommodation in the form of apartments shall include an entrance/foyer with a reception desk attended by staff during check-in and check-out times.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Tourist Accommodation
Policy Number (Governance Purpose)	**LPP 1.15**

6. Car parking for tourist accommodation shall be located on-site and in accordance with the TPS 3 provisions.

(4) Hotels

1. Proposals for hotels providing accommodation shall include an entrance/foyer with a reception desk attended by staff during check-in and check-out times.

2. Car parking for hotels shall be in accordance with the provisions of TPS3.

3. Proposals that include a mix of uses (such as permanent residential and hotel uses within the same development) should provide sufficient separation of the uses to ensure the amenity of permanent residents is adequately protected.

(5) Exemptions

1. Proposals for the use of a portion of a residential dwelling where the owner/occupier is present shall be deemed a hosted STRA and is exempt from the requirement to obtain development approval in accordance with clause 61 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

2. Proposals for the use of a single house where the owner/occupier is not present whilst it is being used for tourist accommodation or short-stay purposes shall be defined as unhosted STRA. In accordance with clause 61 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, operators may use dwellings for the purpose of unhosted STRA for a maximum of 90 nights within a calendar year without needing to obtain prior development approval.

3. In all other cases, the permissibility of tourist accommodation proposals shall be in accordance with the Zoning Table of TPS3.

(6) Caravan Parks

Development standards for caravan parks are contained in the Western Australian Planning Commission Planning Bulletin 49/2014 'Caravan Parks' which shall be used by the City in the assessment of these proposals.

(7) Workforce Accommodation

1. Any application for workforce accommodation shall demonstrate that a proposal is required to accommodate solely the proponent's workforce. Information shall be provided with any Development Application for Workforce Accommodation and must address the following:
   - Details of the work site(s) where the occupants of the workforce accommodation will be employed, including their location(s);

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Tourist Accommodation
Policy Number (Governance Purpose)	**LPP 1.15**

- Details of the estimated numbers of workers required to support the work site(s);
- The length of time of the workforce accommodation is anticipated to be in place or will be operational for;
- Details on the types of roles the occupants will be employed for (e.g. construction, operational, maintenance);
- Details/breakdown of short-term, intermittent and long-term employees, needing to be accommodated at each worksite;
- Whether the proposal seeks to accommodate workers from other worksites and/or companies.

2. Third party proposals that seek to accommodate multiple workforces from various employers, that are not serving a particular worksite or project, will generally not be supported.

3. Workforce accommodation that is only required for a certain period of time will be required to be decommissioned at the end of the project, unless the buildings can be re-used for another land use and have been designed to be adaptive. Approval for the reuse of the accommodation will need to be sought through the development application process.

4. Workforce Accommodation proposals shall be located within a 30 minute drive from the applicable project/work location.

(8) Lodging Houses

1. Some proposals, depending on the specifics of the operation, may be identified as Lodging Houses for the purposes of the City's Local Health Law although such a land use is not defined in TPS3.

2. In accordance with the Part 8 of the City's Local Health Law, lodging houses include recreational campsites, serviced apartments and hostels.

3. A proposal may be classified as 'tourist accommodation' during the planning application process; however, if the proposal meets the definition of a 'lodging house' under the Health Act and Local Law, it will also require separate approval under the applicable legislation. This distinction is critical, as the requirements for lodging houses may differ significantly from those for tourist accommodation. The planning process should ensure a shared understanding of all relevant approvals to avoid potential non-compliance. The below details provide relevant considerations for lodging houses.

DRAFT

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	**Tourist Accommodation**
Policy Number (Governance Purpose)	**LPP 1.15**

4. Proposal for lodging houses shall adhere to the following development standards:

- The development of a lodging house should be for no more than 30 lodgers.
- Lodging houses in a residential zone shall be separated by a minimum distance of 200m, measured in a straight line.
- A lodging house is to be located within 800m, measured in a straight line, from any part of bus route to any local shops, community infrastructure or public transport service ie. a bus stop/station or train station (a 5-10 minute walking distance).
- The development of lodging houses in the residential zone shall comply with the requirements of the Residential Design Codes of Western Australia.
- The development of lodging houses shall comply with the parking requirements of TPS3.
- Outdoor communal areas are to be centrally located on-site i.e. separated from common boundaries with adjoining residential properties. If located situated within the front setback area, they shall be suitable screened with visually permeable fencing (as per the requirements of the R-Codes) for the benefit of lodger privacy.
- Areas of site not used for a particular purpose i.e. as outdoor communal space, car parking and/or for waste management purposes, are to be developed and used for landscaping only.

(9) Other Legislative Requirements

Proposals for some forms of tourist accommodation may be defined as Class 3 buildings under the Building Code of Australia and may require a portion of units to be designed for persons with disabilities, may be required to comply with Australian Standard 1670.1:2015 as it relates to fire detection and warning.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development Services
Public Consultation: **(Yes or No)**	
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

DRAFT

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Declaration

Type of Interest	Nature of Interest
Cr Phil Eva submitted an Impartiality Interest, pursuant to Regulation 22 of the *Local Government (Model Code of Conduct) Regulations 2021* for Item 15.1.2.	I am a member of the South Coogee Bush Fire Brigade.

15.1.2 (2025/MINUTE NO 0142) Local Law Review - City of Cockburn Bush Fire Brigades Local Law 2025

Executive Director Community and Place

Author(s) Service Lead Fire and Emergency Management

Attachments
1. Proposed Bush Fire Brigades Local Law 2025 ⇩
2. Bush Fire Brigades Local Law 2025 Delegations Register Amendment ⇩

Officer Recommendation/Committee Recommendation/Council Decision
MOVED Cr M Separovich SECONDED Cr T Dewan
That Council:

(1) NOTES the submission received and minor amendments to the proposed *City of Cockburn Bush Fire Brigades Local Law 2025;*

(2) ACKNOWLEDGES that the amendments as detailed in this item are not significantly different from what was previously proposed (2025/MINUTE NO 0035);

(3) GIVES NOTICE that the purpose of the proposed *City of Cockburn Bush Fire Brigades Local Law 2025* is to ensure good governance and the effective management of the City's Volunteer Bush Fire Brigades;

(4) GIVES NOTICE that the effect of the proposed *City of Cockburn Bush Fire Brigades Local Law 2025* is to repeal the *City of Cockburn Bush Fire Brigade Local Law 2000,* enable the Council to establish and maintain volunteer bush fire brigades in accordance with contemporary best practice, and ensure compliance with the *Bush Fires Act 1954*. The *Bush Fire Brigades Local Law 2025* incorporates operational rules to enhance governance, safety, and operational efficiency;

(5) MAKES the *City of Cockburn Bush Fire Brigades Local Law 2025* (attachment one), in accordance with section 3.12(4) of the *Local Government Act 1995*, subject to the Chief Executive Officer:
- Publishing the proposed *City of Cockburn Bush Fire Brigades Local Law 2025* in the Government Gazette in accordance with section 3.12(4) of the *Local Government Act 1995* and providing a copy to the Minister for Local Government; and
- Following Gazettal, providing local public notice in accordance with section 3.12(6) of the *Local Government Act 1995*, and providing a copy of the law and explanatory memorandum signed by the Mayor and Chief

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Executive Officer to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation; and

(6) ENDORSES the delegations made under the *City of Cockburn Bush Fire Brigade Local Law 2025*, as outlined in Attachment 2, to be added to the City of Cockburn Delegations Register on the day the local law comes into force.

CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 10/0

Background

At the March 2025 Ordinary Council Meeting (OCM), Council resolved to advertise the proposed *City of Cockburn Bush Fire Brigades Local Law 2025* for a period of six weeks in accordance with the requirements of the *Local Government Act 1995*.

As such, public notices of the proposed *City of Cockburn Bush Fire Brigades Local Law 2025* were given. Public notices and consultation during the six-week period on the proposed from 17 March 2025 to 2 May 2025 include the following;

- on the City of Cockburn website on Monday 17 March 2025;
- in the 20 March 2025 PerthNow newspaper, a local newspaper circulating in the district;
- on the noticeboards in the City of Cockburn Administration building and all City of Cockburn Libraries; and
- on the City of Cockburn's Facebook page on Monday 24 March 2025.

An additional week to 9 May 2025 was provided to Department of Local Government to give feedback, following which no submission was received from the Department of Local Government.

The City received feedback from the Fire and Emergency Services Commissioner, Darren Klemm, which is provided in the report. No further submissions were received during the formal consultation period.

Submission

N/A

Report

The City reviewed the submission received and conducted further reviews of the Local Law, resulting in minor amendments correcting grammatical and spelling errors, which are detailed in this report.

The City received one submission during the consultation period from the Fire and Emergency Services Commissioner, Darren Klemm.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Excerpt from letter addressed by the Fire and Emergency Services Commissioner, Darren Klemm, dated 10 April 2025 –

> "I acknowledge the previous recommendations in my correspondence of 15 March 2024 in relation to the City's Local Law 2023. As well as, the City's Ordinary Council Minutes of 11 March 2025 and amendments necessitating the law-making process to recommence. The Proposed Local Law reflects consideration of the WALGA model local law and my recommendations."

Minor amendments to the Local Law are as follows -

- Contents pages – correct spelling of "DIMISSAL" to "DISMISSAL"
- Clause 1.5(1) Interpretation – in reference to the definition of ***Rules*** add "of this local law"
- Clause 1.5(2)(g) Interpretations – remove semi-colon for correct grammar
- Clause 2.6 – change the words "local government" to "Council may by resolution" to make it clear it is only Council who can exercise the power to dissolve a bush fire brigade
- Clause 4.3(1) Probationary member – "have" to "has"
- Rules clause 2.6(1)(c) – correct "effects" to "affects"
- Rules clause 2.6(2)(d) – remove duplication of "in the opinion of the Chief Bush Fire Control Officer"
- Rules clause 2.8 Existing liabilities to continue – correct "affect" to "effect"
- Rules clause 2.10(a) Objection rights – correct reference to "clause 2.5(b)" to "clause 2.2"
- Rules clause 3.1 Code of Conduct – delete "City of Cockburn Employee" in reference to the Code of Conduct, which is previously defined under clause 1.1
- Rules clause 4.8 Storage of equipment – amend "may" to "must"
- Rules clause 6.2(1)(d) – correction of "6.5" to "6.4 of the Rules"
- Throughout – correct "Local Government" to lower case "local government", except when reference to the *Local Government Act 1995* or at the start of a title/sentence/clause
- Throughout – correction of semi-colons to hyphens regarding the continuation of clauses
- Throughout – correction of capitalisation at the start of clauses and titles
- Throughout – amend reference to "brigade" to be "bush fire brigade"

The amendments made to the proposed local law do not make the local law significantly different from the proposed local law presented to Council (2025/MINUTE NO 0035). The officer recommendation is to make the Local Law through an absolute majority decision of Council.

More information on the local law-making process and requirements is available on the Department of Local Government, Sports and Cultural Industries website. https://www.dlgsc.wa.gov.au/local-government/local-governments/local-laws

If the Local Law is made, the Local Law will commence operation on the fourteenth (14th) day after the day it is published in the Government Gazette as specified in the Local Law.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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.

• 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.

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

Budget/Financial Implications

Nil.

Legal Implications

The City has achieved compliance with the provisions regarding local law making in sections 3.12 to 3.16 of the *Local Government Act 1995* and sections 41, 43 and 62 of the *Bush Fires Act 1954*.

Community Consultation

Public notice of the proposed *City of Cockburn Bush Fire Brigades Local Law 2025* was given. Public notices and consultation during the six-week period on the proposed local law occurred from 17 March 2025 to 2 May 2025.

In preparing the proposed Bush Fire Brigades Local Law 2025, City Officers sought feedback on the draft from the Jandakot and South Coogee Brigade Management Teams, the Deputy Chief Bush Fire Control Officer and the City's lawyers. City Officers also sought advice from the WA Local Government Association.

Risk Management Implications

Based on the stipulated compliance requirements to review local laws per section 3.16 of the *Local Government Act 1995*, there is a low level of assessed compliance

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

risk associated with this item as the process for reviewing and adopting Local Laws is governed by the Act.

There is a low level of brand reputation risk associated with this item as the control listed within the local law principally governs the management of the City's longstanding Bush Fire Brigades.

Procedurally, the process for creating local laws does attract a low risk that a law created by the Council could be disallowed by the Joint Standing Committee for Delegated Legislation after the law has come into operation. This may result in further budget required for notices and legal advice to progress the review of the local law. The City has tried to mitigate this risk as much as reasonably possible by seeking legal advice during the drafting stages of the draft *Bush Fire Brigades Local Law 2025* and reviewing our draft against the most recent Local Laws of the same intent and purpose accepted by the Joint Standing Committee.

Advice to Proponent(s)/Submitters

N/A

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

Nil.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Bush Fire Brigades Local Law 2025

City of Cockburn

PROPOSED

XX XXX 2025

Document Set ID: 11994135
Version: 14, Version Date: 06/06/2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Table of Contents

BUSH FIRE BRIGADES LOCAL LAW 2025
PART 1 – PRELIMINARY
1.1 Citation and application
1.2 Commencement
1.3 Content and intent
1.4 Repeal
1.5 Interpretation
PART 2 – ESTABLISHMENT OF A BUSH FIRE BRIGADE
Division 1 – Establishment of a bush fire brigade
2.1 Establishment of a bush fire brigade
2.2 Name and officers of bush fire brigade
Division 2 – Command at a fire
2.3 Ranks within the bush fire brigade
Division 3 – Application of Rules to a bush fire brigade
2.4 Rules
Division 4 – Transitional
2.5 Existing bush fire brigades
Division 5 – Dissolution of a bush fire brigade
2.6 Dissolution of a bush fire brigade
2.7 New arrangement after dissolution
PART 3 – ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADE
Division 1 – Local government responsibility
3.1 Local government responsibility
Division 2 – Chief Bush Fire Control Officer
3.2 Managerial role of the Chief Bush Fire Control Officer
3.3 Chief Bush Fire Control Officer may attend meetings
3.4 Duties of the Chief Bush Fire Control Officer
Division 3 - Appointment of Bush Fire Control Officers
3.5 Appointment of Bush Fire Control Officers
Division 4 – Annual general meetings of bush fire brigades
3.6 Holding of annual general meeting
PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP
4.1 Types of membership of bush fire brigades
4.2 Fire fighting member
4.3 Probationary member
4.4 Auxiliary member
4.5 Cadet member
4.6 Notification of membership
PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS
5.1 Rules to govern
PART 6 – EQUIPMENT OF BUSH FIRE BRIGADES
6.1 Policies of local government
6.2 Equipment under brigade responsibility
6.3 Funding from local government

FIRST SCHEDULE
BUSH FIRE BRIGADE RULES
PART 1 - INTRODUCTION
1.1 Interpretations

Document Set ID: 11994135
Version: 14, Version Date: 06/06/2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE
2.1 Objects of bush fire brigade
2.2 Brigade members
2.3 Conditions of membership
2.4 Applications for membership
2.5 Notification of registration
2.6 Termination of membership
2.7 Suspension of membership
2.8 Existing liabilities to continue
2.9 Member has right of defence
2.10 Objection rights
PART 3 – CODE OF CONDUCT
3.1 Code of Conduct
PART 4 – FUNCTIONS OF BRIGADE OFFICERS
4.1 Reporting structure
4.2 Office bearers
4.3 Duties of Captain
4.4 Lieutenants
4.5 Secretary
4.6 Treasurer
4.7 Equipment Officer
4.8 Storage of equipment
4.9 Training Officer
4.10 Non-Mandatory position
PART 5 – BRIGADE MANAGEMENT TEAM
5.1 Management of bush fire brigade
5.2 Constitution of Brigade Management Team
PART 6 – MEETINGS OF BUSH FIRE BRIGADE
6.1 Ordinary meetings
6.2 Annual general meeting
6.3 Quorum
6.4 Auditor
6.5 Awards
6.6 Honorary life award
PART 7 – MEETINGS OF BRIGADE MANAGEMENT TEAM
7.1 Meetings of Brigade Management Team
PART 8 – GENERAL ADMINISTRATION MATTERS
8.1 Funds
8.2 Financial year
8.3 Banking

Document Set ID: 11994135
Version: 14, Version Date: 06/06/2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

BUSH FIRES ACT 1954

CITY OF COCKBURN

BUSH FIRE BRIGADES LOCAL LAW 2025

Pursuant to the powers under the *Bush Fires Act 1954, Local Government Act 1995,* and all other powers enabling it, the Council of the City of Cockburn resolved on the XX XXXX 20XX to make the following local law.

PART 1 – PRELIMINARY

1.1 Citation and application

This local law may be cited as the *City of Cockburn Bush Fire Brigades Local Law 2025* and shall apply to the whole of the district.

1.2 Commencement

This local law comes into operation on the fourteenth day after the day on which it is published in the *Government Gazette*.

1.3 Content and intent

The purpose and effect of this local law is to provide for the regulation, control and management of Bush Fire Brigades within the district.

1.4 Repeal

The Bush Fire Brigade Local Law 2000 adopted by Council on the 21 November 2000 and published in the *Government Gazette* on 2 February 2001 is repealed.

1.5 Interpretation

(1) In this local law, unless the context otherwise requires –

Act means the *Bush Fires Act 1954*;

brigade area is defined in clause 2.2(1)(b);

brigade member means a fire fighting member, probationary member, auxiliary member or cadet member of a bush fire brigade;

brigade officer means a person holding a position referred to in clause 2.2(1)(c), whether or not they were appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

Document Set ID: 11994135
Version: 14, Version Date: 06/06/2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

bush fire brigade is defined in section 7 of the Act;

Bush Fire Operating Procedures means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

Bush Fire Control Officer means a person appointed under section 38 of the Act;

CEO means the chief executive officer of the local government;

Council means the Council of the local government;

Department means the Department of Fire and Emergency Services of Western Australia;

district means the district of the local government;

local government means the City of Cockburn;

Regulations means Regulations made under the Act; and

Rules means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule of this local law.

(2) In this local law, unless the context otherwise requires, a reference to –
(a) a Captain;
(b) a First Lieutenant;
(c) a Second Lieutenant;
(d) any additional Lieutenants;
(e) an Equipment Officer;
(f) a Training Officer;
(g) a Secretary;
(h) a Treasurer; or
(i) a Secretary/Treasurer combined,

means a person holding that position in a bush fire brigade.

PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

Division 1 – Establishment of a bush fire brigade

2.1 Establishment of a bush fire brigade

(1) The Council may by resolution establish a bush fire brigade for the purpose of carrying out normal brigade activities.
(2) A bush fire brigade is established on the date of the decision of the Council under sub-clause (1).

Document Set ID: 11994135
Version: 14, Version Date: 06/06/2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

2.2 Name and officers of bush fire brigade

(1) On establishing a bush fire brigade under clause 2.1(1) the local government is to –
  (a) name the bush fire brigade;
  (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the ***brigade area***); and
  (c) appoint –
    (i) a Captain;
    (ii) a First Lieutenant;
    (iii) a Second Lieutenant;
    (iv) additional Lieutenants if the local government considers it necessary;
    (v) an Equipment Officer;
    (vi) a Training Officer;
    (vii) a Secretary; and
    (viii) a Treasurer; or
    (ix) a Secretary/Treasurer combined.

(2) When considering the appointment of persons to the positions in sub-clause (1)(c), the local government is to have regard to the qualifications and experience, which may be required to fill each position.
(3) A person appointed to a position mentioned in sub-clause (1)(c) is to be taken to be a brigade member.
(4) The appointments referred to in sub-clause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
(5) If a position referred to in sub-clause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with sub-clause (2).

Division 2 – Command at a fire

2.3 Ranks within the bush fire brigade

(1) Where under the Act, this local law and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a Bush Fire Control Officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by fire fighters.
(2) In the absence of the Captain, the First Lieutenant, and in the absence of the First Lieutenant, the Second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.
(3) Where a Bush Fire Control Officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act, this local law and the Bush Fire Operating Procedures, the most senior Bush Fire Control Officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by fire fighters.

Division 3 – Application of Rules to a bush fire brigade

Document Set ID: 11994135
Version: 14, Version Date: 06/06/2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

2.4 Rules

(1) The Rules govern the operation of a bush fire brigade.
(2) A bush fire brigade and each brigade member is to comply with this local law and the Rules.

Division 4 – Transitional

2.5 Existing bush fire brigades

(1) Where the local government has established a bush fire brigade prior to the commencement date of this local law, then on and from the commencement day –
   (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
   (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
   (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.
(2) In this clause –
commencement day means the day on which this local law comes into effect.

Division 5 – Dissolution of a bush fire brigade

2.6 Dissolution of a bush fire brigade

In accordance with section 41(3) of the Act, the Council may by resolution cancel the registration of a bush fire brigade if the need arises due to the extension of the metropolitan fire district, or if it is of the opinion that the bush fire brigade is not complying with the Act, this local law or the Rules, or is not achieving the objectives for which it was established.

2.7 New arrangement after dissolution

If the local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

PART 3 – ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

Division 1 – Local government responsibility

3.1 Local government responsibility

The local government is to ensure there is an appropriate structure through which the organisation of bush fire brigades is maintained.

Document Set ID: 11994135
Version: 14, Version Date: 06/06/2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Division 2 – Chief Bush Fire Control Officer

3.2 Managerial role of the Chief Bush Fire Control Officer

Subject to any directions by the local government, the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

3.3 Chief Bush Fire Control Officer may attend meetings

The Chief Bush Fire Control Officer or their nominee (who is to be a Bush Fire Control Officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

3.4 Duties of the Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include –

(a) provide leadership to volunteer bush fire brigades;
(b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
(c) liaise with the local government concerning fire prevention and fire suppression matters generally and directions to be issued by the local government to Bush Fire Control Officers (including those who issue permits to burn) bush fire brigades or brigade officers; and
(d) ensure that bush fire brigade members are registered with the local government and that lists of brigade members are maintained.

Division 3 – Appointment of Bush Fire Control Officers

3.5 Appointment of Bush Fire Control Officers

(1) The local government may appoint, and may suspend or terminate the appointment of, persons to the positions of the Chief Bush Fire Control Officer, the Deputy Chief Bush Fire Control Officer and Bush Fire Control Officers.
(2) A decision to suspend or terminate a person's appointment to a position under clause 3.5(1) must be made in accordance with the principles of procedural fairness and the local government is to have regard to the qualifications and experience, which may be required to fill each position.
(3) A person's appointment to a position under clause 3.5(1) ends –
    (a) if the appointment is for a fixed term – on the expiry of that term;
    (b) if the person dies – on the date of their death;
    (c) if a person gives written notice of resignation – on the date, as specified in the written notice, that the resignation is to take effect or, if no date is specified, on the date that the written notice is given to the CEO; or
    (d) if the appointment is terminated by the local government – on the date that written notice of the termination is given to the person –

    whichever occurs first.
(4) Sub-clauses (1) and (2) does not prevent the local government from appointing additional Bush Fire Control Officers for the purposes of the

Document Set ID: 11994135
Version: 14, Version Date: 06/06/2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Act.

Division 4 – Annual general meetings of bush fire brigades

3.6 Holding of annual general meeting

A bush fire brigade is to hold an annual general meeting during the month of July or August of each year.

PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

4.1 Types of membership of bush fire brigades

The membership of a bush fire brigade consists of the following –

(a) Fire fighting member;
(b) Probationary member;
(c) Auxiliary member; and
(d) Cadet member.

4.2 Fire fighting member

(1) Fire fighting members are those persons being at least 18 years of age who –
   (a) complete the requirements of a probationary member;
   (b) complete requisite training as stipulated by the local government; and
   (c) undertake all normal bush fire brigade activities;
   unless prior written approval is obtained from the local government by the prospective member.

4.3 Probationary member

(1) Probationary members are those persons being at least 18 years of age who have yet to successfully complete the requisite training as stipulated by the local government.
(2) Probationary members –
   (a) must fulfill no less than three months as a probationary member before being considered for fire fighting or auxiliary membership;
   (b) must not perform any brigade duties except under the supervision of a fire fighting member of the brigade;
   (c) are prohibited from attending any fires or driving any operational appliances; and
   (d) may be periodically assessed as competent to perform other duties as their level of training and experience increases.
(3) At the conclusion of three months, or such longer period as is determined by the Brigade Management Team, the Captain may consider a probationary member for fire fighting or auxiliary membership.

4.4 Auxiliary member

(1) Auxiliary members are those persons over the age of 18 who are willing to render other assistance required by the bush fire brigade.

Document Set ID: 11994135
Version: 14, Version Date: 06/06/2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

(2) Auxiliary members must have completed the requisite training as stipulated by the local government and completed the requirements of a probationary member.

4.5 Cadet member

(1) Cadet members are to be aged 15 to 18 years and to be admitted to membership only with the consent of their parent or guardian.
(2) Cadet members are to be admitted for the purpose of training and are not to attend or be in attendance at uncontrolled fires or other emergency incidents.
(3) Cadet members are to be supervised by a fire fighting member when undertaking normal brigade activities.
(4) Cadet members are not;
    (a) eligible to vote at bush fire brigade meetings;
    (b) to be elected as a brigade officer.

4.6 Notification of membership

No later than 30 September in each year, the bush fire brigade is to report to the Chief Bush Fire Control Officer the name, contact details and type of membership of each brigade member.

PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS

5.1 Rules to govern

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

PART 6 – EQUIPMENT OF BUSH FIRE BRIGADES

6.1 Equipment under brigade responsibility

No later than 30 September in each year, the bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

6.2 Funding from local government

A request to the local government from the bush fire brigade for funding of protective clothing, equipment and appliances need is to be received by the local government by 1 December in order to be considered in the next following local government budget and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.

Document Set ID: 11994135
Version: 14, Version Date: 06/06/2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

6.3 Consideration in the local government budget

The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.

Document Set ID: 11994135
Version: 14, Version Date: 06/06/2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

FIRST SCHEDULE

RULES GOVERNING THE OPERATIONS OF BUSH FIRE BRIGADES

PART 1 - INTRODUCTION

1.1 Interpretations

(1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in this local law, the Act or the Regulations, as the case may be.

(2) In these Rules, unless the context otherwise requires –
absolute majority means a majority of more than 50% of the number of –
(a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
(b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Brigade Management Team.
Brigade Management Team means the Brigade Management Team of the bush fire brigade constituted under Part 5 these Rules;
Code of Conduct means the Code of Conduct prepared and implemented by the CEO of the local government under section 5.51A of the *Local Government Act 1995*;
local law means the City of Cockburn Bush Fire Brigades Local Law; and
normal brigade activities is defined by section 35A of the Act.

(3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.

(4) Subject to these Rules, where a decision is to be made by the Brigade Management Team, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

2.1 Objects of bush fire brigade

The objects of the bush fire brigade are to carry out –
(a) the normal brigade activities; and
(b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

2.2 Membership of a bush fire brigade

(1) A person wishing to be a brigade member may make an application for membership to the Captain of the Bush Fire Brigade.

(2) An application for membership of a Bush Fire Brigade –

Document Set ID: 11994135
Version: 14, Version Date: 06/06/2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

(a) is to be assessed by the Captain of the Bush Fire Brigade who is to make a recommendation to the Chief Bush Fire Control Officer; and
(b) is to be determined by the Chief Bush Fire Control Officer who is to accept or reject the application.

(3) A person whose membership application is accepted is to be appointed as a brigade member of a Bush Fire Brigade.

(4) If the Chief Bush Fire Control Officer has a conflict of interest in considering and determining whether a person's membership should be suspended or terminated –
(a) the Chief Bush Fire Control Officer must refer the matter to the CEO; and
(b) the CEO is to consider and determine the matter.

(5) If the Chief Bush Fire Control Officer refuses to approve an application for membership, they are to give written reasons for the refusal to the applicant, as soon as practicable after the decision is made and the advice that the applicant has the right to object to the CEO.

2.3 Conditions of membership

In relation to any type of membership, as described in the local law, the local government through Bush Fire Operating Procedures may determine and specify –
(a) the qualifications required;
(b) a requirement to serve a probationary period;
(c) procedures to be employed by the Brigade Management Team prior to the recommendation of an application for membership,
and the Brigade Management Team is to act within the parameters of any such requirements and procedures in reviewing applications for membership.

2.4 Applications for membership

An application for membership is to be in writing and is to be submitted to the Secretary and is to be in the form as determined by the local government from time to time.

2.5 Notification of registration

If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the Department within 14 days of a person being admitted to membership in the form required by the Department from time to time.

2.6 Termination of membership

(1) Membership of the bush fire brigade terminates if the member –
(a) dies;
(b) gives written notice of resignation to the Secretary;
(c) is, in the opinion of the Chief Bush Fire Control Officer, permanently incapacitated by mental or physical ill-health; so far as it affects their ability to carry out normal brigade activities; or
(d) is dismissed by the Chief Bush Fire Control Officer under subclause

Document Set ID: 11994135
Version: 14, Version Date: 06/06/2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

(2).

(2) The Chief Bush Fire Control Officer may dismiss a brigade member including that the member has, in the opinion of the Chief Bush Fire Control Officer –
   (a) failed to comply with the objectives of the bush fire brigade;
   (b) contravened the Act, the Regulations, this local law, or the Bush Fire Operating Procedures;
   (c) performed an unsafe act that jeopardises the safety of the members or others;
   (d) been convicted of a criminal offence that would ordinarily exclude the member from joining a brigade; or
   (e) acted in such a manner as to cause harm or distress to other brigade members.

2.7 Suspension of membership

(1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Chief Bush Fire Control Officer, circumstances warrant suspending the member.
(2) The period of suspension shall be at the discretion of the Chief Bush Fire Control Officer.
(3) Upon the expiry of the period of suspension, the Chief Bush Fire Control Officer may –
   (a) extend the period of suspension;
   (b) terminate the membership; or
   (c) reinstate the membership.

2.8 Existing liabilities to continue

The resignation or dismissal of a member under clause 2.6 this part does not effect any liability of the brigade member arising prior to the date of resignation or dismissal.

2.9 Member has right of defence

A brigade member is not to be dismissed under clause 2.6(1)(d) without being given the opportunity to meet with the Brigade Management Team and answer any charges which might give grounds for dismissal.

2.10 Objection Rights

A person whose –
   (a) application for membership is refused recommendation under clause 2.2;
   (b) membership is terminated under clause 2.6(1)(c), clause 2.6(1)(d) or clause 2.7(3)(b);
   (c) membership is suspended under clause 2.7(1) or clause 2.7(3)(a);

has the right of objection to the CEO which may dispose of the objection by –
   (a) dismissing the objection;
   (b) varying the decision objected to; or
   (c) revoking the decision objected to, with or without –

Document Set ID: 11994135
Version: 14, Version Date: 06/06/2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

(i) substituting for it another decision; or
(ii) referring the matter, with or without direction, for another decision by the Chief Bush Fire Control Officer.

PART 3 – CODE OF CONDUCT

3.1 Code of Conduct

Members of the bush fire brigade are to adhere to the Code of Conduct.

To avoid any doubt, for the purposes of these Rules any references to Employee(s) in the Code of Conduct is taken to include a brigade member.

PART 4 – FUNCTIONS OF BRIGADE OFFICERS

4.1 Reporting structure

(1) The Captain of each brigade is the primary point of contact for requests and issues for their members.

(2) The Captain may delegate some functions to other members of the Brigade Management Team. Delegation of these tasks shall be in writing and shall not conflict with the local law.

4.2 Office bearers

Bush Fire Brigades will have the following mandatory office bearers referred to as Brigade Officers –

(a) a Captain;
(b) a First Lieutenant;
(c) a Second Lieutenant;
(d) additional Lieutenants as the Brigade Management Team considers it necessary, to a maximum of four Lieutenants total;
(e) an Equipment Officer;
(f) a Training Officer;
(g) a Secretary; and
(h) a Treasurer; or
(i) a Secretary/Treasurer combined.

4.3 Duties of Captain

(1) The Captain is to –
(a) preside at all brigade meetings, subject to subclause (2) below;
(b) demonstrate positive leadership and mentor members;
(c) attend meetings with the local government or other parties as requested by the local government;
(d) promote the objects of the brigade and Code of Conduct; and
(e) ensure the Brigade and its members operates in accordance with the local law, Rules and Bush Fire Operating Procedures.

(2) In the absence of the Captain, the most senior Lieutenant present assumes the duties of the Captain and the performance of normal brigade

Document Set ID: 11994135
Version: 14, Version Date: 06/06/2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

activities

4.4 Lieutenants

(1) A Lieutenant is to –
- (a) provide support to the Captain and assist with the management of the Brigade as required;
- (b) demonstrate positive leadership and mentor members; and
- (c) promote the objects of the brigade and the Code of Conduct.

4.5 Secretary

(1) The Secretary is to –
- (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;
- (b) answer all correspondence or direct it appropriately, and keep a record of the same;
- (c) prepare and send out all necessary notices of meetings;
- (d) receive donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
- (e) complete and forward an incident report form in the form required by the Department to the Chief Bush Fire Control Officer and the Department within 14 days after the last day of attendance by the bush fire brigade at an incident.
- (f) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership;
- (g) provide no later than 30 September in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.

4.6 Treasurer

(1) The Treasurer is to –
- (a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- (b) pay accounts as authorised by the Brigade Management Team;
- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the bush fire brigade;
- (e) report on the financial position at meetings of the bush fire brigade or Brigade Management Team; and
- (f) manage brigade monies for the objects of the bush fire brigade.

4.7 Equipment Officer

The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade) and is required to complete reporting required under clause 6.1 of the

Document Set ID: 11994135
Version: 14, Version Date: 06/06/2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

local law.

4.8 Storage of equipment

(1) The Equipment Officer must store all of the equipment of the bush fire brigade at a place approved by the local government (the "station").
(2) If there is to be more than one station in the brigade area, the Equipment Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

4.9 Training Officer

The Training Officer is responsible for the coordination of brigade training under the direction of the Captain.

4.10 Non-Mandatory Positions

(1) In consultation with the Brigade's membership, the Captain may at any time create non-mandatory positions with the purpose of assisting in the administration of the brigade.
(2) At the discretion of the Captain, non-mandatory positions may attend Brigade Management Team meetings and are non-voting attendees.

PART 5 – BRIGADE MANAGEMENT TEAM

5.1 Management of bush fire brigade

(1) Subject to the provisions of these Rules and Bush Fire Operating Procedures, the administration of the affairs of the bush fire brigade are vested in the Brigade Management Team.
(2) Without limiting the generality of subclause (1), the Brigade Management Team is to have the following functions –
    (a) to recommend to the local government amendments to these Rules;
    (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
    (c) to propose a motion for consideration at any meeting of the bush fire brigade;
    (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
    (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
    (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Brigade Management Team) on any conditions it thinks fit;
    (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
    (h) deal with membership applications, grievances, disputes and

Document Set ID: 11994135
Version: 14, Version Date: 06/06/2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

disciplinary matters.

5.2 Constitution of Brigade Management Team

(1) The Brigade Management Team of the bush fire brigade is to consist of the Brigade Officers of the bush fire brigade.
(2) The Brigade Officers are to –
  (a) be elected at the annual general meeting of the bush fire brigade;
  (b) hold office until the next annual general meeting; and
  (c) be eligible for re-election at the next annual general meeting.
(3) Any Brigade Officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
(4) The Brigade Management Team may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

PART 6 – MEETINGS OF BUSH FIRE BRIGADE

6.1 Ordinary meetings

(1) Ordinary meetings may be called at any time by the Secretary by giving at least 3 days notice to all brigade members and to the Chief Bush Fire Control Officer for the purpose of –
  (a) organising and checking equipment;
  (b) requisitioning new or replacement equipment;
  (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
  (d) establishing new procedures in respect of any of the normal brigade activities; and
  (e) dealing with any general business.

6.2 Annual general meeting

(1) At the annual general meeting the bush fire brigade is to –
  (a) elect the Brigade Officers from among the brigade members;
  (b) consider the Captain's report on the year's activities;
  (c) adopt the annual financial statements;
  (d) appoint an Auditor for the ensuing financial year in accordance with clause 6.4 of the Rules; and
  (e) deal with any general business.

6.3 Quorum

(1) The quorum for a meeting of the bush fire brigade is at least 50% of the members of the bush fire brigade.
(2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

6.4 Auditor

Document Set ID: 11994135
Version: 14, Version Date: 06/06/2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

(1) At the annual general meeting a person employed by the City of Cockburn, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.
(2) The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

6.5 Awards

(1) Subject to the Rules and Bush Fire Operating Procedures, the Brigade Management Team may present awards, such as honorary life award, to members and past members for recognition of services and contribution to the bush firebrigade, aligned to the Code of Conduct.
(2) All awards shall only be a title and be presented at a meeting of the bush fire brigade.

6.6 Honorary life award

(1) The bush fire brigade may by a simple majority resolution at a meeting appoint a person an honorary life award for in recognition of services by that person to the bush fire brigade.
(2) The title for an honorary life award will remain valid for the life of the awarded person, unless they undertake activities that bring disrepute to a bush fire brigade or the local government.
(3) Revocation of a life award may be authorised by the Captain or Chief Bush Fire Control Officer.

PART 7 – MEETINGS OF BRIGADE MANAGEMENT TEAM

7.1 Meetings of Brigade Management Team

(1) The Brigade Management Team is to meet for the dispatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
(2) The Captain or Secretary may convene a meeting of the Brigade Management Team at any time.

PART 8 – GENERAL ADMINISTRATION MATTERS

8.1 Funds

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

8.2 Financial year

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

8.3 Banking

Document Set ID: 11994135
Version: 14, Version Date: 06/06/2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

(1) The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by the Secretary or Treasurer in accordance with sub-clause (2)

(2) For the purposes of subclause (1), any 2 of the Captain, Secretary or Treasurer may authorise in writing the use of electronic banking by a brigade member to draw on the funds of a bush fire brigade.

Document Set ID: 11994135
Version: 14, Version Date: 06/06/2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Dated this___day of_____20__.

The Common Seal of the City of Cockburn was hereunto affixed in the presence of:

_____
Mayor

_____
Chief Executive Officer

Document Set ID: 11994135
Version: 14, Version Date: 06/06/2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

3.1.9 Bush Fire Brigades Local Law 2025

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Bush Fires Act 1954*: s.48 Delegation by local government
Express Power or Duty Delegated:	*City of Cockburn Bush Fire Brigades Local Law 2025*
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to administer the City's *Bush Fire Brigades Local Law 2025* and exercise all powers and duties of the local government under the local law and do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the local government under the local law.
Council Conditions on this Delegation:	This delegation excludes and function that must be exercised by resolution of Council.
Express Power to Sub-Delegate:	Nil
Compliance Links:	*Bush Fires Act 1954* s.18 *Bush Fire Regulations 1954* r.15
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 10 June 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

15.1.3 (2025/MINUTE NO 0143) Reviewed Council Policy - Food Act 2008 - Fee Exemptions

Responsible Executive	Director Sustainable Development and Safety
Author(s)	Service Manager Health and Building Services
Attachments	1. Revised Food Act 2008 – Fee Exemptions(Track Changes) ⇩ 2. Revised Food Act 2008 – Fee Exemptions ⇩

Officer Recommendation/Committee Recommendation/Council Decision
MOVED Cr M Separovich SECONDED Cr T Dewan
That Council:

(1) AMENDS the Council Policy 'Food Act 2008 – Fee Exemptions', as shown by Attachment 1;

(2) ADOPTS the revised Council Policy 'Food Act 2008 – Fee Exemptions' as presented in Attachment 2, pursuant to the Food Act 2008.

CARRIED 10/0

Background

The Food Act 2008 requires all individuals and organizations selling food within the district to notify the City before operating if they intend to handle, prepare, or offer food for sale—regardless of whether the business is commercial, community-based, or charitable.

After notification, the City's Officers assess the proposed business to determine if registration under Section 110 of the Food Act is required.

Local governments may recover fees under the Local Government Act 1995 to support food safety and regulatory operations, including notification, registration, transfers, and routine assessments of food businesses. These food businesses are subject to unannounced assessments to ensure compliance with the Food Act and the Australia New Zealand Food Standards Code, based on the potential risk of their food handling practices.

Submission

N/A

Report

The City's Officers are authorised under the Food Act to ensure compliance with the Food Standards Code. All food businesses - commercial, community, or charitable organisations - must comply with the Food Act to ensure the food provided to the public is safe and suitable. Regardless of business size or frequency of operation,

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

food businesses must meet Food Act requirements, including having trained food handlers and a Food Safety Supervisor.

Whilst notification of proposed food business activities is mandatory, the City has discretion under the Food Act 2008 and the Local Government Act 1995 to determine applicable fees.

The 'Food Act 2008 – Fee Exemptions Policy' exempts very low-risk businesses, family day cares, and food businesses operated by community groups and charitable organisations from paying annual fees under the Food Act.

For commercial enterprises, the fee paid is based on the operational food safety risk classification presented by the individual food businesses food handling operations. The fees applied represent a contribution toward the cost of the City's food safety education and enforcement activities for the public.

Attachment 1 is a copy of the Council Policy with track changes visible, detailing fee application based on risk assessment and business type (i.e. commercial, community, or charitable). Attachment 2 is a clean copy of the updated Policy, with changes reflecting the current Organisational Structure and to more closely align the Policy language with that of the Food Act and Food Standards Code.

The Policy should be read alongside the City's Fees and Charges schedule, which is approved by the Council each year.

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'.

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.
• Best practice Governance, partnerships and value for money.

Budget/Financial Implications

There will be no additional cost to the City, as this long-standing Policy applies to the Public Health Team's regular operations.

The food businesses receiving fee exemptions are primarily community groups and charitable organisations.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Legal Implications

The Food Act allows discretion to local governments to impose and recover fees under the Local Government Act 1995, Part 6 Division 5 Subdivision 2, for functions such as notification, registration, assessments, and transfers. The power to grant an exemption to fees is contained within s6.12(1)(b) of the *Local Government Act 1995*.

Community Consultation

The proposed modifications are minor and administrative in nature, and do not require community consultation

Risk Management Implications

Compromised delivery of food safety assessments and enforcement could increase the risk of foodborne illnesses. Ensuring consistent funding through fees that contribute to cost recovery is essential for maintaining effective regulatory oversight and protecting public health.

In the absence of applying Food Act fees and charges to recover some costs associated with this service, the financial burden of delivering routine assessment, education, and enforcement activities falls entirely on the City. This cost burden could compromise the delivery of other Public and Environmental Health services, leading to poorer health and safety outcomes for the community.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Food Act 2008 – Fee Exemptions

Policy Type

Council

Policy Purpose

To provide ~~guidelines~~ for situations in which the requirement for charging a Notification fee and/or Annual Assessment Fee for Registered Food Act 2008 (Food Act) ~~premises~~ food businesses can be waived.

~~The~~ ~~Food Act 2008~~ Section 107 of the Food Act requires all ~~premises~~ individuals and organisations selling food (as defined under the Act) ~~operating~~ within the ~~municipality~~ district to notify the City. Following notification, ~~A~~all food businesses are then subject to a risk assessment and may be required to register under Section 110 of the Food Act ~~2008~~. ~~If inspections are required (based on the risk classification) an Annual Assessment Fee will be charged.~~

The Food Act gives autonomy to Local Governments to impose and recover fees under the Local Government Act 1995 ~~Part 6 Division 5 Subdivision 2~~ for functions such as notification, registration, assessments, transfers etc.

This Policy outlines those Food Businesses that will be exempt from paying such fees and should be read with the Fees and Charges schedule adopted by Council each year.

Policy Statement

An exemption for charging a Notification Fee and Annual Assessment Fee under the Food Act and Local Government Act will be applied to the following categories of food business:~~premises~~

(1) Food Businesses run by Charitable or Community Organisations – will be exempt from Notification and Annual Assessment Fees. ~~Environmental Health Officers (EHO) will still conduct assessments of these premises unless they are classified as very low risk~~.

(2) Very Low Risk Food ~~Premises~~ Businesses – ~~Premises~~Food businesses for which the City's risk assessment of food handling activities identifies that food handling operations are limited to activities that ~~will not be subject to an annual inspection as they~~ pose minimal risk to the public.

(3) Family Day Care Centres –These ~~premises~~ food businesses will be exempt from Annual Assessment Fees. ~~not be inspected by EHO. However all operators must have completed an approved Food Hygiene Training course.~~

[1]

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Food Act 2008 – Fee Exemptions

(4) Definitions

~~Very Low Risk Food Premises~~ Businesses ~~- those premises food businesses selling only pre-packaged shelf stable food which does not support microbial growth.~~

a) Charitable Organisations - raise money solely for purposes that are of a charitable nature. These organisations must be a registered charity with the Australian Taxation Office.

b) Community Organisations. – Those organisations that are run by not-for-profit groups, for instance ~~e.g. School~~school canteens run by the Parent and Friends Associations; or local sporting group canteens run by volunteers.

~~b)~~c) Family Day Care Facility - These are ~~refers to a~~ private dwellings used for the purpose of providing a ~~child care~~childcare service for up to seven (7) children ~~-~~in a family or domestic environment, in accordance with the Education and Care Services National Law (WA) Act 2012 and Regulations.

d) Food Business - Under the Food Act includes any business, enterprise, or activity (excluding primary food production) that involves the handling or sale of food. This includes commercial, charitable, or community operations, whether ongoing or a one-time event.

e) Very Low Risk Food Businesses - those food businesses selling only pre-packaged shelf stable food, which does not support microbial growth.

Strategic Link:	Public Health Plan
Category	Public Health
Lead Business Unit:	~~Environmental Health~~ Development and Safety
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	~~10 November 2022~~
Next Review Due: (Governance Purpose Only)	~~November 2024~~
ECM Doc Set ID: (Governance Purpose Only)	4133161

Title	Food Act 2008 – Fee Exemptions

Policy Type

Council

Policy Purpose

To provide for situations in which the requirement for charging a Notification fee and/or Annual Assessment Fee for Registered Food Act 2008 (Food Act) food businesses can be waived.

Section 107 of the Food Act requires all individuals and organisations selling food (as defined under the Act) within the district to notify the City. Following notification, all food businesses are then subject to a risk assessment and may be required to register under Section 110 of the Food Act.

The Food Act gives autonomy to Local Governments to impose and recover fees under the Local Government Act 1995 for functions such as notification, registration, assessments, transfers etc. This Policy outlines those Food Businesses that will be exempt from paying such fees and should be read with the Fees and Charges schedule adopted by Council each year.

Policy Statement

An exemption for charging a Notification Fee and Annual Assessment Fee under the Food Act and Local Government Act will be applied to the following categories of food business:

(1) Food Businesses run by Charitable or Community Organisations – will be exempt from Notification and Annual Assessment Fees. .

(2) Very Low Risk Food Businesses – Food businesses for which the City's risk assessment of food handling activities identifies that food handling operations are limited to activities that pose minimal risk to the public.

(3) Family Day Care Centres –These food businesses will be exempt from Annual Assessment Fees.

(4) Definitions

a) Charitable Organisations - raise money solely for purposes that are of a charitable nature. These organisations must be a registered charity with the Australian Taxation Office.

Title	Food Act 2008 – Fee Exemptions

b) Community Organisations. – Those organisations that are run by not-for-profit groups, for instance school canteens run by the Parent and Friends Associations; or local sporting group canteens run by volunteers.

c) Family Day Care Facility - These are private dwellings used for the purpose of providing a childcare service for up to seven (7) children in a family or domestic environment, in accordance with the Education and Care Services National Law (WA) Act 2012 and Regulations.

d) Food Business - Under the Food Act includes any business, enterprise, or activity (excluding primary food production) that involves the handling or sale of food. This includes commercial, charitable, or community operations, whether ongoing or a one-time event.

e) Very Low Risk Food Businesses - those food businesses selling only pre-packaged shelf stable food, which does not support microbial growth.

Strategic Link:	Public Health Plan
Category	Public Health
Lead Business Unit:	Development and Safety
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	4133161

15.1.4 (2025/MINUTE NO 0144) Review of Uninhabitable Houses Policy

Responsible Executive	Director Sustainable Development and Safety
Author(s)	Service Manager Health and Building Services
Attachments	1. Revised Uninhabitable Premises Policy (Track Changes) ⇩ 2. Revised Uninhabitable Premises Policy ⇩

Officer Recommendation/Committee Recommendation/Council Decision
MOVED Cr M Separovich SECONDED Cr T Dewan
That Council:

(1) AMENDS the Council Policy 'Uninhabitable Premises', as set out in Attachment 1; and

(2) ADOPTS the revised Council Policy 'Uninhabitable Premises', as set out in Attachment 2, pursuant to the Health (Miscellaneous Provisions) Act 1911.

CARRIED 10/0

Background

There has been an ongoing trend of people living in domestic squalor within our community.

Using the Health (Miscellaneous Provisions) Act 1911 (the Health Act) to enforce clean-ups or prosecute is often inappropriate, as many of these individuals are vulnerable and need assistance from the City.

Section 317 of the Health Act enables the City to serve Notices in relation to a property, carry out the works, and then place the cost as a charge on the land to be recovered when the property is sold.

This provision does not allow the charge to include incidental costs such as legal expenses, nor does it allow interest to accrue over time.

The City's Uninhabitable Premises Policy was introduced in 2011 and has been effectively used by the Public Health team to compassionately address the needs of vulnerable community members in owner-occupied premises. However, where the property is privately rented to a tenant or owned by the State Department of Communities, cleaning and repairs must be undertaken at the expense of the property owner.

Submission

N/A

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Report

The City's Environmental Health Officers (EHOs) continue to encounter residents living in unsanitary and unsafe conditions.

These cases are often complex, as affected individuals may have functional cognitive impairments due to dementia, psychiatric illnesses, or other conditions. They may also be infirm, elderly, or unwell. The properties in question may be owned by the residents or their families, who lack the capacity to clean or repair them to a minimum standard.

Given the vulnerability of these individuals, it may be inappropriate to address these cases solely through the standard provisions of the Health Act, Public Health Act 2016, or Local Government Act 1995.

Instead, this Policy has enabled the City to take a more compassionate approach, addressing both the needs of the individual and the broader community while facilitating ongoing support.

It is proposed that the City continue implementing this policy to cover the costs of cleaning and repairing homes to meet the minimum standards required by the Health Act.

The policy has been modified to describe the strategic intent, removing operational processes for inclusion in an Uninhabitable Premises Procedure to describe the operational and administrative steps of implementing the policy.

A Health Act Notice requiring suitable cleaning or repairs will be issued by the City's Service Manager Health and Building Services, following discussions with the Service Manager Community Development.

The focus remains on providing a high-quality service to those in need, while ensuring the City can recover expenses when individuals are able to pay or upon the sale of the property.

For residents requiring ongoing support, the Disability Access and Inclusion Officer may provide guidance in securing appropriate assistance. Where appropriate the Financial Counselling Services may also be engaged to assist with the development of a repayment plan suited to the individual's needs.

However, assessing, securing, and implementing this process —along with obtaining necessary support to facilitate long-term solutions for affected residents—remains an operational matter that must be handled with sensitivity and care.

The proposed changes to the policy are shown in Attachment 1. The updated policy (refer Attachment 2) proposes to retain this policy with minor amendments, including updates to reflect changes in community support services, the current organisational structure, and the removal of operational process content. In addition, the incorrect references to the Public Health Act 2016 are to be removed.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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'.

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.
• Best practice Governance, partnerships and value for money.

Budget/Financial Implications

This service has been included in the City's annual budget since the policy's inception, ensuring no additional cost to the City. Managing these cases is a routine responsibility for the City’s Environmental Health Officers.

Officers estimate that fewer than five premises require this level of attention each year. Expenditure is at the discretion of the CEO.

Legal Implications

Under Section 371 of the Health (Miscellaneous Provisions) Act 1911, the City has the authority to issue a Notice, act in cases of default, and impose the costs of required works as a charge against the property.

Community Consultation

N/A

Risk Management Implications

Failure to act when the City identifies a house as insanitary, uninhabitable, or affected by squalor can directly harm the health of the resident and others in their household. Ongoing cases may also pose broader public health and wellbeing risks to nearby properties and the community.

Ensuring necessary cleaning and repairs meet minimum standards can provide a long-term solution for vulnerable individuals. This allows them to access essential support services such as Home and Community Care, the National Disability Insurance Scheme, and State or Federal Aged Care Assessment Teams for sustained health and wellbeing support.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Uninhabitable Premises

Policy Type

Council

Policy Purpose

The purpose of this policy is to describe how ~~guide~~ the City will provide ~~in providing~~ assistance to vulnerable ~~people (who are~~ owner occupiers found to be living ~~) who live~~ in squalid conditions. ~~P~~Such poor living conditions may pose a significant risk to the~~ir~~ health and wellbeing of the individual and other occupants of the ~~and~~home and is also likely to cause ~~be causing~~ a nuisance to neighbours.

The policy proposes ~~taking~~ a compassionate approach to ~~dealing with~~ assisting owner-occupiers, including older adults, that have health-related, cognitive, physical or psychosocial challenges, that affect their ability to arrange clean-up or repair of their premises to an acceptable standard~~individuals who are frail aged, or having a functional disability or do not have the capacity to arrange clean-up of their premises to an acceptable standard~~.

The cost of clean-up would be provided by the City (if required) and recouped through placing a charge on the property through the provisions of the Health (Miscellaneous Provisions) Act 1911~~Public Health Act 2016~~. These costs would be recouped when the property is sold.

Policy Statement

This policy specifies the circumstances in which ~~how~~ the City may ~~will~~ determine that an owner of an uninhabitable house is vulnerable and requiring assistance to make their premises habitable again. ~~It~~

This Policy complements the City's procedure, which outlines the operational process Officers ~~the City~~ will ~~under~~take in engaging with these owner-occupiers ~~the~~ for cleaning, ~~and/or~~ removal of material(s) and/or repair of fixtures, to return a ~~so that the~~ dwelling and related surrounds ~~are~~ to a condition that is fit for human habitation.

~~(1) Process to be followed:~~

~~1. On referral of a complaint about a premises and where the Environmental Health Officer identifies that the occupant may have a disability or be frail aged, the City's Disability Access and Inclusion Officer (DAIO) will undertake an initial assessment. If the result of this assessment is that the resident is unable to bring the premises up to a suitable standard without support, then the DAIO will refer to appropriate agencies including the City of Cockburn's Family Support services, Financial Counselling services, and Home and Community Care services.~~

~~2. The Environmental Health Officer will obtain an estimate of the costs, E.g. quote for cleaners to clean a house or property.~~ Each individual case will be assessed

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Uninhabitable Premises

by the Service Manager Health and Building Services ~~Manager of Environmental Health~~ and discussed with the Service Manager Community Development, to ensure equity in decision making that considers individual needs in accordance with the City's Disability Access and Inclusion Plan. ~~based upon a two tiered approach.~~

1.

~~3. Tier 1 – If the cost of the clean-up is predicted to be minor (less than $2,500) then the funds be taken out of the Community Services emergency fund at the discretion of the Manager Community Services.~~

~~4. Tier 2 – If the predicted costs are greater than $2500 then Public Health Act Notices will be served and the costs will be placed as a charge on the property title.~~

2. Where a ~~The Public Health Act n~~Notice is issued under the Health (Miscellaneous Provisions) Act 1911, it will require that the cost of the clean-up be either:

a. re-paid by the individual concerned over a suitable ~~period of time~~period; or
b. ~~the cost~~ placed on the land title for the property requiring funds for the clean-up cost to be returned to the City at the point of sale of the property.

~~If necessary, and if viable, Financial Counselling Service will be arranged to develop a re-payment plan suited to the individual's needs.~~

~~If the resident requires ongoing support the Disability Access and Inclusion Officer will refer the resident for an assessment for Home and Community Care Support services~~

~~Each premise shall be inspected annually by an Environmental Health officer to ensure that the premises are maintained in an acceptable condition.~~

~~7.~~3. The maximum cost per individual premises shall not exceed $15,000 without the approval of the Chief Executive Officer.

~~7.~~4. Definitions:

a) ~~1.~~ "Equity"
Fair distribution of resources and opportunities according to need and access to decision-making processes.

b) ~~2.~~ "Disability Access and Inclusion Plan" (DAIP)
The Disability Services Act 1993 (amended 2004) requires that all public authorities develop and implement a DAIP. The City of Cockburn's DAIP, available at http://www.cockburn.wa.gov.au, outlines how the City will work to enable persons with disabilities to have equal access to its facilities and services.

c) ~~3.~~ "Uninhabitable"
Uninhabitable is the term used under the Health (Miscellaneous Provisions) Act 1911, for properties where there is an accumulation of matter ~~and~~ and/or filth ~~to~~ of such a degree that it makes the premises unliveable. It describes housing which is unfit for human habitation due to lacking essential services,

Title	Uninhabitable Premises

accumulation of materials and/or lack of cleanliness, that posesand a potential health risk to the occupants and possibly occupants of neighbouring properties. This does not include issues to do with unsafe structures which are catered for through the Building Code of Australia and other legislation.

Strategic Link:	Public Health Plan
Category	Public Health & Security
Lead Business Unit:	Environmental HealthDevelopment and Safety
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	4132106

[3]

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Uninhabitable Premises

Policy Type

Council

Policy Purpose

The purpose of this policy is to describe how the City will provide assistance to vulnerable owner occupiers found to be living in squalid conditions. Such poor living conditions may pose a significant risk to the health and wellbeing of the individual and other occupants of the home and is also likely to cause a nuisance to neighbours.

The policy proposes a compassionate approach to assisting owner-occupiers, including older adults, that have health-related, cognitive, physical or psychosocial challenges, that affect their ability to arrange clean-up or repair of their premises to an acceptable standard.

The cost of clean-up would be provided by the City (if required) and recouped through placing a charge on the property through the provisions of the Health (Miscellaneous Provisions) Act 1911. These costs would be recouped when the property is sold.

Policy Statement

This policy specifies the circumstances in which the City may determine that an owner of an uninhabitable house is vulnerable and requiring assistance to make their premises habitable again.

This Policy complements the City's procedure, which outlines the operational process Officers will take in engaging with these owner-occupiers for cleaning, removal of material(s) and/or repair of fixtures, to return a dwelling and related surrounds to a condition that is fit for human habitation.

1. Each individual case will be assessed by the Service Manager Health and Building Services and discussed with the Service Manager Community Development, to ensure equity in decision making that considers individual needs in accordance with the City's Disability Access and Inclusion Plan.

2. Where a Notice is issued under the Health (Miscellaneous Provisions) Act 1911, it will require that the cost of the clean-up be either:
   a. re-paid by the individual concerned over a suitable period; or
   b. placed on the land title for the property requiring funds for the clean-up cost to be returned to the City at the point of sale of the property.

3. The maximum cost per individual premises shall not exceed $15,000 without the approval of the Chief Executive Officer.

4. Definitions:

   a) "Equity"

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Uninhabitable Premises

Fair distribution of resources and opportunities according to need and access to decision-making processes.

b) "Disability Access and Inclusion Plan" (DAIP)
The Disability Services Act 1993 (amended 2004) requires that all public authorities develop and implement a DAIP. The City of Cockburn's DAIP, available at http://www.cockburn.wa.gov.au, outlines how the City will work to enable persons with disabilities to have equal access to its facilities and services.

c) "Uninhabitable"
Uninhabitable is the term used under the Health (Miscellaneous Provisions) Act 1911, for properties where there is an accumulation of matter and/or filth of such a degree that it makes the premises unliveable. It describes housing which is unfit for human habitation due to lacking essential services, accumulation of materials and/or lack of cleanliness, that poses a potential health risk to the occupants and possibly neighbouring properties. This does not include issues to do with unsafe structures which are catered for through the Building Code of Australia and other legislation.

Strategic Link:	Public Health Plan
Category	Public Health & Security
Lead Business Unit:	Development and Safety
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	4132106

15.1.5 (2025/MINUTE NO 0145) Review of Council Policy - Dust Management for Development Sites

Responsible Executive	Director Sustainable Development and Safety
Author(s)	Service Manager Health and Building Services
Attachments	1. Revised Dust Management for Development Sites - Policy - track changes ⇩ 2. Revised Dust Management for Development Sites - Policy - clean ⇩

Officer Recommendation/Committee Recommendation/Council Decision
MOVED Cr M Separovich SECONDED Cr T Dewan
That Council:

(1) AMENDS the Council Policy 'Dust Management for Development Sites', as shown by Attachment 1;

(2) ADOPTS the revised Council Policy 'Dust Management for Development Sites', as shown by Attachment 2, pursuant to the City of Cockburn Local Government Act Local Laws 2000.

CARRIED 10/0

Background

Recent years have highlighted the ongoing community impact of dust and sand release from civil and bulk earthworks across the City. This issue is particularly evident during summer months and frequently arises from large-scale development sites undertaking bulk earthworks.

Dust management plans have long been a requirement of the City of Cockburn (Local Government Act) Local Laws 2000. Introduced in 2003, this policy provides City Officers with a framework to more effectively manage dust emissions from development sites during the summer period.

Submission

N/A

Report

The City's Health and Building Services manage sand drift control and dust management on private property under Division 3, Part V of the City of Cockburn (Local Government Act) Local Laws 2000. Under these laws, landowners or occupiers intending to clear, excavate, or fill land within the City, must apply for approval of a Dust Management Plan before commencing works.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Adopted in 2003, this policy has effectively mitigated adverse impacts from large-scale earthworks across the City. It applies the risk assessment matrix from the Department of Water and Environmental Regulation's '*Land Development Sites and Impacts on Air Quality – A Guideline for the Prevention of Dust and Smoke Pollution from Land Development Sites in Western Australia*' (25 July 1996) to classify development sites and earthworks activities.

The policy also prohibits bulk earthworks on higher-risk Class 3 and 4 development sites between 1 October and 31 March each year (the "moratorium period").

This restriction ensures that bulk earthworks—such as vegetation clearing or cut and fill—are limited to smaller, less exposed sites further removed from sensitive land uses. As a result, bulk earthworks can be more effectively managed and mitigated during the summer months, when stabilisation is particularly challenging.

It is proposed to retain this policy with minor amendments. Attachment 1 is a copy of the Council Policy with track changes visible, showing minimal changes to the Policy to provide clarity and reflect the current Organisational Structure. Attachment 2 is a clean copy of the updated Policy.

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'.

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.

Community, Lifestyle and Security

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

• A safe and healthy community that is socially connected.

Listening and Leading

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

• Best practice Governance, partnerships and value for money.

Budget/Financial Implications

There will be no additional cost to City, as this is an existing Policy that guides routine approval processes.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Legal Implications

The City of Cockburn Consolidated (Local Government) Local Laws 2000 provides the legal authority for the City to require dust management plans for works that have the potential to cause sand drift or dust release that might affect surround land users.

Community Consultation

N/A

Risk Management Implications

Failure to apply this policy could lead to uncontrolled dust and sand release from land development, increasing environmental, health, and amenity impacts. Without structured mitigation measures, nearby residents and businesses may experience property damage, and compromised amenity outcomes.

In the absence of clear guidelines, developers may struggle to effectively manage dust and sand release, particularly during high-risk summer months. The policy and guidelines ensure proactive risk management by developers, safeguarding the community and surrounding land uses.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Dust Management for Development Sites

Policy Type

Council

Policy Purpose

Clearing of vegetation and earthworks undertaken as part of development works during summer months can adversely impact surrounding land uses and generate a substantial number of complaints regarding dust and sand release. The City requires the preparation of dust management plans for clearing and ~~construction~~ earthworks associated with development sites to ensure that appropriate dust control measures are implemented. These dust management plans are required to be submitted to the City for approval~~ed~~ prior to the commencement of works.

The City's dust management guidelines are largely based on the Department of Water and Environmental Regulation document titled *"Land Development Sites and Impacts on Air Quality – A Guideline for the Prevention of Dust and Smoke Pollution from Land Development Sites in Western Australia"* (25 July 1996) as a means of determining appropriate control measures and contingency arrangements to manage the potential for dust release.

It is the developer's responsibility to schedule works on land development at the time in the year and in a way that reduces the potential impacts of dust to a practical minimum. The time of the year when these activities are carried out is critical since the least number of complaints occur during winter months.

Policy Statement

(1) Bulk Earthworks:

The City prohibits bulk earthworks on Class 3 and 4 development sites between 1 October and 31 March (referred to as the moratorium period);

(2) Required Control Measures:

1. All earthworks on development sites must be undertaken in compliance with a Dust Management Plan ~~approved by the City's Health Services and~~ prepared in accordance with the Department of Water and Environmental Regulation Guideline 'Land Development Sites and Impacts on Air Quality – A Guideline for the Prevention of Dust and Smoke Pollution from Land Development Sites in Western Australia' (25 July 1996), and approved by the City;

2. All development sites shall be classified in accordance with City's "*Guidelines for the ~~preparation~~ Preparation of Dust Management Plans*";

3. In the case of subdivisions, it shall be the subdivider's responsibility to

[1]

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Dust Management for Development Sites

maintain dust suppression on development sites until such time as new certificates of title are issued, from which point the responsibility for dust suppression shall shift to the new land-owners.

(3) Definitions:

"Bulk earthworks" refers to site clearance, land re-contouring and cut and fill operations.

"Civil earthworks" refers to work such as the construction of retaining walls, installation of sewers and construction of roads.

"Moratorium Period" is the period between 1 October and 31 March annually, during which bulk earthworks are prohibited by this Policy.

Strategic Link:	City of Cockburn Consolidated (Local Government) Local Laws 2000
Category	Public Health & Security
Lead Business Unit:	~~Environmental Health~~Public Health & Building Services
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	~~10 November 2022~~
Next Review Due: (Governance Purpose Only)	~~November 2024~~
ECM Doc Set ID: (Governance Purpose Only)	4133556

[2]

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Dust Management for Development Sites

Policy Type

Council

Policy Purpose

Clearing of vegetation and earthworks undertaken as part of development works during summer months can adversely impact surrounding land uses and generate a substantial number of complaints regarding dust and sand release. The City requires the preparation of dust management plans for clearing and earthworks associated with development sites to ensure that appropriate dust control measures are implemented. These dust management plans are required to be submitted to the City for approval prior to the commencement of works.

The City's dust management guidelines are largely based on the Department of Water and Environmental Regulation document titled *"Land Development Sites and Impacts on Air Quality – A Guideline for the Prevention of Dust and Smoke Pollution from Land Development Sites in Western Australia"* (25 July 1996) as a means of determining appropriate control measures and contingency arrangements to manage the potential for dust release.

It is the developer's responsibility to schedule works on land development at the time in the year and in a way that reduces the potential impacts of dust to a practical minimum. The time of the year when these activities are carried out is critical since the least number of complaints occur during winter months.

Policy Statement

(1) Bulk Earthworks:

The City prohibits bulk earthworks on Class 3 and 4 development sites between 1 October and 31 March (referred to as the moratorium period);

(2) Required Control Measures:

1. All earthworks on development sites must be undertaken in compliance with a Dust Management Plan prepared in accordance with the Department of Water and Environmental Regulation Guideline 'Land Development Sites and Impacts on Air Quality – A Guideline for the Prevention of Dust and Smoke Pollution from Land Development Sites in Western Australia' (25 July 1996), and approved by the City;

2. All development sites shall be classified in accordance with City's "*Guidelines for the Preparation of Dust Management Plans*";

3. In the case of subdivisions, it shall be the subdivider's responsibility to maintain dust suppression on development sites until such time as new

Title	Dust Management for Development Sites

certificates of title are issued, from which point the responsibility for dust suppression shall shift to the new landowners.

(3) Definitions:

"Bulk earthworks" refers to site clearance, land re-contouring and cut and fill operations.

"Civil earthworks" refers to work such as the construction of retaining walls, installation of sewers and construction of roads.

"Moratorium Period" is the period between 1 October and 31 March annually, during which bulk earthworks are prohibited by this Policy.

Strategic Link:	City of Cockburn Consolidated (Local Government) Local Laws 2000
Category	Public Health & Security
Lead Business Unit:	Public Health & Building Services
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	4133556

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

15.1.6 (2025/MINUTE NO 0146) Recommendation on Final Adoption - Local Planning Policy 5.22 - Environmental Conservation

Responsible Executive	Director Sustainable Development and Safety
Author(s)	Service Lead Planning and Service Manager Development Services
Attachments	1. Schedule of Submissions ⇩ 2. SERG Feedback ⇩ 3. Draft LPP 5.22 - Environmental Conservation with Tracked Changes ⇩ 4. Final Draft LPP 5.22 - Environmental Conservation ⇩

Officer Recommendation/Committee Recommendation/Council Decision
MOVED Cr M Separovich SECONDED Cr T Dewan
That Council:

(1) NOTES the *Schedule of Submissions* prepared in response to the outcome of advertising as set out in Attachment 1;

(2) ADOPTS Local Planning Policy 5.22 – *Environmental Conservation* as set out in Attachment 4 in accordance with Schedule 2, Part 2, Clause 4 of the *Planning and Development (Local Planning Scheme) Regulations 2015*;

(3) REPEALS Council Policy *Environmental Conservation*, noting that its objectives have been incorporated into Local Planning Policy 5.22;

(4) PUBLISHES a notice of the policy in accordance with Schedule 2, Part 12, Clause 87 of the *Planning and Development (Local Planning Scheme) Regulations 2015*; and

(5) ADVISES those who made a submission of Council's decision accordingly.

CARRIED 10/0

Background

Existing Council Policy *Environmental Conservation* ('the policy') was first adopted by Council on 10 June 2021. The objective of the policy is to guide sustainable planning outcomes for the protection and enhancement of environmental values on private land.

The policy serves as a complement to the previously adopted *Natural Area Management Strategy (2012 – 2022)*, which seeks to protect and enhance environmental values in the public domain. This strategy is now out of date, however continues to align with the recently adopted *Local Planning Strategy,* which has specific objectives for the retention of native vegetation and ecological linkages.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

The policy applies across all private land and zones in the City of Cockburn, and it details the City's approach to assessing planning applications that are subject to Clauses 4.14 and 4.15 (*Protection of Native Fauna*) and 4.16 (*Protection of Wetlands*) of the Town Planning Scheme No. 3 (TPS3).

The policy was reviewed and amended to better protect and enhance natural areas and other environmental values through the planning process. The updated Draft LPP 5.22 was presented to the *Sustainability and Environmental Reference Group* (SERG) at its meeting 28 November 2024. SERG supported the draft with recommendations. Most of these recommendations have been addressed, with City responses provided within Attachment 2.

At the 11 March 2025 Ordinary Council Meeting, Council resolved to adopt the draft LPP 5.22 for the purposes of public advertising. Public advertising has now concluded, accordingly, the City requests the Governance Committee adopt the policy for final Council consideration.

Report

Summary of policy updates previously endorsed by GovCo:

- Modernisation to align with current planning framework.
- Conversion of the existing 'Council Policy' to a 'Local Planning Policy' (to provide an instrument of due regard in making planning decisions).
- Strengthening environmental protection for applications subject to bushfire.
- Updating requirements for the submission of information at application stage where proposals contain trees, in particular larger residential subdivisions.

Summary of outcome of advertising:

- One support, one 'Mixed' submission.
- The mixed submission raises concerns relating to bushfire risk and the use of species which are prone to bushfire where planted within verge corridors, creating a 'fire hopping' strip, impacting homes.

Response to Submissions:

- The policy scope is not intended to guide the City's bushfire mitigation practices, which are controlled via separate policies and procedures.
- Development processes for bushfire are guided by State Planning Policy 3.7 *Planning for Bushfire* and planning decisions must be made in accordance with SPP 3.7 and related guidelines.
- The City's replanting initiatives consider several variables, including; appropriate species selection, bushfire risk, location, pest prone species, impacts to nearby residential land and overall environmental objectives set by Council.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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.

Budget/Financial Implications

There are no perceived budgetary or financial implications, as planning officers are regularly responsible for considering environmental impacts as part of assessment.

Legal Implications

This is a Local Planning Policy made pursuant to the *Planning and Development (Local Planning Scheme) Regulations 2015*. Decisions made in line with this policy may have future legal implications, including potential challenge at the Tribunal, as provided for under the *Planning and Development Act 2005*.

Community Consultation

In accordance with Clause 4 of the Deemed Provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015*, a Local Government must advertise a proposed Local Planning Policy for at least 21 days. After the expiry of the period within which submissions may be made, the Local Government must review the proposed policy in the light of any submissions made and resolve to:
(i) proceed with the policy without modification; or
(ii) proceed with the policy with modification; or
(iii) not to proceed with the policy.

The draft policy was advertised on the City's Comment on Cockburn site from 31 March until 28 April (28 days). Two submissions were received which are summarised within this report and detailed in full within Attachment 1.

Risk Management Implications

If LPP 5.22 is not adopted, there is an increased risk for negative impacts to the natural environmental values on private land, including the bushland and wetland areas.

The continual decline of natural areas risks of exacerbating the heat island effect and impacting the health and well-being of residents. The benefits of natural areas are known to support emotional, psychological and physical health.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Retained natural areas within the metropolitan area helps to reduce the risk of local fauna extinction by providing opportunities for species to move across the landscape. It also enhances the genetic diversity of different species within an area.

Advice to Proponent(s)/Submitters

Those who lodged a submission on the proposal have been advised that this matter is to be considered at the 17 June 2025 Governance Committee. The submitters will be advised of the outcome, following final consideration at a subsequent Council meeting.

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

The policy does not duplicate any administrative process provided by the Commonwealth, State or other public entity, therefore there are no implications under Section 3.18 (3).

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Submission Type	Submission	Officer Response
Support	So happy to finally see some protection plans for native vegetation on blocks slated for development. We need more multi home projects like successful *The Forever Project* in Hamilton Hill, and less blank canvas villas approved!	Noted
Mixed	I do not feel the council is mitigating bush fire risk enough. The proposal should go as far as the ensure bush fire prone species such as eucalypts are not planted in corridors in median strips as a fire hopping corridor such as are in the middle of progress drive, north lake road from Forrest road south through south lake and on Forrest road through Bibra Lake. Find species that do not pose as large a threat to homes and community to plant. Also, mitigate bush fire risk by thinning out large pockets of fire prone species in bushland areas to reduce risk and manage flora better. The council is very late to the party where environmental sustainability is concerned as demonstrated by the entire clearing of land around the Arc community centre and Cockburn train station and Port Coogee. One area overlooked is the impact existing trees that are bushfire prone and have been planted too close to homes on private property and impact other people, which should be addressed and rectified, therefore manage the existing issues on private property within the city.	This policy is intended to establish a framework for vegetation conservation as it relates to privately owned development sites. Median strip landscaping is generally undertaken through a separate process and is not covered by this policy. It is not intended to guide the City's bushfire mitigation practices for bushland. Development processes are guided by State Planning Policy 3.7 – Planning for Bushfire, and the City will continue to ensure that proposals are developed in accordance with that policy.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Sustainability and Environment Reference Group Review of Draft Council Policy: Environmental Conservation

	SERG Recommendation	City Comment	Outcome
1.1	Request to add 'foraging' to point 3 "foraging value" (Protection of Flora and Fauna (- pg. 2).	Agreed	Amended
1.2	DBH is not a standardised term for tree measurements anymore so requests a review of wording. Will provide notes. (not provided)	A review of pertinent government regulations relating to tree surveys shows that Diameter at Breast Height "DBH" is still used as a standard unit of measurement. Recently received reports from qualified environmental consultancies are still using this terminology too.	Recommendation not supported.
1.3	The different Acts relating to conservation have different trigger points and these trigger points should be included in the policy. It should also be made very clear that it is the applicant's responsibility to obtain the necessary environmental approvals. As things stand, it could be misinterpreted as being the City's responsibility.	These referrals are already required under law, and including a reference in the policy will only serve to duplicate existing requirements. It also creates potential confusion with respect to who is responsible for referring	Provision 12 has been removed from the draft policy because the requirements are already addressed under State and Federal legislation

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

	SERG Recommendation	City Comment	Outcome
1.4	Additional SERG feedback outside the minutes A number of environmental acts should be included to be considered by developers. • the Environmental Protection Act 1986 (State Govt - governs the ERA), • the Biodiversity Conservation Act 2016 (State Govt), and • the Environment Protection and Biodiversity Conservation (EPBC) Act 1999 (Federal Govt).	These referrals are already required under law, and including a reference in the policy will only serve to duplicate existing requirements. It also creates potential confusion with respect to who is responsible for referring	Provision 12 has been removed from the draft policy because the requirements are already addressed under State and Federal legislation.
1.5	Was there a reason that this is restricted to rare and endangered fauna (regarding point 12)? Is there scope to include any fauna? Can we include ALL fauna AND endangered/threatened flora, rather than restricting it to just endangered/threatened fauna as the policy currently reads?	Not applicable.	Provision 12 has been removed from the draft policy because the requirements are already addressed under State and Federal legislation

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

	SERG Recommendation	City Comment	Outcome
1.6	What about rare and endangered flora as well? Is it covered under the same act?	Not applicable.	Provision 12 has been removed from the draft policy because the requirements are already addressed under State and Federal legislation

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Planning Policy - Environmental Conservation

Policy Type

~~Council~~Local Planning Policy

Policy Purpose

Cockburn has unique and diverse ecological and cultural assets that form an important part of the natural and built ~~-~~environment and are highly valued by the community. The City adopts a strategic approach to conservation, protection and management of natural areas within the City.

The ~~objective~~ purpose of this policy is to set out clear guidance ~~guide~~ for sustainable planning outcomes and protection and enhancement of the environmental values of natural areas through the scheme amendment, subdivision and development process.~~for the retention and management of locally significant flora and fauna and to promote wetland conservation and restoration.~~

The objectives of this policy are:

- Retention and appropriate management of ~~locally~~ significant flora and fauna
- Protection and enhancement of ecological corridors
- Conservation and restoration of wetlands
- Development that is site responsive and avoids or minimises detrimental impacts on native vegetation, in accordance with State Planning Policy 2.0 'Environment and Natural Resources' and the State's 'Native Vegetation Policy 2022'.
- Maximising all opportunities to increase and retain tree canopy cover to reduce the heat island effect, provide urban habitat, enhance amenity, protect local character, and improve the health and well-being of residents
- Maintenance and increase in vegetation cover over the Jandakot Groundwater Protection area to facilitate the key objective of long-term protection and maintenance of groundwater for public supply and maintenance of associated ecosystems, consistent with SPP 2.3 Jandakot Groundwater Protection Policy (SPP 2.3) / Draft State Planning Policy 2.9 'Planning for Water'.

This policy applies to the assessment of structure plans, subdivision and development applications within the City of Cockburn and should be read in addition to the City's Town Planning Scheme No 3 (TPS 3) and the City of Cockburn Natural Area Management Strategy.

TPS 3 ~~provides strategic guidance on the protection of~~includes measures to protect Native Flora (Section 4.14), Native Fauna (Section 4.15) and Wetlands (Section 4.16). and this policy provides a range of ~~additional initiatives~~ provisions to ensure the effective protection and ongoing management of natural areas, native flora and fauna and wetlands within the City occurs in accordance with the intent of TPS3.

[1]

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Planning Policy - Environmental Conservation

~~This policy should be read in conjunction with the City's Natural Area Management Strategy and the Landowner Biodiversity Conservation Grants Policy which promotes the retention of natural areas on private property.~~

The policy clearly articulates Council's position on environmental protection and management when assessing:

- Scheme amendments
- Structure plans
- Subdivision applications
- ~~Local Development Plans~~
- ~~Subdivision applications~~
- Development applications

Policy Statement

(1) Protection of Flora and Fauna

1. Where remnant vegetation is present proponents will be required to undertake flora and fauna surveys as outlined in the relevant and most recent Environmental Protection Authority Technical Guidance documents.

2. Structure plans, subdivision and development applications ~~(and Local Development Plans where applicable)~~ should be supported by documentation to demonstrate that site clearing is minimised, the presence of natural areas h~~ave~~as been ~~considered~~identified, and ~~that~~ consideration has been given to vegetation condition, habitat and ecological linkages, including those identified in the City of Cockburn Local Planning Strategy. If earthworks are required, final development~~s~~ levels shall be identified.

3. All endeavours are to be made to protect and retain trees that have been identified in fauna or flora surveys as providing significant habitat foraging value. Proponents are to seek advice from the City as early as possible in the development process to discuss alternative opportunities to integrate tree retention into the development design. This may include, for example, the designing of road alignments to retain significant trees within verge areas, retaining trees within POS reserves or within private properties. Trees with a diameter greater than 300mm diameter at breast height (DBH) shall be plotted on an overlay of the development plans and proposed cut to fill levels (bulk earthworks). This will provide meaningful data for which trees are able to be retained and included within a Tree Protection Management Plan.

~~4.~~

Title	Planning Policy - Environmental Conservation

When areas of remnant ~~n~~vegetation or removal of significant trees is proposed, a fauna relocation plan shall be developed in accordance with the City's 'Guideline - Preparation of Fauna Relocation Management Plan'. Approval of the Fauna Relocation Management Plan is required prior to the commencement of site works.

5.

~~5.~~ Developments abutting remnant native vegetation shall be designed to obtain the highest allowable Bushfire Attack Level (BAL29) to reduce the extent of clearing required for bushfire risk mitigation.

6. Regardless of current fuel load, developments abutting conservation reserves may be required to classify plots of vegetation as Class A-Forest (Australian Standard – Construction of Buildings in Bushfire Prone Areas) to ensure that City revegetation initiatives are not compromised in the future.

~~6. Regardless of current fuel load, developments abutting conservation reserves may be required to classify plots of vegetation as Class A-Forest (*Australian Standard – Construction of Buildings in Bushfire Prone Areas)* to ensure that City revegetation initiatives are not compromised in the future.~~

7. With the exception of firebreaks, all setbacks required for bushfire hazard separation must be confined to the property on which the development is proposed.

~~With the exception of firebreaks, all setbacks required for bushfire hazard separation must be confined to the property on which the development is proposed.~~

~~4~~8. The City will use its discretion where appropriate to consider opportunities to retain environmental assets when facilitating sustainable development outcomes. This, for example, may include higher residential densities where there is a greater provision of public open space required for conservation through the structure planning process.

~~5~~9. Larger integrated parcels of public open space that are wholly comprised of remnant bushland are preferred to smaller fragmented parcels however, these smaller parcels will be considered of higher value if it is of high conservation significance and/or if it provides an ecological linkage value.~~.~~ Ideally bushland should form part of an area of public open space that includes other recreational and amenity functions to ensure the recreational needs of the future community are met. Notwithstanding this, all planning proposals need to demonstrate the provision of an adequate balance between active and passive public open space.

~~6~~10. Where ~~applicable~~necessary, conditions preventing or restricting the clearing of vegetation within subdivision and development approvals (or recommended to the Western Australian Planning Commission) ~~where applicable) in order~~ to

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Planning Policy - Environmental Conservation

facilitate the maximum retention and ecological function of natural areas, consistent with endorsed structure plans, subdivision approvals, and/or development approval ~~and related planning decisions~~.

11. Where necessary, the City will require building envelopes to be nominated on development plans to ensure the protection of onsite environmental values.

~~7~~12. ~~Development proposals which are deemed to impact on fauna that is considered rare and/or endangered will require the proposal to be referred to S~~state and/or federal authorities in line with the ~~*guidelines outlined under the Environmental Protection and Biodiversity Act (1999)* and the *WA Biodiversity Conservation Act 2016*. Proponents may also be required to submit their proposal to the Environmental Protection Authority (EPA).~~

13. If native vegetation or significant tree is identified as worthy for retention, but retention is unlikely due to unfavourable site specifics, the proponent shall liaise with the City regarding the feasibility of an appropriate revegetation/ tree replacement offsets package that suits both parties.

(2) Wetland Conservation

1. Wetland buffers will be determined based on the relevant State Government Guidance.

2. Development that incorporates a wetland will require the proponent to prepare a Wetland Management Plan which details the measures required to be taken to maintain the ecological function of the wetland, hydrological balance and to prevent pollution.

3. Discharge of drainage directly into wetlands will not be permitted unless there has been suitable treatment to remove nutrients and other pollutants, provided that adverse hydrological impacts will not occur. The integrity of wetland and buffer vegetation is to be maintained where drainage facilities are established within the buffer to the wetland. Information on how this is to be achieved ~~should~~ must be detailed in the Local Water Management Strategy and Urban Water Management Plan.

4. Where on-site effluent disposal is proposed in sewage sensitive areas, including wetlands and their buffers, the systems must comply with the Department of Planning Sewage Policy and any associated guidelines.

(3) Bushland Resource Recovery

Where all possibilities to retain good quality bushland have been exhausted and the bushland is to be cleared, the City may seek agreement with the proponent to:

- Make topsoil available for rehabilitation projects
- Permit seed collection to occur prior to clearing
- Permit plant salvage to occur prior to clearing

Title	Planning Policy - Environmental Conservation

- Permit large habitable logs to be salvaged
- Permit access to mulch from the site if it is not to be used elsewhere, and utilise salvaged and existing vegetation within areas to be landscaped.

Applicants are encouraged to identify these opportunities within their applications.

(4) Advice

Where applicable, conditions preventing or restricting the clearing of vegetation within subdivision and development approvals will be applied (or recommended to the Western Australian Planning Commission where applicable) in order to facilitate the maximum retention and function of bushland, consistent with endorsed structure plans and related planning decisions.

The following steps should be taken by the developer to identify and maximise the retention of flora and fauna during the development process.

1. Undertake a Flora and Fauna Survey of the land to be developed.
2. Consider the survey results and identify the best quality and high habitat value areas for retention within POS areas.
3. Prepare a Draft proposal
4. Discuss with the City of Cockburn's ~~statutory planners or environmental staff.~~
5. Finalise and submit proposal.

(5) Information

~~(5) Information~~

Any other relevant environmental information associated with an application must also be submitted to the City. Information may include preceding approvals from State or Federal Agencies and any relevant environmental studies.

Applicants are encouraged to contact the Environmental Management, Policy and Planning Team for advice in this regard.

References

Environmental Protection and Biodiversity Act (1999)
WA Biodiversity Conservation Act 2016
Town Planning Scheme No.3 –
• s4.14 (Native Flora)
• s4.15 (Native Fauna)
• s4.16 (Wetlands)

Strategic Link:	Natural Area Management Strategy
Category	Environment & Sustainability
Lead Business Unit:	Sustainability and ~~Enviornment~~Environment
Public Consultation:	No

Title	**Planning Policy - Environmental Conservation**

(Yes or No)	
Adoption Date: (Governance Purpose Only)	~~10 June 2021~~
Next Review Due: (Governance Purpose Only)	~~June 2023~~
ECM Doc Set ID: (Governance Purpose Only)	~~8503481~~

[6]

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	**Planning Policy - Environmental Conservation**
Policy Number (Governance Purpose)	**LPP 5.22**

Policy Type

Local Planning Policy

Policy Purpose

Cockburn has unique and diverse ecological and cultural assets that form an important part of the natural and built environment and are highly valued by the community. The City adopts a strategic approach to conservation, protection and management of natural areas within the City.

The purpose of this policy is to set out clear guidance for sustainable planning outcomes and protection and enhancement of the environmental values of natural areas through the scheme amendment, subdivision and development process.

The objectives of this policy are:

- Retention and appropriate management of significant flora and fauna
- Protection and enhancement of ecological corridors
- Conservation and restoration of wetlands
- Development that is site responsive and avoids or minimises detrimental impacts on native vegetation, in accordance with State Planning Policy 2.0 'Environment and Natural Resources' and the State's 'Native Vegetation Policy 2022'. Maximising all opportunities to increase and retain tree canopy cover to reduce the heat island effect, provide urban habitat, enhance amenity, protect local character, and improve the health and well-being of residents
- Maintenance and increase in vegetation cover over the Jandakot Groundwater Protection area to facilitate the key objective of long-term protection and maintenance of groundwater for public supply and maintenance of associated ecosystems, consistent with SPP 2.3 Jandakot Groundwater Protection Policy (SPP 2.3) / Draft State Planning Policy 2.9 'Planning for Water'.

This policy applies to the assessment of structure plans, subdivision and development applications within the City of Cockburn and should be read in addition to the City's Town Planning Scheme No 3 (TPS 3) and the City of Cockburn's Local Planning Strategy.

TPS 3 includes measures to protect Native Flora (Section 4.14), Native Fauna (Section 4.15) and Wetlands (Section 4.16). and this policy provides a range of provisions to ensure the effective protection and ongoing management of natural areas, native flora and fauna and wetlands within the City occurs in accordance with the intent of TPS3.

DRAFT

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	**Planning Policy - Environmental Conservation**
Policy Number (Governance Purpose)	**LPP 5.22**

The policy clearly articulates Council's position on environmental protection and management when assessing:

- Scheme amendments
- Structure plans
- Subdivision applications
- Development applications

Policy Statement

(1) Protection of Flora and Fauna

1. Where remnant vegetation is present, proponents may be required to undertake flora and fauna surveys as outlined in the relevant and most recent Environmental Protection Authority Technical Guidance documents. The requirement for flora and fauna surveys is at the discretion of the City and is likely to be required for areas of bushland that are relatively undisturbed with native species persisting in the understory and middle story. Surveys are not intended to be required for small (<0.5ha) or very degraded areas.

2. Structure plans, subdivision and development applications should be supported by documentation to demonstrate that site clearing is minimised, the presence of natural areas has been identified, and consideration has been given to vegetation condition, habitat and ecological linkages, including those identified in the City of Cockburn Local Planning Strategy. If earthworks are required, final development levels shall be identified.

3. All endeavours are to be made to protect and retain trees that have been identified in fauna or flora surveys as providing significant habitat foraging value. Proponents are to seek advice from the City as early as possible in the development process to discuss alternative opportunities to integrate tree retention into the development design. This may include, for example, the designing of road alignments to retain significant trees within verge areas, retaining trees within POS reserves or within private properties. Trees with a diameter greater than 300mm diameter at breast height (DBH) shall be plotted on an overlay of the development plans and proposed cut to fill levels (bulk earthworks). This will provide meaningful data for which trees are able to be retained and included within a Tree Protection Management Plan.

4. When areas of remnant vegetation or removal of significant trees is proposed, a fauna relocation plan shall be developed in accordance with the City's 'Guideline - Preparation of Fauna Relocation Management Plan'. Approval of the Fauna Relocation Management Plan is required prior to the commencement of site works.

DRAFT

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	**Planning Policy - Environmental Conservation**
Policy Number (Governance Purpose)	**LPP 5.22**

5. Developments abutting remnant native vegetation shall be designed to obtain the highest allowable Bushfire Attack Level (BAL29) to reduce the extent of clearing required for bushfire risk mitigation.

6. Regardless of current fuel load, developments abutting conservation reserves may be required to classify plots of vegetation as Class A-Forest (Australian Standard – Construction of Buildings in Bushfire Prone Areas) to ensure that City revegetation initiatives are not compromised in the future.

7. With the exception of firebreaks, all setbacks required for bushfire hazard separation must be confined to the property on which the development is proposed.

8. The City will use its discretion where appropriate to consider opportunities to retain environmental assets when facilitating sustainable development outcomes. This, for example, may include higher residential densities where there is a greater provision of public open space required for conservation through the structure planning process.

9. Larger integrated parcels of public open space that are wholly comprised of remnant bushland are preferred to smaller fragmented parcels however, these smaller parcels will be considered of higher value if it is of high conservation significance and/or if it provides an ecological linkage value. Ideally bushland should form part of an area of public open space that includes other recreational and amenity functions to ensure the recreational needs of the future community are met. Notwithstanding this, all planning proposals need to demonstrate the provision of an adequate balance between active and passive public open space.

10. Where necessary, conditions preventing or restricting the clearing of vegetation within subdivision and development approvals (or recommended to the Western Australian Planning Commission) to facilitate the maximum retention and ecological function of natural areas, consistent with endorsed structure plans, subdivision approvals, and/or development approval.

11. Where necessary, the City will require building envelopes to be nominated on development plans to ensure the protection of onsite environmental values.

12. Development proposals which are deemed to impact on flora and fauna considered rare, endangered, threatened or endemic may require the proposal to be referred to State and/or federal authorities in line with the *Environmental Protection and Biodiversity Act (1999)* and the *WA Biodiversity Conservation Act 2016* by the proponent Proponents may also be required to submit their proposal to the Environmental Protection Authority (EPA).

13. If native vegetation or significant tree is identified as worthy for retention, but retention is unlikely due to unfavourable site specifics, the proponent shall liaise with the City regarding the feasibility of an appropriate revegetation/ tree replacement offsets package that suits both parties.

DRAFT

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	**Planning Policy - Environmental Conservation**
Policy Number (Governance Purpose)	**LPP 5.22**

(2) Wetland Conservation

1. Wetland buffers will be determined based on the relevant State Government Guidance.

2. Development that incorporates a wetland will require the proponent to prepare a Wetland Management Plan which details the measures required to be taken to maintain the ecological function of the wetland, hydrological balance and to prevent pollution.

3. Discharge of drainage directly into wetlands will not be permitted unless there has been suitable treatment to remove nutrients and other pollutants, provided that adverse hydrological impacts will not occur. The integrity of wetland and buffer vegetation is to be maintained where drainage facilities are established within the buffer to the wetland. Information on how this is to be achieved must be detailed in the Local Water Management Strategy and Urban Water Management Plan.

4. Where on-site effluent disposal is proposed in sewage sensitive areas, including wetlands and their buffers, the systems must comply with the Department of Planning Sewage Policy and any associated guidelines.

(3) Bushland Resource Recovery

Where all possibilities to retain good quality bushland have been exhausted and the bushland is to be cleared, the City may seek agreement with the proponent to:

- Make topsoil available for rehabilitation projects
- Permit seed collection to occur prior to clearing
- Permit plant salvage to occur prior to clearing
- Permit large habitable logs to be salvaged
- Permit access to mulch from the site if it is not to be used elsewhere, and utilise salvaged and existing vegetation within areas to be landscaped.

Applicants are encouraged to identify these opportunities within their applications.

(4) Advice

Where applicable, conditions preventing or restricting the clearing of vegetation within subdivision and development approvals will be applied (or recommended to the Western Australian Planning Commission where applicable) in order to facilitate the maximum retention and function of bushland, consistent with endorsed structure plans and related planning decisions.

The following steps should be taken by the developer to identify and maximise the retention of flora and fauna during the development process.
1. Undertake a Flora and Fauna Survey of the land to be developed.
2. Consider the survey results and identify the best quality and high habitat value areas for retention within POS areas.

DRAFT

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	**Planning Policy - Environmental Conservation**
Policy Number (Governance Purpose)	**LPP 5.22**

3. Prepare a Draft proposal
4. Discuss with the City of Cockburn
5. Finalise and submit proposal.

(5) Information

Any other relevant environmental information associated with an application must also be submitted to the City. Information may include preceding approvals from State or Federal Agencies and any relevant environmental studies.

Applicants are expected to identify any other environmental impacts that are not addressed by the provisions above. Measures to minimise these potential impacts must be described.

References
Environmental Protection and Biodiversity Act (1999)
WA Biodiversity Conservation Act 2016
Town Planning Scheme No.3 –
• s4.14 (Native Flora)
• s4.15 (Native Fauna)
• s4.16 (Wetlands)

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)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

DRAFT

15.1.7 (2025/MINUTE NO 0147) Local Law Review - Update and Project Plan

Responsible Executive	Chief Executive Officer
Author(s)	Service Lead Governance and Council Support
Attachments	N/A

Officer Recommendation/Committee Recommendation/Council Decision
MOVED Cr M Separovich SECONDED Cr T Dewan
That Council:

(1) RECEIVES the Local Law Review Update and Project Plan Report;

(2) RESOLVES to give local public notice of a review of the City of Cockburn's Fencing Local Law 2012 and Health Local Laws 2000, in accordance with section 3.16 of the *Local Government Act 1995*; and

(3) NOTES the updated Local Law Review Schedule detailed in this Report.

CARRIED 10/0

Background

In 2022, the City commenced an internal review of its local laws, regularly reporting to Council on the progress of its reviews.

In October 2024, Council endorsed a schedule for the review of the City's local laws. This schedule provides for staggered and systemic review of its local laws up until 2027.

Since this time, the Local Government Amendment Act 2024 ('Amendment Act') has been passed and gazetted by the State Government, which provides that any local laws which have not undergone a local law review, as defined in section 3.16 of the Local Government Act 1995, in the 8 years prior to 6 December 2024 will automatically lapse on 7 December 2026.

The Amendment Act also increased the statutory review period from 8 to 15 years. This increased period only applies to local laws which were not already overdue for statutory review under the *Local Government Act 1995* ('LGA').

This Report outlines the consequences of this legislative change and provides an updated project plan and timeline for Council's consideration.

Submission

N/A

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Report

On 6 December 2024, the *Local Government Amendment Act 2024* was passed and gazetted by the State Government. This provides any local laws which have not undergone a statutory review in the 8 years prior to gazettal will automatically lapse in two years if a statutory review is not done by this time.

While the City has been internally reviewing its local laws since 2022, its actions do not meet the requirements for a statutory review, and therefore the majority of the City's local laws will lapse in December 2026, as per the below table.

Local Law	Is a statutory review due?	Has a statutory review been done?	Will it lapse on 7 December 2026?
Bush Fire Brigade Local Law 2000	Yes	No	Yes
Consolidated Local Law 2000	Yes	No	Yes
Fencing Local Law 2012	Yes	No	Yes
Health Local Law 2000	Yes	No	Yes
Jetties, Waterways and Marina Local Law 2012	Yes	No	Yes
Standing Orders Local Law 2016	Yes	No	Yes
Waste Local Law 2020	No	N/A	No
Parking and Parking Facilities Local Law 2007	Yes	No	Yes

The consequence of this is the City has until 7 December 2026 to either complete a statutory review of each relevant local law, or to make new local laws which repeal the current local law.

Given that the City's current local law review process has been protracted, the City's current local laws are outdated and not fit for purpose. Council has indicated a strong desire to update its local laws. It is proposed that the City's general approach be to make new local laws repealing its current local laws.

The City has identified that it likely will not need to repeal the Fencing Local Law in its entirety, so a statutory review will be required. Further, the City has identified that it will likely not repeal its current Health Local Law in its entirety, and a statutory review of this local law will also need to be completed.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

A proposed timeline is provided below. This will need to be strictly adhered to ensure the City finalises the lawmaking process by 7 December 2026.

When	Action
June Governance Committee /July Ordinary Meeting of Council	Update on local law review and approval of timeline. Approval to commence statutory review of Fencing and Health Local Laws
Mid July to end of August	Public submissions on Fencing and Health Local Laws (section 3.16)
22 July Elected Member Strategic Briefing Session	Workshop on draft local laws
November Governance Committee / December Ordinary Meeting of Council	Final local laws presented for approval to advertise
Mid January 2025 to first week of March 2026	Public consultation on draft local laws (section 3.12)
April 2026 Governance Committee / May 2026 Ordinary Meeting of Council	Report on submissions + making of local laws (if no significant changes made post-consultation. If significant changes required – local laws will come back to the Aug 2026 Governance Committee / September 2026 Ordinary Meeting of Council for adoption.
June 2026	Gazettal of local laws + public notice + Joint Standing Committee on Delegated Legislation referral (Oct 2026 if significant changes require re-start of process)

Given the amount of work involved and the tight timeframes in which to achieve it, the City is outsourcing the work involved with writing the new local laws to a law firm. First drafts will be brought to an Elected Member Strategic Briefing Session in July for feedback and comment. The City will be proposing the following suite of local laws:

Local law	Subject matter
Health and Nuisances	• Nuisances • Liquid waste control (to the extent it is not regulated by State legislation) • Vermin control • Bird control
Keeping of Animals	Rules around the keeping of: • Cats • Dogs • Livestock/farm animals (as pets only) • Miniature animals (as pets only) • Poultry • Pigeons • Bees

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Public Places	Rules around what activities/behaviour is permitted on City property (roads, verges, parks, reserves, beaches, jetties etc.)
Parking	• Parking stations/metered zones • Parking on thoroughfares • Stopping and parking generally • Parking permits
Fencing	• Definition of 'sufficient fence' for the purposes of the Dividing Fences Act 1961 • Fencing materials requiring approval • Rules around electrified/razor wire fences • Requirement to maintain fencing
Waste	• What can be deposited in bins • Duties of owners/occupiers when it comes to bins/waste • Rules around the removal of waste from premises/waste facilities (consent required) • Public bins not for household/commercial waste • Operation of waste facilities
Marina	• Use of waterways • Mooring in waterways • Rules around private jetties and waterway lots • Maintenance of waterway lots • Use of marina

The City will follow-through with the lawmaking process for the City's Bush Fire Brigades Local Law 2025, which is the subject of a separate report on this Agenda.

Under Local Government Reform, the State Government may adopt mandatory standardised local laws for all local governments. The State Government has proposed mandatory standardised Meeting Procedures. The City does not propose to review its Standing Orders Local Law as it anticipates that the new mandatory standardised Meeting Procedures will come into force prior to the end of 2026. The City can also adjust to any further proposed mandatory standardised local laws as they are proposed by the State Government.

Moving forward, the City is required to undertake a statutory review of its local laws every 15 years. An example schedule for the next statutory review is provided below which provides for all local laws to be reviewed within a 12 year period. Nothing prevents the City from amending its local laws from time to time as circumstances require.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Local law	Statutory review year
Health and Nuisances; Waste	2030
Keeping of Animals	2032
Public Places; Parking	2034
Fencing, Marina	2036
Bush Fire Brigades	2038

Strategic Plans/Policy Implications

Listening and Leading
A community focused, sustainable, accountable, and progressive organisation.
• Best practice Governance, partnerships and value for money.

Budget/Financial Implications

The City has existing budget in the 2024-2025 financial year to outsource the writing of the new local laws to a law firm. Adequate budget for the 2025-2026 financial year has been requested to ensure the City can appropriately undertake the mandatory public consultation processes required under the LGA as well as gazette the local laws at the appropriate time. If additional budget is required, it will be requested through the standard budget variations process.

Legal Implications

The City is under an obligation under the LGA to regularly review its local laws and ensure they are fit-for-purpose and meet the contemporary needs of the City and the community.

Further, section 3.16 of the LGA read with the transitional provisions contained in Schedule 9.1, Division 7, section 65 provides that, where a local government has not undertaken a statutory review on a local law in the 8 years prior to 6 December 2024, that local law will automatically lapse on 7 December 2026 if a statutory review is not done by this time.

Community Consultation

The public have not been consulted on the proposed project plan for the review of the City's local laws.

In accordance with the LGA, local public notice will be given as part of the City's statutory review of its Fencing Local Law and Health Local Laws, and when it proceeds to the making its new proposed local laws under section 3.12 of the LGA.

Risk Management Implications

Lapsing of the City's local laws is considered high-risk as it will mean the City can no longer regulate several matters, including parking, public health, waste, dividing fencing standards and activities and behaviour on public property.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Advice to Proponent(s)/Submitters

N/A

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

Nil

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

15.1.8 (2025/MINUTE NO 0148) Proposed Amendment to Policy - Privacy Management

Responsible Executive	Chief Executive Officer
Author(s)	Risk and Governance Advisor
Attachments	1. Privacy Management Policy (Current) ⇩ 2. Privacy Policy (Proposed, aligned to new PRIS legislation) ⇩

Officer Recommendation/Committee Recommendation/Council Decision
MOVED Cr M Separovich SECONDED Cr T Dewan

That Council ADOPTS the revised Council Policy 'Privacy Management', as shown by Attachment 2, which is aligned to the new *Privacy and Responsible Information Sharing Act 2024*.

CARRIED 10/0

Background

On 28 November 2024, the WA Parliament passed the *Privacy and Responsible Information Sharing Act 2024* (PRIS Act), and related *Information Commissioner Act 2024* (IC Act).

Part 1 of the PRIS Act came into force when it received Royal Assent on 6 December 2024 but only contains definitions of terms used. The rest of the PRIS Act will come into operation on a day of proclamation.

The PRIS Act establishes privacy obligations that apply to the handling of personal information by WA public entities, which includes local government authorities, and in some cases, their service providers. The PRIS Act also provides a framework for the sharing of information between WA public entities and with other authorised external entities – putting in place processes by which information sharing can be requested, assessed and executed. The IC Act makes consequential amendments to the *Freedom of Information Act 1992*.

The PRIS Act also establishes a new Chief Data Officer for Western Australia, as well as setting out the functions and powers of the Information Commissioner and Privacy Deputy Commissioner established under the IC Act.

In July 2020 the City of Cockburn (the City) received the Data and Information (Privacy Impact Assessment) Privacy Audit Report (the audit report). This audit report was identified in the City of Cockburn Strategic Internal Audit Plan 2019-2022. Recommendation 7 of the audit report was:

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

> '*That the City of Cockburn develops, publishes and communicates a Privacy Policy to cover all of the City's dealings with Personal Identifiable Information (PII).*
> *Regardless of the requirement for compliance, this is a requirement to reduce the potential risk to the City's reputation should such information be inadvertently compromised.*
> *Additionally, the Policy would provide a much needed consistency in the way that the City's departments handle and store PII*.'

To mitigate the risk to the City's reputation should PII be inadvertently compromised, the City's Administration developed the current City of Cockburn Privacy Management Policy (presented as Attachment 1 to this report), which was adopted by Council on 9 September 2021.

This policy is consistent with key provisions of the Australian Privacy Principles within the Australian Government's *Privacy Act 1988* (Cth). The current Policy is aligned to Commonwealth legislation because at the time there was no Western Australian (WA) state legislation that regulated privacy management of state and local government entities.

Submission

N/A

Report

Operational provisions of the PRIS Act will be progressively enforced on dates subject to proclamation. It is anticipated the privacy provisions of the PRIS Act will commence in 2026.

The PRIS Act introduces Information Privacy Principles (IPPs) that IPP entities must comply with. IPP entities include local government authorities, and any contracted service providers that handle personal information on behalf of the local government, if the relevant services contract specifies that the PRIS Act will apply to the service provider. This allows local governments to enforce strong external privacy compliance by requiring that their service providers comply with the PRIS Act not only contractually, but that they accept the direct statutory force of the PRIS Act.

When the full content of the PRIS Act comes into force, it will require IPP entities to:

- Adopt and publish a compliant privacy policy and a data breach policy.
- Establish a register of data breaches
- Publish collection notices
- Publish a privacy management plan
- Publish a data breach response plan
- Establish internal procedures to support compliance with PRIS requirements
- Establish an information asset register
- Appoint a Privacy Officer, and an Information Sharing Officer.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

- Undertake a Privacy Impact Assessment (PIA) prior to undertaking a ‘high privacy impact or function or activity’ which is ‘likely to have a significant impact on the privacy of individuals’.

A PRIS compliant privacy policy is now required under the PRIS Act.

The Office of Digital Government (DGov) is the WA government agency that is leading the implementation of PRIS and has published the ‘PRIS Readiness Guidance 10 - Privacy Policy’ to assist IPP entities with drafting a PRIS compliant privacy policy. Based on these guidelines, the City Administration has drafted a PRIS compliant Privacy Policy which is presented as Attachment 2 to this report.

A further report will be presented to Committee and Council with a proposed Data Breach Policy as required by PRIS.

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'.

Community, Lifestyle and Security
A vibrant healthy, safe, inclusive, and connected community.
• A safe and healthy community that is socially connected.

Listening and Leading
A community focused, sustainable, accountable, and progressive organisation.
• Best practice Governance, partnerships and value for money.
• High quality and effective community engagement and customer service experiences.

Budget/Financial Implications

The recommendation to adopt this policy will not have a financial impact.

Legal Implications

The policy has been reviewed to ensure compliance with new Western Australian legislation, namely the *Privacy and Responsible Information Sharing Act 2024*.

Community Consultation

N/A

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Risk Management Implications

Adoption of the policy represents a Low risk to the City.

The adoption of the amended policy will mitigate the High risk of non-compliance with legislative requirements and will support administrative application of information access, correction and management of complaints and breaches.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Privacy Management

Policy Type

Council

Policy Purpose

The purpose of this policy is for the City to ensure that its collection, use, handling, storage, protection and disclosure of personal information are governed by the privacy principles set out in this policy. These privacy principles are consistent with key provisions of the Australian Privacy Principles (APP) under the Commonwealth's *Privacy Act 1988* (Cth) (the Privacy Act).

Policy Statement

This policy is consistent with a person's right, under section 45 of the *Freedom of Information Act 1992*, to apply to the City for amendment of personal information about the person contained in a document of the City if the information is inaccurate, incomplete, out of date or misleading. Additionally, this policy is consistent with key provisions of the APP to allow stakeholders to know what personal information the City stores about them (subject to some exceptions permitted by law) and permitting stakeholders access to and correction of personal information about them held by the City.

Current

The City will use any personal information collected, whether through electronic or manual means, for the purpose that it was collected, as well as for ongoing research and development of the City's services.

The City collects information for various purposes through various methods, such as:

- personal information of the City's residents / electors /customers, as collected through automated or manual means
- employee's personal information collected through the processes and conditions of employment
- telephone recorded messages advising the user about monitoring the call for the purpose of 'customer service training' including monitoring employees' responses to customer enquiries
- collection or communication of data via third party services such as *Bang the Table*, *DocuSign*, *Google Analytics*, *Kentico*, *Lucky Orange*, *Mailchimp*, etc.
- through the use of CCTV surveillance cameras and automated analytics software installed for recording various activities throughout the City
- social media monitoring which may include personal information and what may at first appear as innocuous information, but when combined or correlated with other sources, the information disclosed is personal
- smart mobile devices which may collect location data (for marketing purposes) and hardware identifiers (for installation of City approved apps)

[1]

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Privacy Management

- community surveys involving the collection of personal data
- use of data collected via websites to personalise information presented via the website
- the collection of data through our procurement processes and systems
- information provided by a third-party government agency through the course of collaborative services and information sharing.

The City also provides information to third parties such as:

- organisations or consultants who undertake community engagement and market research on behalf of the City
- intergovernmental government departments
- Western Australian Local Government Association (WALGA) and other Local Government.

(1) All information is data – not all data is information. The terms *Data*, *Information, Personal Information* and *Personally Identifiable Information* (PII) are defined and compared below, together with a practical approach to their meanings:

Current

Data	Information	Personal Information	Personally Identifiable Information (PII)
Representations of real world facts, concepts or instructions in a formalised manner suitable for communication, interpretation or processing by human beings or automatic means. Source: AS 5021-2005 (R2016) *The language of health concept representation*.	Data (or facts), that are interpreted, organised and structured in such a way as to be meaningful to the person who receives it. Source: AS 5021-2005 (R2016) *The language of health concept representation*.	Information or an opinion about an identified individual, or an individual who is reasonably identifiable: (a) whether the information or opinion is true or not; and (b) whether the information or opinion is recorded in a material form or not. Source: Privacy Act section 6(1).	Information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context. Source: Australian Cyber Security Centre, Australian Signals Directorate, Department of Defence.
In practice: *images, sound recordings, text and numbers captured about someone or*	In practice: *data (or facts), about someone or some matter, which have being analysed, and*	In practice: *any information relating to a person, directly or indirectly.*	In practice: *any information that can be used to distinguish one*

[2]

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Privacy Management

Data	Information	Personal Information	Personally Identifiable Information (PII)
some matter (sometimes bare and random), which have not been analysed or processed in any manner.	*can be communicated to provide understanding, knowledge or insight about someone or some matter and which generate value in some form.*		*individual from another.*

Numerous types of information are explicitly recognised as constituting personal information under the Privacy Act, including but not limited to:

1. *Sensitive information* - includes information or opinion about an individual's racial or ethnic origin, political opinion, religious beliefs, sexual orientation or criminal record, provided the information or opinion or otherwise meets the definition of personal information;
2. Health information, which is also personal information;
3. Some types of credit information;
4. Some types of employee record information (subject to exemptions); and
5. Tax file information.

Current

Although not explicitly recognised as personal information under the Privacy Act, information may be explicitly recognised as personal information under other legislation. For example, under the *Telecommunications (Interception and Access) Act 1979* (Cth), certain telecommunications data (sometimes referred to as 'metadata') is taken to be personal information for the purposes of the Privacy Act).

(2) Personal information collected by the City will be afforded protection consistent with key provisions of the APP. The 13 APP are:

APP1 - Open and transparent management of personal information

APP2 - Anonymity and pseudonymity

APP3 - Collection of solicited personal information

APP4 – Dealing with unsolicited personal information

APP5 - Notification of the collection of personal information

APP6 – Use or disclosure of personal information

APP7 – Direct marketing

APP8 – Cross-border disclosure of personal information

[3]

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Privacy Management

APP9 – Adoption, use or disclosure of government related identifiers

APP10 – Quality of personal information

APP11 – Security of personal information

APP12 – Access to personal information

APP13 – Correction of personal information

Strategic Link:	Communication Strategy and Action Plan 2018-2022
Category	Governance
Lead Business Unit:	Governance
Public Consultation:	Yes
Adoption Date: (Governance Purpose Only)	9 September 2021
Next Review Due: (Governance Purpose Only)	September 2023
ECM Doc Set ID: (Governance Purpose Only)	10322721

Current

Policy
Privacy Management

Policy Type
Council

Policy Purpose
The City of Cockburn (the City) values the privacy of its customers and stakeholders and is committed to protecting the personal information it collects, stores, uses and discloses as required by the *Privacy and Responsible Information Sharing Act 2024* (PRIS Act).

This policy applies to all City workers and Elected Members and outlines what personal information the City collects, how it is used and how it is kept safe. For the purposes of this policy, the term workers include employees, contractors, on-hired temporary labour services (agency staff), volunteers and third party service providers who handle personal or sensitive information on behalf of the City.

Policy Statement
Any personal information collected will be used for the purpose for which it was collected, the general provision of local government functions and services, as otherwise authorised by law, and for supporting the ongoing research and development of the City's functions and services.

(1) Terms and definitions

Terminology used in this document is defined as follows:

- **Data**: images, sound recordings, text and numbers captured about someone or some matter (sometimes bare and random), which have not been analysed or processed in any manner.
- **Information**: data (or facts), about someone or some matter, which have been analysed, and can be communicated to provide understanding, knowledge or insight about someone or some matter and which generate value in some form.

Source: *AS 5021-2005 The language of health concept representation*.

- **Information Sharing Agreement**: agreement or mechanism between entities to share information under the PRIS Act.
- '**Personal information**' and '**Sensitive personal information**' are defined and compared below:

Proposed

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Personal Information	Sensitive personal information
Source: *Privacy and Responsible Information Sharing Act 2024*, section 4.	
(a) Information or an opinion, whether true or not, and whether recorded in a material from or not, that relates to an individual, whether living or dead, whose identity is apparent or can be reasonably be ascertained from the information or opinion, and (b) Includes of the following kinds to which paragraph (a) above applies - (i) a name, date of birth or address (ii) a unique identifier, online identifier, or pseudonym (iii) contact information (iv) information that relates to an individual's location (v) technical or behavioural information in relation to an individual's activities, preferences, or identity (vi) inferred information that relates to an individual's behaviour, including predictions in relation to an individual's behaviour generated from aggregated information (vii) information that relates to 1 or more features specific to the physical, physiological, genetic, mental, behavioural, economic, cultural, or social identity of an individual.	(a) Information that relates to an individual's - (i) racial or ethnic origin; or (ii) gender identity, in a case where the individual's gender identity does not correspond with their designated sex at birth; or (iii) sexual orientation or practices; or (iv) political opinions; or (v) membership of a political association; or (vi) religious beliefs or affiliations; or (vii) philosophical beliefs; or (viii) membership of a professional or trade association; or (ix) membership of a trade union; or (x) Criminal record; or (b) that is health information; or (c) that is genetic or genomic information (other than health information; or (d) that is biometric information; or (e) from which information of a kind referred to in any of paragraphs (a) to (d) above can be reasonably be inferred.

(2) Collection of information

The City collects personal information through various methods, such as:

- Personal information of the City's residents / electors / customers collected to carry out the City's functions and to provide services.
- Workers' personal information collected through the processes and conditions of employment.
- Recordings of telephone conversations for the purpose of customer service training including monitoring employees' responses to customer enquiries.
- Collection of data via third party services, software providers and cloud-service providers.
- CCTV surveillance cameras and automated analytics software installed for recording and monitoring various activities throughout the City to improve safety.
- Social media monitoring which may include personal information from users that interact with the City through these channels.

Proposed

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

- Smart mobile devices which may collect location data (for marketing purposes) and hardware identifiers (for installation of City approved apps).
- Community surveys involving the collection of personal data.
- Data collected via the City's websites to personalise information presented via the website.
- Collection of data through the City's procurement processes and systems.
- Information provided by other government agencies that work with the City to deliver services or programs.

(3) Disclosure and sharing of information - permitted disclosure

Information may be disclosed:

- With the individual's consent.
- Where required or authorised by law.
- Where necessary to prevent a serious threat to life, health, or safety.
- Under a formal Information Sharing Agreement.

The City may disclose personal information to third parties such as:

- Organisations or consultants who undertake community engagement and market research on behalf of the City.
- Contractors that deliver goods, works and services on behalf of the City.
- Other local governments, and state and federal government agencies that help the City to deliver its services or under an Information Sharing Agreement.
- Western Australian Local Government Association (WALGA).

(4) Secure storage of personal information

The City:

- Has a duty to protect the personal information that it holds from misuse or loss and from unauthorised access, modification or disclosure.
- Manages its data and information within a number of business systems, with the TechnologyOne suite being the City's Enterprise Resource Planning (ERP) system; a cloud-based application with servers based within Australia.
- Stores and retains the data and information it holds in compliance with the requirements of the State Records Act 2000.
- Has implemented controls to protect the information that it holds including multi-factor authentication, access controls, firewalls, endpoint detection and response (EDR), encryption of data at rest and in transit, regular security patching and vulnerability management, a managed Security Information and Event Management (SIEM) service, and ongoing cybersecurity awareness training for staff.

(5) Access and correction

The City will take reasonable steps to ensure the accuracy of personal information prior to use, having regard for the purpose it was collected, its proposed use, its relevance, whether it is up-to-date, complete, and not misleading.

You may request access to your personal information held by the City if you are not satisfied with the accuracy of that personal information.

Proposed

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

(6) Complaints and breaches

You may make a complaint to the City about an alleged interference with your personal information.

(7) How to request access to your personal information or make a complaint

To request access to, or request correction of personal information held by the City about you, or to make a make a complaint about an alleged interference with your personal information, you need to make a written submission to:

Chief Executive Officer
City of Cockburn
PO Box 1215
Bibra Lake DC WA 6965
Or by emailing customer@cockburn.wa.gov.au

Requests for access to or correction of personal information, and any complaints about that information will be responded to in line with the City's Customer Service Charter.

(8) Contacting the Information Commissioner

You may also make a complaint to the Information Commissioner and Privacy Deputy Commissioner, who are equipped to consider and resolve privacy complaints, if you believe there has been an interference with the privacy of your personal information held by the City.

To make a complaint to the Information Commissioner and Privacy Deputy Commissioner, you may contact the Office of the Information Commissioner on:

(08) 6551 7888 or 1800 621 244 (WA country callers)

(9) Related documents

Internal

- Code of Conduct
- Elected Members Record Keeping Guidelines
- Employees Record Keeping Guidelines
- Information Governance Framework
- Privacy Management Framework
- Record Keeping Plan
- Records Management Policy

External

- Freedom of Information Act 1992
- Privacy and Responsible Information Sharing Act 2024
- State Records Act 2000

Proposed

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Policy Information

Strategic Link:	Strategic Community Plan – Key Objective 'Listening and Leading'
Category:	Governance
Lead Business Unit:	General Counsel
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	10322721

Proposed

15.1.9 (2025/MINUTE NO 0149) Review of Execution of Documents Policy and Procurement Policy

Responsible Executive	Chief Executive Officer
Author(s)	Service Lead Governance and Council Support
Attachments	1. Execution of Documents Policy ⇩ 2. Execution of Documents Policy (Tracked Changes) ⇩ 3. Procurement Policy ⇩ 4. Procurement Policy (Tracked Changes) ⇩ 5. Procure to Pay Risk Assessment ⇩

Council Decision
MOVED Cr M Separovich SECONDED Cr T Dewan

That Council:

(1) ADOPTS the amended Council Policy 'Execution of Documents', as shown as Attachment 1; and

(2) ADOPTS the amended Council Policy 'Procurement', as shown as Attachment 3.

CARRIED 10/0

Background

This report details proposed changes to the Execution of Documents Policy and Procurement Policy to better align these policies.

At the April Council Meeting, Council adopted the auditor findings and recommendations on the 'Acting Through' audit into the Procurement Service Unit (the Audit). Findings included a number of recommendations for ensuring consistent compliance with the City's procurement framework.

Further, the Execution of Documents Policy was due for review at the April GovCo meeting, but was deferred to the June GovCo meeting to allow the City the time to review and incorporate changes resulting from the Audit.

This Report outlines proposed changes to the Execution of Documents and Procurements Policies in light of the findings from the Audit, as well as more substantive changes required following a substantive review of the Policy.

It also outlines proposed changes to the Procurement Policy to address some of the Audit recommendations, noting that the Policy is will undergo a further substantive review by the end of the year.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Submission

N/A

Report

Execution of Documents Policy

The Execution of Documents Policy was first adopted by Council in December 2018 and last reviewed by Council in March 2023.

This type of Policy is commonly adopted by local governments as, broadly speaking, the Local Government Act 1995 (LGA) requires that Council authorise who may sign documents on behalf of the City. This duty cannot be delegated to the CEO.

A number of changes have been made to the Policy to improve its structure and make it more comprehensive.

The Policy now provides for 3 types of document for execution purposes:

- documents that require a Council resolution to allow the common seal to be applied (and in effect, require a Council resolution before the common seal is applied);
- documents that, by effect of the Policy, are pre-approved for the common seal to be applied (but may still be executed by signature); and
- documents that can be executed by signature.

The types of documents that fit into each category have also been reviewed and expanded on so that it is more comprehensive. The classes of authorised officer have also been reviewed to align with the new organisational structure.

The Policy also clarifies that where an officer has delegated authority or an authorisation to make a decision or do any thing, they have authority to execute documents which give effect to that decision or are necessary for them to do that thing.

It further clarifies that where a written law confers powers or duties on a person specifically, they are also authorised to execute any document necessary for the exercise of those powers or duties.

The amended Policy provides that where possible, a document should be executed by the other party first to protect the City's interests.

The power to execute a document is subject to any limitations within the Policy or the relevant statutory or delegated power.

While there were no explicit recommendations or findings from the Audit in relation to the Policy, a number of changes have been proposed to ensure consistency with the Procurement Policy and to further address findings from the Audit.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

These changes provide that an authorised officer can only sign a contract for the supply of goods and services if:

- any total liability created by the document is equal or less than that person's purchasing authorisation limit
- the contract does not have a term of more than 3 years, unless approved in advance by the CEO or a Director.

All proposed changes to the Policy can be seen in the tracked changes version of this Policy, attached to this report as Attachment 2.

Procurement Policy

The Procurement Policy was last reviewed in November 2023, and is due for substantive review by the end of the year.

The Audit made a number of recommendations in relation to the Procurement Policy to ensure there is consistent compliance with the City's procurement. To close out these recommendations, the City is proposing some changes to the Procurement Policy in advance of the substantive review later this year.

These changes are:

- changing all references to 'delegated financial authority' to 'purchasing authorisation limit' – which acknowledges that the ability to purchase where the total value is less than $250,000 is not an exercise of delegated authority;
- making it that local/supplier quotes must be sought, not provided. This acknowledges the fact that businesses do not always quote for jobs;
- making it clear that purchasing authority limits apply across the entire purchasing process, from making the decision to purchase to approving invoices;
- reinforcing that all procurement must be done within purchasing authorisation limits; and
- creating a new section of the Policy dealing with policy exemptions, rather than having exemptions scattered through the Policy. These exemptions have been stated in more limited terms and make clear that the CEO and/or Director cannot exempt the requirement to go to tender unless it is an exempted supply as provided for in the Local Government (Functions and General) Regulations 1996.

Further changes were also made in light of the Audit findings:

- making it clear that it is the CEO who is responsible for determining purchasing authority limits, as they have ultimate responsibility for ensuring, there are systems and procedures in place to ensure proper authorisation for the incurring of liabilities and making of payments; and
- distinguishing between approving sole supplier arrangements for procurement over $250,000+ (Ex GST), which is an exercise of delegation, and approving sole supplier arrangements for sole supplier arrangements for procurement less than $250,000 (Ex GST), which is controlled by the Procurement Policy.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

The City's procurement team have also make some other opportunistic changes to address current challenges. These are:

- only exempting annual renewals for software maintenance, support and licensing fees where a procurement process has been previously conducted;
- providing for up to a 10% accessibility qualitative criteria for certain procurement decisions;
- requiring that the procurement team is consulted for any procurement with a total value above $150,000 (Ex GST); and
- requiring that for all communication/digital asset or information technology hardware or software procurement, that the City's Communications/Marketing and IT teams are consulted.

All proposed changes to the Policy can be seen in the tracked changes version of this Policy, attached to this report as Attachment 4.

Strategic Plans/Policy Implications

Local Economy
A sustainable and diverse local economy that attracts increased investment and provides local employment.
• Increased Investment, economic growth and local employment.

Listening and Leading
A community focused, sustainable, accountable, and progressive organisation.
• Best practice Governance, partnerships and value for money.

Budget/Financial Implications

N/A

Legal Implications

Section 9.49A of the LGA provides that Council must, be resolution, authorise persons who can sign documents on behalf of the local government.. Section 5.43 of the LGA provides that Council cannot delegate to the City the power to authorise a person to sign documents on behalf of the local government.

Community Consultation

N/A

Risk Management Implications

A failure to adopt the Policies as amended will mean that the City continues to not address the recommendations and findings from the Audit. It will also mean, in relation to the Execution of Documents Policy, that the City will not have an updated Policy.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

The City has undertaken a “Procure to Pay” Risk Assessment in line with the City’s Risk Management Framework. This assesses the risk to the City at each stage of the procure to pay process. The risk assessment supports the amendments to both Policies and is shown as Attachment 5 to this report.

Advice to Proponent(s)/Submitters

N/A

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

Ni

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Execution of Documents

Policy Type

Council

Policy Purpose

The aim of this policy is to:

1. ensure that the City of Cockburn's common seal is used and documents are executed in accordance with the *Local Government Act 1995* (the Act);
2. establish protocols for the use of the City of Cockburn's common seal; and
3. authorise the CEO and other employees to execute documents on behalf of the City of Cockburn.

This policy applies to all Elected Members, the Chief Executive Officer (CEO) and employees of the City of Cockburn (City).

Policy Statement

1. Introduction

   1.1 Documents executed by the City must be executed in accordance with the Act and the provisions set out in this policy.
   1.2 Section 9.49A(1) of the Act provides that a document is considered duly executed by a local government if:
      1.2.1 the common seal is validly affixed to it in accordance with section 9.49A(2) and 9.49A(3) of the Act; or
      1.2.2 it is signed by an officer authorised by the Council to do so in accordance with section 9.49A(4) of the Act.
   1.3 Pursuant to section 9.49A(4) of the Act, a local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

2. Implementation

   2.1 For the purpose of this policy, documents are classified into three categories
      2.1.1 documents requiring the common seal and a Council resolution (Category 1(A) documents);
      2.1.2 documents requiring the common seal without a specific Council resolution (Category 1(B) documents); and
      2.1.3 documents not requiring the common seal (Category 2 documents).

3. Category 1(A) documents
   3.1 The following documents are Category 1A documents, being documents that require a specific Council resolution to affix the common seal:
      3.1.1 local laws;
      3.1.2 local planning schemes (including amendments and repeals);
      3.1.3 documents of a ceremonial nature (e.g., Sister City agreements);

Title	Execution of Documents

3.1.4 mortgages and loan/debenture documents;
3.1.5 leases of real property granted by the City, pursuant to a Council resolution; and
3.1.6 Any agreement, consent, Notice of Intention to Take Order, or Taking Order under Part 9 of the *Land Administration Act 1997*; and
3.1.7 Power of Attorney to act for the City.

4. Category 1(B) documents
4.1 The following documents are Category 1B documents, being classes of documents authorised by Council to be executed under common seal without a specific Council resolution:
4.1.1 variations, assignment, novation, extension or surrender of a lease agreement approved by Council, where the lessee requires that the agreement be signed under seal;
4.1.2 easements or covenants under the *Land Administration Act 1997, Strata Titles Act 1985* or *Community Titles Act 2018;*
4.1.3 notifications, covenants, easements and caveats under the *Transfer of Land Act 1893;*
4.1.4 State and Commonwealth Funding Agreements; and
4.1.5 any other documents requested to be duly executed under seal.
4.2 A Category 1(B) document does not need to be executed by common seal. It may be executed under signature by those officers listed in Schedule 1.

5. Category 2 documents
5.1 The following documents are Category 2 documents, being classes of documents that Council authorises the CEO and other officers listed in Schedule 1 to execute without affixing the common seal:
5.1.1 leases, licenses and hire agreements concerning City property, other than those specified in clause 3.1.5 above;
5.1.2 variation, assignment, novation, extension or surrender of a lease, license or hire agreement, where the lessee does not require the agreement to be signed under seal;
5.1.3 variation, withdrawal or surrender of notifications, covenants, easements and caveats;
5.1.4 lodgement, modification and withdrawal of memorials;
5.1.5 contracts for the sale or purchase of real property;
5.1.6 transfer of land documents and forms;
5.1.7 planning, building or subdivision application forms for development of land owned or managed by the City;
5.1.8 grants, funding or sponsorship agreements, other than those specified in clause 4.1.4 above;
5.1.9 Memorandums of Understanding (MOUs);
5.1.10 deeds of any description;
5.1.11 contracts for the supply of goods and services;
5.1.12 communications on behalf of the City with Federal or State Ministers, Agencies, and peak industry bodies;
5.1.13 all other documents required to enact a decision of Council; and
5.1.14 all other agreements or contracts not already specified.
5.2 For the avoidance of doubt, where the CEO or other officer:

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Execution of Documents

5.2.1 has delegation or authorisation to make a decision or do any thing - that person does not require a specific Council authority to execute documents which give effect to that decision or are necessary for them to do that thing; or

5.2.2 is conferred powers or duties directly under any written law or Council policy - that person is authorised to execute any document necessary for the exercise of those powers or duties.

6. Limits on authorisation

6.1 The CEO and other officers authorised under clause 5.1 may only execute a document where:

6.1.1 any total financial liability created by the document is equal to or less than that person's purchasing authorisation limit, unless the expenditure is authorised in advance by a Council resolution;

6.1.2 in the event of a contract, agreement or MOU, the term does not exceed 3 years unless approved in advance by the CEO or a Director;

6.1.3 for employees who are not the CEO, the document relates to the matters within their scope of authority, or for Directors and Managers, the matter relates to matters within the scope of their directorate/business unit; and

6.1.4 the document is first executed by the other party, unless a written law or standard convention requires it to be signed by the City first, or it is not practicable or appropriate for the City to sign it first.

Strategic Link:	Corporate Governance Framework
Category	Governance
Lead Business Unit:	Legal and Compliance
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	March 2023
Next Review Due: (Governance Purpose Only)	July 2027
ECM Doc Set ID: (Governance Purpose Only)	8030199

Title	Execution of Documents

Schedule 1 – Document Categories

Document Type	CEO	Director	Manager	Lead or Equivalent
Category 1(B) documents	X	X		
Leases, licenses and hire agreements, other than those specified as a Category 1(B) document	X	X	X	
Variation, assignment, novation, extension or surrender of a lease, license or hire agreement	X	X	X	
Variation, withdraw or surrender of notifications, covenants, easements and caveats	X	X	X	
Lodgement, modification or withdrawal of memorials	X	X	X	
Contracts for the sale or purchase of real property	X			
Transfer of land documents and forms	X			
Planning, building or subdivision application forms for development of land owned or managed by the City	X	X		
Grants, funding or sponsorship agreements, other than those specified as a Category 1(B) document	X	X	X	
Memorandums of Understanding (MOUs)	X	X	X	
Deeds of any description	X	X		
Contracts for the supply of goods and services	X	X	X	X
Communications on behalf of the City with Federal or State Ministers, Agencies and peak industry bodies	X	X	X	
All other documents required to enact a decision of Council	X	X	X	
All other agreements or contracts not already specified	X	X	X	X

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Execution of Documents

Policy Type

Council

Policy Purpose

~~This policy provides guidance on the appropriate method of execution for the City's documents and ensures that the City's common seal is applied and documents executed in accordance with the provisions of the Local Government Act 1995 (The Act).~~

~~According to the Act, s9.49A, a document is duly executed by a local government if the common seal is affixed to it or it is signed by an officer authorised to do so.~~

~~This policy establishes:~~

~~Protocols for affixing and administration of the City of Cockburn Common Seal; and~~

The aim of this policy is to:

~~1.~~ ensure that the City of Cockburn's common seal is used and documents are executed in accordance with the *Local Government Act 1995* (the Act);~~Authority for the Chief Executive Officer (CEO) and other Officers and Agents to execute (sign) documents on behalf of the City of Cockburn.~~

1.
2. establish protocols for the use of the City of Cockburn's common seal; and
3. authorise the CEO and other employees to execute documents on behalf of the City of Cockburn.

This policy applies to all Elected Members, the Chief Executive Officer (CEO) and employees of the City of Cockburn (City).

Policy Statement

~~This Policy applies to all City officers authorised to execute documents on behalf of the City. Any legislation, formal requirements of a Commonwealth or State department, authority or agency (as described in a Policy) or Council decision will take precedent over this Policy in the event of any inconsistency.~~

1. Introduction

1.1 Documents executed by the City must be executed in accordance with the Act and the provisions set out in this policy.

Title	Execution of Documents

1.2 Section 9.49A(1) of the Act provides that a document is considered duly executed by a local government if:

1.2.1 the common seal is validly affixed to it in accordance with section 9.49A(2) and 9.49A(3) of the Act; or

1.2.2 it is signed by an officer authorised by the Council to do so in accordance with section 9.49A(4) of the Act.

1.3 Pursuant to section 9.49A(4) of the Act, a local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

Implementation~~Document Categories:~~

2.

2.1 For the purpose of this policy, ~~agreements involving the Council~~documents are classified into ~~three~~ three categories ~~as follows:~~

2.1.1 documents requiring the common seal and a Council resolution (Category 1(A) documents);

2.1.2 documents requiring the common seal without a specific Council resolution (Category 1(B) documents); and

2.1.3 documents not requiring the common seal (Category 2 documents).

3. Category 1(A) documents

3.1 The following documents are Category 1A documents, being documents that require a specific Council resolution to affix the common seal:

3.1.1 local laws;

3.1.2 local planning schemes (including amendments and repeals);

3.1.3 documents of a ceremonial nature (e.g., Sister City agreements);

3.1.4 mortgages and loan/debenture documents;

3.1.5 leases of real property granted by the City, pursuant to a Council resolution; and

3.1.6 Any agreement, consent, Notice of Intention to Take Order, or Taking Order under Part 9 of the *Land Administration Act 1997*; and

3.1.7 Power of Attorney to act for the City.

4. Category 1(B) documents

4.1 The following documents are Category 1B documents, being classes of documents authorised by Council to be executed under common seal without a specific Council resolution:

4.1.1 variations, assignment, novation, extension or surrender of a lease agreement approved by Council, where the lessee requires that the agreement be signed under seal;

4.1.2 easements or covenants under the *Land Administration Act 1997, Strata Titles Act 1985* or *Community Titles Act 2018;*

4.1.3 notifications, covenants, easements and caveats under the *Transfer of Land Act 1893;*

4.1.4 State and Commonwealth Funding Agreements; and

4.1.5 any other documents requested to be duly executed under seal.

4.2 A Category 1(B) document does not need to be executed by common seal. It may be executed under signature by those officers listed in Schedule 1.

Title	Execution of Documents

5. Category 2 documents

5.1 The following documents are Category 2 documents, being classes of documents that Council authorises the CEO and other officers listed in Schedule 1 to execute without affixing the common seal:

5.1.1 leases, licenses and hire agreements concerning City property, other than those specified in clause 3.1.5 above;

5.1.2 variation, assignment, novation, extension or surrender of a lease, license or hire agreement, where the lessee does not require the agreement to be signed under seal;

5.1.3 variation, withdrawal or surrender of notifications, covenants, easements and caveats;

5.1.4 lodgement, modification and withdrawal of memorials;

5.1.5 contracts for the sale or purchase of real property;

5.1.6 transfer of land documents and forms;

5.1.7 planning, building or subdivision application forms for development of land owned or managed by the City;

5.1.8 grants, funding or sponsorship agreements, other than those specified in clause 4.1.4 above;

5.1.9 Memorandums of Understanding (MOUs);

5.1.10 deeds of any description;

5.1.11 contracts for the supply of goods and services;

5.1.12 communications on behalf of the City with Federal or State Ministers, Agencies, and peak industry bodies;

5.1.13 all other documents required to enact a decision of Council; and

5.1.14 all other agreements or contracts not already specified.

5.2 For the avoidance of doubt, where the CEO or other officer:

5.2.1 has delegation or authorisation to make a decision or do any thing - that person does not require a specific Council authority to execute documents which give effect to that decision or are necessary for them to do that thing; or

5.2.2 is conferred powers or duties directly under any written law or Council policy - that person is authorised to execute any document necessary for the exercise of those powers or duties.

6. Limits on authorisation

6.1 The CEO and other officers authorised under clause 5.1 may only execute a document where:

6.1.1 any total financial liability created by the document is equal to or less than that person's purchasing authorisation limit, unless the expenditure is authorised in advance by a Council resolution;

6.1.2 in the event of a contract, agreement or MOU, the term does not exceed 3 years unless approved in advance by the CEO or a Director;

6.1.3 for employees who are not the CEO, the document relates to the matters within their scope of authority, or for Directors and Managers, the matter relates to matters within the scope of their directorate/business unit; and

6.1.4 the document is first executed by the other party, unless a written law or standard convention requires it to be signed by the City first, or it is not practicable or appropriate for the City to sign it first.

Title	Execution of Documents

1.1

1. Category 1 Documents:

Requiring the Common Seal to be affixed in accordance with the Act.

1.1 The Common Seal of the local government is to be affixed to documents appertaining to all dealings initiated by a Council resolution, in the presence of:

1.1.1 the Mayor, and
1.1.2 the CEO; or
1.1.3 An Executive Committee Member

In this regard the Council resolution need not refer to the sealing of documents and may express its wish for certain action which may ultimately require the affixing of the Common Seal to documents to achieve the Council's resolution.

1.2 Following is a list of documents that are Category 1 documents:

1.2.1 Local Planning Schemes
1.2.2 Local Laws
1.2.3 Loan documentation
1.2.4 Documents of a ceremonial nature
1.2.5 Documents which, in the opinion of the CEO, an Executive Committee Member and/or Legal Services, are sufficiently complex, high risk and/or significant in nature to warrant the affixing of the common seal: and
1.2.6 Funding Agreements

2. Category 2 Documents:

Do not require the common seal to be affixed under section 9.49(A) (4) of the Act.
2.1 Council authorises persons designated to the positions listed in Schedule 1 below to sign documents on behalf of the City. These authorisations do not undermine any delegations which may be in place.
Following is a list relating to matters that are Category 2 documents:
2.1.1 Local Planning Scheme Amendments;
2.1.2 Deeds, including Deeds of Arrangement, Development Contribution Deeds (only where a development contribution plan is awaiting gazettal), Deeds of Indemnity and Memorandums of Understanding in respect to sale, purchase or other commercial dealings relating to assets and equitable interests
2.1.3 Leases (including extensions, renewals, assignments and variations)
2.1.4 Licences to occupy land or premises
2.1.5 Restrictive Covenants - under section 129BA of the Transfer of Land Act 1893 and any discharge or variation of covenants
2.1.6 Lodgement, modification and withdrawal of memorials
2.1.7 Easements and the surrender or modification of easements
2.1.8 Rights of carriageway agreements and withdrawal or variation of rights of carriageway agreements

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Execution of Documents

2.1.9 Reciprocal access agreements and withdrawal or variation of reciprocal access agreements
2.1.10 Notifications (and removals thereof) under section 70A of the Transfer of Land Act 1893; and
2.1.11 Transfer of land documents.
3. Category 3 Documents:

Created in the normal course of business to discharge the duties of an officer's position in a manner consistent with City policies and procedures.

3.1 These documents are day-to-day routine communication or transactions and do not require specific authorisation through this Policy, as they ae the subject to Section 5.41(d) of the Act, prescribing the CEO's duty to manage the day-to-day operations of the City. Such duties are undertaken by 'acting through' Officers.

Strategic Link:	Corporate Governance Framework
Category	Governance
Lead Business Unit:	Legal and Compliance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	March 2023
Next Review Due: (Governance Purpose Only)	July 2027
ECM Doc Set ID: (Governance Purpose Only)	8030199

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Execution of Documents

~~Schedule~~ Schedule 1 – Document Categories

Document Type	CEO	~~Ex-Co / Employee authorised by CEO~~Director	~~Head~~Manager	~~Manager~~Lead or Equivalent
~~Local Planning Scheme~~	~~x~~	~~Where authorised~~		
Category 1(B) documents	X	X		
Leases, licenses and hire agreements, other than those specified as a Category 1(B) document	X	X	X	
~~Local Laws~~	~~x~~	~~Where authorised~~		
~~Loan Documentation~~	~~x~~	~~Where authorised~~		
~~Documents of a ceremonial nature~~	~~x~~	~~Where authorised~~		
~~Documents which, in the opinion of the CEO, an Executive and / or Legal Services, are sufficiently complex, high risk and / or significant in nature to warrant the affixing of the common seal~~	~~x~~	~~Where authorised~~		
Variation, assignment, novation, extension or surrender of a lease, license or hire agreement	X	X	X	
Variation, withdraw or surrender of notifications, covenants, easements and caveats	X	X	X	
Lodgement, modification or withdrawal of memorials	X	X	X	
Contracts for the sale or purchase of real property	X			
Transfer of land documents and forms	X			
Planning, building or subdivision application forms for development of land owned or managed by the City	X	X		
Grants, funding or sponsorship agreements, other than those specified as a Category 1(B) document	X	X	X	
Memorandums of Understanding (MOUs)	X	X	X	
Deeds of any description	X	X		
Contracts for the supply of goods and services	X	X	X	X
Communications on behalf of the City with Federal or State Ministers, Agencies and peak industry bodies	X	X	X	
All other documents required to enact a decision of Council	X	X	X	

[6]

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Execution of Documents

Document Type	CEO	~~Ex-Co / Employee authorised by CEO~~Director	~~Head~~Manager	~~Manager~~Lead or Equivalent
All other agreements or contracts not already specified	X	X	X	X
~~Funding Agreements~~	~~x~~	~~Where authorised~~		
~~Local Planning Scheme Amendments~~	~~x~~	~~x~~	~~x~~	
~~Port Coogee Marina related documents; Pen Licenses~~	~~x~~	~~x~~	~~x~~	~~x~~
~~Deeds, including Deeds of Arrangement, Development Contribution Deeds (only where a development contribution plan is awaiting gazettal), Deeds of Indemnity and Memorandums of Understanding in respect to sale, purchase or other commercial dealings relating to assets and equitable interests~~	~~x~~	~~x~~	~~x~~	~~x~~
~~Property Leases (including extensions, renewals, assignments and variations)~~	~~x~~	~~x~~	~~x~~	~~x~~
~~Licences to occupy land or premises~~	~~x~~	~~x~~	~~x~~	~~x~~
~~Restrictive Covenants – under section 129BA of the Transfer of Land Act 1893 and any discharge or variation of covenants, and removal of~~	~~x~~	~~x~~	~~x~~	~~x~~
~~Lodgement, modification and withdrawal of memorials~~	~~x~~	~~x~~	~~x~~	~~x~~
~~Easements and the surrender or modification of easements~~	~~x~~	~~x~~	~~x~~	~~x~~
~~Rights of carriageway agreements and withdrawal or variation of rights of carriageway agreements~~	~~x~~	~~x~~	~~x~~	~~x~~
~~Reciprocal access agreements and withdrawal or variation of reciprocal access agreements~~	~~x~~	~~x~~	~~x~~	~~x~~
~~Notifications (and removals thereof) under section 70A of the Transfer of Land Act 1893~~	~~x~~	~~x~~	~~x~~	~~x~~
~~Transfer of land documents~~	~~x~~	~~x~~	~~x~~	~~x~~

[7]

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Execution of Documents

Document Type	CEO	~~Ex-Co / Employee authorised by CEO~~Director	~~Head~~Manager	~~Manager~~Lead or Equivalent
~~Subdivision, Survey Strata, Strata Title or Development Approvals or provisions of a Structure Plan, Activity Centre Plan or Local Development Plan~~	~~x~~	~~x~~	~~x~~	~~x~~
~~Documents which arise out of the general operation of a Directorate, and / or a matter an officer of Directorate has the authority to deal with~~	~~x~~	~~x~~	~~x~~	~~x~~

Strategic Link:	Corporate Governance Framework
Category	Governance
Lead Business Unit:	Legal and Compliance
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	~~March 2023~~
Next Review Due: (Governance Purpose Only)	~~March 2025~~
ECM Doc Set ID: (Governance Purpose Only)	8030199

[8]

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Procurement

Policy Type

Council

Policy Purpose

The City of Cockburn (the City) is committed to delivering best practice in the procurement of goods, services and works in accordance with Council Policies and applicable statutory obligations. All procurement activities must comply with the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* in respect to all purchases, contracts and asset disposal decisions.

This Policy aims to ensure all procurement decisions are made in a consistent manner using an equitable process that will help to mitigate risk, demonstrate value and achieve the most advantageous outcome for the City.

Policy Statement

Procurement decisions will be made using the following principles:

(1) Ethical Behaviour and Fair Dealing

Employees of the City must conduct all procurement and business relationships with honesty, integrity, fairness, diligence and a high degree of care, ensuring processes are appropriate and compliant. Procurement processes must be transparent and free from bias and will be supported by Employee Code of Conduct and a Statement of Business Ethics, approved by the CEO outlining the behavioural standards expected by the City from its employees, suppliers and contractors in conducting its business. Any canvassing of the City's Elected Members or staff is strictly prohibited on current procurement activity.

(2) Value for Money (VFM)

Achieving value for money reflects the best possible outcome by considering cost and non-cost factors in procurement decisions. Non-cost factors are important in reducing risk and determining whole of life outcomes that do not adversely impact the community or environment.

These include safety and quality considerations, fit for purpose (specification), timeliness, sustainability (social and environment – circular supply), economic (local & regional) and relevant service benchmarks. Where a higher cost conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced conforming offer.

The City recognises that in achieving long term value for money, appropriate strategic business partners may be developed with suppliers for specific supply categories. All strategic procurement partners will be reviewed on a periodic basis as per their associated arrangement, to a minimum period of every three (3) years from the

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Procurement

commencement of the partnership. The acceptance of higher priced submissions must always be supported by justification, presenting demonstrable benefits proportionate to the level of activity.

All pre-qualified, approved, and strategic business partnership suppliers will be systematically reviewed in line with contract terms and performance criteria (at least three yearly or as required). This requirement will assess whether VFM continues to be achieved by the City with any renewal or extension of contract arrangements.

(3) Open and Effective Competition

Competition is encouraged through the sourcing requirements of the procurement thresholds (below) and any allowable exemptions as outlined within the City's supporting Procurement Framework document. This will outline the acceptable manner for procurement information to be presented and evaluated by the City.

The expected level of effective competition will depend on the pre-determined market engagement strategy (public, selective, pre-qualified) as identified in the procurement plan and the assessed level of procurement risk to the City. City employees are to source across a range of diverse suppliers, to ensure market opportunities are considered.

Procurement Threshold Requirements

Expected Procurement / Contract Value (Ex GST) (initial period - excl options)	Sourcing requirement (non-contracted expenditure)
Up to $4,999	Seek one (1) verbal quotation (min) for all activities. Local/Regional suppliers are preferred, when available. Credit card policy will apply to credit card purchases, discretion may apply to the Procurement credit card. Quotations are subject to relevant review and purchase order auto approval as per the City's Procurement Framework.
$5,000 to $19,999	Seek one (1) written quotation (min) for all activities. Local/Regional suppliers are preferred and considered, when available. Quotations are subject to relevant review and purchase order auto approval as per the City's Procurement Framework.

[2]

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Procurement

Expected Procurement / Contract Value (Ex GST) (initial period - excl options)	Sourcing requirement (non-contracted expenditure)
$20,000 to $49,999	Seek two (2) written quotation (min) for all activities. Local/Regional suppliers are preferred and considered, when available. Sourcing from pre-qualified suppliers requires one (1) written quotation (min) for all contracted activities All quotations are subject to relevant review and purchase order auto approval utilising non-eProcurement templates as per the City's Procurement Framework.
$50,000 to $99,999	Seek two (2) quotations (min) via eProcurement templates in conjunction with Procurement Services. One (1) local/regional supplier quote must be sought, if available, unless an exemption to this requirement is approved in advance. Sourcing from pre-qualified suppliers requires two (2) written quotation (min) for all contracted activities, unless otherwise determined by an approved sourcing strategy or an exempted supply. All quotations are subject to purchase order review as per the City's Procurement Framework.
$100,000 to $249,999	Seek three (3) quotations (min) via eProcurement templates. At least one (1) local/regional supplier quote must be sought, if available, unless an exemption to this requirement is approved in advance. Sourcing from pre-qualified suppliers requires two (2) quotation (min) for all contracted activities, unless otherwise determined by an approved sourcing strategy or an exempted supply. All quotations must be sought via eProcurement templates in conjunction with Procurement Services and subject to relevant evaluation, purchase order review and approvals as per the City's Procurement Framework. Sourcing above $150,000 requires a Procurement Plan to be completed and approved by Procurement Services.

[3]

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Procurement

Expected Procurement / Contract Value (Ex GST) (initial period - excl options)	Sourcing requirement (non-contracted expenditure)
$250,000 and above	Conduct a public process - Tender or similar for all activities, in accordance with this Policy and relevant management procedures unless otherwise determined by an approved sourcing strategy or an exempt supply. Sourcing from pre-qualified suppliers requires three (3) quotation (min) for all contracted activities, unless otherwise determined by an approved sourcing strategy or an exempted supply. All sourcing must be via eProcurement templates in conjunction with Procurement Services and subject to relevant formal evaluation, purchase order review and approvals as per the City's Procurement Framework.

The City is not required to undertake a competitive procurement process where the total value of the Procurement does not exceed $250,000 (Ex GST) and the procurement is for one of the following:

(a) advance payments (accommodation, travel, seminars, training, conferences),

(b) annual renewals for software maintenance, support, and licensing fees, where a procurement process has been previously conducted,

(c) engagement of artists or performers,

(d) legal services (available through the WALGA preferred supplier panel),

(e) memberships and subscriptions,

(f) provision of advertising services,

(g) provision of temporary personnel for individual contracts (available through the WALGA preferred supplier panel),

(h) provision of utility services (where the relevant utility or nominated Supplier is the only provider of such services),

(i) provision of software by a third-party provider (via a supply registration) from the software developer that is known to the City, that demonstrates VFM,

(j) procurement from an original equipment manufacturer / original service provider where the warranty and other contract provisions may be void,

(k) provision of items required to meet the needs of Home Care Package Clients,

(l) provision of items required for resale to meet Cockburn ARC facility customer requirements,

[4]

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Procurement

The City will maintain a principal period of three (3) years or less for all initial procurement activities and contracts.

The principle of competition will be satisfied where contracted Suppliers (where relevant) are utilised after considering alternative sourcing markets, including all cost and non-cost factors.

Where a public notice process is utilised, a single or multiple supplier contract may be executed based on the City's requirements as evaluated and stipulated in the award.

In addition, a panel of pre-qualified suppliers may be created where the City determines that there is or will be a continuing need and ongoing benefit from a panel arrangement.

(4) Sustainable Procurement

The City will consider environmental and social sustainability elements in all procurement decisions to maximise the positive impact on environmental and social outcomes within the community. This principle requires the adoption of current best practices (such as circular economy procurement or circular supply) to consider whole-of-life costing and social responsibility in sourcing goods, services or works when assessing value for money.

The City shall endeavour to design sourcing documentation to provide a comparative advantage to those suppliers and contractors who demonstrate they minimise environmental and negative social impacts and embrace such principles.

Such considerations must be balanced against VFM outcomes and the City's broader environmental strategies and objectives. Procurement decisions requiring qualitative assessment will set a sustainability criteria weight of up to 20% in total.

1. Environmental and Circular Supply

Circular supply within procurement are encouraged to minimise unnecessary resource consumption to deliver beneficial environmental outcomes. Specifications should identify goods and/or services that satisfy this requirement. This element requires the City to recover (waste), rethink (supply chains), regenerate (nature), reduce (do more with less) and reuse (use items longer) for products and services through innovation and collaboration in order to deliver a circular procurement ecosystem that maximise the resources available to the City.

The procurement activity will prioritise goods and/or services that satisfy this requirement and design out waste through collaborative value chain pathways that are circular rather than linear.

A qualitative weighting will be used in the evaluation of appropriate procurement to provide advantages to suppliers who demonstrate sustainable policies and practices and circular supply.

Title	Procurement

2. Social

Procurement that delivers a beneficial social outcome is preferred. The specification should identify goods and/or services that satisfy this requirement. Procurement from organisations such as Aboriginal controlled businesses and social enterprises including Australian Disability Enterprises is preferred as appropriate and when available. While the other Procurement principles may apply, competition exemption is available to these organisations, if registered and value can be demonstrated. A qualitative weighting will be used in the evaluation of appropriate procurement to provide advantages to suppliers who meet this requirement.

(5) Local and Regional Economy

The City encourages the development of competitive local businesses within its boundaries and within the broader Perth South West Metropolitan Alliance region. Where appropriate to do so, the City will seek participation of local and regional organisations in its supply chain in line with strategic objectives in the City's Strategic Community Plan. This principle seeks to balance competition with sustainable procurement with the attainment of economic benefits for the region. The City will preference local businesses within its boundary, greater than those within the broader Perth South West Metropolitan Alliance region.

Appropriate procurement decisions will set an economic qualitative criteria weight of up to 20% in total. Should the criteria not be applicable, the weighting will be proportioned equally across the remaining criteria.

It is recognised that not all categories can be procured from a local or regional supplier. For the avoidance of doubt, Regional Price Preferences does not apply to this Policy.

The City will endeavour to ensure local or broader regional economic benefits committed to by suppliers through procurement processes are achieved through effective contract management.

1. Local Economy (within City boundaries)

The City will seek supply opportunities from local organisations that can demonstrate economic benefits, either through being a local business, the use of local sub-contractors or local employees. This will be dependent on the extent to which the local business can demonstrate their contribution to the local economy. As directed by the procurement thresholds, the City encourages local content in the assessment of value for money.

2. Regional Economy (within the Perth South West Metropolitan Alliance region)

The City encourages the development of competitive markets within the broader Perth South West Metropolitan Alliance region. Supply opportunities for regional businesses may be available to the extent to which the business can demonstrate their contribution to the regional economy as reasonably practicable and provided there is no financial or other detriment to the City

Title	Procurement

(6) Procurement Governance

1. Procurement governance will be managed using a hybrid centre-led procurement function, including (but not limited to) the application process for exemptions, procurement probity oversight and audit and reporting requirements. Planning and Documentation

   All procurement (purchases and contracts) will be based on proper planning to ensure quality decision making. This requires sufficient and acceptable documentation to be developed in a timely manner, with an estimated cost in accordance with the City's Procurement Framework document.

   Procurement template documents and forms will be used to ensure quality, unless otherwise approved. Purchase Orders must be issued to all suppliers prior to the supply of the goods, services or works, unless otherwise exempt.

   Employees with procurement responsibility must be appropriately trained to carry out their duties in a competent and efficient manner.

   The CEO is responsible for determining the purchasing authority limit for employees, in accordance with the Local Government (Financial Management) Regulations 1996 Part 2, section 5 (1) (e). This limit applies to purchasing of any description, whether by purchasing or store card or purchase order, and applies across the entire purchasing process.

   The City will utilise existing or known contracted suppliers / service providers unless the non-use substantiation is approved by Procurement Services.

2. Procurement Risk

   All employees with procurement responsibilities will identify and mitigate risk within the entire procurement and contract management lifecycle in accordance with the City's Enterprise Risk Management Framework.

   Procurement will be carried out in a manner that protects the City's capability to prevent, withstand and recover from any interruption from the supply of goods, services or works. Due diligence may be carried out on suppliers / organisations to ensure compliance and financial viability.

   Where applicable, the City will ensure all steps are taken to reduce the risk in procuring goods and/or services that support modern slavery. This includes the compliance to the Modern Slavery Act 2018 (Cth) in respect to;

   (a) the assessment of modern slavery Statements from required businesses;

   (b) the use of specific criteria in formal evaluations on modern slavery, and

   (c) monitoring contracts and taking action on non-compliance, as required.

Title	Procurement

3. Disability Access

The City has legislative responsibilities to provide equitable access for individuals with disabilities to all City buildings, facilities, information and services. Employees are required to meet disability access and inclusion requirements or seek specialist advice from internal resources or engage external advice.

This may include accessibility appraisals, specifications reviews, software development and features, audits and advice on best practice. This principle will be applied to all significant infrastructure and system projects and redevelopment requirements.

When applicable, procurement decisions that impact the accessibility of infrastructure and system projects may include an accessibility qualitative criteria weight of up to 10% in total in the procurement process.

4. Procurement Evaluation and Award

Evaluation criteria must be developed for all appropriate procurement activities relevant to the complexity, risk and expected budget.

Supplier selection may consider compliance, informative, qualitative and quantitative (cost) criteria, where allocated weightings reflect the respective degree of importance in accordance with the City's Procurement Framework.

Evaluations must include assessments of Supplier capabilities and competencies to perform required work in a safe and environmentally sound manner, in accordance all applicable Work Health and Safety (WHS) legislation and other relevant legislation.

Procurement recommendations are determined by an Evaluation Panel where the size and composition of the panel will be dependent on the value and complexity of the procurement.

All procurement recommendations to a value above $150,000 (Ex GST) are to be vetted by the Procurement Services Team.

Panel members must be qualified and trained to ensure submissions are evaluated with due care and knowledge and free of any conflict of interest that might undermine the fairness of the evaluation process.

Contracts may be awarded to a supplier who is considered to provide the most advantageous outcome for the City, subject to Council delegations that may be in place and in accordance with purchasing authorisation limits.

Post award and mutual acceptance of contractual terms must be agreed prior to the commencement of the contract.

Title	Procurement

5. Sole / Single Supplier (for procurement with a value of $250,000+ (Ex GST))

   Where a procurement above the value of $250,000 (Ex GST), for goods or services, are only available from one supplier, the CEO or relevant Director may exempt that procurement from going to market if they are is satisfied that due to the unique nature of the goods and services, or for any other reason, there is unlikely to be more than one supplier. This approval can only be granted in accordance with their corresponding delegation.

   The Procurement Services team must be consulted prior to approval being sought from the CEO and/or the relevant Director member under this sub-clause.

6. Contractor Performance Management

   Contracts and contractors will be proactively managed to ensure contract obligations are met and performance enforced to achieve the best procurement outcome whilst meeting the City's risk tolerance and safety standard. Contract variations are to be monitored by the Procurement Services Team and reported as required.

   The City requires all suppliers and contractors to comply with all risk control measures and all applicable Work Health and Safety (WHS) legislation and other relevant legislation. Appropriate processes shall include;

   (a) procurement assessments of capabilities and competencies to perform work in a safe, and sound manner;

   (b) safety risk assessments undertaken in accordance with the City's Enterprise Risk Management Framework;

   (c) specific commentary against this principle in all relevant procurement reports and where found to be deficient, contract continuation must be contingent on evidence being provided.

7. Procurement Compliance

   The procurement process requires appropriately strict confidentiality and disclosure requirements to be followed. It is the responsibility of the officer undertaking the procurement activity to ensure all documents created and received during the procurement process are correctly recorded and retained within the City's corporate electronic document management system (ECM).

   Procurement processes sometimes require cross-team collaboration. Procurement of goods or services that will impact or require commissioning support from another Service Unit, must be sufficiently disclosed to the affected Service Unit with timely advance notice.

   All procurement and ongoing renewals of communication / digital assets and information technology hardware and software with associated services must be vetted and approval sought by the responsible employee from the Communication/Marketing and Business Systems Service Units.

[9]

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Procurement

8. Policy Exemptions

The CEO or Directors may exempt a procurement process from compliance with the following aspects of this Policy only:

(a) minimum number of quotations; and

(b) the principal period of three (3) years or less for the initial contract term without considering extension options (may be longer).

The Service Manager Procurement and Contracts may exempt:

(a) the requirement to use eProcurement templates; and

(b) requirement to source quotes from a local/regional supplier.

Any exemption must be in writing, properly justified and consistent with the City's Procurement Framework and any relevant procurement/purchasing policies, procedures and pre-determined market engagement strategy.

The Procurement Services team must be consulted prior to approval being sought from the CEO and/or the relevant Director under this clause.

Strategic Link:	Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996
Category	Corporate Planning, Budgeting and Procurement
Lead Business Unit:	Procurement Services
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	9 November 2023
Next Review Due: (Governance Purpose Only)	November 2025
ECM Doc Set ID: (Governance Purpose Only)	4134032

Title	Procurement

Policy Type

Council

Policy Purpose

The City of Cockburn (the City) is committed to delivering best practice in the procurement of goods, services and works in accordance with Council Policies and applicable statutory obligations. All procurement activities must comply with the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* in respect to all purchases, contracts and asset disposal decisions.

This Policy aims to ensure all procurement decisions are made in a consistent manner using an equitable process that will help to mitigate risk, demonstrate value and achieve the most advantageous outcome for the City.

Policy Statement

Procurement decisions will be made using the following principles:

(1) Ethical Behaviour and Fair Dealing

Employees of the City must conduct all procurement and business relationships with honesty, integrity, fairness, diligence and a high degree of care, ensuring processes are appropriate and compliant. Procurement processes must be transparent and free from bias and will be supported by Employee Code of Conduct and a Statement of Business Ethics, approved by the CEO outlining the behavioural standards expected by the City from its employees, suppliers and contractors in conducting its business. Any canvassing of the City's Elected Members or staff is strictly prohibited on current procurement activity.

(2) Value for Money (VFM)

Achieving value for money reflects the best possible outcome by considering cost and non-cost factors in procurement decisions. Non-cost factors are important in reducing risk and determining whole of life outcomes that do not adversely impact the community or environment.

These include safety and quality considerations, fit for purpose (specification), timeliness, sustainability (social and environment – circular supply), economic (local & regional) and relevant service benchmarks. Where a higher cost conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced conforming offer.

The City recognises that in achieving long term value for money, appropriate strategic business partners may be developed with suppliers for specific supply categories. All strategic procurement partners will be reviewed on a periodic basis as per their associated arrangement, to a minimum period of every three (3) years from the

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Procurement

commencement of the partnership. The acceptance of higher priced submissions must always be supported by justification, presenting demonstrable benefits proportionate to the level of activity.

All pre-qualified, approved, and strategic business partnership suppliers will be systematically reviewed in line with contract terms and performance criteria (at least three yearly or as required). This requirement will assess whether VFM continues to be achieved by the City with any renewal or extension of contract arrangements.

(3) Open and Effective Competition

Competition is encouraged through the sourcing requirements of the procurement thresholds (below) and any allowable exemptions as outlined within the City's supporting Procurement Framework document. This will outline the acceptable manner for procurement information to be presented and evaluated by the City.

The expected level of effective competition will depend on the pre-determined market engagement strategy (public, selective, pre-qualified) as identified in the procurement plan and the assessed level of procurement risk to the City. City employees are to source across a range of diverse suppliers, to ensure market opportunities are considered.

Procurement Threshold Requirements

Expected Procurement / Contract Value (Ex GST) (initial period - excl options)	Sourcing requirement (non-contracted expenditure)
Up to $4,999	Seek one (1) verbal quotation (min) for all activities. Local/Regional suppliers are preferred, when available. Credit card policy will apply to credit card purchases, discretion may apply to the Procurement credit card. Quotations are subject to relevant review and purchase order auto approval as per the City's Procurement Framework.
$5,000 to $19,999	Seek one (1) written quotation (min) for all activities. Local/Regional suppliers are preferred and considered, when available. Quotations are subject to relevant review and purchase order auto approval as per the City's Procurement Framework.

[2]

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Procurement

Expected Procurement / Contract Value (Ex GST) (initial period - excl options)	Sourcing requirement (non-contracted expenditure)
$20,000 to $49,999	Seek two (2) written quotation (min) for all activities. Local/Regional suppliers are preferred and considered, when available. Sourcing from pre-qualified suppliers requires one (1) written quotation (min) for all contracted activities All quotations are subject to relevant review and purchase order auto approval utilising non-eProcurement templates as per the City's Procurement Framework.
$50,000 to $99,999	Seek two (2) quotations (min) via eProcurement templates in conjunction with Procurement Services. One (1) local/regional supplier quote must be ~~provided~~sought, ~~when~~ if available, unless ~~prior approval was received~~an exemption to this requirement is approved in advance. Sourcing from pre-qualified suppliers requires two (2) written quotation (min) for all contracted activities, unless otherwise determined by an approved sourcing strategy or an exempted supply. All quotations are subject to purchase order review as per the City's Procurement Framework.
$100,000 to $249,999	Seek three (3) quotations (min) via eProcurement templates. At least one (1) local/regional supplier quote must be ~~provided~~ sought, if available, unless ~~prior approval was received~~an exemption to this requirement is approved in advance. Sourcing from pre-qualified suppliers requires two (2) quotation (min) for all contracted activities, unless otherwise determined by an approved sourcing strategy or an exempted supply. All quotations must be sought via eProcurement templates in conjunction with Procurement Services and subject to relevant evaluation, purchase order review and approvals as per the City's Procurement Framework.

[3]

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Procurement

Expected Procurement / Contract Value (Ex GST) (initial period - excl options)	Sourcing requirement (non-contracted expenditure)
	Sourcing above $150,000 requires a Procurement Plan to be completed and approved by Procurement Services.
$250,000 and above	Conduct a public process - Tender or similar for all activities, in accordance with this Policy and relevant management procedures unless otherwise determined by an approved sourcing strategy or an exempt supply. Sourcing from pre-qualified suppliers requires three (3) quotation (min) for all contracted activities, unless otherwise determined by an approved sourcing strategy or an exempted supply. All sourcing must be via eProcurement templates in conjunction with Procurement Services and subject to relevant formal evaluation, purchase order review and approvals as per the City's Procurement Framework.

The City is not required to undertake a competitive procurement process ~~and only~~ where the total value of the Procurement does not exceed $250,000 (Ex GST) and the procurement is for one of the following~~for~~:

(a) advance payments (accommodation, travel, seminars, training, conferences),

(b) annual renewals for software maintenance, support, and licensing fees, where a procurement process has been previously conducted,

(c) engagement of artists or performers,

(d) legal services (available through the WALGA preferred supplier panel),

[4]

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Procurement

(e) memberships and subscriptions,

(f) provision of advertising services,

(g) provision of temporary personnel for individual contracts (available through the WALGA preferred supplier panel),

(h) provision of utility services (where the relevant utility or nominated Supplier is the only provider of such services),

(i) provision of software by a third-party provider (via a supply registration) from the software developer that is known to the City, that demonstrates VFM,

(j) procurement from an original equipment manufacturer / original service provider where the warranty and other contract provisions may be void,

(k) provision of items required to meet the needs of Home Care Package Clients,

(l) provision of items required for resale to meet Cockburn ARC facility customer requirements,

~~any procurement as required and determined by an ExCo member whose approval is provided in writing prior to the procurement and recorded as required.~~

~~Unless otherwise approved (in writing) by the CEO and/or relevant Executive Committee (ExCo) member, t~~The City will maintain a principal period of three (3) years or less for all initial procurement activities and contracts.

The principle of competition will be satisfied where contracted Suppliers (where relevant) are utilised after considering alternative sourcing markets, including all cost and non-cost factors.

Where a public notice process is utilised, a single or multiple supplier contract may be executed based on the City's requirements as evaluated and stipulated in the award.

In addition, a panel of pre-qualified suppliers may be created where the City determines that there is or will be a continuing need and ongoing benefit from a panel~~the~~ arrangement.

(4) Sustainable Procurement

The City will consider environmental and social sustainability elements in all procurement decisions to maximise the positive impact on environmental and social outcomes within the community. This principle requires the adoption of current best practices (such as circular economy procurement or circular supply) to consider whole-of-life costing and social responsibility in sourcing goods, services or works when assessing value for money.

The City shall endeavour to design sourcing documentation to provide a comparative advantage to those suppliers and contractors who demonstrate they minimise environmental and negative social impacts and embrace such principles.

[5]

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Procurement

Such considerations must be balanced against VFM outcomes and the City's broader environmental strategies and objectives. Procurement decisions requiring qualitative assessment will set a sustainability criteria weight of up to 20% in total.

1. Environmental and Circular Supply

   Circular supply within procurement are encouraged to minimise unnecessary resource consumption to deliver beneficial environmental outcomes. Specifications should identify goods and/or services that satisfy this requirement. This element requires the City to recover (waste), rethink (supply chains), regenerate (nature), reduce (do more with less) and reuse (use items longer) for products and services through innovation and collaboration in order to deliver a circular procurement ecosystem that maximise the resources available to the City.

   The procurement activity will prioritise goods and/or services that satisfy this requirement and design out waste through collaborative value chain pathways that are circular rather than linear.

   A qualitative weighting will be used in the evaluation of appropriate procurement to provide advantages to suppliers who demonstrate sustainable policies and practices and circular supply.

2. Social

   Procurement that delivers a beneficial social outcome is preferred. The specification should identify goods and/or services that satisfy this requirement. Procurement from organisations such as Aboriginal controlled businesses and social enterprises including Australian Disability Enterprises is preferred as appropriate and when available. While the other Procurement principles may apply, competition exemption is available to these organisations, if registered and value can be demonstrated. A qualitative weighting will be used in the evaluation of appropriate procurement to provide advantages to suppliers who meet this requirement.

(5) Local and Regional Economy

The City encourages the development of competitive local businesses within its boundaries and within the broader Perth South West Metropolitan Alliance region. Where appropriate to do so, the City will seek participation of local and regional organisations in its supply chain in line with strategic objectives in the City's Strategic Community Plan. This principle seeks to balance competition with sustainable procurement with the attainment of economic benefits for the region. The City will preference local businesses within its boundary, greater than those within the broader Perth South West Metropolitan Alliance region.

Appropriate procurement decisions will set an economic qualitative criteria weight of up to 20% in total. Should the criteria not be applicable, the weighting will be proportioned equally across the remaining criteria.

[6]

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Procurement

It is recognised that not all categories can be procured from a local or regional supplier. For the avoidance of doubt, Regional Price Preferences does not apply to this Policy.

The City will endeavour to ensure local or broader regional economic benefits committed to by suppliers through procurement processes are achieved through effective contract management.

1. Local Economy (within City boundaries)

   The City will seek supply opportunities from local organisations that can demonstrate economic benefits, either through being a local business, the use of local sub-contractors or local employees. This will be dependent on the extent to which the local business can demonstrate their contribution to the local economy. As directed by the procurement thresholds, the City encourages local content in the assessment of value for money.

2. Regional Economy (within the Perth South West Metropolitan Alliance region-)

   The City encourages the development of competitive markets within the broader Perth South West Metropolitan Alliance region. Supply opportunities for regional businesses may be available to the extent to which the business can demonstrate their contribution to the regional economy as reasonably practicable and provided there is no financial or other detriment to the City

(6) Procurement Governance

Procurement governance will be managed using a hybrid centre-led procurement function, including (but not limited to) the application process for exemptions, procurement probity oversight and audit and reporting requirements. ~~Authorities are defined within relevant delegations relating to Procurement and Contracts.~~

1. Planning and Documentation

   All procurement (purchases and contracts) will be based on proper planning to ensure quality decision making. This requires sufficient and acceptable documentation to be developed in a timely manner, with an estimated cost in accordance with the City's Procurement Framework document.

   Procurement template documents and forms will be used to ensure quality, unless otherwise approved. Purchase Orders must be issued to all suppliers prior to the supply of the goods, services or works, unless otherwise exempt.

   Employees with procurement responsibility must be appropriately trained to carry out their duties in a competent and efficient manner.

   ~~The relevant ExCo member and/or~~ The CEO ~~are~~ is responsible for determining the ~~required to authorise and set the delegated financial authority (DFA)~~purchasing authority limit for employees, ~~who are required to approve requisitions and commit to suppliers~~ in accordance with the Local Government (Financial Management) Regulations 1996 ~~P~~part 2, section 5 (1) (e). This limit

[7]

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Procurement

applies to purchasing of any description, whether by purchasing or store card or purchase order, and applies across the entire purchasing process.

The City will utilise existing or known contracted suppliers / service providers unless the non-use substantiation is approved by Procurement Services.

2. Procurement Risk

All employees with procurement responsibilities will identify and mitigate risk within the entire procurement and contract management lifecycle in accordance with the City's Enterprise Risk Management Framework.

Procurement will be carried out in a manner that protects the City's capability to prevent, withstand and recover from any interruption from the supply of goods, services or works. Due diligence may be carried out on suppliers / organisations to ensure compliance and financial viability.

Where applicable, the City will ensure all steps are taken to reduce the risk in procuring goods and/or services that support modern slavery. This includes the compliance to the Modern Slavery Act 2018 (Cth) in respect to;

(a) the assessment of modern slavery Statements from required businesses;

(b) the use of specific criteria in formal evaluations on modern slavery, and

(c) monitoring contracts and taking action on non-compliance, as required.

Title	Procurement

3. Disability Access

The City has legislative responsibilities to provide equitable access for individuals with disabilities to all City buildings, facilities, information and services. ~~City Employee's~~Employees are required to meet disability access and inclusion requirements or seek specialist advice from internal resources or engage external advice.

This may include accessibility appraisals, specifications reviews, software development and features, audits and advice on best practice. This principle will be applied to all significant infrastructure and system projects and redevelopment requirements.

When applicable, procurement decisions that impact the accessibility of infrastructure and system projects may include an accessibility qualitative criteria weight of up to 10% in total in the procurement process.

4. Procurement Evaluation and Award

Evaluation criteria must be developed for all appropriate procurement activities relevant to the complexity, risk and expected budget.

Supplier selection may consider compliance, informative, qualitative and quantitative (cost) criteria, where allocated weightings reflect the respective degree of importance in accordance with the City's Procurement Framework.

Evaluations must include assessments of Supplier capabilities and competencies to perform required work in a safe and environmentally sound manner, in accordance all applicable Work Health and Safety (WHS) legislation and other relevant legislation.

Procurement recommendations are determined by an Evaluation Panel where the size and composition of the panel will be dependent on the value and complexity of the procurement.

All procurement recommendations to a value above $150,000 (Ex GST) are to be vetted by the Procurement Services Team.

Panel members must be qualified and trained to ensure submissions are evaluated with due care and knowledge and free of any conflict of interest that might undermine the fairness of the evaluation process.

Contracts may be awarded to a supplier who is considered to provide the most advantageous outcome for the City, subject to Council delegations that may be in place and in accordance ~~to the~~with purchasing authorisation limits.~~.~~

Post award and mutual acceptance of contractual terms must be agreed prior to the commencement of the contract.

Title	Procurement

5. Sole / Single Supplier (for procurement with a value of $250,000+ (Ex GST))

   Where athe proposed procurement above the has a value of $250,000+ (Ex GST), Where the procurement of goods, services or works for values above $20,000but is it are considered that the for goods or services, are only available from one private sector source of supplysupplier, the CEO or other relevant DirectorExCo member may the procurement will be exempt that procurement from a competitive processgoing to market tender if the Citythey are is satisfied that due to the unique nature of the goods and services, or for any other reason, there is unlikely to be more than one supplier. This approval can only be granted in accordance with their corresponding delegations.

   The Procurement Services team must be consulted prior to approval being sought from the CEO and/or the relevant DirectorExCo member under this sub-clause.that there is genuinely only one source of supply, and the source demonstrates a strategic advantage for the City.

   Written confirmation to evidence the sole source of supply status must be recorded for audit purposes. The CEO or relevant ExCo member must approve any determination of sole / single source of supply.

6. Contractor Performance Management

   Contracts and contractors will be proactively managed to ensure contract obligations are met and performance enforced to achieve the best procurement outcome whilst meeting the City's risk tolerance and safety standard. Contract variations are to be monitored by the Procurement Services Team and reported as required.

   The City requires all suppliers and contractors to comply with all risk control measures and all applicable Work Health and Safety (WHS) legislation and other relevant legislation. Appropriate processes shall include;

   (a) pProcurement assessments of capabilities and competencies to perform work in a safe, and sound manner;

   (b) safety risk assessments undertaken in accordance with the City's Enterprise Risk Management Framework;

   (c) specific commentary against this principle in all relevant procurement reports and where found to be deficient, contract continuation must be contingent on evidence being provided.

7. Procurement Compliance

   The procurement process requires appropriately strict confidentiality and disclosure requirements to be followed. It is the responsibility of the officer undertaking the procurement activity to ensure all documents created and received during the procurement process are correctly recorded and retained within the City's corporate electronic document management system (ECM).

Title	Procurement

Procurement processes sometimes require cross-team collaboration. Procurement of goods or services that will impact or require commissioning support from another Service Unit, must be sufficiently disclosed to the affected Service Unit with timely advance notice.

All procurement and ongoings renewals of communication / digital assets and information technology hardware and software with associated services must be vetted and approval sought by the responsible employee from the Communication-/-Marketing and Business Systems Service Units.

~~Exemptions to all (or part) of this Policy can be approved (in writing) by the CEO and/or relevant ExCo member in accordance with the City's Procurement Framework document and shall be consistent with all Policies, Procedures and the pre-determined market engagement strategy (given the associated risk).~~

~~An approved deviation to Procurement threshold requirements may allow direct sourcing, reduced quotations, and contract extensions (where properly justified).~~

~~The City is not required to undertake a competitive procurement process and only where the total value of the Procurement does not exceed $250,000 (Ex GST) for:~~

~~(a) advance payments (accommodation, travel, seminars, training, conferences),~~

~~(b)(a) annual renewals for software maintenance, support, and licensing fees,~~

~~(c)(a) engagement of artists or performers,~~

~~(d)(a) legal services (available through the WALGA preferred supplier panel),~~

~~(e)(a) memberships and subscriptions,~~

~~(f)(a) provision of advertising services,~~

~~(g)(a) provision of temporary personnel (available through the WALGA preferred supplier panel),~~

~~(h)(a) provision of utility services (where the relevant utility or nominated Supplier is the only provider of such services),~~

~~(i)(a) provision of software by a third-party provider (via a supply registration) from the software developer that is known to the City, that demonstrates VFM,~~

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Procurement

~~(j)(a) procurement from an original equipment manufacturer where the warranty provisions may be void;~~

~~(k)(a) provision of items required to meet the needs of Home Care Package Clients;~~

~~(l)(a) provision of items required for resale to meet Cockburn ARC facility customer requirements;~~

~~(m)(a) any procurement as required and determined by an ExCo member whose approval is provided in writing prior to the procurement and recorded as required.~~

8. ~~All exemptions to all (or part) of this Policy for the purchase to deviate from a competitive procurement process where the total value of the procurement exceed $250,000 (Ex GST) must be justified in writing and vetted by Procurement Services prior to the approval being sought (in writing) from the CEO and the relevant ExCo member.~~Policy Exemptions

The CEO or Directors~~an ExCo member~~ may exempt a procurement process from compliance with the following aspects of this Policy only:

(a) minimum number of quotations; and

(b) the principal period of three (3) years or less for the initial ~~three year contract t~~contract term~~-~~ without considering extension options (may be longer).

The Service Manager Procurement and Contracts may exempt:

(a) ~~-~~the requirement to use eProcurement templates; and

(b) requirement to source quotes from a local/regional supplier.

Any exemption must be in writing, properly justified and consistent with the City's Procurement Framework and any relevant procurement/purchasing policies, procedures and pre-determined market engagement strategy.

The Procurement Services team must be consulted prior to approval being sought from the CEO and/or the relevant Director~~ExCo member~~ under this clause.

Strategic Link:	Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996
Category	Corporate Planning, Budgeting and Procurement

Title	Procurement

Lead Business Unit:	Procurement Services
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	9 November 2023
Next Review Due: (Governance Purpose Only)	November 2025
ECM Doc Set ID: (Governance Purpose Only)	4134032

PROCURE TO PAY (P2P) RISK ASSESSMENT

Procurement Policy Objectives:
The City achieves best practice policies and procedures, value for money, openness, transparency, fairness, equity, efficiency and consistency. This also includes compliance with the Local Government Act, Local Government Regulations and State Records Act.

Risk Description:
Failure to ensure each stage of the P2P process complies with the Procurement Policy Objectives.

PROCURE TO PAY PROCESS							
	Stage 1 Approved Budget	**Stage 2 Procurement**	**Stage 3 Enter into contract**	**Stage 4 Vary the contract**	**Stage 5 Determine Payment is owing**	**Stage 6 Payment**	**Stage 7 Reporting to Council**
Description of Procurement Stage	Each local government is to prepare and adopt a budget annually.	A local government is generally required to invite tenders before it enters into a contract of goods and services. If tenders are not invited, a local government is to comply with its procurement policy.	A document is duly executed by a local government if the common seal of the local government is affixed to it or is signed on behalf of the local government by a person or persons authorised to do so.	A person acting under the authority of a local government may make, vary or discharge a contract in the name of or on behalf of the local government in the same manner as that contract was made.	A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination made that the relevant debt was incurred by a person who was property authorised to do so.	Management of, and the authorisation of payments out of the municipal fund and the trust fund of a local government.	Reporting of payments to Council by way of monthly reporting of payment made including employees using a credit, debit or other purchasing card).
Relevant legislation	s6.2.(1) *Local Government Act 1995* (WA)	s3.57 *Local Government Act 1995* (WA) r11-24 *Local Government (Functions and General) Regulations 1996* (WA)	s9.49A(1) *Local Government Act 1995* (WA) s9.49B *Local Government Act 1995* (WA) s.127 *Corporations Act 2001* (Cth)	Reg 20-21A *Local Government (Functions and General) Regulations 1996* (WA) s9.49B *Local Government Act 1995* (WA)	r11.(2) *Local Government (Financial Management) Regulations 1996* (WA) *Building and Construction Industry (Security of Payment) Act 2021* (WA)	s6.10 *Local Government Act 1995* (WA) r5(1)(e), r11-13 *Local Government (Financial Management) Regulations 1996* (WA)	r13, 13A *Local Government (Financial Management) Regulations 1996* (WA)

Controls in place	• Experienced staff employed in Finance area.
	• Budget preparation schedule document in existence and reviewed and updated every year
	• Comprehensive budgeting process incorporating workshops with Council.
	• Budget is adopted by Council in June each year.
	• Budget variations are reported to Council via the Monthly Financial Report.
	• Proposed budget amendments reported to Council via the Expenditure Review Committee.
	• Mid-Year Budget Review.
		• Procurement Framework and Policy in place.
		• Corporate Credit Cards Policy in place.
		• Delegations in place to do with tenders – see DA 1.2.16-1.2.22.
		• Purchasing authorisation limits set by CEO. These are reviewed annually.
		• Finance system configured to give effect to purchasing authorisation limits.
		• Experienced staff employed in the Procurement area.
		• Staff with purchasing authority are required to undertake mandatory procurement training.
		• Processes and procedures in place to ensure only staff with purchasing authority can release/approve purchase orders.
		• Processes and procedures in place to ensure only staff with the appropriate delegation can call tenders, accept and reject tenders, and determine whether any procurement is exempt from tender.
		• Processes and procedures in place to ensure all tenders over the CEO's approval limit are referred to Council for determination.
		• Processes in place to ensure Procurement team is engaged on certain procurement decisions (e.g., any procurement over $150,000 or where there are high risks, or where a determination is made that procurement is exempt from tender).
		• Requests for new suppliers must be approved by a Group Manager.
		• Compliance checks by Procurement team.
		• Where a purchase order exceeds $50k, the procurement team must review and release the purchase order.
		• Financial year end audit by the Auditor General.
		• Mandatory triennial review of City's financial management systems and procedures.
			• Execution of Documents Policy in place.
			• Contracts are recorded in a contract management system.
			• Experienced staff employed in Procurement area.
			• Standard procurement contracts in place.
			• Standard terms and conditions in place (T&Cs).
			• Standard T&Cs incorporated into purchase orders (for non-tender procurement).
			• Where City procurement contract not being used, approval must be given by a Director.
			• Processes and procedures in place to ensure only those authorised under a Delegation or the Execution of Documents Policy may sign documents on behalf of the City.
				• Execution of Documents Policy in place.
				• Delegations in place – see DA 1.2.19 1.2.21
				• Purchasing authorisation limits set by CEO. These are reviewed annually.
				• Finance system configured to give effect to purchasing authorisation limits.
				• Experienced staff employed in Procurement area.
				• Staff with purchasing authority are required to undertake mandatory procurement training.
				• Processes and procedures in place to ensure only staff with purchasing authority can approve the variation of purchase orders.
				• Processes and procedures in place to ensure only staff with the appropriate delegation can vary tenders/tender contracts.
				• Variations to purchase orders go through an approvals process.
				• Variations to tenders/tender contracts also go through an approval process, which includes the Procurement team.
				• Processes and procedures in place to ensure only those authorised under a Delegation or the Execution of Documents Policy may sign documents (such as a variation) on behalf of the City.
				• Contract variations, renewals and extensions reported to Council via the Expenditure Review Committee.
				• Compliance checks by Procurement team.
				• Segregation of duties – staff cannot self-approve variations.
					• Purchasing authorisation limits set by CEO. These are reviewed annually.
					• Finance system configured to give effect to purchasing authorisation limits.
					• Staff with purchasing authority are required to undertake mandatory procurement training.
					• All requests for payment outside purchase order/credit card process (e.g., petty cash or sundry payments) require evidence of expenditure and/or approval from someone with purchasing authority.
					• Finance system matches invoices against receipted purchase orders, with exceptions requiring intervention and review by the Finance team.
					• Supplier masterfile checks.
					• Mandatory triennial review of City's financial management systems and procedures.
					• Segregation of duties – staff cannot self-approve credit card acquittals
					• Financial year end audit by the Auditor General.
						• Delegation in place – DA 1.2.25
						• Experienced staff employed in Finance area.
						• Processes and procedures in place to ensure only staff with a delegation approve payments from the City's accounts.
						• Finance system and banking system is configured to give effect to the delegation (i.e. only those with delegation can authorise payments).
						• Finance system keeps an audit log of approvals.
						• Mandatory triennial review of City's financial management systems and procedures.
						• Financial year end audit by the Auditor General.
							• Experienced staff employed in the Finance area.
							• Monthly standing Council reports:
							  ○ Monthly Financial Report which includes a Statement of Comprehensive Income, Statement of Financial Activity and Statement of Financial Position
							  ○ Payments Made from Municipal Fund which includes a list of all payments made including those done by credit card, purchasing card or fuel card
							• Mid-Year Budget Review – adopted by Council.
							• Proposed budget amendments reported to Council via the Expenditure Review Committee.
							• Annual Financial Report – adopted by Council and audited by the Auditor-General.

Control Effectiveness	Robust	Adequate	Adequate	Adequate	Adequate	Robust	Robust
Residual Risk Rating	Low	Moderate	Low	Moderate	Moderate	Low	Low
Comment	City is compliant with statutory requirements.	City is compliant with statutory requirements. External audits of City's management of credit cards, store cards and fuel cards, as well as 'acting through' principles to do with procurement highlighted areas for improvement. Actions are ongoing.	City is compliant with statutory requirements. Updated Execution of Documents Policy going to Council for adoption in July 2025.	City is compliant with statutory requirements. Changes to delegations are going to Council for adoption in July 2025.	City is compliant with statutory requirements.	City is compliant with statutory requirements. Previous audits have demonstrated that systems and procedures are adequate.	City is compliant with statutory reporting requirements.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

15.1.10 (2025/MINUTE NO 0150) Update to Civic Hospitality and Gifts Policy

Responsible Executive	Chief Executive Officer
Author(s)	General Counsel
Attachments	1. Civic Hospitality and Gifts Policy ⇩ 2. Civic Hospitality and Gifts Policy (tracked changes) ⇩

Officer Recommendation/Committee Recommendation/Council Decision
MOVED Cr M Separovich SECONDED Cr T Dewan
That Council:

(1) ADOPTS the amended Council Policy 'Civic Hospitality and Gifts', as shown as Attachment 1; and

(2) AUTHORISES the Chief Executive Officer to update guidelines and procedures to implement the adopted changes to the Civic Hospitality and Gifts Policy.

CARRIED 10/0

Background

At the 13 May 2025 Ordinary Council Meeting, Council resolved to adopt an amended Civic Hospitality and Gifts Policy following a review.

Council also requested a further report to be presented to the 17 June 2025 Governance Committee Meeting to respond to the Office of the Auditor General's guidance on the need to develop clear policy guidance for employees and Elected Members on what is allowable and reasonable business expenditure on meals, entertainment and hospitality.

Council has a significant role to play in setting the principles which reflect the community's expectations in the provision of hospitality.

This report recommends changes to the Civic Hospitality and Gifts Policy to provide clear policy guidance for employees and Elected Members on what is allowable and reasonable business expenditure on meals, entertainment and hospitality.

Submission

N/A

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Report

The Office of the Auditor General has provided guidance to local governments and State Government agencies on the need to develop business guidance on reasonable expenditure on meals, entertainment and hospitality.

In a performance audit of Local Government Management of Purchasing Cards in 2024, the Office of the Auditor General made a number of findings including the following:

> "The three audited entities should develop and implement clear policy guidance for staff on what is allowable and reasonable business use expenditure on items such as travel and food and drink."

In a summary of Financial Audit Results for the 2023-24 Financial Year published in 2025 the Office of the Auditor General made the following comments:

> "Credit card controls accounted for 23% (21 issues) of the findings. We found credit card policies that were outdated or not complied with, transactions not being appropriately reviewed or approved, and instances where invoices were paid which were not in the name of the entity. Our recent performance audit report, *Local Government Management of Purchasing Cards*[8], contains insights about entities credit card usage and where controls can be strengthened in this area."

The City of Cockburn completed an internal audit of its purchasing cards which was reported to the Audit, Risk and Compliance Committee and subsequently endorsed by Council in April 2025.

The City of Cockburn and five other metropolitan local governments were subject to an Auditor-General Performance Audit, Local Government Management of Purchasing Cards – Larger Metropolitan Entities. The Report was tabled in May 2025. There was a recommendation that "The six entities should ensure their policy and guidance is clear on what is allowable and reasonable business use expenditure for items such as travel, alcohol, meals, entertainment and gifts." The City committed to providing this guidance in an amended Policy to the June 2025 Governance Committee Meeting.

There is little in the way of comparable provisions in local government or State Government policies or procedures that addresses what is allowable and reasonable business expenditure on meals, entertainment and hospitality. In preparing the changes to the Civic Hospitality and Gifts Policy, the main document relied upon was the 2009 Public Sector Commission Guidelines For Expenditure on Official Hospitality.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

The draft changes have been focussed on providing comprehensive guidance, primarily for hospitality, in the broad range of circumstances that hospitality may be encountered in a local government environment. These include:

- Ticketed and Free Public Events Hosted by the City
- Off Site Events Hosted by Third Parties
- Off Site Hospitality Paid for by the City
- On Site Hospitality Paid for by the City.

There will always be the need for discretion in deciding whether hospitality is appropriate in given circumstances. Council has a significant role to play in setting the principles which reflect the community's expectations in the provision of hospitality. The proposed policy changes intend to give guidance to the decision makers who are approving hospitality on the reasonable business use principles.

Strategic Plans/Policy Implications

Listening and Leading
A community focused, sustainable, accountable, and progressive organisation.
• Employer of choice focusing on equity, innovation and technology.
• Best practice Governance, partnerships and value for money.

Budget/Financial Implications

All hospitality is provided within existing budgets as approved by Council. The proposed policy changes provide effective guidance to ensure that the City is prudent in its expenditure on hospitality.

Legal Implications

There are no significant compliance or legal obligations as the request for policy changes is to achieve a recommendation from the Office of the Auditor General

Community Consultation

Nil

Risk Management Implications

Providing guidance on reasonable business expenses will ensure that the City manages any risks associated with expenditure on business expenses.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Civic Hospitality and Gifts

Policy Type

Council

Policy Purpose

To guide the City of Cockburn's (City) hospitality functions, gifts and entertainment, ensuring transparency, inclusivity and sustainability.

Policy Statement

1. Objective
   1.1. The objective of this policy is to establish a framework for civic events and hospitality that promotes community engagement, recognises significant contributions, and upholds good governance, sustainability, and inclusivity principles.

2. Scope
   2.1. This policy applies to all civic hospitality, including events, gifts, and entertainment hosted by the City. It covers interactions with Elected Members, City staff, external stakeholders, and the community, ensuring compliance with relevant legislation.

3. Annual Events
   3.1. Program
      3.1.1. A program of events and budget is approved each year to provide hospitality such as functions to recognise community volunteers, pioneers and individuals and organisations who contribute significantly to the City.
      3.1.2. The program may be varied by decision of Council, in consultation with the Chief Executive Officer (CEO).
      3.1.3. The CEO, in consultation with the Mayor approves invitation lists and generally partners are included.
      3.1.4. Events may be tailored to the guests and should be guided by this policy.
      3.1.5. For ticketed and public events not listed in this policy, the Mayor and each Councillor is to be invited to the event and provided with a ticket if required.

   3.2. Pioneers Event:
      3.2.1. A Pioneers event is held annually to celebrate the history of the City and acknowledge the pioneers of the area.
      3.2.2. To be eligible for an invitation, residents must satisfy the criteria that they have been continuous residents of the City for at least 60 years.
      3.2.3. The guest list includes State and Federal Parliamentary Representatives, whose electorates are contained within the District; Honorary Freeman of the City; the Mayor and Councillors of the City; the Aboriginal Reference Group Co-Chairs and the City's Executive.

   3.3. Annual Civic Function:
      3.3.1. The Mayor and Councillors host an annual function to recognise individuals and organisations who contribute significantly to the City's development.
      3.3.2. This event may also be combined with other events such as a milestone celebration (Anniversary of the City).

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Civic Hospitality and Gifts

3.3.3. The guest list is drawn from:

- State and Federal Parliamentary representatives, whose electorates are contained within the District;
- Honorary Freeman of the City;
- Mayor and Councillors of the City;
- Mayor and CEO of adjoining local government districts;
- Minister and/or Director General of state government portfolios/Departments, as considered appropriate;
- Representatives of local business and industries within the City, as considered appropriate*;
- Representatives of community organisations within the district, with whom the City has an association. A maximum of one (1) representative per organisation, per year, will be invited*;
- Individuals who have contributed to the community and individuals who the Elected Members recognise for their volunteering and voluntary support within the community of the City. Such individuals may include former Elected Members*;
- The Aboriginal Reference Group (ARG) - Co Chairs;
- City's Executive; and
- Staff (maximum three per year) at the discretion of the CEO.

3.3.4. Elected Members may invite up to six named individuals in total from the categories identified by * at 3.3.3 as guests.

3.3.5. Should an invited person be unable to attend, an Elected Member shall be notified and given the opportunity to invite a replacement guest.

3.4. Volunteer Emergency Services Event:

3.4.1. An annual event is held to acknowledge the contribution of volunteers from local emergency service organisations.

3.4.2. The guest list is comprised of:

- Members of the Department of Fire and Emergency Services (DFES);
- Members of State Police;
- Volunteers from local Bushfire Brigades;
- Volunteers from Marine Rescue Cockburn;
- Local representatives of the State Emergency Services;
- Relevant City Reference Group members;
- Mayor and Councillors of the City;
- Local, State and Federal Parliamentary representatives, whose electorates are contained within the District; and
- Staff, as determined by the CEO.

3.4.3. Trainees and volunteers under 18 years of age are not invited to attend this event.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Civic Hospitality and Gifts

4. Hospitality and entertainment

4.1. General principles

4.1.1. Public benefit – expenditure should serve a clear business purpose and align with community expectations.

4.1.2. Accountability – all spending should be budgeted, documented, justified and subject to scrutiny.

4.1.3. Integrity and fairness – hospitality should not create perceptions of favouritism or undue influence.

4.1.4. Reasonableness – costs should be modest, proportionate and publicly defensible.

4.1.5. Transparency – acceptance of hospitality that constitutes a gift must be disclosed in line with the Local Government Act and relevant Code of Conduct.

4.2. Accepting hospitality and entertainment

4.2.1. Elected Members, the CEO and staff may accept hospitality from a third party provided there is no additional cost to the City and the person is attending in an official capacity.

4.2.2. For Elected Members and the CEO, attendance at an event may require approval under the City's Attendance at Events Policy. Acceptance of hospitality may also give rise to a disclosable financial interest.

4.3. Providing hospitality and entertainment

4.3.1. Expenditure for off-site hospitality may be incurred by the City in the following circumstances:

4.3.1.1. to facilitate attendance at a Pre-Approved or Approved Event under the Attendance at Events Policy;

4.3.1.2. to facilitate the conduct of official City business;

4.3.1.3. to extend hospitality to overseas or interstate visitors when the City has an interest in, or obligation towards, facilitating the visit;

4.3.1.4. where incidental to travel on official business;

4.3.1.5. to extend hospitality to significant City stakeholders; and

4.3.1.6. to celebrate milestone events in the civic life of the City.

4.3.2. As a guide, off-site hospitality provided or paid for by the City should:

4.3.2.1. not exceed $100 per head for food and refreshments including alcohol which may be purchased incidental to the meal only;

4.3.2.2. not include any provision for entertainment;

4.3.2.3. cater for all dietary requirements; and

4.3.2.4. not be a routine occurrence.

4.3.3. Aside from Civic Events approved under this or another policy, expenditure for on-site hospitality may be incurred to facilitate meetings out-of-hours, over meal times or all-day meetings.

4.3.4. All hospitality and entertainment provided or paid for by the City must be approved in advance:

4.3.4.1. in a policy adopted by Council;

4.3.4.2. for Elected Members – by the CEO (in consultation with the Mayor);

4.3.4.3. for the CEO – in accordance with this policy

4.3.4.4. for staff – by a Director, Group Manager or the CEO

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Civic Hospitality and Gifts

5. Promotional Gifts and Mementos
   5.1. The Mayor and/or CEO may make gifts of promotional items or small items to guests at civic functions or if visiting or attending functions at other organisations.

   5.2. A set budget covers these expenditures, ensuring fairness and transparency.

   5.3. Elected Members may make recommendations for recipients through the CEO.

   5.4. Gifts to Elected Members must comply with the requirements of Division 8, Part 5 of the *Local Government Act 1995*.

6. Environmental Sustainability
   6.1. The City aims to host sustainable events by using environmentally friendly materials and minimising waste at functions.

   6.2. The policy encourages reusable or recyclable items for promotional gifts.

7. Definitions

   Official capacity means –

   Where the reference is to an Elected Member or the CEO - when that Elected Member or the CEO is attending on request of the Council or is attending a Pre-Approved or Approved Event under the Attendance at Events Policy.

   Where the reference is to staff - where that staff member:
   - is attending training, a conference, an award ceremony or a community or sport event, which have been approved in advance; or
   - is working – for example at community events, or where they have been invited to speak, present, or facilitate or train others.

8. Related Legislation and Documents:

   Liquor Control Act 1988
   Consumption of Alcohol in the Workplace Guideline

Strategic Link:	Strategic Community Plan
Category	Elected Members
Lead Business Unit:	Legal and Compliance
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	12 May 2022
Next Review Due: (Governance Purpose Only)	June 2026
ECM Doc Set ID:	8030117

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Civic Hospitality and Gifts

(Governance Purpose Only)	

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Civic Hospitality and Gifts

Policy Type

Council

Policy Purpose

To guide the City of Cockburn's (City) hospitality functions, gifts and entertainment, ensuring transparency, inclusivity and sustainability.

Policy Statement

1. Objective
   1.1. The objective of this policy is to establish a framework for civic events and hospitality that promotes community engagement, recognises significant contributions, and upholds good governance, sustainability, and inclusivity principles.

2. Scope
   2.1. This policy applies to all civic hospitality, including events, gifts, and entertainment hosted by the City. It covers interactions with Elected Members, City staff, external stakeholders, and the community, ensuring compliance with relevant legislation.

3. Annual Events
   3.1. Program
      3.1.1. A program of events and budget is approved each year to provide hospitality such as functions to recognise community volunteers, pioneers and individuals and organisations who contribute significantly to the City.
      3.1.2. The program may be varied by decision of Council, in consultation with the Chief Executive Officer (CEO).
      3.1.3. The CEO, in consultation with the Mayor approves invitation lists and generally partners are included.
      3.1.4. Events may be tailored to the guests and should be guided by this policy.
      ~~3.1.4.~~3.1.5. For ticketed and public events not listed in this policy, the Mayor and each Councillor is to be invited to the event and provided with a ticket if required.

   3.2. Pioneers Event:
      3.2.1. A Pioneers event is held annually to celebrate the history of the City and acknowledge the pioneers of the area.
      3.2.2. To be eligible for an invitation, residents must satisfy the criteria that they have been continuous residents of the City for at least 60 years.
      3.2.3. The guest list includes State and Federal Parliamentary Representatives, whose electorates are contained within the District; Honorary Freeman of the City; the Mayor and ~~Elected Members~~Councillors of the City; the Aboriginal Reference Group Co-Chairs and the City's Executive.

   3.3. Annual Civic Function:
      3.3.1. The Mayor and Councillors host an annual function to recognise individuals and organisations who contribute significantly to the City's development.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Civic Hospitality and Gifts

3.3.2. This event may also be combined with other events such as a milestone celebration (Anniversary of the City).

3.3.3. The guest list is drawn from:

- State and Federal Parliamentary representatives, whose electorates are contained within the District;
- Honorary Freeman of the City;
- Mayor and Councillors of the City;
- Mayor and CEO of adjoining local government districts;
- Minister and/or Director General of state government portfolios/Departments, as considered appropriate;
- Representatives of local business and industries within the City, as considered appropriate*;
- Representatives of community organisations within the district, with whom the City has an association. A maximum of one (1) representative per organisation, per year, will be invited*;
- Individuals who have contributed to the community and individuals who the Elected Members recognise for their volunteering and voluntary support within the community of the City. Such individuals may include former Elected Members*;
- The Aboriginal Reference Group (ARG) - Co Chairs;
- City's Executive; and
- Staff (maximum three per year) at the discretion of the CEO.

3.3.4. Elected Members may invite up to six named individuals in total from the categories identified by * at 3.3.3 as guests.

3.3.5. Should an invited person be unable to attend, an Elected Member shall be notified and given the opportunity to invite a replacement guest.

3.4. Volunteer Emergency Services Event:

3.4.1. An annual event is held to acknowledge the contribution of volunteers from local emergency service organisations.

3.4.2. The guest list is comprised of:

- Members of the Department of Fire and Emergency Services (DFES);
- Members of State Police;
- Volunteers from local Bushfire Brigades;
- Volunteers from Marine Rescue Cockburn;
- Local representatives of the State Emergency Services;
- Relevant City Reference Group members;
- Mayor and Councillors of the City;
- Local, State and Federal Parliamentary representatives, whose electorates are contained within the District; and
- Staff, as determined by the CEO.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Civic Hospitality and Gifts

3.4.3. Trainees and volunteers under 18 years of age are not invited to attend this event.

4. Hospitality and entertainment
4.1. General principles
4.1.1. Public benefit – expenditure should serve a clear business purpose and align with community expectations.
4.1.2. Accountability – all spending should be budgeted, documented, justified and subject to scrutiny.
4.1.3. Integrity and fairness – hospitality should not create perceptions of favouritism or undue influence.
4.1.4. Reasonableness – costs should be modest, proportionate and publicly defensible.
4.1.5. Transparency – acceptance of hospitality that constitutes a gift must be disclosed in line with the Local Government Act and relevant Code of Conduct.

4.2. Accepting hospitality and entertainment
4.2.1. Elected Members, the CEO and staff may accept hospitality from a third party provided there is no additional cost to the City and the person is attending in an official capacity.
4.2.2. For Elected Members and the CEO, attendance at an event may require approval under the City's Attendance at Events Policy. Acceptance of hospitality may also give rise to a disclosable financial interest.

4.3. Providing hospitality and entertainment
4.3.1. Expenditure ~~on~~ for off-site hospitality may be incurred by the City in the following circumstances:
4.3.1.1. to facilitate attendance at a Pre-Approved or Approved Event under the Attendance at Events Policy;
4.3.1.2. to facilitate the conduct of official City business;
4.3.1.3. to extend hospitality to overseas or interstate visitors when the City has an interest in, or obligation towards, facilitating the visit;
4.3.1.4. where incidental to travel on official business;
4.3.1.5. to extend hospitality to significant City stakeholders; and
4.3.1.6. to celebrate milestone events in the civic life of the City.
4.3.2. As a guide, off-site hospitality provided or paid for by the City should:
4.3.2.1. not exceed $100 per head for food and refreshments including alcohol which may be purchased incidental to the meal only;
4.3.2.2. not include any provision for entertainment;
4.3.2.3. cater for all dietary requirements; and
4.3.2.4. not be a routine occurrence.
4.3.3. Aside from Civic Events approved under this or another policy, ~~E~~expenditure ~~on~~ for on-site hospitality may be incurred to facilitate meetings out-of-hours, over meal times or all-day meetings.
4.3.4. All hospitality and entertainment provided or paid for by the City must be approved in advance:
4.3.4.1. ~~if approved~~ in a policy adopted by Council;
4.3.4.2. for Elected Members – by the CEO (in consultation with the Mayor);
4.3.4.3. for the CEO ~~–~~, in accordance with this policy
4.3.4.4. for staff – by a Director, Group Manager or the CEO

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Civic Hospitality and Gifts

~~preference local or regional products; and~~
~~not include the purchase of alcohol, unless approved by the CEO in advance.~~
~~Other than the events listed, the Mayor, Councillors, and/or Chief Executive Officer may offer hospitality including refreshments, within the confines of the Function Room, Dining Room and Elected Members' area of the Administration Building, provided that, in the case of the Mayor and Elected Members, they first advise and receive confirmation from the Chief Executive Officer for any proposed hospitality.~~

~~The CEO may also authorise hospitality off site such as meals and refreshments consumed by Elected Members and other stakeholders during tours of facilities, site inspections and meetings where these are relevant to the City.~~

~~The Mayor and/or CEO may also offer hospitality to recognise a milestone achieved or notable civic act performed by a community member.~~

~~4.~~5. Promotional Gifts and Mementos

~~4.1.~~5.1. The Mayor and/or CEO may make gifts of promotional items or small items to guests at civic functions or if visiting or attending functions at other organisations.

~~4.2.~~5.2. A set budget covers these expenditures, ensuring fairness and transparency.

5.3. Elected Members may make recommendations for recipients through the CEO.

~~4.3.~~5.4. Gifts to Elected Members must comply with the requirements of Division 8, Part 5 of the *Local Government Act 1995.*

~~5.~~6. Environmental Sustainability

~~5.1.~~6.1. The City aims to host sustainable events by using environmentally friendly materials and minimising waste at functions.

~~5.2.~~6.2. The policy encourages reusable or recyclable items for promotional gifts.

7. Definitions

Official capacity means –

Where the reference is to an Elected Member or the CEO - when that Elected Member or the CEO is attending on request of the Council or is attending a Pre-Approved or Approved Event under the Attendance at Events Policy.

Where the reference is to staff - where that staff member:

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Civic Hospitality and Gifts

- is attending training, a conference, an award ceremony or a community or sport event, which have been approved in advance; or
- is working – for example at community events, or where they have been invited to speak, present, or facilitate or train others.

~~6.~~8. Related Legislation and Documents:

~~1.~~ *Liquor Control Act 1988*
~~2.~~ Consumption of Alcohol in the Workplace Guideline

Strategic Link:	Strategic Community Plan
Category	Elected Members
Lead Business Unit:	Legal and Compliance
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	12 May 2022
Next Review Due: (Governance Purpose Only)	June 2026
ECM Doc Set ID: (Governance Purpose Only)	8030117

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

15.1.11 (2025/MINUTE NO 0151) Policy Review - Credit Card and Purchasing Card Policy

Responsible Executive	Chief Executive Officer
Author(s)	General Counsel
Attachments	1. Credit Card and Purchasing Card Policy ⇩ 2. Credit Card and Purchasing Card Policy (Tracked Changes) ⇩

Officer Recommendation/Committee Recommendation/Council Decision
MOVED Cr M Separovich SECONDED Cr T Dewan
That Council:

(1) RENAMES the Corporate Credit Card Policy the Credit Card and Purchasing Card Policy;

(2) ADOPTS the amendments to the Credit Card and Purchasing Card Policy shown in Attachment 2; and

(3) AUTHORISES the Chief Executive Officer to update relevant organisational processes to reflect the policy changes.

CARRIED 10/0

Background

As part of an internal audit of the City's credit card usage there were findings related to the City's use of purchasing cards, including fleet cards.

One of the findings related to the lack of policy guidance on purchasing cards, including fleet cards. Whilst the City has a robust Credit Card Policy, the provisions of the policy had not been extended to purchasing and fleet cards.

This report proposes amendments to the Credit Card Policy, and a change of name, to address the audit findings.

Submission

N/A

Report

The City engaged Paxon Group to undertake an internal audit of its credit cards and purchasing cards. The audit was reported to the 18 March 2025 Audit, Risk and Compliance Committee with endorsement at the Ordinary Council Meeting held on 8 April 2025.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

There were two findings of the audit that related to a lack of policy guidance on the use of purchasing and fleet cards:

Purchasing Cards

7.1 Lack of Purchasing Card Internal Guidance

Implication - The administration and usage of purchasing cards within the City may not meet its expectations.

Recommendation - Purchasing card policy and procedure should be established either as part of the Credit Card documents or separately.

Management Comment - The City agrees with the provided recommendation. Action to be completed by Q4 FY 2024-25.

Fleet Cards

8.1 Lack of Purchasing Card Internal Guidance

Implication - If guidance documents are not current, they may not provide relevant information to guide and inform the usage that the City wishes to implement.

Recommendation - All guidance documents should be reviewed and updated with a process established to ensure they are regularly reviewed in the future. The City's fleet, financial and environmental objectives should be considered in establishing the content of these documents

Management Comment - It is acknowledged that some documents are out of date and need to be reviewed. Some of these documents are not owned by fleet and will need to be completed by the owner. Those we do own will be reviewed and actioned. Action to be completed by Q1 FY 2025-26.

To address these findings, the Credit Card Policy has been amended to apply the regime that governs credit cards to extend to cover all purchasing cards and fleet cards. The proposed Credit Card and Purchasing Card Policy partially addresses both of the above findings, with further guidance to be provided in procedures following the adoption of the amended policy by Council.

An Office of the Auditor General Performance Audit Local Government Management of Purchasing Cards – Larger Metropolitan Entities was conducted on six larger metropolitan local government entities. The findings of this audit do not require any changes to the City's Credit Card Policy, however there are recommendations in relation to the City's guidance on reasonable business usage.

This guidance has been provided in the City's Civic Hospitality and Gifts Policy which is to be considered by the Governance Committee through a separate report on this agenda. A reference to the policy has been added to the proposed Credit Card and Purchasing Card Policy.

The proposed amendments to the Credit Card Policy will apply an effective governance regime for the City's Purchasing and Fleet Cards.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

All credit card and purchasing card expenditure must be approved by Council through the adopted budget prior to any expense being incurred

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

There are risks associated with expenditure by City staff. The City requires effective policy guidance to manage those risks. The proposed policy is considered an effective control for the risks associated with expenditure through credit cards and purchasing cards.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Credit Card and Purchasing Card Policy

Policy Type

Administration

Policy Purpose

To establish effective controls and assign responsibilities to approved cardholders in order to manage operational risks and administrative costs of corporate and purchasing cards.

Policy Statement

Corporate credit cards and purchasing cards supplement the City's procurement processes and offer an efficient method for making specific types of payment. Regulation 11(1)(a) of the Local Government (Financial Management) Regulations 1996 requires a local government to develop procedures for the authorisation and payment of accounts, including for the effective security and authorised use of credit cards and purchasing cards.

Other than a fuel card issued to the Mayor in accordance with the Elected Members Entitlements Policy, *The Local Government Act 1995* does not make provision for the issuing of credit cards or purchasing cards to Elected Members. As such Elected Members shall not be issued with a corporate credit card or purchasing card. Elected Members are entitled to allowances and/or the reimbursement of specific expenses incurred while undertaking the function of an Elected Member.

A reference to a credit card or purchasing card in this policy includes any credit card (pre or post paid), store card, fuel card, electronic vehicle charging card and any other card or online equivalent that allows for immediate and direct payment to a supplier.

The following rules and principles will apply to the issue and use of corporate credit cards and purchasing cards by the City's officers:

(1) The Chief Executive Officer, Directors, Group Managers and any other ongoing or fixed term employees approved by the relevant Director or Chief Executive Officer, may be issued with a corporate credit card or purchasing card. Individual credit limits will be determined based on demonstrated business need and will form part of the approval process. The Mayor may be issued with a fuel card for a Mayoral vehicle approved under the Elected Members Entitlements Policy.

(2) The City's corporate credit cards and purchasing cards are to be used strictly for work related purchases. Under no circumstances are they to be used for personal or private purposes.

(3) Cash withdrawals are strictly prohibited, and all cards issued under the City's facility shall have this feature disabled. Rewards/Bonus points features shall not be made available.

(4) The Accounting and Budgeting department must maintain a register of all credit cards, both active and inactive. This register is to include the name and position of the cardholder, card number, expiry date and credit limit. The City's corporate credit card system should maintain a history of all credit card transactions for reporting, audit and record-keeping purposes.

Title	Credit Card and Purchasing Card Policy

(5) All purchasing cards, whether active or inactive, must be recorded by the Procurement department. The record is to include the cardholder's name and position, card number and expiry date. The City's enterprise content management system should maintain a history of all purchasing card transactions for reporting, audit and record-keeping purposes. Purchasing cards are to be registered in the City's enterprise content management system for this purpose.

(5) The acquittal of credit card transactions needs to be completed within a reasonable timeframe, being no longer than one month after statement issue.

(6) Transactions need to be adequately described (nature/purpose of expenditure) and supported by evidential documentation. Adequate documentation is:

a) an invoice/receipt displaying the supplier's ABN, for transactions with a value less than $82.50;
b) a tax invoice displaying the supplier's ABN, for transactions with a value greater than $82.50
c) a missing receipt email when an invoice/receipt has been lost and cannot be replaced by the supplier.

(7) All invoices/receipts must include full and proper descriptions of the goods or services purchased.

(8) Where a payment is made for hospitality or entertainment:

a) The City's Civic Hospitality and Gifts Policy applies; and
b) the documentation must note the number of people entertained and the number of City employees included for FBT purposes.

(9) Transaction acquittals must be reviewed and approved by the cardholder themselves, with an additional, independent approval provided by their line manager. Where the cardholder is a Director or the CEO, the second approval is to be provided by another Director or the CEO.

(10) Accounting and Budgeting staff shall perform a compliance review on approved credit card transactions, ensuring compliance with this policy, appropriate GST treatment of transactions, and application of the Procurement Policy.

(11) Procurement staff shall perform a compliance review on purchasing cards or similar transactions, ensuring compliance with this policy and the application of the Procurement Policy.

(12) In-person transactions with corporate credit cards or purchasing cards must only be made by the cardholder and they are not to share their PIN code under any circumstances.

(13) Cardholders must give their express permission and approval for the transaction before their corporate credit card or purchasing card is used by other staff for online or telephone and facsimile transactions. Cardholders will be held accountable for these transactions and must ensure adequate information (invoices, receipts, or other supporting documentation) is obtained for acquittal purposes.

(14) Cardholders must report the loss, theft or unauthorised use of their corporate credit card or purchasing card to the issuing financial institution immediately and the Accounting and Budgeting and/or Procurement department/s when practicable. Any disputed transactions must be followed through in a timely manner in order to ensure full cost recovery for the City.

Title	Credit Card and Purchasing Card Policy

(15) Cardholders (or their line manager) must return the corporate credit card or purchasing card to the Accounting and Budgeting and/or Procurement department/s as soon as practicable, where they have resigned their employment with the City or otherwise where they have been instructed to.

(16) Cardholders must comply with the requirements of this policy and any credit card or purchasing card operational guidelines developed by the City. Cardholders must agree in writing to abide by the cardholder duties and responsibilities before being issued with a card.

(17) The cardholder will be held personally liable for any unauthorised and non-compliant use and the City reserves the right to seek reimbursement of such monies from the cardholder.

(18) The reporting of credit card and purchasing card expenditure to Council on a monthly basis is to include itemised transactions for all card holders.

References

Local Government Act 1995 s6.5
Regulation 11 (1)(a) of the Local Government (Financial Management) Regulations 1996
Regulation 13 (1) of the Local Government Act (Financial Management) Regulations 1996
DLGSCI Use of Corporate Credit Card Operational Guidelines

Strategic Link:	Strategic Community Plan Objective 'Leading & Listening
Category	Organisational/Governance
Lead Business Unit:	Financial Services
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	July 2027
ECM Doc Set ID: (Governance Purpose Only)	4132084

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	~~Corporate~~ Credit Card and Purchasing Card Policy~~s~~

Policy Type

Administration

Policy Purpose

~~To ensure that operational risks and administrative costs associated with the use of corporate credit cards~~ and purchasing cards ~~are effectively managed. This includes~~To establish~~h~~hing effective controls ~~for their use~~ and assign~~ing~~ responsibilities ~~for~~ to approved cardholders in order to manage operational risks and administrative costs of corporate and purchasing cards.

Policy Statement

~~The use of~~ C~~c~~orporate credit cards and purchasing cards ~~complements~~ supplement the City's procurement processes and ~~provides a more streamlined and~~offer an efficient method for making ~~certain~~ specific types of payment. Regulation 11(1)(a) of the Local Government (Financial Management) Regulations 1996 require~~s~~ a local government to develop procedures for the authorisation and payment of accounts, including for the effective security and authorised use of credit cards and purchasing cards.

Other than a fuel card issued to the Mayor in accordance with the Elected Members Entitlements Policy, *The Local Government Act 1995* does not make provision for the issuing of credit cards or purchasing cards to Elected Members. As such Elected Members shall not be issued with a corporate credit card or purchasing card. Elected Members are entitled to allowances~~,~~ and/or the reimbursement of specific expenses incurred ~~on Council business~~while undertaking the function of an Elected Member.

A reference to a credit card or purchasing card in this policy includes any credit card (pre or post paid), store card, fuel card, electronic vehicle charging card and any other card or online equivalent that allows for immediate and direct payment to a supplier.

The following rules and principles will apply to the issue and use of corporate credit cards and purchasing cards by the City's officers:

(1) The Chief Executive Officer, ~~Executives~~Directors, ~~Business Heads~~Group Managers and any other ongoing or fixed term employees approved by the relevant ~~Executive~~ Director or Chief Executive Officer, may be issued with a corporate credit card or purchasing card. Individual credit limits will be determined based on ~~the~~ demonstrated business need and will form part of the approval process. The Mayor may be issued with a fuel card for a Mayoral vehicle approved under the Elected Members Entitlements Policy.

(2) The City's c~~C~~orporate c~~C~~redit c~~C~~ards and purchasing cards are to be used strictly for work related purchases. ~~and u~~Under no circumstances are they to be used for personal or private purposes.

(3) Cash withdrawals are strictly prohibited, and all cards issued under the City's facility shall have this feature disabled. Reward~~s~~/Bonus points feature~~s~~ ~~is not available for all cards~~shall not be made available.

[1]

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	~~Corporate~~ Credit Card and Purchasing Card Policys~~s~~

(4) The Accounting and Budgeting department must maintain a register of all credit cards, both active and inactive. This register is to include the name and position of the cardholder, card number, expiry date and credit limit. The City's corporate credit card system should maintain a history of all credit card transactions for reporting, audit and record-keeping purposes.

(5) All purchasing cards, whether active or inactive, must be recorded by the Procurement department. The record is to include the cardholder's name and position, card number and expiry date. The City's enterprise content management system should maintain a history of all purchasing card transactions for reporting, audit and record-keeping purposes. Purchasing cards are to be registered in the City's enterprise content management system for this purpose. ~~A system register of all credit cards and purchasing card (both active and inactive) is to be maintained by Accounting Services. This shall include the name and position of the cardholder, card number, expiry date and credit limit. The system should also maintain history of all credit card and purchasing card transactions for reporting, audit and record keeping purposes.~~

(5) The acquittal of credit card ~~and purchasing card~~ transactions needs to be completed within a reasonable timeframe, being no longer than one month after statement issue.

(6) Transactions need to be adequately described (nature/purpose of expenditure) and supported by evidential documentation. Adequate documentation is:

a) ~~Obtain an~~an invoice/receipt displaying the supplier's ABN, for ~~goods~~ transactions with a value less than ~~under~~ $82.50;

b) ~~Obtain~~ a t~~T~~ax invoice displaying the supplier's ABN, for ~~goods~~ transactions with a value greater than $82.50 ~~and over;~~

~~b)a) ensure suppliers record full and proper descriptions of items or services on invoices/receipts.~~

c) ~~Complete~~ a missing receipt email when an invoice/receipt has been lost and cannot be replaced by the supplier.

(7) All invoices/receipts must include ~~ensure suppliers record~~ full and proper descriptions of ~~items~~the goods or services ~~on invoices/receipts.~~purchased.

(8~~7~~) Where a payment is made for hospitality or entertainment:

a) The City's Civic Hospitality and Gifts Policy applies; and~~,~~

~~a)~~b) the documentation must note the number of people entertained and the number of City employees included for FBT purposes.

(9~~8~~) Transaction acquittals must be reviewed and approved by the ~~actual~~ cardholder themselves, with ~~a second~~an additional, independent approval provided by their line manager. Where the cardholder is ~~an Executive~~a Director or the CEO, the second approval is to be provided by another ~~Executive~~ Director or the CEO.

(10~~9~~) ~~Finance department~~Accounting and Budgeting staff shall perform a compliance review on approved credit card ~~and purchasing card~~ transactions, ensuring compliance with this policy, ~~and~~ appropriate GST treatment of transactions, and application of the Procurement Policy.~~.~~

[2]

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	~~Corporate~~ Credit Card and Purchasing Card Policy~~s~~

(11) Procurement staff shall perform a compliance review on purchasing cards or similar transactions, ensuring compliance with this policy and the application of the Procurement Policy.

(~~10~~12) In-person transactions with corporate credit~~-~~ cards or purchasing cards must only be made by the cardholder and they are not to share their PIN code under any circumstances.

(~~11~~13) Cardholders must give their express permission and approval for the transaction before their corporate credit card or purchasing card is used by other staff for online or telephone and facsimile transactions. Cardholders will be held accountable for these transactions and must ensure adequate information (invoices, receipts, or other supporting documentation) is obtained for acquittal purposes.

(~~12~~14) Cardholders must report the loss, theft or unauthorised use of their corporate credit card or purchasing card to the issuing financial institution immediately and the ~~Finance~~ Accounting and Budgeting and/or Procurement department/s when practicable. Any disputed transactions must be followed through in a timely manner in order to ensure full cost recovery for the City.

(~~13~~15) Cardholders (or their line manager) must return the corporate credit card or purchasing card to the ~~Finance~~ Accounting and Budgeting and/or Procurement department/s as soon as practicable, where they have resigned their employment with the City or otherwise where they have been instructed to.

(~~14~~16) Cardholders must comply with the requirements of this policy ~~Corporate Credit Card~~ and any credit card or purchasing card operational guidelines developed by the City~~. and before being issued with a card,~~ Cardholders must~~shall~~ agree in writing to abide by the cardholder duties and responsibilities ~~consistent with this policy~~before being issued with a card.

(~~15~~17) The cardholder will be held personally liable for any unauthorised and non-compliant use and the City reserves the right to seek reimbursement of such monies from the cardholder.

(~~16~~18) The reporting of credit card ~~or~~and purchasing card expenditure to Council on a monthly basis is to include itemised transactions for all card holders.

References

Local Government Act 1995 s6.5
Regulation 11 (1)(a) of the Local Government (Financial Management) Regulations 1996
Regulation 13 (1) of the Local Government Act (Financial Management) Regulations 1996
DLGSCI Use of Corporate Credit Card Operational Guidelines

Strategic Link:	Strategic Community Plan Objective 'Leading & Listening
Category	Organisational/Governance
Lead Business Unit:	Financial Services

Title	~~**Corporate**~~ **Credit Card** **and Purchasing Card Policy**~~**s**~~

Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	~~21 November 2023~~
Next Review Due: (Governance Purpose Only)	~~November 2025~~July 2027
ECM Doc Set ID: (Governance Purpose Only)	4132084

[4]

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

15.1.12 (2025/MINUTE NO 0152) Risk Management Policy Review

Responsible Executive	Chief Executive Officer
Author(s)	Risk and Governance Advisor
Attachments	1. Proposed Revised City of Cockburn Enterprise Risk Management Policy ⇩ 2. Current City of Cockburn Enterprise Risk Management Policy (with tracked changes) ⇩

Officer Recommendation/Committee Recommendation/Council Decision
MOVED Cr M Separovich SECONDED Cr T Dewan

That Council ADOPTS the revised Council Policy 'Enterprise Risk Management', as shown in attachment 1.

CARRIED 10/0

Background

The City of Cockburn Enterprise Risk Management Policy (the Policy), presented as attachment 1 to this report, was reviewed by the Audit, Risk and Compliance Committee (ARC) at its 20 May 2025 meeting.

The review by the ARC follows recommendation by the Governance Committee (GovCo), at its 15 October 2024 meeting, requesting Council to review the Policy via the ARC in the first quarter of 2025. This recommendation was endorsed at the 24 November 2024 OCM meeting.

Submission

N/A

Report

The Policy has been substantially reviewed by City officers and the ARC. Proposed revisions are shown as tracked changes in Attachment 2 to this report. The changes are summarised below:

Policy Purpose

The Policy confirms that it applies to Elected Members and workers. The term 'workers' replaces employees as this is consistent with the definition of persons in the workplace pursuant to section 7 of the *Work Health and Safety Act 2020*. Additionally, the Policy references the City of Cockburn Strategic Community Plan 2020-2030 and City of Cockburn Corporate Business Plan.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Policy Statement

The Policy contains high level definitions: ALARP (**A**s **L**ow **A**s **R**easonably **P**racticable), business continuity, risk, risk appetite, risk management, risk governance, risk tolerance and worker. These definitions are referenced as appropriate to either legislation, Australian / ISO standards or international associations.

Implementation

This section has a practicable illustration of when ALARP is reached - when the time, trouble and cost of further reduction measures become unreasonably disproportionate to the additional risk reduction obtained.

Risk Appetite and Risk Tolerance

Riskwest workshops with the ELT and Elected Members, completed in May 2024, led to the City developing a Risk Appetite Statement, which is a stand-alone document which is referenced in the revised Policy. The risk tolerance forms part of the risk matrix developed with Riskwest.

Risk Governance

This section describes how the City manages identified risks within its management structure.

Summary

The proposed Policy revisions will form the overarching document which will be supported by a revised City of Cockburn Risk Management Framework. In keeping with the City's protocols for policy review, it is recommended that the revised Policy is adopted by the GovCo at tonight's meeting.

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.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Community Consultation

N/A

Risk Management Implications

Regular review of the Policy supports continuous improvement of risk management processes and is essential to maintain an integrated and effective approach to risk management.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Enterprise Risk Management

Policy Type

Council

Policy Purpose

To achieve good governance by developing, implementing, embedding and maintaining a whole of organisation culture and awareness for effective management of potential opportunities and adverse effects across the City of Cockburn (the City) which may impact on its ability to achieve its strategic community objectives and service delivery to its stakeholders.

This policy applies to all City workers and Elected Members and provides direction to support the delivery of the *City of Cockburn Strategic Community Plan* and *City of Cockburn Corporate Business Plan*.

Policy Statement

(1) Definitions

Terminology used in this Policy is defined below:

1. **ALARP**: '**A**s **L**ow **A**s **R**easonably **P**racticable' – the *Work Health and Safety Act 2020* section 18 'What is reasonably practicable in ensuring health and safety' states –

   '**reasonably practicable**, in relation to a duty to ensure health and safety, means that which is, or was a at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including –

   (a) the likelihood of the hazard or the risk concerned occurring; and
   (b) the degree of harm that might result from the hazard or the risk; and
   (c) what the person concerned knows, or ought to know, about –
      (i) the hazard or the risk; and
      (ii) ways of eliminating the risk; and
   (d) the availability and suitability of ways to eliminate or minimise the risk; and
   (e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.'
2. **Business continuity**: capability of an organisation to continue the delivery of products and services within acceptable time frames at predefined capacity during a disruption (AS ISO 22301).
3. **Risk**: the effect of uncertainty on objectives (AS ISO 31000).
4. **Risk appetite**: the amount and type of risk that an organisation is willing to pursue or retain [ISO 31073:2022 *Risk management – Vocabulary*] (ISO 31073)

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Enterprise Risk Management

5. **Risk management**: coordinated activities to direct and control an organisation with regards to risk (AS ISO 31000).
6. **Risk governance**: applies the principles of good governance to the identification, assessment, management and communication of risks. (*International Risk Governance Council*)
7. **Risk tolerance**: organisation's or interested party's readiness to bear residual risk in order to achieve its objectives. (ISO 31073).
8. **Workers**: include employees and contractors, on-hired temporary labour services (agency staff) and sub-contractors, working for the City regardless of whether they are permanent, temporary, full-time, part-time, or casual.

(2) Objective

The objective of this Policy is to ensure that the City develops, implements, and maintains:

1. An enterprise risk management system, aligned to Australian standard AS ISO 31000:2018 *Risk Management–Guidelines* (AS ISO 31000), to ensure that sound risk management practices and procedures are fully integrated for efficient and effective service delivery. This system is underpinned by the *City of Cockburn Enterprise Risk Management Framework*.

2. A business continuity response plan, aligned to Australian standard AS ISO 22301:2020 *Security and resilience–Business continuity management systems-Requirements* (AS ISO 22301), to reduce the impact of disruptions to its delivery of critical services and to ensure that business objectives can continue to be met for the benefit and protection of the City's
   - workers
   - ratepayers, residents, customers, clients and other stakeholders
   - natural and built environment
   - quality of service delivery
   - assets and intellectual property
   - contractual and statutory obligations
   - image and reputation.

   The City has planned to respond to business disruptions through the *City of Cockburn Business Continuity Response Plan*.

(3) Commitment to Risk Management

The City is committed to

1. Managing risk, utilising principles, process and framework within AS ISO 31000.
2. Responding to any major disruption to its operations and delivery of services by utilising business continuity plans developed in alignment with AS ISO 22301.
3. Promoting a culture within the City of business continuity awareness and active management of risks.

PROPOSED

Title	Enterprise Risk Management

4. Providing regular education to its staff in business continuity and risk management practices.
5. Implementing this policy in the City's operations through its business continuity response plan and enterprise risk management framework.

(4) Responsibilities

1. Business continuity and risk management are core responsibilities for all workers, incorporated into the employees' key performance indicators.
2. Business continuity and risk management are subject to continual improvement demanding awareness and a proactive attitude from all City workers.

(5) Implementation

1. Implementation commences with identifying potential threats to the City and the impacts to its business operations those threats, if realised, might cause and which provides a framework for building organisational resilience to deal with disruptive incidents that might otherwise prevent the City from achieving its strategic community objectives. The process to follow is outlined in the *City of Cockburn Risk Assessment Guidelines*.
2. Identified risk will be managed to ALARP - ALARP is reached when the time, trouble and cost of further reduction measures become unreasonably disproportionate to the additional risk reduction obtained.

(6) Risk Appetite

Council determines the City's risk appetite to achieve the strategic objectives and will review in line with a review of the City's Strategic risks. Council's risk appetite is captured within a separate *City of Cockburn Risk Appetite Statement* (RAS). Council endorses the City's RAS which Administration will then contextualise through application of the Risk Assessment Criteria.

City's overall risk appetite is 'risk prudent'. The City accepts the taking of controlled risks, the use of innovative approaches and the development of new opportunities to improve service delivery and achieve its objectives provided that the risks are properly identified, evaluated and managed to ensure that exposures are acceptable.

The City has no appetite for workers not following due process where their or others safety may be at risk, or for theft, fraud or misconduct by Elected Members or workers.

(7) Risk Tolerance

The City's risk tolerance is tabulated within the *City of Cockburn Enterprise Risk Management - Risk Assessment and Acceptance Criteria*.

(8) Risk Governance

Provides the transparent, responsible and accountable operating model for an effective decision-making risk culture needed to identify, respond to and manage risks. It comprises

PROPOSED

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Enterprise Risk Management

risk owners, risk managers and risk action responsible persons at officer level, with Council oversight. This is captured and discussed in the document *City of Cockburn Risk Governance*.

Strategic Link:	Risk Management Framework
Category	Governance
Lead Business Unit:	Legal and Compliance
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	13 June 2013
Next Review Due: (Governance Purpose Only)	October 2026
ECM Doc Set ID: (Governance Purpose Only)	4134597

PROPOSED

Title	Enterprise Risk Management

Policy Type

Council

Policy Purpose

To achieve good governance by developing, implementing, embedding and maintaining a whole of organisation culture and awareness for effective management of potential opportunities and adverse effects across the City of Cockburn (the City) which may impact on its ability to achieve its strategic community objectives and service delivery to its stakeholders.

This policy applies to all ~~employees of the~~ City workers and Elected Members and provides direction to support the delivery of the *City of Cockburn Strategic Community Plan ~~2020-2030~~* and *City of Cockburn Corporate Business Plan*~~and unless otherwise specified, any other worker engaged under the direct management of the City (for example, contractors, consultants, agency resources, labour hire and volunteers)~~.

Policy Statement

(1) Definitions

Terminology used in this Policy is defined below:

1. **ALARP**: '**A**s **L**ow **A**s **R**easonably **P**racticable' – the *Work Health and Safety Act 2020* section 18 'What is reasonably practicable in ensuring health and safety' states –

   '**reasonably practicable**, in relation~~s~~ to a duty to ensure health and safety, means that ~~that~~ which is, or was a at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including –

   (a) the likelihood of the hazard or the risk concerned occurring; and
   (b) the degree of harm that might result from the hazard or the risk; and
   (c) what the person concerned knows, or ought to know, about –
      (i) the hazard or the risk; and
      (ii) ways of eliminating the risk; and
   (d) the availability and suitability of ways to eliminate or minimise the risk; and
   (e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.'
2. **Business continuity**: capability of an organisation to continue the delivery of products and services within acceptable time frames at predefined capacity during a disruption (AS ISO 22301).

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Enterprise Risk Management

3. **Risk**: the effect of uncertainty on objectives (AS ISO 31000).
4. **Risk appetite**: the amount and type of risk that an organisation is willing to pursue or retain [ISO 31073:2022 *Risk management – Vocabulary*] (ISO 31073)
5. **Risk management**: coordinated activities to direct and control an organisation with regards to risk (AS ISO 31000).
6. **Risk governance**: applies the principles of good governance to the identification, assessment, management and communication of risks. (*International Risk Governance Council*)
7. **Risk tolerance**: organisation's or interested party's readiness to bear residual risk in order to achieve its objectives. (ISO 31073).
8. **Workers**: include employees and contractors, on-hired temporary labour services (agency staff) and sub-contractors, working for the City regardless of whether they are permanent, temporary, full-time, part-time, or casual.

(2) Objective

The objective of this Policy is to ensure that the City develops, implements, and maintains:

~~(1) The City will develop, implement, embed and maintain:~~

1. ~~an~~ An enterprise risk management system, aligned to Australian standard AS ISO 31000:2018 *Risk Management–Guidelines* (AS ISO 31000), to ensure that sound risk management practices and procedures are fully integrated for efficient and effective service delivery. This system is underpinned by the *City of Cockburn Enterprise Risk Management Framework*.~~into its strategic and operational processes and day to day business practices~~

2. ~~a~~ A business continuity management system, aligned to Australian standard AS ISO 22301:2020 *Security and resilience–Business continuity management systems-Requirements* (AS ISO 22301), to reduce the impact of disruptions to its delivery of critical services and to ensure that business objectives can continue to be met for the benefit and protection of the City's
   - workers
   - ratepayers, residents, customers, clients and other stakeholders
   - ~~employees and community volunteers~~
   - natural and built environment
   - quality of service delivery
   - assets and intellectual property
   - contractual and statutory obligations
   - image and reputation.

   The City has planned to respond to business disruptions through the *City of Cockburn Business Continuity Response Plan*.

~~(2) Definitions~~

~~1. **Business continuity**: capability of an organisation to continue the delivery of products and services within acceptable time frames at predefined capacity during a disruption (AS ISO 22301).~~

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Enterprise Risk Management

~~1. **Risk**: the effect of uncertainty on objectives (AS ISO 31000).~~

~~2. **Risk management**: coordinated activities to direct and control an organisation with regards to *risk* (AS ISO 31000).~~

(3) Commitment to Risk Management

The City is committed to
~~(3) The City is committed to~~

1. Managing risk, utilising principles, process and framework within AS ISO 31000.
2. Responding to any major disruption to its operations and delivery of services by utilising business continuity plans developed in alignment with AS ISO 22301.
3. Promoting a culture within the City of business continuity awareness and active management of risks.
4. Providing regular education to its staff in business continuity and risk management practices.
5. Implementing this policy in the City's operations through business continuity plans and risk management framework.

(4) Responsibilities
~~(4) Employee obligations~~

1. Business continuity and risk management will be core responsibilities for all ~~staff and will be~~workers, incorporated into the employees' key performance indicators.
2. Business continuity and risk management are subject to continual improvement demanding awareness and a proactive attitude from ~~each of the City's employees and outsourced service providers~~all City workers.

(5) Implementation
~~(5) Implementation~~

1. Implementation commences with identifying potential threats to the City and the impacts to its business operations those threats, if realised, might cause and which provides a framework for building organisational resilience to deal with disruptive incidents that might otherwise prevent the City from achieving its strategic community objectives. The process to follow is outlined in the *City of Cockburn Risk Assessment Guidelines*.
2. Identified risk will be managed to ALARP - ALARP is reached when the time, trouble and cost of further reduction measures become unreasonably disproportionate to the additional risk reduction obtained~~a level that is tolerable and cannot be reduced further without the expenditure of costs that are disproportionate to the benefit gained, or where the solution is impractical to implement~~.

(6) Risk Appetite

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Enterprise Risk Management

Council determines the City's risk appetite to achieve the strategic objectives and will review in line with a review of the City's Strategic risks. Council's risk appetite is captured within a separate *City of Cockburn Risk Appetite Statement* (RAS). Council endorses the City's RAS which Administration will then contextualise through application of the Risk Assessment Criteria.

City's overall risk appetite is 'risk prudent'. The City accepts the taking of controlled risks, the use of innovative approaches and the development of new opportunities to improve service delivery and achieve its objectives provided that the risks are properly identified, evaluated and managed to ensure that exposures are acceptable.

The City has no appetite for workers not following due process where their or others safety may be at risk, or for theft, fraud or misconduct by Elected Members or workers.

(7) Risk Tolerance

The City's risk tolerance is tabulated within the *City of Cockburn Enterprise Risk Management - Risk Assessment and Acceptance Criteria*.

(8) Risk Governance

Provides the transparent, responsible and accountable operating model for an effective decision-making risk culture needed to identify, respond to and manage risks. It comprises risk owners, risk managers and risk action responsible persons at officer level, with Council oversight. This is captured and discussed in the document *City of Cockburn Risk Governance*

Strategic Link:	Risk Management Framework
Category	Governance
Lead Business Unit:	Governance, Risk Management and Compliance
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	~~10~~ 13 June ~~2021~~2013
Next Review Due: (Governance Purpose Only)	~~June~~ October ~~2023~~2026

[4]

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Title	Enterprise Risk Management

ECM Doc Set ID: (Governance Purpose Only)	4134597

[5]

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

15.2 Organisational Performance Committee Meeting – 17/06/2025

Declaration

Type of Interest	Nature of Interest
Mayor Logan Howlett submitted an Impartiality Interest, pursuant to Regulation 22 of the *Local Government (Model Code of Conduct) Regulations 2021* for Item 15.2.1.	My wife and I are Life Members of the Historical Society of Cockburn Inc. which is referred to in the report.

15.2.1 (2025/MINUTE NO 0153) Quarterly Organisational Performance Report

Responsible Executive Director Corporate and System Services

Author(s) Group Manager People and Organisational Performance

Attachments
1. Quarterly Organisational Performance Report - January 2025 to March 2025 ⇩

Officer Recommendation/Committee Recommendation/Council Decision
MOVED Cr M Separovich SECONDED Cr T Dewan

That Council NOTES the Quarterly Organisational Performance Report for the period January 2025 to March 2025.

CARRIED 10/0

Background

The purpose of quarterly organisational performance reporting is to provide a comprehensive overview of service-based business activities and outcomes that are not captured within the Corporate Business Plan reporting framework.

The Quarterly Organisational Performance Report is structured around the strategic pillars of the Strategic Community Plan, ensuring that service delivery remains consistently aligned with the City's long-term strategic objectives.

Submission

N/A

Report

This Quarterly Organisational Performance Report covers the period from 1 January 2025 to 31 March 2025. It provides an overview of service delivered during the quarter that are in addition to the endorsed outcomes outlined in the Corporate Business Plan.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Quarterly reporting plays a vital role in monitoring progress against key milestones and embedding accountability across the organisation.

It serves as a decision-making tool by highlighting areas of opportunity, fostering a culture of continuous improvement and enhancing cross-functional collaboration. This helps ensure that services consistently meet expectations from compliance, operational, and strategic perspectives.

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

All service and business activities outlined in the Quarterly Organisation Performance Report are accounted for within the approved budget. There are no additional financial implications requiring Council consideration.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

There are no direct risks attributed to the Quarterly Organisational Performance Report itself. However, the strategic and operational risks associated with the City's services and functions, as outlined in the report, remain applicable.

Advice to Proponent(s)/Submitters

N/A

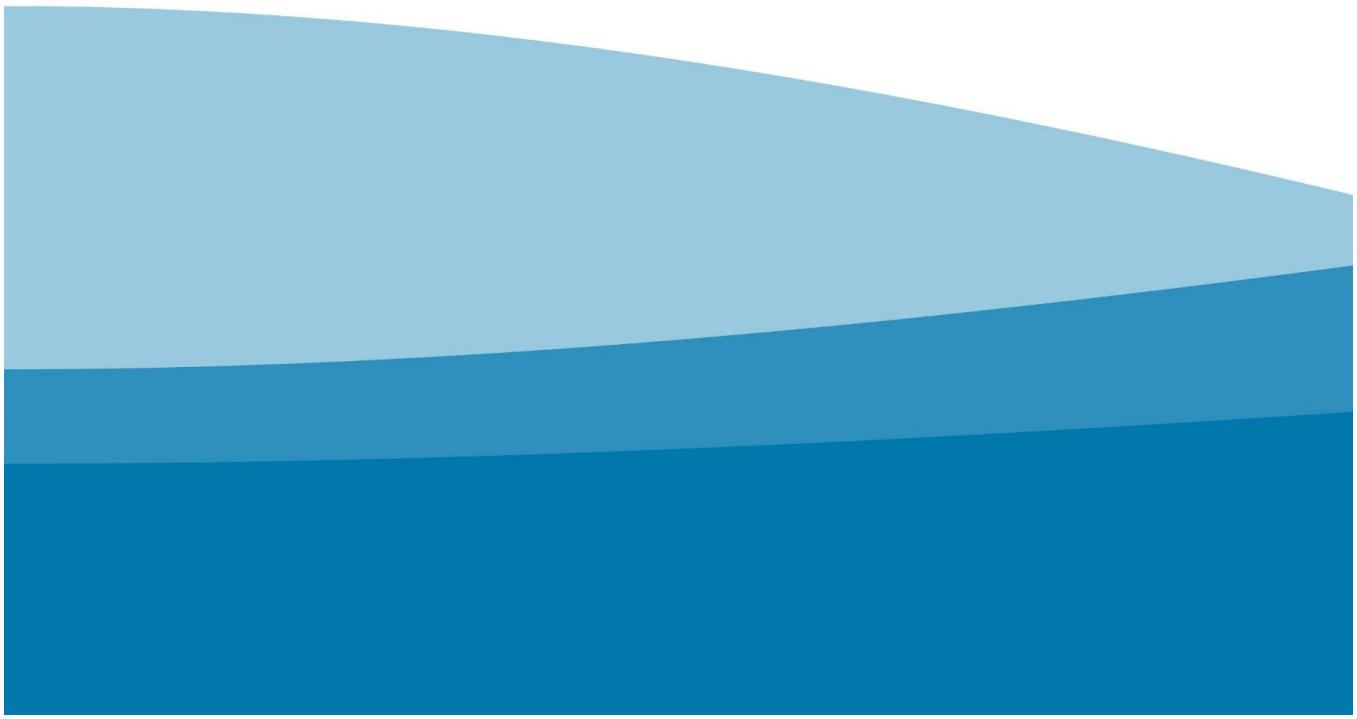
Implications of Section 3.18(3) *Local Government Act 1995*

Nil.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Quarterly Organisational Performance Report

1 January 2025 – 31 March 2025



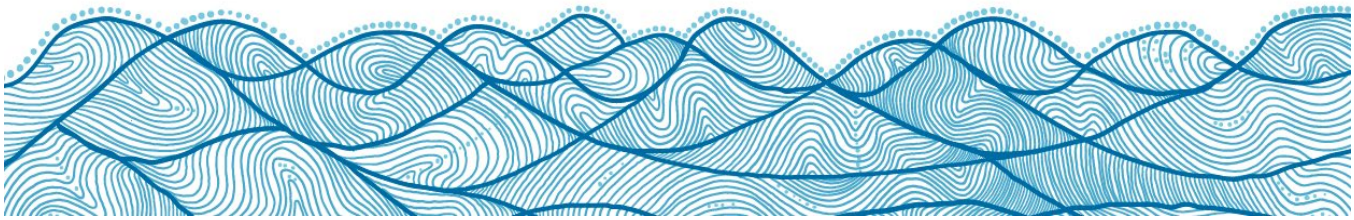
Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Table of Contents

Our Economy 3
1A. Empower and support local businesses 3
Our Environment 4
2A Protect and enhance our natural areas and streetscapes 4
2B Facilitate sustainable waste management and resource conservation 5
Our Community 6
3A Strengthen and facilitate a safe and secure Cockburn 6
3B Promote and support active, healthy lifestyles through recreation and wellness 9
3D Foster connected, accessible communities and services 10
Our Places 11
4A Plan for growth and sustainable development 13
4B Strength unique, livable and adaptive places 14
4C Enhance connectivity and mobility through integrated transport networks 15
Our Governance 16
5A Facilitate transparent and accountable Governance for today and tomorrow 16
5B Strengthen engagement, communication and enhance customer experience 16
5D Strive for financial sustainability and operational excellence 17

Acknowledgement of Country

The City of Cockburn acknowledges the Nyungar people of Beeliar Boodjar. Long ago, now and in the future, they care for Country. We acknowledge a continuing connection to Land, Waters and Culture and pay our respects to Elders, past and present.



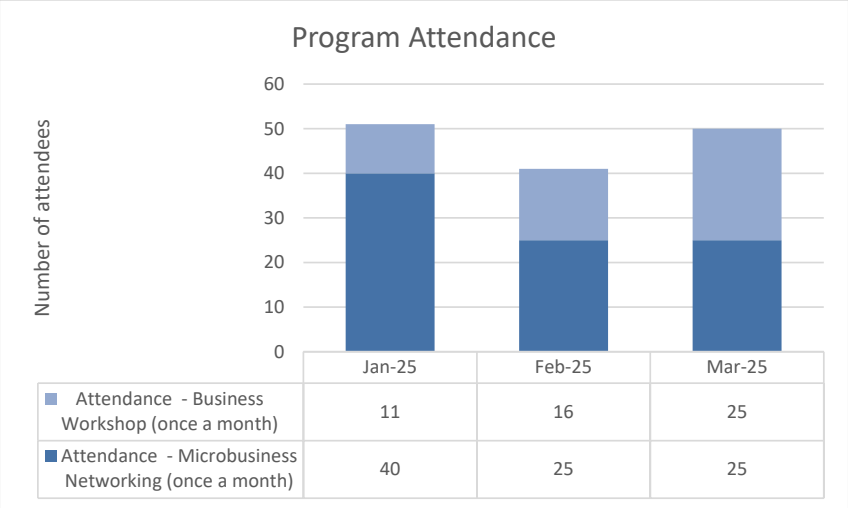
Our Economy

1A. Empower and support local businesses

Economic Development

Attendance to major events coordinated by Economic Development	
Defence Supplier Yarn (February 2025)	235 attendees
International Women's Day (March 2025)	50 attendees

Key Advocacy		
January 2025	**February 2025**	**March 2025**
Defence Grants Funding Memo	MCCC Memo Precinct Activation Project Plan	Blue Economy Advisory Group with Henderson Alliance for skills development and training



Measure	Jan 2025	Feb 2025	March 2025
Total business engagement The higher rates experienced in February was as a result of the Defence Supplier Yarn event held in January 2025.	60	315	105
Participation in HELLO MONDAY sponsorship	Not commenced	Not Commenced	4

3

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Our Environment

2A Protect and enhance our natural areas and streetscapes

Parks, Waste and Fleet – Parks Services

Number of customer requests for Parks Services			
Customer request type	**January 2025**	**February 2025**	**March 2025**
Trees and streetscapes	425	374	389
Parks maintenance	247	203	160
Irrigation	101	74	38
Unkempt	61	38	25
Total	834	689	643

Number of customer requests closed for Parks Services			
Customer request type	**January 2025**	**February 2025**	**March 2025**
Trees and streetscapes	123	179	156
Parks maintenance	213	200	120
Irrigation	68	87	45
Unkempt	26	31	14
Total	430	497	335

In response to the decrease in customer requests being closed and response time, the following temporary modifications to resourcing and service delivery have been made.

- Public Access Way officer deployed to street tree requests.
- All mowing and streetscapes teams were deployed for a two-day period to collect vegetation or trees from areas where works had been completed by the Urban Forest Team.
- Over a two-week period, several team members have worked through their rostered days off, by mutual agreement, to collect branches.
- Two employees on return-to-work programs have been following up with customers after the Urban Forest Team have assessed the tree.
- With winter imminent, mowing teams will be deployed one to two days per week to assist with tree requests.

2B Facilitate sustainable waste management and resource conservation

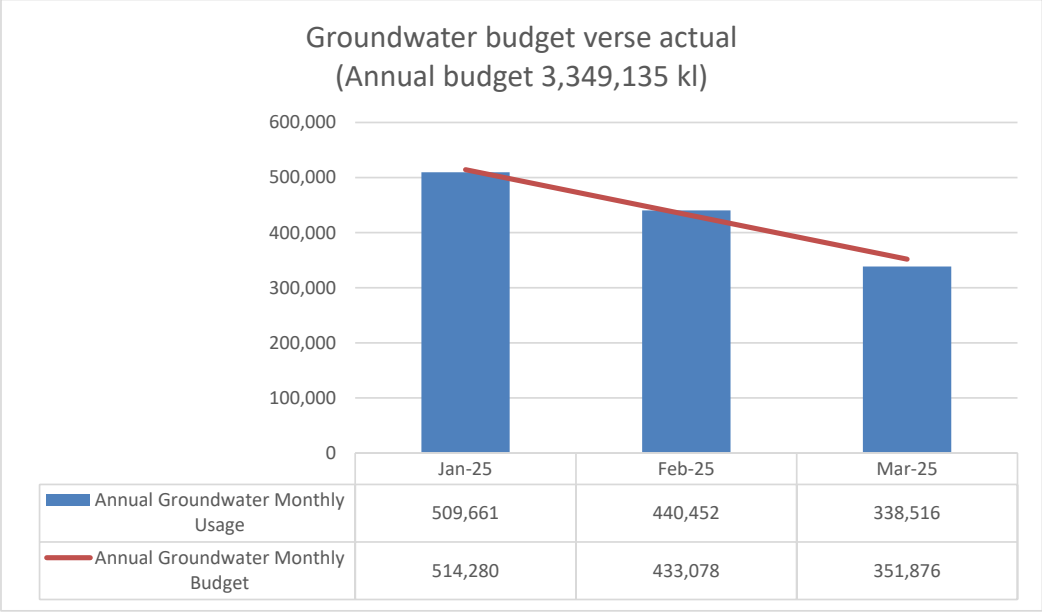
Parks, Waste and Fleet – Waste Services

Number of customer requests for Waste Services		
January 2025	**February 2025**	**March 2025**
1218	993	917
The top three categories of customer requests were 1. Damaged bins (502) 2. Missed bins (164) 3. Illegal dumping (119)	The top three categories of customer requests were 1. Damaged bins (426) 2. Missed bins (123) 3. Illegal dumping (118)	The top three categories of customer requests were 1. Damaged bins (366) 2. Missed bins (85) 3. Illegal dumping (116)

The average completion rate for Waste Service customer requests is three days for missed bins and damaged bins. Illegal dumping resolution rates range from 1 day to 15 days and is dependent on the type of material found.

Measure	Jan 2025	Feb 2025	March 2025
Percentage of CRMs received for Waste through online form	17%	20%	18%

Parks, Waste and Fleet – Parks Services

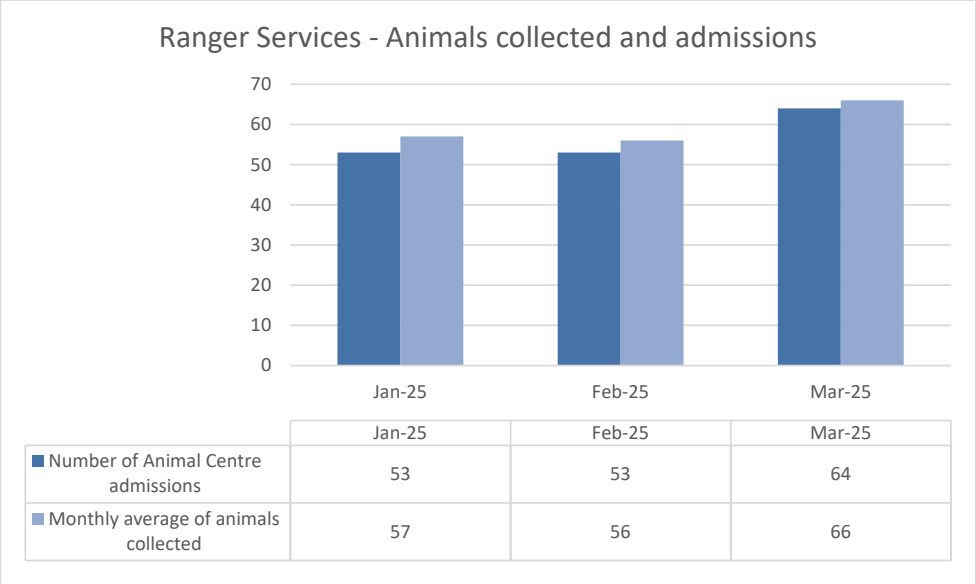


Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

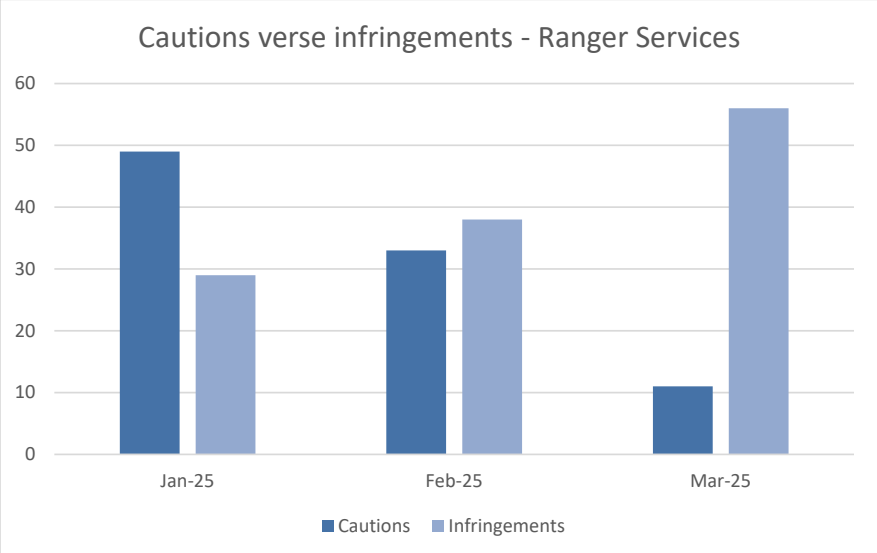
Our Community

3A Strengthen and facilitate a safe and secure Cockburn

Development and Safety – Rangers and Community Safety

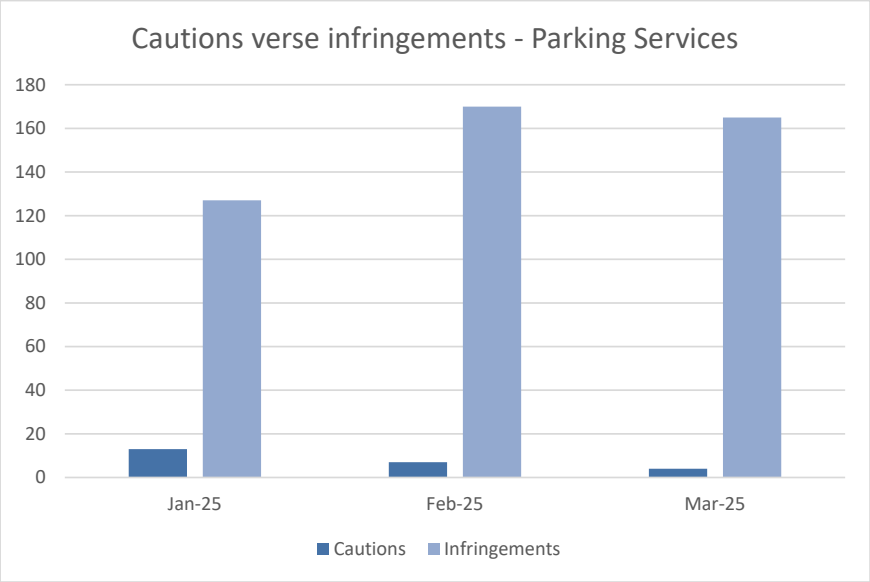


	Jan-25	Feb-25	Mar-25
Number of Animal Centre admissions	53	53	64
Monthly average of animals collected	57	56	66

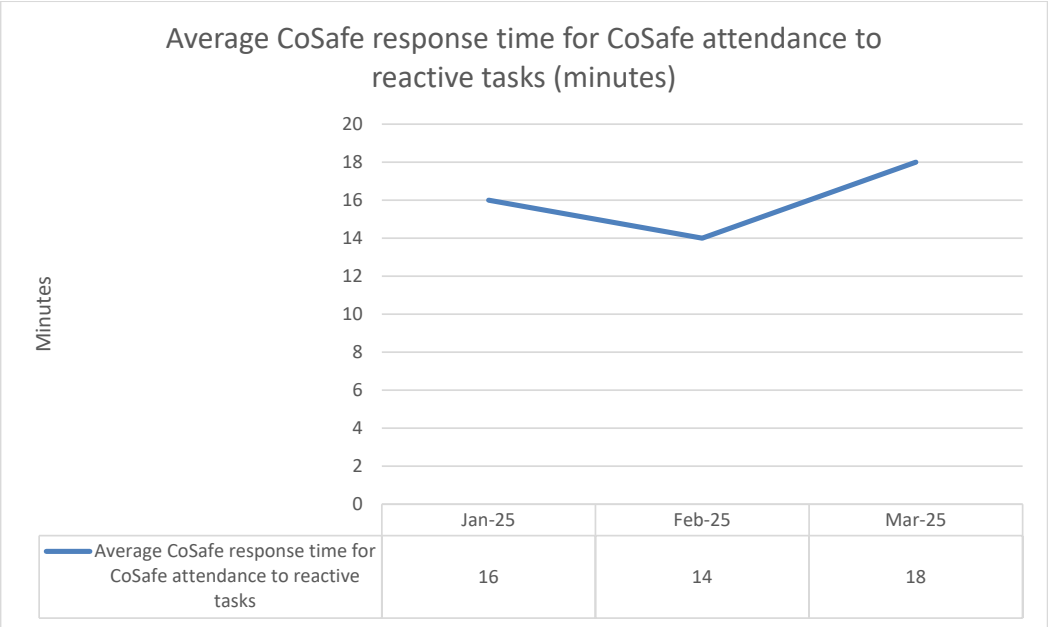


January 2025	Cautions mainly related to first-time offences involving unregistered dogs (16) and dogs not held or tethered (25). Infringements were issued for more serious or repeated offences, including unregistered animals (8), dog attacks (3), litter-related issues (4), failure to comply with firebreak notices (7), and other breaches such as failure to provide details and dogs in places without consent.

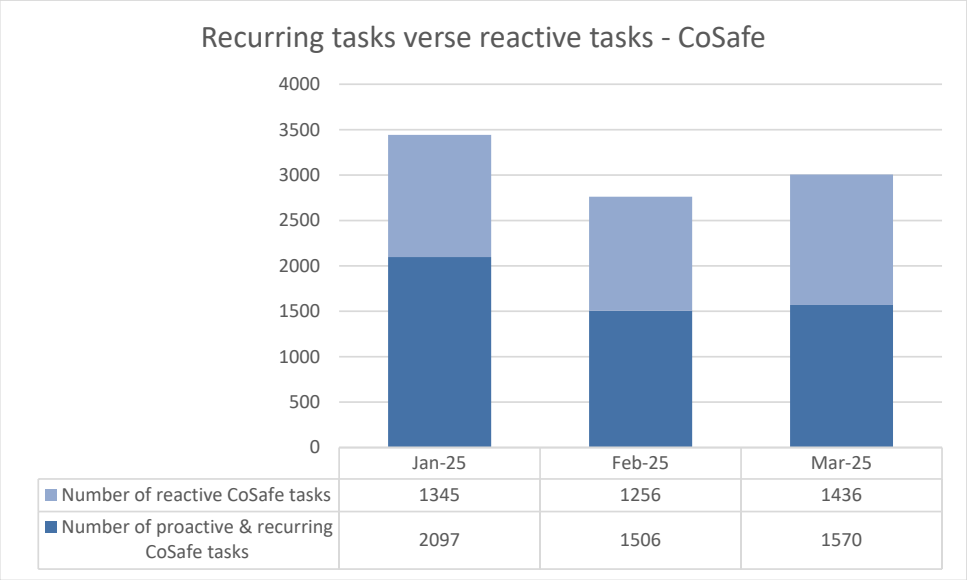
February 2025	Most cautions involved minor or first-time offences such as dogs not held or tethered (18) and unregistered animals (9). Infringements were issued for serious or repeated matters, including dog attacks (8), unregistered animals (7), dangerous dog breaches (2), firebreak non-compliance (7), and various litter offences (7).
March 2025	Infringements reflected a higher number of serious or repeated offences, including firebreak non-compliance (11), litter-related issues (18), unregistered animals (9), and dog attacks (3). Cautions were limited, primarily relating to dogs not held or tethered (11).



Measure	Jan 2025	Feb 2025	March 2025
Number of City facility alarms attended by CoSafe	128	162	200



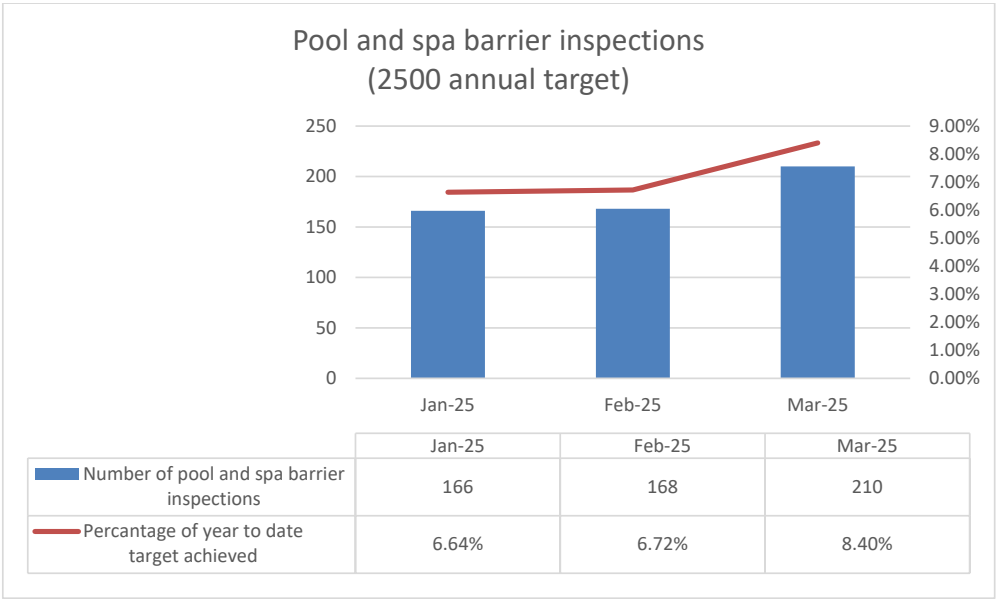
Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025



Recurring / Proactive	Recurring or proactive tasks include facility unlocks, holiday watch and planned patrols.
Reactive	Reactive tasks are not planned tasks and include requests from residents or staff for patrols, alarm response, suspicious persons, anti-social behaviour, noise complaints, illegal camping, or anything requested of CoSafe at the time of the call.

Measure	Jan 2025	Feb 2025	March 2025
Number of turn outs by City-managed Volunteer Bush Fire Brigades (does not include relief shifts and stand downs)	26	33	26

Development and Safety – Development and Compliance

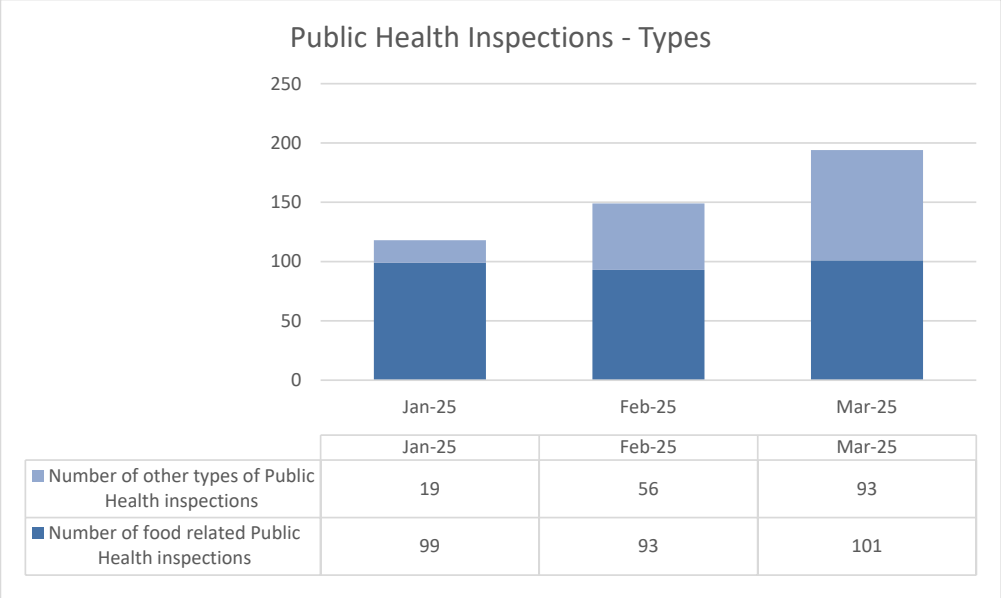


Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Development and Safety – Public Health

Number of CRMs for Public Health		
January 2025	**February 2025**	**March 2025**
165	143	152
The top three categories for CRM's were 1. CoSafe Noise (96) 2. Environmental Health Noise (43) 3. Food (11)	The top three categories for CRM's were 1. CoSafe Noise (70) 2. Environmental Health Noise (24) 3. Food (9)	The top three categories for CRM's were 1. CoSafe Noise (80) 2. Environmental Health Noise (28) 3. Food (6)

Measure	Jan 2025	Feb 2025	March 2025
Number of Public Health inspections (total)	117	145	189



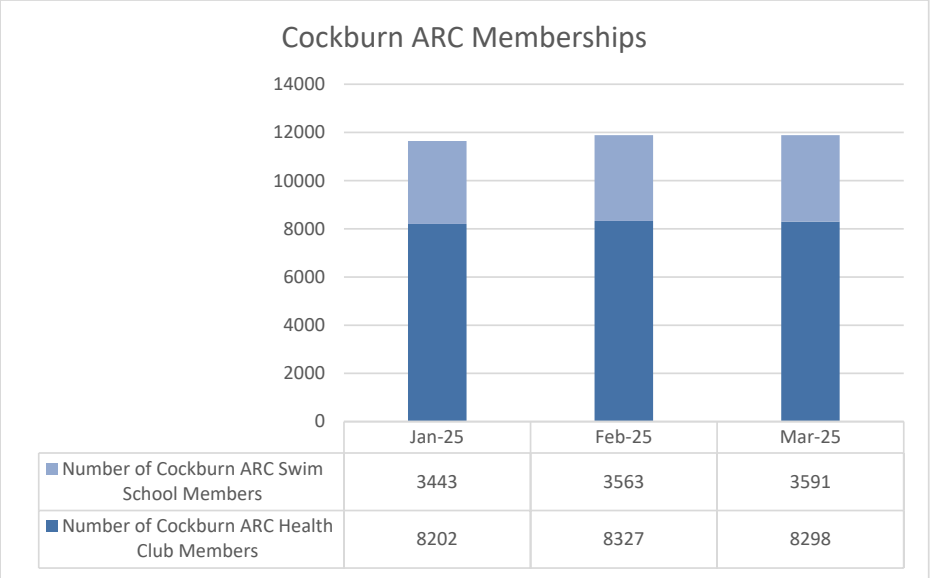
	Jan-25	Feb-25	Mar-25
Number of other types of Public Health inspections	19	56	93
Number of food related Public Health inspections	99	93	101

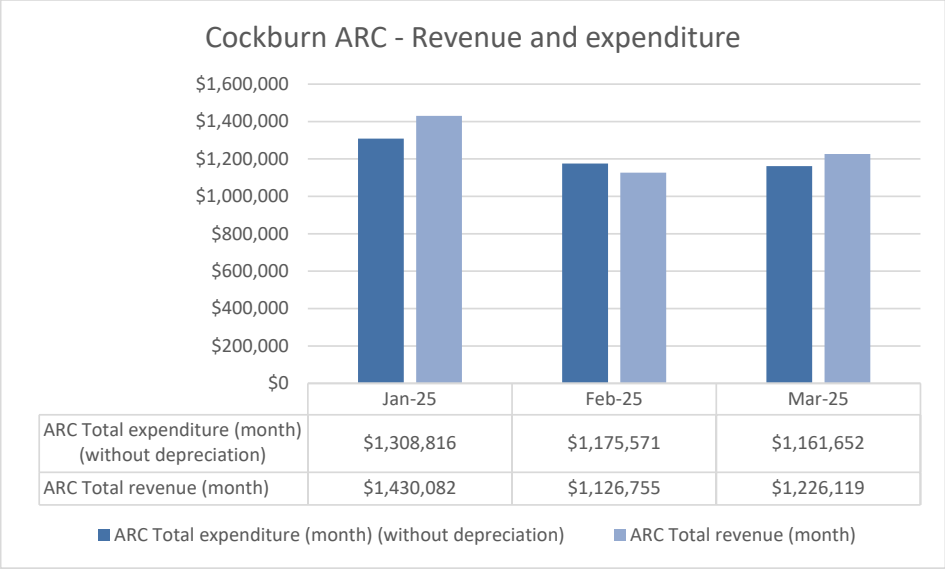
3B Promote and support active, healthy lifestyles through recreation and wellness

Recreation and Place – Cockburn ARC

Measure	Jan 2025	Feb 2025	March 2025
Number of visitors to Cockburn ARC	133,330	123,212	137,839
Number of Cockburn ARC Social Sport Teams	239	253	286

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025





The revenue generated in January 2025 is higher than other months due to school holiday programs, additional health club membership sales and a reduction in expansion project disruption.

3D Foster connected, accessible communities and services

Community Services – Youth Services

Measure	Jan 2025	Feb 2025	March 2025
Number of young people attending drop-in services	1434	1317	2021
Number of young people attending programs	354	314	419
Number of private activity room hirer sessions	18	48	55

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Number of attendees at private activity sessions	627	2278	2263

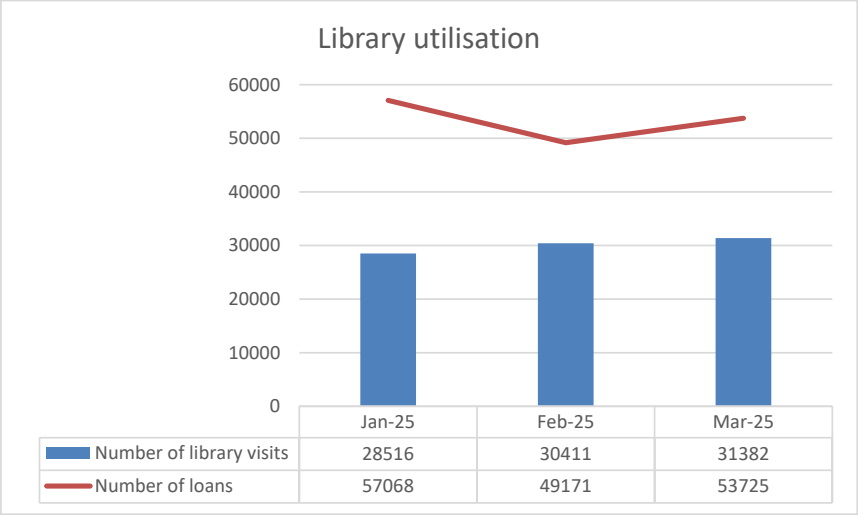
Community Services – Senior Centre

Measure	Jan 2025	Feb 2025	March 2025
Number of visitors	3691	4513	3576

Community Services – Cockburn Care

Measure	Jan 2025	Feb 2025	March 2025
Number of hours of service delivered to participants Service provided within these hours include transport to medical appointments and social connection activities, support with cleaning and meal preparation, activities in the community including shopping and attendance at Cockburn Care Social Club.	2282	2308	2254

Recreation and Place – Libraries, Culture and Place

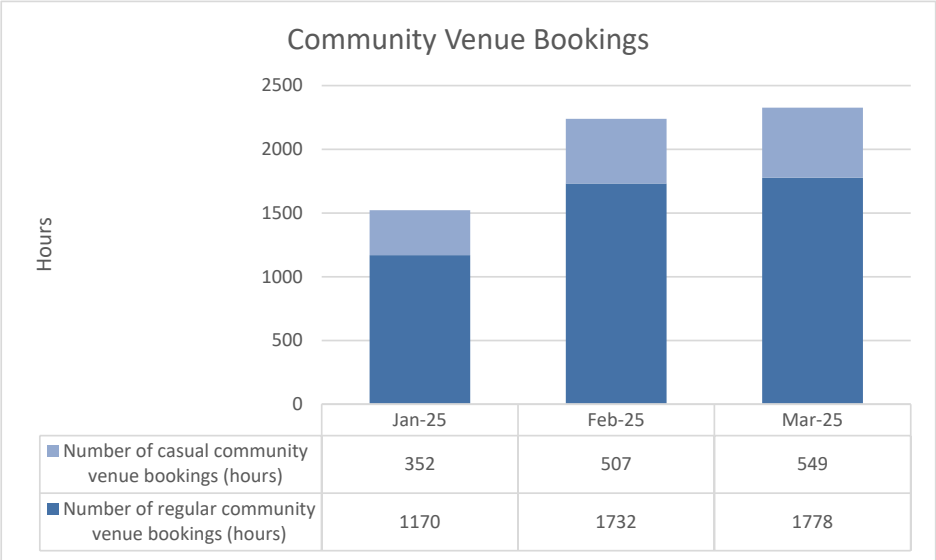


Measure	Jan 2025	Feb 2025	March 2025
Number of new library memberships	569	502	456
Program and activity attendance	883*	3713	3933

Program and activity attendance for January 2025 is lower than other months as there is limited programming due to school holidays.

Measure	Jan 2025	Feb 2025	March 2025
Azelia Ley visitors	75	36	85
Citizenship Conferees	97	129	119

Recreation and Place – Recreation Services



	Jan-25	Feb-25	Mar-25
Number of casual community venue bookings (hours)	352	507	549
Number of regular community venue bookings (hours)	1170	1732	1778

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

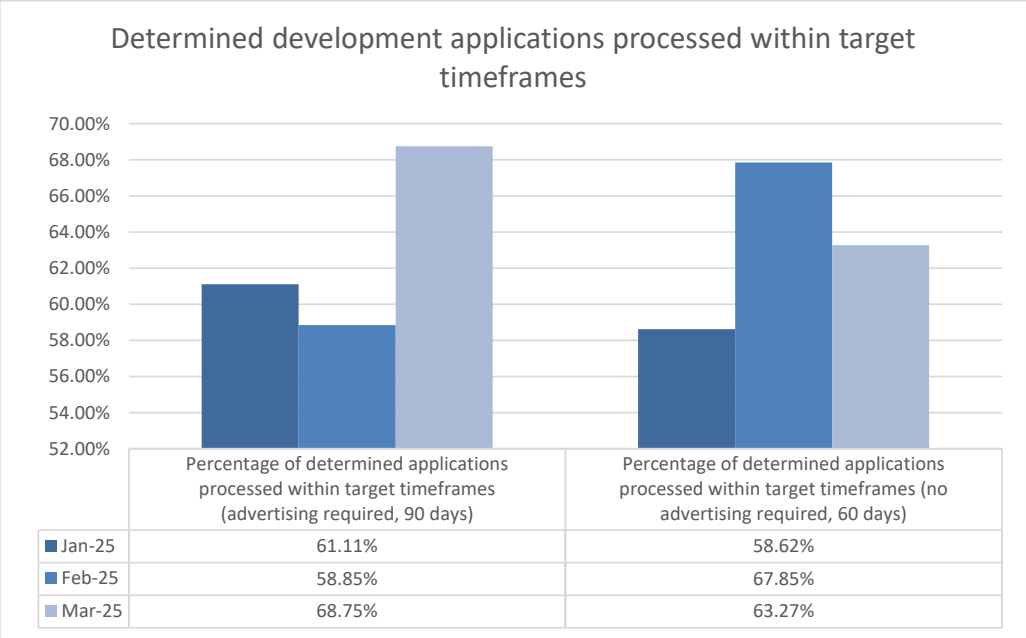
Our Places

4A Plan for growth and sustainable development

Development and Safety – Development Services

Measure	Jan 2025	Feb 2025	March 2025
Number of development applications received	61	76	85
Total value of development applications determined	$18,355,920	$44,843,015	$88,976,120

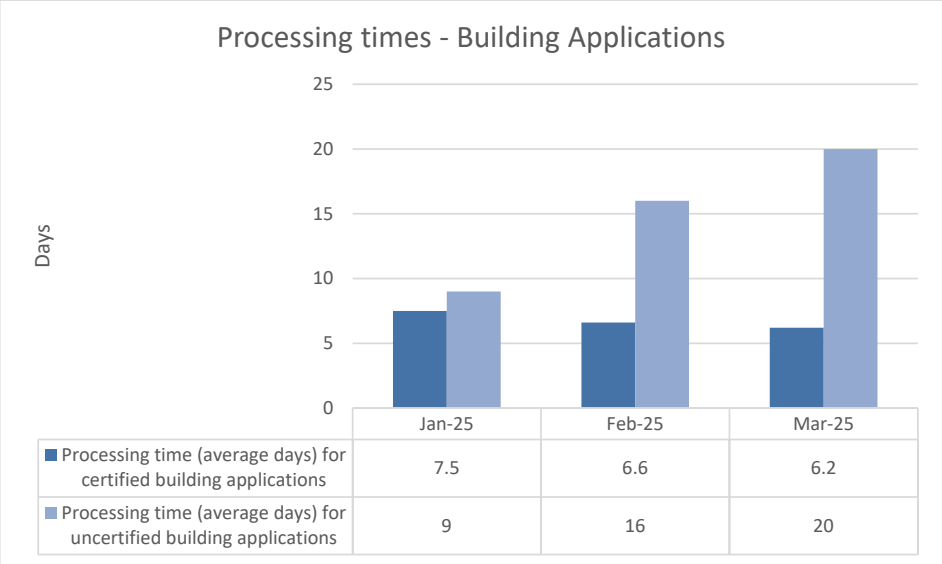
The month of March was an outlier due to a Mixed Residential and Commercial development in Cockburn Central which was determined, worth $55 million, and is an outlier for that month.



Development and Safety – Building Services

Measure	Jan 2025	Feb 2025	March 2025
Number of building applications received	141	166	193
Total value of building works	$35,939,480	$36,939,437	$71,439,061
Percentage of certified building applications processed within required time (10 working days)	97%	96%	98%
Percentage of uncertified building applications processed within required time (25 working days)	100%	100%	100%

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025



4B Strength unique, livable and adaptive places

Projects and Assets – Facility Maintenance

Number of CRMs for Facility Maintenance		
January 2025	**February 2025**	**March 2025**
184	171	165
Plumbing (52) and swipe card requests (53) were the largest categories, reflecting post-holiday building reactivation and staff movement. Electrical (26) and HVAC (21) issues were also prominent, aligned with increased facility usage during hot weather.	Plumbing (37) and swipe card requests (39) again led the volume, with cleaning (27) also seeing an increase, likely linked to community bookings and event use. HVAC and electrical enquiries continued at steady levels.	Plumbing (37) and swipe card requests (39) again led the volume, with cleaning (27) also seeing an increase, likely linked to community bookings and event use. HVAC and electrical enquiries continued at steady levels.

Projects and Assets – Civil Infrastructure

Number of CRMs for Civil Infrastructure		
January 2025	**February 2025**	**March 2025**
304	267	296

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

The highest volumes in graffiti removal (91), path repairs (51), and road sweeping (37). Additional CRs were generated for crossover enquiries, kerbing, potholes, drainage infrastructure, and streetlight faults. The level indicates strong community reporting and typical seasonal asset issues.	Customer requests decreased slightly to 267 in Feb 25, with graffiti (66), path repairs (37), and road sweeping (34) continuing as leading categories. Drainage structure and kerbing issues also featured prominently.	Graffiti (72) remained a leading category, followed by path repairs (48) and road sweeping (22). Crossover enquiries also spiked, likely driven by development handovers and resident follow-ups. Drainage, potholes, and streetlight faults rounded out the most common enquiries.

4C Enhance connectivity and mobility through integrated transport networks

Projects and Assets – Civil Infrastructure

Civil Infrastructure planned maintenance program completed (internal)		
January 2025	**February 2025**	**March 2025**
795	498	1622
The majority of this activity (741) related to drain educting, which was delivered at an increased scale, to begin clearing stormwater infrastructure ahead of autumn rainfall, and the more intense educting program that will occur later in the quarter. This drain program was supported by scheduled road sweeping, path maintenance, and minor fencing works.	While volumes were down from January, drain educting remained a central focus with 478 jobs completed. These works were targeted at known problem areas and complemented by ongoing coastal path and road sweeping activities.	This was driven by an intensified drain educting program (1,598) aimed at preparing the network ahead of winter rains. The uplift reflects both seasonal urgency and effective mobilisation of resources.

Projects and Assets – Traffic and Transport

Number of CRMs for Traffic and Transport		
January 2025	**February 2025**	**March 2025**
100	88	87
The highest volumes in daily operational requests related to temporary traffic management (47), traffic calming (14), and requests for new traffic data (13). Additional CRs were generated for pedestrian crossings, road safety, and signage requests. The level of engagement indicates a seasonal increase during the holiday season, with an increase of 10-12%.	The highest volumes in daily operational requests related to temporary traffic management (48) and traffic calming (19). The increase in traffic calming requests from 14 in January to 19 in February reflects the end of school holidays and renewed focus on safety around school.	The highest volumes in daily operational requests related to temporary traffic management (44) and traffic calming (18). The number compares similarly to February data with increased focus on traffic calming and road safety related requests.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Our Governance

5A Facilitate transparent and accountable Governance for today and tomorrow

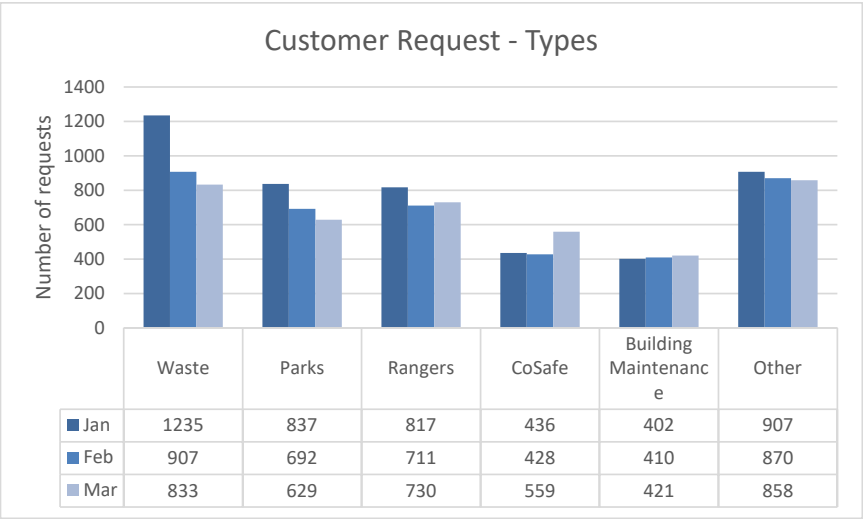
Office of the CEO – Governance and Council Support

Number of Freedom of Information applications resolved		
January 2025	**February 2025**	**March 2025**
4	0	1
No applications this quarter required an internal or external review.		

Number of non-compliance matters reported to key regulators			
Regulator	**January 2025**	**February 2025**	**March 2025**
Corruption and Crime Commission	0	0	0
Public Sector Commission	0	1	1
Department of Local Government	0	0	0
WA Ombudsman	0	0	0

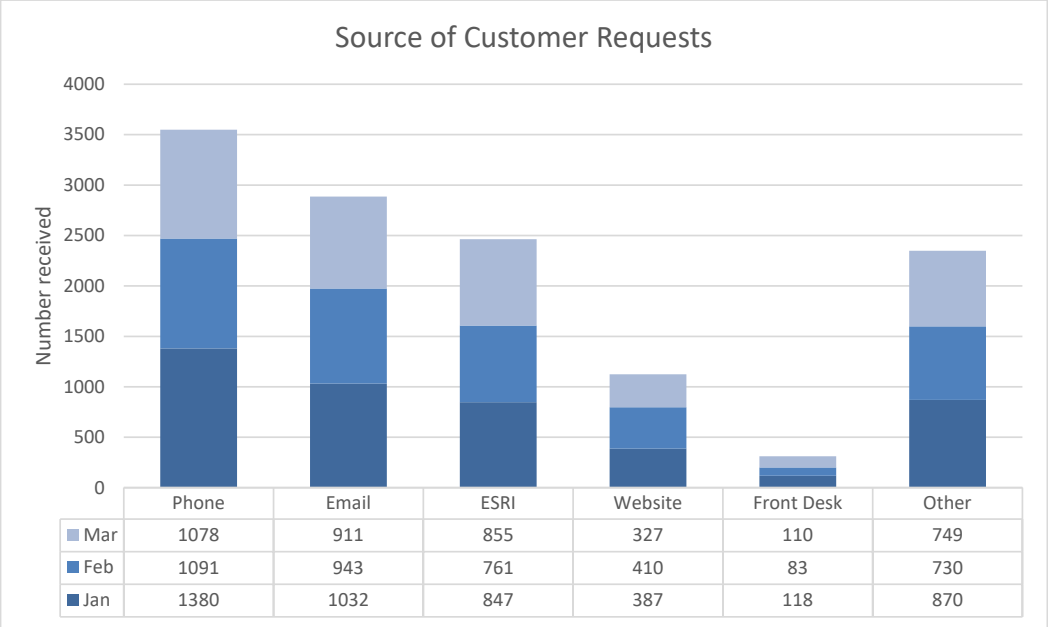
5B Strengthen engagement, communication and enhance customer experience

Information Services – Customer Experience



16

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025



'Other' includes eRequests, 2-Way, Facebook, SMS, written and fax.

Measure	Jan 2025	Feb 2025	March 2025
Elected Member requests	67	44	54
Overdue rate	29%	25%	24%
Average response time for Elected Member requests (days)	2.01	5.05	2.98

5D Strive for financial sustainability and operational excellence

People and Organisational Performance – Capability and Organisational Performance

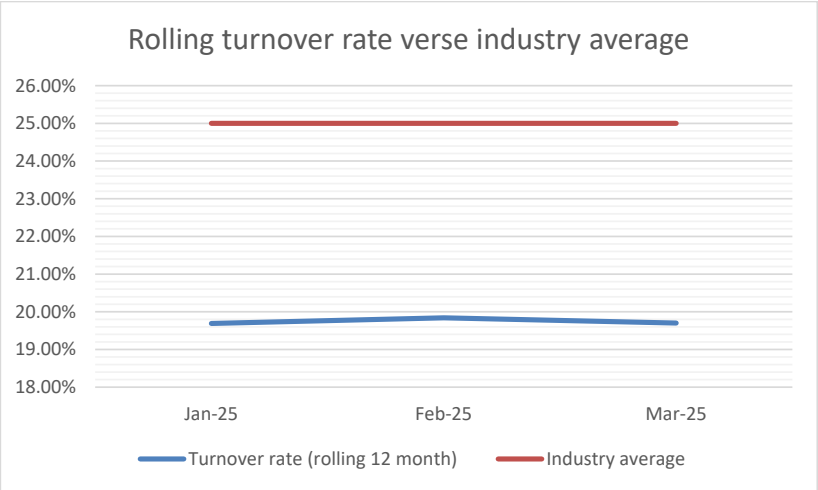
Measure	Jan 2025	Feb 2025	March 2025
Number of compliance-based training courses coordinated	10	27	19
Attendance to compliance-based training courses	17	106	80

Compliance based training includes all training and accreditation that is required for the City to operate in a compliant manner. (i.e.: working at heights, confined spaces, traffic management).

Measure	Jan 2025	Feb 2025	March 2025
Number of professional development opportunities provided	3	10	12
Attendance to professional development	4	36	146

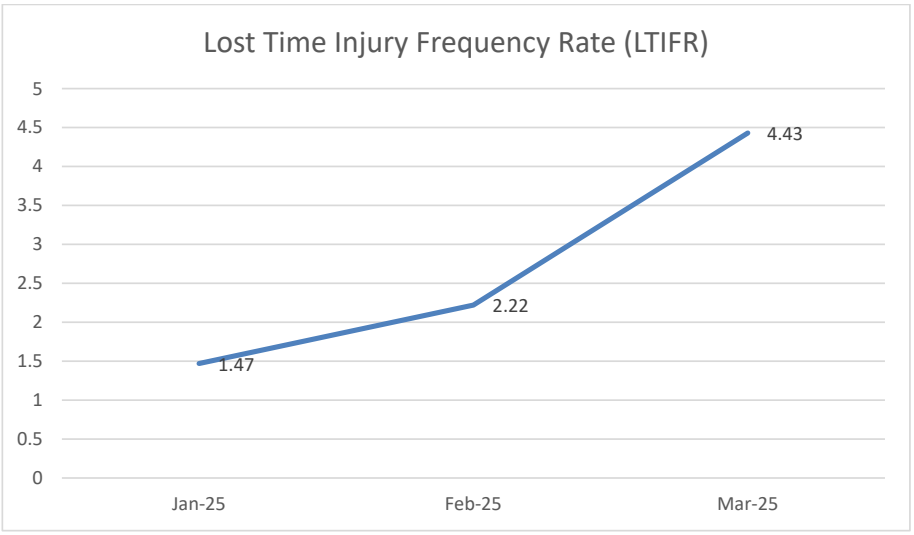
Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

People and Organisational Performance – People Experience



The turnover rate has been relatively stable for the quarter and in comparison, to the Local Government industry average of 25%, reported in the WALGA Workforce and Remuneration Survey 2024, is significantly under others in the sector.

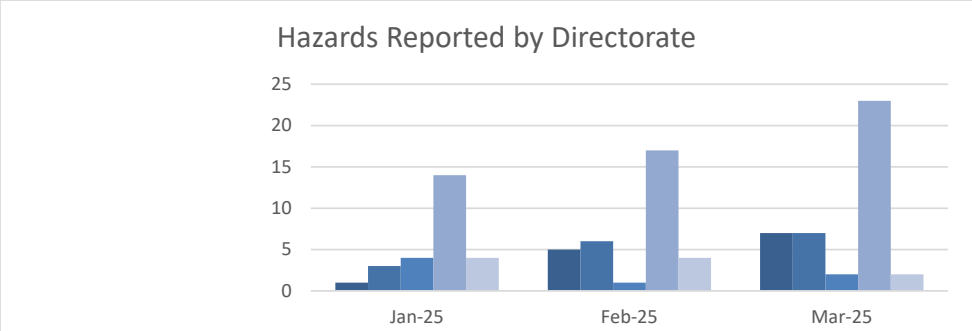
People and Organisational Performance – Work Health and Safety



The LTIFR has increased as a result of several manual handling injuries. Through the deployment of additional training and increased awareness of early intervention programs, it is anticipated that this will decrease across the next quarter.

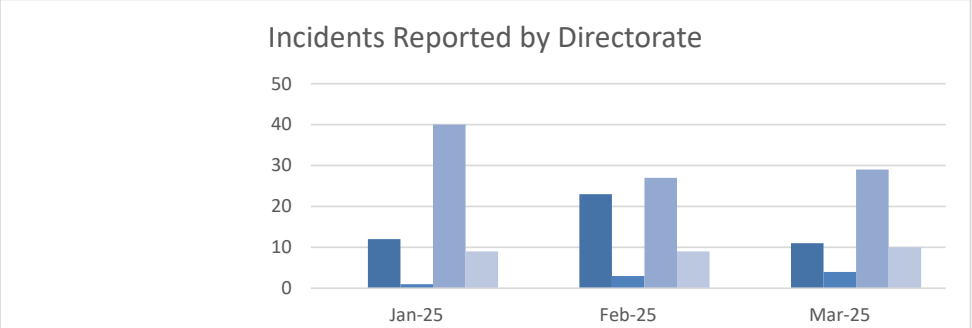
In addition, a new Lost Time Injury reporting tool has been introduced that will enable leaders to proactively support workers as they return to work, have a better understanding as to what happened to cause the injury and develop actions to mitigate risk of the event, and injury, occurring again. The tool also provides an opportunity for lessons learnt to be applied to other services within the City with a lens of continuously improving.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025



	Jan-25	Feb-25	Mar-25
Office of the CEO	1	5	7
Community and Place	3	6	7
Corporate and System Services	4	1	2
Infrastructure Services	14	17	23
Sustainable Development and Safety	4	4	2

The top three hazard types reported for the quarter were vehicle and traffic hazards, faulty or broken equipment and trip and slip hazards.



	Jan-25	Feb-25	Mar-25
Office of the CEO	0	0	0
Community and Place	12	23	11
Corporate and System Services	1	3	4
Infrastructure Services	40	27	29
Sustainable Development and Safety	9	9	10

The top three root causes of incidents during the quarter were body stressing through manual handling, being hit by moving objects and chemicals and other substances.

Financial Services – Strategic and Financial Performance

Measure	Jan 2025	Feb 2025	March 2025
Expenditure budget (+ or – 2%)	- 3.30%	- 2.88	- 4.40
Operating revenue (+ or – 2%)	- 0.60%	- 0.24	- 0.62

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Financial Services – Procurement Services

Measure	Jan 2025	Feb 2025	March 2025
Value of major contract variations and adjustments	$1,241,387	$2,120,576	$2,865,400
Number of vendors relating to major contract variations and adjustments	12	21	15

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

15.2.2 (2025/MINUTE NO 0154) Annual Review - Council Delegations, Authorisations and Appointments

Responsible Executive	Chief Executive Officer
Author(s)	Service Lead Governance and Council Support
Attachments	1. Delegations Register (Tracked Changes) ⇩ 2. Procure to Pay Risk Assessment ⇩

Officer Recommendation/Committee Recommendation/Council Decision
MOVED Cr M Separovich SECONDED Cr T Dewan
That Council:

(1) REVIEWS its delegations to Committees and the Chief Executive Officer, in accordance with the Local Government Act 1995, Cat Act 211, Dog Act 1976 and the Planning and Development (Local Planning Schemes) Regulations 2015;

(2) ENDORSES the changes to delegations, authorisations and appointments, as shown the in Register of Delegations attached to this Agenda;

(3) DELEGATES to the CoSafe Operations Manager the powers of the local government under sections 59 and 59A(2) of the *Bush Fires Act 1954*;

(4) DELEGATES to the Group Manager Development and Safety the powers of the local government under sections 54 and 125 of the *Food Act 2008;* and

(5) REVOKES its delegation to the Director Infrastructure Services of the powers of the local government under section 54 and 125 of the *Food Act 2008*.

CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 10/0

Background

Section 5.46 of the Local Government Act 1995 requires the Council and CEO to annually review their delegations under the Local Government Act 1995 ('LGA').

The Cat Act 2011 (Cat Act), Dog Act 1976 (Dog Act) and deemed provisions of the Planning and Development (Local Planning Scheme) Regulations 2015 (Planning Regulations) impose similar requirements.

In keeping with good governance principles, the Council and CEO review all their delegations, authorisations and appointments each year, irrespective of whether they are made under the LGA, Cat Act or Dog Act.

This Report presents proposed changes to Council delegations, authorisations and appointments for Council's consideration and approval. Changes to CEO sub-delegations pursuant to section 5.44 of the LGA are not included in this report, as the

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

CEO is responsible for reviewing sub-delegation of powers delegated to them by the Council.

Submission

N/A

Report

Proposed changes to Council delegations, authorisations and appointments are shown in the marked-up copy of the Delegations Register, attached to this Report as Attachment 1. Commentary on substantive changes is provided below.

DA Title	Amendment	Comment/Reason
1.2.4 'Powers of Entry'	Amended function to include the power to determine if an emergency exists.	This element is currently a separate CEO delegation. The delegation is streamlined if they are combined.
1.2.5 'Declare Abandoned Vehicle Wreck'	Amended function to include the power to give a notice under s3.40(2). Further amended the function to provide they can provisionally declare a vehicle as an abandoned vehicle wreck.	To ensure the delegation is complete.
1.2.6 'Confiscated or Uncollected Goods'	Amended function to include powers to give notices under sections 3.42 and 3.44.	To ensure the delegation is complete.
1.2.7 'Disposal of Sick or Injured Animals'	Removed reference to section 3.48 as this is provided for in DA 1.2.6.	To remove duplication.
1.2.26 'Defer, Grant Discounts, Waive or Write Off Debts'	Council condition amended from '…. To be reported to the Expenditure Review Committee' to 'to be reported to Council via the relevant Committee'.	To ensure the conditions remains effective if Council Committees change.
1.2.33 'Local Government Act Local Laws 2000'	Title of delegation amended to 'City of Cockburn (Local Government Act) Local Laws 2000.	To ensure title of delegation reflects the actual title of the local law.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

DA Title	Amendment	Comment/Reason
3.1.8 'Prosecution of Offences'	New delegate added: • CoSafe Operations Manager	To ensure appropriate line of delegation, as CoSafe staff have this delegation.
5.1.2 'Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons'	Delegation amended to expressly provide that Council permits the CEO to sub-delegate.	Requirement of the Dog Act 1976
5.1.3 'Refuse of Cancel Registration'		
5.1.4 'Grant Exemption as to Number of Dogs Kept at Premises'		
5.1.5 'Kennel Establishments'		
5.1.6 'Recovery of Moneys Due Under this Act'		
5.1.7 'Dispose of or Sell Dogs Liable to be Destroyed'		
5.1.8 'Declare Dangerous Dog'		
5.1.9 'Dangerous Dog Declared – Determine when to Revoke;		
5.1.11 'Determine Recoverable Expenses for Dangerous Dog Declarations'		
6.1.5 'Debt Recovery and Prosecutions'	Delegates amended: • Director Infrastructure Services removed • Group Manager Development and Safety added	To align with operational responsibilities.
10.1.2 'Structure Plans'	Replace 'Commission' with 'Western Australian Planning Commission'. Amend last dot point of Council Condition (1) to read 'The proposed changes do not impact on the infrastructure provision or the environment'.	To ensure referencing is consistent. Clarity to identify no impact on either infrastructure or environment.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

DA Title	Amendment	Comment/Reason
10.1.4 'Town Planning Scheme – Development Control'	Replace references to 'planning approval' with 'development approval'.	Correct team is now 'Development Approval'
	Amend function (3) and Council Condition (3) by adding the words ''or structure' after 'heritage building'.	Reference to TPS3 requirement and ensure clarity regarding delegation for heritage listed structures other than buildings.
	Amend Council Condition (1) by adding the words 'or where discretion is permitted'.	To clarify authority to determine minor variations, particularly with reference to policy, where variation can be permitted without Council determination.

Further changes to delegations and sub-delegations have been made in response to findings from the 'Acting Through' audit into the Procurement Service Unit (the Audit). While some of these changes concern sub-delegations and CEO imposed conditions on sub-delegations, a summary of all these changes are below to inform Council of progress in closing out these Audit recommendations and findings. Further, a Procure to Pay Risk Assessment has been completed, and is attached to this report as Attachment 2.

DA Title	Amendment	Comment/Reason
1.2.17 'Exercising Contract Extension Options'	Added in the following Council condition: • that any renewals/extensions be reported to Council via the relevant Committee	This already happens. This amendment just reflects current processes.
	Added in the following CEO conditions: • for renewals/extension with a value of $500,000+, the approval of the Director Corporate Services and one other Director is required • for renewal/extensions	To ensure appropriate oversight of high-value contract renewals or extensions.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

	with a value of $1,000,000, the approval of the CEO and one other Director is required	
1.2.18 ‘Accepting and Rejecting Tenders’	Added in the following CEO condition: • for tenders with a value of $500,000+, the approval of the Director Corporate Services and one other Director is required	To ensure appropriate oversight of high-value contract renewals or extensions.
1.2.19 ‘Minor Variation in Goods or Services;	Added in the following CEO conditions: • for variations with a value of $500,000+, the approval of the Director Corporate Services and one other Director is required • for variations with a value of $1,000,000, the approval of the CEO and one other Director is required	To ensure appropriate oversight of high-value contract renewals or extensions.
1.2.20 ‘Selecting the Next Most Advantageous Tender’	Added in the following CEO condition: • for tenders with a value of $500,000+, the approval of the Director Corporate Services and one other Director is required	To ensure appropriate oversight of high-value contract renewals or extensions.
1.2.21 ‘Variations to Contract’	Added in the following CEO conditions: • for variations with a value of $500,000+, the approval of the Director Corporate Services and one other Director is required • for variations with a value of $1,000,000, the approval of the CEO and one other Director is required	To ensure appropriate oversight of high-value contract renewals or extensions.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

1.2.22 'Tenders for Goods and Services – Exempt Procurement'	Added the following Council conditions: • that any exempt procurement with a value of more than $1,000,000 must go to Council for approval; and • that any determination of a sole supplier must be supported by a detailed report Added the following CEO conditions: • for procurement with a value of $500,000+, the approval of the Director Corporate Services and one other Director is required	To ensure appropriate Council and CEO oversight of high-value procurement.

The Delegations Register has also been updated to include a new Part showing delegations to the City from State Agencies, so that all delegations are in the Delegations Register.

Following endorsement of Council, the Delegations Register will be formally updated and uploaded to the City's intranet and website. Staff who are affected by delegation changes will also be notified.

Strategic Plans/Policy Implications

Listening & Leading
A community focused, sustainable, accountable and progressive organisation.
• Best practice Governance, partnerships and value for money.
• High quality and effective community engagement and customer service experiences.

Budget/Financial Implications

N/A

Legal Implications

Under section 5.46 of the LGA, Council have a statutory obligation to review their delegations made under the LGA at least once a year. Section 46(2) of the Cat Act, section 10AB of the Dog Act, and clause 84 of the deemed provisions of the Planning Regulations impose similar requirements.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Any delegation or revocation or amendment to a delegation must be made in writing and be made by an absolute majority of Council, as per section 5.42 of the LGA.

Section 5.43 of the LGA sets out matters that cannot be delegated by Council to the CEO.

A 'Procure to Pay' Risk Assessment has been conducted to:
- identify the compliance requirements for each step of this critical system
- identify the controls in place for each step of this critical system
- assess the residual risk of each step.

The Risk Assessment is shown as Attachment 2 to this Report.

Community Consultation

N/A

Risk Management Implications

A failure by Council to review its delegations under the LGA, Cat Act, Dog Act or Planning Regulations would be a breach of the relevant Act and be reported in the 2025 Compliance Audit Return.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

City of Cockburn

Register of Delegations

www.cockburn.wa.gov.au

Modified April 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

DECISION MAKING IN LOCAL GOVERNMENT

Local Governments in Western Australia make decisions through a structured framework established by the *Local Government Act 1995* and other relevant legislation.

The two primary decision-making bodies within local government are the Council, which serves as the principal decision-making entity, and the Chief Executive Officer (CEO), who holds specific functions as defined by the *Local Government Act*. Additional powers and functions may be delegated to these bodies by other legislation.

Legislation designates decision-making powers using specific terms that refer to the relevant entity, office, or individual. Interpreting the *Local Government Act 1995* is relatively straight forward, with "Local Government," typically referring to the governing body itself. Other legislation may use different terms but will often include a Local Government through definitions, such as "Permit Authority" in the *Building Act 2011* or "Enforcement Agency" in the Food Act 2008.

When legislation specifies "Local Government" for broad discretionary powers, the decision-making authority lies with the Council as the governing body. Conversely, when limited discretion is involved, this may be suitable for acting through administrative processes.

When the term "Council" is used, it indicates that the decision must be made by the Council, by resolution. Terms like "Prescribed Office" refer to specific roles assigned by legislation, such as the Mayor or CEO, where only the person in that role can perform the duties associated with it. For example, the mayor presides over Council meetings as required by section 5.6 of the *Local Government Act 1995*. These duties cannot be performed by the Council or the CEO unless the CEO holds the prescribed office.

Legislation sometimes requires a person to be "authorised" to perform certain functions, with some provisions limiting this authorisation to local government employees, while others may allow contractors or non-employees to be authorised, depending on the legislation.

It is unreasonable and impossible for every decision to be fulfilled by the Council of a local government. This is why a number of Acts administered by local governments allow the peak decision-making body (Council) to delegate power to certain committees, its CEO, and in some cases employees or other persons.

Delegation Register
City of Cockburn

DELEGATED AUTHORITY

Section 59 of the *Interpretation Act 1984* prescribes the overall framework for how delegated authority must be structured in Western Australian law.

In summary:

1. The written law (head of power) must include an express power to delegate, which specifically enables a person (the delegator) to make a delegation.
2. In that same written law, there must be an express power or duty conferred or imposed on the delegator, and it must be capable of being delegated. This means that:
    a. The power or duty proposed for delegation must be written in the same law as the express power to delegate; and
    b. That written law must not prohibit the power or duty from being delegated or contain limitations or conditions, which the proposed delegation exceeds.
3. The power to delegate cannot be delegated.
4. Delegations must be in writing (the instrument of delegation); and
5. Delegations must be advised to the delegate in writing.

Note that nothing prevents the delegating body or person from taking back a delegation or sub delegation or making the relevant decision on a particular issue. Similarly, a delegator does not have to exercise the delegation and may refer the decision back to the delegator.

Similarly, section 59(2) provides that:

The delegation of a power shall be deemed to include the delegation of any duty incidental thereto or connected therewith and the delegation of a duty shall be deemed to include the delegation of any power incidental thereto or connected therewith.

The purpose of delegating a power is generally aimed at dealing with matters that are routine, may have a time constraint, can change rapidly, or is simply more efficient.

The delegations of authority contained within are made to Committees pursuant to Section 5.16 and to the Chief Executive Officer pursuant to Section 5.42 of the *Local Government Act 1995* (the Act) and, where listed, some of these functions are delegated by the Chief Executive Officer to City of Cockburn employees pursuant to Section 5.44 of the Act. All delegations made by the Council must be by an absolute majority decision.

Section 5.43 of the Act provides that the following are decisions that cannot be delegated to the Chief Executive Officer:

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

- Any power or duty that requires a decision of an absolute majority of the Council.
- Accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph.
- Appointing an auditor.
- Acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph.
- Any of the local government's powers under sections 5.98, 5.98A, 5.99 and 5.100 of the Act.
- Borrowing money on behalf of the local government.
- Hearing or determining an objection of a kind referred to in Section 9.5.
- The power under Section 9.49A (4) to authorise a person to sign documents on behalf of the local government.
- Any power or duty that requires the approval of the Minister or Governor.
- Such other duties or powers that may be prescribed by the Act.

The Act allows for the Chief Executive Officer to delegate any of their powers to another employee, this must be done in writing. The Act allows for the Chief Executive Officer to place conditions on any delegations if required.

A person to whom a duty or power is delegated under the Act is a 'designated employee' under s5.74(b) of the Act and is required to:

- disclose relevant interests
- complete a Primary Return
- complete Annual Returns

Although these requirements relate only to delegations under the Act, compliance requirements are applied uniformly to employees exercising delegated authority. Any sub delegations by the Chief Executive Officer will be updated in this register as and when required, without presentation to Council, as delegations of power by the Chief Executive Officer to employees are to be determined by the Chief Executive Officer.

ACTING THROUGH

Employees do not always need a delegation or authorisation to carry out their tasks and functions on behalf of the local government. A function may be undertaken through the "acting through" concept. This means the person fulfills or carries out a function and has no discretion/decision making, in carrying out that function – the outcome will not be substantially different regardless of the circumstances or who exercised the power.

Section 5.16(4) of the Act provides that: …

> *(4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.*

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Similarly, s5.45(2) Act provides that:

> *Nothing in this Division (Division 4 - Local Government Employees) is to be read as preventing – a) a local government from performing any of its functions by acting through a person other than the Chief Executive Officer; or b) a Chief Executive Officer from performing any of his or her functions by acting through another person.*

The key difference between a delegation and acting through is that a delegate exercises a decision-making function in his or her own right. For example, an employee may pay an account or issue an approval if directed to do so by another employee who has the power to make such a decision and chooses to "act through" another employee. The employee who has paid the account or issued the approval carried out the function but did so at the direction of the employee who had the decision making or delegated authority to do so.

AUTHORISATIONS

Authorised persons (and who under some Acts do not necessarily have to be employees of the local government but often are) are given powers to do certain things under an Act, Regulation, or local law; usually to issue an infringement, make inquiries, enter on to property, issue a notice or to enforce a provision.

An authorised person, once appointed, is responsible for fulfilling the powers and duties assigned under law to an authorised person, which may be specified or limited in an Act or Regulation, or the certificate of authorisation.

An authorisation appoints a person to an office prescribed in law (to perform functions of that office) or appoints a person to perform a specific function prescribed in law.

An authorised person cannot delegate their powers and duties to another person.

REGISTER OF DELEGATED AUTHORITY

A register of delegations, being this manual, relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year. The Register is required to be publicly available and is published on the City's website.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep necessary records to the exercise of the power or discharge of the duty. All officers are required to maintain relevant records when exercising the power or discharge of duty delegated to them.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn

The written record is to contain:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

In addition to delegations made in accordance with the Act, a number of delegations are also made to the Chief Executive Officer, or directly to other officers in some instances, in accordance with the provisions of other legislation.

The aim of the delegated authority register is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with the City's commitment to a strong customer service focus.

Each instrument of delegation describes the function being delegated and the relevant statutory reference which is the source of power for the exercise of the function. Also included is a reference to related documents such as policies of the Council which may provide guidance in the exercise of the delegation. This delegated authority register will be reviewed in accordance with the Act on an annual basis.

Delegation Register
City of Cockburn

DELEGATION REGISTER

Table of Contents

1 LOCAL GOVERNMENT ACT 1995 DELEGATIONS 1
1.1 Council to Committees of Council 1
1.1.1 Audit Risk and Compliance Committee 1
1.1.2 Code of Conduct Complaints (CCC) Committee 2
1.2 Council to CEO 3
1.2.1 Authorise a Person to Perform Specified Functions 3
1.2.2 Performing Functions Outside the District 5
1.2.3 Compensation - Damage Incurred when Performing Executive Functions 6
1.2.4 Powers of Entry 7
1.2.5 Declare Vehicle is Abandoned Vehicle Wreck 9
1.2.6 Confiscated or Uncollected Goods 12
1.2.7 Disposal of Sick or Injured Animals 14
1.2.8 Temporary Road Closures 15
1.2.9 Control Reserves and Certain Unvested Facilities 17
1.2.10 Obstruction of Footpaths and Thoroughfares 18
1.2.11 Public Thoroughfare – Dangerous Excavations 20
1.2.12 Crossing – Construction, Repair and Removal 22
1.2.13 Private Works on, over or under Public Places 24
1.2.14 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift 26
1.2.15 Expressions of Interest for Goods and Services 28
1.2.16 Tenders for Goods and Services – Call Tenders 30
1.2.17 Exercising Contract Extension Options 32
1.2.18 Accepting and Rejecting Tenders 34
1.2.19 Minor Variation in Goods or Services 36
1.2.20 Selecting the Next Most Advantageous Tender 38
1.2.21 Variation to Contract 40
1.2.22 Tenders for Goods and Services - Exempt Procurement 42
1.2.23 Panels of Pre-Qualified Suppliers for Goods and Services 44
1.2.24 Disposing of Property 47
1.2.25 Payments from the Municipal or Trust Funds 51
1.2.26 Defer, Grant Discounts, Waive or Write Off Debts 53
1.2.27 Power to Invest and Manage Investments 55
1.2.28 Rate Record Amendment 57

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn

1.2.29 Agreement as to Payment of Rates and Service Charges 58
1.2.30 Recovery of Rates or Service Charges 59
1.2.31 Recovery of Rates Debts – Require Lessee to Pay Rent 60
1.2.32 Rate Record – Objections 61
1.2.33 City of Cockburn (*Local Government Act*) Local Laws 2000 62
1.2.34 Fencing Local Law 2012 64
1.2.35 Jetties, Waterways and Marina Local Law 2012 65
1.2.36 Waste Local Law 2020 67
1.2.37 Parking and Parking Facilities Local Law 2007 69
1.3 CEO to Employees 70
1.3.1 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare 71
1.3.2 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares 73
1.3.3 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places 75
1.3.4 Appoint Persons (Other than Employees) to Open Tenders 76
1.3.5 Electoral Enrolment Eligibility Claims and Electoral Roll 77
1.3.6 Destruction of Electoral Papers 79
1.3.7 Appoint Authorised Persons 81
1.3.8 Information to be Available to the Public 83
1.3.9 Infringement Notices 84

2 BUILDING ACT 2011 DELEGATIONS 85
2.1 Council to CEO 85
2.1.1 Approve or Refuse a Building Permit 85
2.1.2 Demolition Permits 88
2.1.3 Occupancy Permits or Building Approval Certificates 90
2.1.4 Designate Employees as Authorised Persons 92
2.1.5 Building Orders 93
2.1.6 Inspection and Copies of Building Records 95
2.1.7 Legal Proceedings 97
2.1.8 Referrals and Issuing Certificates 98
2.1.9 Appoint Approved Officers and Authorised Officers 100

3 BUSH FIRES ACT 1954 DELEGATIONS 102
3.1 Council to CEO, Mayor and Bush Fire Control Officer 102
3.1.1 Prohibited Burning Times - Vary 102
3.1.2 Prohibited Burning Times – Control Activities 103
3.1.3 Restricted Burning Times – Vary and Control Activities 105
3.1.4 Burning Garden Refuse / Open Air Fires 107

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn

3.1.5 Firebreaks 109
3.1.6 Appoint Bush Fire Control Officers 110
3.1.7 Recovery of Expenses Incurred through Contraventions of this Act 111
3.1.8 Prosecution of Offences 112
3.1.9 Bush Fire Brigade Local Law 2000 114

4 CAT ACT 2011 DELEGATIONS 115
4.1 Council to CEO 115
4.1.1 Cat Registrations 115
4.1.2 Cat Control Notices 117
4.1.3 Approval to Breed Cats 118
4.1.4 Recovery of Costs – Destruction of Cats 120
4.1.5 Authorise a Person to Perform Specified Functions under the *Cat Act 2011* 121
4.1.6 Applications to Keep Additional Cats 122
4.1.7 Reduce or Waive Registration Fee 124
4.2 CEO to Employees 125
4.2.1 Infringement Notices – Extensions and Withdrawals 125

5 DOG ACT 1974 DELEGATIONS 126
5.1 Dog Act Delegations Council to CEO 126
5.1.1 Appoint Registration Officer 126
5.1.2 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons 127
5.1.3 Refuse or Cancel Registration 128
5.1.4 Grant Exemption as to Number of Dogs Kept at Premises 130
5.1.5 Kennel Establishments 132
5.1.6 Recovery of Moneys Due Under this Act 133
5.1.7 Dispose of or Sell Dogs Liable to be Destroyed 134
5.1.8 Declare Dangerous Dog 135
5.1.9 Dangerous Dog Declared – Determine when to Revoke 136
5.1.10 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice 137
5.1.11 Determine Recoverable Expenses for Dangerous Dog Declaration 138

6 FOOD ACT 2008 DELEGATIONS 139
6.1 Council to Officers 139
6.1.1 Determine Compensation 139
6.1.2 Prohibition Orders and Certificates of Clearance 140
6.1.3 Food Business Registrations 142
6.1.4 Appoint Authorised Officers and Designated Officers 144
6.1.5 Debt Recovery and Prosecutions 146

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn

7 GRAFFITI VANDALISM ACT 2016 DELEGATIONS 147
7.1 Council to CEO 147
7.1.1 Give Notice Requiring Obliteration of Graffiti 147
7.1.2 Notices – Deal with Objections and Give Effect to Notices 148
7.1.3 Obliterate Graffiti on Private Property 149
7.1.4 Powers of Entry 150

8 HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911 151
8.1 Council to Deputies 151
8.1.1 Appointment and Authorisation of Deputies 151
8.1.2 Appoint Authorised Officer or Approved Officer (Asbestos Regs) 152

9 PUBLIC HEALTH ACT 2016 DELEGATIONS 153
9.1 Council to CEO 153
9.1.1 Designate Authorised Officers 153
9.1.2 Dealing with Seized Items 155
9.1.3 Enforcement Orders 156
9.1.4 Appoint Designated Officer – Information Sharing 158

10 PLANNING AND DEVELOPMENT ACT 2005 DELEGATIONS 159
10.1 Council to CEO 159
10.1.1 Illegal Development 159
10.1.2 Structure Plans 161
10.1.3 Town Planning Scheme – Development Contributions 164
10.1.4 Town Planning Scheme – Development Control 166

11 EXTERNAL AGENCY DELEGATIONS 170
11.1 Environmental Protection Act 170
11.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)] 170
11.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events 171
11.1.3 Noise Management Plans - Construction Sites 172
11.2 Planning and Development Act 2005 173
11.2.1 Instrument of Authorisation – Sign Development Applications for Crown Land as Owner 173
11.2.2 Delegation of Certain Powers and Functions of the WAPC relating to the MRS 176
11.2.3 Delegation of Certain Powers under Section 25 of the Strata Titles Act 1985 182
11.2.4 – Delegation of Certain Powers and Functions of the WAPC relating to the Hope Valley-Wattleup Redevelopment Act 2000 and the Hope Valley-Wattleup Mater Plan 184
11.3 Main Roads Act 1930 186

x

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn

11.3.1 Regulation of Parking on Verges of Main Roads, Highways and Footpaths 186
11.4 Road Traffic Code 2000 190
11.4.1 Authority to Use Traffic Signs and Devices at Roadworks 191
11.4.2 Authority to Use Traffic Signs and Devices at Events 193
11.4.3 Authority to Use Traffic Signs and Devices to Assist Emergency Vehicles at the Intersection of Karel Avenue and Berrigan Drive, Jandakot 196
11.4.4 Approval to Display Yellow Flashing Warning Lights on Ranger Vehicles 198
11.5 Road Traffic (Vehicles) Act 2012..... 199
11.5.1 Approval for Certain Local Government Vehicles as Special Use Vehicles 199

12 POLICY DELEGATIONS 203
12.1 Council to CEO..... 203
12.1.1 Community Funding to Support Local Economic Development 203
12.1.2 Funding Assistance – Community Associations 204
12.1.3 Funding Assistance for Community Organisations and Individuals 205
12.1.4 Funding for Community Organisations and Individuals (Grants, Donations & Sponsorships) 206

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
1. *Local Government Act 1995 Delegations*

1 Local Government Act 1995 Delegations

1.1 Council to Committees of Council

1.1.1 Audit Risk and Compliance Committee

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.16 Delegation of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees
Express Power Delegated:	*Local Government Act 1995*: s.7.12A(2), (3) & (4) Duties of Local Government with respect to audits
Delegate:	**Audit Risk and Compliance Committee**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to meet with the City's Auditor at least once every year on behalf of the Council [s.7.12A(2)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.7.1B.
Compliance Links:	• Department of Local Government, Sport and Cultural Industries *Operational Guideline No. 09 - The appointment, function and responsibilities of Audit Committees* • Audit Risk and Compliance Committee - Terms of Reference
Record Keeping:	Audit Committee Minutes shall record and identify each decision made under this delegation in accordance with the requirements of Administration Regulation 19.

1	First adopted 11 May 2023
2	Adopted 9 July 2024

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. *Local Government Act 1995 Delegations*

1.1.2 Code of Conduct Complaints (CCC) Committee

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.16 Delegation of some powers and duties to certain committees
Express Power Delegated:	*Local Government (Model Code of Conduct) Regulations 2021*: Clause 12 Dealing with a complaint Clause 13 Dismissal of complaint
Delegate:	**Code of Conduct Complaints (CCC) Committee**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to make a finding as to whether an alleged breach the subject of a complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur *[MCC.cl.12(1) and (3)]*. In making any finding the Committee must also determine reasons for the finding *[MCC.cl.12(7)]*. 2. Where a finding is made that a breach has occurred, authority to: a. take no further action *[MCC.cl.12(4(a)]*; or b. prepare and implement a plan to address the behaviour of the person to whom the complaint relates *[MCC.cl.12(4)(b), (5) and (6)]*. 3. Authority to dismiss a complaint and if dismissed, the Committee must also determine reasons for the dismissal *[MCC.cl.13(1) and (2)].*
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Nil.
Compliance Links:	Elected Member Code of Conduct (CCC) Complaints of Alleged Behaviour Breach Policy
Record Keeping:	Committee Minutes shall record the details of each decision made under this delegation in accordance with the requirements of Administration Regulation 19.

1	First adopted 11 May 2023
2	Adopted 9 July 2024

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2 Council to CEO

1.2.1 Authorise a Person to Perform Specified Functions

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power Delegated:	*Local Government Act 1995*: s.3.24 Authorising persons under this Subdivision s.3.31(2) General Procedure for entering property s.3.39(1) Power to remove and impound s.3.40A(1) Abandoned vehicle wreck may be taken s.9.24(1)(c) and (2)(b) Prosecutions, commencing *Local Government (Miscellaneous Provisions) Act 1960* s.449 Pounds, establishing; pound keepers and Rangers, appointing
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to authorise persons for the purposes of *Part 3, Division 3, Subdivision 2 – Certain provisions about land* - to exercise the Local Government's powers under s.3.25 to 3.27 inclusive, to issue and administer notices requiring certain things to be done by owner or occupier of land *[s.3.24].* 2. Authority to authorise persons to enter onto land, premises or thing, without consent of the owner / occupier, unless the owner / occupier objects *[s.3.31(2)].* 3. Authority to authorise an employee to remove and impound any goods that are involved in a contravention that can lead to impounding *[s.3.39(1)]*. 4. Authority to authorise persons to commence prosecutions for offences under the Local Government Act 1995 and any Local Laws made under the Local Government Act 1995 *[s.9.24(1)(c) and (2)(b)]*. 5. Authority to authorise an employee to remove and impound a vehicle that has been determined as an abandoned vehicle wreck *[s.3.40A(1)]*. 6. Authority to appoint fit and proper persons as pound keepers or Rangers *[Misc.Prov.s.449]*.
Council Conditions on this Delegation:	Nil.

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees.
Sub-Delegate/s: *Appointed by CEO*	**Director Infrastructure Services** **Director Corporate and System Services** **Director Sustainable Development and Safety** **Director Community and Place**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Nil
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system.

1	Adopted 9 July 2024
2	Modified 11 March 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.2 Performing Functions Outside the District

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power Delegated:	*Local Government Act 1995*: s.3.20(1) Performing functions outside district
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the District and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of the function [s.3.20(1)].
Council Conditions on this Delegation:	a. A decision to undertake a function outside the district, can only be made under this delegation where there is a relevant Budget allocation, and the performance of the functions does not negatively impact service levels within the district. Where these conditions are not met, the matter must be referred for Council decision. b. This function is not to be sub-delegated.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	N/A
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system.

1 Adopted 9 July 2024

5

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.3 Compensation - Damage Incurred when Performing Executive Functions

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power Delegated:	*Local Government Act 1995*: s.3.22(1) Compensation s.3.23 Arbitration
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)]. 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.
Council Conditions on this Delegation:	Delegation is limited to settlements which do not exceed a material value of $20,000.
Express Power to Sub-Delegate:	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Infrastructure Services**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	a. Conditions on the delegation also apply to sub-delegation. b. Sub-delegation may only be exercised after receiving advice from ~~Manager Legal and Compliance~~General Counsel.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1 Adopted 9 July 2024	

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.4 Powers of Entry

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power Delegated:	*Local Government Act 1995*: s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to give notice of entry [*s.3.32]*. 2. Authority to seek entry under warrant *[s.3.33]*. 3. Authority to determine if an emergency exists, and then execute entry ~~in an emergency~~, using such force as is reasonable *[s.3.34(1)~~ and (3)]*. 4. Authority to give notice and effect entry by opening a fence *[s.3.36]*.
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Infrastructure Services** **Director Sustainable Development and Safety** **Group Manager Development and Safety** **Service Manager Rangers and Community Safety** **Ranger Services Manager** **Ranger Team Leader** **Service Manager Development Services** **Service Lead Development Compliance ~~Coordinator Development Compliance~~** Functions 1 and 2 only

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

	Service Lead Public Health **Service Lead Building Services**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Nil
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995*: s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024
2	Modified 11 March 2025
3	Modified 10 April 2025
4	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.5 Declare Vehicle is Abandoned Vehicle Wreck

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.40A(1),(2), (4) Abandoned vehicle wreck may be taken
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Provisionally and finally d~~D~~eclare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(1),(4)]. ~~1.~~2. Give notice to a person advising that an impounded vehicle may be collected from a place specified in the notice [s.3.40(2)] .
Council Conditions on this Delegation:	Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.6 Confiscated or Uncollected Goods or alternatively, referred for Council decision.
Express Power to Sub-Delegate:	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety** **Group Manager Development and Safety** **Service Manager Rangers and Community Safety** **Ranger Services Manager** **Parking Operations Manager**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Conditions on the delegation also apply to sub-delegation.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995*: s.3.40A(3),(5) Abandoned vehicle wreck may be taken
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024
2	Modified 11 March 2025
3	Modified 10 April 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

4 Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
1. Local Government Act 1995 Delegations

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.6 Confiscated or Uncollected Goods

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.42 Impounded non-perishable goods s.3.44 Notice to collect goods if not confiscated s.3.46 Goods m~~M~~ay be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. ~~1.~~ Authority to give notice that goods may be collected from a place specified during such hours as specified [ss 3.42, 3.44]. ~~1.~~2. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] ~~2.~~3. ~~2.~~ Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. ~~3.~~4. ~~3.~~ Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety** **Group Manager Development and Safety** **Service Manager Rangers and Community Safety** **Ranger Services Manager**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Nil
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

	~~*Local Government (Functions and General) Regulations 1996* r.30 Dispositions of property excluded from s.3.58 of the *Local Government Act 1995* s3.58~~
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024
2	Modified 11 March 2025
3	Modified 10 April 2025
4	Modified 8 July 2025

13

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.7 Disposal of Sick or Injured Animals

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.47A Sick or injured animals, disposal of ~~s.3.48 Impounding expenses, recovery of~~
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. ~~Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].~~
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety** **Group Manager Development and Safety** **Service Manager Rangers and Community Safety** **Ranger Services Manager**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Only where the Delegate's reasonable efforts to identify and contact an owner have failed.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* s.3.47A(3) Sick or injured animals, disposal of
Record Keeping	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024
2	Modified 11 March 2025
3	Modified 10 April 2025
4	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.8 Temporary Road Closures

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: • give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and • consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s3.51].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

Sub-Delegate/s: *Appointed by CEO*	**Director Infrastructure Services** ~~**Director Sustainable Development and Safety**~~ **Group Manager Assets and Projects** **Service Manager Traffic and Major Projects** **Transport and Traffic Coordinator** **Director Sustainable Development and Safety** Function 4 only **Fire and Emergency Management Manager**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Nil
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024
2	Modified 11 March 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.9 Control Reserves and Certain Unvested Facilities

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts. [s.3.53(3)]. 2. Authority to do anything for the purpose of controlling and managing land under the control and management of the City of Cockburn that the City of Cockburn could do under s.5 of the *Parks and Reserves Act 1895*. [s.3.54(1)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Infrastructure Services** **Group Manager Parks, Fleet and Waste** **Group Manager Assets and Projects**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Nil
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024
2	Modified 11 March 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.10 Obstruction of Footpaths and Thoroughfares

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government (Uniform Local Provisions) Regulations 1996*: r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: a. prevent damage to the footpath; or b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

	encroaching, without lawful authority on a public thoroughfare [ULP r.7].
Council Conditions on this Delegation:	a. Actions under this Delegation must comply with procedural requirements detailed in *the Local Government (Uniform Local Provisions) Regulations 1996*. b. Permission may only be granted where, the proponent has: I. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Infrastructure Services** **Group Manager Parks, Fleet and Waste** **Group Manager Assets and Projects** **Service Manager Traffic and Major Projects**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Conditions on the delegation also apply to sub-delegation.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996*
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	Modified 11 March 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.11 Public Thoroughfare – Dangerous Excavations

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government (Uniform Local Provisions) Regulations 1996*: r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)]. 3. Authority to impose conditions on granting permission [ULP r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Council Conditions on this Delegation:	a. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Infrastructure Services** **Group Manager Parks, Fleet and Waste** **Group Manager Assets and Projects**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Conditions on the delegation also apply to sub-delegation.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.3 – Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares *Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024
2	Modified 11 March 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.12 Crossing – Construction, Repair and Removal

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government (Uniform Local Provisions) Regulations 1996*: r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7(2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r,12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Council Conditions on this Delegation:	Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Infrastructure Services** **Group Manager Assets and Projects** **Service Manager Infrastructure Assets** **Civil Infrastructure Manager**
CEO Conditions on this Sub-Delegation:	Conditions on the delegation also apply to sub-delegation.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

Conditions on the delegation also apply to sub-delegation.	
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*
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	Modified 11 March 2025
4	Modified 10 April 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.13 Private Works on, over or under Public Places

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government (Uniform Local Provisions) Regulations 1996*: r.17 Private works on, over, or under public places – Sch.9.1 cl.8
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)]. 3. Authority to approve the insurance company providing the mandatory insurance policy prescribed in r.17(8)(b).
Council Conditions on this Delegation:	a. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*. b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

Sub-Delegate/s: *Appointed by CEO*	**Director Infrastructure Services**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Conditions on the delegation also apply to sub-delegation.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.14 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government (Uniform Local Provisions) 1996*: r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to give notice to a landowner / occupier if it is considered that clearing the owner / occupier's land may cause local government land with a common boundary, to be adversely affected by wind erosion or sand drift *[ULP r.21(1)]*.
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Infrastructure Services** ~~**Director Sustainable Development and Safety**~~ ~~**Group Manager Development and Safety**~~ **Group Manager Assets and Projects** **Service Manager Infrastructure Assets** ~~**Service Manager Development Services**~~ **Civil Infrastructure Manager** ~~**Senior Development Engineer**~~**Director Sustainable Development and Safety** **Group Manager Development and Safety** **Service Manager Development Services** **Senior Development Engineer**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Conditions on the delegation also apply to sub-delegation.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

	Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*
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	Modified 11 March 2025
4	Modified 10 April 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.15 ~~1.2.15~~ Expressions of Interest for Goods and Services

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Council Conditions on this Delegation:	Notification that Expressions of Interest have been called to be included in Elected Members Portal (Hub).
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Infrastructure Services** **Director Corporate and System Services** **Director Sustainable Development and Safety** **Director Community and Place**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Conditions on the delegation also apply to sub-delegation.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures Procurement Policy

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

Record Keeping:	Copies of all documents and advertisement to be retained on the relevant System. 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	Modified 11 March 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.16 Tenders for Goods and Services – Call Tenders

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* r.11(1), (2) When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to call tenders [F&G r.11(1)]. 2. Authority to invite tenders although not required to do so [F&G r.13]. 3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 5. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)].
Council Conditions on this Delegation:	~~a.~~ Tenders can only be invited for those goods and services identified in the Long-Term Financial Plan, the Annual Budget, Corporate Business Plan, or separately approved by Council. a. b. Notification that Tenders have been called to be included in Elected Members Portal (Hub).
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Infrastructure Services** **Director Corporate and System Services**

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

	Director Sustainable Development and Safety **Director Community and Place** Function 4 and 5 only **Service Manager Procurement and Contracts**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Conditions on the delegation also apply to sub-delegation.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures Procurement Policy
Record Keeping:	Copies of all documents and advertisement to be retained on the relevant System. 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	Modified 11 March 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.17 Exercising Contract Extension Options

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995:* s.3.57 Tenders for providing goods or services *Local Government (Functions & General) Regulations 1996* r.11(2)(j) When tenders have to be publicly invited
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).
Council Conditions on this Delegation:	a. ~~Limited to E~~extensions must be on the same terms and conditions as the final year of the original term. b. Price variations are only permitted if provided for in the original contract terms. c. Expenditure for the current financial year is included in the adopted Annual Budget and future expenditure in the Corporate Business Plan or Long-Term Financial Plan. ~~a.~~d. Contract extensions/renewals using this delegation must be reported to Council through the relevant Committee.~~, with any price variations only if provided for in the original contract terms.~~
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Infrastructure Services** **Director Corporate and System Services** **Director Sustainable Development and Safety** **Director Community and Place**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	a. Conditions on the delegation also apply to sub-delegation. b. Must be within the ~~delegated financial~~purchasing authority limit of the sub-delegate.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

	c. For renewals where total expenditure exceeds $500,000, the approval of Director Corporate and System Services and one other Director is required. ~~b.~~ d. For renewals where total expenditure exceeds $1,000,000, the approval of the CEO and one Director is required. ~~The value of the contract extension must be within the adopted Budget allocation.~~
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures. Procurement Policy
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	Modified 11 March 2025
4	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.18 Accepting and Rejecting Tenders

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* r.11(2)(j) Exercising contract extension options r.18(2), (4), (4a), (5), Rejecting and accepting tenders
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: i. The extent to which each tender satisfies the criteria for deciding which tender to accept; and ii. To accept the tender that is most advantageous within the $1,000,000 (Ex GST) detailed as a condition on this Delegation [F&G r.18(4)]. 4. Authority to decline to accept any tender [F&G r.18(5)].
Council Conditions on this Delegation:	a. Exercise of authority under F&G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised – consider process contract implications. b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where: i. The total consideration under the resulting contract is $1,000,000 (Ex GST) or less; ii. ~~The expense~~Expenditure for the current financial year is included in the adopted Annual Budget

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

	and future expenditure in the Corporate Business Plan or Long-Term Financial Plan. iii. The tenderer has complied with requirements under F&G r.18(2) and (4).
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Infrastructure Services** **Director Corporate and System Services** **Director Sustainable Development and Safety** **Director Community and Place** Function 2 only **Service Manager Procurement and Contracts**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	a. Conditions on the delegation also apply to sub-delegation. b. Must be within the purchasing authority limit of the sub-delegate~~Must be within the delegated financial authority limit of the sub-delegate~~. c. For tenders where total expenditure exceeds $500,000, the approval of Director Corporate and System Services and one other Director is required. ~~b. Must be within the delegated financial authority limit of the sub-delegate.~~ ~~c.~~d. Approving Director must not to be the same Director making the recommendation.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures Procurement Policy
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	Modified 11 March 2025
4	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.19 Minor Variation in Goods or Services

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995:* s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996* r.20(1), (3) Variation of requirements before entry into contract
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations before entering into a contract [F&G r.20(1) and (3)].
Council Conditions on this Delegation:	a. T~~That t~~he variation is minor having regard to the total goods or services that tenderers were invited to supply. b. Expenditure for the current financial year is included in the adopted Annual Budget and future expenditure in the Corporate Business Plan or Long-Term Financial Plan. ~~a.~~c. Variations using this delegation must be reported to Council through the relevant Committee.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Infrastructure Services** **Director Corporate and System Services** **Director Sustainable Development and Safety** **Director Community and Place**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	a. Conditions on the delegation also apply to sub-delegation. b. Must be within the purchasing authority limit of the sub-delegate. ~~Conditions on the delegation also apply to sub-delegation.~~

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

	~~Must be within the delegated financial~~purchasing ~~authority limit of the sub-delegate.~~ c. For variations where total expenditure exceeds $500,000, the approval of Director Corporate and System Services and one other Director is required d. For variations where total expenditure exceeds $1,000,000, the approval of the CEO and one Director is required. ~~For variations where total expenditure exceeds $1,000,000, the approval of the CEO and one Director is required.The amount of the variation must be within the approved budget.~~ ~~Variations using this delegation must be reported to Council through the relevant Committee.~~
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures. Procurement Policy
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024
2	Modified 11 March 2025
3	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.20 Selecting the Next Most Advantageous Tender

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995:* s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996* r.20(2) Variation of requirements before entry into contract
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)].
Council Conditions on this Delegation:	Tenders may only be accepted under this delegation, where: a. The total consideration under the resulting contract is $1,000,000 (Ex GST) or less; b. ~~The expense~~Expenditure for the current financial year is included in the adopted Annual Budget and future expenditure in the Corporate Business Plan or Long-Term Financial Plan~~.~~; and c. The tenderer has complied with requirements under F&G r.18(2) and (4).
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Infrastructure Services** **Director Corporate and System Services** **Director Sustainable Development and Safety** **Director Community and Place**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	a. Conditions on the delegation also apply to sub-delegation. b. Must be within the ~~delegated financial~~purchasing authority limit of the sub-delegate.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

	~~b.~~c. For tenders where total expenditure exceeds $500,000, the approval of Director Corporate and System Services and one other Director is required. ~~c. Directors may accept contracts up to a value of $1,000,000 (Ex GST).~~ d. The approving Director must not to be the same Director making the recommendation.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures Procurement Policy
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	Modified 11 March 2025
4	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.21 Variation to Contract

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995:* s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996* r.21A Varying a contract for the supply of goods and services
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to vary a tendered contract, after it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract.
Council Conditions on this Delegation:	a. The variations are necessary for the goods and services to be supplied. b. The variations do not change the scope of the original contract. c. The variations do not exceed the project allocation for the current financial year in the adopted Annual Budget, and/or future expenditure in the Corporate Business Plan or Long-Term Financial Plan. ~~d. For variations that exceed $1,000,000 the approval of the CEO and one Director is required.~~ ~~c.~~d. V~~The v~~ariations using this delegation are to be reported to ~~the relevant committee~~Council through the relevant Committee.~~.~~
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Infrastructure Services** **Director Corporate and System Services** **Director Sustainable Development and Safety** **Director Community and Place**

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	a. Conditions on the delegation also apply to sub-delegation. b. Must be within the ~~delegated financial~~purchasing authority limit of the sub-delegate. c. For variations that exceed $500,000, the approval of the Director Corporate and System Services and one other Director is required. ~~b.~~d. For variations that exceed $1,000,000, the approval of the CEO and one Director is required.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures. Procurement Policy
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	Modified 11 March 2025
4	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.22 Tenders for Goods and Services - Exempt Procurement

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* r.11(2) When tenders have to be publicly invited (*exemptions*)
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&G.r.11(2)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine to contract directly with a suitable supplier [F&G r.11(2)(f)].
Council Conditions on this Delegation:	a. The total consideration under the resulting contract is $1,000,000 (Ex GST) or less; ~~a.~~ There has been compliance with ~~The determination is to be supported by a detailed report.~~ b. ~~Subject to~~ the ~~requirements and conditions of~~ Council's Procurement ~~urchasing~~ Policy. c. Expenditure for the current financial year is included in the adopted Annual Budget and future expenditure in the Corporate Business Plan or Long-Term Financial Plan. ~~b.~~d. For function 2 - the determination is supported by a detailed report.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	~~Function 2 only~~ **Director Infrastructure Services**

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

	Director Corporate and System Services **Director Sustainable Development and Safety** **Director Community and Place~~Director Corporate and System Services~~**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	a. Conditions on the delegation also apply to sub-delegation. ~~a.~~ Must be within the purchasing authority limit of the sub-delegate. b. ~~b.~~c. For procurement that exceeds $500,000, the approval of the Director Corporate and System Services and one other Director is required.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures Procurement Policy
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	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.23 Panels of Pre-Qualified Suppliers for Goods and Services

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government (Functions and General) Regulation 1996*: r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD (3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH (2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine that a there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)]. 2. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r.24AD (3)]. 3. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&G r.24AD (6)]. 4. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r.24AH (2)]. 5. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept and decide which applications to accept as most advantageous [F&G r.24AH (3)]. 6. Authority to request clarification of information provided in a submission by an applicant [F&G r.24AH (4)].

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

	7. Authority to decline to accept any application [F&G r.24AH (5). 8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&G r.24AJ (1)].
Council Conditions on this Delegation:	a. Notification that a panel of pre-qualified suppliers has been called to be included in Elected Members Portal (Hub). b. In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration under the resulting individual contract is $1,000,000 or less. c. The expense for the current financial year is included in the adopted Annual Budget and future expenditure in the Corporate Business Plan or Long-Term Financial Plan.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Infrastructure Services** **Director Corporate and System Services** **Director Sustainable Development and Safety** **Director Community and Place** Function 2, 3 and 6 only **Service Manager Procurement and Contracts**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	a. Conditions on the delegation also apply to sub-delegation. b. Must be within the ~~delegated financial authority~~purchasing authorisation limit of the sub-delegate. c. Functions 3 and 6 only after taking reasonable steps to provide each person informed on the application notice of a variation.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

	Procurement Policy
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	Modified 11 March 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.24 Disposing of Property

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.58(2) & (3) Disposing of Property *Local Government (Functions and General) Regulations 1996:* R.30 Dispositions of property excluded from Act s.3.58
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to dispose of property to: (a) the highest bidder at public auction [s.3.58(2)(a)]. (b) the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)]. 3. Authority to dispose of property, that is prescribed as exempt from the provisions of s.3.58: (a) disposal of land to an adjoining owner, where the market value is less than $5000 and the delegate has determined that the land would not be of benefit to anyone other than the adjoining owner. [F&G.r.30(2)(a)] (b) disposal of land to a body with charitable, benevolent, religious, cultural, educational, recreational or sporting objects, whose members are not entitled to pecuniary benefit. [F&G.r.30(2)(b)] (c) disposal of land to the Crown; a State or Commonwealth department, agency, or instrumentality; or another local government. [F&G.r.30(2)(c)] (d) disposal of land, by lease, to an employee of the local government for use as the employee's residence [F&G.r.30(2)(d)].

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

	(e) disposal of land, by lease, for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land. [F&G.r.30(20(e)] (f) disposal of land, by lease, of a residential property to a person for residential purposes [F&G.r.30(2)(f)]. (g) disposal of property (other than land / buildings), where the property is disposed within 6 months after it has been unsuccessfully put out to auction, public tender or private treaty via Statewide public notice [F&G.r.(2A) (h) disposal of property, other than land / buildings, where the market value is determined as less than $20,000. [F&G r.30(3)(a)] (i) disposal of property, other than land / buildings, where the entire consideration received for the disposal is used to purchase other property AND the total value of the other property is not more, or worth more, than $75,000. [F&G.r.30(3)(b)]
Council Conditions on this Delegation:	a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. b. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a value of less than $750,000. c. When determining the method of disposal: • Where a public auction is determined as the method of disposal: o Reserve price has been set by independent valuation. o Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. • Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

	• Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to:
	  ○ Negotiate the sale of the property up to a -10% variance on the valuation; and
	  ○ Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded.
	• A disposal under Functions and General Regulations 30(2)(a), (f), (2A) or (3)(a), (b), the disposal method selected must obtain a best value outcome for the Local Government.
	• A disposal under Functions and General Regulations 30(2)(d), must be assessed as equitable in context of disposals to other employees of the Local Government.
	• Disposal methodology must consider and where practicable demonstrate environmentally responsible outcomes.

Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Infrastructure Services** **Director Corporate and System Services** **Chief Financial Officer** **Director Sustainable Development and Safety** **Director Community and Place** ~~**Chief Financial Officer**~~
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	a. Conditions on the delegation also apply to sub-delegation ~~b.~~ Must be within the ~~delegated financial authority~~purchasing authorisation limit of the sub-delegate and ~~;~~. ~~c.~~ n~~N~~ot exceed $150,000 for any Director or ~~; or~~ ~~d.~~b. ~~Not exceed~~ $50,000 for ~~any Group Head or Manager~~the Chief Financial Officer
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* – s.3.58 Disposal of Property *Local Government (Functions and General) Regulations 1995* – r.30 Dispositions of property excluded from Act s. 3.58

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

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	Modified 11 March 2025
4	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

~~**1.2.24 Payments from the Municipal or Trust Funds**~~

1.2.25 Payments from the Municipal or Trust Funds

~~**1.2.24**~~

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government (Financial Management) Regulations1996*: r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to make payments from the municipal or trust funds [FM.r.12(1)(a)].
Council Conditions on this Delegation:	Authority to make payments is subject to annual budget limitations.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Corporate and System Services** **Chief Financial Officer** **Service Manager Strategic Finance**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	a. Conditions on the delegation also apply to sub-delegation b. All electronic bank file payments over $500,000 require authorisation by two sub-delegates
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* *Local Government (Financial Management) Regulations 1996* - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. *Local Government (Audit) Regulations 1996* Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1	Adopted 11 May 2023
2	Modified 9 July 2024
3	Modified 11 March 2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

~~1.2.25~~1.2.26 Defer, Grant Discounts, Waive or Write Off Debts

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.6.12 Power to defer, grant discounts, waive or write off debts
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Waive a debt which is owed to the City of Cockburn [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the City of Cockburn [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the City of Cockburn [s.6.12(1)(c)]
Council Conditions on this Delegation:	a. "Waive or grant concessions" does not apply to an amount of money owing in respect of rates and service charges; b. The waiver, concession or write off of money owing not exceeding $5,000 c. All waivers, concessions or write offs of money owing greater than $5,001 to be reported to ~~the Expenditure Review Committee~~Council via the relevant Committee.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Infrastructure Services** **Director Corporate and System Services** **Director Sustainable Development and Safety** **Director Community and Place**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Conditions on the delegation also apply to sub-delegation
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

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	Modified 11 March 2025
4	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

~~1.2.26~~1.2.27 Power to Invest and Manage Investments

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.6.14 Power to invest *Local Government (Financial Management) Regulations 1996*: r.19 Investments, control procedures for
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Council Conditions on this Delegation:	a. All investment activity must comply with the Financial Management Regulation 19C and Investment of Funds Policy. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17]
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Corporate and System Services** **Chief Financial Officer** **Service Manager Strategic Finance**

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Nil
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Financial Management) Regulations 1996* – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a)) Investment of Funds Policy
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024
2	Modified 11 March 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

~~1.2.27~~1.2.28 Rate Record Amendment

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.6.39(2)(b) Rate record
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Corporate and System Services** **Chief Financial Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Nil
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024
2	Modified 11 March 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

~~1.2.28~~1.2.29 Agreement as to Payment of Rates and Service Charges

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.6.49 Agreement as to payment of rates and service charges
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Council Conditions on this Delegation:	a. Decisions under this delegation must comply with the Financial Hardship Policy. b. Agreements must be in writing and, subject to the Financial Hardship Policy, must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Corporate and System Services** **Chief Financial Officer** **Rates and Revenue Manager** **Ratepayer Experience Coordinator** **Service Manager Strategic Finance** ~~**Ratepayer Experience Coordinator**~~
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Conditions on the delegation also apply to sub-delegation
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Financial Hardship Policy
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024
2	Modified 11 March 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

~~1.2.29~~1.2.30 Recovery of Rates or Service Charges

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Corporate and System Services** **Chief Financial Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Conditions on the delegation also apply to sub-delegation
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024
2	Modified 11 March 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

~~1.2.30~~1.2.31 Recovery of Rates Debts – Require Lessee to Pay Rent

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.6.60 Local Government may require lessee to pay rent
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the City of Cockburn [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Corporate and System Services** **Chief Financial Officer** **Service Manager Strategic Finance**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Nil
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60.
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	Modified 11 March 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

~~1.2.31~~1.2.32 Rate Record – Objections

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.6.76 Grounds of objection
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person who made the objection [s.6.76(5)].
Council Conditions on this Delegation:	a. Objections allowed on the grounds of non-rateability of Land are limited to where general rates to be charged do not, or would not, exceed $5,000 per annum b. Written notice is to be served upon the person by whom the objection was made, of the decision on the objection and a statement of their reason for that decision.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Corporate and System Services** **Chief Financial Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Conditions on the delegation also apply to sub-delegation
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
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	Modified 11 March 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

~~Local Law Delegations to the CEO~~

~~1.2.32~~1.2.33 City of Cockburn (*Local Government Act*) Local Laws 2000

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*City of Cockburn (Local Government Act) Local Laws 2000*
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to administer the *City of Cockburn (Local Government Act) Local Laws 2000*, to exercise all powers and duties of the local government under the local laws, and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the local government under the local laws.
Council Conditions on this Delegation:	This delegation excludes: a. Any functions that must be exercised by resolution of Council. b. Applications to keep more than two dogs are~~,~~ dealt with under delegated authority '5.1.4 Grant Exemption as to Number of Dogs Kept at Premises.'
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Infrastructure Services** **Director Sustainable Development and Safety** **Director Community and Place** **Service Manager Health and Building Services** **Service Lead Public Health**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Conditions on the delegation also apply to sub-delegation
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1	Adopted 9 July 2024
2	Modified 11 March 2025
3	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

~~1.2.33~~1.2.34 Fencing Local Law 2012

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*City of Cockburn Fencing Local Law 2012*
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to administer the City's *Fencing Local Law 2012*, to exercise all powers and duties of the local government under the local law, and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the local government under the local law.
Council Conditions on this Delegation:	This excludes any functions that must be exercised by resolution of Council.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety** **Group Manager Development and Safety** **Service Manager Health and Building Services** **Service Manager Development Services** **Building Services Coordinator** ~~**Coordinator Development Compliance**~~ **Service Lead Development Compliance**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Conditions on the delegation also apply to sub-delegation
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024
2	Modified 11 March 2025
3	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

~~1.2.34~~1.2.35 Jetties, Waterways and Marina Local Law 2012

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*City of Cockburn Jetties, Waterways and Marina Local Law 2012*
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to administer the City's *Jetties, Waterways and Marina Local Law 2012*, to exercise all powers and duties of the local government under the local law, and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the local government under the local law.
Council Conditions on this Delegation:	This excludes any functions that must be exercised by resolution of Council.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety** **Group Manager Development and Safety** **Service Manager Rangers and Community Safety** **Ranger Services Manager** **Director Community and Place** ~~**Group Manager Development and Safety**~~ **Group Manager Recreation and Place** **Service Manager Recreation Services** **Marina Manager** ~~**Services Manager Ranger and Community Safety**~~ ~~**Ranger Services Manager**~~
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Conditions on the delegation also apply to sub-delegation
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024
2	Modified 11 March 2025
3	Modified 10 April 2025
4	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

~~1.2.35~~1.2.36 Waste Local Law 2020

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*City of Cockburn Waste Local Law 2020*
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to administer the City's *Waste Local Law 2020*, to exercise all powers and duties of the local government under the local law, and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the local government under the local law.
Council Conditions on this Delegation:	This excludes any functions that must be exercised by resolution of Council.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Infrastructure Services** **Group Manager Parks, Fleet and Waste** **Service Manager Waste and Fleet Services** **Waste Services Manager** **Cockburn Resource Recovery Park Manager** **Waste Services Coordinator** **Waste Education Coordinator** **Waste Collection Supervisor**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Conditions on the delegation also apply to sub-delegation
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024
2	Modified 11 March 2025
3	Modified 10 April 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
1. Local Government Act 1995 Delegations

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

~~1.2.36~~1.2.37 Parking and Parking Facilities Local Law 2007

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*City of Cockburn Parking and Parking Facilities Local Law 2007*
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to administer the City's *Parking and Parking Facilities Local Law 2007*, to exercise all powers and duties of the local government under the local law, and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the local government under the local law.
Council Conditions on this Delegation:	This excludes any functions that must be exercised by resolution of Council.
Express Power to Sub-Delegate:	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety** **Group Manager Development and Safety** **Service Manager Rangers and Community Safety** **Ranger Services Manager** **Parking Operations Manager**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Conditions on the delegation also apply to sub-delegation
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024
2	Modified 11 March 2025
3	Modified 10 April 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.3 CEO to Employees

1.3.1 Determine if an Emergency for Emergency Powers of Entry

Delegator: *Power / Duty assigned in legislation to:*	Chief Executive Officer
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	*Local Government Act 1995:* s.3.34(2) Entry in emergency
Delegate/s:	**Director Sustainable Development and Safety**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions [s.3.34(2)].
CEO Conditions on this Delegation:	a. Determinations using this delegation must comply with the requirements of section 3.34(2). b. Delegate must advise CEO (and/or ELT?) of exercise of this delegation as soon as reasonably possible.
Express Power to Sub-Delegate:	Nil.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024
2	Modified 11 March 2025
3	Modified 10 April 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

~~1.3.2~~1.3.1 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare

Delegator: *Power / Duty assigned in legislation to:*	Chief Executive Officer
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	*Local Government (Uniform Local Provisions) Regulations 1996*: r.6(4)(d) Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a)
Delegate/s:	**Director Infrastructure Services** **Group Manager Assets and Projects** **Service Manager Traffic and Major Projects**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	When determining to grant permission to obstruct a public footpath or thoroughfare under Delegated Authority 1.2.10: 1. Authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r.6(4)(d)]]. 2. Authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r.6(5)(b). 3. Authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)].
CEO Conditions on this Delegation:	a. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.2.10 Obstruction of Footpaths and Thoroughfares. b. Actions under this Delegation must comply with the procedural requirements detailed in *the Local Government (Uniform Local Provisions) Regulations 1996*.
Express Power to Sub-Delegate:	Nil.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

Compliance Links:	This delegated authority is effective only in alignment with Delegated Authority 1.2.10 Obstructions of Footpaths and Thoroughfares. Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024
2	Modified 11 March 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

~~1.3.3~~1.3.2 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares

Delegator: *Power / Duty assigned in legislation to:*	Chief Executive Officer
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	Local Government (Uniform Local Provisions) Regulations 1996: r.11(6)(c) and (7)(c) Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl.6
Delegate/s:	**Director Infrastructure Services** **Group Manager Assets and Projects** **Service Manager Traffic and Major Projects** **Director Sustainable Development and Safety** ~~**Group Manager Assets and Projects**~~ ~~**Service Manager Traffic and Major Projects**~~
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	When determining to grant permission to for a dangerous excavation under Delegated Authority 1.2.11: 1. Authority to determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.11(6)(c)]. 2. Authority to determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r.11(7)(c)]. 3. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily.
CEO Conditions on this Delegation:	a. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.2.11 Public Thoroughfares – Dangerous Excavations. b. Actions under this Delegation must comply with the procedural requirements detailed in *the Local*

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

	Government (Uniform Local Provisions) Regulations 1996.
Express Power to Sub-Delegate:	Nil.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. This delegated authority is effective only in alignment with Delegated Authority 1.2.11 Public Thoroughfares – Dangerous Excavations. *Local Government (Uniform Local Provisions) Regulations 1996* Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024
2	Modified 11 March 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

~~1.3.4~~1.3.3 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places

Delegator: *Power / Duty assigned in legislation to:*	Chief Executive Officer
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	*Local Government (Uniform Local Provisions) Regulations 1996*: r.17(5)(b) and r.17(6)(c) Private works on, over, or under public places — Sch. 9.1 cl. 8
Delegate/s:	**Director Infrastructure Services**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine, as a condition of granting permission for Private Works in Public Places, the sum sufficient to deposit with the Local Government to cover the cost of repairing damage to the public thoroughfare or public place resulting from the crossing construction, on the basis that the Local Government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.17(5)(b)]. 2. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily. [r.17(6)(c)].
CEO Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. This delegated authority is effective only in alignment with Delegated Authority 1.2.13 Private Works on, over or under Public Places
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1 Adopted 9 July 2024

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

~~1.3.5~~1.3.4 Appoint Persons (Oother than Eemployees) to Open Tenders

Delegator: *Power / Duty assigned in legislation to:*	Chief Executive Officer
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	*Local Government (Functions and Genera) Regulations 1996*: r.16(3) Receiving and opening tenders, procedure for
Delegate/s:	**Director Corporate and System Services**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to appoint one person (other than employees) to be present with an employee of the Local Government to open tenders, when two employees are unable to attend then tender opening [F&G r.16(3)].
CEO Conditions on this Delegation:	When exercising authority to authorise persons under F&G.r.16(3): • A register of Authorisations is to be maintained as a Local Government Record. • Only persons who are appropriately qualified and trained may be authorised for this purpose. • Authorisations are to be provided in writing by issuing a Certificate of Authorisation. •
Express Power to Sub-Delegate:	Nil.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1 Adopted 9 July 2024

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

~~1.3.6~~1.3.5 Electoral Enrolment Eligibility Claims and Electoral Roll

Delegator: *Power / Duty assigned in legislation to:*	Chief Executive Officer
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	*Local Government Act 1995*: s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim s.4.34 Accuracy of enrolment details to be maintained s.4.35 Decision that eligibility to enrol under s.4.30 has ended s.4.37 New roll for each election *Local Government (Elections) Regulations 1997*: r.11(1a) – Nomination under s 4.31(1E) or (1F) r 11A – Nomination under s 4.31(1G) r 11B – Currency of nomination under s. 4.31(1E), (1F) or (1G) r.13(2) & (4) Register - s.4.32(6) r 13A – Change of name or enrolment address r 13B – Postal addresses
Delegate/s:	**Director Corporate and System Services** **Chief Financial Officer** **Rates and Revenue Manager**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)]. 2. Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)]. 3. Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s.4.32(5A)]. 4. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)]. 5. Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their family's safety at risk [Elections r.13(2)]. 6. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)].

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

	7. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34]. 8. Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination. 9. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)]. ~~10.~~ Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day which is less than 100 days since the last election day [s.4.37(3)]. ~~11.~~10.
CEO Conditions on this Delegation:	Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7).
Express Power to Sub-Delegate:	Nil.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1 Adopted 9 July 2024
2 Modified 11 March 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

~~1.3.7~~1.3.6 Destruction of Electoral Papers

Delegator: *Power / Duty assigned in legislation to:*	Chief Executive Officer
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	*Local Government (Elections) Regulations 1996*: r.82(4) Keeping election papers – s4.84(a)
Delegate/s:	**Director Corporate and System Services** **Manager Information Management**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to, after a period of 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)].
CEO Conditions on this Delegation:	
Express Power to Sub-Delegate:	Nil.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1 Adopted 9 July 2024

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.3.8 Acknowledge Primary and Annual Returns

1.3.9

Delegator: *Power / Duty assigned in legislation to:*	Chief Executive Officer
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* **1.3.10 s.5.44 CEO may delegate some powers and duties to other employees** **1.3.11**
Express Power or Duty Delegated:	*Local Government Act 1995:* s.5.77 Acknowledging receipt of returns]
Delegate:	**1.3.12** Service Lead Governance and Council Support
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	**1.3.13 Authority to, on receipt of a Primary or Annual Return under s.5.75 or 5.76, give the person who submitted the Return written acknowledgement of having received the Return.**
CEO Conditions on this Delegation:	**1.3.14 a. Subdelegates must not acknowledge their own returns.** **1.3.15**
Express Power to Sub-Delegate:	Nil
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995*, s.5.88 Register of Financial Interests Department of Local Government, Operational Guideline – Primary and Annual Returns. **1.3.16 City of Cockburn Employee Code of Conduct**
Record Keeping:	The original Primary or Annual Return and the acknowledgement is to be retained in the Register of Financial Interests kept in accordance with s.5.88 of the *Local Government Act 1995*.

1.3.17

1 Adopted 9 July 2024
2 Modified 11 March 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

~~1.3.18~~1.3.7 Appoint Authorised Persons

Delegator: *Power / Duty assigned in legislation to:*	Chief Executive Officer
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	*Local Government Act 1995*: s.9.10 Appointment of authorised persons [s.9.10(2)]
Delegate:	**Director Infrastructure Services** **Director Sustainable Development and Safety** **Director Corporate and System Services** **Director Community and Place**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to appoint persons or classes of persons as authorised persons *[s.9.10(2)]* for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations: (a) *Local Government Act 1995* and its subsidiary legislation, including Local Government Act Regulations, the *Local Government (Miscellaneous Provisions) Act 1960* and Local Laws made under the Local Government Act. (b) *Caravan Parks and Camping Grounds Act 1995*; (c) *Cat Act 2011*; (d) *Cemeteries Act 1986*; (e) *Control of Vehicles (Off-road Areas) Act 1978*; (f) *Dog Act 1976:* (g) *Graffiti Vandalism Act 2016* – refer s.15; and (e) any other legislation prescribed for the purposes of s.9.10 of the *Local Government Act 1995*.
CEO Conditions on this Delegation:	a. A register of Authorisations is to be maintained as a Local Government Record. b. Only persons who are appropriately qualified and trained may be appointed as a~~A~~uthorised persons. c. A person to be appointed as authorised officer in accordance with Regulation 70(2) of the *Building Regulations 2012* and section 6(b) of the *Criminal Procedure Act 2004* MUST first be appointed as an authorised person for the purposes of section 9.16 of the *Local Government Act 1995.* ~~d. The CEO decides the conditions / limitations that apply when using delegated powers or duties~~

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

Express Power to Sub-Delegate:	*NIL.*
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file. A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.

1	Adopted 9 July 2024
2	Modified 11 March 2025
3	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

~~1.3.19~~1.3.8 Information to be Available to the Public

Delegator: *Power / Duty assigned in legislation to:*	Chief Executive Officer
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	*Local Government (Administration) Regulations 1996*: r.29B Copies of certain information not to be provided (Act s.5.96) *Local Government Act 1995:* s.5.95(1)(b) & (3)(b) Limits on right to inspect local government information
Delegate/s:	**Director Corporate and System Services** Function 1 only **Rates and Revenue Manager**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B]. 2. Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s5.95(1)(b)].
CEO Conditions on this Delegation:	Copies of rates record information, owners and occupiers register or electoral roll only to be provided upon submission of a validly completed statutory declaration that the information will not be used for commercial purposes.
Express Power to Sub-Delegate:	Nil.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Request for Information about Owner Occupiers, Electors and Ratepayers Procedure
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1 Adopted 9 July 2024

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

~~1.3.20~~1.3.9 Infringement Notices

Delegator: *Power / Duty assigned in legislation to:*	Chief Executive Officer
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	*Local Government Act 1995*: s.9.13(6)(b) Onus of proof in vehicle offences may be shifted s.9.19 Extension of Time s.9.20 Withdrawal of Notice
Delegate/s:	**Director Sustainable Development and Safety** **Group Manager Development and Safety** **Service Manager Health and Building Services**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)]. 2. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19]. 3. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20].
CEO Conditions on this Delegation:	a. A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this delegation. ~~b.~~ Consideration of withdrawal or extension will be by Manager ~~or Head~~ in the first instance, escalated to Directors for matters of complexity, high risk, or where the Manager ~~or Head~~ has been involved in earlier stage of decision-making. ~~c.~~b.
Express Power to Sub-Delegate:	Nil.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024
2	Modified 11 March 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
2. Building Act 2011 Delegations

2 Building Act 2011 Delegations

2.1 Council to CEO

2.1.1 Approve or Refuse a Building Permit

Delegator: *Power / Duty assigned in legislation to:*	Permit Authority (Local Government)
Express Power to Delegate: *Power that enables a delegation to be made*	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	*Building Act 2011*: s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit *Building Regulations 2012:* r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and (3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

2. Building Act 2011 Delegations

Council Conditions on this Delegation:	a. Delegates must have the appropriate skills and qualifications to exercise these functions. b. The authority to extend time during which a building permit is limited to a maximum extension of 24 months beyond the standard 2-year validity period.
Express Power to Sub-Delegate:	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: *Appointed by CEO*	**Service Manager Health and Building Services** ~~**Building Services Coordinator**~~**Service Lead Building Services** **Senior Building Surveyor** **Building Surveyor**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	a. Sub-delegates must be registered with the Building Services Board in accordance with the *Building Services (Registration) Act 2011* as a registered building surveying contractor or registered building surveying practitioner. b. Sub-delegates must be employed by the City of Cockburn.
Compliance Links:	*Building Act 2011* s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit s.17 Uncertified application to be considered by Building Surveyor *Building Regulations 2012 – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT* *Building Services (Registration Act) 2011* – Section 7 *Home Building Contracts Act 1991* – Part 3A, Division 2 – Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* *Heritage Act 2018*
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	Modified 10 April 2025
4	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
2. Building Act 2011 Delegations

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

2. Building Act 2011 Delegations

2.1.2 Demolition Permits

Delegator: *Power / Duty assigned in legislation to:*	Permit Authority (Local Government)
Express Power to Delegate: *Power that enables a delegation to be made*	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	*Building Act 2011*: s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit Building Regulations 2012 r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and (3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Council Conditions on this Delegation:	a. Delegates must have the appropriate skills and qualifications to exercise these functions.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

2. Building Act 2011 Delegations

	b. The authority to extend time during which a demolition permit is limited to a maximum extension of 24 months beyond the standard 2-year validity period.
Express Power to Sub-Delegate:	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: *Appointed by CEO*	**Service Manager Health and Building Services** ~~**Building Services Coordinator**~~ **Service Lead Building Services** **Senior Building Surveyor** **Building Surveyor**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	a. Sub-delegates must be registered with the Building Services Board in accordance with the *Building Services (Registration) Act 2011* as a registered building surveying contractor or registered building surveying practitioner. b. Sub-delegates must be employed by the City of Cockburn.
Compliance Links:	*Building Act 2011* s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit *Building Services (Complaint Resolution and Administration) Act 2011* – Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* *Heritage Act 2018* City of Cockburn Town Planning Scheme No 3
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	Modified 10 April 2025
4	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

2. Building Act 2011 Delegations

2.1.3 Occupancy Permits or Building Approval Certificates

Delegator: *Power / Duty assigned in legislation to:*	Permit Authority (Local Government)
Express Power to Delegate: *Power that enables a delegation to be made*	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	*Building Act 2011*: s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration Building Regulations 2012 r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permits or modification or building approval certificate has effect [s.65(4) and r.40].
Council Conditions on this Delegation:	Delegates must have the appropriate skills and qualifications to exercise these functions.
Express Power to Sub-Delegate:	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: *Appointed by CEO*	**Service Manager Health and Building Services** ~~**Building Services Coordinator**~~**Service Lead Building Services** **Senior Building Surveyor** **Building Surveyor**

90

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

2. Building Act 2011 Delegations

CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	a. Sub-delegates must be registered with the Building Services Board in accordance with the *Building Services (Registration) Act 2011* as a registered building surveying contractor or registered building surveying practitioner. b. Sub-delegates must be employed by the City of Cockburn.
Compliance Links:	*Building Act 2011* s.59 time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates – application for review by SAT *Building Services (Complaint Resolution and Administration) Act 2011* – Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* *Heritage Act 2018*
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	Modified 10 April 2025
4	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

2. Building Act 2011 Delegations

2.1.4 Designate Employees as Authorised Persons

Delegator: *Power / Duty assigned in legislation to:*	Permit Authority (Local Government)
Express Power to Delegate: *Power that enables a delegation to be made*	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	*Building Act 2011*: s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].
Council Conditions on this Delegation:	a. Decisions under this delegated authority must be consistent with r.5 of the *Building Regulations 2012*. b. NOTE: An *authorised person* for the purposes of sections 96(3) and 99(3) is not an *approved officer* or *authorised officer* for the purposes of Building Reg. 70.
Express Power to Sub-Delegate:	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Conditions on the delegation also apply to sub-delegation
Compliance Links:	*Building Act 2011:* s.97 each designated authorised person must have an identity card. r.5A Authorised persons (s.3) – definition
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system.

1	Adopted 11 May 2023
2	Adopted 9 July 2024
3	Modified 11 March 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

2. Building Act 2011 Delegations

2.1.5 Building Orders

Delegator: *Power / Duty assigned in legislation to:*	Permit Authority (Local Government)
Express Power to Delegate: *Power that enables a delegation to be made*	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	*Building Act 2011*: s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to make Building Orders in relation to: a. Building work b. Demolition work c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a building order [s.117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: a. take any action specified in the order; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)].
Council Conditions on this Delegation:	Delegates must have the appropriate skills and qualifications to exercise these functions.
Express Power to Sub-Delegate:	*Building Act 2011*:

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

2. Building Act 2011 Delegations

	s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety** **Group Manager Development and Safety** **Service Manager Development Services** ~~**Coordinator Development Compliance**~~**Service Lead Development Compliance** **Senior Development Compliance Officer** **Service Manager Health and Building Services** ~~**Service Manager Development Services**~~ **Building Services Coordinator**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	
Compliance Links:	*Building Act 2011:* Section 111 Notice of proposed building order other than building order (emergency) Section 112 Content of building order Section 113 Limitation on effect of building order Section 114 Service of building order Part 9 Review - s.122 Building orders – application for review by SAT
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	Modified 11 March 2025
4	Modified 10 April 2025
5	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

2. Building Act 2011 Delegations

2.1.6 Inspection and Copies of Building Records

Delegator: *Power / Duty assigned in legislation to:*	Permit Authority (Local Government)
Express Power to Delegate: *Power that enables a delegation to be made*	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	*Building Act 2011*: s.131(2) Inspection, copies of building records
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: *Appointed by CEO*	**Service Manager Health and Building Services** **~~Building Services Coordinator~~Service Lead Building Services** **Senior Building Surveyor** **Building Surveyor** **Senior Building Administration Officer** **Building Administration Officer** **Building Administration Assistant**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Subdelegates must verify that the person seeking access meets the criteria as an interested person under s.131(1) as: • An owner of the building or incidental structure • A person with the written consent of an owner • A member of a prescribed class of persons (police officer or DFES employee in the course of duty, in connection with a situation in which the safety of a person is at risk [r.13])
Compliance Links:	*Building Act 2011* - s.146 Confidentiality
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system.

1	Adopted 9 July 2024
2	Modified 11 March 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
2. Building Act 2011 Delegations

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

2. Building Act 2011 Delegations

2.1.7 Legal Pproceedings

Delegator: *Power / Duty assigned in legislation to:*	Permit Authority (Local Government)
Express Power to Delegate: *Power that enables a delegation to be made*	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	*Building Act 2011*: s.133(1) A permit authority may commence a prosecution for an offence against this Act
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to commence a prosecution for an offence against the Building Act 2011 [s.133(1)(b)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety** **Group Manager Development and Safety**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Delegates must seek advice from ~~Manager Legal and Compliance~~General Counsel before exercising their authority to commence a prosecution.
Compliance Links:	*Building Act 2011* - s.146 Confidentiality
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	Modified 11 March 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

2. Building Act 2011 Delegations

2.1.8 Referrals and Issuing Certificates

Delegator: *Power / Duty assigned in legislation to:*	Permit Authority (Local Government)
Express Power to Delegate: *Power that enables a delegation to be made*	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	*Building Act 2011*: s.145A Local Government functions
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to refer uncertified applications under s.17(1) to a Building Surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the City of Cockburn's District [s.145A(2)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: *Appointed by CEO*	~~Function 1 only~~ ~~**Group Manager Development and Safety**~~ Functions 1 and 2 **Service Manager Health and Building Services** Function 1 only **Group Manager Development and Safety** Function 2 only ~~**Building Services Coordinator**~~ **Service Lead Building Services** **Senior Building Surveyor** **Building Surveyor**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	~~a.~~ Before exercising Function 2, sub-delegates must receive approval from the Service Manager Health and Building Services~~:~~ a. ~~b. Manager Building Services; or~~ ~~c. Manager Public Health and Building Services~~ ~~d.~~b. Certificate of Design Compliance, Construction Compliance or Building Compliance must be signed

Delegation Register

City of Cockburn

2. Building Act 2011 Delegations

	by a Building Surveyor employed by the City of Cockburn.
Compliance Links:	
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system.

1	Adopted 9 July 2024
2	Modified 11 March 2025
3	Modified 10 April 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
2. Building Act 2011 Delegations

2.1.9 Appoint Aapproved Oofficers and Aauthorised Oofficers

Delegator:	Local Government

100

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

2. Building Act 2011 Delegations

Power / Duty assigned in legislation to:	
Express Power to Delegate: *Power that enables a delegation to be made*	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	*Building Regulations 2012:* r.70 Approved officers and authorised officers
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to appoint an approved officer for the purposes of s.6(a) of the *Criminal Procedure Act 2004*, in accordance with Building Regulation 70(1) and (1A). *NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as "approved officers".* 2. Authority to appoint an authorised officer for the purposes of s.6(b) of the *Criminal Procedure Act 2004*, in accordance with Building Regulation 70(2). *NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of Building Regulation 70(2).*
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Nil
Compliance Links:	*Building Regulations 2012:* r 70(3) each authorised officer must be issued a certificate of appointment.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system.
1 Adopted 9 July 2024	

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
3. Bush Fires Act 1954 Delegations

3 Bush Fires Act 1954 Delegations

3.1 Council to CEO, Mayor and Bush Fire Control Officer

3.1.1 Prohibited Burning Times - Vary

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Bush Fires Act 1954:* s.48 Delegation by local government s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))
Express Power or Duty Delegated:	*Bush Fires Act 1954:* s.17(7) Prohibited burning times may be declared by Minister *Bush Fire Regulations 1954:* r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	**Mayor and Chief Bush Fire Control Officer (jointly)**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Council Conditions on this Delegation:	Decisions under s,17(7) must be undertaken jointly by both the Mayor and the Chief Bush Fire Control Officer and must comply with the procedural and publication requirements of s.17(7B) and (8).
Express Power to Sub-Delegate:	*NIL – Sub-delegation is prohibited by s.48(3)*
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

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

3. Bush Fires Act 1954 Delegations

3.1.2 Prohibited Burning Times – Control Activities

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Bush Fires Act 1954:* s.48 Delegation by local government
Express Power or Duty Delegated:	*Bush Fires Act 1954:* s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land *Bush Fire Regulations 1954:* r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the City of Cockburn or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

3. Bush Fires Act 1954 Delegations

	Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	*NIL – Sub-delegation is prohibited by s.48(3)*
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

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

3. Bush Fires Act 1954 Delegations

3.1.3 Restricted Burning Times – Vary and Control Activities

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Bush Fires Act 1954:* s.48 Delegation by local government
Express Power or Duty Delegated:	*Bush Fires Act 1954:* s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land *Bush Fire Regulations 1954:* r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the district [r.15C]. 2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

3. Bush Fires Act 1954 Delegations

	date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. 5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B]. 7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 9. Authority to recover the cost of measures taken by the City of Cockburn or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	*NIL – Sub-delegation is prohibited by s.48(3)*
Compliance Links:	*Bush Fires Act 1954* s.18 *Bush Fire Regulations 1954* r.15
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

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

3. Bush Fires Act 1954 Delegations

3.1.4 Burning Garden Refuse / Open Air Fires

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Bush Fires Act 1954:* s.48 Delegation by local government
Express Power or Duty Delegated:	*Bush Fires Act 1954:* s.24F Burning Garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 *Bush Fires Regulations 1954:* r.27(3) Permit, issue of
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)]. 2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]. a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the district [r.27(3) and r.33(5)]. b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the district [r.34]. 3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: a. camping or cooking [s.25(1)(a)]. b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. 4. Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

3. Bush Fires Act 1954 Delegations

	in a note published in the Gazette and newspaper circulating in the district and authority to vary such notice [s.25(1a) and (1b)]. 5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	*NIL – Sub-delegation is prohibited by s.48(3)*
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

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

3. Bush Fires Act 1954 Delegations

3.1.5 Firebreaks

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Bush Fires Act 1954:* s.48 Delegation by local government
Express Power or Duty Delegated:	*Bush Fires Act 1954:* s.33 Local government may require occupier of land to plough or clear firebreaks
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the district, requiring: a. clearing of firebreaks as determined necessary and specified in the notice; and b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. d. determine that these matters have been acted upon to the satisfaction of the City of Cockburn. 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. 3. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].
Council Conditions on this Delegation:	The owner or occupier of land within the district must provide a duly completed "Request-Removal/Abatement of Fire Danger" form accompanied by the prescribed payment assessed by the Volunteer Bush Fire Brigade concerned and duly signed by the Captain of the Brigade.
Express Power to Sub-Delegate:	*NIL – Sub-delegation is prohibited by s.48(3)*
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

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

3. Bush Fires Act 1954 Delegations

3.1.6 Appoint Bush Fire Control Officers

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Bush Fires Act 1954:* s.48 Delegation by local government
Express Power or Duty Delegated:	*Bush Fires Act 1954:* s.38 Local Government may appoint bush fire control officer
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and a. Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the City of Cockburn [s.38(5A)]
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	*NIL – Sub-delegation is prohibited by s.48(3)*
Compliance Links:	Publication and certificate requirements - *Bush Fires Act 1954* s.38(2A) (2E)
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

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

3. Bush Fires Act 1954 Delegations

3.1.7 Recovery of Expenses Incurred through Contraventions of this Act

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Bush Fires Act 1954:* s.48 Delegation by local government
Express Power or Duty Delegated:	*Bush Fires Act 1954:* s.58 General penalty and recovery of expenses incurred
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, through the fulfilment of a duty imposed, empowered or required under the Act [s.58].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	*NIL – Sub-delegation is prohibited by s.48(3)*
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

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

3. Bush Fires Act 1954 Delegations

3.1.8 Prosecution of Offences

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Bush Fires Act 1954:* s.59(3) Prosecution of offences
Express Power or Duty Delegated:	*Bush Fires Act 1954:* s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Delegate:	**Chief Executive Officer** **Chief Bush Fire Control Officer** **Group Manager Development and Safety** ~~**Fire and Emergency Management Manager**~~ ~~**Fire and Emergency Management Officer**~~ ~~**Fire Inspection Officer**~~ ~~**Group Manager Development and Safety**~~ **Service Manager Rangers and Community Safety** ~~**Group Manager Development and Safety**~~ **Ranger Services Manager** **Ranger Team Leader** **Ranger** **CoSafe Operations Manager** **CoSafe Team Leader** **Fire and Emergency Management Manager** **Fire and Emergency Management Officer** **Fire Inspection Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	*NIL – Sub-delegation is prohibited by s.48(3)*
Compliance Links:	*Bush Fires Act 1954:* s.65 Proof of certain matters s.66 Proof of ownership or occupancy

112

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

3. Bush Fires Act 1954 Delegations

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	Modified 11 March 2025
4	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

3. Bush Fires Act 1954 Delegations

3.1.9 Bush Fire Brigade Local Law 2000

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Bush Fires Act 1954:* s.48 Delegation by local government
Express Power or Duty Delegated:	*City of Cockburn Bush Fire Brigade Local Law 2000*
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to administer the City's *Bush Fire Brigade Local Law 2000* to exercise all powers and duties of the local government under the local law, and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the local government under the Local Law.
Council Conditions on this Delegation:	This excludes any functions that must be exercised by resolution of Council.
Express Power to Sub-Delegate:	Nil
Compliance Links:	*Bush Fires Act 1954* s.18 *Bush Fire Regulations 1954* r.15
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1 Adopted 9 July 2024

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
4. Cat Act 2011 Delegations

4 Cat Act 2011 Delegations

4.1 Council to CEO

4.1.1 Cat Registrations

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Cat Act 2011:* s.44 Delegation by local government
Express Power or Duty Delegated:	*Cat Act 2011*: s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags *Cat Regulations 2012* Schedule 3, cl.1(4) Fees Payable
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the City's District [Regs. Sch. 3 cl.1(4)].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011*.
Express Power to Sub-Delegate:	*Cat Act 2011:* s.45 Delegation by CEO of local government
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety** **Group Manager Development and Safety**

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

4. Cat Act 2011 Delegations

	Function 1, 2, 3 and 4 only **Service Manager Rangers and Community Safety** **Ranger Services Manager** Function 1, 2 and 4 only **Community Safety Support Lead**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Exercise of function 5 is limited to the following sub-delegates: **Director Sustainable Development and Safety** **Group Manager Development and Safety**
Compliance Links:	*Cat Regulations 2012* r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration. r.12 Period of registration (s.9(7)) r.11 Changes in registration r.14 Registration certificate (s.11(1)(b)) r.15 Registration tags (s.76(2)) Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the *Cat Act 2011*.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 12 September 2013
2	Modified 9 July 2024
3	Modified 11 March 2025
4	Modified 10 April 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

4. Cat Act 2011 Delegations

4.1.2 Cat Control Notices

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Cat Act 2011:* s.44 Delegation by local government
Express Power or Duty Delegated:	*Cat Act 2011*: s.26 Cat control notice may be given to cat owner
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the City of Cockburn's District [s.26].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	*Cat Act 2011:* s.45 Delegation by CEO of local government
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety** **Group Manager Development and Safety** **Service Manager Rangers and Community Safety** **Ranger Services Manager**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Nil
Compliance Links:	*Cat Regulations 2012* – r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 12 September 2013
2	Modified 9 July 2024
3	Modified 11 March 2025
4	Modified 10 April 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

4. Cat Act 2011 Delegations

4.1.3 Approval to Breed Cats

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Cat Act 2011:* s.44 Delegation by local government
Express Power or Duty Delegated:	*Cat Act 2011*: s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	*Cat Act 2011:* s.45 Delegation by CEO of local government
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety** **Group Manager Development and Safety** **Service Manager Rangers and Community Safety** **Ranger Services Manager** <u>Function 4 only</u> **Community Safety Support Lead**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Nil
Compliance Links:	*Cat Regulations 2012*: r.21 Application for approval to breed cats (s.36(2)) r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f))

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

4. Cat Act 2011 Delegations

	r.23 Person who is not refused approval to breed cats (s.37(5)) r.24 Duration of approval to breed cats (s.37(6)) r.25 Certificate given to approved cat breeder (s.39(1))
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 12 September 2013
2	Modified 9 July 2024
3	Modified 11 March 2025
4	Modified 10 April 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

4. Cat Act 2011 Delegations

4.1.4 Recovery of Costs – Destruction of Cats

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Cat Act 2011:* s.44 Delegation by local government
Express Power or Duty Delegated:	*Cat Act 2011*: s.49(3) Authorised person may cause cat to be destroyed
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	*Cat Act 2011:* s.45 Delegation by CEO of local government
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety** **Group Manager Development and Safety** **Service Manager Rangers and Community Safety** **Ranger Services Manager**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Nil
Compliance Links:	
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 12 September 2013
2	Modified 9 July 2024
3	Modified 11 March 2025
4	Modified 10 April 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

4. Cat Act 2011 Delegations

4.1.5 Authorise a Pperson to Pperform Specified Ffunctions under the *Cat Act 2011*

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Cat Act 2011:* s.44 Delegation by local government
Express Power or Duty Delegated:	*Cat Act 2011*: s.73 Prosecutions
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to authorise a person to commence a prosecution for an offence against the Cat Act 2011 [s.73(1)(b) & (2)(b)
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	*Cat Act 2011:* s.45 Delegation by CEO of local government
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	All authorisations must include a condition that General Counsel advice is received before a prosecution is commenced.
Compliance Links:	Nil
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024
2	Modified 10 April 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

4. Cat Act 2011 Delegations

4.1.6 Applications to Keep Additional Cats

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Cat Act 2011:* s.44 Delegation by local government
Express Power or Duty Delegated:	*Cat (Uniform Local Provisions) Regulations 2013*: r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to require any document or additional information required to determine an application [r.8(3)] 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 2. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Council Conditions on this Delegation:	Notices of decisions must include advice as to Review rights in accordance with r.11 of the *Cat (Uniform Local Provisions) Regulations 2013*.
Express Power to Sub-Delegate:	*Cat Act 2011:* s.45 Delegation by CEO of local government
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety** **Group Manager Development and Safety** **Service Manager Rangers and Community Safety** **Ranger Services Manager**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Conditions on the delegation also apply to sub-delegation
Compliance Links:	
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 12 September 2013
2	Modified 9 July 2024
3	Modified 11 March 2025
4	Modified 10 April 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
4. Cat Act 2011 Delegations

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
4. Cat Act 2011 Delegations

4.1.7 Reduce or Waive Registration Fee

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Cat Act 2011:* s.44 Delegation by local government
Express Power or Duty Delegated:	*Cat Regulations 2012*: Schedule 3 Fees clause 1(4)
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to reduce or waive a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
Council Conditions on this Delegation:	This delegation does NOT provide authority to determine to reduce or waive the fees payable in regard to any class of cat within the district. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the *Local Government Act 1995*.
Express Power to Sub-Delegate:	*Cat Act 2011:* s.45 Delegation by CEO of local government
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety** **Group Manager Development and Safety** **Service Manager Rangers and Community Safety** **Ranger Services Manager**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Conditions on the delegation also apply to sub-delegation.
Compliance Links:	
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 12 September 2013
2	Modified 9 July 2024
3	Modified 11 March 2025
4	Modified 10 April 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
4. Cat Act 2011 Delegations

4.2 CEO to Employees

4.2.1 Infringement Notices – Extensions and Withdrawals

Delegator: *Power / Duty assigned in legislation to:*	Chief Executive Officer
Express Power to Delegate: *Power that enables a delegation to be made*	*Cat Act 2011:* s.45 Delegation by CEO of local government
Express Power or Duty Delegated:	*Cat Act 2011*: s.64 Extension of time s.65 Withdrawal of notice
Delegate/s:	**Director Sustainable Development and Safety**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to extend the period of 28 days within which the modified penalty may be paid, and the extension may be allowed whether or not the period of 28 days has elapsed [s.64]. 2. Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65].
CEO Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil.
Compliance Links:	*Cat Regulations 2012:* r.28 Withdrawal of infringement notice (s.65(1))
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024
2	Modified 11 March 2025
3	Modified 10 April 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
5. Dog Act 1976 Delegations

5 Dog Act 1974 Delegations

5.1 Dog Act Delegations Council to CEO

5.1.1 Appoint Registration Officer

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	*Dog Act 1976*: s.3 Terms Used (*Registration officer means a person authorised by the local government to affect the registration of dogs pursuant to this Act*)
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to authorise a person for the purposes of performing the prescribed office of Registration Officer under the *Dog Act 1976* [s.3].
Council Conditions on this Delegation:	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA (3)].
Express Power to Sub-Delegate:	*Dog Act 1976:* s.10AA (3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Authorisation must be in the prescribed form [Form 1, Schedule 1, *Dog Regulations 2013*]
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
3	Modified 11 March 2025
4	Modified 10 April 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

5. Dog Act 1976 Delegations

5.1.2 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	*Dog Act 1976*: s.10A Payments to veterinary surgeons towards costs of sterilisation
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs [s.10A(1)(a) and (3)]. 2. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].
Council Conditions on this Delegation:	The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA (3)]. ~~Nil~~
Express Power to Sub-Delegate:	*Dog Act 1976:* s.10AA (3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Nil
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
3	Modified 10 April 2025
4	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

5. Dog Act 1976 Delegations

5.1.3 Refuse or Cancel Registration

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	*Dog Act 1976*: s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the *Cat Act 2011* or the *Animal Welfare Act 2002*; or ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept iv. the dog is required to be microchipped but is not microchipped; or v. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the City of Cockburn's District [s15(4A)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. i. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

5. Dog Act 1976 Delegations

	disposed of as though it had been found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]
Council Conditions on this Delegation:	The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA (3)].~~Nil~~
Express Power to Sub-Delegate:	*Dog Act 1976:* s.10AA (3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety** **Group Manager Development and Safety** **Service Manager Rangers and Community Safety** **Ranger Services Manager**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Nil
Compliance Links:	*Dog Act 1976* s.17A If no application for registration made – procedure for giving notice of decision under s.16(3) Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6)
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	Modified 11 March 2025
4	Modified 10 April 2025
5	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

5. Dog Act 1976 Delegations

5.1.4 Grant Exemption as to Number of Dogs Kept at Premises

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	*Dog Act 1976*: s.26(3) Limitation as to numbers *City of Cockburn (Local Government Act) Local Laws:* cl 2.9 Number of Dogs
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to approve, and determine conditions that apply to, an exemption as to the limit to the number of dogs that can be kept at a premises [s.26(3)].
Council Conditions on this Delegation:	a. The premises complying in all respects with the provisions of the Act and Local Law. b. The applicant provides approval for the City's Officers to request community feedback: 1. In residential area – within 50 metres of the applicant's premises; and 2. in rural areas – within 100 metres of the applicant's premises. c. Any approval issued is subject to the relevant dog or dogs being registered. d. The number of dogs is limited to six over the age of three months and the young of those dogs under that age.
Express Power to Sub-Delegate:	*Dog Act 1976:* s.10AA (3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety** **Group Manager Development and Safety** **Service Manager Rangers and Community Safety** **Ranger Services Manager**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	If any objection is received, this sub-delegation may not be exercised and must be referred to Council for decision. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA (3)].
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

5. Dog Act 1976 Delegations

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	Modified 11 March 2025
4	Modified 10 April 2025
5	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
5. Dog Act 1976 Delegations

5.1.5 Kennel Establishments

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	*Dog Act 1976*: s.27 Licensing of approved kennel establishments
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)].
Council Conditions on this Delegation:	The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA (3)].~~Nil~~
Express Power to Sub-Delegate:	*Dog Act 1976:* s.10AA (3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety** **Group Manager Development and Safety** **Service Manager Rangers and Community Safety** **Ranger Services Manager** **Service Manager Health and Building Services**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Nil
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
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	Modified 11 March 2025
4	Modified 10 April 2025
5	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

5. Dog Act 1976 Delegations

5.1.6 Recovery of Moneys Due Under this Act

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	*Dog Act 1976*: s.29(5) Power to seize dogs
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Council Conditions on this Delegation:	The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA (3)].~~Nil~~
Express Power to Sub-Delegate:	*Dog Act 1976:* s.10AA (3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety** **Group Manager Development and Safety** **Service Manager Rangers and Community Safety** **Ranger Services Manager**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	This sub-delegation may only be exercised after receiving advice from the General Counsel.
Compliance Links:	Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable. s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared)
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	Modified 11 March 2025
4	Modified 10 April 2025
5	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

5. Dog Act 1976 Delegations

5.1.7 Dispose of or Sell Dogs Liable to be Destroyed

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	*Dog Act 1976*: s.29(11) Power to seize dogs
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Council Conditions on this Delegation:	The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA (3)].~~Nil~~
Express Power to Sub-Delegate:	*Dog Act 1976:* s.10AA (3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety** **Group Manager Development and Safety** **Service Manager Rangers and Community Safety** **Ranger Services Manager**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Nil
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
3	Modified 11 March 2025
4	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

5. Dog Act 1976 Delegations

5.1.8 Declare Dangerous Dog

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	*Dog Act 1976*: s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Council Conditions on this Delegation:	The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA (3)]. ~~Nil~~
Express Power to Sub-Delegate:	*Dog Act 1976:* s.10AA (3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: *Appointed by CEO*	**Service Manager Rangers and Community Safety** **Ranger Services Manager**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Conditions on the delegation also apply to sub-delegation
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
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	Modified 11 March 2025
4	Modified 10 April 2025
5	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

5. Dog Act 1976 Delegations

5.1.9 Dangerous Dog Declared – Determine when to Revoke

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	*Dog Act 1976*: s.33H(1) and (2) Local government may revoke declaration or proposal to destroy
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] i. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Council Conditions on this Delegation:	The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA (3)].~~Nil~~
Express Power to Sub-Delegate:	*Dog Act 1976:* s.10AA (3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety** **Group Manager Development and Safety**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	~~This sub-delegation may only be exercised if the sub-delegate had no role in the decision considered for revocation.~~
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – See s.33H(5) of the *Dog Act 1976*
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	Modified 10 April 2025
4	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

5. Dog Act 1976 Delegations

5.1.10 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	*Dog Act 1976*: s.33H(5) Local government may revoke declaration or proposal to destroy
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: a. a notice declaring a dog to be dangerous; or b. a notice proposing to cause a dog to be destroyed.
Council Conditions on this Delegation:	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA (3)].
Express Power to Sub-Delegate:	*Dog Act 1976:* s.10AA (3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety** **Group Manager Development and Safety**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Conditions on the delegation also apply to sub-delegation
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
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	Modified 10 April 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

5. Dog Act 1976 Delegations

5.1.11 Determine Recoverable Expenses for Dangerous Dog Declaration

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	*Dog Act 1976*: s.33M(1)(a) Local Government expenses to be recoverable
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous *[s.33H(5)]*.
Council Conditions on this Delegation:	The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA (3)].~~Nil~~
Express Power to Sub-Delegate:	*Dog Act 1976:* s.10AA (3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety** **Group Manager Development and Safety** **Service Manager Rangers and Community Safety** **Ranger Services Manager**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Nil
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
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	Modified 11 March 2025
4	Modified 10 April 2025
5	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
6. Food Act 2008 Delegations

6 Food Act 2008 Delegations

6.1 Council to Officers

6.1.1 Determine Compensation

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Food Act 2008:* s.118Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	*Food Act 2008*: s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Council Conditions on this Delegation:	Compensation under this delegation may only be determined upon documented losses up to a maximum of $5,000. Compensation requests above this value are to be reported to Council.
Express Power to Sub-Delegate:	NIL – *Food Regulations 2009* do not provide for sub-delegation.
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

6. Food Act 2008 Delegations

6.1.2 Prohibition Orders and Certificates of Clearance

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Food Act 2008:* s.118Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	*Food Act 2008*: s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Delegate:	**Chief Executive Officer** **Director Sustainable Development and Safety** **Group Manager Development and Safety** **Service Manager Health and Building Services** ~~**Environmental Health Coordinator**~~**Service Lead Public Health**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Council Conditions on this Delegation:	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – *Food Regulations 2009* do not provide for sub-delegation.
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

6. Food Act 2008 Delegations

Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 11 May 2023
2	Adopted 9 July 2024
3	Modified 11 March 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

6. Food Act 2008 Delegations

6.1.3 Food Business Registrations

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Food Act 2008:* s.118Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	*Food Act 2008*: s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Delegate:	**Chief Executive Officer** **Director Sustainable Development and Safety** **Group Manager Development and Safety** **Service Manager Health and Building Services** ~~**Environmental Health Coordinator**~~**Service Lead Public Health**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Council Conditions on this Delegation:	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: • Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA • Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 • WA Priority Classification System • Verification of Food Safety Program Guideline
Express Power to Sub-Delegate:	NIL – *Food Regulations 2009* do not provide for sub-delegation.
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

6. Food Act 2008 Delegations

Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Adopted 9 July 2024
3	Modified 11 March 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

6. Food Act 2008 Delegations

6.1.4 Appoint Authorised Officers and Designated Officers

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Food Act 2008:* s.118Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	*Food Act 2008*: s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. 2. Authority to appoint an aAuthorised oOfficer appointed under s.122(2) of this Act or the s.24(1) of the *Public Health Act 2016,* to be a dDesignated oOfficer for the purposes of issuing Infringement Notices under the *Food Act 2008* [s.126(13)]. 3. Authority to appoint an aAuthorised oOfficer to be a dDesignated oOfficer (who is prohibited by s.126(13) from also being a dDesignated oOfficer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Council Conditions on this Delegation:	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: • Appointment of Authorised Officers as Meat Inspectors • Appointment of Authorised Officers • Appointment of Authorised Officers – Designated Officers only • Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer
Express Power to Sub-Delegate:	NIL – *Food Regulations 2009* do not provide for sub-delegation.

144

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

6. Food Act 2008 Delegations

Compliance Links:	s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 11 May 2023
2	Adopted 9 July 2024

145

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

6. Food Act 2008 Delegations

6.1.5 Debt Recovery and Prosecutions

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Food Act 2008:* s.118Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	*Food Act 2008*: s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
Delegate:	**Chief Executive Officer** **Director Sustainable Development and Safety** ~~**Director Infrastructure Services**~~ **Group Manager Development and Safety** **Service Manager Health and Building Services** ~~**Environment Health Coordinator**~~**Service Lead Public Health**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. 2. Authority to institute proceedings for an offence under the Food Act 2008 [s.125].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	NIL – *Food Regulations 2009* do not provide for sub-delegation.
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
3	Modified 11 March 2025
4	Modified 10 April 2025
5	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
7. Graffiti Vandalism Act 2016 Delegations

7 Graffiti Vandalism Act 2016 Delegations

7.1 Council to CEO

7.1.1 Give Notice Requiring Obliteration of Graffiti

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express Power or Duty Delegated:	*Graffiti Vandalism Act 2016:* s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Sub-Delegate/s: *Appointed by CEO*	**Service Manager Rangers and Community Safety** **Ranger Services Manager**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	The affected person must be given reasons for the notice and advice of their objection and review rights in accordance with sections 21 and 22 of the *Graffiti Vandalism Act 2016* and Part 9 of the *Local Government Act 1995*.
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
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	Modified 11 March 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

7. Graffiti Vandalism Act 2016 Delegations

7.1.2 Notices – Deal with Objections and Give Effect to Notices

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express Power or Duty Delegated:	*Graffiti Vandalism Act 2016:* s.24(1)(b) & (3) Suspension of effect of notice
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority, where an objection has been lodged, to: i. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and ii. to give notice to the affected person, before taking the necessary actions [s.24(3)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety** **Group Manager Development and Safety**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	This sub-delegation may only be exercised if the sub-delegate played no role in the decision to issue the notice.
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024
2	Modified 10 April 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

7. Graffiti Vandalism Act 2016 Delegations

7.1.3 Obliterate Graffiti on Private Property

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express Power or Duty Delegated:	*Graffiti Vandalism Act 2016:* s.25(1) Local government graffiti powers on land not local government property
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety** **Group Manager Development and Safety**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Nil
Compliance Links:	
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024
2	Modified 11 March 2025
3	Modified 10 April 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

7. Graffiti Vandalism Act 2016 Delegations

7.1.4 Powers of Entry

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express Power or Duty Delegated:	*Graffiti Vandalism Act 2016:* s.28 Notice of entry s.29 Entry under warrant
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety** **Group Manager Development and Safety** **Service Manager Rangers and Community Safety** **Ranger Services Manager**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Nil
Compliance Links:	
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024
2	Modified 11 March 2025
3	Modified 10 April 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
8. Health (Miscellaneous Provisions) Act 1911

8 Health (Miscellaneous Provisions) Act 1911

8.1 Council to Deputies

8.1.1 Appointment and Authorisation of Deputies

Note: The *health (Miscellaneous Provisions) Act 1911* does not provide a power of delegation. Instead, local governments may appoint and authorise a person to be its deputy. A deputy may exercise all or any of the powers and functions of the local government, according to the conditions and limitations of the appointment.

Power / Duty assigned in legislation to:	Local Government
Express Power to Appoint:	*Health (Miscellaneous Provisions) Act 1911:* s.26 Powers of local government
Express Powers and Duties to be exercised:	*Health (Miscellaneous Provisions) Act 1911:* Part IV Sanitary provisions Part V Dwellings Part VI Public Buildings Part VII Nuisances and Offensive trades Part IX Infectious diseases Part XII Hospitals Part XIIA Community health centres etc Part XV Miscellaneous provisions *City of Cockburn Health Local Laws 2000*
Deputy:	**Chief Executive Officer** **Service Manager Health and Building Services** ~~**Environment Health Coordinator**~~**Service Lead Public Health**
Functions: *This is a precis only.*	Authority to exercise and discharge all the powers and functions of the local government under: a. Parts IV, V, VI, VII, IX, XII, XIIA and XV of the *Health (Miscellaneous Provisions) Act 1911*; and b. The *City of Cockburn Health Local Laws 2000*.
Council Conditions on this Appointment:	Nil.
Express Power to Sub-Delegate:	Nil.
Compliance Links:	
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Previously adopted as SPD6 14 December 2017
2	Modified 11 March 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

8. Health (Miscellaneous Provisions) Act 1911

8.1.2 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Health (Asbestos) Regulations 1992:* r.15D(7) Infringement Notices
Express Power or Duty Delegated:	*Health (Asbestos) Regulations 1992:* r.15D(5) Infringement Notices
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the *Criminal Procedure Act 2004* Part 2 [r.15D(5)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Nil – the H*ealth (Asbestos) Regulations 1992* do not provide a power to sub-delegate.
Compliance Links:	*Criminal Procedure Act 2004* – Part 2
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
9. Public Health Act 2016 Delegations

9 Public Health Act 2016 Delegations

9.1 Council to CEO

9.1.1 Designate Authorised Officers

Delegator: *Power / Duty assigned in legislation to:*	Enforcement Agency (~~means~~ Local Government ~~vide s.4 definition~~)
Express Power to Delegate: *Power that enables a delegation to be made*	*Public Health Act 2016:* s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	*Public Health Act 2016* s.24(1) and (3) Designation of authorised officers
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to designate a person or class of persons as authorised officers for the purposes of: i. The *Public Health Act 2016* or other specified Act ii. Specified provisions of the *Public Health Act 2016* or other specified Act iii. Provisions of the *Public Health Act 2016* or another specified Act, other than the specified provisions of that Act. Including: a. an Environmental Health Officer or Environmental Health Officers as a class; OR b. a person who is not an Environmental Health Officer or a class of persons who are not Environmental Health Officers, OR c. a mixture of the two. [s.24(1) and (3)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	NIL – *Public Health Regulations 2017* do not provide for sub-delegation.~~Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].~~
Compliance Links:	*Public Health Act 2016* s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

9. Public Health Act 2016 Delegations

	s.28 When designation as authorised officer ceases s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws s.32 Certificate of authority to be returned. s.136 Authorised officer to produce evidence of authority *Criminal Investigation Act 2006*, Parts 6 and 13 – refer s.245 of the *Public Health Act 2016* *The Criminal Code*, Chapter XXVI – refer s.252 of the *Public Health Act 2016*
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

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

9. Public Health Act 2016 Delegations

9.1.2 Dealing with Seized Items

Delegator: *Power / Duty assigned in legislation to:*	Enforcement Agency (~~means~~ Local Government ~~vide s.4 definition~~)
Express Power to Delegate: *Power that enables a delegation to be made*	*Public Health Act 2016:* s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	*Public Health Act 2016* s.260 Return of seized item s.262 Cost of destruction or disposal of forfeited items s.263 Return of forfeited items s.264 Compensation
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine if no contravention of the Public Health Act 2016 has occurred and return seized items or forfeited items to the person from whom the items were seized or to any other person who is determined to be entitled to it [s.260 and 263]. 2. Authority to recover the cost of destruction or disposal of forfeited items [s.262]. 3. Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	NIL – *Public Health Regulations 2017* do not provide for sub-delegation.~~Nil – Unless a Regulation enacted under the *Public Health Act 2016*, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].~~
Compliance Links:	*Public Health Act 2016* s.20 Conditions on performance of functions by enforcement agencies. Note – Decisions about compensation may be referred for review by the State Administration Tribunal [s.265]
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

9. Public Health Act 2016 Delegations

9.1.3 Enforcement Orders

Delegator: *Power / Duty assigned in legislation to:*	Enforcement Agency (~~means~~ Local Government ~~vide s.4 definition~~)
Express Power to Delegate: *Power that enables a delegation to be made*	*Public Health Act 2016:* s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	*Public Health Act 2016* s.216 Issue of enforcement orders s.217 Contents of enforcement order s.218 Extension of period of compliance with enforcement order s.219 Enforcement agency may implement enforcement order s.223 Certificate of clearance to be given in certain circumstances s.224 Request for assessment
Delegate:	**Chief Executive Officer** **Service Manager Health and Building Services (Authorised Officer)**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to give an enforcement order to a person based on a reasonable belief that: a. the person has not complied with an improvement notice [s.216(1)(a)]; or b. the issue of the notice is necessary to prevent or mitigate a serious public health risk [s.216(1)(b)]. 2. Authority to limit the prohibition order, determine whether it is absolute or conditional, or include ancillary or incidental directions [s.217]. 3. Authority to extend the period of time for compliance with the order [s.218]. 4. Authority, where the order is not complied with as specified in s.219(1), to take any action the delegate reasonably believes is necessary to ensure the order is complied with [s.219(2)]. 5. Authority to determine, for the purposes of taking action to effect compliance with an order under s.219(2): a. that the circumstances are sufficiently serious or urgent that immediate entry is required [s.219(3)(a)(ii)], and b. whether any persons are necessary to accompany an authorised officer to enter premises [s.219(3)(a)(ii)].
Council Conditions on this Delegation:	Nil.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

9. Public Health Act 2016 Delegations

Express Power to Sub-Delegate:	NIL – *Public Health Regulations 2017* do not provide for sub-delegation.~~Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].~~
Compliance Links:	*Public Health Act 2016* s.300 Guidelines relating to information sharing. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024
2	Modified 11 March 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

9. Public Health Act 2016 Delegations

9.1.4 Appoint Designated Officer – Information Sharing

Delegator: *Power / Duty assigned in legislation to:*	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: *Power that enables a delegation to be made*	*Public Health Act 2016:* s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	*Public Health Act 2016* s.299 Information Sharing
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to appoint Designated Officer/s for the purposes of s.299 [s.299(1)].
Council Conditions on this Delegation:	Appointments must be consistent with requirements outlined in the Chief Health Officer's Information Sharing Guideline, prepared in accordance with s.300.
Express Power to Sub-Delegate:	NIL – *Public Health Regulations 2017* do not provide for sub-delegation. ~~Nil – Unless a Regulation enacted under the *Public Health Act 2016*, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].~~
Compliance Links:	*Public Health Act 2016* s.300 Guidelines relating to information sharing. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
10. Planning and Development Act 2005 Delegations

10 Planning and Development Act 2005 Delegations

10.1 Council to CEO

10.1.1 Illegal Development

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Planning and Development Act 2005:* Section 214(2), (3) and (5)
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: (a) to remove, pull down, take up, or alter the development; and (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety** **Group Manager Development and Safety**

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

10. Planning and Development Act 2005 Delegations

	Service Manager Development Services ~~**Coordinator Development Compliance**~~**Service Lead Development Compliance** **Senior Development Compliance Officer** **Service Lead Statutory Planning** ~~**Senior Development Compliance Officer**~~
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Nil
Compliance Links:	Part 13 of the *Planning and Development Act 2005* Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system

1	Adopted 9 July 2024
2	Modified 11 March 2025
3	Modified 10 April 2025
4	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

10. Planning and Development Act 2005 Delegations

10.1.2 Structure Plans

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Planning and Development (Local Planning Schemes) Regulations 2015:* Schedule 2 Deemed provisions for local planning schemes cl.82 Delegations by local government
Express Power or Duty Delegated:	*Planning and Development (Local Planning Schemes) Regulations 2015* 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: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. In accordance with Clause 17(1) of the Deemed Provisions, the authority to determine whether: 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: 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.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

10. Planning and Development Act 2005 Delegations

	5. In accordance with Clause 20(1) of the Deemed Provisions, the authority to prepare a report on an amendment to a Structure Plan, where the amendment is considered to be minor in nature, and to submit this directly to the Western Australian Planning Commission. 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. 7. In accordance with Clause 28(3) of the Deemed Provisions, the authority to request that the Western Australian Planning Commission revoke its approval of a Structure Plan. 8. In accordance with Clause 28(3)(d)(ii) of the Deemed Provisions, the authority to agree to the revocation of the Western Australian Planning Commission's approval for a Structure Plan that was the subject of an application under Clause 16(3). 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.
Council Conditions on this Delegation:	Where an amendment to a Structure Plan may be considered minor in nature: 1. As per Clause 7.1.1 of the WA Planning Manual – Guidance for Structure Plans, an 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: • are required to give effect to a state planning policy; or • do not have a consequential impact on the land, landowners or occupiers in and around the structure plan area; or • are administrative in nature, for example, where required to remove redundant provisions or requirements; and • t~~T~~he proposed changes do not impact on the infrastructure provision or~~of~~ the environment.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

10. Planning and Development Act 2005 Delegations

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: *Appointed by CEO*	**Director Sustainable Development and Safety** **Group Manager Growth and Sustainability** **Service Manager Strategic Planning** **Senior Strategic Planner**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Conditions on the delegation also apply to sub-delegation. ~~As per Council's conditions on delegation to the CEO~~
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
3	Modified OCM 12 November 2024, CEO 21 November 2024
4	Modified 11 March 2025
5	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

10. Planning and Development Act 2005 Delegations

~~10.1.2~~10.1.3 Town Planning Scheme – Development Contributions

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Planning and Development (Local Planning Schemes) Regulations 2015:* 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: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. The authority to adopt a Development Contribution Plan Report and Cost Apportionment Schedules for Development Contribution Areas 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: 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:	This authority must be exercised consistently with all applicable State planning policies, guidelines and the City's Town Planning Scheme No. 3

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

10. Planning and Development Act 2005 Delegations

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: *Appointed by CEO*	**Director Sustainable Development and Safety** **Group Manager Growth and Sustainability** **Service Manager Strategic Planning** **Development Contributions Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	Conditions on the delegation also apply to sub-delegation. ~~As per Council's conditions on delegation to the CEO~~
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
3	Modified OCM 12 November 2024, CEO 21 November 2024
4	Modified 11 March 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

10. Planning and Development Act 2005 Delegations

~~10.1.3~~10.1.4 Town Planning Scheme – Development Control

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Planning and Development (Local Planning Schemes) Regulations 2015:* 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: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	(1) Local Development Plans: a) The authority to approve local development plans. b) The authority to refuse to approve local development plans and, to provide reasons for this to the owner. (2) Amending or cancelling development approval: a) The authority to amend a ~~planning~~development approval so as to extend the period within which any development approved must be substantially commenced. b) The authority to determine when a development has been 'substantially commenced', subject to sufficient evidence on planning grounds. c) The authority to amend or delete any condition to which the approval is subject. d) The authority to amend an aspect of the development approved which, if amended, would not substantially change the development approved. e) The authority to cancel the approval, subject to sufficient planning grounds. (3) Unauthorised Existing Subsequent approval of development. (4) The authority to determine applications excludes the determination of Category 'A: Heritage places, the removal of 'Significant Trees' or 'Protected Tree' subject to a Tree Preservation order and those applications proposing demolition of any category of heritage building or structure as contained in the Local Government Heritage List and Inventory except where those applications are for minor amendments or minor works as defined in Local Planning Policy LPP4.4 and the amendments or minor works are supported by the State Heritage Office. (5) Determination of Applications (other than 'Industry General' – Licensed')

166

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

10. Planning and Development Act 2005 Delegations

	a) The authority to grant approval with or without conditions. b) The authority to refuse to grant planning approval. (6) Form and Date of Determination a) The authority to convey its determination to the applicant in the form of the "Notice of determination on application for development approval" prescribed in TPS 3. (7) Temporary ~~Planning~~Development Approval a) The authority to impose conditions limiting period of time for which an approval is granted. (8) Approval Subject to Later Approval of Details a) The authority to grant development approval subject to a condition that further detail any works or use specified in the condition must be submitted to, and approved by, the City before the developer commences the development.
Council Conditions on this Delegation:	(1) The authority to determine applications subject to those applications being in accordance with the relevant legislative, scheme and policy requirements, or where discretion is permitted. (2) The authority to determine applications where advertising of an application is required in accordance with TPS 3 subject to: a) No objections are received during the consultation period. b) The objection can be resolved through a condition imposed on an approval or negotiation of a design change with the applicant. c) The objection does not relate to valid planning considerations associated with the proposal (as confirmed by the Service Manager Development Services). (3) The authority to determine applications excludes the determination of category "A" Heritage places and those applications proposing demolition of any category of heritage building or structure as contained in the Local Government Heritage List and Inventory except where those applications are for minor amendments or minor works as defined in Local Planning Policy 4.4 and the amendments or minor works are supported by the State Heritage Office. (4) The authority to determine applications for 'Industry – General (Licenced)' subject to: (a) compliance with the minimum recommended separation distance required by the

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

10. Planning and Development Act 2005 Delegations

	Environmental Protection Authority's 'Guidance for the Assessment of Environmental Factors – Separation Distances between Industrial and Sensitive Land Uses'; (b) non-objection to the proposal by the Service Manager Health and Building Services (5) The authority to issue a renewal of a ~~planning~~development approval or extension of the approval period prior to expiry subject to: (a) The development being substantially the same as that previously approved by Council or the City under delegation. (b) Unless sufficient planning grounds are provided, any conditions of development approval shall be the same as those previously imposed. (6) In relation to a decision that is subject to a review in the State Administrative Tribunal, sub-delegated officers may: (a) Attend directions hearings, mediations and hearings. (b) Appear as an expert witness in a hearing. (c) Provide evidence in a hearing. (d) Prepare any written documents required as part of matter the subject of a review.
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: *Appointed by CEO*	**Director Sustainable Development and Safety** **Group Manager Development and Safety** **Service Manager Development Services** **~~Coordinator Development Services~~ Service Lead Statutory Planning** **Senior Planning Officer** **Planning Officer** Condition (6) Only: **~~Transport Engineer~~** **Senior Development Engineer** **Development Engineer**

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

10. Planning and Development Act 2005 Delegations

	Service Manager Traffic and Major Projects **Transport and Traffic Coordinator** **Landscape Officer** ~~**Senior Development Engineer**~~ **Senior Environmental Health Officer** **Environmental Health Officer**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	As per Council's conditions on delegation to the CEO
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
3	Modified 11 March 2025
4	Modified 8 July 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
10. Planning and Development Act 2005 Delegations

11 External Agencyies Delegations

11.1 11.1 Environmental Protection Act

11.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]

Published by: Environment

GOVERNMENT GAZETTE
Western Australia
Previous Close Next

No. 47. 19-Mar-2004
Page: 919 Pdf - 476kb

EV401

ENVIRONMENTAL PROTECTION ACT 1986
Section 20
Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows—

Powers and duties delegated—

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made—

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9th day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

~~*10. Planning and Development Act 2005 Delegations*~~*11. External Agency Delegations*

11.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
Previous Close Next

No. 232. 20-Dec-2013
Page: 6282 Pdf - 3Mb

EV402

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to--

(a) waste collection and other works--noise management plans relating to specified works under regulation 14A or 14B;

(b) bellringing or amplified calls to worship--the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);

(c) community activities--noise control notices in respect of community noise under regulation 16;

(d) motor sport venues--noise management plans in relation to motor sport venues under Part 2 Division 3;

(e) shooting venues--noise management plans in relation to shooting venues under Part 2 Division 4;

(f) calibration results--requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;

(g) sporting, cultural and entertainment events--approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation--

(i) Subregulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by--

JOHN DAY, Acting Minister for Environment; Heritage.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
11. External Agency Delegations ~~10. Planning and Development Act 2005 Delegations~~

11.1.3 Noise Management Plans - Construction Sites

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
Previous Close Next

No. 71. 16-May-2014
Page: 1548 Pdf - 2Mb

EV405

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of--

(a) Chief Executive Officer under the *Local Government Act 1995;* and

(b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997,* other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984,* Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
11. External Agency Delegations ~~10. Planning and Development Act 2005 Delegations~~

~~10.2~~
~~10.3~~

11.2 Planning and Development Act 2005

11.2.1 Instrument of Authorisation – Sign Development Applications for Crown Land as Owner

DoL FILE 1738/2002v8; 858/2001v9

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF AUTHORISATION

I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the 2nd day of June 2016

HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

173

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

11. External Agency Delegations ~~*10. Planning and Development Act 2005 Delegations*~~

SCHEDULE

This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the *Planning and Development Act 2005*

Column 1	Column 2	Column 3
The power to sign as owner in respect of Crown land that is: • a reserve managed by the local government pursuant to section 46 of the *Land Administration Act 1997* and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or • the land is a road of which the local government has the care, control and management under section 55(2) of the *Land Administration Act 1997* and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the Building Regulations 2012 (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road, in respect of development applications being made under or referred to in: (i) section 99(2) of the *Planning and Development Act 2005* in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act); (ii) section 103(2) of the *Planning and Development Act 2005* in respect of development for which approval is required under a local interim development order (as that term is defined in that Act); (iii) section 115 of the *Planning and Development Act 2005* in respect of development within a planning control area (as that term is defined in that Act); (iv) section 122A of the Planning and Development Act 2005 in respect of which approval is required under an improvement scheme (as that term is defined in that Act); (v) section 162 of the *Planning and Development Act 2005* in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);	City of Albany City of Armadale Shire of Ashburton Shire of Augusta-Margaret River Town of Bassendean City of Bayswater City of Belmont Shire of Beverley Shire of Boddington Shire of Boyup Brook Shire of Bridgetown-Greenbushes Shire of Brookton Shire of Broome Shire of Broomehill-Tambellup Shire of Bruce Rock City of Bunbury Shire of Busselton Town of Cambridge City of Canning Shire of Capel Shire of Carnamah Shire of Carnarvon Shire of Chapman Valley Shire of Chittering Shire of Christmas Island Town of Claremont City of Cockburn Shire of Cocos (Keeling) Islands Shire of Collie Shire of Coolgardie Shire of Cooraw Shire of Corrigin Town of Cottesloe Shire of Cranbrook Shire of Cuballing Shire of Cue Shire of Cunderdin Shire of Dalwallinu Shire of Dandaragan Shire of Dardanup Shire of Denmark Shire of Derby/West Kimberley Shire of Donnybrook-Balingup Shire of Dowerin Shire of Dumbleyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Exmouth City of Fremantle City of Greater Geraldton	In accordance with and subject to approved Government Land policies. Any signature subject to the following endorsement: Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the *Planning and Development Act 2005* (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.
(vi) section 163 of the *Planning and Development Act 2005* in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the *Heritage of Western Australia Act 1990*, or of which such a place forms part; (vii) section 171A of the *Planning and Development Act 2005* in respect of a prescribed development application (as that term is defined in that section of that Act).	Shire of Gingin Shire of Gnowangerup Shire of Goomalling City of Gosnells Shire of Halls Creek Shire of Harvey Shire of Irwin Shire of Jerramungup City of Joondalup Shire of Kalamunda City of Kalgoorlie-Boulder Shire of Katanning Shire of Kellerberrin Shire of Kent Shire of Kojonup Shire of Kondinin Shire of Koorda Shire of Kulin City of Kwinana Shire of Lake Grace Shire of Laverton Shire of Leonora City of Mandurah Shire of Manjimup Shire of Meekatharra City of Melville Shire of Menzies Shire of Merredin Shire of Mingenew Shire of Moora Shire of Morawa Town of Mosman Park Shire of Mount Magnet Shire of Mt Marshall Shire of Mukinbudin Shire of Mundaring Shire of Murchison Shire of Murray	

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

11. External Agency Delegations ~~10. Planning and Development Act 2005 Delegations~~

Shire of Nannup
Shire of Narembeen
Shire of Narrogin
Town of Narrogin
City of Nedlands
Shire of Ngaanyatjarraku
Shire of Northam
Shire of Northampton
Shire of Nungarin
Shire of Peppermint Grove
Shire of Perenjori
City of Perth
Shire of Pingelly
Shire of Plantagenet
Town of Port Hedland
Shire of Quairading
Shire of Ravensthorpe
City of Rockingham
Shire of Roebourne
Shire of Sandstone
Shire of Serpentine Jarrahdale
Shire of Shark Bay
City of South Perth
City of Stirling
City of Subiaco
City of Swan

Shire of Tammin
Shire of Three Springs
Shire of Toodyay
Shire of Trayning
Shire of Upper Gascoyne
Town of Victoria Park
Shire of Victoria Plains
Town of Vincent
Shire of Wagin
Shire of Wandering
City of Wanneroo
Shire of Warroona
Shire of West Arthur
Shire of Westonia
Shire of Wickepin
Shire of Williams
Shire of Wiluna
Shire of Wongan-Ballidu
Shire of Woodanilling
Shire of Wyalkatchem
Shire of Wyndham-East Kimberley
Shire of Yalgoo
Shire of Yilgarn
Shire of York

HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

2nd day of June 2016

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
11. External Agency Delegations ~~10. Planning and Development Act 2005 Delegations~~

11.2.2 Delegation of Certain Powers and Functions of the WAPC relating to the MRS

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
11. External Agency Delegations ~~10. Planning and Development Act 2005 Delegations~~

Planning and Development Act 2005

INSTRUMENT OF DELEGATION

Del 2025/04 Powers of Local Governments Metropolitan Region Scheme

Delegation of certain powers and functions of the Western Australian Planning Commission relating to the Metropolitan Region Scheme.

Preamble

Unless exempted by clause 29 and 30, under clause 27 of the Metropolitan Region Scheme (MRS), on reserved land, a person must not commence or carry out development unless that person has planning approval. Development on zoned land requires planning approval if it is of a kind or class set out in a resolution of the Western Australian Planning Commission (WAPC) under clause 28 of the MRS.

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published on a website maintained by, or on behalf of, the WAPC, delegate any function to an officer of a public authority or to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred upon the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 19 FEBRUARY 2025, pursuant to section 16 of the Act, the WAPC resolved—

A. TO DELEGATE to local governments, and to members and officers of those local governments, its functions in respect of the determination, in accordance with Parts 8, 9 and 10 of the Metropolitan Region Scheme, of applications (within their respective districts) for approval to commence and carry out development of the type specified in Column 1 of Schedule 1, subject to the conditions specified in Column 2 of Schedule 1 and the requirements in Schedule 2.

B. TO REVOKE its delegation of powers and functions to local governments as detailed in the notice entitled "DEL 2022/03 Powers of local governments (MRS)" published in the *Government Gazette* on 18 January 2022, to give effect to this delegation.

C. TO RESOLVE that this resolution takes effect on 31 March 2025.

Sam Boucher Secretary,

Western Australian Planning Commission.

———

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

11. External Agency Delegations ~~10. Planning and Development Act 2005 Delegations~~

SCHEDULE 1 – TYPES OF DEVELOPMENT AND LOCATION

Column 1 (Land and Application type)	Column 2 (Conditions)
1. Proposals concerning **reserved land** and for which approval is required.	
1.1. Application concerns land on or abutting a regional road reservation.	Power may be exercised: 1. if the delegate complies with referral requirements set out in Schedule 2 below; 2. all public authorities consulted, concur; and 3. the delegate accepts the advice and/or recommendations (if any received) of the public authority/s. 4. the application is not for public works undertaken by a public authority.
2. Proposals concerning **zoned land** and for which approval is required. Does not apply to public works undertaken by a public authority, the Kwinana Industrial Area, North Coogee Area and Parliament House - Inner Precinct.	
2.1. Application concerns zoned land which abuts a primary regional road reservation.	Power may be exercised if the delegate: 1. complies with the referral requirements set out in Schedule 2 below; and 2. accepts and applies the advice and/or recommendation (if any) from the public authority specified in cl.2, Schedule 2 below.
2.2. Application concerns zoned land which abuts an other regional road reservation	
2.3. Application concerns zoned land which abuts a regional open space reservation.	
2.4. Application concerns zoned land which is adjacent to a railway reservation or abuts a port installation reservation	
2.5. Application concerns zoned land within a Bush Forever Area	Power may be exercised if the delegate: 1. consults the DPLH; 2. provides DPLH at least 30 days within which to respond; and

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

11. External Agency Delegations ~~10. Planning and Development Act 2005 Delegations~~

	3. accepts the advice and / or recommendation received (if any) from DPLH.
2.6. Application concerns development within an Activity Centre	Power may be exercised if the delegate: 1. consults the DPLH; 2. provides DPLH at least 30 days within which to respond; and 3. accepts the advice and / or recommendation received (if any) from DPLH.
2.7. Application concerns zoned land which is in or abuts the Swan and Canning Development Control Area	Power may be exercised if the delegate: 1. consults the Swan River Trust in accordance with clause 45; and 2. accepts the advice and / or recommendation (if any) received from the Swan River Trust.
2.8. Application to extend or change a non-conforming use on zoned land.	Power may be exercised if the delegate: 1. consults the DPLH; 2. provides DPLH at least 30 days within which to respond; and 3. accepts the advice and / or recommendation received (if any) from DPLH.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

SCHEDULE 2

Referral Requirements

1) An application for development in or abutting land reserved under the Metropolitan Region Scheme must be referred to the public authority responsible for that reserved land within 7 days of the delegate receiving the application or, if further information or material is required, within 7 days of the process in clause 38 to 40 concluding.

2) For the purposes of paragraph (1) of this delegation, the public authority responsible for reserved land is:
   (a) In the case of reservation for regional open space: the Department of Planning Lands and Heritage;
   (b) In the case of reservation for primary regional roads: Main Roads Western Australia;
   (c) In the case of reservation for other regional roads: the Department of Planning Lands and Heritage;
   (d) In the case of other reservations: the public authority for which the land is reserved or that owns or manages the reserved land.
   (e) In the case of a development in or adjacent to a Bush Forever area (as defined in the Metropolitan Region Scheme): the Department of Planning Lands and Heritage.

3) Each public authority to which the application is referred must be:
   (a) provided at least 30 days within which to respond; and
   (b) informed that if no response is received within that time, the application may be determined on the information available.

4) Where the advice and/or recommendation provided by the public authority specified in clause 2 above, is not acceptable to the delegate, the application, together with the advice and/or recommendations provided by all public authorities consulted and the reasons why the recommendation is not acceptable to the delegate, shall be referred immediately to the WAPC for determination.

Interpretation and Guidance

In this Instrument of Delegation, unless the context otherwise requires—

- Powers delegated under this instrument may only be exercised by a member or officer who has been delegated power from the local government to consider and determine applications for approval to commence and carry out development within the local government district under the local government's local planning scheme

- "*development*" has the same meaning given to it in and for the purposes of the *Planning and Development Act 2005*.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

- "other regional roads" are delineated in blue and identified on plan SP 694, as amended from time to time (copy attached).
- "primary regional roads" are delineated in red and identified on plan SP 693, as amended from time to time (copy attached).
- "*public authority*" has the meaning given in the *Planning and Development Act 2005*.
- If the conditions set out in Column 2 cannot be met, the power cannot be exercised by the delegate and the application, together with the advice and/or recommendations provided by all public authorities consulted and the reasons why the recommendation is not acceptable to the delegate, must be sent to the WAPC for determination.
- Note, clause 45 applies where development is of land affecting the Swan and Canning Development Control Area.
- The Kwinana Industrial Area covers land within WAPC plan No. 3.2859, as per the WAPC's Notice of resolution made under clause 28 of the Metropolitan Region Scheme
- North Coogee Area covers land within WAPC plan No. 4.1675 as per the WAPC's Notice of resolution made under clause 28 of the Metropolitan Region Scheme
- Parliament House Inner Precinct covers land within WAPC plan No. 3.2858 as per the WAPC's Notice of resolution made under clause 28 of the Metropolitan Region Scheme

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
11. External Agency Delegations ~~10. Planning and Development Act 2005 Delegations~~

11.2.3 Delegation of Certain Powers under Section 25 of the Strata Titles Act 1985

This delegation needs to be read in conjunction with the amendment to the delegation reproduced on the following page (PL402)

PL402

PLANNING AND DEVELOPMENT ACT 2005
INSTRUMENT OF DELEGATION
Del 2020/01 Powers of Local Governments

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to certain applications under the *Strata Titles Act 1985*

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 20 January 2021, pursuant to section 16 of the Act, the WAPC RESOLVED—

A. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the *Strata Titles Act 1985* as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;

B. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the *Strata Titles Act 1985* as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;

C. TO AMEND "Del 2020/01—Powers of Local Governments" to give effect to its resolution and to publish an updated, consolidated instrument.

SAM FAGAN, Western Australian Planning Commission.

Schedule 1

1. Applications made under section 15 of the *Strata Titles Act 1985*

Power to determine applications under section 15 of the *Strata Titles Act 1985*, except those applications that—

(a) propose the creation of a vacant lot;

(b) propose vacant air stratas in multi-tiered strata scheme developments;

(c) propose the creation or postponement of a leasehold scheme;

(d) propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the *Strata Titles Act 1985*);

(e) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to—

i. a type of development; and/or

ii. land within an area,

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

2. Applications under sections 21 and 22 of the *Strata Titles Act 1985*

Power to determine applications under—

(a) section 21 of the *Strata Titles Act 1985*;

(b) section 22 of the *Strata Titles Act 1985* where the amendment or repeal of scheme by-laws requires the approval of the WAPC.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
11. External Agency Delegations ~~10. Planning and Development Act 2005 Delegations~~

3. Reporting requirements

A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.

AMENDMENT TO DEL 2020/21

PL402

PLANNING AND DEVELOPMENT ACT 2005

NOTICE OF AMENDMENT TO INSTRUMENT OF DELEGATION—POWERS OF LOCAL GOVERNMENTS

Notice of amendment to the Instrument of Delegation 2020/01 Powers of Local Governments gazetted on 29 January 2021 (and as amended).

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under s16 of the Act (delegation)

On 31 August 2022, pursuant to section 16 of the Act, the WAPC RESOLVED—

A. TO AMEND the Instrument of Delegation 2020/01 Powers of Local Governments as gazetted on 29 January 2021 (and as amended), as set out in Schedule 1 below.

SAM FAGAN, Secretary, Western Australian Planning Commission.

Schedule 1

1. Instrument of delegation amended

The amendments within this Schedule are to the Schedules set out in the Instrument of Delegation 2020/01 Powers of Local Governments as gazetted on 29 January 2021, and as amended.

2. Amendments to clause 1 of Schedule 1

Add the following immediately after 1(e)—

(f) in the opinion of the relevant local government as notified to the WAPC in writing, propose development of a type which the local government considers would warrant the imposition of a condition requiring the ceding of land for public open space or payment in lieu thereof.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
11. External Agency Delegations ~~10. Planning and Development Act 2005 Delegations~~

11.2.4 – Delegation of Certain Powers and Functions of the WAPC relating to the Hope Valley-Wattleup Redevelopment Act 2000 and the Hope Valley-Wattleup Mater Plan

Legislation: Planning and Development Act 2005 (s16)
Title: DEL 2011/01 Powers of local governments (Hope Valley-Wattleup Redevelopment Act 2000)
Resolution Date: 25 /1 /2011 Gazettal Date: 4/2/2011 File: 801-2-1-22 P10

Planning and Development Act 2005

INSTRUMENT OF DELEGATION

DEL 2011/01 POWERS OF LOCAL GOVERNMENTS (HOPE VALLEY-WATTLEUP REDEVELOPMENT ACT 2000 AND MASTER PLAN)

Notice of delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to the *Hope Valley-Wattleup Redevelopment Act 2000* and the Hope Valley-Wattleup Master Plan

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred upon the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 25 January 2011, pursuant to section 16 of the Act, the WAPC RESOLVED:

A TO DELEGATE to certain local governments, to officers of those local governments, to the Statutory Planning Committee and the Chairman of the WAPC, and to officers of the Department of Planning (DoP) from time to time holding or acting in those offices, as set out in column 2 of the attached Schedule, its powers and functions under the *Hope Valley-Wattleup Redevelopment Act 2000* and in respect of the Hope Valley-Wattleup Master Plan as specified in column 1 of the attached Schedule, within their respective districts as specified in column 3 of the attached Schedule.

Tony Evans, Secretary
Western Australian Planning Commission

Delegation Register

City of Cockburn

11. External Agency Delegations ~~*10. Planning and Development Act 2005 Delegations*~~

PLANNING AND DEVELOPMENT ACT 2005

Instrument of Delegation

Schedule 1

Column 1 (Powers and functions delegated)	**Column 2 (Local Government and officers, WAPC committee and Chairman, and DoP officers)**	**Column 3 (Conditions)**
1.1. Power to determine applications for development approval as set out in Part 4 of the *Hope Valley-Wattleup Redevelopment Act 2000* and Part 10 and Part 11 of the *Hope Valley-Wattleup Master Plan* except where: (a) the land is reserved for a public purpose in the *Hope Valley-Wattleup Master Plan*; or (b) the decision to refuse or approve with or without conditions would be contrary to the recommendation of the Western Australian Land Authority in its submission on the application made pursuant to clause 11.1 of the *Hope Valley-Wattleup Master Plan*; or (c) the WAPC has advised the local government in writing that the application is to be determined by the WAPC; or (d) the local government decides to forward the application to the WAPC for the WAPC's determination.	• Council of the City of Cockburn • Chief Executive Officer, City of Cockburn • Director of Planning and Development, City of Cockburn • Manager of Statutory Planning, City of Cockburn	Confined to land within the City of Cockburn
1.2. Power to amend or revoke a planning approval previously granted by the local government under delegated power, as set out in clause 9.2 of the *Hope Valley-Wattleup Master Plan*. 1.3. Power to grant approval to unauthorised existing development or use as set out in clause 9.3 of the *Hope Valley-Wattleup Master Plan*. 1.4. Power to authorise any of the local government's employees to enter a building or land for the observance of the Master Plan as set out in clause 12.1.2 of the *Hope Valley-Wattleup Master Plan*. 1.5. Power to issue a written notice under clause 12.2 of the *Hope Valley-Wattleup Master Plan*. 1.6. Power to defend and otherwise deal with reviews lodged with the State Administrative Tribunal under section 29 of the *Hope Valley-Wattleup Redevelopment Act 2000* and to appeal, defend, respond and otherwise deal with any legal proceedings as it relates to this notice of delegation affecting the Hope Valley-Wattleup Redevelopment Area. 1.7. Power to issue a written notice under section 31(1) of the *Hope Valley-Wattleup Redevelopment Act 2000*. 1.8. Power under section 31(6) of the *Hope Valley-Wattleup Redevelopment Act 2000* to take steps to remove, pull down, take up or alter any unlawful development, and recover the costs incurred in so doing. 1.9. Power to commence and undertake a prosecution for an offence committed under section 25 or section 31 of the *Hope Valley-Wattleup Redevelopment Act 2000*.	• Council of the Town of Kwinana • Chief Executive Officer, Town of Kwinana • Director of Operational and Technical Services, Town of Kwinana • Manager of Planning and Development, Town of Kwinana	Confined to land within the Town of Kwinana

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
11. External Agency Delegations ~~10. Planning and Development Act 2005 Delegations~~

1.10 Power to advise a local government in writing in the circumstance of 1.1(c) of this delegation that an application is to be determined by the WAPC.	• Statutory Planning Committee of the WAPC • Chairman of the WAPC • Director General, DoP 15135.1 • Executive Director, Peel, Perth and South West Planning and Strategy, DoP 15196.1	City of Cockburn and Town of Kwinana

11.3 Main Roads Act 1930

11.3.1 Regulation of Parking on Verges of Main Roads, Highways and Footpaths

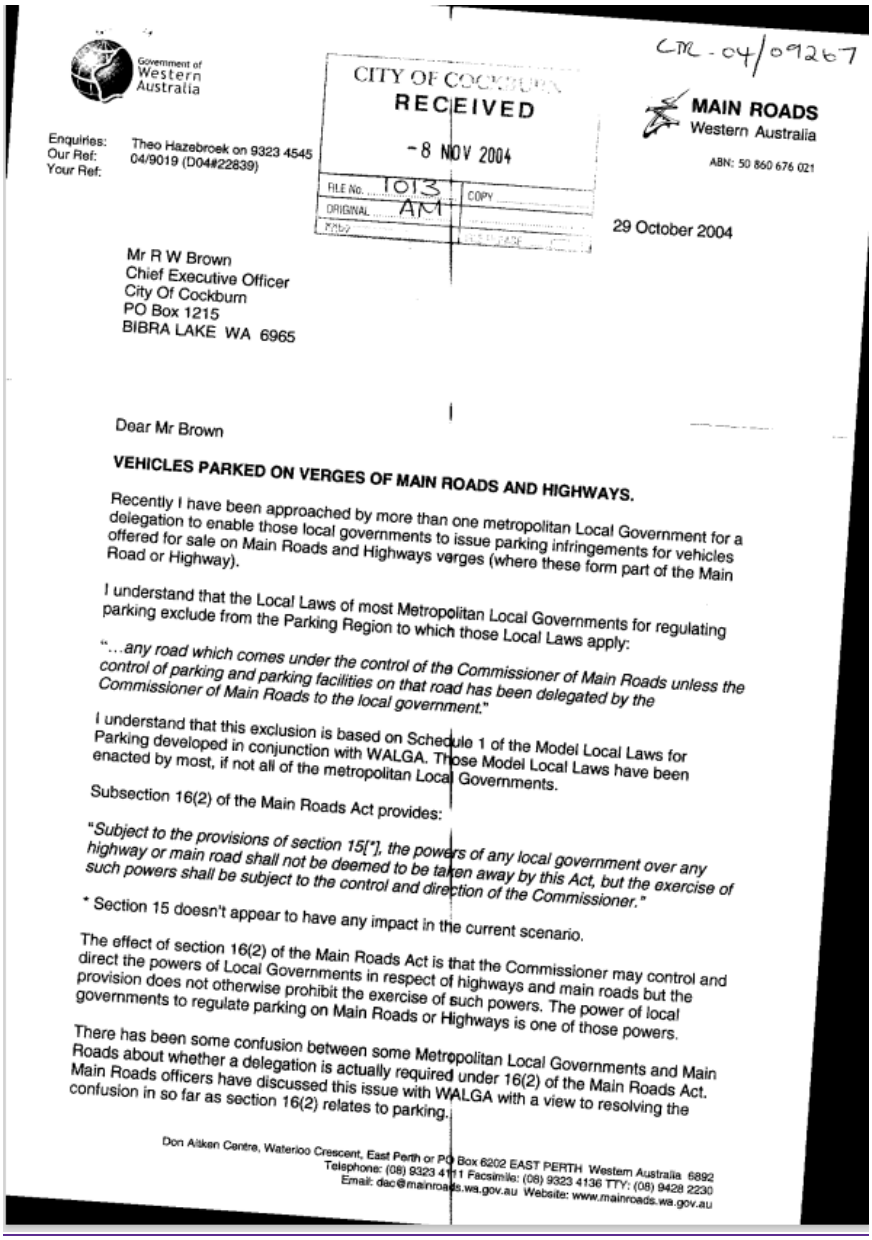
This direction needs to be read in conjunction with the clarification from WALGA reproduced on page 192.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

11. External Agency Delegations ~~10. Planning and Development Act 2005 Delegations~~



Government of Western Australia

CTR - 04/09267

CITY OF COCKBURN
RECEIVED
-8 NOV 2004
FILE No. 1013 COPY
ORIGINAL AM

MAIN ROADS
Western Australia
ABN: 50 860 676 021

Enquiries: Theo Hazebroek on 9323 4545
Our Ref: 04/9019 (D04#22839)
Your Ref:

29 October 2004

Mr R W Brown
Chief Executive Officer
City Of Cockburn
PO Box 1215
BIBRA LAKE WA 6965

Dear Mr Brown

VEHICLES PARKED ON VERGES OF MAIN ROADS AND HIGHWAYS.

Recently I have been approached by more than one metropolitan Local Government for a delegation to enable those local governments to issue parking infringements for vehicles offered for sale on Main Roads and Highways verges (where these form part of the Main Road or Highway).

I understand that the Local Laws of most Metropolitan Local Governments for regulating parking exclude from the Parking Region to which those Local Laws apply:

"*...any road which comes under the control of the Commissioner of Main Roads unless the control of parking and parking facilities on that road has been delegated by the Commissioner of Main Roads to the local government.*"

I understand that this exclusion is based on Schedule 1 of the Model Local Laws for Parking developed in conjunction with WALGA. Those Model Local Laws have been enacted by most, if not all of the metropolitan Local Governments.

Subsection 16(2) of the Main Roads Act provides:

"*Subject to the provisions of section 15[*], the powers of any local government over any highway or main road shall not be deemed to be taken away by this Act, but the exercise of such powers shall be subject to the control and direction of the Commissioner.*"

* Section 15 doesn't appear to have any impact in the current scenario.

The effect of section 16(2) of the Main Roads Act is that the Commissioner may control and direct the powers of Local Governments in respect of highways and main roads but the provision does not otherwise prohibit the exercise of such powers. The power of local governments to regulate parking on Main Roads or Highways is one of those powers.

There has been some confusion between some Metropolitan Local Governments and Main Roads about whether a delegation is actually required under 16(2) of the Main Roads Act. Main Roads officers have discussed this issue with WALGA with a view to resolving the confusion in so far as section 16(2) relates to parking.

Don Aitken Centre, Waterloo Crescent, East Perth or PO Box 6202 EAST PERTH Western Australia 6892
Telephone: (08) 9323 4111 Facsimile: (08) 9323 4136 TTY: (08) 9428 2230
Email: dac@mainroads.wa.gov.au Website: www.mainroads.wa.gov.au

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

11. External Agency Delegations ~~10. Planning and Development Act 2005 Delegations~~

In order to clarify the powers of your Local Government in relation to regulating parking on Main Roads or Highways and to avoid the need for amendment of each metropolitan local government's local laws on parking, a direction under section 16(2) of the Main Roads Act is warranted.

Please accept this as a direction under section 16(2) of the Main Roads Act that:

a) Council may control parking on the verges of any Main Roads and Highways in your district (where these verges form part of the Main Road or Highway) other than those mentioned in paragraph "b" below but only for the purposes of:
   i) prohibiting parking on those verges including any parked vehicles offered for sale on those verges; and
   ii) enforcing any such prohibition.

b) Council may not control parking on any part of any freeways in your district.

This direction is not intended to affect any existing arrangements Council has for the regulation of parking on the carriageway of any Main Roads or Highways in your district.

Please note that I do not mean to suggest that any Local Government is required to exercise any relevant powers.

If you require any further information please contact Theo Hazebroek on 9323 4545. In reply please quote file reference 04/9019 (D04#22839).

Yours faithfully

M Henneveld
COMMISSIONER OF MAIN ROADS

188

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

11. External Agency Delegations ~~10. Planning and Development Act 2005 Delegations~~

CLARIFICATION OF DIRECTION

CTR 05/05814

INFOPAGE

WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION

To:	Chief Executive Officer	**From:**	Bruce Wittber Policy Manager Governance
Organisation:	All Metropolitan Councils	**Date:**	30 June 2005
Reference:	06-012-03-0004		
Subject:	Vehicles Parked on the Verge of Main Roads and Highways		

In late October 2004 following discussions with the Association, the Commissioner of Main Roads issued a directive under section 16(2) of the Main Roads Act regarding the regulation of parking on the verges of main roads and highways. This came as a result of some confusion of the authority that Local Government had in regard to managing parking, under their Local Laws on Parking, on these types of roads

The Commissioner in giving the directive stated that the respective Councils could control parking on the verges of the Main Roads and Highways in their district with some specified exceptions.

Following that advice several Councils indicated that it still raised the question of whether this included control over the "footpaths" on the verge. Further discussion has enabled the Commissioner to provide further advice in letter to the Association which clarified the position that was intended.

The Commissioner has advised as follows:

> *I confirm that my intent when using the word "verges" ... was for that word to include any footpath which forms part of a main road or highway. I note that in many cases the proclamation of main roads and highways specifically excludes the footpaths in which case the care, control and management of the footpath would almost invariably already lie with the relevant local government.*

I trust that this now clarifies the situation and that where required you now have the necessary authority to use the various powers under the relevant local law to control parking.

CITY OF COCKBURN
RECEIVED
04 JUL 2005
FILE No. 1013 COPY
S.C.
LEASE

Local Government House
15 Altona Street
West Perth WA 6005
PO Box 1544
West Perth WA 6872
Facsimile (08) 9322 2611
Telephone (08) 9321 5055
Email info@walga.asn.au
Website www.walga.asn.au

For Further information please contact
Bruce Wittber, Telephone number 9213 2057
& Email bwittber@walga.asn.au

The Voice of Local Government

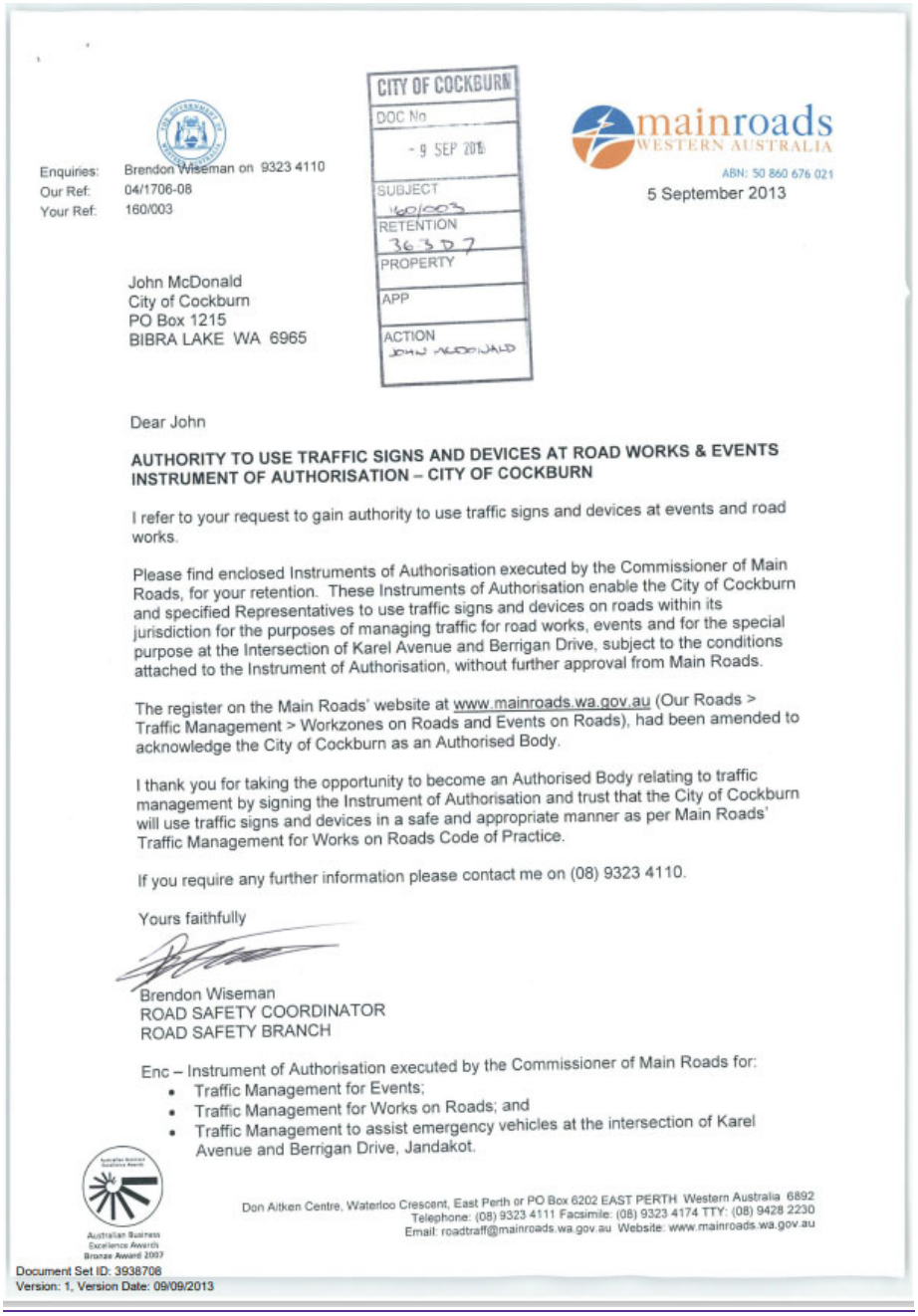
Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

11. External Agency Delegations ~~10. Planning and Development Act 2005 Delegations~~

11.4 Road Traffic Code 2000



CITY OF COCKBURN
DOC No
- 9 SEP 2013
SUBJECT
160/003
RETENTION
363D7
PROPERTY
APP
ACTION
JOHN MCDONALD

mainroads
WESTERN AUSTRALIA
ABN: 50 860 676 021

Enquiries: Brendon Wiseman on 9323 4110
Our Ref: 04/1706-08
Your Ref: 160/003

5 September 2013

John McDonald
City of Cockburn
PO Box 1215
BIBRA LAKE WA 6965

Dear John

AUTHORITY TO USE TRAFFIC SIGNS AND DEVICES AT ROAD WORKS & EVENTS INSTRUMENT OF AUTHORISATION – CITY OF COCKBURN

I refer to your request to gain authority to use traffic signs and devices at events and road works.

Please find enclosed Instruments of Authorisation executed by the Commissioner of Main Roads, for your retention. These Instruments of Authorisation enable the City of Cockburn and specified Representatives to use traffic signs and devices on roads within its jurisdiction for the purposes of managing traffic for road works, events and for the special purpose at the Intersection of Karel Avenue and Berrigan Drive, subject to the conditions attached to the Instrument of Authorisation, without further approval from Main Roads.

The register on the Main Roads' website at www.mainroads.wa.gov.au (Our Roads > Traffic Management > Workzones on Roads and Events on Roads), had been amended to acknowledge the City of Cockburn as an Authorised Body.

I thank you for taking the opportunity to become an Authorised Body relating to traffic management by signing the Instrument of Authorisation and trust that the City of Cockburn will use traffic signs and devices in a safe and appropriate manner as per Main Roads' Traffic Management for Works on Roads Code of Practice.

If you require any further information please contact me on (08) 9323 4110.

Yours faithfully

Brendon Wiseman
ROAD SAFETY COORDINATOR
ROAD SAFETY BRANCH

Enc – Instrument of Authorisation executed by the Commissioner of Main Roads for:
- Traffic Management for Events;
- Traffic Management for Works on Roads; and
- Traffic Management to assist emergency vehicles at the intersection of Karel Avenue and Berrigan Drive, Jandakot.

Australian Business Excellence Awards Bronze Award 2007

Don Aitken Centre, Waterloo Crescent, East Perth or PO Box 6202 EAST PERTH Western Australia 6892
Telephone: (08) 9323 4111 Facsimile: (08) 9323 4174 TTY: (08) 9428 2230
Email: roadtraff@mainroads.wa.gov.au Website: www.mainroads.wa.gov.au

Document Set ID: 3938708
Version: 1, Version Date: 09/09/2013

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

11. External Agency Delegations ~~10. Planning and Development Act 2005 Delegations~~

11.4.1 Authority to Use Traffic Signs and Devices at Roadworks

8

WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION

RELATING TO
TRAFFIC MANAGEMENT FOR WORKS

Pursuant to Regulation 297(2) of the Road Traffic Code 2000 the Commissioner of Main Roads ("the Commissioner") hereby authorises *(City of Cockburn)* ("Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

(a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Works on Roads Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;

(b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and

(c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

This Instrument of Authorisation replaces any prior Instrument of Authorisation under Regulation 297(2) of the Road Traffic Code 2000 between the Commissioner and the Authorised Body. The Commissioner's delegation dated 17 July 1975 to a number of Local Governments outside the Perth metropolitan area, is not affected by this Instrument of Authorisation except that this Instrument of Authorisation prevails wherever roadworks are concerned. That 1975 delegation was made under Regulation 301 of the Road Traffic Code 1975 and related to non-regulatory signage.

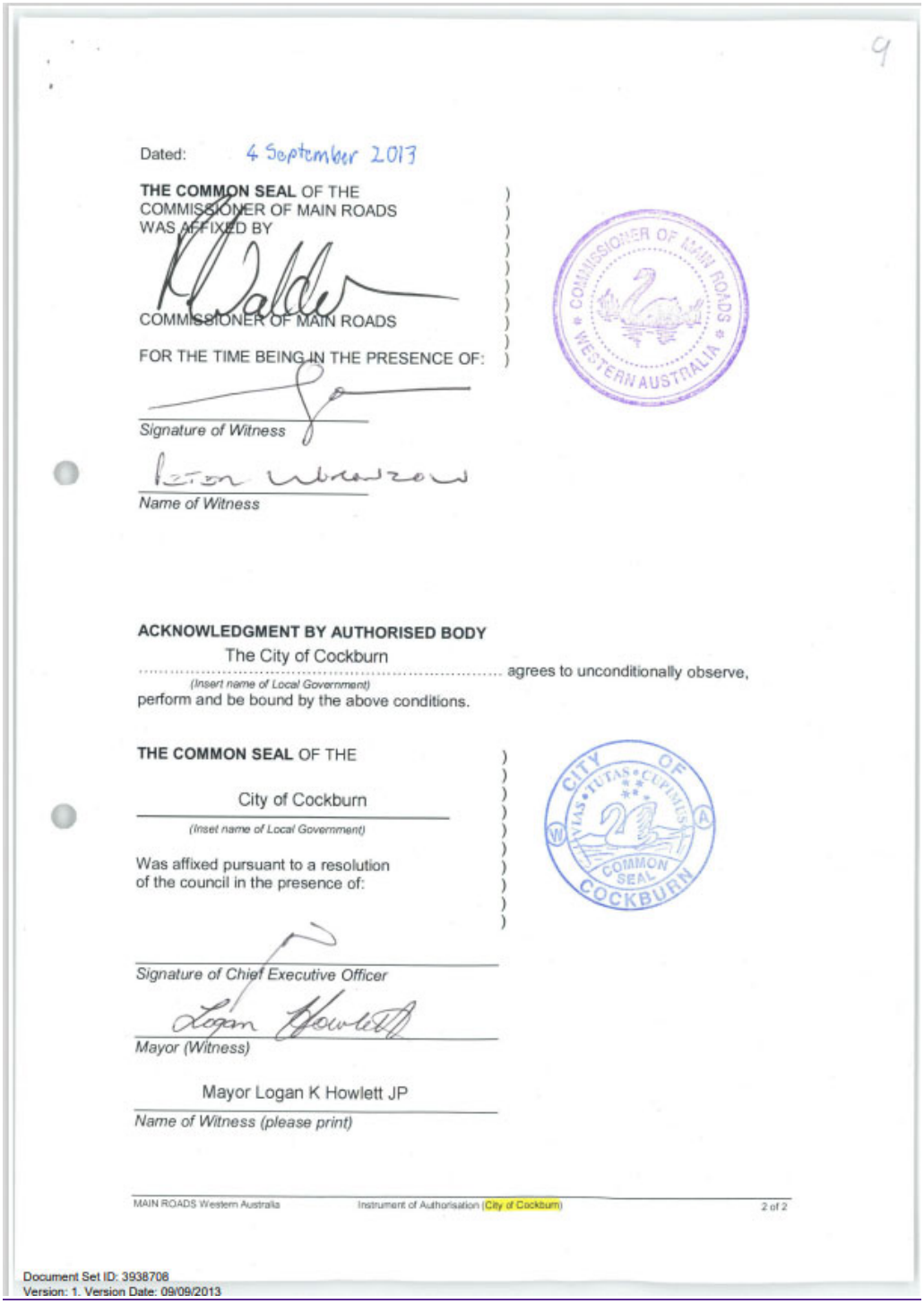
MAIN ROADS Western Australia Instrument of Authorisation (City of Cockburn) 1 of 2

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

11. External Agency Delegations ~~10. Planning and Development Act 2005 Delegations~~



9

Dated: 4 September 2013

THE COMMON SEAL OF THE
COMMISSIONER OF MAIN ROADS
WAS AFFIXED BY

COMMISSIONER OF MAIN ROADS

FOR THE TIME BEING IN THE PRESENCE OF:

Signature of Witness

Name of Witness

COMMISSIONER OF MAIN ROADS * WESTERN AUSTRALIA *

ACKNOWLEDGMENT BY AUTHORISED BODY

The City of Cockburn
(Insert name of Local Government) agrees to unconditionally observe, perform and be bound by the above conditions.

THE COMMON SEAL OF THE

City of Cockburn
(Inset name of Local Government)

Was affixed pursuant to a resolution
of the council in the presence of:

Signature of Chief Executive Officer

Mayor (Witness)

Mayor Logan K Howlett JP
Name of Witness (please print)

CITY OF COCKBURN * TUTAS * CUPIENTES * COMMON SEAL

MAIN ROADS Western Australia Instrument of Authorisation (City of Cockburn) 2 of 2

Document Set ID: 3938708
Version: 1, Version Date: 09/09/2013

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

11. External Agency Delegations ~~10. Planning and Development Act 2005 Delegations~~

11.4.2 Authority to Use Traffic Signs and Devices at Events

10

WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION

RELATING TO
TRAFFIC MANAGEMENT FOR EVENTS

Pursuant to Regulation 297(2) of the *Road Traffic Code 2000* the Commissioner of Main Roads ("the Commissioner") hereby authorises *City of Cockburn* (Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:

i) "event" subject to an order from the Commissioner of Police pursuant to Part VA of the *Road Traffic Act 1974*;

ii) race meeting or speed test for which the Minister referred to in section 83 of the *Road Traffic Act 1974* has, under that provision, temporarily suspended the operation of any provisions of the *Road Traffic Act 1974* or regulations made under that Act; or

iii) public meeting or procession the subject of a permit granted by the Commissioner of Police under the *Public Order in Streets Act 1984*;

or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

(a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;

(b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and

(c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

The powers in this Instrument of Authorisation do not change or replace:

1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and

2) any powers and responsibilities of a local government provided in regulation 9 of the *Road Traffic (Events on Roads) Regulations 1991*.

MAIN ROADS Western Australia Instrument of Authorisation (City of Cockburn) 1 of 2

Document Set ID: 3938708
Version: 1, Version Date: 09/09/2013

193

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

11. External Agency Delegations ~~10. Planning and Development Act 2005 Delegations~~

Dated: 4 September 2013

THE COMMON SEAL OF THE COMMISSIONER OF MAIN ROADS WAS AFFIXED BY

COMMISSIONER OF MAIN ROADS

FOR THE TIME BEING IN THE PRESENCE OF:

Signature of Witness

Name of Witness (please print)

ACKNOWLEDGMENT BY AUTHORISED BODY

The City of Cockburn
(insert name of Local Government) agrees to unconditionally observe, perform and be bound by the above conditions.

THE COMMON SEAL of

The City of Cockburn
(Insert name of Local Government)

Was affixed pursuant to a resolution of the Council in the presence of:

Signature of Chief Executive Officer

Mayor (Witness)

Mayor Logan K Howlett JP

Name of Witness (please print)

MAIN ROADS Western Australia Instrument of Authorisation (City of Cockburn) 2 of 2

Document Set ID: 3938708
Version: 1, Version Date: 09/09/2013

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
11. External Agency Delegations ~~***10. Planning and Development Act 2005 Delegations***~~

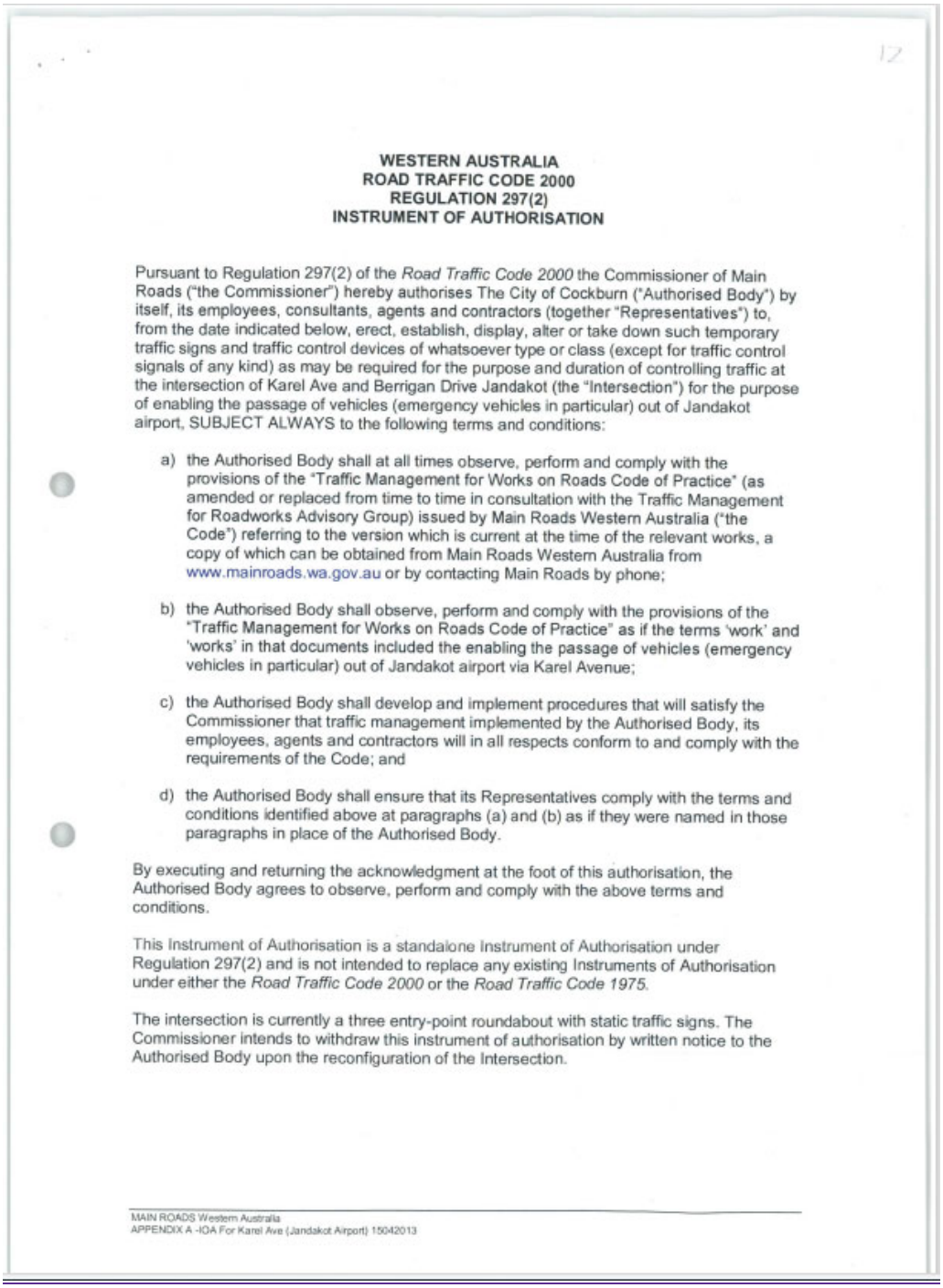
Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

11. External Agency Delegations ~~10. Planning and Development Act 2005 Delegations~~

11.4.3 Authority to Use Traffic Signs and Devices to Assist Emergency Vehicles at the Intersection of Karel Avenue and Berrigan Drive, Jandakot



17

WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION

Pursuant to Regulation 297(2) of the *Road Traffic Code 2000* the Commissioner of Main Roads ("the Commissioner") hereby authorises The City of Cockburn ("Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such temporary traffic signs and traffic control devices of whatsoever type or class (except for traffic control signals of any kind) as may be required for the purpose and duration of controlling traffic at the intersection of Karel Ave and Berrigan Drive Jandakot (the "Intersection") for the purpose of enabling the passage of vehicles (emergency vehicles in particular) out of Jandakot airport, SUBJECT ALWAYS to the following terms and conditions:

a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Works on Roads Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;

b) the Authorised Body shall observe, perform and comply with the provisions of the "Traffic Management for Works on Roads Code of Practice" as if the terms 'work' and 'works' in that documents included the enabling the passage of vehicles (emergency vehicles in particular) out of Jandakot airport via Karel Avenue;

c) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and

d) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

This Instrument of Authorisation is a standalone Instrument of Authorisation under Regulation 297(2) and is not intended to replace any existing Instruments of Authorisation under either the *Road Traffic Code 2000* or the *Road Traffic Code 1975*.

The intersection is currently a three entry-point roundabout with static traffic signs. The Commissioner intends to withdraw this instrument of authorisation by written notice to the Authorised Body upon the reconfiguration of the Intersection.

MAIN ROADS Western Australia
APPENDIX A -IOA For Karel Ave (Jandakot Airport) 15042013

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

11. External Agency Delegations ~~10. Planning and Development Act 2005 Delegations~~

17

Dated: 4 September 2013

THE COMMON SEAL OF THE)
COMMISSIONER OF MAIN ROADS)
WAS AFFIXED BY)
)
)
COMMISSIONER OF MAIN ROADS)
FOR THE TIME BEING IN THE PRESENCE OF:)

Signature of Witness

Name of Witness

ACKNOWLEDGMENT BY AUTHORISED BODY

The City of Cockburn ..... agrees to observe, perform and be bound by the above conditions.

THE COMMON SEAL OF THE)
City of Cockburn)
.....)
WAS AFFIXED PURSUANT TO A RESOLUTION.)
OF THE COUNCIL IN THE PRESENCE OF)

Chief Executive Officer

Logan Howlett

Mayor (Witness)

Mayor Logan K Howlett JP

Name of Witness

MAIN ROADS Western Australia
APPENDIX A -IOA For Karel Ave (Jandakot Airport) 15042013

Document Set ID: 3938708
Version: 1, Version Date: 09/09/2013

197

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

11. External Agency Delegations ~~*10. Planning and Development Act 2005 Delegations*~~

11.4.4 Approval to Display Yellow Flashing Warning Lights on Ranger Vehicles

Government of **Western Australia**
Department of **Transport**
Driver and Vehicle Services

ROAD TRAFFIC ACT 1974

Road Traffic Code 2000

RTC-2017-202046.2

APPROVAL UNDER REGULATION 289(1)(a)(ii) TO DISPLAY YELLOW FLASHING WARNING LIGHTS ON RANGER VEHICLES

Pursuant to regulation 289(1)(a)(ii) of the *Road Traffic Code 2000* (the Code), I, Christopher Davers, Assistant Director Strategy and Policy, Driver and Vehicle Services, Department of Transport, and delegate of the Chief Executive Officer of the Department of Transport by way of a delegation instrument dated 7 August 2017, hereby approve vehicles ("Approved Vehicles"), owned by a local government while used by a person authorised or appointed by that local government ("Authorised Person") to perform functions on the behalf of the local government under:

(a) the *Local Government Act 1995*;

(b) regulations made under the *Local Government Act 1995*;

(c) a local law;

(d) any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the *Dog Act 1976*); or

(e) any combination of the above paragraphs (a) to (d);

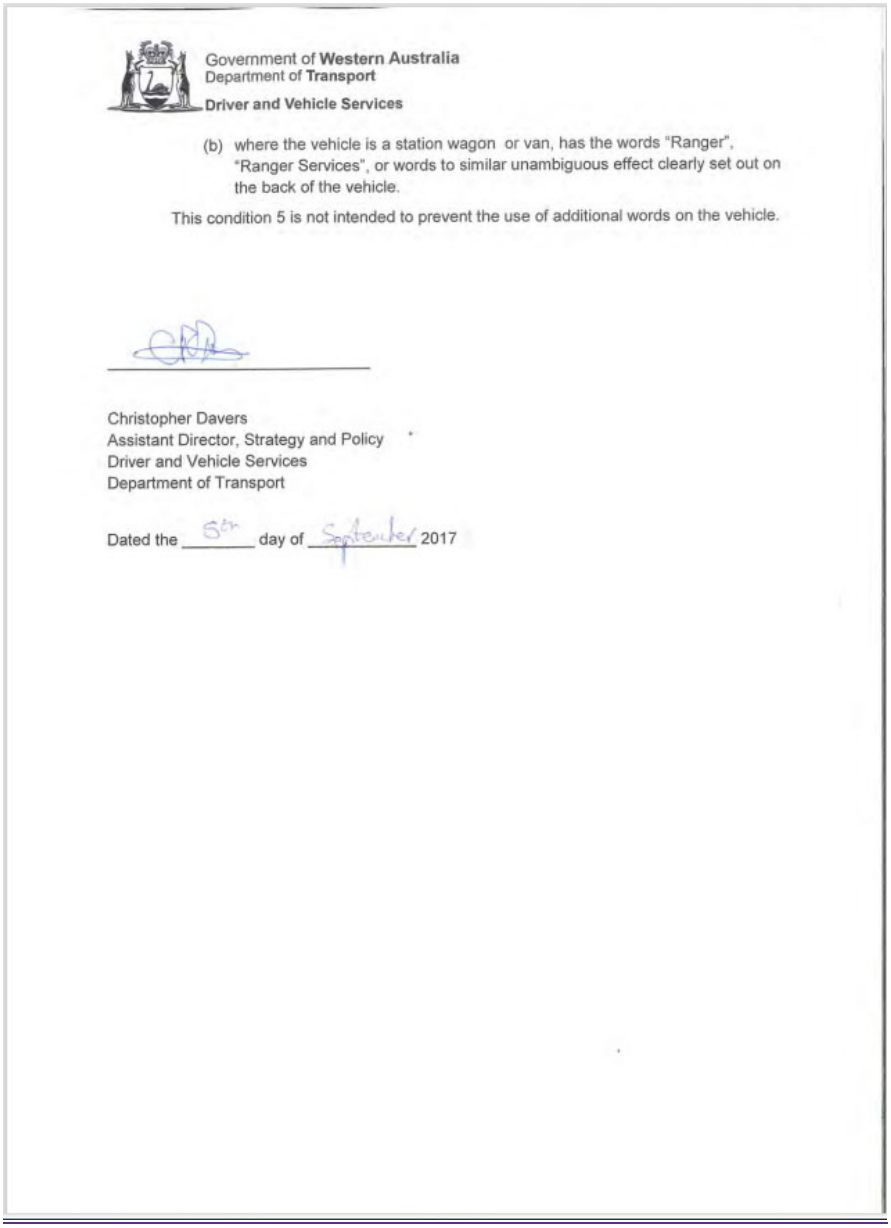
in the course of carrying out their duties, to use yellow flashing warning lights subject to the following conditions:

CONDITIONS

1. The yellow flashing warning lights may only be used when the Authorised Person is using the vehicle in the course of carrying out their duties.
2. The yellow flashing warning lights may only be used while the vehicle is occupying a hazardous position on a road, while stationary, or while manoeuvring at a speed not exceeding 20 km/h.
3. Approved Vehicles must only use yellow flashing warning lights and no other colours of flashing warning lights.
4. The yellow flashing warning lights must be removed or covered when an Approved Vehicle is not being operated in accordance with the conditions of this approval.
5. This approval only applies to a vehicle if it:
   (a) has words clearly set out on the sides of the vehicle which state the name of the local government in question together with the words "Ranger", "Ranger Services", or words to similar unambiguous effect; and

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
11. External Agency Delegations ~~10. Planning and Development Act 2005 Delegations~~



Government of **Western Australia**
Department of **Transport**
Driver and Vehicle Services

(b) where the vehicle is a station wagon or van, has the words "Ranger", "Ranger Services", or words to similar unambiguous effect clearly set out on the back of the vehicle.

This condition 5 is not intended to prevent the use of additional words on the vehicle.

Christopher Davers
Assistant Director, Strategy and Policy
Driver and Vehicle Services
Department of Transport

Dated the 5th day of September 2017

11.5 Road Traffic (Vehicles) Act 2012

11.5.1 Approval for Certain Local Government Vehicles as Special Use Vehicles

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

11. External Agency Delegations ~~10. Planning and Development Act 2005 Delegations~~

Government of **Western Australia**
Department of **Transport**
Driver and Vehicle Services

ROAD TRAFFIC (VEHICLES) ACT 2012

Road Traffic (Vehicles) Regulations 2014

RTVR-2017-202046

APPROVAL UNDER REGULATION 327(4)(f) FOR CERTAIN LOCAL GOVERNMENT VEHICLES AS SPECIAL USE VEHICLES

Pursuant to the *Road Traffic (Vehicles) Regulations 2014* (the *Regulations*), I, Christopher Davers, Assistant Director Strategy and Policy, Driver and Vehicle Services, Department of Transport, and delegate of the Chief Executive Officer of the Department of Transport by way of a delegation instrument dated 7 August 2017, hereby approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under:

(a) the *Local Government Act 1995*;

(b) regulations made under the *Local Government Act 1995*;

(c) a local law;

(d) any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the *Dog Act 1976*); or

(e) any combination of the above paragraphs (a) to (d);

as special use vehicles for the purposes of paragraph "f" of the definition of "*special use vehicle*" in regulation 327(4) of the *Regulations*, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the *Regulations*, subject to the following conditions:

CONDITIONS

1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light.
2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction.
3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position.
4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles.
5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat.
6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle.
7. Any vehicle fitted with flashing lights for the purposes of this approval must:

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

11. External Agency Delegations ~~*10. Planning and Development Act 2005 Delegations*~~

Government of **Western Australia**
Department of **Transport**
Driver and Vehicle Services

(a) have words clearly set out on the sides of the vehicle which state the name of the local government in question together with the words "Ranger", "Ranger Services", or words to similar unambiguous effect; and

(b) where the vehicle is a station wagon or van, have the words "Ranger", "Ranger Services", or words to similar unambiguous effect clearly set out on the back of the vehicle.

This condition 7 is not intended to prevent the use of additional words on the vehicle.

Christopher Davers
Assistant Director, Strategy and Policy
Driver and Vehicle Services
Department of Transport

Dated the 5th day of September 2017

201

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
11. External Agency Delegations ~~***10. Planning and Development Act 2005 Delegations***~~

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
121. Policy Delegations

12 Policy Delegations

12.1 Council to CEO

These are non-statutory delegations but are included to address City of Cockburn Policies that make reference to delegated authority for decision-making under the Policy.

12.1.1 Community Funding to Support Local Economic Development

Delegator:	**Council**
Policy:	**Community Funding to Support Local Economic Development**
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	The authority to evaluate funding submissions in accordance with grant programs listed under policy 'Community Funding to Support Local Economic Development' and to manage and allocate funds to submissions compliant with this policy and respective guidelines.
Council Conditions on this Delegation:	To approve applications for the following grant programs: 1. Category A – Economic Development Grants
Sub-Delegate/s: *Appointed by CEO*	**Director Sustainable Development and Safety**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	
Compliance Links:	
Record Keeping:	

1 Modified 11 March 2025

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

12~~1~~. Policy Delegations

12.1.2 Funding Assistance – Community Associations

Delegator:	**Council**
Policy:	**Community Funding for Community Organisations and Individuals (Grants, Donations & Sponsorships)**
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	The authority to approve payment of funding and donations available in Council's Adopted Budget for Community Associations.
Council Conditions on this Delegation:	Funding for Community Associations will be considered under the following sub-categories as provided for in Council Policy 'Community Funding for Community Organisations and Individuals (Grants, Donations & Sponsorships), Category G – Major and Minor Funding 1. Publication and Distribution of Newsletters 2. Cockburn Community Insurance Program 3. Hire of Council Community Centres and Halls 4. Resident Association Support
Sub-Delegate/s: *Appointed by CEO*	**Director Community and Place**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	
Compliance Links:	
Record Keeping:	

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register

City of Cockburn

12~~1~~. Policy Delegations

12.1.3 Funding Assistance for Community Organisations and Individuals

Delegator:	**Council**
Policy:	**Community Funding for Community Organisations and Individuals (Grants, Donations & Sponsorships)**
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	The authority to allocate funds to projects, events or activities that best meet the Community Innovation and Participatory Budgeting, Grants, Small Events or Individual Sponsorships Program Criteria.
Council Conditions on this Delegation:	The following categories are to be used to prioritise the projects to be funded or considered for funding under the below Council funded programs: - (1) As provided for in Council Policy 'Community Funding for Community Organisations and Individuals (Grants, Donations & Sponsorships)' for: 1. Community Grants (Category A) 2. Cultural Grants (Category B) 3. Sustainability Grants (Category C) 4. Small Events Sponsorship (Category D) 5. Sponsorship Program (Individuals – Category F) 6. Community Innovation and Participatory Budgeting (Category G) (2) Elected Members are to be informed of the outcome of applications.
Sub-Delegate/s: *Appointed by CEO*	**Director Community and Place**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation*	
Compliance Links:	
Record Keeping:	

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

Delegation Register
City of Cockburn
121. Policy Delegations

12.1.4 Funding for Community Organisations and Individuals (Grants, Donations & Sponsorships)

Revoked OCM 12 November 2024, 2024/MINUTE NO 0268

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

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

www.cockburn.wa.gov.au

This information is available in alternative formats upon request.

Paper from responsible sources.

www.cockburn.wa.gov.au

PROCURE TO PAY (P2P) RISK ASSESSMENT

Procurement Policy Objectives:
The City achieves best practice policies and procedures, value for money, openness, transparency, fairness, equity, efficiency and consistency. This also includes compliance with the Local Government Act, Local Government Regulations and State Records Act.

Risk Description:
Failure to ensure each stage of the P2P process complies with the Procurement Policy Objectives.

PROCURE TO PAY PROCESS							
	Stage 1 Approved Budget	**Stage 2 Procurement**	**Stage 3 Enter into contract**	**Stage 4 Vary the contract**	**Stage 5 Determine Payment is owing**	**Stage 6 Payment**	**Stage 7 Reporting to Council**
Description of Procurement Stage	Each local government is to prepare and adopt a budget annually.	A local government is generally required to invite tenders before it enters into a contract of goods and services. If tenders are not invited, a local government is to comply with its procurement policy.	A document is duly executed by a local government if the common seal of the local government is affixed to it or is signed on behalf of the local government by a person or persons authorised to do so.	A person acting under the authority of a local government may make, vary or discharge a contract in the name of or on behalf of the local government in the same manner as that contract was made.	A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination made that the relevant debt was incurred by a person who was property authorised to do so.	Management of, and the authorisation of payments out of the municipal fund and the trust fund of a local government.	Reporting of payments to Council by way of monthly reporting of payment made including employees using a credit, debit or other purchasing card).
Relevant legislation	s6.2.(1) *Local Government Act 1995* (WA)	s3.57 *Local Government Act 1995* (WA) r11-24 *Local Government (Functions and General) Regulations 1996* (WA)	s9.49A(1) *Local Government Act 1995* (WA) s9.49B *Local Government Act 1995* (WA) s.127 *Corporations Act 2001* (Cth)	Reg 20-21A *Local Government (Functions and General) Regulations 1996* (WA) s9.49B *Local Government Act 1995* (WA)	r11.(2) *Local Government (Financial Management) Regulations 1996* (WA) *Building and Construction Industry (Security of Payment) Act 2021* (WA)	s6.10 *Local Government Act 1995* (WA) r5(1)(e), r11-13 *Local Government (Financial Management) Regulations 1996* (WA)	r13, 13A *Local Government (Financial Management) Regulations 1996* (WA)

Controls in place	• Experienced staff employed in Finance area.
	• Budget preparation schedule document in existence and reviewed and updated every year
	• Comprehensive budgeting process incorporating workshops with Council.
	• Budget is adopted by Council in June each year.
	• Budget variations are reported to Council via the Monthly Financial Report.
	• Proposed budget amendments reported to Council via the Expenditure Review Committee.
	• Mid-Year Budget Review.
		• Procurement Framework and Policy in place.
		• Corporate Credit Cards Policy in place.
		• Delegations in place to do with tenders – see DA 1.2.16-1.2.22.
		• Purchasing authorisation limits set by CEO. These are reviewed annually.
		• Finance system configured to give effect to purchasing authorisation limits.
		• Experienced staff employed in the Procurement area.
		• Staff with purchasing authority are required to undertake mandatory procurement training.
		• Processes and procedures in place to ensure only staff with purchasing authority can release/approve purchase orders.
		• Processes and procedures in place to ensure only staff with the appropriate delegation can call tenders, accept and reject tenders, and determine whether any procurement is exempt from tender.
		• Processes and procedures in place to ensure all tenders over the CEO's approval limit are referred to Council for determination.
		• Processes in place to ensure Procurement team is engaged on certain procurement decisions (e.g., any procurement over $150,000 or where there are high risks, or where a determination is made that procurement is exempt from tender).
		• Requests for new suppliers must be approved by a Group Manager.
		• Compliance checks by Procurement team.
		• Where a purchase order exceeds $50k, the procurement team must review and release the purchase order.
		• Financial year end audit by the Auditor General.
		• Mandatory triennial review of City's financial management systems and procedures.
			• Execution of Documents Policy in place.
			• Contracts are recorded in a contract management system.
			• Experienced staff employed in Procurement area.
			• Standard procurement contracts in place.
			• Standard terms and conditions in place (T&Cs).
			• Standard T&Cs incorporated into purchase orders (for non-tender procurement).
			• Where City procurement contract not being used, approval must be given by a Director.
			• Processes and procedures in place to ensure only those authorised under a Delegation or the Execution of Documents Policy may sign documents on behalf of the City.
				• Execution of Documents Policy in place.
				• Delegations in place – see DA 1.2.19 1.2.21
				• Purchasing authorisation limits set by CEO. These are reviewed annually.
				• Finance system configured to give effect to purchasing authorisation limits.
				• Experienced staff employed in Procurement area.
				• Staff with purchasing authority are required to undertake mandatory procurement training.
				• Processes and procedures in place to ensure only staff with purchasing authority can approve the variation of purchase orders.
				• Processes and procedures in place to ensure only staff with the appropriate delegation can vary tenders/tender contracts.
				• Variations to purchase orders go through an approvals process.
				• Variations to tenders/tender contracts also go through an approval process, which includes the Procurement team.
				• Processes and procedures in place to ensure only those authorised under a Delegation or the Execution of Documents Policy may sign documents (such as a variation) on behalf of the City.
				• Contract variations, renewals and extensions reported to Council via the Expenditure Review Committee.
				• Compliance checks by Procurement team.
				• Segregation of duties – staff cannot self-approve variations.
					• Purchasing authorisation limits set by CEO. These are reviewed annually.
					• Finance system configured to give effect to purchasing authorisation limits.
					• Staff with purchasing authority are required to undertake mandatory procurement training.
					• All requests for payment outside purchase order/credit card process (e.g., petty cash or sundry payments) require evidence of expenditure and/or approval from someone with purchasing authority.
					• Finance system matches invoices against receipted purchase orders, with exceptions requiring intervention and review by the Finance team.
					• Supplier masterfile checks.
					• Mandatory triennial review of City's financial management systems and procedures.
					• Segregation of duties – staff cannot self-approve credit card acquittals
					• Financial year end audit by the Auditor General.
						• Delegation in place – DA 1.2.25
						• Experienced staff employed in Finance area.
						• Processes and procedures in place to ensure only staff with a delegation approve payments from the City's accounts.
						• Finance system and banking system is configured to give effect to the delegation (i.e. only those with delegation can authorise payments).
						• Finance system keeps an audit log of approvals.
						• Mandatory triennial review of City's financial management systems and procedures.
						• Financial year end audit by the Auditor General.
							• Experienced staff employed in the Finance area.
							• Monthly standing Council reports:
							  ○ Monthly Financial Report which includes a Statement of Comprehensive Income, Statement of Financial Activity and Statement of Financial Position
							  ○ Payments Made from Municipal Fund which includes a list of all payments made including those done by credit card, purchasing card or fuel card
							• Mid-Year Budget Review – adopted by Council.
							• Proposed budget amendments reported to Council via the Expenditure Review Committee.
							• Annual Financial Report – adopted by Council and audited by the Auditor-General.

Control Effectiveness	Robust	Adequate	Adequate	Adequate	Adequate	Robust	Robust
Residual Risk Rating	Low	Moderate	Low	Moderate	Moderate	Low	Low
Comment	City is compliant with statutory requirements.	City is compliant with statutory requirements. External audits of City's management of credit cards, store cards and fuel cards, as well as 'acting through' principles to do with procurement highlighted areas for improvement. Actions are ongoing.	City is compliant with statutory requirements. Updated Execution of Documents Policy going to Council for adoption in July 2025.	City is compliant with statutory requirements. Changes to delegations are going to Council for adoption in July 2025.	City is compliant with statutory requirements.	City is compliant with statutory requirements. Previous audits have demonstrated that systems and procedures are adequate.	City is compliant with statutory reporting requirements.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

16. Committee Minutes

16.1 Governance Committee Meeting – 17/06/2025

(2025/MINUTE NO 0155) Council Decision
MOVED Cr M Separovich SECONDED Cr T Dewan

That Council RECEIVES the Minutes of the 17 June 2025 Governance Committee Meeting.

CARRIED 10/0

16.2 Organisational Performance Committee Meeting – 17/06/2025

(2025/MINUTE NO 0156) Council Decision
MOVED Cr M Separovich SECONDED Cr T Dewan

That Council RECEIVES the Minutes of the 17 June 2025 Organisational Performance Committee Meeting.

CARRIED 10/0

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025

17. Motions of Which Previous Notice Has Been Given

Nil

18. Notices Of Motion Given At The Meeting For Consideration At Next Meeting

Nil

19. New Business of an Urgent Nature Introduced by Members or Officers

Nil

20. Matters to be Noted for Investigation Without Debate

Nil

21. Confidential Business

Nil

22. Closure of Meeting

There being no further business, the Presiding Member closed the meeting at 7:36pm.

Document Set ID: 12388544
Version: 1, Version Date: 16/07/2025