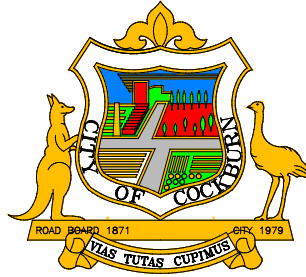


CITY OF COCKBURN



ORDINARY COUNCIL

AGENDA PAPER

FOR

THURSDAY, 13 MARCH 2014

CITY OF COCKBURN

SUMMARY OF AGENDA TO BE PRESENTED TO THE ORDINARY COUNCIL MEETING TO BE HELD ON THURSDAY, 13 MARCH 2014 AT 7:00 PM

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CITY OF COCKBURN**AGENDA TO BE PRESENTED TO THE ORDINARY
COUNCIL MEETING TO BE HELD ON
THURSDAY, 13 MARCH 2014 AT 7:00 PM**

1. **DECLARATION OF MEETING**
2. **APPOINTMENT OF PRESIDING MEMBER (If required)**
3. **DISCLAIMER (To be read aloud by Presiding Member)**

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

4. **ACKNOWLEDGEMENT OF RECEIPT OF WRITTEN DECLARATIONS OF FINANCIAL INTERESTS AND CONFLICT OF INTEREST (by Presiding Member)**
5. **APOLOGIES AND LEAVE OF ABSENCE**
6. **ACTION TAKEN ON PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
7. **PUBLIC QUESTION TIME**
8. **CONFIRMATION OF MINUTES**
 - 8.1 **(OCM 13/3/2014) - ORDINARY COUNCIL MEETING - 13 FEBRUARY 2014**

RECOMMENDATION

That Council adopt the Minutes of the Ordinary Council Meeting held on Thursday, 13 February 2014, as a true and accurate record.

COUNCIL DECISION

9. **WRITTEN REQUESTS FOR LEAVE OF ABSENCE**
10. **DEPUTATIONS AND PETITIONS**
11. **BUSINESS LEFT OVER FROM THE PREVIOUS MEETING (If adjourned)**
12. **DECLARATION OF COUNCILLORS WHO HAVE NOT GIVEN DUE CONSIDERATION TO MATTERS IN THE BUSINESS PAPER**
13. **COUNCIL MATTERS**
 - 13.1 **(OCM 13/3/2014) - MINUTES OF THE DELEGATED AUTHORITIES, POLICES AND POSITION STATEMENTS COMMITTEE MEETING - 27/2/2014 (026/005) (D GREEN) (ATTACH)**

RECOMMENDATION

That Council Receive the Minutes of the Delegated Authorities, Policies and Position Statements Committee Meeting held on Thursday, 27 February 2014 and adopts the recommendations contained therein.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COUNCIL DECISION

Background

The Delegated Authorities, Policies and Position Statements Committee conducted a meeting on 27 February 2014. The Minutes of the meeting are required to be presented.

Submission

N/A

Report

The Committee recommendations are now presented for consideration by Council and if accepted, are endorsed as the decisions of Council. Any Elected Member may withdraw any item from the Committee meeting for discussion and propose an alternative recommendation for Council's consideration. Any such items will be dealt with separately, as provided for in Council's Standing Orders.

The primary focus of this meeting was to review Policies and Position Statements and associated Delegated Authorities relevant to Executive Services, including those DAPPS which were required to be reviewed on an as needs basis.

Strategic Plan/Policy Implications**Leading & Listening**

- Effective and constructive dialogue with all City stakeholders.
- Effective advocacy that builds and manages relationships with all stakeholders.
- A responsive, accountable and sustainable organisation.
- A culture of risk management and compliance with relevant legislation, policy and guidelines

Budget/Financial Implications

As contained in the Minutes.

Legal Implications

N/A

Community Consultation

As contained in the Minutes.

Attachment(s)

Minutes of the Delegated Authorities, Policies and Position Statements Committee Meeting – 27 February 2014.

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

13.2 (OCM 13/3/2014) - MOTION - 2014 ELECTORS MEETING - COMMUNITY GARDEN TO RECOGNISE PIONEERS (009/001) (D GREEN) (ATTACH)

RECOMMENDATION

That Council

- (1) advises the instigator of this matter, Mr Ray Woodcock, of Council's adopted "Guidelines for Community Gardens" and encourages him to establish a Community Garden Group to progress this proposal, in accordance with the Guidelines and;
- (2) congratulates Mr Woodcock on this initiative to recognise the pioneering market garden families of the City of Cockburn.

COUNCIL DECISION

Background

At the Annual Elector's Meeting held on 4 February 2014, the following resolution was carried:

That Council establishes a sub-Committee to establish a "living memorial" recognising the early settlers and market gardeners of this City.

CARRIED 17/1

Motions carried at Elector's Meetings are required to be formally considered by Council as soon as practicable.

The matter was deferred at the February 2014 Council Meeting to enable it to be further assessed.

Submission

N/A

Report

Concurrent with the Motion being adopted at the Electors` Meeting, the City`s Environmental Services Unit has been preparing guidelines for community gardens within the City. These guidelines and accompanying Policy are also included for the consideration of Council at this Meeting, as part of Item 13.1(Policy Committee Meeting – 27 February 2014 Minutes).

The community gardens concept has been embraced in other areas of the Perth metropolitan area and it is timely that Council is also considering this initiative within its scope of functions.

By adopting a “pioneer market garden” theme provides an impetus for Council to recognise its historical ties, as well as an opportunity for local knowledge to be utilised, particularly when identifying the locality for a proposed Garden and other preliminary concepts and ideas.

While it is not necessary to adopt a “top down” approach to commence this process by establishing a formal Council “sub Committee”, the intent of recruiting interested community members to form an initial Cockburn Community Garden Group can be assisted by relevant City staff and utilising the City`s existing communication channels.

Funding for such a proposal will depend on the extent of what is ultimately proposed, however, it is understood that funding opportunities are available from alternative sources and could be pursued and supported by Council, where identified.

This allows the community to provide important input to the proposal, as well as stay connected with the project along the way. The City`s expertise and guidance can be utilised when required, but it is important that the Community Group take the lead to ensure that the eventual outcome meets the initial objectives.

It is also imperative that engaged community members become familiar with the basic governance requirements of community gardens and to ensure adequate coverage of the 10 steps associated with the establishment procedure, as contained in the guidelines.

It is considered that a shared approach to this suggestion will result in an outcome that is acceptable to both Council and the community and will result in a strong community based “partnership”.

Strategic Plan/Policy Implications

Community & Lifestyle

- The significance and richness of our local Indigenous people and diverse multicultural community will be recognised and celebrated.
- Conservation of our heritage and areas of cultural significance

Leading & Listening

- A responsive, accountable and sustainable organisation.

Environment & Sustainability

- To protect, manage and enhance our natural environment, open spaces and coastal landscapes.

Budget/Financial Implications

Initial concept expenses (advertising, meetings etc.) can be provided by the City of Cockburn, while assistance in the preparation of site specific establishment and ongoing maintenance costs will require assessment and the evaluation of Council prior to further commitment.

External and co-sponsored grant funding will also be sourced where available and appropriate to the project.

Legal Implications

Sec 5.33 (1) of the Local Government Act 1995 refers.

Community Consultation

To be advised.

Attachment(s)

Draft Guidelines for Community Gardens in the City of Cockburn.

Advice to Proponent(s)/Submissioners

The Proponent has been advised that this matter is to be considered at the March 2014 Council Meeting.

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

Nil.

14. PLANNING AND DEVELOPMENT DIVISION ISSUES

14.1 (OCM 13/3/2014) - ENDORSEMENT OF MANAGEMENT PLAN FOR RESERVE 24308 (NAVAL BASE SHACKS) - OWNER: STATE OF WESTERN AUSTRALIA - APPLICANT: CITY OF COCKBURN (046/001) (L GATT) (ATTACH)

RECOMMENDATION

That Council

- (1) endorse the draft Management Plan for Reserve 24308 which includes the following components for the future management of the Reserve:
 1. The lease assignment process
 2. Internal office procedures
 3. Emergency management procedures
 4. Site maps
 5. Facilities management information
 6. Detailed planning for infrastructure upgrades, including financial planning to ensure infrastructure upgrade costs are met through the lease fee and associated reserve funds.
- (2) thanks the members of the community reference group for their participation and input into the preparation of the management plan.

COUNCIL DECISION

Background

At the Ordinary Council Meeting on 10 May 2012 Council made the following decision in respect of the management of the Naval Base Shacks:

That Council:

- (1) *endorse a lease term of five years with an option for a further five year term at the absolute discretion of the City of Cockburn at the agreed lease fee of \$2,000 per annum with CPI increases*

annually. The lease fee includes rubbish collection charges, the emergency services levy and security services charges;

- (2) endorse a reduced demolition levy of \$300.00 per annum fixed for two years and, following the fixed term, the levy to be increased annually by CPI. Amend the Schedule to show the 'Heading' 8b;*
- (3) endorse the amended Lease Agreement and Schedule in the Attachments reflecting points (1) and (2) above;*
- (4) advertise the draft leases in accordance with Section 3.58 of the Local Government Act and if no objections are received proceed to endorse each of the leases. If an objection(s) are received then a report is to be prepared for the consideration of Council with the stated objections. The lease agreements to be signed by the Mayor and the Chief Executive Officer;*
- (5) endorse the preparation of a Management Plan for Reserve 24308 which will include the following components for the future management of the Reserve:*
 - 1. The lease assignment process*
 - 2. Internal office procedures*
 - 3. Emergency management procedures*
 - 4. Site maps*
 - 5. Facilities management information*
 - 6. Detailed planning for infrastructure upgrades, including financial planning to ensure infrastructure upgrade costs are met through the lease fee and associated reserve funds.*
- (6) advertise the draft lease in accordance with section 3.58 of the Local Government Act.*

In accordance with Council's decision, the Lease Agreement has been finalised since August 2012. The purpose of this report is to now adopt the Management Plan for Reserve 24308, as per Part (5) of Council's previous decision.

Submission

Nil.

Report

Background

The management of Reserve 24308 (Naval Base Shacks) has been an ongoing consideration for the City for several years. The formal Lease

Agreement which was introduced in August 2012 has improved the ability to administer the shack sites by the City. As a further improvement to the future planning and management of the site, Council determined that a Management Plan should be prepared which would include the following items:

1. The lease assignment process
2. Internal office procedures
3. Emergency management procedures
4. Site maps
5. Facilities management information
6. Detailed planning for infrastructure upgrades, including financial planning to ensure infrastructure upgrade costs are met through the lease fee and associated reserve funds.

The draft Management Plan has been developed in a collaborative way via the Naval Base Shacks Community Reference Group (CRG) and has recently been advertised to all Lessees for their comment.

It should be noted that the preparation of a Management Plan was a key finding of Legislative Council Environment and Public Affairs Committee's Inquiry into Shack Sites in Western Australia which was finalised in April 2011.

Site

Reserve 24308 is located at Lot 373 Cockburn Road, Henderson and consists of an area of 4.5468ha. It has 176 shacks located on it, with a varied mix of shack positioning, design and current built condition.

Reserve 24308 has a sound internal road system that permits vehicle movement at restricted speed, with adequately installed speed reduction devices (speed humps). Reserve 24308 also contains two common user ablution facilities, which were constructed by the City for use by shack lessees and the public. The ablution facilities have mains electricity and a potable water supply.

It is proposed that the northern ablution block be relocated in the future. The septics are causing some major concerns particularly in light of the fact that the leach drains are located under one of the shacks. The City will investigate the relocation of the ablution block closer to Cockburn Road which should eliminate these problems and improve the facilities at Naval Base.

A potable water supply for shack lessees is provided through the strategic location of water taps within Reserve 24308, with connection via a hose system.

The City will investigate whether new water pipes can be installed as the pipes are over forty years old and are causing regular maintenance issues. The City will also investigate the costs of an approved connection to each shack. The cost of the connection into each shack will need to be borne by each individual lessee.

The shacks do not have access to other utilities, such as mains electricity, reticulated gas or sewer. The majority of shacks have been fitted with bottled gas, and generate their own electricity supply through mechanisms such as solar panels, small wind turbines and power inverters. A requirement of the new Lease Agreement is that no generators are able to be used on site at any time.

Current Tenure of the Land

Part 4 of the *Land Administration Act 1997* provides the legislative basis for the creation, management, amendment and cancellation of reserves of Crown land. A reserve represents Crown land which has been set aside or dedicated for a particular purpose in the public interest. There are hundreds of reserve purposes utilised across the State, recognising the diverse role and function which reserves have to perform in the public interest. The purpose of Reserve 24308 is 'Recreation and Camping'.

In terms of management, once a reserve is created it is placed under the care, control and management of a State Government department, Local Government or incorporated community group by way of a Management Order registered against the relevant parcel of Crown land and endorsed on the Certificate of Land Tenure. In terms of Reserve 24308, a Management Order exists with the City which includes a power to lease for up to 21 years. The Management Order does however limit the use to being consistent with the reserve purpose ('Recreation and Camping'), with all leases subject to the Minister for Lands approval.

In addition to the reserve purpose and Management Order requirements, Reserve 24308 is also classified as an A Class reserve which affords the greatest degree of protection under the *Land Administration Act 1997*. In terms of historical appreciation, the *Land Act 1933* provided for reserves of Crown land to be classified as Class A, B or C reserves. This approach was extinguished under the *Land Administration Act 1997*, with a new approach in the form of classifying all reserves as one and the same - but keeping the notion of A Class reserves which would continue to be classified separately representing their importance and need for high level protection. Any proposal to undertake a major amendment to an A Class reserve, including modifying a reserve purpose, can only take place by tabling the

proposal in both Houses of Parliament in accordance with Section 43 of the *Land Administration Act 1997*.

State Government Position

On 29 April 1999 the then Minister for Lands (Hon Doug Shave MLA) advised the City that the *“leases are only an interim measure, which the State has accepted, to recognise the existence of the shacks until such time as the situation is rectified”*. In further correspondence dated 26 April 2001, it was stated that the then Department of Land Administration *“would prefer a policy that allowed for replacement of existing structures, rather than one that encouraged expansion or major development. This would ensure that lessees were under no misapprehension that their tenure is both short term and finite.”*

This position of the State Government has evolved to the point that the State Government acknowledges the use of Reserve 24308 consistent with its current use. This is most clearly acknowledged by the recent Legislative Council Environment and Public Affairs Committee's Inquiry into Shack Sites in Western Australia. The Committee finalised their report in April 2011 and below is an extract relevant to Naval Base Shacks. Naval Base features three specific findings of the Committee (Findings 49 to 51), but with no specific recommendations given. Accordingly, the findings provide a useful indication as to the Committee's views for Reserve 24308.

The Committee noted particularly the collaborative process which the City was working through in determining an appropriate shack standard and a new management approach. The Committee suggested this to be a logical next step into a new management plan for the Reserve:

- 10.44 *A distinguishing difference between this site and other shack sites is that Naval Base is the only shack site located within metropolitan Perth. Also, unlike a number of other sites, the shacks are arranged in a reasonably ordered manner (compared to the ad hoc nature of other sites) on a heavily bituminised area.*
- 10.45 *The Committee note that the leasehold tenure at this site differs from sites such as Peaceful Bay and Dampier Archipelago. Although the City has renewed the shack leases annually, there is no obligation to do so and, under the terms of the lease, the lease may be cancelled with 14 days notice. The Naval Base lease does not set building or health standards or provide for an increase in standards. Unlike other shack sites, the City has not established any management plan or strategy for the site. The Council provides basic facilities at the site.*

10.47 *The Committee accepts that there is social heritage at Naval Base, formed by people and families sharing the experience of staying at this site and enjoying the experiences this site offers.*

10.49 If shacks are to remain, the City of Cockburn should develop a management plan which may incorporate short term holiday accommodation as an option for the public.

Finding 49: The Committee finds that the City of Cockburn manages 178 shacks at Naval Base. This reserve was vested in the City of Cockburn decades prior to the Squatter Policy. The shacks are leased for a period of one year. To date, the City of Cockburn has offered a lease each year.

Finding 50: The Committee finds that the City of Cockburn is currently undertaking a public consultation process to consider the future of Naval Base, including whether to remove the shacks and bring the vested reserve under the Caravan Parks and Camping Grounds Act 1995. Council will consider the results of the public consultation and deliberate on this issue in due course.

Finding 51: The Committee finds that the City of Cockburn should continue to manage the process, including community consultation, which they are presently undertaking to determine the future of Naval Base.

As specified in Recommendation 10.45 the Committee identified the need for the formal preparation of a Management Plan as the logical next step in improving the Reserve. Council then determined that the Management Plan should contain the following items:

1. The lease assignment process;
2. Internal office procedures;
3. Emergency management procedures;
4. Site maps;
5. Facilities management information;
6. Detailed planning for infrastructure upgrades, including financial planning to ensure infrastructure upgrade costs are met through the lease fee and associated reserve funds.

City of Cockburn Local Government Inventory

The City resolved on 20 April 2004 to insert the Naval Base Caravan Park into the second volume of the City's Municipal Heritage Inventory as Place No. 67. The City's Local Government Inventory, which is the new name of the Municipal Heritage Inventory was updated in 2011 and as part of this, Reserve 24308 was identified as a Heritage Area. This reflects the unique characteristics of the area in totality, and something

that requires comprehensive responses to protect the values of the Heritage Area.

The Local Heritage Policy which supports the Heritage Area designation under the Scheme was adopted in 2012 and has been utilised on a number of occasions to assess planning applications.

Community Consultation

Following the Council's decision of 12 August 2011, the City commenced a consultation process by sending a letter to all Naval Base Shack Lessees advising of its determination. This began the process of putting in place the new management approaches for the site, initially beginning with focus upon the lease document and then (more recently) focusing on the preparation of a comprehensive management plan.

A specific web page was set up on the Council's website, and information was advertised in the Soundings Newsletter.

An initial Community Reference Group was set up early in 2011 to assist with the formulation of the new lease agreement. The Naval Base Shacks Community Reference Group was made up of six lessees along with five City of Cockburn Officers and two Elected Members.

The lease was adopted by Council on 10 May 2012 and introduced at the expiration of the final Memorandum of Agreement on 31 August 2012.

The City has continued to work with the lessees since the introduction of the new lease agreement to improve the condition of the shacks and the facilities at Reserve 24308.

In terms of embarking on the Management Plan, the City established a second Community Reference Group (CRG) in February 2013. The group consisted of five lessees, four City of Cockburn officers and two Elected Members.

The CRG held monthly meetings and the first draft of the Management Plan was finalised and distributed to all lessees for comment in December 2013. The closing date for comments was 17 January 2014 and the City received nine submissions as detailed in the table that can be viewed at Attachment 2. The submissions table details each specific point made in each submission, and how officers have responded to these.

As a result of the public consultation a number of modifications to the wording of the draft Management Plan are recommended to Council.

The proposed amendments are highlighted as “track changes” in Attachment 1.

The draft Management Plan has been established through working collaboratively with representatives from the CRG and consultation with individual lessees. It is proposed that the draft Management Plan will create a structured plan for the future management of the Reserve.

Facilities at Reserve 24308 will be planned for upgrading during the five year lease term, which will include investigations into reticulated water connection to each shack, the possible relocation of the northern ablution block and further upgrades to the facilities at the Reserve.

In considering the draft Management Plan for the Reserve it should be noted that the preparation of a Management Plan was a key finding made by the Environment and Public Affairs Committee Inquiry into Shack Sites in Western Australia.

It is therefore recommended that Council endorse the attached draft Management Plan for the reserve which will create a structured plan for the future management of the Reserve.

Strategic Plan/Policy Implications

Growing City

- To grow our City in a sustainable way by: using land efficiently, protecting the natural environment and conserving biodiversity.

Community & Lifestyle

- Community environments that are socially cohesive and embrace diversity.
- Communities that take pride and aspire to a greater sense of community.

Leading & Listening

- Effective and constructive dialogue with all City stakeholders.

Budget/Financial Implications

All facility upgrades are funded from the Naval Base Reserve Account, which is established from the lease fees which are received annually. The lease fees provide a known amount of income each year, based upon the amount set by Council in its budget (currently \$2360). This provides a natural limitation to how quickly reserve upgrades can occur, given the finite source of income which is received. This information will inform how upgrades are planned over the coming period.

Legal Implications

Land Administration Act 1997 (in reference to the use and management of reserve land).

Property Law Act 1969 (related to the lease of the sites).

Community Consultation

Community Reference Group and Community Consultation carried out.

Attachment(s)

1. Draft proposed Management Plan
2. Schedule of Submissions

Advice to Proponent(s)/Submissioners

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 13 March 2014 Council Meeting.

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

Nil.

14.2 (OCM 13/3/2014) - ENDORSEMENT OF NEW COMMERCIAL LEASE FOR KIOSK LOCATED ON RESERVE 24308 (NAVAL BASE SHACKS) - OWNER: STATE OF WESTERN AUSTRALIA - APPLICANT: CITY OF COCKBURN (041/001) (L GATT)

RECOMMENDATION

That Council

- (1) notes the results of the preparatory work undertaken in respect of investigating the business plan options for the kiosk located at Reserve 24308, known as the Naval Base Holiday Park; and
- (2) supports retention of the kiosk in its current location and configuration, based on investigations revealing this to be an optimal outcome for the City of Cockburn.

COUNCIL DECISION

Background

At the Ordinary Council Meeting on 14 June 2012 Council endorsed the following recommendation:

That Council:

- (1) endorse the negotiation and preparation of a separate Commercial Lease for the kiosk at Reserve 24308;*
- (2) receive a further report once the Commercial Lease has been negotiated, so that the terms of this lease can be considered for endorsement by Council prior to the new lease being advertised in accordance with the requirements of Section 3.58 of the Local Government Act 1995;*
- (3) endorse the preparation of a Business Plan for redevelopment of the Naval Base kiosk site; and*
- (4) receive a further report once the Business Plan has been prepared to endorse the terms of the Business Plan.*

In accordance with the recommendation, the City's officers have investigated the potential to optimise (through redevelopment or relocation) the Naval Base kiosk. This follows on from the Lease Agreement, which was adopted and finalised in August 2012 as per Council's decision. The purpose of this report is to now acknowledge the results of the business planning investigation, and to endorse retention of the kiosk in its current location and configuration.

Submission

Nil.

Report

Given that the City has formed an opinion on the future of the shacks being retained in their current form until at least 2017, it was recognised by Council that it was appropriate to also consider the future of the existing kiosk.

Council previously recommended that the lease for the kiosk be for a period of five years with no option for an extension. The short timeframe was to allow the future of the kiosk building to be considered. This was essentially seeking a business investigation to determine whether the current building should remain, or a replacement building

be constructed. Such decision would be based upon a variety of factors, including the costs of such an exercise and any likely changes in lease income that could result. This report provides information to assist in deciding on a preferred option.

The kiosk currently consists of a main building constructed of metal cladding with two sheds attached to the rear for storage. The main building is approximately 50sqm, with the two sheds approximately 6sqm each, plus several verandahs (an estimated lease area of 128sqm).

The City's Health Division has advised the current lessee that there was too much being stored in the building and that this needed rectification. The City's Health Division have directed that the over-storage cease, and that more deliveries be required to minimise the requirement for storage. This is a matter still being dealt with by the City's Health Division in liaison with the lessee.

It appears that no matter the size of the kiosk, the lessee will be inclined to use the facility for storage and the larger the kiosk is, the likelihood the more will be stored. It therefore comes down to a consideration of the type of facility which the City seeks to have maintained at the site, as opposed to simply seeking a bigger structure due to the current lessee being very enthusiastic in the amount of stuff stored.

To this end, officers believe that a kiosk reflecting the nature of the Naval Base Shacks and (small lightweight coastal structures) serving small amounts of passing clientele should not be a significant size. Such would bring into question whether the kiosk is actually incidental to the Naval Base Shacks, or is instead masquerading as a café come restaurant. In general Officers feel that the current size shouldn't change – what needs changing is how deliveries and product storage is managed.

Another consideration is that the current location of the kiosk is very close to the road, and this may be a concern for visitors to the kiosk. The parking for the kiosk is generally on the slip road alongside Cockburn Road. To assist with the parking it is recommend that the City consider modifying the entrance road to the Naval Base Shacks. The entrance is currently approximately 10 to 11 metres wide at the road and approximately nine metres at the narrowest point. From this redesign the City could also investigate if a parking bay/s could be located at the side of the kiosk which could improve the safety aspects.

The entrance road to the south could be widened if the City believed that it needed a wider entry at some point. This widening of the southern entrance would also alleviate some of the traffic past the kiosk

that was merely entering into the shacks area and not wanting to visit the kiosk.

The City sourced a valuation on the kiosk in 2012 in order to meet the requirements of the advertising of the proposed lease agreement under Section 3.58 of the *Local Government Act 1995*. The valuation recommended that the lease fee that the City could expect to receive based on a ground rental valuation would be \$15,000 ex GST per annum. In line with the holiday accommodation leases the City chose to recommend to Council that the lease fee be increased gradually over a period of four years as per below:

Lease Fee Date & Rent Review Date	Lease Fee/Reviewed Amount
Commencement Date	\$2,000.00 pa payable annually in advance
1 September 2013	\$6,333.00 pa payable annually in advance
1 September 2014	\$10,666.00 pa payable annually in advance
1 September 2015	\$15,000.00 pa payable annually in advance
Following 1 September 2015, on each subsequent anniversary of the Commencement Date a CPI review will be undertaken.	

The valuation compared sales evidence from several properties to determine their potential ground rental income these are detailed below:

Sale #	Sale Price	Value of Improvements \$	Sale Date	Land Area (m ²)	Analysis on Land Area (\$/m ²)	Land Area per sqm @ 6% (Potential income)	Comments
1	410,000	\$ 100,000	7/2011	154	\$2,013	\$18,600	Superior exposure, larger land holding. Laundromat, in retail strip
2	475,000	\$ 100,000	9/2010	261	\$1,437	\$22,503	Inferior exposure, significantly larger land holding. Deli walking distant to Curtin Uni in retail strip.
3	355,000	\$ 50,000	1/2011	172	\$1,773	\$18,297	Superior exposure, larger land holding. Laundromat, in retail strip.
4	450,000	\$ 90,000	10/2010	263	\$1,369	\$21,603	Inferior exposure, significantly larger land holding. Vacant shop amongst a couple of shops.
5	350,000	\$ 60,000	8/2011	280	\$1,036	\$17,405	Comparable exposure, significantly larger land holding. Takeaway shop, in strip of shops.
6	405,000	\$ 75,000	4/2011	187	\$1,765	\$19,803	Superior exposure, larger land holding. Photographer in strip of shops.

The licensed valuer noted “Given the significantly smaller size of the kiosk and the good exposure location the kiosk could be expected to achieve a value rate in excess of \$2,000 per sqm to \$2,250 per sqm. However, due to its isolated location from other commercial properties resulting in less spin-off we anticipate a value rate below this range to apply.

The foregoing sales evidence indicate a range of value from \$1,000 per sqm to \$2,000 per sqm and a fair range of value for the kiosk from \$1,800 per sqm to \$2,000 per sqm.

Accordingly, we have adopted a land value of \$1,900 per sqm.”

Given the value of \$1,900.00 per sqm and based on an estimated lease area of 128sqm, it is estimated that the City could expect to receive \$14,592.00 per annum in lease fees.

The City also approached another Licensed Valuer to provide a quote to carry out the following:

- Commercial and economic modelling of the viability of developing an appropriately scaled and sized food and beverage cafe/kiosk on the location.
- Commercial and economic modelling to include analysis of the likely rental return to the City based upon the likely earning potential of the facility.
- Site commentary, including recommendations for the most optimal location, access arrangements and car parking for the facility;
- Recommended operational approaches.

It was determined that the significant proposed costs of this work outweighed what was generally an agreed conclusion about the current appropriateness of the kiosk when taking into account the costs issues and also the unique characteristics of the place; and that a significantly larger or contemporary new kiosk would be out of character with the heritage values shared by the place.

With the City’s Health Department addressing the storage issue, it is recommended that the kiosk remain in its current location and configuration. In the future, if the City were to consider a minor redesign of the road layout, this could provide for a simple change to allow a safer interaction of the kiosk with visitors.

If the City were to contribute funds to the redesign and construction of the entrances it could consider an increase to the lease fee to recover these costs if a new lease is to be considered by Council and negotiated in 2017. Any future lease will be the subject of a further report to Council closer to the expiry of the current lease in 2017.

Therefore it is recommended that the City not proceed with any changes to the location or design of the kiosk. The City should, in liaison with the current lessee, propose some modifications to the road layout to help provide a better experience for customers walking/driving up to the kiosk for service.

It is therefore recommended that Council endorse the recommendations for the kiosk as per the above.

Strategic Plan/Policy Implications

Growing City

- To grow our City in a sustainable way by: using land efficiently, protecting the natural environment and conserving biodiversity.

Community & Lifestyle

- Community environments that are socially cohesive and embrace diversity.
- Communities that take pride and aspire to a greater sense of community.

Budget/Financial Implications

All facility upgrades are funded from the Naval Base Reserve Account, which is established from the lease fees which are received annually. The lease fees provide a known amount of income each year, based upon the amount set by Council in its budget (currently \$2360). Note the kiosk contributes to the Naval Base Reserve Account by way of a commercial lease fee which is currently \$6,333.00 per annum. This provides a natural limitation to how quickly reserve upgrades can occur, given the finite source of income which is received. This information will inform how upgrades are planned over the coming period.

Legal Implications

Land Administration Act 1997 (in reference to the use and management of reserve land)

Property Law Act 1969 (related to the lease of the site)

Community Consultation

N/A

Attachment(s)

N/A

Advice to Proponent(s)/Submissioners

The Proponent(s) have been advised that this matter is to be considered at the 13 March 2014 Council Meeting.

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

Nil.

14.3 (OCM 13/3/2014) - PROPOSED MODIFICATION TO PACKHAM NORTH DISTRICT STRUCTURE PLAN LOTS 1, 14, 16, 17, 18 MELL ROAD, SPEARWOOD OWNER: VARIOUS - APPLICANT: ROWE GROUP (110/004) (D DI RENZO) (ATTACH)

RECOMMENDATION

That Council:

- (1) adopt the Draft Packham North District Structure Plan ("Draft District Structure Plan"), as modified, for the purpose of providing a guiding document to inform the preparation of future Local Structure Plans ("LSP's") within the District Structure Plan area;
- (2) endorse the Schedule of Submissions prepared in respect of the modified Draft District Structure Plan;
- (3) forward a copy of the endorsed District Structure Plan to the Western Australian Planning Commission for information purposes only; and
- (4) advise landowners within the Draft District Structure Plan, affected landowners, and affected public authorities notifying of the adoption of the modified District Structure Plan.

COUNCIL DECISION

Background

The Packham North District Structure Plan ("District Structure Plan") was prepared by the City of Cockburn ("City") in order to facilitate proper and orderly planning across Development Area 31 (Packham North). The purpose of the District Structure Plan is to facilitate the development of the former Watsonia abattoir and small goods factory, together with the surrounding land that was previously zoned 'Rural' and was within the odour buffer of the abattoir.

The District Structure Plan provides an overall planning framework to guide future Local Structure Plans ("LSP"), given the fragmented nature of landownership which exists.

It identifies the area primarily for future residential development, but also includes some commercial zonings, including a 'Mixed Business' precinct within the northeast of the District Structure Plan area that was previously zoned 'Light and Service Industry'.

The District Structure Plan was endorsed by Council at the Ordinary Meeting held on 11 August 2011.

The subject land (Lots 1, 14, 16, 17, 18 Mell Road) is located within the 'Mixed Business' area. It is zoned 'Development' zone, within 'Development Area 31', and there is no adopted local structure plan.

Submission

A request has been received from Rowe Group on behalf of landowners of Lots 14, 16, 17 and 18 seeking a modification to the District Structure Plan to remove the restriction on residential land uses currently applicable to the 'Mixed Business' area in Mell Road, Spearwood (as shown in Attachment 1).

Report

The purpose of this report is for Council to consider a proposed modification to the District Structure Plan to remove the restriction on residential development in the 'Mixed Business' zone over Lots 1, 14, 16, 17, 18 Mell Road, Spearwood.

Currently the District Structure Plan includes an annotation on the 'Mixed Business' zone that specifically prohibits residential land uses which would ordinarily be permissible under the Scheme (grouped and multiple dwellings; lodging and single house; residential building).

The reason for not allowing residential development within this precinct when the District Structure Plan was prepared was to minimise potential land use conflicts. The area was previously zoned 'Light and

Service Industry' and many of the lots have been developed and are currently used for such purposes.

A request has been received to modify the current annotation as follows:

"Mixed Business:

Mixed business uses as set out in Table 1 of the Scheme. Residential uses are not permitted due to the proximity of the railway corridor, the nature of adjoining (non-residential) land uses and the nature of the constrained road network. Council will only consider residential development via a Proposed Structure Plan which demonstrates that issues such as noise, vibration, adjoining land use impacts/risks and structural elements of residential design are suitably addressed in accordance with State and Local planning requirements."

It is considered that this annotation will adequately ensure that potential land use conflicts are addressed at the local structure planning stage.

Community Consultation

The proposed modification to the District Structure Plan was advertised for public comment to surrounding landowners for a period of 30 days ending on 13 February 2014. All submissions are included and addressed in Attachment 2.

A total of five submissions were received, with two of these being non-objections from government agencies and one from the City's Environmental Health Service. There were two submissions received from adjacent landowners, with one objection, and one requesting modifications.

The City's Health Service have expressed concerns regarding future residential development due to the close proximity of the subject land to Rockingham Road, the freight railway line and the existing mixed business and light industry activities. They have noted that noise attenuation would need to be incorporated into any noise sensitive development in the area to ensure indoor amenity, but it is not possible to attenuation noise from outdoor areas. The topography of this area means that the development of these lots for commercial or business use could assist to attenuate noise intrusion from the freight railway line into the future noise sensitive developments to the south of these lots.

In addition, they have noted that existing mixed business and light industry activities may not be compatible with residential land uses,

either by presenting an increased risk or adverse amenity impact. These concerns are noted, and it is considered that the proposed annotation will ensure that these pertinent issues are addressed in detail through the local structure planning process.

An objection was received from a landowner/business operator in the surrounding area who requested their details remain confidential. They have expressed concern that the deletion of the restriction on residential land uses may impact on the operation of their business. It is noted that given the former zoning and planning approvals the existing land uses in this area must comply with the definition of 'Light Industry', 'Showroom', 'Office' or 'Warehouse', and such uses should not generally have off-site impacts. The annotation proposed to be included on the District Structure Plan will require a future local structure plan to consider and address adjoining land use impacts. This matter would therefore be carefully considered at the local structure planning stage.

A submission was received on behalf of Aegis Aged Care Group stating they do not object to the proposal, subject to two modifications discussed below.

The first is the inclusion of an annotation on the District Structure Plan that states the City will not approve any variations to its Local Planning Policies and/or the Residential Design Codes of Western Australia in relation to residential development proposals on this land. This condition is sought to ensure that any future residential development on this site meets all necessary development standards, particularly in relation to building setbacks, overlooking, privacy and resident and visitor parking.

This is not supported because the Residential Design Codes allow for development to meet the 'deemed to comply' criteria or to demonstrate compliance with the relevant design principles. Regardless of whether future development meets the 'deemed to comply' or the design principles it will be required to ensure that privacy and other matters are addressed adequately in accordance with the Residential Design Codes and Council's local planning policies.

The submission also seeks the inclusion of an annotation on the District Structure plan that the potential partial closure of Mell Road is abandoned and does not form part of the strategic planning for the District Structure Planning of the area. This is requested on the basis that this road connection will be required to deal with increased traffic in the future. However, the City is still currently investigating the partial closure of Mell Road and/or Rigby Road to manage future impacts of development in the area. It is therefore not considered appropriate to

include an annotation on the District Structure Plan in relation to this matter.

Conclusion

It is recommended that the modification to the District Structure Plan be adopted by Council, given that the annotation will ensure any future local structure addresses potential land use conflicts and various constraints of the area.

Strategic Plan/Policy Implications

Community & Lifestyle

- Community environments that are socially cohesive and embrace diversity.

A Prosperous City

- Promotion and support for the growth and sustainability of local businesses and local business centres.

Environment & Sustainability

- Identification and minimisation of impacts to human health risk.

Budget/Financial Implications

The cost of progressing the modification to the District Structure Plan has been calculated and has been paid by the proponent.

Legal Implications

N/A

Community Consultation

Community consultation was carried out for a period of 30 days, from 14 January to 13 February 2014. The proposed district structure plan was advertised in the newspaper, on the City's website and letters were sent to affected landowners and government/servicing authorities.

Attachment(s)

1. Modified Draft District Structure Plan
2. Schedule of Submissions

Advice to Proponent(s)/Submissioners

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 13 March 2014 Council Meeting.

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

Nil.

- 14.4 (OCM 13/3/2014) - COCKBURN CENTRAL PUBLIC ART PROJECT
LOCATION: COCKBURN CENTRAL TRAIN STATION OWNER:
PUBLIC TRANSPORT AUTHORITY APPLICANT: N/A
(110/006/SM/M/003) (A VAN BUTZELAAR / A TROSIC) (ATTACH)**

RECOMMENDATION

That Council support a single static advertising board on the east facade of the Cockburn Central Train Station clock tower, a LED screen on the west facade and the retention of the public artwork, 'The Face of the Community' on the north and south facades, as proposed in option 2 of this report.

COUNCIL DECISION

Background

The artwork affixed to the clock tower of Cockburn Central Train Station is entitled *The Face of the Community*. The artwork consists of two faces, one of a middle-aged lady and another of a young boy. The faces are two 4x3 metre billboard-like digital portraits, printed on vinyl and mounted in steel support panels on either side of the station entry tower. The artwork was produced by artists Marco Marcon and Rodney Glick using specialist software to merge digital photographic portraits of hundreds of local residents to provide an interesting interpretation of the community and public transport users.

During the initial stages of commissioning a public artwork for the Cockburn Central Train Station, the Public Transport Authority ("PTA") proposed installing two clock faces on the two sides of the clock tower that do not house artwork. This work was never completed by the PTA.

At the Council meeting on 13 September 2012, Deputy Mayor Carol Reeve-Fowkes passed the following notice of motion:

“request that a report be presented to a future Council Meeting regarding the future of the artwork faces at Cockburn Central. This including the promises made by Landcorp to the Cockburn Central Steering Committee that a clock would be installed on that tower above the Cockburn Central Station. The artwork is receiving some negative attention and some consideration should be given to the public perceptions and perhaps some more suitable digital display giving time and temperature could be considered in light of the previous agreement with Landcorp”.

An officer report was prepared in response to this and was subsequently considered at the Council meeting on 11 April 2013. Council made the following resolution on the matter:

That Council:

- 1) *formally request the Minister for Transport and CEO of the Public Transport Authority to complete the design proposal for the Cockburn Central Train Station public artwork The Face of the Community, by providing clock face features on the remaining two sides of the tower which are currently blank; and*
- 2) *as part of this request, suggest that the clock face features be completed by way of two LED screens, which provide an additional opportunity for a dynamic digital canvas to also be provided as a way of trying to engage people in the space of the Train Station and Cockburn Town Centre.*

A letter actioning part (1) of Council's resolution was sent to the Minister for Transport and CEO of the PTA on 30 April 2013. Responses were only recently received, providing the impetus to now report back to Council with a recommendation on how to respond to the options provided by the PTA.

Submission

N/A

Report

The Minister for Transport responded to this the City's letter of 20 April 2013 on 4 December 2013, advising that the PTA had been asked to seek an arrangement which will assist the City in meeting its aims, whilst at the same time ensuring that the PTA's funding is spent on providing transport services. In the same letter, the Minister for Transport advised that:

“the PTA is proposing to remove the artwork on the north and south faces of the tower and use these along with the east face for advertising purposes. It is proposed that the advertising will take the form of static boards which are changed every 28 days. The revenue from the advertising will be off set against the installation of a digital display on the west face of the tower. This display function will be for the PTA’s use and will include the provision of a digital clock. By agreement, this display will also be available to the City of Cockburn for public communication.”

As this was not the intention of the previous Notice of Motion and decision of Council, the City responded to the PTA on 17 December 2013 advising that its objective was associated with completing the artwork, not removing the artwork and replacing it with adverts. Furthermore, the City reminded the PTA that replacing public art with advertising directly contradicts the objectives of the State Government's Percent for Art Scheme, which aims to improve the quality of the built environment and the value of public facilities. The fact this artwork is a common talking point among the broader Perth community indicates that it has been arguably a very important element of the Cockburn Central area.

The purpose of this report is to consider the future status of the artwork, and recommend a response to the Minister for Transport.

Background to the artwork

The Cockburn Central art project was intended to be a bold, civic statement that contributed to a sense of place by helping to create a distinctive identity and character for the train station, making the train station building a more stimulating and enjoyable environment for commuters and staff.

An evaluation panel consisting of the Project Architect, Art Coordinator, Regional Director of Woodhead International BDH and the City of Cockburn Community Arts Officer were responsible for short listing artists for the Cockburn Central project. The evaluation panel agreed that Rodney Glick and Marco Marcon provided the best value for money proposal and recommended that they be awarded the contract for the provision of artworks for the Cockburn Central Train Station art project. This was a cost of \$40,000.

The clock tower to which the artwork belongs to is four sided steel column, vertically, it is in four parts: first there is a cube with two square panels of concrete, topped by two square panels of glazing per side; above this is another cube; this is topped by a thin, flat roof; and finally a steel spire (see Attachment 1).

In April the City sought a review of the artwork by the PTA for activation or enhancement to assist the community with interpretation and/or appreciation of the artwork. This review aimed to complete the public

artwork on the Cockburn Central clock tower as the City originally thought it would eventuate, with a clock affixed to the current two blank sides. This was considered to be a positive action for the PTA to consider, especially considering the shared objective across community and government about encouraging public transport use and creating a sense of place at Cockburn Central.

The City suggested that rather than a clock, a clock face could be incorporated within an LED screen arrangement which is made available for other projection purposes, such as to promote community events; show the temperature and date etc.

Advertising on the Cockburn Central Clock Tower

In response to the City's request, the PTA has suggested a rather different approach to the Cockburn Central clock tower, as part of providing the City with its requested clock. This different approach is the installation of static advertising boards to generate revenue for the installation of a digital display on the west face of the clock tower. Advertising is suggested by the PTA to assist the City in meeting its aims, whilst at the same time ensure that the PTA's funding is spent on providing transport services.

Research by staff indicates that advertising in and around train stations can generate a substantial revenue base. The smallest static advertising boards provided by Transperth are 6x3 metres and can be found in the Perth Underground Station and Joondalup Station. Static advertising boards of this size generate \$5000 in revenue every 28 days. Comparatively, the company Adshel sell media space to advertisers and media agencies on bus shelters and railway networks for approximately \$1000 every 28 days for 1.1 x 1.7 metre panels.

It is therefore simple to assume that static advertising boards which are 4x3 metres in size and within the prominent location of Cockburn Central Train Station (to both patrons and copious amounts of car drives along the freeway) could generate revenue between \$1000-\$5000 every 28 days per advert. A digital display which is 4x3 metres in size will cost between \$40 000 - \$70 000 depending on the chosen resolution.

It appears that the PTA has an objective which seeks to recoup the costs of a digital display clock face. Staff believe that the City can still achieve its previously mentioned objectives by effectively reaching a compromise. This is explained in the following section.

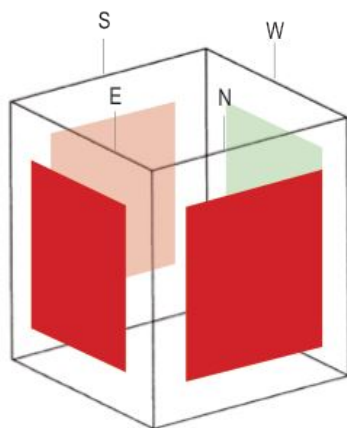
Future Options for the Cockburn Central Clock Tower

Staff identified two different options for the objective of achieving a digital display addition to the clock tower at Cockburn Central. Given

the reality of the structure as a four sided tower, these options involve considering whether the existing artwork is removed or retained, in combination with the addition of advertising and the digital display. These are explained following:

Option 1

This involves removing the artwork on the north and south facades of the Cockburn Central clock tower and use these along with the east facade for advertising purposes. Advertising will take the form of static boards which are changed every 28 days. The revenue from the advertising will be off set against the installation of a digital display on the west facade of the tower. This display function will be for the PTA's use and will include the provision of a digital clock. By agreement, this display will also be available to the City of Cockburn for public communication.



Option 1

Direction of the Facade	What will Exist on Facade
North	Static Advertising Board
South	Static Advertising Board
East	Static Advertising Board
West	Digital Display

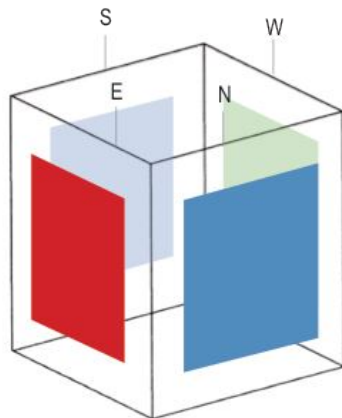


This option is not supported by staff. Replacing public art with advertising directly contradicts the objectives of the State Government's Percent for Art Scheme, which aims to improve the quality of the built environment and the value of public facilities, and the City's objective of facilities that promote the identity of Cockburn and its communities. This option is also not supported by the State Government's Department of Culture and Arts, or the State Government's Landcorp agency. While it would generate sufficient revenue in a very short term to install the digital display, it would essentially deliver a perpetual windfall gain from a facility that was intended for public art.

Option 2

This involves retaining the artwork on the north and south facades of the Cockburn Central clock tower; providing a digital display on the west facade and a single static advertising board on the east facade. The revenue from the advertising will be off set against the installation

of a digital display on the west facade of the tower. This display function will be for the PTA’s use and will include the provision of a digital clock. By agreement, this display will also be available to the City of Cockburn for public communication.



Option 2

Direction of the Facade	What will Exist on Facade
North	Public Artwork “The Face of the Community”
South	Public Artwork “The Face of the Community”
East	Static Advertising Board
West	Digital Display



This option is the most optimal when considering the objectives of the City, protection of the public art, and the need for the PTA to recoup their costs in installing the digital display. City staff identify that based on an advertising revenue of \$5000 per 28 days for the single sided advertisement board, the PTA would recoup the cost of the digital display within 392 days, which is considered very practical to the necessity of funding. The PTA would then enjoy a perpetual revenue stream beyond this time. The other additional benefit of this is that the east side which would have the advertisement installed does not face Cockburn Central town square, and would not impact on the amenity of the area.

Recommendation

It is recommended that Council formally request the Minister for Transport and CEO of the Public Transport Authority to complete the design proposal for the Cockburn Central Train Station public artwork *The Face of the Community*, by providing an LED screen on the west facade of the clock tower and funding this through the addition of advertising on the east facade only. This will appear to meet all objectives held for this important place going forward.

Strategic Plan/Policy Implications

Infrastructure

- Partnerships that help provide community infrastructure.
- Facilities that promote the identity of Cockburn and its communities.

Community & Lifestyle

- Communities that take pride and aspire to a greater sense of community.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Attachment(s)

Orientation of Cockburn Central clock tower facades and public artwork.

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

15. FINANCE AND CORPORATE SERVICES DIVISION ISSUES

15.1 (OCM 13/3/2014) - LIST OF CREDITORS PAID - JANUARY 2014 (076/001) (N MAURICIO) (ATTACH)

RECOMMENDATION

That Council adopt the List of Creditors Paid for January 2014, as attached to the Agenda.

COUNCIL DECISION

Background

It is a requirement of the Local Government (Financial Management) Regulations 1996, that a List of Creditors be compiled each month and provided to Council.

Submission

N/A

Report

The List of Accounts for January 2014, is attached to the Agenda for consideration. The list contains details of payments made by the City in relation to goods and services received by the City.

Strategic Plan/Policy Implications**Leading & Listening**

- Effective and constructive dialogue with all City stakeholders.
- A responsive, accountable and sustainable organisation.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Attachment(s)

List of Creditors Paid – January 2014.

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

15.2 (OCM 13/3/2014) - STATEMENT OF FINANCIAL ACTIVITY AND ASSOCIATED REPORTS - JANUARY 2014 (071/001) (N MAURICIO) (ATTACH)

RECOMMENDATION

That Council adopt the Statements of Financial Activity and associated reports for January 2014, as attached to the Agenda.

COUNCIL DECISION

Background

Regulations 1996 prescribes that a local government is to prepare each month a Statement of Financial Activity.

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

- (a) details of the composition of the closing net current assets (less restricted and committed assets);
- (b) explanation for each material variance identified between YTD budgets and actuals; and
- (c) any other supporting information considered relevant by the local government.

Regulation 34(4)(a) prescribes that the Statement of Financial Activity and accompanying documents be presented to Council within 2 months after the end of the month to which the statement relates.

The regulations require the information reported in the statement to be shown either by nature and type, statutory program or business unit. The City chooses to report the information according to its organisational business structure, as well as by nature and type.

Financial Management Regulation 34(5) requires Council to annually set a materiality threshold for the purpose of disclosing budget variance details. Council adopted a materiality threshold variance of \$100,000 from the corresponding base amount for the 2013/14 financial year at the August meeting.

Submission

N/A

Report

Closing & Opening Funds

The City's opening funds from 2012/13 FY were revised upwards to \$11.25M (from \$10.06M) after the completion of external audit. The increase of \$1.2M related mainly to a downwards adjustment in the amount of accrued expense for disputed land fill levy charges subsequently settled post June. There was also a minor adjustment between the current and non-current portions of long service leave provisions. Whilst the \$10.06M (comprising \$6.57M for carried forward projects and \$3.5M free surplus) was previously dealt with by Council, the additional \$1.2M will be sent to the Waste & Recycling and Community Infrastructure reserves in accordance with budget management policy. This was included in the mid-year budget review adopted by Council at the February meeting.

The City's closing funds of \$65.2M are currently \$6.4M higher than the YTD budget forecast. This includes the \$1.2M variance in the opening funds previously mentioned and net favourable cash flow variances across the operating and capital programs.

The revised budget currently shows end of year closing funds of \$0.34M (increased from a balanced budget position of nil). This has predominantly resulted from several upwards adjustments to revenue. The budgeted closing funds will fluctuate throughout the year, due to the impact of Council decisions and recognition of additional revenue. Details on the composition of the budgeted closing funds are outlined in Note 3 to the financial report.

Operating Revenue

Consolidated operating revenue of \$104.3M is ahead of the YTD budget forecast by \$1.0M. Several compensating variances comprise the majority of this amount:

1. Revenue from property rates is \$0.38M higher than the YTD budget target.
2. Interest on investments exceed YTD budget by \$1.35M and as a consequence has been revised upwards in the mid-year budget review.
3. \$0.15M unbudgeted reimbursement of diesel fuel tax resulting from a tax review project completed by Deloitte.

4. Legal fees recouped from property owners on the debt collection of rates have added a \$0.16M positive variance to revenue.
5. Grant funding budgeted for the Kid Sport and Club Development programs is yet to be received causing a \$0.11M unfavourable variance.
6. Human Services operating grants are \$0.34M ahead of budget due to \$0.25M of surpluses carried forward from the previous year and \$0.18M of additional In-Home Care subsidies received to date.
7. Fees & charges across the Human Services business unit are \$0.14M ahead of budget.
8. Commercial lease revenue is \$0.11M under YTD budget estimates.
9. Statutory Planning revenue is \$0.48M ahead of YTD budget mainly due to development application fees up \$0.33M & fines up \$0.12M.
10. Fees & charges from building regulation are down \$0.22M.
11. Revenue from dog registration fees is \$0.10M greater than the full year budget due to the impact of changes made to the Dog Act.
12. The waste collection levy is \$0.51M less than the YTD budget.
13. Commercial income from the HWRP is \$2.54M behind the YTD budget target, offsetting most of the other favourable variances. This was adjusted in the mid-year budget review.

Further details of material variances are disclosed in the Agenda attachment.

Operating Expenditure

Operating expenditure (including asset depreciation) of \$63.4M was just under the YTD budget target of \$65.0M.

- *Material and Contracts* – A net favourable variance of \$1.2M is attributed with general underspending across most service areas. The exceptions are the Development Contribution Plans where unbudgeted payments for vested crown land and consultancies contribute an unfavourable variance of \$0.73M; legal fees paid on the recovery of rates at \$0.15M over the YTD budget (this amount is offset by the matching revenue recouped from property owners).
- *Insurances* – Expenses are \$0.23M over the YTD budget principally due to higher insurance costs for plant and ongoing premium adjustments for ongoing prior year claims.

- *Other Expenses* – Lower landfill levy charges have been incurred due to reduced waste tonnage through the HWRP facility; Council's donations program is \$0.18M behind YTD budget; contribute \$0.71M towards the \$0.45M variance under Other Expenses.
- *Salaries & Direct On-Costs* – These are now on target with the YTD budget following a review and adjustment of the budgeted cash flows to reflect the pattern of payments.
- *Depreciation* – At a consolidated level, asset depreciation is over budget by \$0.11M (less than 1% of the YTD budget). Parks Equipment is over budget by \$0.59M, impacted by a comprehensive asset pick up and revaluation exercise completed during 2012/13 year end. This is offset by Roads (\$0.10M), Buildings (\$0.24M) and Plant (\$0.12M) all under the YTD budget.

The following table shows operating expenditure budget performance at the consolidated nature and type level:

Nature or Type Classification	Actual	Amended Budget	Variance to Budget
	\$M	\$M	\$M
Employee Costs	24.28	24.24	(0.04)
Materials and Contracts	18.85	20.04	1.19
Utilities	2.44	2.53	0.09
Insurances	2.24	2.01	(0.23)
Other Expenses	4.07	5.09	1.02
Depreciation (non-cash)	12.92	12.81	(0.11)

Capital Expenditure

The City's actual capital spend to the end of December was \$11.23M, representing a \$4.41M underspend versus the YTD budget of \$15.64M.

- *Building Infrastructure* – contributed \$0.99M to the underspend comprising The GP Super Clinic/Library project (\$0.81M); no spending on the Coogee Beach trial shark enclosure as grant not received (\$0.15M); and no expenditure to date on Civic Building energy reduction initiatives (\$0.13M).
- *Plant & Machinery* – is underspent \$0.90M against its YTD budget of \$1.91M (47% under). However, it has \$2.06M under order currently.
- *Roads & Drainage Infrastructure* – projects are \$0.83M under YTD budget targets with notable projects being Beeliar Drive

(Hammond Rd North & South) – \$0.32M and Bibra Drive (North Lake to Farrington) - \$0.27M

- *Freehold Land* – development spending is \$0.66M behind YTD budget settings, primarily due to Subdivision projects at Bellier/Erpingham Rd (\$0.34M) and Goldsmith Rd (\$0.22M).
- *Parks Infrastructure* – spending on new assets and asset replacement is \$0.52M behind YTD budget targets.
- *Information Technology* – spending on various software and systems development projects is \$0.45M below YTD budget.

Capital Funding

Capital funding sources are generally highly correlated to capital spending, the sale of assets and the rate of development within the City (for developer contributions).

Significant variances for January include:

- Transfers from financial reserves were \$4.72M behind budget.
- Road grants received were \$1.78M ahead of the cash flow budget.
- The \$0.17M balance of the CSRFF grant for the Coogee Beach Surf Club project has not been reflected in the budget.
- \$0.1M was budgeted for a grant towards a shark enclosure that has not been successful. This was dealt with in the mid-year budget review.
- Developer contributions received under the Community Infrastructure plan (up \$2.14M) and the road infrastructure DCA's (down \$0.63M) were collectively \$1.51M higher than the YTD budget.
- Proceeds from the sale of plant were \$0.26M behind YTD budget targets.

Cash & Investments

Council's cash and current/non-current investment holding at December month end was \$140.37M, down from \$138.46M in December.

\$74.25M represents the balance held in the cash backed reserves and another \$5.97M represents funds held for other restricted purposes such as bonds, restricted grants and infrastructure contributions. The remaining \$60.15M represents the cash/financial investment component of the City's working capital, available to fund existing operations and commitments.

The City's investment portfolio made a weighted annualised return of 4.07% in January, little changed from 4.06% the previous month. Whilst this compares favourably against the benchmark UBS Bank Bill Index rate of 2.52% for the same period, there is an ongoing downward trend due to the lower official cash rate (currently at 2.50%).

The majority of investments are held in term deposit (TD) products placed with highly rated APRA (Australian Prudential Regulation Authority) regulated Australian banks. These are invested for terms ranging between three and twelve months in order to lock in the most beneficial rate and meet the City's cash flow requirements. Factors considered when investing include maximising the value offered within the current interest rate yield curve and mitigating cash flow liquidity risks.

The RBA has reduced rates over the current period of quantitative easing by 225 basis points (2.25%). However, the City's investment strategy of investing in terms nearing the extent of statutory limits has served to moderate any negative impact on the City's overall interest earnings performance. Given we are now close to the bottom of the current interest rate cutting cycle (if not already), this strategy will be modified to target a shorter average duration for the investment portfolio. This will reduce risks associated with a potential increase in interest rates in the short to medium term.

Description of Graphs and Charts

There is a bar graph tracking Business Unit operating expenditure against budget. This provides a very quick view of how the different units are tracking and the comparative size of their budgets.

The Capital Expenditure graph tracks the YTD capital spends against the budget. It also includes an additional trend line for the total of YTD actual expenditure and committed orders. This gives a better indication of how the capital budget is being exhausted, rather than just purely actual cost alone.

A liquidity graph shows the level of Council's net current position (adjusted for restricted assets) and trends this against previous years. This gives a good indication of Council's capacity to meet its financial commitments over the course of the year.

Council's overall cash and investments position is provided in a line graph with a comparison against the YTD budget and the previous year's position at the same time.

Pie charts included show the break-up of actual operating income and expenditure by nature and type and the make-up of Council's current assets and liabilities (comprising the net current position).

Strategic Plan/Policy Implications

Leading & Listening

- A responsive, accountable and sustainable organisation.
- Manage our financial and infrastructure assets to provide a sustainable future.
- A culture of risk management and compliance with relevant legislation, policy and guidelines.

Budget/Financial Implications

Material variances identified as impacting on Council's closing budget position are addressed in the mid-year budget review presented to the February Council meeting.

Legal Implications

N/A

Community Consultation

N/A

Attachment(s)

Statement of Financial Activity and associated Reports – January 2014.

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

16. ENGINEERING AND WORKS DIVISION ISSUES

Nil

17. COMMUNITY SERVICES DIVISION ISSUES

17.1 (OCM 13/3/2014) - COCKBURN BUSHFIRE REFERENCE GROUP REQUESTS (027/007) (R AVARD)

RECOMMENDATION

That Council:

- (1) advise the Banjup Residents Group (Inc.) that while a nominee from the Banjup Residents Group on the City of Cockburn Volunteer Bushfire Reference Group is not supported, they will be invited by the Reference Group to present on fire related matters when appropriate;
- (2) place on its Municipal budget for 2014/15 for consideration the purchase of 2 Thermal Imaging Cameras at an estimated cost of \$6,000;
- (3) allocate Mitsubishi Triton 4WD (Fleet No.PL2514) to the Volunteer Emergency Services Fleet; and
- (4) appoint _____ (Elected Member(s)) as an additional member/s to the Cockburn Bushfire Reference Group.

COUNCIL DECISION

Background

The Cockburn Bushfire Advisory Reference Group meeting held on the 19 February 2014 considered the following Council decision of 31 October 2013.

Council refer the correspondence from the Banjup Residents Group (Inc.) to nominate one representative to join the Cockburn Bushfire Reference Group, to the reference Group for consideration.

Other matters raised by the Reference Group that require Council consideration are as follows:

- Purchase of Thermal Imaging Cameras.
- The Mitsubishi Triton Utility 4WD support vehicle to be permanently housed at the Cockburn Volunteer Headquarters.
- Appointment of another elected member to join the Bushfire Reference Group.

Submission

N/A

Report

The Cockburn Bushfire Reference Group Meeting held on 19 February 2014 considered the correspondence from the Banjup Residents Group (Inc.) requesting a nominee from the Group be represented on the Reference Group. The view of the Reference Group was that its primary role was to share information between the South Coogee and Jandakot Brigades and the City on a range of matters affecting their operation. The Group was keen to seek presentations from community members and groups from across the City on fire related matters when such matters come under consideration by the Reference Group. Invitations will be extended to groups such as the Banjup Residents Group when appropriate. The Bushfire Reference Group unanimously agreed that a permanent position on the Reference Group should not be offered to a single group.

Thermal Imaging Cameras

During the February 2014 Banjup fires a need to measure the ground temperature of peat soils was identified to help prevent flare ups of fires. At the recent Banjup fires the City's Volunteer Bushfire Brigade was not equipped with a thermal imaging camera to measure heat in peat soils and had to borrow a camera.

The Cockburn Bushfire Reference Group unanimously supports the purchase of cameras to support the City's Volunteer Brigades in the future. The cameras cost \$3,000 (Ex-GST) each and it is recommended that 2 be purchased, one for each Brigade.

Support Vehicle

Council provided a Mitsubishi Triton utility 4WD on an extended loan (trial) to support Brigade activities. The vehicle has proven valuable during the recent bush fires by assisting the Brigades officers to move around the fire ground. The Reference Group has requested that the vehicle be permanently stationed at the Volunteer Emergency Services Building for use by the Brigades and the Cockburn SES. The vehicle

will remain on the City of Cockburn Vehicle Asset Register as do the other vehicles in the Volunteer Brigades vehicle fleet.

Further equipment required will be sought through the Department of Fire and Emergency Services by the City's Chief Bushfire Control Officer and the Volunteer Bushfire Brigades.

Additional Elected Member appointment to Reference Group

Council at its meeting of 31 October 2014 resolved to appoint Cllr Stephen Portelli to the Volunteer Bushfire Brigade Reference Group. There is value in having another Elected Member of Council on the Reference Group, particularly one involved with the Local Emergency Management Committee.

Strategic Plan/Policy Implications

Community & Lifestyle

- Safe communities and to improve the community's sense of safety.

Leading & Listening

- Effective and constructive dialogue with all City stakeholders.
- A culture of risk management and compliance with relevant legislation, policy and guidelines

Environment & Sustainability

- To protect, manage and enhance our natural environment, open spaces and coastal landscapes.

Budget/Financial Implications

The purchase of Thermal Imaging Cameras for the volunteer brigades will need \$6,000 placed on the 2014/15 budget for consideration.

Support vehicle maintenance costs are funded through the Emergency Services Levy. Replacement costs are not allocated in the Council's vehicle replacement schedule.

Legal Implications

N/A

Community Consultation

The Volunteer Bushfire Reference Group is comprised of Captains and brigade members drawn from the local community. When appropriate

the Reference Group will receive delegations from representatives of community groups and individual community members.

Attachment(s)

N/A

Advice to Proponent(s)/Submissioners

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the March 2014 Council Meeting.

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

Nil.

18. EXECUTIVE DIVISION ISSUES

19. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

20. NOTICES OF MOTION GIVEN AT THE MEETING FOR CONSIDERATION AT NEXT MEETING

21. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY COUNCILLORS OR OFFICERS

22. MATTERS TO BE NOTED FOR INVESTIGATION, WITHOUT DEBATE

23. CONFIDENTIAL BUSINESS

24. (OCM 13/3/2014) - RESOLUTION OF COMPLIANCE (SECTION 3.18(3), LOCAL GOVERNMENT ACT 1995)

RECOMMENDATION

That Council is satisfied that resolutions carried at this Meeting and applicable to items concerning Council provided services and facilities, are:-

- (1) integrated and co-ordinated, so far as practicable, with any provided by the Commonwealth, the State or any public body;
- (2) not duplicated, to an extent Council considers inappropriate, services or facilities as provided by the Commonwealth, the State or any other

body or person, whether public or private; and
(3) managed efficiently and effectively.

COUNCIL DECISION

25. CLOSURE OF MEETING

CITY OF COCKBURN

SUMMARY OF MINUTES OF THE DELEGATED AUTHORITIES, POLICIES & POSITION STATEMENTS COMMITTEE MEETING HELD ON THURSDAY, 27 FEBRUARY 2014 AT 6:00 PM

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CITY OF COCKBURN

MINUTES OF THE DELEGATED AUTHORITIES, POLICIES & POSITION STATEMENTS COMMITTEE MEETING HELD ON THURSDAY, 27 FEBRUARY 2014 AT 6:00 PM

PRESENT:

Mrs C Reeve-Fowkes	-	Deputy Mayor (Presiding Member)
Mr S. Portelli	-	Councillor
Mr S. Pratt	-	Councillor
Mr Y. Mubarakai	-	Councillor
Ms L. Wetton	-	Councillor

IN ATTENDANCE:

Mr S. Cain	-	Chief Executive Officer
Mr D. Green	-	Director, Governance & Community Services
Mr S. Downing	-	Director, Finance & Corporate Services
Mr D. Arndt	-	Director, Planning & Development Services
Mr M. Littleton	-	Director, Engineering & Works
Mrs B. Pinto	-	PA to Directors - Finance. & Corporate. Services/Administration & Community Services

1. DECLARATION OF MEETING

The Presiding Member declared the meeting open at 6.07 pm.

2. APPOINTMENT OF PRESIDING MEMBER (If required)

Nil.

3. ACKNOWLEDGEMENT OF RECEIPT OF WRITTEN DECLARATIONS OF FINANCIAL INTERESTS AND CONFLICT OF INTEREST (BY PRESIDING MEMBER)

Nil

4 (DAPPS 27/2/2014) - APOLOGIES & LEAVE OF ABSENCE

Clr B Houwen	-	Apology
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5. CONFIRMATION OF MINUTES

5.1 (MINUTE NO 226) (DAPPS 27/2/2014) - MINUTES OF THE DELEGATED AUTHORITIES, POLICIES AND POSITION STATEMENTS COMMITTEE MEETING - 28 NOVEMBER 2013

RECOMMENDATION

That Council adopt the Minutes of the Delegated Authorities, Policies and Position Statements Committee Meeting held on Thursday, 28 November 2013, as a true and accurate record.

COMMITTEE RECOMMENDATION

MOVED Clr S Portelli SECONDED Clr S Pratt that the recommendation be adopted.

CARRIED 5/0

6. DEPUTATIONS & PETITIONS

Nil

7. BUSINESS LEFT OVER FROM THE PREVIOUS MEETING (IF ADJOURNED)

Nil

8. DECLARATION OF COUNCILLORS WHO HAVE NOT GIVEN DUE CONSIDERATION TO MATTERS IN THE BUSINESS PAPER

Nil

9. COUNCIL MATTERS

NOTE: AT THIS POINT IN THE MEETING, THE TIME BEING 6.11 PM THE FOLLOWING ITEMS WERE CARRIED BY AN "EN BLOC" RESOLUTION OF COMMITTEE:

9.2	10.1	10.5
9.3	10.2	10.6
9.4	10.3	
	10.4	



9.1 **(MINUTE NO 227) (DAPPS 27/2/2014) - PROPOSED NEW POLICY SC55 'FRAUD PREVENTION' (182/001) (N MAURICIO) (ATTACH)**

RECOMMENDATION

That Council adopt proposed new Policy SC55 'Fraud Prevention', as shown in the attachments to the Agenda.

COMMITTEE RECOMMENDATION

MOVED Clr S Portelli SECONDED Clr S Pratt that the recommendation be adopted.

CARRIED 5/0

COUNCIL DECISION

Background

A Fraud Control and Risk Assessment was undertaken for the City by Deloitte in 2012 as part of the internal audit plan that year. The resultant report was presented to the March meeting of the Audit and Strategic Finance Committee that year.

One of the key recommendations contained in the Deloitte report was for the City to implement a fraud control plan and to support this with a formal policy on fraud control. The 'Fraud Prevention' Policy has been developed in response to this recommendation and a fraud control plan will be presented to the March meeting of the Audit and Strategic Finance Committee.

These two documents, when formally approved, will provide the foundation of a fraud risk framework and enhance the level of maturity of fraud control at the City.

Submission

N/A

Report

As part of the 2011/12 Internal Audit program, an assessment of the City's fraud control environment and exposure to fraud and corruption



was conducted by Deloitte. This process resulted in the development of a fraud risk register with sixty fraud risks identified and thirteen recommendations made for the overall improvement of the City's fraud control framework. One of the key recommendations was for the City to establish a fraud control plan, supported by a formal policy.

However, given the City was in the process of formulating and implementing an organisation wide risk management framework, these fraud initiatives were delayed in order to ensure their strategic alignment with the overall risk framework.

The City's risk management framework has now been established and the fraud risk register has been realigned into this framework. A draft fraud control plan has also been developed and is scheduled to be presented to the March meeting of the Audit and Strategic Finance Committee.

The Fraud Prevention Policy has been written to ensure organisational commitment and support to managing fraud and corruption risks. The safeguarding of the City's assets, reputation and decision making processes against fraud is an organisation wide responsibility and this aspect is highlighted within the policy.

Other specific requirements outlined within the policy include:

- Establishing and maintaining effective policies, procedures and internal control systems.
- Providing appropriate education and training to all employees to ensure awareness of responsibilities and expectations.
- Ensuring confidential and protected reporting and disclosure of suspected fraud or misconduct and taking appropriate action to investigate reports of suspected fraud.
- Instigating disciplinary procedures in respect of any employee involved in fraudulent activities.
- Centralised risk management approach, including the risk of fraudulent activity.
- Upholding the requirements of the Public Interest Disclosure (PID) Act for handling reported disclosures.

This policy will be an integral component of the City's fraud risk framework that aims to meet best practice requirements outlined within Australian Standard AS 8001: 2008 Fraud and Corruption Control.

Strategic Plan/Policy Implications

Leading & Listening

- A responsive, accountable and sustainable organisation.



- A skilled and engaged workforce.
- A culture of risk management and compliance with relevant legislation, policy and guidelines

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Attachment(s)

Proposed new policy SC55 'Fraud Prevention'.

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

9.2 (MINUTE NO 228) (DAPPS 27/2/2014) - PROPOSED AMENDMENT TO POLICY SC38 'SUSTAINABLE PROCUREMENT' AND ASSOCIATED DELEGATED AUTHORITY (182/001; 086/003) (T NATALE) (ATTACH)

RECOMMENDATION

That Council:

- (1) adopt proposed amendments to Policy SC38 'Sustainable Procurement' and associated Delegated Authority, as shown in the attachment to the Agenda; and
- (2) update the Delegated Authority Register accordingly.



COMMITTEE RECOMMENDATION

MOVED Cllr L Wetton SECONDED Cllr Y Mubarakai that the recommendation be adopted.

CARRIED 5/0

COUNCIL DECISION

Background

Policy SC38 'Procurement' was last reviewed in June 2013. As indicated in various internal and external audits of the Procurement function, the Policy has been rewritten to improve the strategic focus and decision-making required in all procurement activity.

Submission

N/A

Report

The key change to the Policy underwrites and clarifies the accountability in the quotation, purchasing, tendering and contracts process. The Policy introduces the concept of strategic procurement to drive aggregation and improve value for money and compliance for all business dealings between the City and its supplier/service providers. The key additions and amendments are listed below:

- Rename the Policy (remove 'Sustainability' from the title only) to ensure the Policy embraces all the principles that enhance Procurement expectation;
- Introduce other principles that reinforce the City Values (Ethics, openness, fair dealing and accountability);
- Define responsibilities for key roles within the Procurement cycle;
- Clarify 'why' and 'how' procurement delivers compliance;
- Describe how some risk can be mitigated through the procurement process;
- Introduce the concept of category management;
- Provide a guide to assist in how to interpret the Policy, including the appropriateness of conducting differing sourcing processes and commitment documents;
- Further document exemptions and compliance requirements within the procurement systems and process, and



- Introduce the need for training and awareness to users and practitioners of procurement within the City.

The associated delegated authority SC38 'Sustainable Procurement' has been updated to reflect the new Policy title SC38 'Procurement'. Other than this, there are no other impacts on this delegation resulting from these policy changes.

The previous policy also referenced delegated authority SES3 'Evaluation of Tenders'. This reference has been removed from the latest version of the policy as there is no direct correlation between the policy guidance given and the authority to evaluate and select tenders.

Delegated Authority SES3 is supported by its own Policy SES3 'Evaluation of Tenders' where the specific policy framework and direction is given to support the exercise of this delegation.

Strategic Plan/Policy Implications

Leading & Listening

- Effective and constructive dialogue with all City stakeholders.
- Effective advocacy that builds and manages relationships with all stakeholders.
- A responsive, accountable and sustainable organisation.
- Quality customer service that promotes business process improvement and innovation that delivers our strategic goals.
- A skilled and engaged workforce.
- A culture of risk management and compliance with relevant legislation, policy and guidelines

Budget/Financial Implications

N/A

Legal Implications

Local Government (Functions and General) Regulations 11A

Community Consultation

N/A



Attachment(s)

1. Superseded Policy SC38 'Sustainable Procurement'.
2. Proposed amended Policy SC38 'Procurement'.

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

9.3 (MINUTE NO 229) (DAPPS 27/2/2014) - PROPOSED AMENDMENT TO POLICY SC53 'SOCIAL MEDIA' (182/001) (S SEYMOUR-EYLES) (ATTACH)

RECOMMENDATION

That Council adopt proposed amendments to Policy SC53 'Social Media', as shown in the attachments to the Agenda.

COMMITTEE RECOMMENDATION

MOVED Cllr L Wetton SECONDED Cllr Y Mubarakai that the recommendation be adopted.

CARRIED 5/0

COUNCIL DECISION

Background

The City presented its first social media policy to DAPPS in September 2013. This was adopted by Council in October 2013. Staff were given the opportunity to attend information sessions on the policy. Since that time staff have provided feedback on the policy. The Manager Human Resources and the Manager Corporate Communications have reviewed this feedback and updated the policy.



Submission

N/A

Report

The changes that have been made are:

- The separation of policy relating to professional and personal use to provide more clarity.
- Removal of matters that are already covered in the Staff Code of Conduct.
- Removal of matters which are already covered by law relating to posting material that is either obscene, libellous, bullying or defamatory.
- Removal of the employee guidelines, as these are operational and can change on a regular basis.

Strategic Plan/Policy Implications

Community & Lifestyle

- Communities that are connected, inclusive and promote intergenerational opportunities.

Leading & Listening

- Effective and constructive dialogue with all City stakeholders.
- Effective advocacy that builds and manages relationships with all stakeholders.
- A skilled and engaged workforce.

Budget/Financial Implications

Any required funds will be requested through normal budget processes.

Legal Implications

N/A

Community Consultation

N/A



Attachment(s)

1. Proposed amended Policy SC53 'Social Media'.
2. Social Media Guidelines for Employees.
3. Social Media Guidelines for Elected Members.

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

9.4 (MINUTE NO 230) (DAPPS 27/2/2014) - PROPOSED AMENDMENT TO POLICY SC2 'STRATEGIC CONSULTATION WITH COMMUNITY STAKEHOLDERS' (012/005) (ESTINTON) (ATTACH)

RECOMMENDATION

That Council adopt proposed amendments to Policy SC2 'Strategic Consultation with Stakeholders, as shown in the attachment to the Agenda.

COMMITTEE RECOMMENDATION

MOVED Cllr L Wetton SECONDED Cllr Y Mubarakai that the recommendation be adopted.

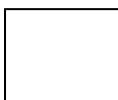
CARRIED 5/0

COUNCIL DECISION

Background

The Community Engagement Framework was adopted at the 13 February, 2014 Council Meeting and the amended Policy SC2 'Strategic Consultation with Stakeholders' was referred to the next DAPPS Committee for consideration.

The City of Cockburn currently has a *Strategic Consultation with the Community Stakeholder Policy (2000)*. This Policy is out dated and



needs to be revised to be in-line with the City of Cockburn *Strategic Community Plan 2012-2021*.

The City of Cockburn through its *Strategic Community Plan 2012-2021* Objective 7, strive to lead the community “whilst listening and engaging with our residents and ratepayers”.

Specifically in Objective 7.1 the plan expresses that the City want “an engagement process that promotes effective and constructive dialogue and informs the stakeholders of the outcomes” and in 7.1.1 the plan expresses that the City needs to “establish and maintain effective communication channels and processes”.

The City’s *Communication Strategy and Action Plan 2012-17* and the City’s *Community Development Strategic Plan 2011-14* identify the development of a Community Engagement Policy and Framework as a required action in 2014 to further this objective.

Submission

N/A

Report

Currently community engagement conducted by the City of Cockburn is done in an ad-hoc manner, with some departments performing particularly well and others not consulting appropriately which can and has led to customer dissatisfaction.

The City’s most recent *Catalyse Community Perception Survey 2012*, highlighted that “Despite performance being above average for keeping the community informed, this is an area to continue improving. 24% are dissatisfied with consultation and 20% are dissatisfied with how they are informed about local issues.”

A project brief was sent to consultants in August and seven proposals were received. Catalyse PTY LTD was selected as the successful consultant.

The methodology used was unique in that prior to revising the *Strategic Consultation with the Community Stakeholder Policy (2000)* and developing a Community Engagement Framework the Consultant spent time talking to the community about how they want to be engaged and when. Thus the Policy and framework has been developed with input from Councillors, executive managers, staff, residents, and representatives from advisory groups, committees, residents’ associations, businesses and local community groups.



The newly developed Community Engagement Policy and Framework will provide City Departments with a consultation tool that empowers officers to implement the appropriate level of consultation or information sharing in a consistent manner across the organisation.

This will allow for more effective consultation with the community whilst managing public expectation. The framework will also ensure that Officers don't 'over consult' when there is no need, or 'under consult' when the need exists.

Thus it is recommended that the Community Engagement Policy as attached be adopted.

Strategic Plan/Policy Implications

Leading & Listening

- Effective and constructive dialogue with all City stakeholders.
- Effective advocacy that builds and manages relationships with all stakeholders.

Budget/Financial Implications

Funds for the contracting of a community engagement consultant were included in the 2013/14 financial budget.

Legal Implications

N/A

Community Consultation

Extensive consultation process was followed by Catalyse including:

- 2 x Community Workshops
- 2 x Staff Workshops
- 12 x In-depth Interviews
- Public Comment

Attachment(s)

Proposed amended Policy SC2 'Community Engagement'.

Advice to Proponent(s)/Submissioners

N/A



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

Nil.

10. PLANNING & DEVELOPMENT DIVISION ISSUES**10.1 (MINUTE NO 231) (DAPPS 27/2/2014) - PROPOSED MINOR AMENDMENTS TO VARIOUS LOCAL PLANNING POLICIES (182/001) (A LEFORT) (ATTACH)****RECOMMENDATION**

That Council adopt minor amendments to the following Local Planning Policies in accordance with Town Planning Scheme No.3:

1. APD12 'Aged or Dependent Persons Dwellings'
2. APD35 'Filling of Land'
3. APD44 'Childcare Centres in Residential Areas'
4. APD53 'Coogee Residential Height Requirements'
5. APD72 'Signs and Advertising'

COMMITTEE RECOMMENDATION

MOVED Cllr L Wetton SECONDED Cllr Y Mubarakai that the recommendation be adopted.

CARRIED 5/0**COUNCIL DECISION****Background**

The Statutory Planning local planning policies which are the subject of this report have been reviewed in accordance with the annual policy review required by Council. The policies the subject of this report required minor modifications to provide clarity and consistency. Council at its meeting held on 12 September 2013 adopted the minor modifications to the policies for the purposes of advertising. The policies were subsequently advertised in accordance with section 2.5.1 of Town Planning Scheme No.3 and no submissions were received.



Submission

N/A

Report

The following minor administrative changes which do not introduce new provisions or alter the intent of existing policy provisions are proposed:

Ref No.	Local Planning Policy	Change(s) Proposed	Change Summary
APD12	Aged or Dependent Persons Dwellings	Minor Rewording	<ul style="list-style-type: none"> Update R-Code references to reflect revised version (Gazetted August 2013). Aligning shops and services to TPS 3 zones. Deletion of reference to 5 dwellings as this is already contained in the 'deemed to comply' provisions of the R-Codes and is a duplication. Deletion of requirement for retirement villages to contain communal areas as this is considered onerous.
APD35	Filling of Land	Minor Modifications	<ul style="list-style-type: none"> Substitute the word 'licence' with 'permit' in relation to Building Permits. Update the year of AS 2870. Delete Clause 4 which refers to condition numbers that are no longer applicable and are a process that is not required to be part of the policy.
APD44	Childcare Centres in Residential Areas	Minor modification	<ul style="list-style-type: none"> Modify policy (including title) to apply to all zones instead of only residential areas.
APD53	Coogee Residential Height Requirements	Minor Rewording	<ul style="list-style-type: none"> Update R-Code references to reflect revised version (Gazetted August 2013).
APD72	Signs and Advertising	Minor Modification	<ul style="list-style-type: none"> Update Clause 25 of the policy in relation to window signage requirements being consistent with Section 8.5 of Part viii - Signs, Hoardings, Bill Posting Local Laws

Strategic Plan/Policy Implications

Growing City

- To grow our City in a sustainable way by: using land efficiently, protecting the natural environment and conserving biodiversity.



- Development that is soundly balanced between new and existing areas.

Leading & Listening

- Effective and constructive dialogue with all City stakeholders.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

In accordance with Town Planning Scheme No.3, notice of the proposed amended policies was published in a newspaper circulating the Scheme Area.

Attachment(s)

1. Proposed amended Local Planning Policy APD12 'Aged or Dependent Persons Dwellings'.
2. Proposed amended Local Planning Policy APD35 'Filling of Land'.
3. Proposed amended Local Planning Policy APD44 'Child Care Centres'.
4. Proposed amended Local Planning Policy APD53 'Coogee Residential Height Requirements'.
5. Proposed amended Local Planning Policy APD72 'Signs and Advertising'.

Advice to Proponent(s)/Submissioners

N/A

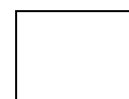
Implications of Section 3.18(3) Local Government Act, 1995

Nil.

10.2 (MINUTE NO 232) (DAPPS 27/2/2014) - PROPOSED AMENDMENTS TO LOCAL PLANNING POLICY APD9 'SUBDIVISION RETAINING WALLS' (182/001) (A LEFORT) (ATTACH)

RECOMMENDATION

That Council adopt amendments to Local Planning Policy APD9 'Subdivision Retaining Walls' in accordance with Town Planning Scheme No. 3.



COMMITTEE RECOMMENDATION

MOVED Cllr L Wetton SECONDED Cllr Y Mubarakai that the recommendation be adopted.

CARRIED 5/0

COUNCIL DECISION

Background

Local Planning Policy APD9 'Subdivision Retaining Walls' was first adopted in December 2008 and last reviewed in 2012. Upon review, it was apparent that the content of the policy requires updating. Council adopted amendments to the policy for the purposes of advertising at its meeting held on 12 September 2013. The amended policy was subsequently advertised and one submission was received.

Submission

N/A

Report

The proposed modifications to the policy include:

1. Replace references to building licence with building permit.
2. Modification of Clause 3 to provide better clarity about when planning approval is required for retaining walls exceeding 2m in height.
3. Introduction of a new provision (Clause 4) that requires planning approval for retaining walls abutting existing residential development which is outside the subdivision area. This will bring practices in line with the Residential Design Codes requirements.
4. Minor rewording.

One submission to the proposed amended policy was received but did not relate to any of the proposed amendments. Rather, the submission suggests that unauthorised retaining walls should be demolished rather than owners having the ability to seek retrospective approval which is provided for under the Building Act.



The same submission suggests that the words 'amenity and overshadowing' be added to clause 2 after the words 'retaining walls' which currently states that:

'All subdivision works on sloping topography within the district shall follow the existing contours of the land in order to minimise earthworks, retaining walls and impacts on existing views (see Figure 1)'

The addition of the words 'amenity and overshadowing' are reasonable considerations in the assessment of subdivision works and their inclusion should be considered however the word 'overshadowing' should be replaced with 'solar access' in accordance with the provisions of the Residential Design Codes WA.

The submission also suggests that Figure 1 be modified as it indicates that a 3 storey house can be constructed and it also shows that the house at the top of the rise does not appear to have equal cut and fill like the other houses in the figure. The diagram is conceptual and is not intended to be taken literally. In this regard Figure 1 satisfactorily demonstrates the key principles and amending the diagram is unnecessary.

Strategic Plan/Policy Implications

Lifestyle and Aspiration Achievement

- To foster a sense of community spirit within the district generally and neighbourhoods in particular.
- To conserve the character and historic value of the human and built environment.

Governance Excellence

- To provide effective monitoring and regulatory services that administer relevant legislation and local laws in a fair and impartial way.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

Advertising of the amended policy in accordance with Town Planning Scheme No.3 occurred and one submission was received.



Attachment(s)

Proposed amended Local Planning Policy APD9 'Subdivision Retaining Walls'.

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

10.3 (MINUTE NO 233) (DAPPS 27/2/2014) - PROPOSED AMENDMENTS TO LOCAL PLANNING POLICY APD11 'ANCILLARY ACCOMMODATION ON RURAL LIVING, RURAL & RESOURCE ZONED LOTS' (182/001) (A LEFORT) (ATTACH)

RECOMMENDATION

That Council adopt proposed amendments to Local Planning Policy APD11 'Ancillary Accommodation on Rural Living, Rural and Resource Zoned Lots' in accordance with Town Planning Scheme No. 3.

COMMITTEE RECOMMENDATION

MOVED Cllr L Wetton SECONDED Cllr Y Mubarakai that the recommendation be adopted.

CARRIED 5/0

COUNCIL DECISION

Background

Local Planning Policy APD11 'Ancillary Accommodation on Rural Living, Rural and Resource Zone Lots' was first adopted in 1997 and last reviewed in 2012. Upon review, it was apparent the content of the Policy requires updating in relation to the gazettal of the revised Residential Design Codes on 2 August 2013. The modifications to the policy were adopted by Council at its meeting held on 12 September



2013 for the purposes of advertising. The policies were subsequently advertised and no submissions were received.

Submission

N/A

Report

The modifications mostly relate to the revised version of the R-Codes gazetted 2 August 2013 and include:

1. Minor rewording including the title of the policy.
2. Modifications to the R-Codes clause numbers.
3. Modifications to the definition of ancillary dwellings.
4. Deletion of Clauses 6 and 7 which relate to the ancillary dwellings only being able to be occupied by family members and the requirement for a Section 70A Notification on title.

Strategic Plan/Policy Implications

Lifestyle and Aspiration Achievement

- To foster a sense of community spirit within the district generally and neighbourhoods in particular.
- To conserve the character and historic value of the human and built environment.

Governance Excellence

To provide effective monitoring and regulatory services that administer relevant legislation and local laws in a fair and impartial way.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

Advertising of the amended policy in accordance with Town Planning Scheme No.3 occurred and no submissions were received.



Attachment(s)

Proposed amended Local Planning Policy APD11 'Ancillary Dwellings on Rural Living, Rural and Resource Zoned Lots'.

Advice to Proponent(s)/Submissioners

N/A

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

Nil

10.4 (MINUTE NO 234) (DAPPS 27/2/2014) - PROPOSED AMENDMENTS TO LOCAL PLANNING POLICY APD49 'RESIDENTIAL DESIGN CODES - ALTERNATIVE ACCEPTABLE DEVELOPMENT PROVISIONS' (182/001) (A LEFORT) (ATTACH)

RECOMMENDATION

That Council adopt amendments to Local Planning Policy APD49 'Residential Design Codes – Alternative Acceptable Development Provisions' in accordance with Town Planning Scheme No. 3.

COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Clr Y Mubarakai that the recommendation be adopted.

CARRIED 5/0

COUNCIL DECISION

Background

Local Planning Policy APD49 'Residential Design Codes Alternative Acceptable Development Provisions' was first adopted in December 2008 and last reviewed in 2012. Upon review, it was apparent that the content of the Policy requires updating in relation to the gazettal of the revised Residential Design Codes on 2 August 2013. The policy also required reformatting to assist in its implementation to Officers and developers. Council at its meeting held on 12 September 2013



adopted the modifications to the policy for the purposes of advertising. Subsequently, the policy was advertised and one submission was received.

Submission

N/A

Report

Due to the reformat based on a table format and modification to clause numbers and order, the entire policy is proposed to be replaced and therefore individual changes have not been listed.

One submission was received. A summary of the comments are as follows:

- The policy suggests that development may achieve compliance through the 'deemed to comply provisions'; design principles; or the provisions of this policy. The submission questions why there is the need to have all three when it appears that the alternative provision gives the most leeway for design with no advertising required and is exempt from planning approval.
- The submission suggests that the policy provisions should still require neighbour consultation.
- The submission suggests that the policy should introduce a provision restricting the length of boundary walls if the adjacent property already has neighbouring boundary walls to avoid being "parapet walled in".

With regards to the first point, it is the sole intention of the policy to supplement the existing deemed-to-comply provisions and 'design principles' of the R-Codes which results in three methods of compliance. Given the R-codes already provides two methods of compliance, a third option (through the policy) is considered necessary.

With regards to the second point, it is the intent of the policy that the alternative provisions are relatively minor and will not negatively impact on the amenity of neighbours, therefore exempting the proposals from requiring planning approval. If each of these provisions required advertising through a planning application then the policy would have no purpose.

With regards to the third point, the scenario where all three neighbours have boundary (parapet) walls could occur under existing deemed-to-comply provisions. This policy does not seek to introduce provisions which are more onerous than the 'deemed to comply' provisions of the R-Codes which would not accord with the R-Codes State Planning Policy.



Strategic Plan/Policy Implications

Lifestyle and Aspiration Achievement

- To foster a sense of community spirit within the district generally and neighbourhoods in particular.
- To conserve the character and historic value of the human and built environment.

Governance Excellence

- To provide effective monitoring and regulatory services that administer relevant legislation and local laws in a fair and impartial way.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

In accordance with Town Planning Scheme No.3, notice of the proposed amended policy was published in a newspaper circulating the Scheme Area.

Attachment(s)

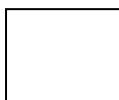
Proposed amended Local Planning Policy APD49 'Residential Design Codes Alternative Deemed-to-Comply Provisions'.

Advice to Proponent(s)/Submissioners

N/A

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

Nil.



10.5 (MINUTE NO 235) (DAPPS 27/2/2014) - PROPOSED AMENDMENTS TO LOCAL PLANNING POLICY APD56 'SINGLE BEDROOM DWELLINGS' (182/001) (A LEFORT) (ATTACH)

RECOMMENDATION

That Council adopt amendments to Local Planning Policy APD56 'Single Bedroom Dwellings' in accordance with Town Planning Scheme No.3.

COMMITTEE RECOMMENDATION

MOVED Cllr L Wetton SECONDED Cllr Y Mubarakai that the recommendation be adopted.

CARRIED 5/0

COUNCIL DECISION

Background

Local Planning Policy APD56 'Single Bedroom Dwellings' was first adopted in December 2008 and last reviewed in 2012. Upon review, it was apparent the content of the policy requires updating in relation to the gazettal of the revised Residential Design Codes on 2 August 2013 and some other minor amendments. The amendments to the policy were adopted by Council for the purposes of advertising at its meeting held on 12 September 2013. Subsequently the amended policy was advertised and no submissions were received.

Submission

N/A

Report

The proposed modifications include:

1. Deletion of the first paragraph of the Background section as it is considered unnecessary.



2. Minor rewording in accordance with the revised R-Codes gazetted 2 August 2013.
3. Modification to the minimum lot sizes permissible for the development of Single Bedroom Dwellings in accordance with the revised minimum lot sizes contained in the revised R-Codes gazetted 2 August 2013.
4. Deletion of several 'notes' which are considered superfluous to the policy.
5. Deletion of Sections 4 (Open Space), 5 (Setbacks), 6 (Car Parking) and 7 (Other - Storeroom) of the policy as all these requirements are contained in the 'deemed to comply' sections of the R-codes applicable to grouped dwellings and single houses and are therefore superfluous.
6. Deletion of Section 7 (Other – Environmental Design Considerations) as these requirements are contained within the City's Local Planning Policy APD58 and this is considered a duplication and unnecessary.
7. Modification to Section 7 (Other – Construction Type) to allow single bedroom dwellings to be of a pre-fabricated construction but clearly stating that sea containers and dongers proposed to be used for Single Bedroom Dwellings will not be supported. There are many pre-fabricated small dwellings that have been well designed and would be unlikely to detract from the amenity of the area and these should be considered for approval.

Strategic Plan/Policy Implications

Lifestyle and Aspiration Achievement

- To foster a sense of community spirit within the district generally and neighbourhoods in particular.
- To conserve the character and historic value of the human and built environment.

Governance Excellence

- To provide effective monitoring and regulatory services that administer relevant legislation and local laws in a fair and impartial way.

Budget/Financial Implications

N/A



Legal Implications

N/A

Community Consultation

In accordance with Town Planning Scheme No.3, notice of the proposed amended policy was published in a newspaper circulating the Scheme Area.

Attachment(s)

Proposed amended Local Planning Policy APD56 'Single Bedroom Dwellings'.

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

10.6 (MINUTE NO 236) (DAPPS 27/2/2014) - PROPOSED AMENDMENTS TO LOCAL PLANNING POLICY APD68 'LICENCED PREMISES (LIQUOR)' (182/001) (ALEFORT) (ATTACH)

RECOMMENDATION

That Council adopt amendments to Local Planning Policy APD68 'Licenced Premises (Liquor)' in accordance with Town Planning Scheme No. 3.

COMMITTEE RECOMMENDATION

MOVED Clr L Wetton SECONDED Clr Y Mubarakai that the recommendation be adopted.

CARRIED 5/0

COUNCIL DECISION



Background

Local Planning Policy APD68 'Licenced Premises (Liquor)' was first adopted by Council on 26 July 2012. Its purpose was to provide guidance in the decision making process by Council in relation to planning application and Liquor Licence applications for new and/or amended Liquor Licenced Premises. Minor amendments to the policy were adopted by Council at its meeting held on 12 September 2013 for the purposes of advertising. Subsequently, the amended policy was advertised and no submissions were received.

Submission

N/A

Report

Planning Policy APD68

It is considered beneficial to the assessment process and informing applicants by setting out the expected advertising requirements for applications relating to liquor licenced premises in the policy.

The amended policy clarifies that certain Liquor Licence types will be advertised to the owners and occupiers of nearby and surrounding premises. The amended policy also indicates what the expected form of consultation will comprise. This is primarily a letter drop to all premises within 200m of the subject premises. High profile licenced premises include Hotels, Taverns, Nightclubs and bottle shops are listed as requiring public consultation.

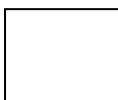
Strategic Plan/Policy Implications

Demographic Planning

- To ensure development will enhance the levels of amenity currently enjoyed by the community.

Lifestyle and Aspiration Achievement

- To foster a sense of community spirit within the district generally and neighbourhoods in particular.
- To identify community needs, aspirations, expectations and priorities for services that are required to meet the changing demographics of the district.



Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

In accordance with Town Planning Scheme No.3, notice of the proposed amended policy was published in a newspaper circulating the Scheme Area.

Attachment(s)

Proposed amended Local Planning Policy APD68 'Licenced Premises (Liquor)'.

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

11. FINANCE & CORPORATE SERVICES DIVISION ISSUES

Nil

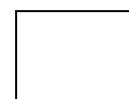
12. ENGINEERING & WORKS DIVISION ISSUES

12.1 (MINUTE NO 237) (DAPPS 27/2/2014) - PROPOSED AMENDMENTS TO POLICY AEW7 'ESTABLISHMENT OF COMMUNITY GARDENS' AND AMENDED GUIDELINES FOR COMMUNITY GARDENS IN THE CITY OF COCKBURN (182/001) (H JESTRIBEK) (ATTACH)

RECOMMENDATION

That Council adopt:

- (1) the revised Policy AEW7 'Establishment of Community Garden'; and
- (2) the Guidelines for Community Gardens in the City of Cockburn;



as shown in the attachment to the Agenda.

COMMITTEE RECOMMENDATION

MOVED Cllr Y Mubarakai SECONDED Cllr L Wetton that Council adopt the recommendation subject to the following addition to sub-recommendation (2):

- (2) subject to the words 'Appendix 1' appearing at the top of page 24 and inserting it as page 16, and renumbering subsequent pages 17-24.

CARRIED 5/0

COUNCIL DECISION

Reason for Decision

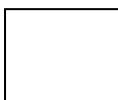
Clause 4.2 on Page 12 of the Guidelines refers to Appendix 1 which does not appear in the document. The procedure domiciled on Page 24 should be headed as Appendix 1. In order for the document to be in sequence, it is required to renumber this page to be included before Appendix 2 (currently Page 16) and renumbering the subsequent Pages 17-24.

Background

The City of Cockburn adopted Policy AEW7 'Establishment of Community Gardens' in October 2011 along with supporting guidelines. These documents enable the community to follow a step-by-step process in the establishment and management of community gardens, and provide the City with peace of mind, with respect to consistent processes. This report outlines the removal of the guidelines from the policy to a standalone document.

Submission

N/A



Report

In recent years, requests from the community for support from the City for community gardens have increased. The City has facilitated the growth of community gardens through advocacy, funding via the sustainability grants program and advice.

Through community interaction it was identified that an updated guideline was required to further enhance and promote community gardens throughout the City. The updated *Guidelines for Community Gardens in the City of Cockburn* is a user-friendly document, which promotes existing community gardens and outlines a step-by-step approach for those wishing to establish a garden in the City of Cockburn.

Furthermore, while Policy AEW7 is currently attached to the guidelines (the documents are one and the same), it is suggested they are separated, so that future guidelines changes can be made without requiring DAPPS approval.

The Guidelines will continue to contain policy AEW7, and policy AEW7 will contain a reference to the guidelines.

Strategic Plan/Policy Implications

Growing City

- To grow our City in a sustainable way by: using land efficiently, protecting the natural environment and conserving biodiversity.

Infrastructure

- Community infrastructure that is well planned, managed, safe, functional, sustainable and aesthetically pleasing.

Community & Lifestyle

- Promotion of active and healthy communities.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A



Attachment(s)

1. Proposed amended Policy AEW7 'Establishment of Community Gardens'.
2. Guidelines for Community Gardens in the City of Cockburn.

Advice to Proponent(s)/Submissioners

N/A

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

N/A

- 12.2 (MINUTE NO 238) (DAPPS 27/2/2014) - PROPOSED AMENDMENTS TO POLICY AEW8 'APPLICATIONS FOR ROAD CLOSURES' AND DELEGATED AUTHORITY LGAEW2 'LOCAL GOVERNMENT ACT, 1995 - CLOSING OF THOROUGHFARES TO VEHICLES' AND DELETION OF DELEGATED AUTHORITIES AEW7 'APPLICATION FOR ROAD CLOSURES' AND OLEW1 'ROAD TRAFFIC (EVENTZX ON ROADS) REGULATIONS 1991 (REGULATIONS 1-10) (086/003 & 182/001) (J MCDONALD) (ATTACH)**

RECOMMENDATION

That Council:

- (1) adopt proposed amendments to Policy AEW8 'Applications for Road Closures';
- (2) adopt proposed amendments to Delegated Authority LGAEW2 'Local Government Act 1995 – Closing of Thoroughfares to Vehicles';
- (3) delete Delegated Authorities 'AEW7 'Application for Road Closures' and OLEW1 'Road Traffic (Events on Roads) Regulations 1991 (Regulations 1-10)'; and
- (4) update the Delegated Authorities Register accordingly.

CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL



COMMITTEE RECOMMENDATION

MOVED Clr S Portelli SECONDED Clr S Pratt that the recommendation be adopted.

CARRIED 5/0

TO BE CARRIED BY ABSOLUTE MAJORITY OF COUNCIL

COUNCIL DECISION

Background

Section 3.50 of the Local Government Act, Closing certain thoroughfares to vehicles, provides Local Government Authorities with authority to close roads. This power is most frequently applied to the temporary closure of a road or roads for the purposes of road works or an event such as a triathlon/marathon, bicycle race, or a street party.

The City currently has one policy and three separate delegated authorities (DA) that relate to this authority and it is recommend that they be consolidated into one policy and delegated authority for efficiency.

Submission

The existing policy and delegated authorities that apply to Section 3.50 of the Local Government Act 1995 are:

1. Policy AEW8 'Applications for road closures'
2. Delegated Authority AEW7 'Application for road closures'
3. Delegated Authority LGAEW2 'Local Government Act, 1995 – Closing of thoroughfares to vehicles'; and
4. Delegated Authority OLEW1 'Road Traffic (Events on roads) Regulations 1991 (Regulations 1-10)'

The issues with this policy and delegated authorities are listed in the following table:

Policy / Delegated Authority	Issue
Policy AEW8 'Applications for road closures'	Limited application - applies only to temporary closure of roads for public events, excludes road works.



DA AEW7 'Application for road closures'	As above, and notes autonomy of discretion as Road Traffic Act which is administrated by WA Police, not Local Government.
DA LGAEW2 'Local Government Act, 1995 – Closing of thoroughfares to vehicles'	A duplicate function of Delegated Authorities AEW7 and OLEW1, and inefficiently limits delegated authority for temporary road closures to maximum period of four weeks.
DA OLEW1 'Road Traffic (Events on roads) Regulations 1991 (Regulations 1-10)'	Duplicates function of Delegated Authorities AEW7 and LGAEW2, and notes autonomy of discretion as Road Traffic Act which is administrated by WA Police, not Local Government.

To address the above issues it is recommend that:

- Policy AEW8 'Applications for road closures', is renamed 'Temporary road closures' and amended to include references to road works and Section 3.50 of the Local Government Act 1995.
- Delegated Authorities AEW7 'Application for road closures' and OLEW1 'Road Traffic (Events on roads) Regulations 1991 (Regulations 1-10)' are rescinded.
- Delegated Authority LGAEW2 is be renamed 'Local Government Act, 1995 – Temporary road closures'; amended to remove the wording "for periods of up to four (4) weeks"; include wording that clarifies that temporary road closures are for road works or events on roads; and include the Transport Engineer as an Authorised Delegate.

Note that for the purpose of the policy and delegated authority, the term road applies to public roads under the City's management and includes all public paths, whether they are in road reserves or elsewhere.

The City has been approved as an Authorised Body by Main Roads Western Australia (MRWA), which gives the City the permission to implement traffic management for events and road works in accordance with Australian Standard 1742.3 and the MRWA Codes of Practice for Works on Roads and Events on Roads. City officers apply these standards to traffic management plans that are submitted to the City for approval.

The proposed changes will improve the ability of engineering officers to efficiently deal with requests for temporary road closures.



Strategic Plan/Policy Implications

Leading & Listening

- Quality customer service that promotes business process improvement and innovation that delivers our strategic goals.
- A culture of risk management and compliance with relevant legislation, policy and guidelines.

Moving Around

- A safe and efficient transport system.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Attachment(s)

1. Proposed amended Policy AEW8 'Temporary Road Closures'.
2. Proposed amended Delegated Authority LGAEW2 'Local Government Act, 1995 – Temporary Road Closures'.
3. Deleted Delegated Authorities 'AEW7 'Application for Road Closures' and OLEW1 'Road Traffic (Events on Roads) Regulations 1991 (Regulations 1-10)'.

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

13. COMMUNITY SERVICES DIVISION ISSUES

Nil



14. EXECUTIVE DIVISION ISSUES

14.1 **(MINUTE NO 239)** (DAPPS 27/2/2014) - REVIEW OF EXECUTIVE SERVICES POSITION STATEMENTS (PSES1 - PSES16), POLICIES (AES1 - AES11) (SES1 -SES4) AND RELATED DELEGATED AUTHORITIES (182/002; 182/001; 086/003) (D GREEN)

RECOMMENDATION

That Council adopt:

- (1) Position Statements PSES1 – PSES16;
- (2) Policies AES1 - AES11 and SES1 – SES4; and
- (3) Delegated Authorities AC1, AC2, SC8 and SC38

as contained in the Report.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COMMITTEE RECOMMENDATION

MOVED Deputy Mayor C Reeve-Fowkes SECONDED Cllr S Pratt that Council:

- (1) adopt Position Statements PSES1-PSES16;
- (2) adopt Policies AES1-AES11 and Delegated Authorities AES1-AES11, as contained in the Report; and
- (3) refers Policies SES1-SES4 and associated Delegated Authorities to the May 2014 DAPPS Committee Meeting for consideration.

CARRIED 5/0

TO BE CARRIED BY ABSOULTE MAJORITY OF COUNCIL

COUNCIL DECISION



Reason for Decision

The Officer recommendation refers to documents that were not contained in the report. Accordingly, Policies SES1-SES4 and associated delegations, need to be reviewed. Delegated Authorities AC1 and AC2 and SC8 and SC38 are not included in this review.

Background

In accordance with Council Policy SC47, it is a requirement for all Council Policies to be formally reviewed through its established Delegated Authorities, Policies and Position Statements (DAPPS) Committee.

The major focus of this Meeting is the "Executive Services" Position Statements and Policy documents, prefixed as "PSES" "AES" and "SES", together with associated Delegated Authority documents.

Submission

N/A

Report

The last major review of these documents was undertaken by DAPPS in January 2013 and subsequently adopted at the Council Meeting in February 2013.

Accordingly, the content of the majority of these documents remains current from that review with only minor cosmetic changes required to update the documents, as identified in the table below:

<u>No.</u>	<u>Name</u>	<u>Comment</u>
<u>Position Statements</u>		
PSES1	Administration Office Hours	Minor change to reflect current terminology and hours of operation for Contact Centre.
PSES3	Minor Occasions of Hospitality/Entertainment	No change.
PSES5	Petitions – Notification of Reception to Elected Members	No change.
PSES7	Reports to Council	No change.
PSES8	Security of Council Property	No change.
PSES9	Signing of Correspondence	No change.

<u>No.</u>	<u>Name</u>	<u>Comment</u>
PSES10	Reference Groups of Council	No change.
PSES11	Structure for Administering the City of Cockburn	No change
PSES12	Provision of Committee Business Papers to Elected Members	No change.
PSES13	Legal Proceedings Between Council and Other Parties	No change
PSES14	Training of Council Delegates on Committees or Boards	No change
PSES15	Reports to Council or Delegated Authority – Tenders etc.	No change.
PSES16	Request for Information About Owner Occupiers, Electors and Ratepayers	Minor Typographical change to Title.
<u>Policies</u>		
AES1 and AES1(DA)	Annual General Meeting of Electors	No change.
AES2 and AES2 (DA)	Common Seal of the City of Cockburn	No change.
AES3 and AES3 (DA)	Industrial Relations Services	Minor change to Title.
AES4 and AES4(DA)	Annual Arts Competition	No change.
AES5 and AES5(DA)	Payments to Employees in addition to Contract or Award	No change.
AES6 and AES6 (DA)	Attendance at Conferences and Seminars	Deletion of Paragraph 2 of sub-clause (12) to reflect adopted practice.
AES7 and AES7 (DA)	Approval of Research/Study Visits	No change.
AES8 and AES8 (DA)	Council Owned Vehicle Usage	No change.
AES9 and AES9 (DA)	Approval to Participate in Representative Delegations	No change.
AES10 and AES10 (DA)	Underground Power	Deletion of sub-clause(2) to reflect current Council position .
AES11 and AES11 (DA)	Industrial Relations Act Employee Redundancy Payments	Minor Change to Title.



Strategic Plan/Policy Implications

Leading & Listening

- A culture of risk management and compliance with relevant legislation, policy and guidelines

Budget/Financial Implications

N/A

Legal Implications

Local Government Act, 1995, Sec.5.42 refers.

Community Consultation

N/A

Attachment(s)

1. Proposed amended PSES1 'Administration Office Hours'.
2. Proposed amended PSES16 Request for Information About Owner Occupiers, Electors and Ratepayers'.
3. Proposed amended Policy AES3 'Industrial Relations Services'
4. Proposed amended Delegated Authority AES3 'Industrial Relations Services'
5. Proposed amended Policy AES6 'Attendance at Conferences and Seminars'.
6. Proposed amended Delegated Authority AES6 "Attendance at Conferences and Seminars'.
7. Proposed amended Policy AES10 'Underground Power'.
8. Proposed amended Delegated Authority AES10 'Underground Power'.
9. Proposed amended Policy AES11 'Industrial Relations – Employee Redundancy Payments'.
10. Proposed amended Delegated Authority AES11 'Industrial Relations – Employee Redundancy Payments'.

Advice to Proponent(s)/Submissioners

N/A

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

Nil.



15. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

16. NOTICES OF MOTION GIVEN AT THE MEETING FOR CONSIDERATION AT NEXT MEETING

Nil

17. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING BY COUNCILLORS OR OFFICERS

Nil

18. MATTERS TO BE NOTED FOR INVESTIGATION, WITHOUT DEBATE

Nil

19. CONFIDENTIAL BUSINESS

Nil

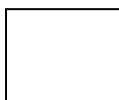
20 (DAPPS 27/2/2014) - CLOSURE OF MEETING

6.26 pm.

CONFIRMATION OF MINUTES

I, (Presiding Member) declare that these minutes have been confirmed as a true and accurate record of the meeting.

Signed: Date:/...../.....





GUIDELINES FOR COMMUNITY GARDENS

IN THE CITY OF COCKBURN

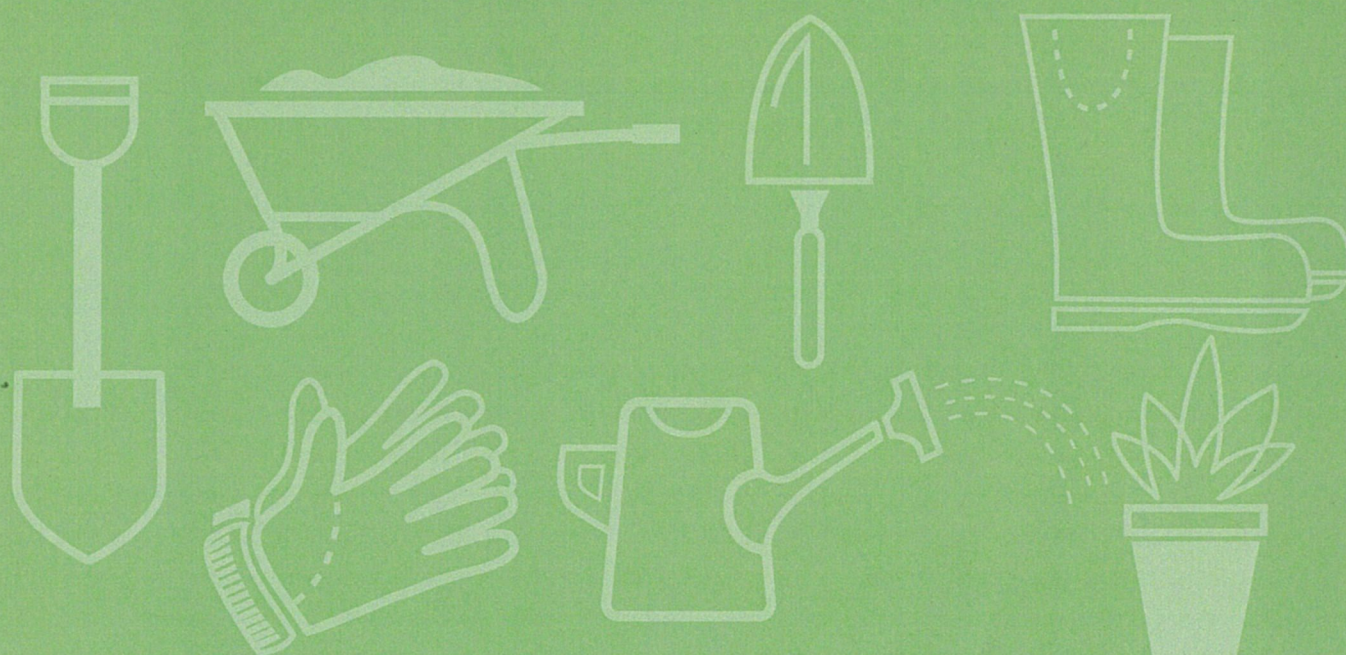


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1. INTRODUCTION



Community Gardens can be a great way to grow your own food, meet like-minded people, reduce your carbon footprint and make a difference in your local community!

The City of Cockburn has put together this guide, to enable you to easily identify the actions you need to undertake to create a sustainable community garden. Inside this guide you will also find a host of delicious, fresh recipes to inspire you.



Blue Gum Montessori School students enjoying the produce from their school kitchen garden.

1.1 What is a Community garden?

A community garden is a multi-functional area located on a piece of public or private land and deemed to be suitable as a community meeting place and for the production of food. They are garden spaces that are community managed, providing a wide range of environmental, social and economic benefits.

1.2 What is a Community Garden Group

This is defined as a not-for-profit, community body that grows and produces food in a community garden primarily for the consumption of members of the group.

1.3 Objective of Guidelines

The objectives of these guidelines are to:

- Promote the development of community gardens, as places where people can meet and work together, build stronger community relationships and learn about sustainable gardening,
- To ensure consistency in the development and management of community gardens in the City of Cockburn,
- Assist in increasing the number of sustainable community gardens within the City,
- Clarify the rights and responsibilities of all stakeholders involved in the community garden process, including volunteers, the City and other organisations; and
- Provide support for community gardens to be self-managed, not to be reliant on the City for ongoing support and increase community ownership.

1.4 Types of Community Gardens

There are a number of different models of community gardens. The most common forms of community gardens in Australia are:

Allotment Gardens

This model is a mix of relatively small garden spaces allotted to, and managed individually by, different people or families. Some allotments may be shared.

Communal Gardens

Communal Gardens are where the entire garden is managed collectively by all members of the community garden group. Roles, responsibilities and tasks are shared between group members.

School Kitchen Gardens

School kitchen gardens are community gardens located on school property where local residents outside the school community can join the garden project and assist in managing the garden.

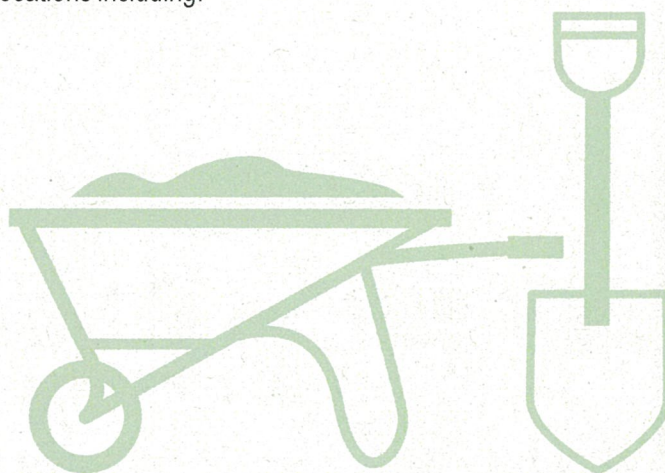
Verge Gardens

The City of Cockburn does not encourage the establishment of community gardens on verges as there are a number of potentially negative impacts that need to be adequately addressed prior to being endorsed, such as security and sight distance issues.

1.5 Where Can Community Gardens be Located?

Community gardens can be located in a range of locations including:

- Private property
- Community facilities (both public and private)
- Schools
- Public open space
- Shared spaces (both public and private)



2. FORMING A COMMUNITY GARDEN



2.1 The Initial Steps

The most successful community garden projects are those where significant time is invested in the planning stages of a garden.

The following questions need to be asked and resolved in the planning of a community garden:

- Is there sufficient interest, support and energy within the group to sustain the project for the long term?
- Is a community garden the most effective way of addressing the needs of the community?
- Would joining an established community garden be a better way to achieve the aims of the group, whilst also strengthening and making an existing garden more sustainable?

2.2 Gaining Support

Although an excellent asset once established, starting a community garden is hard work and takes a significant investment of time, energy and ongoing commitment. To ensure success, the following tasks need to be addressed as a priority in the planning of a new community garden:

- Develop a strong and committed garden group, who is willing to share the workload and be prepared to develop and maintain partnerships with other organisations within the community,
- Research how to recruit group members and the level of support required to sustain the garden,
- Work together as a group on areas of agreement and clearly articulate the vision, roles and responsibilities of the group; and
- Inclusively design your garden with consensus from the group.

2.3 Clarify Aims and Objectives

It is important that the group develop a shared vision for the garden and be very clear as to what the group wants to achieve.

All members of the group should have an equal opportunity to provide input and have their opinions and voices heard. Aims and objectives can include short, medium and long term strategies to ensure that the group is sustainable, cohesive and willing to work to achieve a common goal.





3. ESTABLISHING A COMMUNITY GARDEN



3.1 Develop Partnerships

Strong supportive partnerships with other community groups, businesses and organisations within the local community is essential for the long term viability and success of any community garden.

These partnerships can be a source of valuable physical and financial resources. Other groups can provide a wealth of knowledge, experience and advice to support newly-formed garden groups.

3.2 Research Your Project

Researching the project thoroughly is one of the best ways to ensure that a community garden succeeds. Research includes asking the following questions of other established community garden groups:

- How did the garden start?
- What type of organisational structure do you have?
- What do you do about insurance issues?
- Where do you obtain resources such as edging materials, mulch and compost?
- What are your links and relationships with local government, the local community, etc?
- How are you funded?
- How do you make decisions, solve problems and resolve conflict?
- How are skills passed on to new gardeners?
- How did you build a sense of community around the garden?

3.3 Checklist for New Community Garden Projects

There is no established checklist for the establishment of prospective community gardens, however the following list may be useful as a starting point for community garden groups:

- ✓ What type of community garden is required?
- ✓ What is the purpose of the community garden?
- ✓ How will the area be gardened?
- ✓ What types of plants will be grown?
- ✓ What structures are required to support the garden?
- ✓ What training is required for group members?
- ✓ How will we cooperate and partner with the City?
- ✓ How will sustainability, biodiversity and waste reduction be applied at the site?
- ✓ How will water be managed and conserved on site?
- ✓ How will the garden be funded?
- ✓ What do we look for in the site selection process?
- ✓ What is the proposed management structure for the garden?
- ✓ What strategies will the gardens employ to minimise problems with odour, vandalism, noise, site aesthetics, vermin etc?



3.4 Site Selection, Context and Assessment

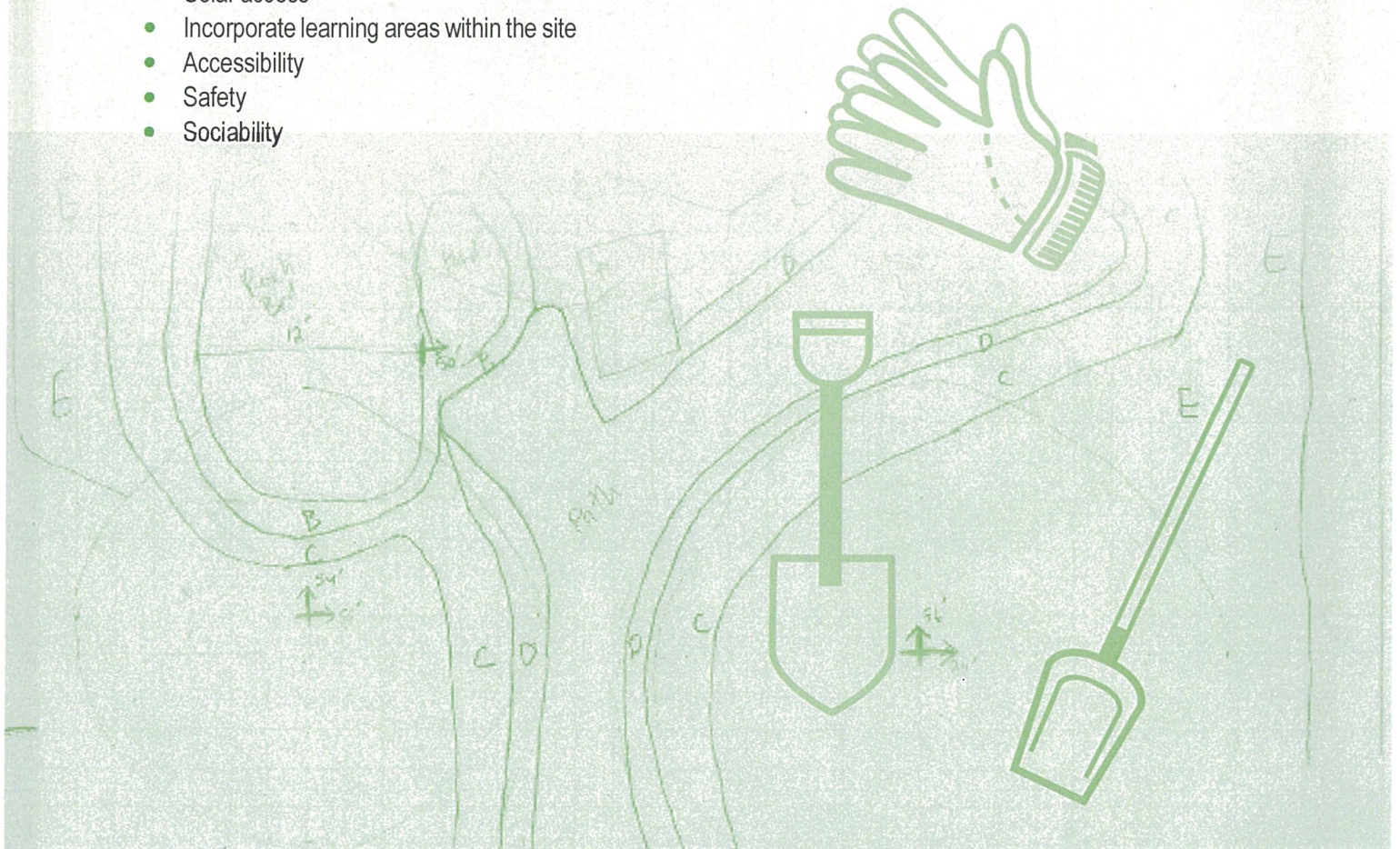
Site selection, context and assessment are critical components of the success of any community garden. The assessment process will identify risks, opportunities and possible threats to the project. The assessment should also include consideration of the following elements:

- What community groups or businesses are nearby including schools, childcare centres, community or aged care facilities and environmental groups?
- Who lives in the local community and what are people's cultural and linguistic backgrounds?
- How safe and secure will the location be and what level of passive surveillance can be provided?
- What is the land currently used for and will the project conflict with these uses?
- How big is the site and how much of the site can realistically be used for gardening?
- What is permitted on the site and what planning and legislative requirements apply?
- What is the topography of the site and is it suitable for a garden?
- How many hours of sun does the site receive each day?
- What is the soil type and what climatic conditions generally prevail
- Are there existing structures and services on the site?

3.5 Design

Design considers more than the layout of the site. It is recommended that the following design considerations are discussed:

- Waste minimisation opportunities
- Sustainability
- Water management – water harvesting and reduction in water runoff
- Solar access
- Incorporate learning areas within the site
- Accessibility
- Safety
- Sociability





STRAWBERRY SPINACH AND AVOCADO SALAD

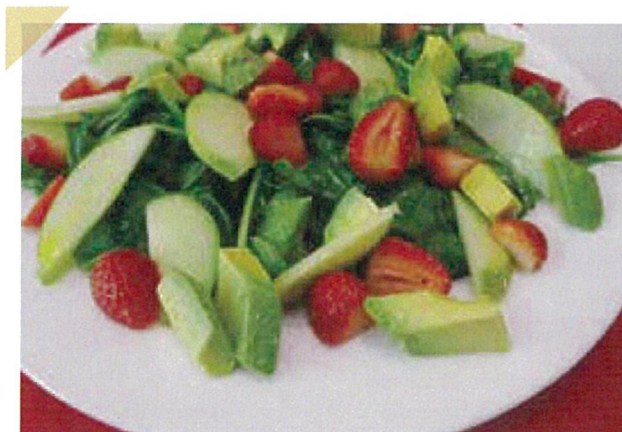
INGREDIENTS

1 head of Spinach
250g of Strawberries
1 Avocado
1 Green Apple
Balsamic Vinegar and Olive Oil
200g of your favourite cheese



HOW TO MAKE IT

Cut the stems from the spinach and the strawberries and rinse thoroughly. Cut the strawberries in half and place in a bowl with the spinach leaves. Peel and dice the avocado and slice the apple, adding them both into the bowl. Toss the ingredients, drizzle with balsamic vinegar and olive oil and garnish with your favourite cheese.



4. THE CITY'S ROLE



4.1 How the City Supports Community Gardens

The City demonstrates support for the establishment of Community Gardens by:

- A Community Garden Policy
- The preparation of Guidelines for the Establishment and Management of Community Gardens
- The preparation of A Procedure For Starting a New Community Garden
- Providing funding opportunities

4.2 Application Process

A Procedure for Starting a New Community Garden has been Prepared (see Appendix 1) to assist Community Garden Groups with the application process to establish a community garden on an area of public land.

4.3 Lease Management

If a community garden is established on an area of public land under the control of the City, the incorporated group will be required to enter into a lease arrangement with the City and abide by the terms of the lease.

4.4 Security of Tenure

Newly formed community garden groups are required to demonstrate that they are sustainable. The group must fulfil all of its responsibilities with regard to the management of the site as well as the terms of the lease.

A lease arrangement with a group may be revoked or not renewed if:

- The group disbands or ceases to function. In this case the City may try to assist the group to resolve the conflict by facilitation and/or mediation arrangements
- The garden is not maintained, becomes a hazard to health or becomes unsafe for public access; and
- Appropriate insurance cover is not maintained.

If the community garden ceases to function or is abandoned, the lease will determine that the site is required to be returned to the condition prior to the establishment of a community garden.

4.5 Issues for Consideration by the City

4.5.1 Multi-Use

The concept of including a community garden as part of an existing facility that compliments the aims and objectives of a community garden is to be encouraged. The use of existing infrastructure such as carparks, water, electricity and amenities means that the cost of providing stand-alone infrastructure is defrayed by utilising existing utilities.

4.5.2 Location

The location of a community garden on public land needs to consider a range of issues whereby the garden is not a stand-alone project but can leverage on existing facilities. The group will need to establish whether a site is suited to the type of garden proposed.



4.5.3 Accessibility

The site requires good accessibility by:

- Private vehicle and public transport
- Pedestrian use
- Delivery vehicles
- People with disabilities

The garden ideally needs to cater for the following accessibility issues:

- All weather internal paths
- Paths that provide suitable grades
- Some garden bed allotments that are raised to accommodate people in wheelchairs



4.5.4 Safety Management

A clearly defined structure to manage all aspects of risk and safety is to be developed by a community garden group.

4.5.5 Size of Garden

There is not specific size of a community garden as many gardens are configured to complement existing size and shape constraints associated with different areas of open space. It is generally accepted that community gardens function best when they are of a size close to 750 square metres.

4.5.6 Water Management

The efficient management of water is critical to the sustainability of a community garden project. Water minimisation strategies are to be implemented in managing the garden efficiently.

4.5.7 Infrastructure Required

A range of infrastructure will be required to establish a community garden. The cost, construction and maintenance of this infrastructure needs to be factored into the establishment process, and shall be borne by the Committee.

4.6 Financial Support

Community groups may make application through the City's Community Grants Program to facilitate the establishment of a community garden. There are a range of external funding sources that can be accessed to further assist in the financial support for establishing a community garden.



South Lake Ottey Family and Neighbourhood Centre.

5. COMMUNITY MANAGEMENT OF GARDENS



5.1 Management Structure

A core group, ideally with a range of skills and experience should be selected to form the garden management committee. This group is to work collaboratively to keep the project on track and ensure that responsibility does not rest unduly upon the shoulders of one or two people.

An effective committee:

- Works to support the gardens aims, objective and visions,
- Include representation from a range of stakeholders,
- Are well informed about operational and governance issues,
- Have good support from the community garden group as a whole,
- Uphold agreed meeting and decision making procedures,
- Hold friendly, efficient and well facilitated meetings,
- Provide training and/or mentoring for committee members; and
- Facilitate effective communication between committee and other gardeners.

5.1.1 Code of Conduct

A code of conduct defines what is, and what is not acceptable behaviour within the community garden. A code of conduct is prescriptive so it needs to be brief and objective without creating too many rules and regulations.

5.1.2 Constitution

In contrast to a code of conduct, a constitution is a longer and more formal document with legal status. It is a requirement for community gardens that have decided to become incorporated associations and is also useful for any garden group that has begun to develop more complex projects and procedures, as it formalises the fundamental principles and tenants that the group abide by.



CHERRY TOMATO, BASIL AND BOCCONCINI BITES

INGREDIENTS

- 350g of bocconcini (about 40 balls)
- 120ml extra virgin olive oil
- 1 lemon, zest only
- 2 tsp freshly chopped oregano
- 1 tsp cracked black pepper
- 40 cherry tomatoes
- Bunch of basil
- 40 toothpicks



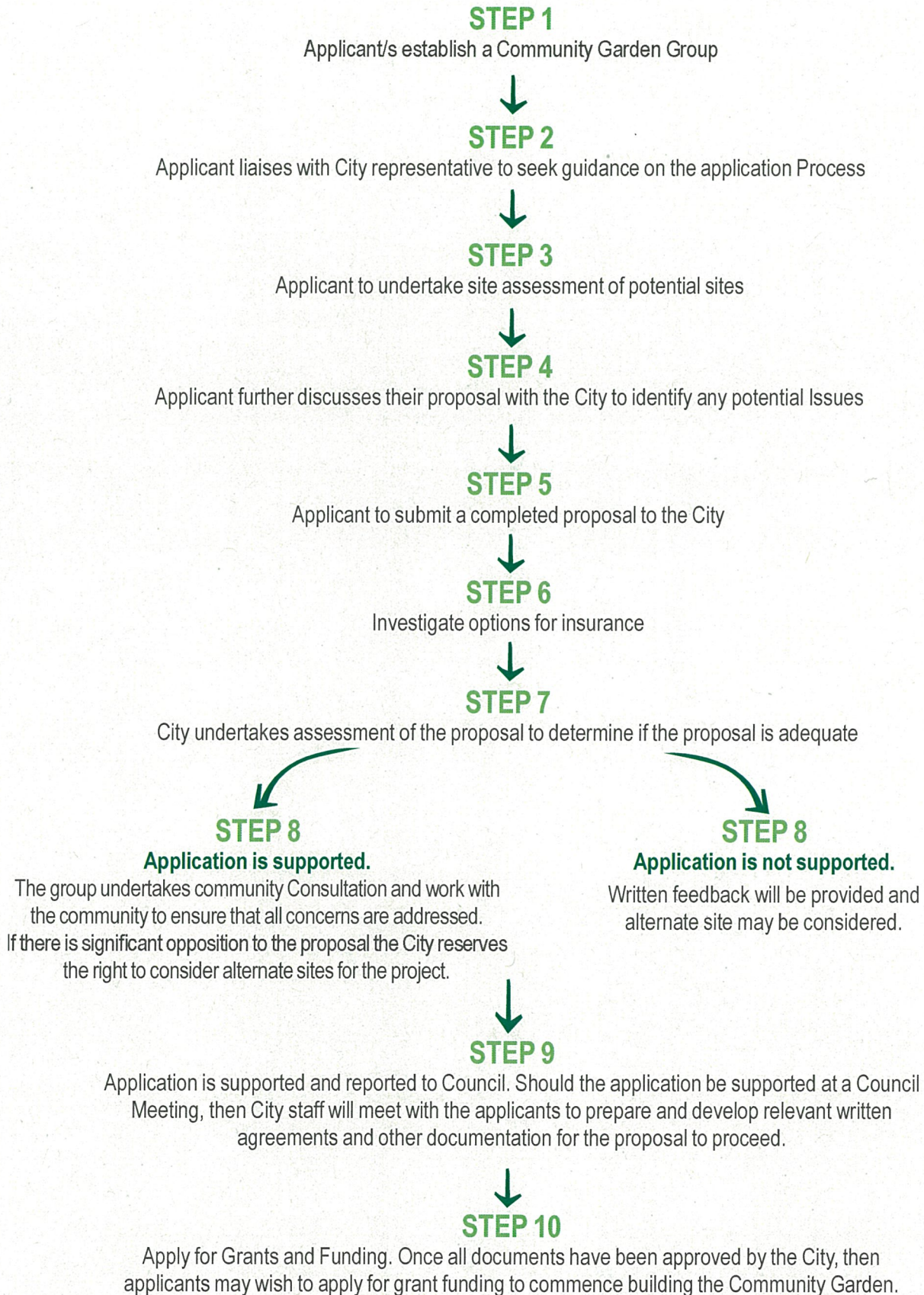
HOW TO MAKE IT

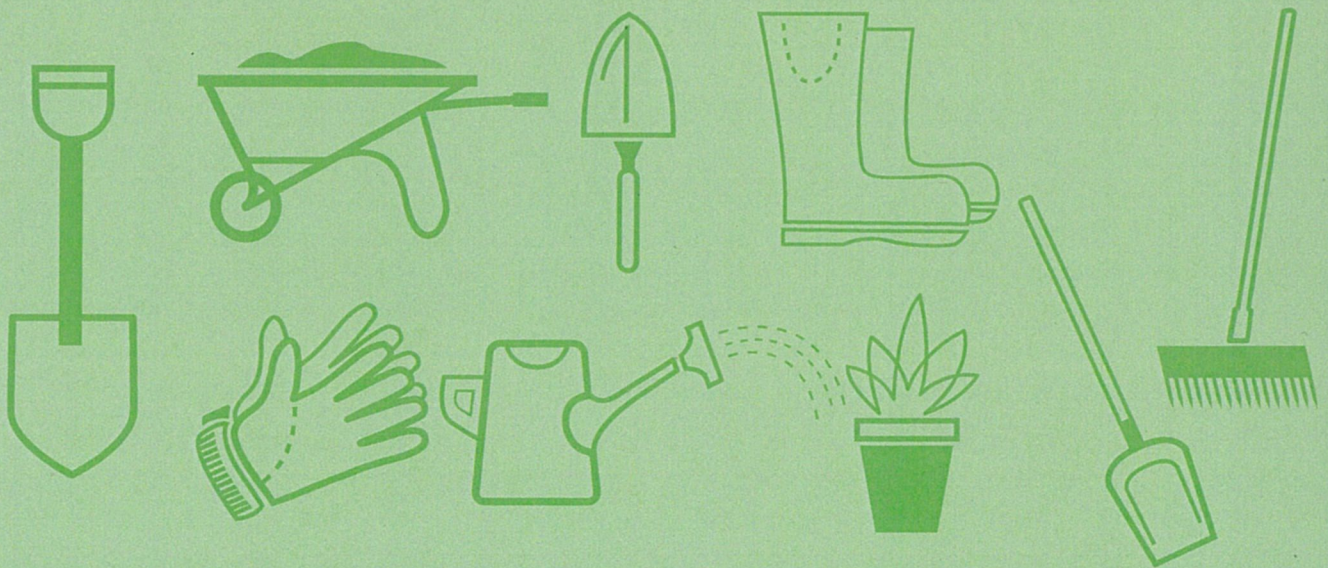
Place the bocconcini in a bowl with the lemon zest, olive oil, oregano and cracked black pepper. Leave to marinate for at least two hours or preferably overnight. To assemble, take a toothpick and place a cherry tomato first, followed by cheese and finished with a basil leaf.

APPENDIX 1



Procedure for Starting a New Community Garden





APPENDIX 2:



Sample List of Community Garden Rules and Guidelines

5.1.3 Conflict Resolution and Complaints Procedure

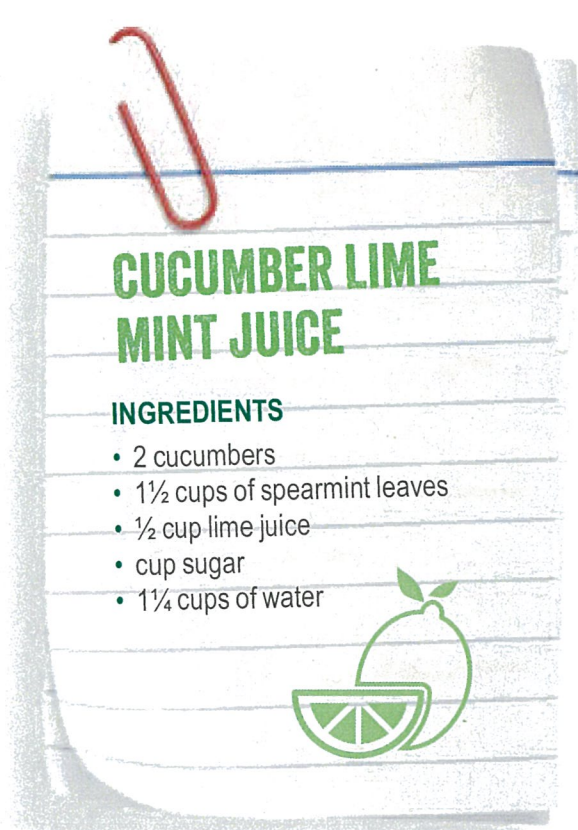
Although community gardens generally aim to promote an environment that is tolerant and inclusive, sometimes conflict will arise, either within the garden group or with external stakeholders. Developing a clear process for the resolution of conflict is therefore essential. Honestly and openly addressing the potential for conflict, as well as the process for dealing with it if it arises, as a group is essential.

The conflict resolution process should:

- Encourage respectful communication
- Address who, both internally and externally will mediate serious conflict; and
- Identify the process for addressing personal grievance.

In the event of a conflict arising, steps should be taken immediately to accelerate its resolution, including communicating respectfully with those involved and engaging the assistance of a mediator where appropriate.

The City recommends that community gardeners develop a management plan which includes a Gardener's Agreement that all members agree to follow. An agreement should provide information on the expectations of behaviour on site, the management of shared garden areas and plots and conflict resolution process.



HOW TO MAKE IT

Place all the ingredients into a blender and process until smooth. Strain the pulp and serve chilled over ice, garnished with fresh mint.

5.1.4 Project Evaluation

Now and then it is important to sit down as a group and look at your project to assess whether or not you are achieving what you set out to. Evaluation helps you see how far you have come, can show you where potential sources of conflict lie and is a useful means of leveraging funding and publicity for your project.

Some evaluation questions include:

- What are we trying to do here? Does it work?
- What have we achieved?
- Is this what we set out to achieve?
- What is its value?
- Has this been successful?
- Why does it work? Why doesn't it work?
- What can we do to make it work better?
- What has been the short to medium term impact of our work?
- What has been the longer term outcome of our work?



5.2 Responsibilities of Community Gardeners

Community gardeners are responsible for maintaining the garden so that the health and safety of the surrounding community is not adversely impacted. In particular, gardeners are responsible for ensuring that:

- They cooperate and manage effective relationships with the surrounding neighbourhood, partnering organisations and other gardeners,
- They do not discriminate against one another due to differences in race, culture or sexuality,
- They regularly communicate with the city and/or other landowners and stakeholders,
- Decision making is democratic, transparent and inclusive,
- Any water leaving the garden is not contaminated by sediment,
- Fertiliser, manure or excessive organic matter that might pollute waterways,
- Noise levels within the garden are maintained at a level that is not disturbing to neighbours,
- Compost, worm farming systems and fertilisers are maintained so as not to attract vermin or produce unpleasant odours,
- Rainwater harvesting systems are maintained to ensure water is of a high quality,
- Lawn areas are regularly mowed and garden beds kept tidy,
- Any materials delivered to, or stored at, the garden are maintained so as not to create an unpleasant environment for other residents in the community; and
- Visitors are welcomed to the garden, and members of the public can access the community garden during daylight hours.

5.3 Rights of Community Gardeners

Community gardeners have the right to:

- Develop their own internal policies, organisational procedures and plan of management providing they liaise with, and get support from, the landowner,
- Be consulted with regard to any decision that may affect the project and to be advised by the City in a timely manner of any policy changes that impact them,
- Be treated with respect by other gardeners, local residents and partnering organisations; and
- Negotiate a secure and reasonable agreement with the landowner.

5.4 Insurance and Risk Management

It is essential that garden groups be aware of the risks associated with undertaking a publicly accessible community garden project. Each garden group has a duty of care to the community who access the garden areas. To ensure funds are available to meet that duty, a minimum of \$10,000,000 of public liability insurance policy is required to be taken out by the community garden group. The City recognises that public liability insurance has an associated cost, and may not be easily accessible to small community groups.

Options for obtaining insurance cover include the following:


- The City's existing insurance policy may be extended to cover community gardens on Council land where an extensive risk management process has been undertaken (the City's insurance policy does not automatically cover community gardens located on Council land),
- The group becomes an incorporated association through the Department of Commerce – Consumer Protection Division and manages their own insurance,
- The group may be auspiced by another organisation or agency, such as a neighbourhood centre, and as a project of that organisation will be covered by their insurance; and,
- A group of community gardens with similar objectives might obtain insurance together.



CARROTS ROASTED IN THYME AND PARSLEY



INGREDIENTS

- 1 kg carrots – cut into chips
 - 3 tbsp extra virgin olive oil
 - Salt and pepper
 - 1 tsp chopped thyme leaves
 - ½ tbsp oregano
 - 3 tbsp finely chopped flat-leaf parsley
- 



HOW TO MAKE IT

Preheat your oven to 200°C. Place the carrots in a large bowl, and toss with the olive oil, salt, pepper, thyme and oregano. Transfer them into an oiled pan or baking dish that is large enough for the carrots to be roasted in a single layer.

Cover the carrots with foil and roast them in your oven for 30 minutes. If the carrots still aren't tender after this, uncover them, turn the heat down to 160°C and return to the oven for 10 to 15 more minutes until tender.

Add the parsley, salt and pepper to taste. Serve hot, warm or at room temperature.

5.5 Incorporation of the Garden Group

A group wishing to develop and manage a community garden must be incorporated and have a clear and identified structure. Garden groups can apply to the Department of Commerce –Consumer Protection Division to become Incorporated Associations. This arrangement affords groups some flexibility in the management of funds and enables them to open a bank account, obtain public liability insurance cover and apply for government grants. Incorporation as an association requires groups to establish a management committee with annually elected office bearers and to commit to regular meetings. This can be beneficial for the project as it maintains a structure that can address management issues. Having a committee also helps share the tasks of garden management and avoids excessive responsibility being placed on a few people or the garden management becoming dominated by one person.



EXPERIMENTAL SALAD IDEAS

A range of ingredients can turn a selection of edible green leaves fresh from your garden into a gourmet delight.

Try some of the following, and experiment with your own combinations:

1. Select one type, or a combination, of fresh edible salad leaves such as lettuce, baby spinach, rocket, beetroot, various chards, nasturtium (if you like bite) etc.
2. Add cooked and raw colourful foods that are in season, including certain fruit such as tomatoes, carrots (raw or lightly steamed and cooled), radishes, mandarin slices, diced cooked pumpkin, cubed pieces of roasted sweet potato, blueberries.
3. Add a combination of some of the following according to taste:
 - Mashed avocado mixed with freshly squeezed lime juice
 - Olive (or other) oil
 - Eggplant, diced and roasted with garlic and olive oil
 - Diced feta cheese (sheep feta compliments salad greens and sweet flavours like pumpkin or mandarins deliciously)
 - Mushrooms, raw or cooked with oil or garlic
 - Blue cheese
 - A sprinkle of cooked quinoa, barley, or brown rice
 - Nuts or seeds
 - Bean or seed sprouts



SAMPLE COMMUNITY GARDEN RULES AND GUIDELINES



These are sample rules and guidelines only. Each Community Garden Management Committee can tailor the guidelines to suit their particular needs and to apply to their specific location.

1. Who can obtain a plot?

Local residents who become a member of the Community Garden Group are eligible to be allocated a plot. Only one garden plot is available to each household. Preference will be given to households who do not have a private garden. Other individuals or organisations may also be eligible for a garden plot at the discretion of the Community Garden Management Committee.

2. Fees

There is an annual fee for a garden plot. Fees will be determined by the Community Garden Management Committee and will be collected annually.

3. How to apply for a garden plot

Residents wishing to apply for a garden plot must complete and sign an application form prepared by the Community Garden Management Committee.

4. Allocation of plots

If no plots are available at the time of application, the applicant's name will be placed on a waiting list and will be advised when a plot becomes available.

Allocation of plots is based on:

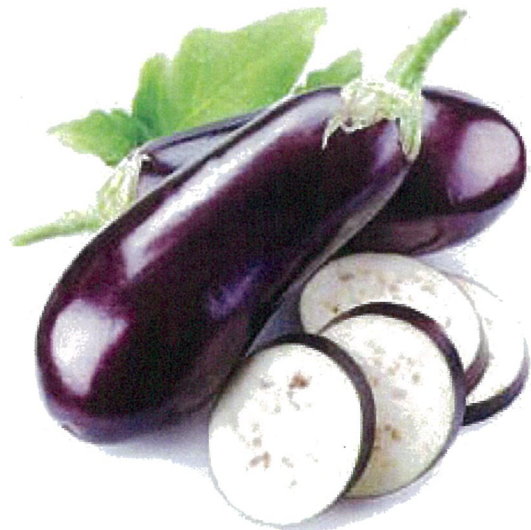
- Date of application,
- Physical needs of the applicant; and
- Types of plants that the applicant wishes to grow.

5. Keys and Right of Entry

All gardeners will be provided with a key to the garden at the time of plot allocation. Gardeners must retain the key and not pass the key onto other people without prior consent of the Community Garden Management Committee. If a gardener loses their key, they will need to inform the Community Garden Management Committee and pay for the cost of a replacement key.

6. Forfeiting of Garden Plots

Plots are allocated to a person or persons and are not transferable without the permission of the Community Garden Management Committee. If a gardener no longer wishes to maintain their plot they must advise the Community Garden Management Committee and return their key. The plot will then be allocated to the next person on the waiting list.



7. Plot Ownership

Each gardener is entitled to one allotment. If there are vacant allotments, they may be allocated to existing gardeners if there is no waiting list.

Plots will be leased on a 12 month basis.

8. Responsibilities of gardeners for their own plots

Gardeners are responsible for the maintenance of their allotment and the area immediately around their allotment throughout the year. This includes maintaining the area in a weed-free state and the removal of rubbish and any items that may obstruct pathways. If a gardener is unable to tend their allotment due to ill health, hospitalisation or extended travel, they must discuss the situation with the Community Garden Management Committee.

9. General Conduct in the Garden

Gardeners and visitors are to respect all gardens as community spaces. Removal of produce, plants or equipment from another gardener's allotment without that gardener's permission is not permitted. Each gardener has the right of quiet enjoyment of the community garden. Threats or abuse towards other gardeners is not permitted. The consumption of alcohol or any form of substance abuse will not be tolerated in the community garden.

10. Maintenance of Common Areas

All gardeners are expected to take responsibility for cleanliness of common areas and are to participate in working bees as required.

11. Waste Management

Community gardens are strongly encouraged to use compost bins and worm farms as a means of reducing waste. Recycling of used products and materials onsite is encouraged. All other rubbish is to be removed offsite.

12. Water Management

The City has a Water Operating Strategy which requires adherence to a water use threshold. Water conservation is encouraged to assist with compliance with the strategy. The use of mulch, water retention crystals and other waterwise products are encouraged. Gardeners are to avoid water wastage with all hoses being handheld and not left unattended.

13. Pest Management

Each community garden group will establish an agreement as to what level of chemical use is permitted at each site. Each group is responsible for the management of vermin, and must ensure the quality of the site of is maintained, especially with respect to composting onsite.

14. Garden Tools

Gardeners are to provide their own tools; however, each community garden group can decide if there will be tools made available for communal use.

15. Change of Circumstances

Gardeners must advise the Community gardening group of:

- Change of address or contact details,
- If they are no longer eligible or able to retain their allotment; and
- If they are unable to tend their plot for any reason (i.e. ill health, travel etc.).



Randwick Stables Community Garden Group.

16. Animals

Dogs, cats and other pets may not be permitted in some community gardens.

17. Garden Security

Gardeners must close and lock the gate when entering and exiting the garden. If the site has a shed or storage area these areas must be securely locked.

18. Visitors

All visitors to a community garden are the responsibility of the gardener who has invited them to a garden.

19. Children

Children are welcome at community gardens; however adults must supervise children at all times.

20. Sale of Garden Produce

Garden allotments are available for personal use only. Gardeners are not permitted to sell plants grown in the community garden. The use of garden allotments for growing plants is not permitted.





FRESH SNAP PEA AND TOASTED SEED SALAD

INGREDIENTS

- 400g sugar snap peas
- 1 cup mixed greens
- ¼ cup toasted pumpkin and sunflower seeds
- 2tbsp tamari
- ¼ cup kalamata olives
- Salt and pepper to taste



HOW TO MAKE IT

Cut the top and bottom of the sugar snap peas and finely slice. Toast the pumpkin and sunflower seeds in a dry fry pan, and add tamari just before removing them from the heat.

Toss the peas with the mixed greens and lay onto a plate.

Sprinkle the toasted seeds and olives over the top, and season with salt and pepper.





Establishment of Community Gardens

Date First Adopted:

13 October 2011 Date Last Reviewed:

Division:

Engineering and Works Services

Status:

Administrative: ✓

Business Unit: Parks and Environment ✓

Service Unit: Parks Services ✓

Background:

Community Gardens are unique spaces which are managed by community groups primarily for the production of food. They are places for actively building the health and well being of the community through shared activities providing environmental, social and educational benefits.

Purpose:

The purpose of this policy is to support and promote the establishment of Community Gardens within the City of Cockburn and provide a framework to encourage the development of community gardens, providing processes and guidelines to manage the sites; as well as clarifying the responsibilities of all stakeholders.

Policy:

- (1) The City of Cockburn recognises community gardening as a valuable recreational activity that builds strong community relationships, contributes to sustainable living practices and provides wide ranging benefits.
- (2) The City supports this policy to establish a framework to promote the development and establishment of Community gardens at suitable locations within the City.
- (3) The City will:
 1. Prepare a supplementary document "Guidelines for the Establishment of Community Gardens" that are to be considered in conjunction with this Policy.
 2. The Guidelines are to be applied to all proposals to establish Community Gardens within the City of Cockburn.

Delegation:

N/A





City of Cockburn

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This document is available
in alternative formats on request.

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1.0 PURPOSE OF THE MANAGEMENT PLAN

This is the first Management Plan that has been prepared specifically for Reserve 24308 incorporating the use by the lessees of the Naval Base Shacks. It deals with two key elements - administration of the site and future management approaches.

The Management Plan has been prepared by the City of Cockburn, as the Management Authority, to guide and assist in the future management of the reserve. It also strategises how future improvements to the reserve will take place.

In preparing this Management Plan the City has given due consideration to the recommendations/findings made by the Standing Committee on Environment and Public Affairs. Further details of the findings are discussed in the Management Plan.

Preparation of this Management Plan has involved consultation with various stakeholders including the Naval Base Holiday Association, other Lessees and various departments within the City of Cockburn.

2.0 SITE DESCRIPTION AND HISTORY

2.1 History of Reserve 24308

Anecdotal records from the City indicate that parts of the area, now represented by Reserves 24308 and 24309, were used as an informal camping ground as early as 1933. Historically, Reserves 24308 and 24309 were created and set aside for the purposes of public utility in 1955, following transfer of the land from the Commonwealth. The original vesting of Reserves 24308 and 24309 to the Cockburn Roads Board was approved by the Executive Council and granted on 10 July 1957 for the purposes of recreation and camping. The Vesting Order for Reserve 24309 contained the power to lease. The Executive Council also designated Reserves 24308 and 24309 as A Class reserves at the same time.

Original structures placed on the land consisted of caravans with annexes. Over time the structures have become more permanent in nature and no longer represent a caravan with a soft or rigid annexe.

The site was originally managed as a Caravan Park, with a register of City of Cockburn residents being allocated a site each time a lessee surrendered their lease. It has now evolved into exclusive holiday accommodation with the sites and structures being sold on the open market and the number of City of Cockburn Ratepayers reducing to less than 30% of the 176 lessees.

2.2 Current Tenure of the Land

Part 4 of the *Land Administration Act 1997* provides the legislative basis for the creation, management, amendment and cancellation of reserves of Crown land. A reserve represents Crown land which has been set aside or dedicated for a particular purpose in the public interest. There are hundreds of reserve purposes utilised across the State, recognising the diverse role and function which reserves have to perform in the public interest. The purpose of Reserve 24308 is 'Recreation and Camping'.

In terms of management, once a reserve is created it is placed under the care, control and management of a State Government department, Local Government or incorporated community group by way of a Management Order registered against the relevant parcel of Crown land and endorsed on the Certificate of Land Tenure. In terms of Reserve 24308, a Management Order exists with the City which includes a power to lease for up to 21 years. The Management Order does however limit use to being consistent with the reserve purpose ('Recreation and Camping'), with all leases subject to the Minister for Lands approval.

In addition to the reserve purpose and Management Order requirements, Reserve 24308 is classified as an A Class reserve which affords the greatest degree of protection under the *Land Administration Act 1997*. In terms of historical appreciation, the *Land Act 1933* provided for reserves of Crown land to be classified as Class A, B or C reserves. This approach was extinguished under the *Land Administration Act 1997*, with a new approach in the form of classifying all reserves as one and the same - but keeping the notion of A Class reserves which would continue to be classified separately representing the greatest level of importance and a need for high level protection. Any proposal to undertake a major amendment to an A Class reserve, including modifying a reserve purpose, can only take place by tabling the proposal in both Houses of Parliament in accordance with Section 43 of the *Land Administration Act 1997*.

On 29 April 1999 the then Minister for Lands (Hon Doug Shave MLA) advised the City that the *“leases are only an interim measure, which the State has accepted, to recognise the existence of the shacks until such time as the situation is rectified”*. In further correspondence dated 26 April 2001, it was stated that the then Department of Land Administration *“would prefer a policy that allowed for replacement of existing structures, rather than one that encouraged expansion or major development. This would ensure that lessees were under no misapprehension that their tenure is both short term and finite.”*

During extensive negotiations with the State Government; consideration of wide ranging options by the Council of the City of Cockburn and; wide ranging dialogue with lessees, the City has secured support with the State Government for the use of the reserve for shacks to continue. This is consistent with the reserve purpose, and the power to lease which formalises the leasing arrangements of the site.

2.3 The Site

Reserve 24308 is a Class “A” reserve and is Crown Land by virtue of Crown Land Title LR3107-425. The City of Cockburn has a Management Order for the reserve for the purposes of ‘Recreation and Camping’. The land is located at 1136 (Lot 373) Cockburn Road, Henderson and consists of an area of 4.5468ha. The land currently has 176 ‘shacks’ located on it, with a variety in forms and design. Attachment 2 contains photographs of examples of the current shacks and Attachment 3 examples of potential designs for future shacks.

The site has a sound internal road system that permits the safe traffic of vehicles at a restricted speed, with adequately installed speed reduction devices (speed humps). The speed limit is not enforceable at any legislative level, as it is not enshrined within a City local law and the internal road system is not classified as a public road, exempting the application of the *Road Traffic Act* and associated Regulations. However the nature of the road system and its use by pedestrians provides natural controls in terms of driver speed and behaviour.

The reserve contains two ablution facilities, which were constructed by the City for use by shack owners and reserve patrons. The ablution ~~and laundry~~ facilities have mains electricity and a potable water supply. Figure 1 details the layout of the shacks on the Reserve at this time.

A potable water supply for shack owners is provided through the strategic location of water taps within the reserve, with connection via a hose. The shacks do not have access to other core utilities, such as mains electricity, reticulated gas or sewer. Most shacks have been fitted with bottled gas and generate their own electricity supply through solar panels, small wind turbines and power inverters. There is little uniformity around such arrangements.

A commercially leased kiosk, located near the southern ablution facility, currently operates from the reserve and has connection to mains electricity.

Figure 1 - Reserve 24308



2.4 Reserve 24308 - Management Order

The original Vesting Order for Reserve 24308 was issued to the Cockburn Road Board in 1957. When the Reserve was created by the Executive Council, it was designated as a “Class A” reserve. The Vesting Order was then transferred into the name of the City of Cockburn in 1960 when the *Local Government Act 1960* was enacted. In 1997 when the *Land Administration Act 1997* was proclaimed, Vesting Orders were renamed to Management Orders. The Management Order as attached at Attachment 1 has the power to lease for 21 years.

2.5 Administering Legislation

The City has investigated the legislation that is applicable to the land and the type of improvements thereon, in order to underpin the structure of leasing arrangements as well as to inform the preparation of this Management Plan. A brief explanation of the results of this investigation is provided following:

Caravan and Camping Grounds Act 1995

The structures on the land do not represent the type of accommodation envisaged by the *Caravan and Camping Grounds Act 1995*, where the relevant accommodation must be capable of being attached to a vehicle (vehicle being a caravan).

Residential Parks (Long Stay Tenants) Act 2006

This Act defines the meaning of a 'long stay tenancy agreement', which relates back to residential parks, the definition of which refers to Caravan Parks. The land cannot be considered to constitute a caravan park, ruling out the application of this Act.

Residential Tenancies Act 1987

The *Residential Tenancies Act (RTA) 1987* only applies to 'residential tenancy agreements'. The Management Order requires that tenants are only allowed to 'camp' in the structures, and are not permitted to live in them on a permanent basis; therefore the RTA does not apply.

Property Law Act 1969 and Common Law

The *Property Law Act 1969* applies to all 'leases', but its application is subject to whether any other relevant legislation applies; which there is none. The term 'lease' is defined in broad terms to include any 'tenancy'. Therefore the land is subject to the provisions of the *Property Law Act 1969*.

The *Property Law Act 1969* has provided the framework in which to structure the new lease agreements for the land, which began formal operation in 2012.

Planning and Development Act 2005; Health Act 1911; Building Act 2011

Use and development of the land, and specifically the control of use and development of the land, is representative of the relationship between the *Planning and Development Act 2005*; *Health Act 1911* and; *Building Act 2011*. These commonly come into utilisation through the consideration of applications for planning approval; Building Permit applications; as well as inspections undertaken from an environmental health perspective.

3.0 LITERATURE AND RELATED REPORTS AND STUDIES

3.1 Environment and Public Affairs Committee's Inquiry into Shack Sites in Western Australia

The City has been guided by the recent recommendations/findings made by the Environment and Public Affairs Committee's Inquiry into Shack Sites in Western Australia. The Committee finalised their report in April 2011 and below is an extract relevant to Naval Base Shacks. Naval Base features three specific findings of the Committee (Findings 49 to 51), but with no specific recommendations given.

The City was largely acknowledged as trying to further formalise the use of the site, particularly by way of improved leasing arrangements and controls around land use and development. In reflection of this, the preparation of a Management Plan for the site was a key finding made by the Environment and Public Affairs Committee.

The Committee noted the collaborative process which the City was working through in determining an appropriate shack standard and a new management approach. The Committee suggested the logical next step into a new management plan for the site would provide the further formalisation of activities undertaken on the site. This underpins the collective efforts the City has gone to in managing the site to an improved and sustainable standard.

The following extracts from the Committee Report are of note:

10.44 A distinguishing difference between this site and other shack sites is that Naval Base is the only shack site located within metropolitan Perth. Also, unlike a number of other sites, the shacks are arranged in a reasonably ordered manner (compared to the ad hoc nature of other sites) on a heavily bituminised area.

10.45 The Committee note that the leasehold tenure at this site differs from sites such as Peaceful Bay and Dampier Archipelago. Although the City has renewed the shack leases annually, there is no obligation to do so and, under the terms of the lease, the lease may be cancelled with 14 days' notice. The Naval Base lease does not set building or health standards or provide for an increase in standards. Unlike other shack sites, the City has not established any management plan or strategy for the site. The Council provides basic facilities at the site.

10.47 The Committee accepts that there is social heritage at Naval Base, formed by people and families sharing the experience of staying at this site and enjoying the experiences this site offers.

10.49 If shacks are to remain, the City of Cockburn should develop a management plan which may incorporate short term holiday accommodation as an option for the public.

Finding 49: The Committee finds that the City of Cockburn manages 178 shacks at Naval Base. This reserve was vested in the City of Cockburn decades prior to the Squatter Policy. The shacks are leased for a period of one year. To date, the City of Cockburn has offered a lease each year.

Finding 50: The Committee finds that the City of Cockburn is currently undertaking a public consultation process to consider the future of Naval Base, including whether to remove the shacks and bring the vested reserve under the Caravan Parks and Camping Grounds Act 1995. The Council will consider the results of the public consultation and deliberate on this issue in due course.

Finding 51: The Committee finds that the City of Cockburn should continue to manage the process, including community consultation, they are presently undertaking to determine the future of Naval Base.

3.2 Bush Forever status

Reserve 24308 is identified as Bush Forever site (Site No. 346), falling within the greater Lake Mt Brown, Brownman Swamp and Henderson Regional Open Space areas. It is noted that the subject area has been cleared and essentially very little native vegetation currently exists. Accordingly management of the site recognises the Bush Forever status of its surrounding context, as opposed to specific bush attributes on the site itself.

3.3 State Squatter Policy

In 2005 the Department of Regional Development and Lands developed a policy on the Illegal Occupation of Coastal Crown Land (Squatters). The objective of which was to control the establishment of any new unlawful dwellings (squatter shacks) on Coastal crown land and facilitate the removal of existing dwellings (shacks) over a six year period. The policy was developed on the basis of an earlier State Government policy on squatters adopted by Cabinet in July 1989 and January 1999.

The policy does not apply to this site however, on the basis of the formalisation of controls and legislative framework to which the site has progressively been brought under. Most notably the existence of a Management Order with power to lease, differentiates this site from the example that the State Squatter Policy has been targeting in terms of Unallocated Crown Land.

3.4 Kwinana Cumulative Risk Study - May 2008

The purpose of this Study was to examine the cumulative risks associated with new and proposed developments in the Kwinana Industrial Area (KIA) that change the risk profile in the area.

A Steering Committee was established in 2005 by the Department of Industry and Resources (DOIR), with representation from the Kwinana Industries Council (KIC) and relevant government agencies, to update the Kwinana Cumulative Risk Study (KCRS).

The Steering Committee's objectives¹ were to:

- i) Conduct a review of current best practice in Land Use Safety Planning (LUSP) methodologies and how they may be applied in KIA, to ensure the approach taken was in line with current national and international practices;
- ii) Develop an up to date cumulative risk model for the KIA, taking into account the changes in industry and surrounding land uses, improvements in Quantitative Risk Assessment (QRA) modelling and data sources;
- iii) Develop an up to date cumulative individual risk contours (and societal risk data) for existing and predicted developments in the KIA to provide a framework for ongoing industrial developments and LUSP decision making in the area;
- iv) Assess the developed risk data against current WA risk criteria;
- v) Provide relevant training to industry and government agencies in the ongoing use and maintenance of the Kwinana Cumulative Risk Assessment model.

The key findings of the report were -

- (i) *'the current (2007) individual and societal risks to the surrounding community are consistent with the established criteria and do not pose such a significant risk as to require immediate changes to land uses in the area.'* And
- (ii) *'the future case (2030) indicates that the risks associated with the proposed expansions to the KIA are not inappropriate provided key land use conflicts (i.e. residential populations in the Hope Valley areas) are addressed before any expansion of the KIA into these areas.'*

There is concern that the KCRS Steering Committee may not have been fully aware of the shacks, their frequency of use, and possibly may have underestimated the potential risk to users of Reserve 24308. To evaluate the potential risk, an analysis of the risk contour maps developed as part of the Study need to be examined more thoroughly. These maps express the *"Total Cumulative Individual Risk Results* in a visual form for both current day (2007) and for future risk scenarios (2030).

The current day risk contour map, Figure 2, shows that there is some, but limited, potential for individual and societal risk due to the close proximity of the transport corridor (Cockburn Road) to the Reserve and the types of materials transported. From the small risk contours near Reserve 24308, it

¹ Kwinana Cumulative risk Study May 2008 – Non Technical Summary – DOIR, Page 5

is evident there is a small amount of dangerous goods transported on Cockburn Road.

The future case (2030) risk contour map, Figure 3, in the context of Reserve 24308, shows a significant expansion of the risk profile, predominantly from the proposed outer harbour development, due a projected increase in the transportation of dangerous goods/product in the area.

Figure 2 - Current Day Risk Contour Map

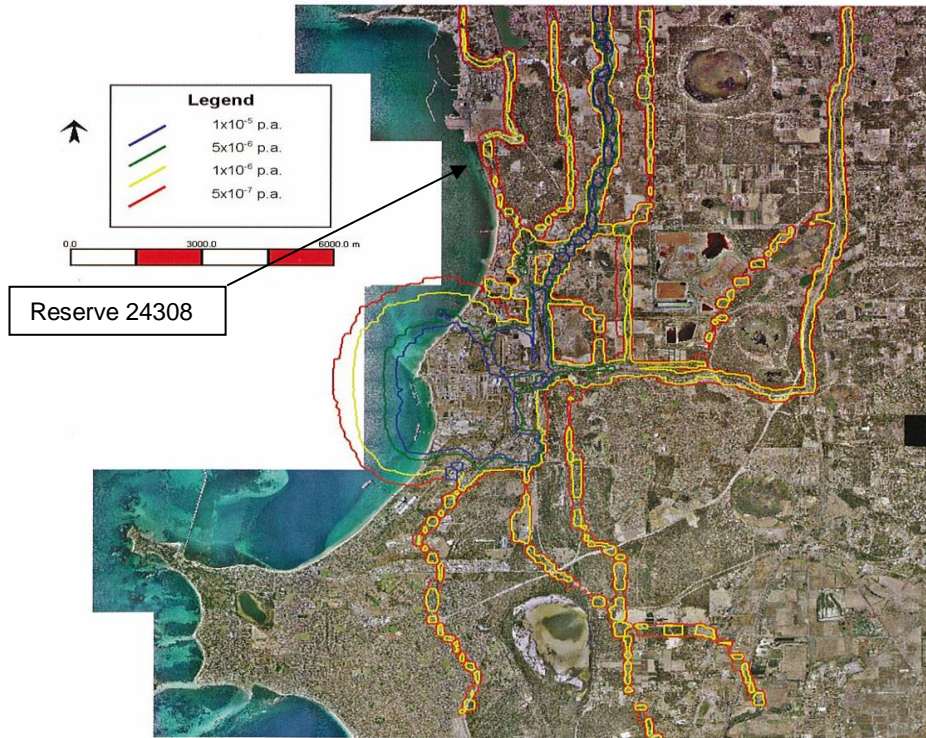
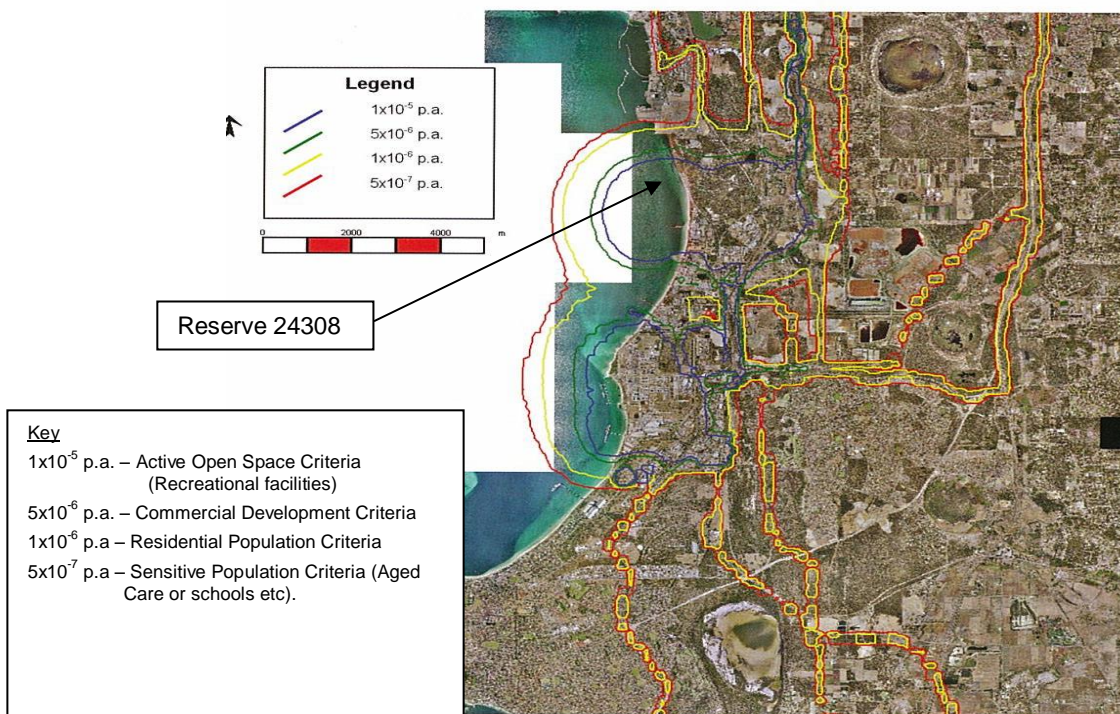


Figure 3 - Future Case Risk Contour Map



While there is no immediate impact from a risk management perspective on Reserve 24308 under the current day modelling, the future risk modelling does raise questions as to the level of potential risk for users of the Reserve for the next 20 years if industrial development continues according to projections.

To address this, the City wrote to the responsible State Government Departments requesting clarification as to the protection mechanisms that would be afforded to the site while it remained utilised by shacks. In response, confirmation was received from the Department of Mines and Petroleum regarding safety issues on the reserve. This importantly provides an accurate analysis of the obligation on industry to protect the shack owners, and that the reserve can feasibly remain into the future given its location and the nature of the nearby Alcoa alumina refinery. Various legislation applies to secure this. A copy of the letter is provided as **Attachment 4**. The letter quotes as follows:

“In relation to public risk from industrial facilities, the existing land use of Reserve 24308 is primarily protected under the Dangerous Goods Safety Act 2004 either via the Dangerous Goods Safety (Storage and Handling of Non-Explosives) Regulations 2007, or where a major hazard facility is concerned, via the Dangerous Goods Safety (Major Hazard Facilities) Regulations 2007. Specifically, any industrial facility near the reserve that is regulated under either of these regulations is obliged to minimize the risk to people, property and the environment to a level as low as is reasonable practicable.”

“The Kwinana Alumina Refinery is a dangerous goods site regulated under the Dangerous Goods Safety (Storage and Handling of Non-Explosives) Regulations 2007. The refinery is not a major hazard facility and its operations do not pose a credible risk to occupants, other users or property at Reserve 24308. As such, the refinery does not, and will not adversely influence the continuation of either the current or any other compatible land use at the reserve.”

3.5 Kwinana Quay Project - Fremantle Ports Outer Harbour Project Recommendation Report on Preferred Option - October 2006

State planning and related reports have progressively been examining options, and refining plans since the 1940s for an expanded overflow port facility. Early planning work sought to strategically identify a broad port expansion site. At the strategic level, the State government has provided ongoing support for the planning and development of an expanded port facility in the metropolitan area.

This ongoing support is underpinned by data that shows Western Australia has developed an increased reliance on sea trade; with projections outlining the Inner Harbour at Fremantle Port will reach capacity by the end of the

current decade. This projection is supported by the fact that the Inner Harbour at Fremantle is WA's only dedicated container port. Almost all of the State's container trade is shipped through the Inner Harbour. Container traffic has grown at an average annual rate of about 11% over the past decade. While most modes of trade have seen increases, the greatest growth has been in containers. The maximum capacity of the Inner Harbour is about three times its current level of trade, at about 1.2 million TEUs². Taking trends in container trade into account, it is predicted that the Inner Harbour will reach capacity by 2020.

Over the last few decades research has shown that the Naval Base/Kwinana locality is the optimal site for an expanded port facility. Cabinet confirmed this research in 1996 when a decision was made to:

"...endorse Naval Base/ Kwinana as the future site for the development of additional port facilities to handle container and general cargo trade expansion beyond the capacity of the existing Fremantle Inner Harbour..."

The Outer Harbour, now known as the Kwinana Quay Project, has been through a myriad of background planning documents to aide in the refinement of the most appropriate infrastructure development option. Four development options underwent a Strategic Assessment process, and were evaluated in a report dated December 2004 titled *"Recommendation Report on Preferred Option"*.

The preferred option selected was a refinement of Option 1 in the Report, and was arrived at after evaluating a triple bottom line multi criteria analysis, sensitivity studies, and input from the appointed steering committee, liaison groups, community consultation and the Technical Advisory Group.

Figure 4 details the final revised development option in the Report.

Reference is made to the *"Recommendation Report on Preferred Option"*. The refinements to Option 1 included the incorporation of several improvements resulting from the community liaison group and community workshops. The refinement of most interest to the construction of this briefing paper is item 2, being:

'...retention of access to Challenger beach, Naval Base Holiday Park and Beeliar Regional Park...'

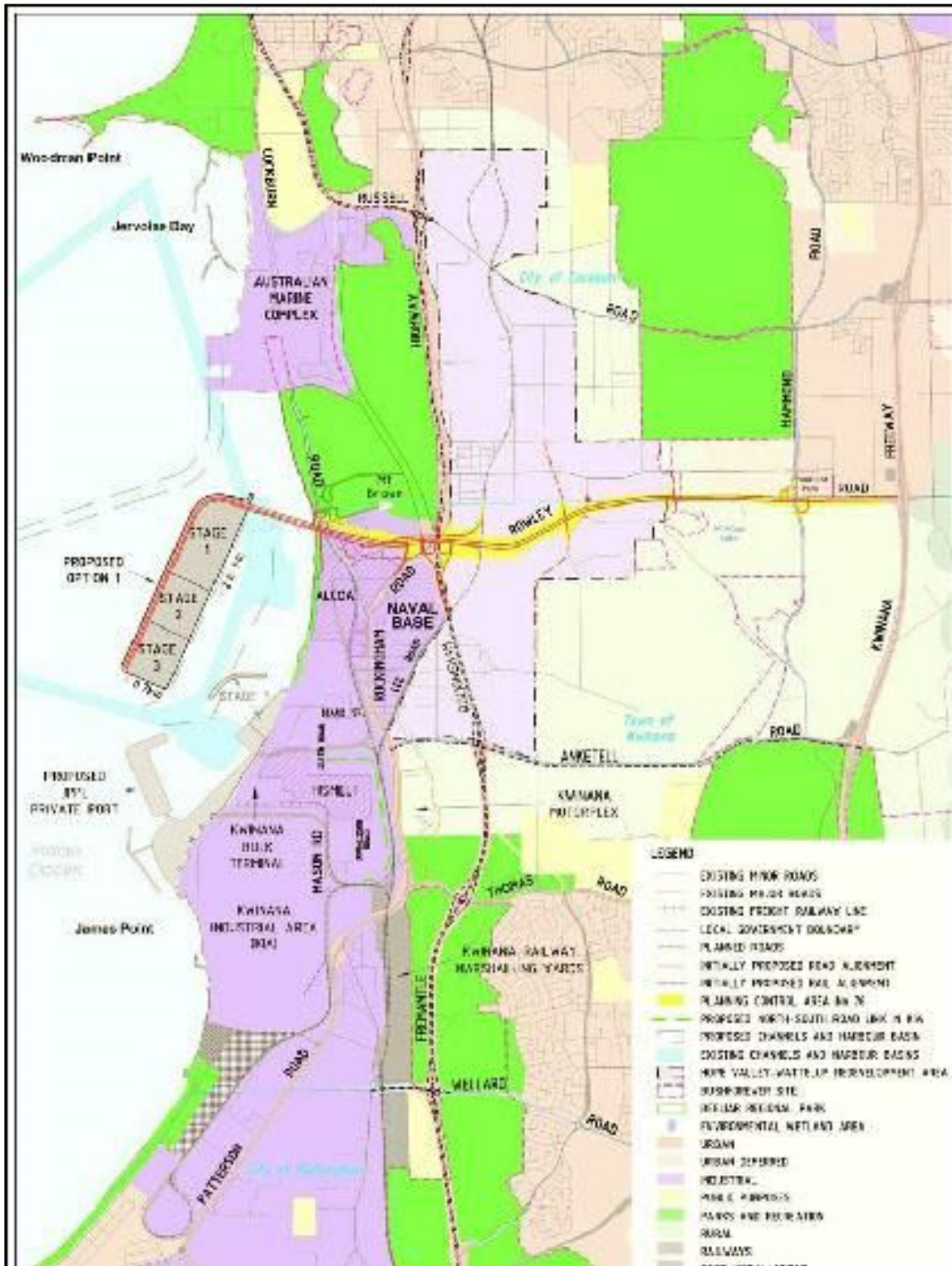
The Report identified that access to these important public recreational facilities were able to be preserved through -

"...an improved rail and road corridor, the retention of the Alcoa rail spur line and the removal of the need to reclaim an area along the shore of Cockburn Sound to accommodate a realigned spur line..."

² TEU = twenty-foot equivalent unit. Container capacity is measured in twenty-foot equivalent units (TEU), a measure of containerised cargo capacity equal to one standard 20 ft (length) × 8 ft (width) × 8ft 6inch (height) container.

From the information disclosed, the proposed Kwinana Quay project would seem to pose no immediate risk to the continued use of Reserve 24308.

Figure 4 - Kwinana Quay Revised Development Option.



3.6 James Point Private Port

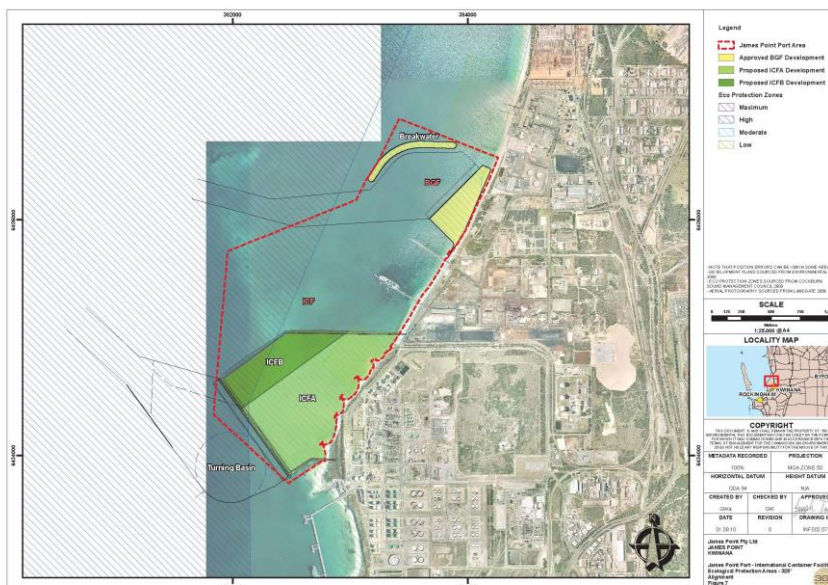
James Point Pty Ltd (JPPL) is a privately owned company seeking to develop new port facilities at Kwinana. The port is proposed to be established in the waters off Beard Street, and will cater for general cargo purposes at this stage. Containerisation aspects, while proposed as a further aspect of the JPPL initiative, aren't approved or supported at this stage by the Government. The City is represented on the James Point Port Stakeholder Reference Group which is chaired by Dr Des Lord who is providing advice on the pre-construction program. The items that are being considered are:

- environmental management plans
- dredging
- noise
- dust
- contamination
- formal public consultation

An indicative timing schedule is detailed below:

- July 2013: complete pre-construction program
- September 2013: commence construction of containment of area to be reclaimed
- May-September 2014: dredging
- October 2014 - June 2015: completion of facilities
- July 2015: first ship
- [18 DECEMBER 2013 ANNOUNCEMENT THAT PORT WILL NOT BE PROCEEDING](#)

The City is of the opinion that the JPPL proposal will not impact on the Naval Base Reserve 24308.



3.7 City of Cockburn Local Government Inventory and Heritage Listing - Naval Base Caravan Park, Reserve 24308

The City of Cockburn has the ability to identify areas within its boundary as needing 'special planning controls' to conserve and enhance the cultural heritage and character of an area. This was recently undertaken in respect of Naval Base Holiday Park, following a concerted push from lessees and the public to ensure the heritage values of the place would be protected. The Heritage Area is accompanied by a Policy which provides guidance for those looking to develop their shack or any other structure in the Heritage Area. This policy seeks to ensure development protects and enhances the collective values which represent the Naval Base Heritage Area.

The Naval Base Heritage Area has a continuous history as a holiday destination since 1933, and has been used by generations of families from Cockburn and the wider area. It is significant as a good example of the holiday camps which used to exist along the Western Australian coastline but have disappeared in the face of development. Although individual shacks have changed since 1933, as a holiday destination the overall site has a high level of integrity and authenticity.

The Heritage Area Policy has the following requirements for shacks undergoing development:

1. Any extensions or modification to existing shacks need to meet the requirements of the Building Code of Australia;
2. Shacks should be of a small, modest scale with regards to their height and the size of the building footprint;
3. Shacks should be constructed of lightweight materials that are indicative of the informal 'holiday shack' character; and
4. Development of new shacks needs to be consistent with the overall site plan and be contained within the boundaries of their designated site area.

3.8 City of Cockburn Town Planning Scheme and Metropolitan Regional Scheme

Clause 3.2 of the City's Town Planning Scheme refers -

3.2 Regional Reserves

*3.2.1 The land shown as "Regional Reserves" on the Scheme Map are lands reserved under the **Metropolitan Region Scheme** and are shown on the Scheme Map in order to comply with the Metropolitan Region Town Planning Scheme Act.*

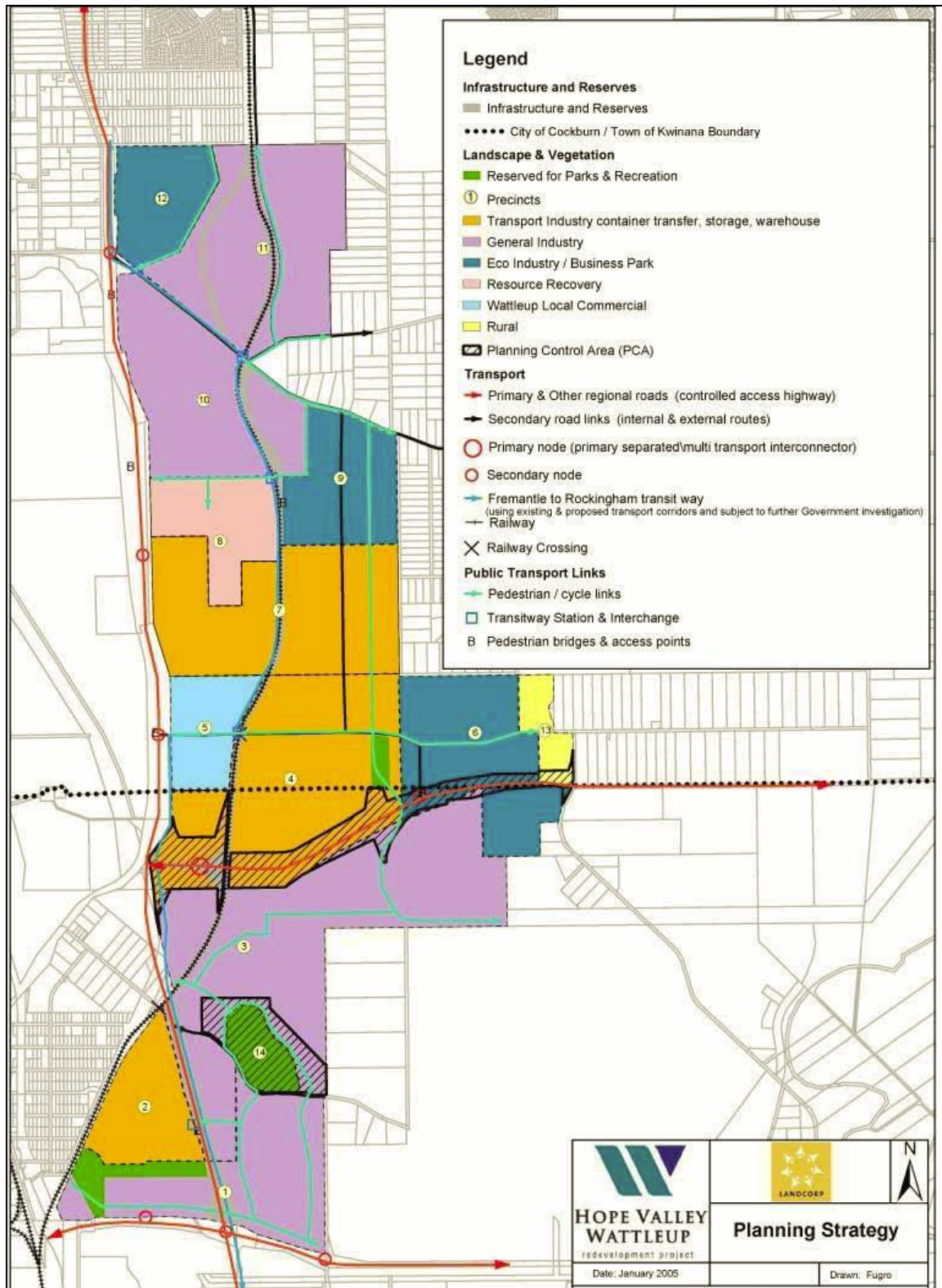
*3.2.2 Regional Reserves are not reserved by this **Scheme**.*

*3.2.3 The **approval** of the local government under the Scheme is **not required** for the commencement or carrying out of any use or development on a Regional Reserve.*

Reserve 24308 is classified as a 'Regional Reserve' under the Metropolitan Regional Scheme (MRS). Any development or use requires the completion of an MRS Form 1A and its submission to the WA Planning Commission (WAPC) for consideration and approval. The Form 1A is required to be signed by the relevant Regional Manager of the Department for Lands, on behalf of the State of WA, as owner of the land.

3.9 Kwinana Intermodal Terminal Figure 5 - Proposed Land Use

Reserve 24308 is outside the proposed land based terminal site. Therefore, based on the current preferred option, the proposed Kwinana Intermodal Terminal poses no risk to the continued use of Reserve 24308 for its purposes of Recreation and Camping.



3.10 Perth Coastal Planning Strategy

The continued use and management of the Reserve is consistent with the Perth Coastal Planning Strategy, by way of the application of the A class reservation of the land and its associated Management Order which provides for recreation and camping.

3.11 Geotechnical Investigation

Background / History

The City commissioned Golder Associates Pty Ltd in September 1990 to undertake a geotechnical investigation of the erosion occurring to the limestone cliff face along the Naval Base Caravan Park foreshore. The Report, dated 8 October 1990, highlighted that there was a serious unknown level of risk to the public as a result of:

“...the collapse of a section of undercut cavity or the closing of such a cavity due to block rotation. Such collapse or rotation may occur without warning or prior dislodgement.”

On 6 November 1990 the City resolved to engage a blasting contractor to remove the overhanging rock formation at the front of units 520 and 521. The owners of these units were advised that they would have to relocate them.

The City commissioned Golder Associates again in December 1990 to design the remedial blasting measures to stabilise the cliff face. The report on the design of the blasting and remedial measures was presented on 2 January 1991. The City however encountered a series of issues concerning the future use of the Reserve, which delayed the blasting works for several years. On 30 May 1997, the City again requested Golder Associates to provide an updated quotation on the required remedial works to the cliff face on Reserves 24308 and 24309. Detailed quotations were then sought from contractors to undertake the works. The City authorised emergency expenditure up to \$140,000 on 15 October 1997, under s6.8 (1)(c) of the *Local Government 1995*, to complete the remedial works to the Reserves.

In June 2009 Consultant ATC Williams was appointed to carry out further investigations into subsurface conditions and stability, and potential cliff hazards. They found two shacks (514 and 515) needed relocation or cliff stabilisation works, as well as filling of cracks - these issues will be resolved as a part of this Management Plan.

A summary of the ATC Williams findings is as follows:

“Beach Cliff Survey- In the areas with beach level access, undercutting of the limestone was observed. In the areas with intact limestone slopes, the undercutting was generally about 1 m high, with depths of 0.5 m to 2 m. The rock mass in these areas was competent however, and large scale rock failure is not considered likely. As noted in the Golder report, there are numerous limestone blocks lining the shore that have detached from the

cliffs in the past. None appeared to be from recent events, and no signs of incipient slope failure were observed. Since issuance of the Golder report in 1997, fences have been placed along the crest of the beach slope, and ground cover vegetation has established along the beachfront slope crest. In several locations, gullying and/or open cracks long the cliff crest were noted, in one case partially masked by vegetation. Several cabins were within 1m to 2m of the beachfront cliff in the south-central portion of beachfront. As noted in the Golder report, beachfront cliff stabilization measures such as rock fill buttressing may be required in the future at these points. Several cabins were noted to have roof downspouts discharging toward the crest of the beachfront cliff, with the potential for causing erosion and instability.

Site Survey - Generally the site was level, rising from beachfront to Cockburn Road to the east. Some hummocky ground was noted in the central part of the site, conforming to the underlying rock surface. No visible signs of ground subsidence, tension cracks or fissures were observed in the caravan park. Hand augured boreholes were advanced in 10 locations across the site. The boreholes revealed a thin layer of natural and/or fill sand overlying limestone. Generally the depth to limestone was in the range of 0.2 m to 0.5 m, increasing to over 1 m in the vicinity of Cockburn Road, although several surface outcrops of rock were observed along the eastern boundary of the site.

Ground Penetrating Radar Survey - GPR surveys were conducted along 3 north-south profiles (parallel to shore) and 4 east-west profiles. GPR confirmed that the site was largely comprised of a thin layer of soil over rock. GPR showed the hummocky, fissured nature of the underlying limestone surface. Hand augers at several locations where GPR indicated fissures revealed sand infill into the fissures, and no voids or related ground subsidence were observed.”

In December 2009 a major void developed between Shack No's 540 and 541. These shacks are situated adjacent the cliff face and investigations revealed the likely cause of the void was stormwater leakage from a poorly constructed drainage pipe leaching sand out through the cliff face. The void was filled and the pipe repaired, however the incident demonstrated that the area is susceptible to the formation of voids that are not necessarily visible from the surface, nor necessarily identified from a typical grid pattern ground penetrating radar or borehole survey.

Actions Pertaining to Geotechnical Investigations

Regular (at least 3 yearly) geotechnical investigations of the site are now required, most particularly to investigate the cliff face stability and for the possible presence of voids within the strip up to 50 metres wide from the cliff face. The results of the investigations will determine specific treatments found to be required and these will be planned, budgeted for and undertaken as needed.



Sites 514 & 515 as detailed in the sketch above will require more detailed monitoring which may result in revised lease arrangements being required.

Separately, consideration needs to be given to a planned retreat from the cliff face of susceptible shacks, via the cessation of the leases in close proximity to the cliff face. It is a key recommendation of this Management Plan that a separate staging plan be developed in consultation with the affected shack lessees to identify a timeline whereby shacks will need to have been removed to a new location on the site.

4.0 ADMINISTRATION

4.1 Inspections

Annual inspections of each shack will be carried out by an Environmental Health Officer. The purpose of the inspection is to ensure that shacks are being kept in acceptable condition and that unauthorised extensions or modifications have not been carried out.

4.2 Soakwells

Small circular concrete soakwells 600mm diameter with concrete lids may be installed to capture waste water from sinks. Soakwells must be installed within the lease holders leased area and must be protected from cars/truck by the use of bollards.

4.3 Making an Application for Planning Approval for Naval Base Shacks

Introduction

In accordance with the requirements of the Metropolitan Region Scheme ("MRS"), Reserve 24308 is a regional reservation for 'Parks and Recreation' under the MRS.

Upon submission to the City of Cockburn, all applications for the development of land on Reserve 24308 are required to be referred to the Western Australian Planning Commission ("WAPC") for determination as



per Clause 29(1)(a)(i) of the MRS and the Notice of Delegation under the *Planning and Development Act 2005*.

Please note that in almost every circumstance, all proposed development will require planning approval. This is a separate process to the building permit.

Submitting the Application

Lessees need to submit the completed application to the City's Statutory Planning Division. Upon receiving the application, the Statutory Planning Division will forward it to the WAPC within 7 days. The City will then assess the application and provide a follow-up recommendation to the WAPC within 42 days of the original referral taking place, as per Clause 29(3) of the MRS.

How will the Application be Assessed

The City's assessment and recommendation will be based upon the associated Local Planning Policy APD65 (Naval Base Holiday Park Heritage Area), the requirements of the lease and the requirements of the MRS.

What must be Submitted

Application for planning approval must include:

- i. Completed MRS Form 1;
- ii. Planning fee applicable (see Schedule of Fees);
- iii. Three scaled (1:100 or 1:200) and accurate metric site plans which show the following:
 - a. The entire lease site and all buildings (existing and proposed), dimensions, areas and including a north point;
 - b. Relationship to all surrounding lease sites and all other infrastructure or services nearby (particularly fire infrastructure);
 - c. The location of different use areas within the existing and proposed building;
 - d. Landscape areas (grass only) shown within the lease site;
 - e. Parking areas shown within the lease site;
 - f. Elevations and cross-sections (where applicable);
 - g. The location of the water tap and soak well.

4.4 Making an Application for Building Permit - Reserve 24308 (Naval Base Shacks)

Reserve Design Guidelines

Prior to submitting a certified building permit application (BA1 Form) to the City's Building Services planning approval must have been received or the structure and associated works.

The below guidelines provide information for size and design of any proposed structure.

A holiday accommodation (shack) may be constructed on each lease site area. The accommodation may be an enclosed building and shall have an overall floor dimension of no greater than 5.2m x 5.2m, and a maximum height no greater than 2.7m (wall) and 3.0m (ridge).

Patio/pergola - A patio or pergola may be constructed on the east or west side of the shack. The patio or pergola shall be attached to the shack and be no greater than 1.8m wide. The patio or pergola must be open on three sides and not be longer than the shack it is attached to.

No building/structure will be permitted to be located closer than 1.8m to another building/structure on an adjacent site area, regardless of the maximum dimensions prescribed for a shack or patio or pergola.

Please note that planning approval and a building permit must be obtained before any development commences.

Process to obtain a Building Permit

The process below applies in respect of a Building Permit:

- I. The completed Certified Building Permit Application Form is required to be executed by the Minister for Lands and Regional Development as the owner of the land. The City's Property and Lands Officer will arrange for this when the application is submitted to the City.
- II. An applicant **MUST** have a valid Planning/Development Approval for the proposed works. Please refer to the other guideline explaining the process for obtaining planning/development approval.
- III. An applicant **MUST** obtain a Certificate of Design Compliance from a registered independent building surveyor. The Certificate of Design Compliance confirms that if the building or works are carried out in accordance with the certified plans, the building works will be compliant with each building standard that applies to the building.

An applicant will need to have a registered consultant building surveyor carry out this process. Please note that this service is at

commercial rates as negotiated with an independent building surveyor. The City of Cockburn cannot offer this service. A list of registered consultant building surveyors is available from the Building Commission website (www.buildingcommission.wa.gov.au).

General Building Information - Site Overview

- The City of Cockburn is of the opinion the shacks are best compared to a Class 3 building for the purposes of the Building Code of Australia Volume 1 (BCA - Part A3);
- The applicable building standards are as defined in Specification A1.3 of BCA Volume 1;
- It is to be noted that the City's Health, Engineering and Planning requirements must all be met prior to the issuance of a Building Permit.

Litter Control

It is the Authorised Persons (i.e. the builder or licensed contractor undertaking the building or demolition works) responsibility to take all appropriate measures to prevent litter escaping from the site for the duration of any building or demolition works. Burning of waste material and litter on site is not permitted.

Dust Control

It is the Authorised Persons responsibility to minimise windblown dust nuisance by suitable means during any building or demolition works.

Noise Control

All construction activities/works must be carried out between the hours of 7am to 7pm Monday to Saturday. No construction works are to be carried out on Sundays or public holidays.

Asbestos Products

If asbestos is being removed it is to be disposed of in accordance with the Health Asbestos Regulations 1992 and the Environmental Protection (Controlled Waste) Regulations 2001.

Maintenance

All works subject to an approval by the City are to be maintained in a satisfactory state of repair. Dilapidated building/structures may at the discretion of the City be required to be removed.

Nuisance

If any works approved by the City are found to be a nuisance to other Lessees for reasons that are determined to be valid by the City, the works may at the discretion of the City be required to be removed.

4.5 Making an Application for a Demolition Permit - Reserve 24308 (Naval Base Shacks)

Development Approval

Prior to submitting a demolition permit application an applicant must have submitted a development application to the City's Statutory Planning Services for the demolition and obtained approval.

Process to obtain a Demolition Permit

The Demolition Permit Application Form (BA6) is required to be executed by the Minister for Lands and Regional Development as the owner of the land. The City's Property and Lands Officer will arrange for this when the application is submitted to the City.

An applicant **MUST** have a valid Planning/Development Approval for the proposed demolition works. Please refer to the other guidelines explaining the process for obtaining planning/development approval.

Definitions

“Building” means building works that are not exempt works under the Building Act 2012 and associated Regulations.

“Development” means the development or use of any land, including any demolition, erection, construction, alteration of or addition to any building or structure on the land and carrying out on the land any excavation or other work and also includes any act or thing that -

- (a) is likely to change the character of that place or the external appearance of any building; or
- (b) would constitute an irreversible alteration of the fabric of any building.

Other works

Other works may be defined as works that **do not** fall within the definition of **building/development** work. Such work generally will not require development approval or a building permit. However, the City’s consent is required for **other works**, and a Form NBHA 1 must be submitted to the **Property and Lands Officer** (tel. 9411 3441) together with a detailed scope of work/specification for the proposed other works. Subject to the level of works the City’s Property and Lands Officer will advise the lessee if they will be required to submit any further applications. Some examples of other works are:

- Recladding of existing walls.
- Recladding of an existing roof.
- Replacing/repairing gutters/downpipes.
- Antenna (less than 1.8m above roofline if fixed to a roof)
- Repainting

4.6 Lease

Council resolved on 10 May 2012 to:

- (1) endorse a lease term of five years with an option for a further five year term at the absolute discretion of the City of Cockburn at the agreed lease fee of \$2,000 per annum with CPI increases annually. The lease fee includes rubbish collection charges, the emergency services levy and security services charges;
- (2) endorse a reduced demolition levy of \$300.00 per annum fixed for two years and, following the fixed term, the levy to be increased annually by CPI. Amend the Schedule to show the ‘Heading’ 8b;
- (3) endorse the amended Lease Agreement and Schedule in the Attachments reflecting points (1) and (2) above;

- (4) *advertise the draft leases in accordance with Section 3.58 of the Local Government Act and if no objections are received proceed to endorse each of the leases. If an objection(s) are received then a report is to be prepared for the consideration of Council with the stated objections. The lease agreements to be signed by the Mayor and the Chief Executive Officer;*
- (5) *endorse the preparation of a Management Plan for Reserve 24308 which will include the following components for the future management of the Reserve:*
 - a. *The lease assignment process*
 - b. *Internal office procedures*
 - c. *Emergency management procedures*
 - d. *Site maps*
 - e. *Facilities management information*
 - f. *Detailed planning for infrastructure upgrades, including financial planning to ensure infrastructure upgrade costs are met through the lease fee and associated reserve funds; and*
- (6) *advertise the draft lease in accordance with section 3.58 of the Local Government Act.*

The new lease was finalised and commenced in August 2012. Key details include:

Lease Fee

The lease fee is an all-inclusive figure for leasing sites at the Naval Base Facility which is inclusive of lease, waste, emergency services and community surveillance. The lease fee will be increased by CPI each year

The funds raised by the lease fee are placed in the Naval Base Shacks Reserve. Any funds expended from this reserve are transferred in accordance with the Budget. All funds surplus are then quarantined so that they can be spent on upgrading the facility.

Funds collected from waste management, emergency services and community surveillance levies are remitted to the providers of these services as required by the Municipal Budget.

Demolition Levy

The introduction of the demolition levy in 2010/11 was to cover the City in the case where a shack had to be removed and the leaseholder either did not want to pay or could not pay for its removal. The City has agreed to quarantine these funds so that in the eventuality the shack is removed by the relevant leaseholder and at their cost, the leaseholder would receive the funds back plus interest. This was implemented so that the City would not have to resort to expensive civil litigation to recover any outstanding debt.

Insurance

The City currently has Public Liability Insurance for areas surrounding the shacks however this will not cover any incident which occurs within or as a result of a shack. It is not the City's responsibility to take out insurance for privately leased sites. Each Lessee is to take out and maintain cover for both Public Liability and Building insurance.

Maintenance

The Lessee agrees during the Term and for so long as the Lessee remains in possession or occupation of the Site to maintain, replace, repair, clean and keep the Site (which for the avoidance of doubt includes any building constructed on the Site) clean and in Good Repair.

The Lessee must comply with all reasonable conditions that may be imposed by the City from time to time in relation to the Lessee's maintenance of the Site.

Cleaning

The Lessee must at all times keep the Site clean, tidy, unobstructed and free from rubbish.

Repair

The Lessee must promptly repair at its own expense to the satisfaction of the City any damage to the Site, including damage of a structural nature, regardless of how it is caused.

Pest control

The Lessee must keep the Site free of any vermin or any other recognised pests and the cost of extermination will be borne by the Lessee.

Building Requirements

The Lessee must not without prior written consent –

- from the City;
- or from any other person from whom consent is required under this Lease; and
- required under statute in force from time to time, including but not limited to the planning approval of the Lessee under a local planning scheme of the Lessee and where applicable any Building/Demolition Permit as required under the *Building Act 2011* and associated legislation;
- erect or remove any buildings, structures, alterations, additions or improvements on the Site; or

- remove any flora or fauna, alter or cut down any flora, or sell, remove or otherwise dispose of any flora, sand, gravel, timber or other materials from the Site or the Land.

Smoke Detectors and Gas Certificates

The Lessee must install a lithium ion battery smoke detector or any other approved detector as specified in the relevant legislation in each shack.

The Lessee must also provide to the City a gas safety certificate for any gas installation on the Site.

Short term accommodation only

The City is not supportive of Lessees using their shack for longer than 120 days in any year because of the closed proximity of the shacks to Kwinana which is the State's major heavy industrial area. Many of these industries are located in Kwinana because they are potentially dangerous and they could not be located anywhere else in/near Perth. The recommended (by EPA) buffer from residences to a typical heavy industry is 1km to 5km. This is to provide protection to the residents by ensuring that any emissions are able to be diluted in the atmosphere before they reach the residential areas. It is also to provide some protection to these major industries of state and sometimes national significance so that they are not required to invest significant funds in excessive emission control and operational safety systems. The City's requirement is that the Shack is to be used for 120 days in any year no matter who is staying in the shack. The City introduced an Occupancy Log which is to be maintained by all Lessees. The log is to be made available for inspection by the City's representative at any time.

No Toilets or showers; kitchen sink only

The Lessee is not allowed to install a toilet or shower, or plumbing which will permit the installation of a toilet or shower.

The Lessee may install a kitchen sink. A semi-permanent hose connected to the external water tap (similar to caravans) is acceptable with the outlet tap located over a kitchen sink. The sink will discharge via a trapped waste pipe to a soakwell. The expectation is that when the Site is unoccupied the hose will be disconnected from the water supply.

The Lessee may with the Lessor's prior written approval install a portable toilet within the nominated site accommodation.

The Lessee may install, with the City's prior written consent, a single 600mm soakwell with a concrete lid upon the Site. The soakwell will be for kitchen grey water only. Any application must include an appropriate quality sketch depicting the proposed location of the soakwell. The soakwell must be protected from vehicular traffic due to its location, or the installation of bollards.

No generators

No generators are to be used on the site at any time unless the City has provided written consent.

Solar and Wind Power Sources

Solar and Wind Power sources maybe installed on the shacks with the consent of the City.

No subletting

The Lessee must not sublet, license or part with possession of the Site whether for profit or not, without the City's and the Minister for Land's prior written consent.

No assignment or sub-letting without consent

The Lessee must not assign or sell the leasehold estate in the Site, or dispose of the Site or any part of the Site without the prior written consent of the City and the Minister for Lands' consent which may be withheld in their absolute discretion.

Option to renew

Whilst a five year option period has been included in the lease, it is at the Council's absolute discretion.

Minister for Lands may terminate upon notice

The Minister for Lands may terminate this Lease for any reason upon six months written notice to the Lessee and City.

No compensation or other consideration shall be payable to or claimable by the Lessee from the City for or arising out of the termination of this Lease by the Minister for Lands.

4.7 Administration of the site

General Complaints

~~All minor matters can be initially reported to the Naval Base Holiday Association (NBHA). Non critical issues will be dealt with quicker via the NBHA.~~

- Facilities not being maintained please contact the Property and Lands Officer by telephone on 08 9411 3441.
- Items being stored at the Reserve when a Lessee is not in attendance please contact Property and Lands Officer.

- The City's CoSafe will patrol the park on a regular basis they can be contacted during work hours on 9411 3444 or after hours on 1300 267 233.

Noise Complaints

- Noisy or anti-social behavior can be reported to CoSafe; however CoSafe is not able to take any action, they are only able to attend. Therefore it is preferred if the Police are contacted in the first instance on 131 444 or in an emergency 000.
- Due to the close proximity of the shacks noise level restrictions will be applied as per the Environmental Protection (Noise) Regulations 1997.
- The NBHA will provide Lessees with a copy of some neighbourly rules which apply to the park.

Rubbish Collection

The number of bins and waste collection days will be increased on some long weekends, Easter and Christmas due to the increase in number of Lessees at the park. The City will advise the NBHA in advance which days that the extra collections will take place.

Dumping of whitegoods and other rubbish.

If a witness is available the parties in question are to contact the Ranger Services on 08 9411 3444. The witness must be prepared to provide a statement and go to court if required.

The Rangers can instruct the offending parties to remove the items in question, and if they fail to do so then we can be prosecuted under the Litter Act provisions basing this on the statement provided by the witness at the time.

Cleaning of Facilities

The cleaning of both ablution blocks will be increased over the Easter and Christmas periods. The City will advise the Naval Base Holiday Association in advance of the arrangements for each period.

Phone Calls

The Property and Lands Officer can be contacted if a Lessee wishes to contact another Lessee. Phone number and addresses will not be provided but the City can act as the conduit to facilitate the contact if it is deemed a **reasonable** request.

Lessees can contact a member of the NBHA in person or via the email address (committee@navalbaseshacks.com).

Dispute Resolution

~~Disputes are generally better to be resolved by the Lessees themselves. If you are unable to resolve the matter it can be reported to the NBHA. Non critical issues will be dealt with quicker via the NBHA. The NBHA will determine if the issue can be resolved or needs to be escalated to the City.~~

Disputes are generally better to be resolved by the Lessees themselves or if required the Police can be contacted on 131444 or in an emergency 000.

Dogs

- The Lessee must comply with the *Dog Act 1976*.
- All dogs are to be kept on a leash at all times.
- A maximum of two dogs per shack.
- The owner of any dog is required to **remove dog faeces** and dispose of them in a suitable, sanitary manner.
- Any complaints are to be reported to the City of Cockburn Rangers they are contactable on 9411 3444 or in an emergency after hours 1300 658 877.

Campers/Caravans/Boats/Trucks

Campers/tents or caravans will not be permitted on Reserve 24308. Boats and tents can be stored within Lessees lease area **only while the Lessee is staying at the Shack**. Under no circumstances are they to be stored on the Reserve. Please contact the Property and Lands Officer on 9411 3444 if there are any queries regarding this.

Reports of squatters/campers/caravans can be made direct to the City of Cockburn Rangers and on 9411 3444 or in an emergency after hours 1300 658 877.

Collecting Keys

Keys to the ablution blocks can be purchased from the City of Cockburn main office between the hours of 8.30am to 4.30pm. A log of lessees purchasing the keys will be maintained by the City of Cockburn.

Holding Events - [Note any event is to be a closed event to Lessees only.](#)

Events are required to deal with a variety of risk management issues, and accordingly sufficient time must be left to ensure all approvals are obtained prior to an event taking place.

The following matters are required to be finalised before the event and the NBHA advised of the outcome.

- Parking and traffic management arrangements.
- Permission is to be granted via all neighbouring Lessees and the NBHA.
- Letterbox drop to be completed by the Lessee/s intending to hold the event informing all other Lessees of the commencement time, number of people, finishing time.
- Extra bins are to be provided and rubbish removed from the site.

Any event shall have a maximum attendance of 20 people (including the Lessee/s), for events exceeding the limit of 20 attendees both NBHA support and the City's approval shall be required.

Due to the close proximity of the shacks noise level restrictions will be applied as per the Environmental Protection (Noise) Regulations 1997.

[The Organiser of the event will be required to clean up after the event.](#)

Community Infrastructure

Community Infrastructure on the site includes two ablution buildings, a laundry building, roads, drainage, water and electrical infrastructure, lighting, beach access steps, signage, rubbish bins, common grassed areas etc. The City manages the Community Infrastructure including provision, operating, maintenance and disposal.

The City's building Infrastructure team consists of Coordinators and trade related staff along with relevant contractors that manage and maintain the City's buildings and facilities and other infrastructure. Works are undertaken based on a planned capital works and maintenance program and regular servicing (e.g. cleaning). In addition inspection and treatments are undertaken in response to Customer Requests from and through the City's Property and Lands Officer. Staff and contractors are on call to respond should urgent works be required.

Requests for new infrastructure or requests or complaints concerning existing infrastructure should be directed to the City's Property and Lands officer.

Dune Management

The City does not undertake any dune maintenance activities in this area as the shoreline is quite rocky and dunes are not prevalent. The Perth Regional NRM Coastcare Facilitator undertakes some revegetation in conjunction with community members.

Fence Maintenance

The City carries out regular inspections of the site boundary fences and maintains and where necessary will replace fence sections as required.

Signage

The City is in the process of designing a style-guide that will incorporate standards and design for entry statements, street signs and localities along with Building Signage. It is the City's intent that once this signage guide is adopted that an entry statement and directional guide signage be designed and installed at the site. All existing facility and street signs will be reviewed over time and replaced where necessary in line with the style guide specifications adopted.

Lease Assignment Process

- The Lessee is permitted to advertise the sale/assignment of their lease privately.
- Potential purchasers can contact the Property and Lands Officer to obtain information in relation to the reserve.
- The current Lessee is to request the assignment paperwork - it will not be posted to potential purchasers.
- The City is not a party to the negotiations or sale process.
- The parties are to complete the request for assignment paperwork and forward the originals to the City.
- The request for assignment will not progress until all outstanding monies have been paid in full.
- Following confirmation of no outstanding monies, the City will forward the document to the Minister for Lands for consent and execution. (This process can take up to two months to complete.)
- An Assignment of Lease document will then be forwarded to both parties for their execution; this will include a copy of the original lease document. The City will request a copy of the insurance certificate to be provided by the new lessee at the same time. The City will not consent to the assignment of the Lease until a copy of the insurance has been sighted.
- The City will execute the Assignment of Lease document once the insurance has been sighted and then forward the lease to the Minister for Lands for execution.
- Once fully executed a colour copy of the document is to be forwarded to the new Lessee for their records.
- The Lessor will be advised that the transfer/assignment has been completed.

Emergency Management Procedures

In an Emergency telephone:

Fire Brigade, Police and Ambulance: 000

When the emergency number is dialled:

Advise your location; provide your name and telephone number and any other information requested by operator.

In a Non-Emergency telephone:

Fire Brigade 1300 657 209
Police 131 444
Ambulance 131 233

City of Cockburn Contact Numbers:

Business hours 9411 3444
Rangers 9411 3444
Co-Safe 1300 267 233

Emergency After Hours Assistance 1300 658 877

Site Maps

Individual Site Maps have been completed for all sites and included in each Lease document. If any amendments to lease site areas are required the Property and Lands Officer will facilitate this by contacting the relevant lease holders. All of the abutting lease holders must agree to the amendments. Each lease holder has the right of refusal to any requests and this will be the binding determination.

For the purposes of constructing new shacks the boundaries of the lease areas may be required to be pegged by a Licensed Surveyor, this will be at the cost of the Lessee. The City is able to provide the necessary information to the Surveyor for the purposes of pegging the boundaries.

5.0 DETAILED PLANNING FOR INFRASTRUCTURE UPGRADES

General

The City develops and maintains Long Term Financial Plans, 10 year capital works programs and annual (financial year) capital and operational works programs and budgets, drawing on Asset Management Plans and the Community Strategic Planning process. Major capital works are incorporated into the 10 year forward plans whilst minor works are identified and provided for in the annual budgeting process. Operational costs including for rubbish removal, cleaning of the facilities and utility costs are covered in the annual (FY) operating cost budget provisions. Specific investment areas are as detailed below.

Roads

The City will continue to review and maintain the condition of all roads within the site to meet with suitable road standards and will look to resurface the roadways within the site when the surfacing condition requires it.

Drainage

The City has identified that there are a number of drainage issues associated with the site. Suitable treatments will be investigated and

implemented, with the highest priority being where the runoff from common property is impinging on lessee buildings or pedestrian access paths.

Sewerage

The site has common use ablution buildings which are currently served by septic systems and leach drains. These require periodic emptying. Currently consideration is being given to connecting the site to the Water Corporation's sewerage system at Henderson.

Street Lighting

The City is investigating the provision of additional lighting throughout the site, including increasing lighting to facilities and pathway / stairway entry points. The intent is that energy efficient lighting including LED and utilising solar power technology or alternative sustainable products will be employed where feasible.

Beach Access

The beach access points including stairway access, handrail suitability and disability access will be reviewed periodically with a view to progressively improving and maintaining the general accessibility for all beach users.

BBQ and Picnic Points

The City will investigate the provision of a BBQ and shelter in consultation with the NBHA.

Mains Water Points

The City will investigate the extension of the potable water supply throughout the site, including potentially to Lessees' sites subject to certain controls.

Fire Hydrants

The City will inspect and test the fire hydrants within the site and any hydrants found to be substandard will be replaced.

NOTES:

PUBLIC OPEN SPACE AND DRAINAGE

Public Open Space and Drainage areas are indicative only and subject to detailed design and modeling at the Local Structure Plan stage.

TOWN CENTRE

Uses within the Town Centre are as per the City of Cockburn's Town Planning Scheme No.3 use class table with an emphasis on encouraging a main street style local centre.

RESIDENTIAL

Uses within the Residential areas are as per the City of Cockburn's Town Planning Scheme No.3 use class table. Residential densities are indicative only and shall be confirmed at the local structure plan stage aiming to achieve a minimum density of R25 across the structure plan area with higher densities concentrated around high frequency public transport routes, public open spaces, commercial centres and schools.

LOCAL STRUCTURE PLANS

Subdivision and development of the subject area is to be in accordance with an endorsed applicable local structure plan.

DEVELOPER CONTRIBUTIONS

Development in this area is also subject to developer contributions. Schedule 12 of Town Planning Scheme No.3 details Developer Contribution Area provisions. Persons or companies proposing to undertake subdivision in this area should review Schedule 12 and also contact the City's Strategic Planning team to ascertain there are no pending amendments to this schedule.

RESTRICTED USE:

Mixed Business uses as set out in Table 1 of the Scheme. Residential uses are not permitted due to the proximity of the railway corridor, the nature of adjoining (non-residential) land uses and the nature of the constrained road network. Council will only consider residential development via a proposed local structure plan which demonstrates that issues such as noise, vibration, adjoining land use impacts/risks and structural elements of residential design are suitably addressed in accordance with State and Local planning requirements.



- Structure Plan Boundary
- Residential
- Public Open Space
- Town Centre
- Local Centre
- Mixed Business (Restricted Use: Non-Residential)
- Drainage
- SUBJECT AREA
- Public Purposes
- Additional Uses / Restricted Uses
- Key Road Structure (Existing and Proposed)
- Indicative Road Connections
- Roundabout



DRAFT

PROPOSED MODIFICATION TO DISTRICT STRUCTURE PLAN PACKHAM NORTH

DRAFT

SPEARWOOD / COOGEE

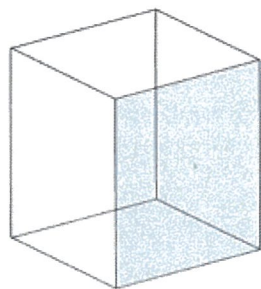
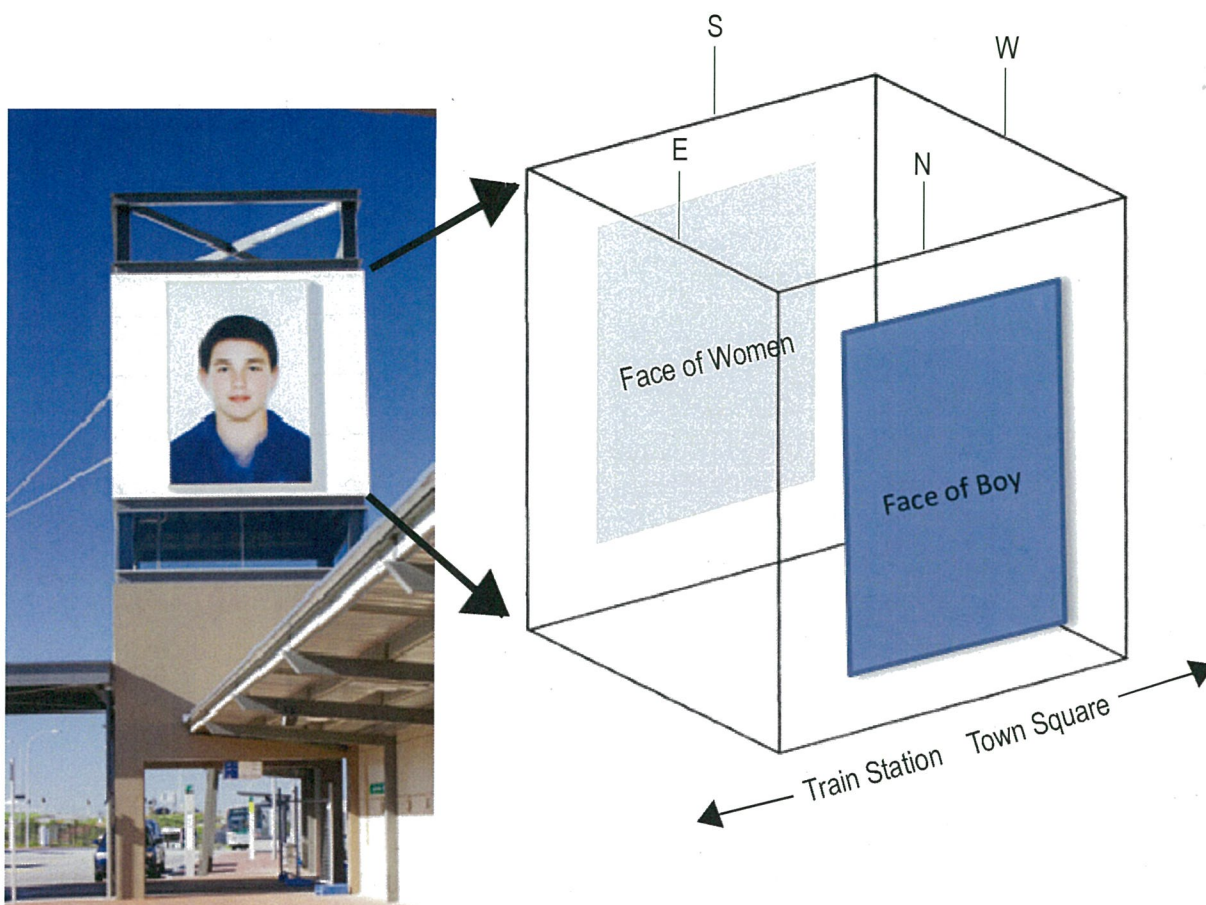
**SCHEDULE OF SUBMISSIONS
DISTRICT STRUCTURE PLAN MODIFICATION**

No.	Name/address	Submission	Council's Recommendation
1	Peter D Webb & Associates PO Box 902 Subiaco WA 6904 (on behalf of Aegis Aged Care Group Pty Ltd)	<p>Conditional Support.</p> <p>This is to advise that we act on behalf of Aegis Aged Care Group Pty Ltd (Aegis), the Company which owns Lots 480 and 483 Rockingham Road (and Mell Road), Spearwood.</p> <p>This submission is lodged in response to correspondence from the City dated January 14, which notified Aegis of a proposed modification to the Packham North District Structure Plan (DSP) to remove the current restriction excluding residential land uses from being developed on Mixed Business zoned land. The only Mixed Business zoned land within the DSP area is that which is situated directly to the north of and adjacent to Aegis' landholdings. Therefore any proposal effecting the future development of this particular Mixed Business zoned site does have a direct impact on the future residents of the approved development on the Aegis' land holdings. Whilst Aegis does not necessarily hold any objections to this proposal in principle, this non-objection is conditional on certain matters being agreed and supported by the City.</p> <p>Firstly, Aegis does not hold any objection to this proposed modification to the DSP should the City support the inclusion of a condition / notation on the DSP that states the Council of the City will not approve any variations to its Local Planning Policies and / or the Residential Design Codes of Western Australia in relation to residential development proposals on this land. This condition is sought to ensure that any future residential development on this site meets all necessary development standards, particularly in relation to building setbacks, overlooking, privacy and resident and visitor parking. This condition is sought in order to ensure that the living environment of the future (Over 55 Years) residents of Mell</p>	<p>Not supported.</p> <ol style="list-style-type: none"> 1. The Residential Design Codes allow for development to meet the 'deemed to comply' criteria or to demonstrate compliance with the relevant design principles. Regardless of whether future development meets the 'deemed to comply' or design principles it will be required to ensure that privacy and other matters are addressed adequately in accordance with the Residential Design Codes and Council's local planning policies. It should also be noted that Local Structure Planning is still to occur to address more detailed planning matters. 2. The City is still currently investigating the partial closure of Mell Road and/or Rigby Road to manage future impacts of development in the area. It is not considered appropriate to include an annotation on the District Structure Plan in relation to this matter.

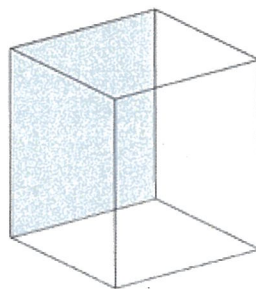
No.	Name/address	Submission	Council's Recommendation
		<p>Gardens is protected.</p> <p>Secondly, Aegis does not hold any objection to this proposed modification to the DSP on the basis that a condition or notation be included on the DSP that Option 3 of the Traffic Review of Rigby Avenue, Spearwood (November 2012) which suggests the (catastrophic) closure of Mell Road 120 metres north of Rigby Avenue is abandoned and does not form part of the strategic planning for the Packham North DSP area. The traffic created from additional future residential development in this section of the DSP comprehensively demonstrates the critical need to ensure Mell Road continues to maintain a strong permeable north-south connection and is ultimately extended to connect with Hamilton Road, as planned in the City approved DSP for this area.</p>	
2	<p>Nearby Landowner/Business Operator Requesting details be kept confidential</p> <p>(some details included in the submission have been omitted to ensure confidentiality)</p>	<p>Objection.</p> <p>I am concerned that if the lots are changed to be used for residential purposes noise and activity will attract noise complaints.</p> <p>Basically I am concerned it will affect existing businesses already in the area. I would like assurances that this will not interfere with current and planned future business undertakings.</p>	Noted.
3	<p>Water Corporation PO Box 100 WA 6902 LEEDERVILLE</p>	<p>No Objection.</p>	Noted.
4	<p>Department of Health PO Box 8172 PERTH BUSINESS CENTRE WA 6849</p>	<p>No Objection, with comments.</p> <p>The DOH has no objections to the proposal providing all proposed developments following rezoning (if applicable) be required to connect to scheme water and reticulated sewerage as required by the Government Sewerage Policy – Perth Metropolitan Region.</p> <p>To minimise adverse impacts on the residential component, the</p>	Noted. Any future local structure plan would be required to

No.	Name/address	Submission	Council's Recommendation
		<p>City of Cockburn could also consider incorporation of additional sound proofing / insulation, double glazing on windows, or design aspects related to location of air conditioning units and other appropriate building/construction measures.</p>	
5	<p>City of Cockburn Environmental Health Services</p>	<p>The City's Health Service would have concerns regarding a proposal to rezone the lots in this area from mixed business use to Residential due to the close proximity of the subject land to Rockingham Road, the freight railway line and the existing Mixed Business and Light Industry activities.</p> <p>Rockingham Road is a District Distributor Road with a recent road traffic counts for this area of 19560 vehicles per day. It is estimated that outdoor noise levels would be approximately 58dB (Laeq(day)), within 50 metres of the carriageway. Noise attenuation would need to be incorporated into any noise sensitive development in the area to ensure indoor amenity, but it is not possible to attenuation noise from outdoor areas.</p> <p>The introduction of noise sensitive developments within 100m of the freight rail line is also of concern due to increased exposure to low frequency noise and vibration. At present the topography of this area means that the development of these lots for commercial or business use could assist to attenuate noise intrusion from the freight railway line into the future noise sensitive developments to the south of these lots.</p> <p>Increased spatial separation, the use of non-noise sensitive land uses as well as the use of buildings as acoustic shields are recognised methods of land use planning to address noise emissions from major transport corridors.</p> <p>In addition, there are existing Mixed Business and Light Industry activities within the existing development which may not be compatible with residential land uses, either by presenting an increased risk or adverse amenity impact.</p>	<p>These concerns are noted, and it is considered that the proposed annotation will ensure that any future local structure plan addresses these constraints.</p>

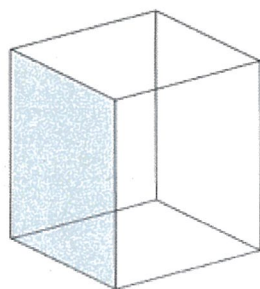
Cockburn Central Clock Tower Cube
on Which Artwork is Displayed



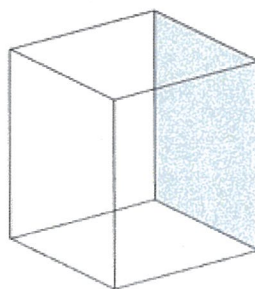
North Facing Facade



South Facing Facade



East Facing Facade



West Facing Facade

CITY OF COCKBURN
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF075716	11867	KEVIN JOHN ALLEN MONTHLY COUNCILLOR ALLOWANCE	3/01/2014	2,500.00
EF075717	12740	MAYOR LOGAN HOWLETT MONTHLY COUNCILLOR ALLOWANCE	3/01/2014	10,833.33
EF075718	19059	CAROL REEVE-FOWKES MONTHLY COUNCILLOR ALLOWANCE	3/01/2014	4,270.83
EF075719	20634	LEE-ANNE SMITH MONTHLY COUNCILLOR ALLOWANCE	3/01/2014	2,500.00
EF075720	21185	BART HOUWEN MONTHLY COUNCILLOR ALLOWANCE	3/01/2014	2,500.00
EF075721	23338	STEVE PORTELLI MONTHLY COUNCILLOR ALLOWANCE	3/01/2014	2,500.00
EF075722	23339	STEPHEN PRATT MONTHLY COUNCILLOR ALLOWANCE	3/01/2014	2,500.00
EF075723	23340	SHAHYAZ MUBARAKAI MONTHLY COUNCILLOR ALLOWANCE	3/01/2014	2,500.00
EF075724	25352	LYNDSEY WETTON MONTHLY COUNCILLOR ALLOWANCE	3/01/2014	2,500.00
EF075725	25353	PHILIP EVA MONTHLY COUNCILLOR ALLOWANCE	3/01/2014	2,500.00
EF075726	10154	AUST TAXATION DEPT PAYROLL DEDUCTIONS	6/01/2014	215,436.00
EF075727	11789	WALGA ADVERTISING/TRAINING SERVICES	6/01/2014	839.54
EF075728	18553	SELECTUS PTY LTD PAYROLL DEDUCTIONS	6/01/2014	13,593.78
EF075729	20377	SINTA NG CPA MEMBERSHIP REIMBURSEMENT 50%	6/01/2014	335.00
EF075730	21362	DANNY SANTOSO CPA MEMBERSHIP REIMBURSEMENT 50%	6/01/2014	335.00
EF075731	22805	COVS PARTS PTY LTD MOTOR PARTS	6/01/2014	576.40
EF075732	23449	PAUL GABBERT SALARY PACKAGED IPAD REIMBURSEMENT	6/01/2014	1,048.00
EF075733	24616	UNIVERSITY OF WESTERN AUSTRALIA BILJANA GASPAR UNIVERSITY FEES - STAFF	6/01/2014	3,883.00
EF075734	25576	PATRICK ANDRADE UNIVERSITY FEES CONTRIBUTION	6/01/2014	1,351.00
EF075735	25578	A VANN CLIENT FEES REFUND - OVERPAYMENT	6/01/2014	16.00
EF075736	25579	JILL ZUMACH SALARY PACKAGED LAPTOP REIMBURSEMENT	6/01/2014	746.00
EF075737	10154	AUST TAXATION DEPT PAYROLL DEDUCTIONS	13/01/2014	89,160.00
EF075738	10888	LJ CATERERS CATERING SERVICES	13/01/2014	1,504.50
EF075739	10944	MCLEODS LEGAL SERVICES	13/01/2014	929.85
EF075740	11030	NEWTON PRIMARY SCHOOL SCHOOL GRADUATION AWARDS	13/01/2014	550.00
EF075741	11789	WALGA ADVERTISING/TRAINING SERVICES	13/01/2014	5,927.58
EF075742	13492	CHIVERS MARINE MARINE EQUIPMENT	13/01/2014	457.86

CITY OF COCKBURN
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF075743	15653	COOGEE BEACH PROGRESS ASSOCIATION NEWSLETTER PRINTING CONTRIBUTION	13/01/2014	201.50
EF075744	19104	LAWLEY YUKICH SALARY PACKAGED IPAD REIMBURSEMENT	13/01/2014	559.00
EF075745	24408	YING XIANG LIN JUNIOR TRAVEL ASSISTANCE	13/01/2014	400.00
EF075746	25534	COREY RICHARDSON UNIVERSITY FEES CONTRIBUTION	13/01/2014	1,044.75
EF075747	25556	LAUREN CALLEN JUNIOR TRAVEL ASSISTANCE	13/01/2014	400.00
EF075748	25563	KIRSTEN YOUNG JUNIOR TRAVEL ASSISTANCE	13/01/2014	400.00
EF075749	25582	JAKE PENNY JUNIOR TRAVEL ASSISTANCE	13/01/2014	400.00
EF075750	10152	AUST SERVICES UNION PAYROLL DEDUCTIONS	13/01/2014	4,566.30
EF075751	10305	CHILD SUPPORT AGENCY PAYROLL DEDUCTIONS	13/01/2014	10,710.62
EF075752	10733	HOSPITAL BENEFIT FUND PAYROLL DEDUCTIONS	13/01/2014	1,920.85
EF075753	11001	MUNICIPAL EMPLOYEES UNION PAYROLL DEDUCTIONS	13/01/2014	834.20
EF075754	11856	WA LOCAL GOVERNMENT SUPER PLAN PAYROLL DEDUCTIONS	13/01/2014	461,658.59
EF075755	11857	CHAMPAGNE SOCIAL CLUB PAYROLL DEDUCTIONS	13/01/2014	1,538.80
EF075756	11859	STAFF SOCIAL CLUB PAYROLL DEDUCTIONS	13/01/2014	72.60
EF075757	11860	45S CLUB PAYROLL DEDUCTIONS	13/01/2014	72.00
EF075758	18005	COLONIAL FIRST STATE PAYROLL DEDUCTIONS	13/01/2014	387.48
EF075759	18247	ELLIOTT SUPERANNUATION FUND PAYROLL DEDUCTIONS	13/01/2014	260.42
EF075760	18432	HESTA SUPER FUND PAYROLL DEDUCTIONS	13/01/2014	4,382.84
EF075761	18718	FIRST STATE SUPER PAYROLL DEDUCTIONS	13/01/2014	1,554.16
EF075762	19010	SUMMIT PERSONAL SUPER PLAN PAYROLL DEDUCTIONS	13/01/2014	394.78
EF075763	19193	REST SUPERANNUATION PAYROLL DEDUCTIONS	13/01/2014	46.09
EF075764	19726	HEALTH INSURANCE FUND OF WA PAYROLL DEDUCTIONS	13/01/2014	4,655.25
EF075765	19727	MTAA SUPER FUND PAYROLL DEDUCTIONS	13/01/2014	379.85
EF075766	19997	AUSTRALIANSUPER PAYROLL DEDUCTIONS	13/01/2014	19,315.29
EF075767	20056	CBUS PAYROLL DEDUCTIONS	13/01/2014	2,835.75
EF075768	20217	DOWNING SUPERANNUATION FUND PAYROLL DEDUCTIONS	13/01/2014	4,776.88
EF075769	20300	CATHOLIC SUPER & RETIREMENT FUND PAYROLL DEDUCTIONS	13/01/2014	1,403.36

CITY OF COCKBURN
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF075770	21365	ING LIFE - ONEANSWER PERSONAL SUPER PAYROLL DEDUCTIONS	13/01/2014	157.60
EF075771	21526	TASPLAN SUPER PAYROLL DEDUCTIONS	13/01/2014	239.09
EF075772	21921	MAURICIO FAMILY PAYROLL DEDUCTIONS	13/01/2014	2,951.12
EF075773	21996	ANZ ONEANSWER PERSONAL SUPER PAYROLL DEDUCTIONS	13/01/2014	490.38
EF075774	22067	STEPHENS SUPERANNUATION FUND PAYROLL DEDUCTIONS	13/01/2014	697.99
EF075775	22901	FONTANA SUPER PLAN PAYROLL DEDUCTIONS	13/01/2014	1,868.42
EF075776	23695	NETWEALTH INVESTMENT & SUPERANNUATION PAYROLL DEDUCTIONS	13/01/2014	1,624.68
EF075777	23993	ONEPATH LIFE LIMITED PAYROLL DEDUCTIONS	13/01/2014	1,569.65
EF075778	24379	AUSTSAFE SUPER PAYROLL DEDUCTIONS	13/01/2014	196.77
EF075779	24620	E & B PINTO SUPERANNUATION FUND PAYROLL DEDUCTIONS	13/01/2014	1,662.91
EF075780	24813	KINETIC SUPER PAYROLL DEDUCTIONS	13/01/2014	490.01
EF075781	25043	COLONIAL FIRST STATE - KERRY ROBERTS PAYROLL DEDUCTIONS	13/01/2014	401.06
EF075782	25051	ANZ SMART CHOICE SUPER ROAN BARRETT PAYROLL DEDUCTIONS	13/01/2014	1,766.06
EF075783	25334	J MIJACIKA SUPE PAYROLL DEDUCTIONS	13/01/2014	37.89
EF075784	25495	ONEPATH CUSTODI PAYROLL DEDUCTIONS	13/01/2014	631.83
EF075785	10154	AUST TAXATION DEPT PAYROLL DEDUCTIONS	20/01/2014	237,212.00
EF075786	10363	COCKBURN SENIOR CITIZENS ASSOCIATION DONATION	20/01/2014	8,945.00
EF075787	10483	LANDGATE MAPPING/LAND TITLE SEARCHES	20/01/2014	894.00
EF075788	10788	JANDAKOT VOLUNTEER BUSH FIRE BRIGADE EXPENSE REIMBURSEMENTS	20/01/2014	582.92
EF075789	10944	MCLEODS LEGAL SERVICES	20/01/2014	826.54
EF075790	14435	LAKES JUNIOR FOOTBALL CLUB YOUTH ACTIVE PROGRAM REGISTRATION FEES	20/01/2014	87.50
EF075791	18553	SELECTUS PTY LTD PAYROLL DEDUCTIONS	20/01/2014	13,593.78
EF075792	23351	COCKBURN GP SUPER CLINIC PTY LTD OPERATING FUNDS	20/01/2014	55,000.00
EF075793	24087	ADAM HARRIS UNIVERSITY FEES CONTRIBUTION	20/01/2014	696.50
EF075794	24408	YING XIANG LIN JUNIOR TRAVEL ASSISTANCE	20/01/2014	400.00
EF075795	24602	TANYA LINFORD STUDY FEES CONTRIBUTION	20/01/2014	1,300.00
EF075796	25066	SANDRA GASKETT UNIVERSITY FEES CONTRIBUTION	20/01/2014	366.50

CITY OF COCKBURN
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF075797	25592	KEVIN SMITH SALARY PACKAGED IPAD REIMBURSEMENT	20/01/2014	529.00
EF075798	24558	MACQUARIE BANK LIMITED LEASE REPAYMENT	21/01/2014	12,372.01
EF075799	10154	AUST TAXATION DEPT PAYROLL DEDUCTIONS	24/01/2014	69,167.00
EF075800	10244	BUILDING & CONS LEVY PAYMENT	24/01/2014	51,583.54
EF075801	11753	WASTE MANAGEMEN QUARTERLY LANDFILL LEVY PAYMENT	24/01/2014	904,758.79
EF075802	23302	BUILDING SERVIC BUILDING SERVICES LEVIES	24/01/2014	36,533.84
EF075803	24975	PIZZA QUEENS CATERING SERVICES	24/01/2014	12,000.00
EF075804	10009	AAA PRODUCTION SERVICES AUDIO EQUIPMENT HIRE	31/01/2014	5,758.77
EF075805	10032	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD CONTROLLERS AND SIGNS	31/01/2014	2,860.55
EF075806	10035	ADVENTURE WORLD WA PTY LTD ENTERTAINMENT SERVICES	31/01/2014	658.00
EF075807	10041	AIR LIQUIDE WA PTY LTD GAS SUPPLIES	31/01/2014	124.74
EF075808	10051	ALL LINES LINE MARKING SERVICES	31/01/2014	8,470.00
EF075809	10058	ALSCO PTY LTD HYGIENE SERVICES/SUPPLIES	31/01/2014	399.52
EF075810	10118	AUSTRALIA POST POSTAGE CHARGES	31/01/2014	30,003.28
EF075811	10160	DORMA AUTOMATICS AUTOMATIC DOOR SERVICES	31/01/2014	1,287.16
EF075812	10170	MACRI PARTNERS AUDITING SERVICES	31/01/2014	5,629.80
EF075813	10184	BENARA NURSERIES PLANTS	31/01/2014	972.34
EF075814	10207	BOC GASES GAS SUPPLIES	31/01/2014	2,436.51
EF075815	10219	BOUSFIELDS MENSWEAR CLOTHING SUPPLIES	31/01/2014	119.90
EF075816	10221	BP AUSTRALIA LIMITED DIESEL/PETROL SUPPLIES	31/01/2014	12,120.25
EF075817	10226	BRIDGESTONE AUSTRALIA LTD TYRE SERVICES	31/01/2014	70,606.95
EF075818	10239	BUDGET RENT A CAR - PERTH MOTOR VEHICLE HIRE	31/01/2014	174.00
EF075819	10246	BUNNINGS BUILDING SUPPLIES PTY LTD HARDWARE SUPPLIES	31/01/2014	2,727.10
EF075820	10279	CASTROL AUSTRALIA PTY LTD GREASE/LUBRICANTS	31/01/2014	8,533.68
EF075821	10335	CLASSIC HIRE EQUIPMENT HIRING SERVICES	31/01/2014	1,358.57
EF075822	10346	COATES HIRE OPERATIONS PTY LTD EQUIPMENT HIRING SERVICES	31/01/2014	1,395.66
EF075823	10348	COCA COLA AMATIL SOFT DRINK SUPPLIES	31/01/2014	4,391.11

CITY OF COCKBURN
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF075824	10357	COCKBURN ICE ARENA PTY LTD ENTERTAINMENT SERVICES	31/01/2014	209.00
EF075825	10358	COCKBURN LIQUOR CENTRE LIQUOR SUPPLIES	31/01/2014	2,053.29
EF075826	10359	COCKBURN PAINTING SERVICE PAINTING SUPPLIES/SERVICES	31/01/2014	7,282.00
EF075827	10360	COCKBURN PARTY HIRE OF PARTY EQUIPMENT	31/01/2014	1,111.00
EF075828	10371	COLIN LOCKLEY TRANSPORT SERVICES	31/01/2014	1,298.00
EF075829	10375	VEOLIA ENVIRONM WASTE SERVICES	31/01/2014	7,293.65
EF075830	10384	PROGILITY PTY LTD COMMUNICATION SERVICES	31/01/2014	1,133.00
EF075831	10386	COMMUNITY NEWSPAPER GROUP ADVERTISING SERVICES	31/01/2014	12,837.16
EF075832	10394	CD'S CONFECTIONERY WHOLESALERS CONFECTIONERY	31/01/2014	1,934.79
EF075833	10483	LANDGATE MAPPING/LAND TITLE SEARCHES	31/01/2014	3,584.30
EF075834	10522	DYMOCKS HAY ST BOOKS	31/01/2014	637.19
EF075835	10526	E & MJ ROSHER PTY LTD MOWER PARTS	31/01/2014	68,341.95
EF075836	10535	ECOSYSTEM MANAGEMENT SERVICES PLANTS	31/01/2014	1,128.60
EF075837	10573	FAIRBRIDGE WESTERN AUSTRALIA INC OUTDOOR RECREATION SERVICES	31/01/2014	1,110.00
EF075838	10580	FC COURIERS COURIER SERVICES	31/01/2014	2,613.58
EF075839	10608	FORESHORE REHABILITATION & LANDSCAPING FENCING/LANDSCAPING SERVICES	31/01/2014	5,390.00
EF075840	10636	FUJI XEROX AUST PHOTOCOPY CHARGES	31/01/2014	2,673.66
EF075841	10641	GALVINS PLUMBING SUPPLIES PLUMBING SERVICES	31/01/2014	1,003.43
EF075842	10655	GHD PTY LTD CONSULTANCY SERVICES	31/01/2014	9,654.70
EF075843	10666	GOLDNET SECURITY SECURITY SERVICES/PRODUCTS	31/01/2014	100.00
EF075844	10679	GRASSTREES AUSTRALIA PLANTS & PLANTING SERVICES	31/01/2014	13,728.00
EF075845	10683	GRONBEK SECURITY LOCKSMITH SERVICES	31/01/2014	5,391.80
EF075846	10709	HECS FIRE FIRE SYSTEM MAINTENANCE	31/01/2014	4,840.00
EF075847	10732	HORIZONS WEST BUS & COACHLINES TRANSPORTATION SERVICES	31/01/2014	715.00
EF075848	10737	RAIN SCAPE WATERWISE SOLUTIONS RETICULATION/IRRIGATION SUPPLIES	31/01/2014	412.53
EF075849	10743	ICON-SEPTECH PTY LTD DRAINAGE PRODUCTS	31/01/2014	11,740.41
EF075850	10771	INTERLEC PTY LTD ELECTRICAL SERVICES	31/01/2014	9,240.00

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EF075851	10778	IWF FENCING FENCING REPAIRS/MAINTENANCE	31/01/2014	20,821.06
EF075852	10779	J F COVICH & CO PTY LTD ELECTRICAL SERVICES	31/01/2014	38,925.58
EF075853	10783	JANDAKOT METAL INDUSTRIES METAL SUPPLIES	31/01/2014	4,075.50
EF075854	10787	JANDAKOT ACCIDENT REPAIR CENTRE PANEL BEATING SERVICES	31/01/2014	2,465.21
EF075855	10792	JASOL AUSTRALIA CLEANING PRODUCTS	31/01/2014	319.36
EF075856	10796	JCA FLEET SERVICES MACDONALD HOLDINGS PTY LTD REPAIRS/MAINTENANCE SERVICES	31/01/2014	110.00
EF075857	10803	GECKO CONTRACT MOWING/LANDSCAPING SERVICES	31/01/2014	39,501.00
EF075858	10814	JR & A HERSEY PTY LTD SAFETY CLOTHING SUPPLIES	31/01/2014	3,333.74
EF075859	10879	LES MILLS AEROBICS INSTRUCTION/TRAINING SERVICES	31/01/2014	1,071.25
EF075860	10912	M2 TECHNOLOGY PTY LTD MESSAGING SERVICES	31/01/2014	638.00
EF075861	10913	MACDONALD JOHNSTON ENGINEERING CORP REPAIR SERVICES	31/01/2014	12,051.76
EF075862	10918	MAIN ROADS WA REPAIRS/MAINTENANCE SERVICES	31/01/2014	2,304.67
EF075863	10923	MAJOR MOTORS PTY LTD REPAIRS/MAINTENANCE SERVICES	31/01/2014	238.56
EF075864	10931	MARLBROH BINGO ENTERPRISES BINGO EQUIPMENT	31/01/2014	60.65
EF075865	10938	MAXWELL ROBINSON & PHELPS PEST & WEED MANAGEMENT	31/01/2014	4,375.98
EF075866	10939	LINFOX ARMAGUAR BANKING SECURITY SERVICES	31/01/2014	1,661.80
EF075867	10942	MCGEES PROPERTY PROPERTY CONSULTANCY SERVICES	31/01/2014	2,200.00
EF075868	10944	MCLEODS LEGAL SERVICES	31/01/2014	9,895.92
EF075869	10950	MELVILLE MITSUBISHI MOTOR VEHICLES & PARTS	31/01/2014	1,171.51
EF075870	10960	METRO FILTERS FILTER SUPPLIES	31/01/2014	62.10
EF075871	10972	MIRACLE RECREATION EQUIPMENT PLAYGROUND/PARK EQUIPMENT	31/01/2014	1,270.50
EF075872	10976	CAFFISSIMO PHOENIX CATERING SERVICES	31/01/2014	111.50
EF075873	10990	MOWER CITY SALES & SERVICES PTY LTD LAWN MOWING EQUIPMENT	31/01/2014	968.60
EF075874	10991	BEACON EQUIPMENT MOWING EQUIPMENT	31/01/2014	395.00
EF075875	10997	WILSON PARKING AUSTRALIA SECURITY SERVICES	31/01/2014	154,833.89
EF075876	11026	NESTLE FOOD SERVICES CATERING SUPPLIES	31/01/2014	378.00
EF075877	11028	NEVERFAIL SPRINGWATER LIMITED BOTTLED WATER SUPPLIES	31/01/2014	1,242.30

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EF075878	11032	NOISE & VIBRATION MEASUREMENT SYSTEMS MEASURING EQUIPMENT/SERVICES	31/01/2014	21,664.50
EF075879	11036	NORTH LAKE ELECTRICAL ELECTRICAL SERVICES	31/01/2014	13,264.23
EF075880	11039	NOVUS AUTO GLASS WINDSCREEN REPAIR SERVICES	31/01/2014	395.00
EF075881	11068	VODAFONE HUTCHISON AUSTRALIA PTY LTD PAGING SERVICES	31/01/2014	671.07
EF075882	11077	P & G BODY BUILDERS PTY LTD PLANT BODY BUILDING SERVICES	31/01/2014	803.00
EF075883	11132	PERTH ZOO ENTERTAINMENT SERVICES	31/01/2014	239.00
EF075884	11182	PREMIUM BRAKE & CLUTCH SERVICE BRAKE SERVICES	31/01/2014	14,129.17
EF075885	11208	QUICK CORPORATE AUSTRALIA PTY LTD STATIONERY/CONSUMABLES	31/01/2014	13,027.73
EF075886	11210	SOUNDPACK SOLUTIONS AUDIO SUPPLIES/SERVICES	31/01/2014	401.50
EF075887	11235	REINFORCED CONCRETE PIPES PTY LTD CONCRETE PIPE SUPPLIES	31/01/2014	11,374.00
EF075888	11240	INITIAL HYGIENE RENTOKIL INITIAL PRT LTD SANITARY SERVICES	31/01/2014	494.30
EF075889	11261	ROCKFACE INDOOR ENTERTAINMENT ENTRY FEES	31/01/2014	210.00
EF075890	11284	ROYAL LIFE SAVING SOCIETY AUSTRALIA TRAINING SERVICES	31/01/2014	642.12
EF075891	11294	SAFEMAN (WA) PTY LTD PROTECTIVE CLOTHING/EQUIPMENT	31/01/2014	715.37
EF075892	11298	SAFEWAY SECURITY SCREENS SECURITY SCREENS FOR SENIORS SUBSIDY	31/01/2014	100.00
EF075893	11304	SANAX MEDICAL & FIRST AID SUPPLIES MEDICAL SUPPLIES	31/01/2014	130.63
EF075894	11307	SATELLITE SECURITY SERVICES PTY LTD SECURITY SERVICES	31/01/2014	11,177.28
EF075895	11308	SBA SUPPLIES HARDWARE SUPPLIES	31/01/2014	4,656.40
EF075896	11311	SCITECH DISCOVERY CENTRE ENTERTAINMENT SERVICES	31/01/2014	190.00
EF075897	11318	SELECT SECURITY WA PTY LTD SECURITY SERVICES	31/01/2014	587.40
EF075898	11337	SHERIDANS FOR BADGES NAME BADGES & ENGRAVING	31/01/2014	437.80
EF075899	11361	SIGMA CHEMICALS PTY LTD CHEMICAL SUPPLIES	31/01/2014	2,660.60
EF075900	11373	SKIPPER TRUCK PARTS SPARE PARTS & MAINTENANCE SERVICES	31/01/2014	2,826.81
EF075901	11425	SOUTHERN METROPOLITAN REGIONAL COUNCIL WASTE DISPOSAL GATE FEES	31/01/2014	873,350.88
EF075902	11453	SPEARWOOD NEWSROUND NEWSPAPER SUPPLIES	31/01/2014	1,622.99
EF075903	11459	SPEARWOOD VETERINARY HOSPITAL VETERINARY SERVICES	31/01/2014	350.00
EF075904	11463	SPECTRUM CABINETS CABINET SUPPLIES	31/01/2014	143.00

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EF075905	11469	SPORTS TURF TECHNOLOGY TURF CONSULTANCY SERVICES	31/01/2014	11,918.50
EF075906	11470	SPORTSWORLD OF WA SPORT SUPPLIES	31/01/2014	1,075.80
EF075907	11483	ST JOHN AMBULAN FIRST AID COURSES	31/01/2014	542.75
EF075908	11493	SAI GLOBAL LTD PUBLICATIONS - STANDARDS	31/01/2014	1,951.00
EF075909	11496	STANLEE WA LTD CATERING EQUIPMENT/SUPPLIES	31/01/2014	207.90
EF075910	11502	STATE LAW PUBLISHER ADVERTISING SERVICES	31/01/2014	381.60
EF075911	11505	STATE LIBRARY OF WESTERN AUSTRALIA BOOK SUPPLIES	31/01/2014	15,026.00
EF075912	11511	STATEWIDE BEARI BEARING SUPPLIES	31/01/2014	63.82
EF075913	11531	SUNNY INDUSTRIAL BRUSHWARE PTY LTD BRUSH/ROAD BROOM SUPPLIES	31/01/2014	3,689.40
EF075914	11533	SUPERBOWL MELVILLE ENTERTAINMENT SERVICES	31/01/2014	535.20
EF075915	11546	T FAULKNER & CO INSTALLATIONS/SUPPLY OF HAND RAILS	31/01/2014	7,975.00
EF075916	11557	TECHNOLOGY ONE LTD IT CONSULTANCY SERVICES	31/01/2014	10,532.50
EF075917	11611	THRIFTY CAR RENTAL RENTAL SERVICES - MOTOR VEHICLES	31/01/2014	9,569.78
EF075918	11619	TITAN FORD AUTOMOTIVE SERVICES	31/01/2014	1,077.85
EF075919	11625	TOTAL EDEN PTY LTD RETICULATION SUPPLIES	31/01/2014	62,877.30
EF075920	11642	TRAILER PARTS PTY LTD TRAILER PARTS	31/01/2014	567.17
EF075921	11651	TREE WATERING SERVICES TREE WATERING SERVICES	31/01/2014	45,070.00
EF075922	11655	TRISLEYS HYDRAULIC SERVICES PTY LTD POOL EQUIPMENT/REPAIRS	31/01/2014	3,109.70
EF075923	11657	TRUCKLINE PARTS CENTRES AUTOMOTIVE SPARE PARTS	31/01/2014	1,434.38
EF075924	11665	TUNNEL VISION PLUMBING SERVICES	31/01/2014	1,105.50
EF075925	11667	TURFMASTER FACILITY MANAGEMENT TURFING SERVICES	31/01/2014	78,939.47
EF075926	11669	TYCO SERVICES FIRE ALARM SYSTEM REPAIRS	31/01/2014	737.20
EF075927	11682	UNIVERSITY OF SOUTH AUSTRALIA MARKETING CONSULTANCY	31/01/2014	4,070.00
EF075928	11697	VAT MAN-FAT FILTERING SYSTEMS FILTER CLEANING SERVICES	31/01/2014	1,045.80
EF075929	11701	VIBRA INDUSTRIA FILTER SUPPLIES	31/01/2014	665.50
EF075930	11708	VITAL PACKAGING PTY LTD PACKAGING SUPPLIES	31/01/2014	3,817.00
EF075931	11715	WA BLUEMETAL ROADBASE SUPPLIES	31/01/2014	8,997.61

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EF075932	11722	WA HINO SALES & SERVICE REPAIRS/MAINTENANCE SERVICES	31/01/2014	2,437.25
EF075933	11726	WA LIMESTONE LIMESTONE SUPPLIES	31/01/2014	25,784.11
EF075934	11749	WARRENS EARTHMOVING CONTRACTORS EARTHMOVING SERVICES	31/01/2014	8,514.00
EF075935	11771	WESBAR-VANQUIP VEHICLE REPAIR SERVICES	31/01/2014	357.50
EF075936	11789	WALGA ADVERTISING/TRAINING SERVICES	31/01/2014	429.00
EF075937	11793	WESTERN IRRIGATION PTY LTD IRRIGATION SERVICES/SUPPLIES	31/01/2014	75,857.37
EF075938	11795	WESTERN POWER ELECTRICAL SERVICES	31/01/2014	3,000.00
EF075939	11806	WESTRAC PTY LTD REPAIRS/MTNCE - EARTHMOVING EQUIPMENT	31/01/2014	1,462.91
EF075940	11835	WURTH AUSTRALIA HARDWARE SUPPLIES	31/01/2014	669.06
EF075941	11873	WATTLEUP TRACTORS HARDWARE SUPPLIES	31/01/2014	71,692.00
EF075942	11972	COBEY MAINTENANCE SERVICES TURF MANAGEMENT	31/01/2014	93,305.94
EF075943	11985	IVO GRUBELICH BUS HIRE	31/01/2014	2,508.00
EF075944	11987	SAFETY ZONE AUSTRALIA PTY LTD SAFETY EQUIPMENT	31/01/2014	227.48
EF075945	11990	EARTHCARE (AUSTRALIA) P/L LANDSCAPING SERVICES	31/01/2014	2,468.40
EF075946	12007	SHANE MCMASTER SURVEYS SURVEYING SERVICES	31/01/2014	5,907.00
EF075947	12014	TUTT BRYANT EQUIPMENT BT EQUIPMENT PTY LTD T/AS EXCAVATING/EARTHMOVING EQUIPMENT	31/01/2014	7,045.34
EF075948	12085	TRANSAIR TWO WAY RADIO COMMUNICATIONS EQUIPMENT/SERVICES	31/01/2014	130.68
EF075949	12101	THE GREAT ESCAPE ENTRY FEES	31/01/2014	778.60
EF075950	12153	HAYS PERSONNEL SERVICES PTY LTD EMPLOYMENT SERVICES	31/01/2014	25,941.09
EF075951	12174	MATTING SOLUTIONS SAFEWORK MAT SYSTEM	31/01/2014	392.70
EF075952	12193	SAGE CONSULTING ENGINEERS P/L CONSULTANCY SERVICES - LIGHTING	31/01/2014	1,683.00
EF075953	12194	MOMAR AUSTRALIA PTY LTD HARDWARE SUPPLIES	31/01/2014	430.10
EF075954	12200	THORPE-BOWKER BOOKS	31/01/2014	264.00
EF075955	12394	MP ROGERS & ASSOCIATES PTY LTD CONSULTANCY SERVICES - MARINE	31/01/2014	4,032.95
EF075956	12550	PPC WORLDWIDE COUNSELLING SERVICES	31/01/2014	1,650.00
EF075957	12589	AUSTRALIAN INSTITUTE OF MANAGEMENT TRAINING SERVICES	31/01/2014	1,880.00
EF075958	12621	SETON AUSTRALIA SIGN SUPPLIES	31/01/2014	127.38

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EF075959	12656	COOGEE BEACH SURF LIFESAVING CLUB INC POOR GROVE SLSC DEVELOPMENT COSTS	31/01/2014	350.00
EF075960	12779	WESTERN RESOURCE RECOVERY PTY LTD WASTE DISPOSAL SERVICES	31/01/2014	1,572.64
EF075961	12811	SPORTS CIRCUIT LINEMARKING SPORTS LINE MARKING SERVICES	31/01/2014	357.50
EF075962	12820	MONTELEONE FENCING FENCING SERVICES/MAINTENANCE	31/01/2014	4,488.00
EF075963	12849	GIUDICE SURVEYS SURVEYING SERVICES	31/01/2014	3,025.00
EF075964	13150	WESTERN AUSTRALIAN ELECTORAL COMMISSION ELECTION EXPENSES	31/01/2014	173,891.05
EF075965	13393	SOUTH WEST GROUP CONTRIBUTIONS	31/01/2014	35,750.00
EF075966	13409	KLEENIT CLEANING SERVICES	31/01/2014	31,183.80
EF075967	13462	ATI-MIRAGE PTY LTD TRAINING SERVICES	31/01/2014	343.99
EF075968	13563	ECOJOBS ENVIRONMENTAL PERSONNEL EMPLOYMENT SERVICES	31/01/2014	21,394.87
EF075969	13582	DBS FENCING FENCING SERVICES	31/01/2014	2,706.00
EF075970	13671	STAPLES AUSTRALIA PTY LTD OFFICE/STATIONERY SUPPLIES	31/01/2014	784.25
EF075971	13767	ELLIOTTS IRRIGATION PTY LTD IRRIGATION SERVICES	31/01/2014	1,808.40
EF075972	13774	TROPICAL TWIST AMUSEMENT CENTRE	31/01/2014	169.00
EF075973	13825	JACKSON MCDONALD LEGAL SERVICES	31/01/2014	19,300.23
EF075974	13832	INSIGHT CALL CENTRE SERVICES COMMUNICATION SERVICES	31/01/2014	10,396.46
EF075975	14034	ADECCO EMPLOYMENT SERVICES	31/01/2014	60,242.15
EF075976	14350	BAILEYS FERTILISERS FERTILISER SUPPLIES	31/01/2014	7,664.09
EF075977	14436	SITA ENVIRONMENTAL SOLUTIONS FERTILISER	31/01/2014	1,430.00
EF075978	14447	ANDOVER DETAILERS DETAILING SERVICES	31/01/2014	6,880.00
EF075979	14459	BIDVEST (WA) FOOD/CATERING SUPPLIES	31/01/2014	1,895.49
EF075980	14593	AUSTREND INTERNATIONAL PTY LTD ALUMINIUM SUPPLIES	31/01/2014	907.50
EF075981	14667	APPEALING SIGNS SIGNS	31/01/2014	1,651.17
EF075982	14777	LGIS INSURANCE BROKING INSURANCE PREMIUMS	31/01/2014	14,054.70
EF075983	15162	PERTH MANAGEMENT SERVICES PROPERTY MANAGERS	31/01/2014	1.23
EF075984	15224	GILBARCO EQUIPMENT REPAIRS	31/01/2014	3,510.55
EF075985	15363	JONES LANG LASALLE (WA) PTY LTD SHOP RENT - GATEWAY SHOPPING CENTRE	31/01/2014	24,203.03

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EF075986	15393	GREENWAY ENTERPRISES HARDWARE SUPPLIES	31/01/2014	1,196.62
EF075987	15541	JANDAKOT NEWS NEWSPAPER SUPPLIERS	31/01/2014	388.98
EF075988	15550	APACE AID PLANTS & LANDSCAPING SERVICES	31/01/2014	104.72
EF075989	15571	ADASOUND PUBLIC ADDRESS PA REPAIRS	31/01/2014	1,710.00
EF075990	15588	NATURAL AREA MANAGEMENT & SERVICES WEED SPRAYING	31/01/2014	5,280.00
EF075991	15678	A2Z PEST CONTROL PEST CONTROL	31/01/2014	7,276.00
EF075992	15744	VISTA VISUALS AUSTRALIA P/L DISPLAY EQUIPMENT	31/01/2014	173.54
EF075993	15862	FREMANTLE MILK DISTRIBUTORS MILK DELIVERY	31/01/2014	2,178.20
EF075994	16064	CMS ENGINEERING PTY LTD AIRCONDITIONING SERVICES	31/01/2014	46,745.40
EF075995	16107	WREN OIL WASTE DISPOSAL SERVICES	31/01/2014	59.91
EF075996	16291	WA PROFILING ROAD PROFILING SERVICES	31/01/2014	3,561.80
EF075997	16386	LITTLE RED APPLE PUBLISHING BOOK SUPPLIES	31/01/2014	19.95
EF075998	16396	MAYDAY EARTHMOVING GRADER HIRE	31/01/2014	38,522.00
EF075999	16403	ROBINSON BUILDTECH BUILDING SERVICES - ALTERATIONS	31/01/2014	11,116.88
EF076000	16558	SUSSEX INDUSTRIES TIMBER SUPPLIES	31/01/2014	1,458.46
EF076001	16894	TREBLEX INDUSTR CHEMICALS - AUTOMOTIVE	31/01/2014	2,657.60
EF076002	16985	WA PREMIX CONCRETE SUPPLIES	31/01/2014	23,771.44
EF076003	16997	AUS SECURE SECURITY SERVICES/PRODUCTS	31/01/2014	200.00
EF076004	17097	VALUE TISSUE PAPER PRODUCTS	31/01/2014	785.40
EF076005	17213	COCKBURN CITY SOCCER CLUB INC SPORT EQUIPMENT GRANT	31/01/2014	400.00
EF076006	17316	RICHARD L HILL CONSULTANCY SERVICES	31/01/2014	317.85
EF076007	17362	JOHN EARLEY TRAINING	31/01/2014	240.00
EF076008	17399	BALLOONATIKS BALLOONS	31/01/2014	1,450.00
EF076009	17471	PIRTEK (FREMANTLE) PTY LTD HOSES & FITTINGS	31/01/2014	3,466.56
EF076010	17600	ERECTIONS (WA) GUARD RAILS	31/01/2014	4,444.00
EF076011	17608	NU-TRAC RURAL CONTRACTING BEACH CLEANING/FIREBREAK CONSTRUCTION	31/01/2014	8,459.00
EF076012	17798	WESTERN DIAGNOSTIC PATHOLOGY ANALYTICAL SERVICES	31/01/2014	141.57

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EF076013	17887	RED SAND SUPPLIES PTY LTD MACHINERY HIRE	31/01/2014	1,815.00
EF076014	17912	AEC GROUP LTD CONSULTANT	31/01/2014	19,093.25
EF076015	17942	MRS MAC'S FOOD SUPPLIES	31/01/2014	672.80
EF076016	18017	INSTANT PRODUCTS GROUP HIRE OF PORTABLE TOILETS	31/01/2014	925.21
EF076017	18073	PARAMOUNT SECURITY SERVICES SECURITY SERVICES	31/01/2014	822.80
EF076018	18100	DAVIS LANGDON AUSTRALIA COST MANAGEMENT SERVICES	31/01/2014	1,787.50
EF076019	18114	BOLLIG DESIGN GROUP P/L ARCHITECTURAL SERVICES	31/01/2014	48,267.95
EF076020	18168	AGELINK THEATRE ENTERTAINMENT SERVICES	31/01/2014	650.00
EF076021	18272	AUSTRACLEAR LIMITED INVESTMENT SERVICES	31/01/2014	38.01
EF076022	18343	HEYDER & SHEARS EXCLUSIVE CATERERS CATERING SERVICES	31/01/2014	22,800.37
EF076023	18436	JCS PLUMBING SERVICES PLUMBING SERVICES	31/01/2014	1,371.00
EF076024	18508	JOHN TURNER BRICK LAYING SERVICES	31/01/2014	3,895.00
EF076025	18533	FRIENDS OF THE DONATION	31/01/2014	3,324.50
EF076026	18613	ECO-HIRE EQUIPMENT HIRE	31/01/2014	18,916.50
EF076027	18622	TITAN PLANT HIRE PLANT HIRE	31/01/2014	5,082.00
EF076028	18628	UNILEVER AUSTRALIA LTD BEVERAGES	31/01/2014	750.42
EF076029	18639	HAMILTON HILL DELIVERY ROUND NEWSPAPER DELIVERY SERVICE	31/01/2014	48.80
EF076030	18695	MYAREE CRANE HIRE CRANE HIRE	31/01/2014	1,339.25
EF076031	18734	P & R EDWARDS ENTERTAINMENT SERVICES	31/01/2014	600.00
EF076032	18799	DOWN TO EARTH TRAINING & ASSESSING TRAINING SERVICES	31/01/2014	3,960.00
EF076033	18884	SILICH ENTERPRI BOLLARDS	31/01/2014	5,593.00
EF076034	18941	ALLSTAMPS STATIONERY	31/01/2014	135.70
EF076035	18962	SEALANES (1985) P/L CATERING SUPPLIES	31/01/2014	1,032.05
EF076036	18997	GISSA INTERNATIONAL PTY LTD TRAINING SERVICES	31/01/2014	2,942.50
EF076037	19038	DOWSING CONCRETE CONCRETING SERVICES	31/01/2014	742.50
EF076038	19058	VALENTINE'S CAMERA HOUSE FREMANTLE PHOTOGRAPHIC EQUIPMENT	31/01/2014	967.95
EF076039	19097	AFFAIR WITH FLA HIRE OF PARTY DECORATIONS	31/01/2014	862.16

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EF076040	19306	ZIP HEATERS (AUST) PTY LTD HEATERS	31/01/2014	286.66
EF076041	19395	PICTON PRESS PRINTING SERVICES	31/01/2014	1,161.99
EF076042	19436	WHITCHURCH REFRIGERATION & AIRCONDITIONING AIR CONDITIONING SERVICES	31/01/2014	684.20
EF076043	19533	WOOLWORTHS LTD GROCERIES	31/01/2014	2,691.05
EF076044	19541	TURF CARE WA TURF SERVICES	31/01/2014	1,430.00
EF076045	19545	GRASSWEST BUILDING & GARDEN MAINTENANCE	31/01/2014	3,486.00
EF076046	19623	ERGOLINK OFFICE FURNITURE	31/01/2014	1,616.50
EF076047	19628	PAPERBARK TECHNOLOGIES ARBORICULTURAL CONSULTANCY SERVICES	31/01/2014	6,477.50
EF076048	19652	TMS SERVICES SECURITY SERVICES	31/01/2014	10,208.79
EF076049	19657	BIGMATE MONITORING SERVICES PTY LTD COMPUTER HARDWARE/SOFTWARE	31/01/2014	1,786.40
EF076050	19718	SIFTING SANDS CLEANING SERVICES - SAND	31/01/2014	10,002.60
EF076051	19755	EMBROIDME MYAREE EMBROIDERY	31/01/2014	1,035.32
EF076052	19765	BACKSAFE AUSTRALIA LIFTING EQUIPMENT	31/01/2014	3,251.60
EF076053	19847	PFD FOOD SERVICES PTY LTD CATERING SERVICES	31/01/2014	4,757.20
EF076054	19856	WESTERN TREE RECYCLERS SHREDDING SERVICES	31/01/2014	37,377.25
EF076055	19885	SAFEGUARD INDUSTRIES SECURITY SCREENS/DOORS	31/01/2014	300.00
EF076056	19916	THE FUNK FACTORY ENTERTAINMENT SERVICES	31/01/2014	990.00
EF076057	20000	AUST WEST AUTO ELECTRICAL P/L AUTO ELECTRICAL SERVICES	31/01/2014	25,205.64
EF076058	20068	CLARITY COMMUNICATIONS PUBLIC RELATIONS CONSULTANCY SERVICES	31/01/2014	9,801.00
EF076059	20146	DATA#3 LIMITED COMPUTER SOFTWARE	31/01/2014	50,033.18
EF076060	20215	POWERVAC CLEANING EQUIPMENT	31/01/2014	356.60
EF076061	20307	OCTAGON-BKG LIFTS MAINTENANCE SERVICES	31/01/2014	1,347.40
EF076062	20322	PLANTRITE PLANT SUPPLIES	31/01/2014	7,351.41
EF076063	20341	WILHELMINA MARIA HOUWEN GARDENING SERVICES	31/01/2014	1,120.00
EF076064	20347	THE ORGANIC COLLECTIVE ORGANIC FOODS	31/01/2014	360.00
EF076065	20420	TRUE BLUE TROPHY SUPPLIES	31/01/2014	185.00
EF076066	20457	IAN PERCY NARRATIVE THERAPY	31/01/2014	187.00

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EF076067	20693	RENTOKIL INITIAL PTY LTD PEST CONTROL SERVICES	31/01/2014	1,299.50
EF076068	20748	CRANWORKS AUSTRALASIA HYDRAULIC REPAIR SERVICES	31/01/2014	3,050.97
EF076069	20833	BOOMERS PLUMBING & GAS PLUMBING SERVICES	31/01/2014	302.50
EF076070	20881	HEALTH ON THE MOVE MEDICAL SERVICES	31/01/2014	1,650.00
EF076071	20882	BELL-VISTA FRUIT & VEGETABLE FRUIT & VEGETABLE	31/01/2014	192.20
EF076072	20925	JANDAKOT LAKES JUNIOR CRICKET CLUB JUNIOR CRICKET	31/01/2014	800.00
EF076073	20934	GREENLINE AG AGRICULTURAL EQUIPMENT	31/01/2014	352.00
EF076074	20941	PRESTIGE CATERING CATERING SERVICES	31/01/2014	16,741.45
EF076075	21005	BRAIN TEASERS OZ PTY LTD EDUCATIONAL PRODUCTS	31/01/2014	132.00
EF076076	21127	JOANNA AYCKBOURN INSTRUCTION - SINGING	31/01/2014	500.00
EF076077	21180	BLANCOA PTY LTD T/AS PACEWAY MITSUBISHI PURCHASE OF NEW VEHICLE	31/01/2014	13,637.40
EF076078	21193	SPM CONSULTANTS PTY LTD CONSULTANCY SERVICES	31/01/2014	1,919.28
EF076079	21287	T.J.DEPIAZZI & SONS SOIL & MULCH SUPPLIES	31/01/2014	2,783.00
EF076080	21363	TENDERLINK.COM PTY LTD COMPUTER SOFTWARE	31/01/2014	550.00
EF076081	21371	SANPOINT PTY LTD LD TOTAL KERBING SERVICES	31/01/2014	57,216.25
EF076082	21401	MILKY MONSTER CATERING SERVICES	31/01/2014	100.00
EF076083	21463	CAPITAL FINANCE FINANCIAL SERVICES - LEASE FINANCES	31/01/2014	25,103.31
EF076084	21471	WA MACHINERY GLASS GLAZING SERVICES	31/01/2014	1,111.00
EF076085	21627	MANHEIM PTY LTD IMPOUNDED VEHICLES	31/01/2014	699.60
EF076086	21691	ZETTANET PTY LTD INTERNET/WEB SERVICES	31/01/2014	206.25
EF076087	21747	UNICARE HEALTH WHEELCHAIR HIRE	31/01/2014	615.00
EF076088	21778	HILTON SQUASH AND FITNESS SPORTING SERVICES	31/01/2014	400.00
EF076089	21782	WEST COAST TIMBER FLOORING FLOORING SUPPLIES	31/01/2014	9,460.00
EF076090	21796	GREEN LEAF GARDENS LANDSCAPING SERVICES	31/01/2014	4,050.00
EF076091	21879	SPOTLESS SERVIC CLEANING SERVICES	31/01/2014	54,703.04
EF076092	21946	RYAN'S QUALITY MEATS MEAT SUPPLIES	31/01/2014	1,870.07
EF076093	21990	MEDIBANK HEALTH SOLUTIONS PTY LTD MEDICAL SERVICES	31/01/2014	662.75

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EF076094	21998	CANOEING WESTER TRAINING SERVICES - PADDLING/CANOEING	31/01/2014	580.80
EF076095	22012	ELEGANT GLOVES EVENTS AND SERVICES CATERING SERVICES	31/01/2014	1,130.00
EF076096	22061	RURAL STONE COMPANY (WA) PTY LTD STONE/LIMESTONE	31/01/2014	2,805.00
EF076097	22127	PACK & SEND BIBRA LAKE FREIGHT SERVICES	31/01/2014	280.66
EF076098	22133	AIR-BORN AMUSEM AMUSEMENT SERVICES	31/01/2014	176.00
EF076099	22169	GREENSTAR GROUP WA PTY LTD GREENSTAR GROUP WA AIR CONDITIONING SERVICES	31/01/2014	952.91
EF076100	22182	KALAMUNDA FENCING & GATEMAKERS FENCING SERVICES	31/01/2014	13,549.80
EF076101	22195	CAFE CORPORATE COFFEE SUPPLIES/MACHINE SERVICES	31/01/2014	439.50
EF076102	22242	ASPHALT SURFACES PTY LTD ASPHALTING SERVICES	31/01/2014	2,872.38
EF076103	22258	COOL CLEAR WATER GROUP LTD WATER SUPPLY EQUIPMENT	31/01/2014	296.00
EF076104	22260	SOUTHERN STAR T SPORT & RECREATION	31/01/2014	1,100.00
EF076105	22342	MIDWAY DRYCLEANERS DRYCLEANING SERVICES	31/01/2014	168.00
EF076106	22349	FREMANTLE TRAIL TRAILERS - BOAT AND BOX	31/01/2014	3,209.31
EF076107	22379	GREG ORGLES ENTERTAINMENT SERVICES	31/01/2014	1,200.00
EF076108	22388	CARRINGTON'S TRAFFIC SERVICES TRAFFIC MANAGEMENT SERVICES	31/01/2014	22,918.78
EF076109	22389	PERTH PETROLEUM SERVICES CLEANING SERVICES - OIL SPILLS	31/01/2014	1,003.20
EF076110	22448	CAKES WEST PTY LTD CATERING	31/01/2014	70.06
EF076111	22553	BROWNES FOOD OPERATIONS CATERING SUPPLIES	31/01/2014	2,657.60
EF076112	22569	KINETIC HEALTH GROUP PTY LTD MEDICAL SERVICES	31/01/2014	842.60
EF076113	22613	VICKI ROYANS ARTISTIC SERVICES	31/01/2014	600.00
EF076114	22619	KSC TRAINING TRAINING SERVICES	31/01/2014	1,318.00
EF076115	22639	SHATISH CHAUHAN TRAINING SERVICES - YOGA	31/01/2014	320.00
EF076116	22653	PCYC FREMANTLE SPONSORSHIP	31/01/2014	200.00
EF076117	22682	BEAVER TREE SERVICES PTY LTD TREE PRUNING SERVICES	31/01/2014	217,682.03
EF076118	22684	LETS GO KIDS PTY LTD ADVERTISING SERVICES	31/01/2014	720.00
EF076119	22805	COVS PARTS PTY LTD MOTOR PARTS	31/01/2014	2,255.33
EF076120	22806	AUSTRALIAN FUEL DISTRIBUTORS PTY LTD FUEL SUPPLIES	31/01/2014	147,582.25

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EF076121	22854	LGISWA INSURANCE POLICIES	31/01/2014	21,076.00
EF076122	22864	SUPA COOL REFRIGERATION & AIR CONDITIONING AIR CONDITIONING	31/01/2014	3,099.00
EF076123	22903	UNIQUE INTERNATIONAL RECOVERIES LLC DEBT COLLECTORS	31/01/2014	128.00
EF076124	22914	LADY LATTE CATERING SERVICES	31/01/2014	65.00
EF076125	23213	SPOTLESS FACILI LAUNDRY SERVICES	31/01/2014	1,810.37
EF076126	23215	MELVILLE MAZDA PURCHASE OF NEW VEHICLES	31/01/2014	33,842.66
EF076127	23253	KOTT GUNNING LEGAL SERVICES	31/01/2014	8,695.67
EF076128	23258	CARLISLE EVENT HIRE PTY LTD HIRE-PARTY/FUNCTION EQUIPMENT	31/01/2014	891.00
EF076129	23348	ZUMBA WITH HONEY FITNESS CLASSES	31/01/2014	374.00
EF076130	23570	A PROUD LANDMARK PTY LTD LANDSCAPE CONTRUCTION SERVICES	31/01/2014	10,862.34
EF076131	23599	SOUTHERN DISTRICTS SOFTBALL ASSOCIATION SPORTING EQUIPMENT GRANT	31/01/2014	195.00
EF076132	23600	IRONBARK SUSTAINABILITY CONSULTANCY SERVICES - ENVIRONMENTAL	31/01/2014	3,588.20
EF076133	23617	AMLEC HOUSE PTY LTD CONSULTANCY - SERVICES	31/01/2014	1,980.00
EF076134	23670	LIEBHERR AUSTRALIA PTY LTD SPARE PARTS	31/01/2014	1,000.00
EF076135	23752	SYMANTEC ASIA PACIFIC PTE LTD COMPUTER SOFTWARE	31/01/2014	28,050.00
EF076136	23779	COMO HEALTH AND FITNESS CENTRE FITNESS INSTRUCTION SERVICES	31/01/2014	825.00
EF076137	23817	ARUP PTY LTD CONSULTANCY-ENG,PLANNING,DESIGN	31/01/2014	8,566.25
EF076138	23818	AM & IE MUTCH ENGINEERING CONSULTANTS CONSULTANCY SERVICES	31/01/2014	2,640.00
EF076139	23849	JCB CONSTRUCTION EQUIPMENT AUSTRALIA PLANT/MACHINERY	31/01/2014	823.53
EF076140	23858	SPECIALISED SECURITY SHREDDING DOCUMENT DESTRUCTION SERVICES	31/01/2014	21.68
EF076141	23859	SCIENCE ALIVE TRAVELLING SHOW EDUCATION - KIDS	31/01/2014	253.00
EF076142	23866	TENNANT AUSTRALIA PTY LTD PLANT & MACHINERY	31/01/2014	657.87
EF076143	23872	ASB MARKETING PTY LTD PROMOTIONAL PRODUCTS	31/01/2014	2,486.00
EF076144	23973	OUTDOOR CAMERAS AUSTRALIA CAMERAS	31/01/2014	330.95
EF076145	23977	CONSTANT ENERGY SOFTWARE - COMPUTER	31/01/2014	99.00
EF076146	23989	AWM FUNITURE - OFFICE	31/01/2014	7,500.90
EF076147	24036	MULTI SWEEP PTY LTD (WA) SWEEPING SERVICES	31/01/2014	7,235.36

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EF076148	24156	MASTEC AUSTRALIA PTY LTD PURCHASE OF NEW BINS	31/01/2014	31,894.72
EF076149	24160	WILDTHINGS ANIMAL CONTROL SOLUTIONS FERAL ANIMAL CONTROL SERVICES	31/01/2014	1,100.00
EF076150	24183	WELLARD GLASS GLASS REPAIR SERVICES	31/01/2014	7,826.90
EF076151	24186	ELAN ENERGY MANAGEMENT PTY LTD RECYCLING SERVICES - TYRES	31/01/2014	933.52
EF076152	24195	PAYNE'S WINDOW CLEANING AND SERVICES WINDOW CLEANING SERVICES	31/01/2014	11,122.12
EF076153	24275	TRUCK CENTRE (WA) PTY LTD PURCHASE OF NEW TRUCK	31/01/2014	267.69
EF076154	24281	ECO LOGICAL AUSTRALIA PTY LTD MAPPING SERVICES	31/01/2014	19,807.10
EF076155	24436	DASH PAINTBALL ENTRY FEES	31/01/2014	2,400.00
EF076156	24454	GOODWIN-MCCARTHY HELICOPTERS HELICOPTER HIRE	31/01/2014	8,250.00
EF076157	24508	REBECCA FLANAGAN EDUCATIONAL MUSICAL LESSONS	31/01/2014	1,100.00
EF076158	24527	AUSTRALIAN ASSOCIATION FOR ENVIRONMENTAL EDUCATION COURSE REGISTRATION	31/01/2014	330.00
EF076159	24532	MOBILE MOUSE TRAINING SERVICES	31/01/2014	3,350.00
EF076160	24557	AVELING CONSULTANCY SERVICES	31/01/2014	7,758.86
EF076161	24558	MACQUARIE BANK LIMITED LEASE REPAYMENT	31/01/2014	7,438.88
EF076162	24599	POOLWERX SPEARWOOD ANALYTICAL SERVICES	31/01/2014	1,847.15
EF076163	24655	AUTOMASTERS SPEARWOOD VEHICLE SERVICING	31/01/2014	2,877.00
EF076164	24665	IRON MOUNTAIN AUSTRALIA DATA STORAGE SERVICES	31/01/2014	44.65
EF076165	24724	QUALITY MARINE COATING SYSTEMS P/L CLEANING SERVICES - ROAD SURFACES	31/01/2014	3,410.00
EF076166	24748	PEARMANS ELECTRICAL & MECHANICAL SERVICES P/L ELECTRICAL SERVICES	31/01/2014	804.33
EF076167	24805	KAREN WOOLHEAD DANCING CLASSES	31/01/2014	320.00
EF076168	24862	BEARDS SECURITY SECURITY SERVICES	31/01/2014	200.00
EF076169	24886	A NATURAL SELF ENTERTAINMENT SUPPLIES	31/01/2014	336.00
EF076170	24945	NS PROJECTS PTY LTD PROJECT MANAGEMENT SERVICES	31/01/2014	33,000.00
EF076171	24946	WT PARTNERSHIP QUANTITY SURVEYING SERVICES	31/01/2014	3,520.00
EF076172	24949	BITUMEN SURFACING BITUMEN SUPPLIES	31/01/2014	255.75
EF076173	24950	BERKELIUM CONSULTING CONSULTANCY SERVICES	31/01/2014	15,218.75
EF076174	24959	PERTH TEMPORARY AIRBRUSH TATTOOS ENTERTAINMENT SERVICES	31/01/2014	400.00

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EF076175	24973	BLUESTONE RECRUITMENT TEMPORARY PERSONNEL SERVICES	31/01/2014	62,164.14
EF076176	24974	SCOTT PRINT PRINTING SERVICES	31/01/2014	18,581.20
EF076177	24976	SNAP PRINTING - COCKBURN CENTRAL PRINTING SERVICES	31/01/2014	307.30
EF076178	25060	DFP RECRUITMENT SERVICES RECRUITMENT SERVICES	31/01/2014	3,949.04
EF076179	25061	RMRI AUSTRALIA PTY LTD CONSULTANCY SERVICES	31/01/2014	1,296.20
EF076180	25097	SURELINE TRAINI TRAINING SERVICES	31/01/2014	560.00
EF076181	25102	FREMANTLE MOBILE WELDING WELDING SERVICES	31/01/2014	3,342.90
EF076182	25115	FIG INVESTMENT MANAGEMENT SERVICES	31/01/2014	2,750.00
EF076183	25121	IMAGE SOURCE BILLBOARDS	31/01/2014	523.60
EF076184	25158	MPIRE SECURITY SECURITY SERVICES	31/01/2014	4,845.36
EF076185	25190	GARBOLOGIE MATTRESS RECYCLING	31/01/2014	7,278.70
EF076186	25207	LISA DYMOND CONSULTANCY SERVICES	31/01/2014	7,000.00
EF076187	25262	SANDOVER PINDER ARCHITECTS ARCHITECTURAL SERVICES	31/01/2014	55,019.25
EF076188	25263	SYSTEM MAINTENANCE SEWERAGE PUMP MAINTENANCE	31/01/2014	2,789.60
EF076189	25288	THE GREEN SCEN LIVING SMART COURSE	31/01/2014	295.00
EF076190	25290	KENNEDYS TREE S TREE MAINTENANCE	31/01/2014	660.00
EF076191	25331	GENESIS ACCOUNTING ACCOUNTING SERVICES	31/01/2014	5,225.00
EF076192	25339	MURBY PRODUCTIONS PTY LTD AUDIO VISUAL SERVICES	31/01/2014	2,200.00
EF076193	25343	DELISH ICE CATERING SERVICES	31/01/2014	1,246.00
EF076194	25350	SILVERFERN IT CONSULTANCY SERVICES	31/01/2014	7,326.00
EF076195	25382	LEOPARD PRODUCTION VIDEO PRODUCTION SERVICES	31/01/2014	175.00
EF076196	25395	HART TO HART AUSTRALIA PTY LTD PRINTING SERVICES	31/01/2014	4,658.00
EF076197	25406	GRIFFITH GREEN ELECTRICS ELECTRICAL SERVICES	31/01/2014	9,993.50
EF076198	25408	ALGERI PLANNING PLANNING SERVICES	31/01/2014	1,581.25
EF076199	25414	MIKE WRENN WATER SKI PROGRAMS	31/01/2014	1,600.00
EF076200	25415	JANDAKOT STOCK & PET SUPPLIES PET SUPPLIES	31/01/2014	174.40
EF076201	25418	CS LEGAL LEGAL SERVICES - RATES COLLECTION	31/01/2014	105,168.15

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EF076202	25469	WESTRALIAN TECHNICAL CONSULTANTS CONSULTANCY SERVICES	31/01/2014	1,450.19
EF076203	25478	THE LION'S SHARE PILATESTHEATRE AND DANCE ENTERTAINMENT SERVICES	31/01/2014	250.00
EF076204	25494	STEVE'S ALL-TRADE'S SOLUTIONS PAINTING AND ROOF SUPPLIES	31/01/2014	2,590.00
EF076205	25523	DGA LOGISTICS ABSORBENT POWDER	31/01/2014	1,984.00
EF076206	25524	XYST AUSTRALIA PTY LTD CONSULTANCY SERVICES	31/01/2014	3,190.00
EF076207	25525	BEE ADVICE LTD PEST CONTROL	31/01/2014	300.00
EF076208	25526	ADEPT UTILITY SURVEY LOCATING SERVICES	31/01/2014	104.50
EF076209	25535	SWAN RIVER ROOFING ROOFING SUPPLIES	31/01/2014	880.00
EF076210	25574	WA GEOTECHNICS PTY LTD GEOTECHNICAL INVESTIGATIONS	31/01/2014	3,278.00
EF076211	25580	BIOMORPHOSIS WASTE TRIAL	31/01/2014	165.00
EF076212	25587	POWER EARTHMOVING REPAIRS REPAIR SERVICES	31/01/2014	517.00
EF076213	16381	TP NGUYEN & VN VU RATES REFUND	31/01/2014	399.25
EF076214	18279	ZELDA ANDERSON CAT STERILISATION CONTRIBUTION	31/01/2014	50.00
EF076215	21895	CAMERON SMITH CAT STERILISATION SUBSIDY	31/01/2014	50.00
EF076216	22163	LECHUN ZHANG CROSSOVER CONTRIBUTION	31/01/2014	50.00
EF076217	22580	H & H SAERAN CENTREPAY/PENSIONER REBATE	31/01/2014	500.00
EF076218	22718	DEBBIE TANNER CAT STERILISATION CONTRIBUTION	31/01/2014	50.00
EF076219	25595	JOHANNA LEE COMPOST BIN REBATE	31/01/2014	50.00
EF076220	25596	ONESTEEL TRADING PTY LTD SETTLEMENT REBATE	31/01/2014	24,724.88
EF076221	25607	WILLIAM HAWKES RATES REFUND- OVERPAYMENT	31/01/2014	2,798.61
EF076222	25608	T & R MASCARO INTRIM ADJUSTMENT	31/01/2014	310.73
EF076223	25612	JOEL TRAIANOS DOG REGISTRATION REFUND	31/01/2014	57.50
EF076224	25613	AMY & TRACY QUINN DOG REGISTRATION REFUND	31/01/2014	60.00
EF076225	25614	KAREN PIGGIN DOG REGISTRATION REFUND	31/01/2014	15.00
EF076226	25615	RUBY SMITH DOG REGISTRATION REFUND	31/01/2014	15.00
EF076227	25616	YVONNE COOK DOG REGISTRATION REFUND	31/01/2014	42.50
EF076228	25617	KATRINA KENT CAT REGISTRATION REFUND	31/01/2014	50.00

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EF076229	25618	ZARA PEDDER CAT REGISTRATION REFUND	31/01/2014	50.00
EF076230	25619	IHIPERA EDWARDS CAT REGISTRATION REFUND	31/01/2014	50.00
EF076231	25620	KEVIN MCCORMACK CAT STERILISATION SUBSIDY	31/01/2014	50.00
EF076232	25621	SABINO ANDRIANI CAT STERILISATION SUBSIDY	31/01/2014	100.00
EF076233	25622	LYNDA CAROL DUTCH CAT STERILISATION CONTRIBUTION	31/01/2014	50.00
EF076234	25623	JAMES CAMERON COMPOST BIN REBATE	31/01/2014	50.00
EF076235	25624	GREG POLETTI CROSSOVER CONTRIBUTION	31/01/2014	300.00
EF076236	25625	KAREN STEPHEN CROSSOVER CONTRIBUTION	31/01/2014	300.00
EF076237	25626	LANY SETIAWATI CROSSOVER CONTRIBUTION	31/01/2014	300.00
EF076238	25627	DAVID BARHAM CROSSOVER CONTRIBUTION	31/01/2014	300.00
EF076239	25628	ROSHAN VARGHESE CROSSOVER CONTRIBUTION	31/01/2014	300.00
EF076240	25629	THIAN POO TEO CROSSOVER CONTRIBUTION	31/01/2014	300.00
EF076241	25630	SOUTHERN CROSS HOUSING LTD RATES EXEMPTION GRANTED	31/01/2014	5,917.68
EF076242	11794	SYNERGY ELECTRICITY USAGE/SUPPLIES	31/01/2014	420,039.20
EF076243	12025	TELSTRA CORPORATION COMMUNICATIONS SERVICES	31/01/2014	23,567.20
025789	13932	ARMAGUARD BANKING SERVICES	8/01/2014	1,512.30
025790	99999	MARK BRIDLE PLANNING APPLICATION REFUND - 24 MILTON PL, MUNSTER	13/01/2014	147.00
025791	99999	FRANK CAPUTI PLANNING APPLICATION REFIND - 5/218 ROCKINGHAM RD	13/01/2014	147.00
025792	99999	BNJ DEVELOPMENTS BOND REFUND - LOT 57 MARIPOSA GARDENS, SUCCESS	13/01/2014	54,332.65
025794	10589	FINES ENFORCEMENT REGISTRY FINES ENFORCEMENT FEES	20/01/2014	946.00
025795	10747	IINET LIMITED INTERNET SERVICES	20/01/2014	659.45
025796	11760	WATER CORPORATION SEWER EASEMENT	20/01/2014	2,213.20
025797	13594	YANGEBUP CHRISTIAN REFORMED CHURCH AUSTRALIA DAY CITIZEN AWARDS 2014	20/01/2014	200.00
025798	24606	CHLOE LAWRENCE AUSTRALIA DAY CITIZEN AWARD 2014	20/01/2014	50.00
025799	25583	ALISON BOLAS AUSTRALIA DAY CITIZEN AWARDS 2014	20/01/2014	200.00
025800	25584	PIRITIA CLARK AUSTRALIA DAY CITIZEN AWARDS 2014	20/01/2014	200.00
025801	25585	AGO PEREIRA AUSTRALIA DAY CITIZEN AWARDS 2014	20/01/2014	200.00

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025802	25593	WILMARI NEL AUSTRALIA DAY CITIZEN AWARD 2014	20/01/2014	100.00
025803	25594	PAUL HOGAN AUSTRALIA DAY CITIZEN AWARD 2014	20/01/2014	50.00
025804	13932	ARMAGUARD BANKING SERVICES	22/01/2014	2,805.65
025805	13932	ARMAGUARD BANKING SERVICES	29/01/2014	1,570.75
025806	10330	CITY OF STIRLING REPLACEMENT OF LIBRARY SUPPLIES	30/01/2014	9.90
025807	10747	IINET LIMITED INTERNET SERVICES	30/01/2014	659.45
025808	11637	TOWN OF VINCENT LOST ITEM REFUND	30/01/2014	25.40
025809	11760	WATER CORPORATION SEWER EASEMENT	30/01/2014	5,750.26
025810	12372	CITY OF WANNEROO LIBRARY BOOK REIMBURSEMENT	30/01/2014	5.50
025811	14055	BLACKWOODS - KWINANA HARDWARE SUPPLIES	30/01/2014	250.80
025812	14265	RURAL PRESS SUBSCRIPTION RENEWAL	30/01/2014	108.24
025813	14598	ALF REBOLA THE GOOD GUYS ELECTRICAL GOODS	30/01/2014	501.00
025814	15624	CITY OF SOUTH PERTH REPLACEMENT OF LOST/DAMAGED BOOKS	30/01/2014	22.25
025815	17343	RAC BUSINESSWISE MEMBERSHIP SUBSCRIPTION	30/01/2014	302.65
025816	13331	E W GODWIN REFUND	31/01/2014	318.27
025817	15476	DEPARTMENT OF HOUSING RATES REFUND	31/01/2014	652.65
025818	20675	JE & ME DAVIES PTY LTD RATES REFUND	31/01/2014	222.44
025819	25597	EILEEN BURNS PENSION REBATE	31/01/2014	310.00
025820	25598	WENDY LEWIS PENSION REBATE	31/01/2014	454.68
025821	25599	KAY HALE PENSION REBATE	31/01/2014	487.73
025822	25600	JOYCE JOHNSON PENSION REBATE	31/01/2014	578.67
025823	25601	T & L FIAMENGO PENSION	31/01/2014	586.93
025824	25602	VR & CE SUMNER PENSION REBATE	31/01/2014	347.44
025825	25603	J & O PEREIRA PENSION REBATE	31/01/2014	760.53
025826	25604	JT & JS FARRANCE PENSION REBATE	31/01/2014	318.27
025827	25605	JOHN & MARY MUIR PENSION REBATE	31/01/2014	520.81
025828	25606	LT & JM MARCHANT PENSION REBATE	31/01/2014	570.41

CITY OF COCKBURN
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
025829	10047	ALINTA ENERGY GAS SUPPLIES	31/01/2014	1,897.05
025830	11758	WATER CORP WATER USAGE SUPPLIES ADD RETENTION HELD NIL LESS PRIOR PERIOD CANCELLED CHEQUES/EFTS	31/01/2014	34,960.17
025548		WATER CORPORATION	13/01/2014	-2,213.20
EF075221		COREY RICHARDSON	13/01/2014	-4,179.00
EF075228		YING WANG	13/01/2014	-400.00
EF075258		LAUREN CALLEN	7/01/2014	-400.00
EF075265		KIRSTEN YOUNG	7/01/2014	-400.00
EF075745		DONGFU LIN	17/01/2014	-400.00
TOTAL				7,335,032.75
TOTAL AS PER AP SOURCE 13GLACT9991000				7,335,032.75
TOTAL AS PER TR SOURCE 13GLACT9991000				7,335,032.75
ADDITIONAL DIRECT PAYMENTS				
BANK FEES				
MERCHANT FEES COC				11,471.73
MERCHANT FEES SLLC				4,746.26
MERCHANT FEES VARIOUS OUT CENTRES				294.76
NATIONAL BPAY CHARGE				5,204.17
RTGS/ACLR FEE				13.50
NAB TRANSACT FEE				2,558.60
				24,289.02
FAMILY DAY CARE AND IN HOME CARE PAYMENTS				
FDC PAYMENTS				53,148.16
IHC PAYMENTS				116,882.23
				170,030.39
PAYROLL TRANSACTIONS				
COC 03/01/14 CITY OF COCKBURN 042958				5079.03
COC 06/01/14 CITY OF COCKBURN 042958				6102.32
COC 07/01/14 CITY OF COCKBURN 042958				295937.83
COC 07/01/14 CITY OF COCKBURN 042958				33831.53
COC 10/01/14 CITY OF COCKBURN 042958				2490.51
COC 12/01/14 CITY OF COCKBURN 042958				2331.88
COC 14/01/14 CITY OF COCKBURN 042958				757174.09
COC 17/01/14 CITY OF COCKBURN 042958				3737.98
COC 21/01/14 CITY OF COCKBURN 042958				254341.3
COC 24/01/14 CITY OF COCKBURN 042958				2381.15
COC 28/01/14 CITY OF COCKBURN 042958				5579.48
COC 28/01/14 CITY OF COCKBURN 042958				746815.16
				2,115,802.26
CREDIT CARD PAYMENTS				
CBA CREDIT CARD PAYMENT				53,945.18
				53,945.18
TOTAL PAYMENTS FOR JANUARY				9,699,099.60

PAYMENT SUMMARY

CHEQUE PAYMENTS

025789 - 025830

CANCELLED PAYMENTS

025548; EF075221; EF075228; EF075258; EF075265;
EF075745

ELECTRONIC FUNDS TRANSFER PAYMENT

EF075716 – EF076243

STATEMENT OF FINANCIAL ACTIVITY

for the period ended 31 January 2014

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget	Revised Budget	Adopted Budget
	\$	\$	%	\$	\$	\$
Operating Revenue						
Governance	65,769,297	63,921,584	3%	1,847,713 ✓	67,754,883	67,587,336
Financial Services	730,286	528,304	38%	201,982 ✓	684,954	684,954
Information Services	610	2,164	-72%	(1,554)	3,706	3,706
Human Resource Management	155,425	78,044	99%	77,381	133,789	133,789
Library Services	31,192	30,613	2%	578	49,532	49,532
Community Services	5,524,229	5,524,721	0%	(492)	7,271,860	6,898,253
Human Services	4,567,056	4,334,958	5%	232,098 ✓	6,525,612	6,414,360
Corporate Communications	5,545	12,617	-56%	(7,072)	34,872	12,736
Development Services	2,670,794	2,360,967	13%	309,827 ✓	3,474,611	3,310,270
Planning Services	990,664	1,053,013	-6%	(62,349)	1,284,514	1,279,514
Waste Services	25,734,248	27,769,934	-7%	(2,035,686) ✗	36,109,491	36,102,121
Parks & Environmental Services	68,311	36,327	88%	31,984	54,166	6,963
Engineering Services	138,517	131,905	5%	6,612	208,988	208,988
Infrastructure Services	54,312	51,115	6%	3,196	204,592	8,304
	106,440,485	105,836,266	1%	604,219	123,795,571	122,700,826
Less: Restricted Grants & Contributions b/fwd	(2,103,892)	(2,525,317)	-17%	421,425	(2,525,317)	-
Total Operating Revenue	104,336,593	103,310,949	1%	1,025,644	121,270,254	122,700,826
Operating Expenditure						
Governance	(2,263,269)	(2,858,250)	-21%	594,980 ✓	(4,991,785)	(4,942,112)
Financial Services	(3,991,163)	(3,685,043)	8%	(306,120) ✗	(5,327,789)	(5,287,789)
Information Services	(2,696,184)	(2,713,720)	-1%	17,536	(4,366,942)	(4,126,942)
Human Resource Management	(1,367,168)	(1,380,000)	-1%	12,832	(2,253,541)	(2,221,344)
Library Services	(1,594,271)	(1,653,145)	-4%	58,873	(2,794,948)	(2,778,074)
Community Services	(4,838,360)	(5,383,423)	-10%	545,062 ✓	(9,382,071)	(9,087,564)
Human Services	(4,315,676)	(4,495,633)	-4%	179,957 ✓	(7,774,635)	(7,582,097)
Corporate Communications	(1,183,414)	(1,448,795)	-18%	265,381 ✓	(2,618,393)	(2,592,517)
Development Services	(2,683,809)	(2,768,523)	-3%	84,714	(4,843,897)	(4,681,677)
Planning Services	(1,546,171)	(818,150)	89%	(728,021) ✗	(1,480,501)	(1,454,445)
Waste Services	(10,708,063)	(11,616,106)	-8%	908,043 ✓	(20,025,368)	(19,937,008)
Parks & Environmental Services	(6,024,078)	(6,160,922)	-2%	136,845 ✓	(10,640,912)	(10,482,547)
Engineering Services	(4,203,218)	(4,390,588)	-4%	187,370 ✓	(7,578,222)	(7,578,222)
Infrastructure Services	(4,554,593)	(4,617,770)	-1%	63,177	(7,898,357)	(7,681,404)
	(51,969,438)	(53,990,067)	-4%	2,020,629	(91,977,361)	(90,433,743)

OCM 13/3/2014 - Item 15.2

STATEMENT OF FINANCIAL ACTIVITY

for the period ended 31 January 2014

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget	Revised Budget	Adopted Budget
	\$	\$	%	\$	\$	\$
Less: Net Internal Recharging	1,533,349	1,802,585	-15%	(269,236) X	3,090,592	3,085,871
Add: Reverse Impairment Charge - Investments	-	-	0%	-	-	-
Add: Depreciation on Non-Current Assets						
Computer & Electronic Equip	(90,019)	(81,816)	10%	(8,203)	(140,256)	(140,256)
Furniture & Equipment	(98,253)	(95,473)	3%	(2,780)	(163,668)	(163,668)
Plant & Machinery	(1,764,929)	(1,888,110)	-7%	123,182 ✓	(3,236,760)	(3,236,760)
Buildings	(1,923,361)	(2,159,857)	-11%	236,496 ✓	(3,943,239)	(3,943,239)
Roads	(5,311,438)	(5,415,662)	-2%	104,224 ✓	(9,283,992)	(9,283,992)
Drainage	(1,284,711)	(1,314,397)	-2%	29,686	(2,253,252)	(2,253,252)
Footpaths	(651,503)	(652,477)	0%	974	(1,118,532)	(1,118,532)
Parks Equipment	(1,794,278)	(1,205,603)	49%	(588,675) X	(2,066,748)	(2,066,748)
	(12,918,492)	(12,813,395)	1%	(105,097)	(22,206,447)	(22,206,447)
Total Operating Expenditure	(63,354,580)	(65,000,877)	-3%	1,646,296	(111,093,216)	(109,554,318)
Change in Net Assets Resulting from Operations	40,982,013	38,310,073	7%	2,671,940	10,177,038	13,146,507
Non-Operating Activities						
Profit/(Loss) on Assets Disposal						
Plant & Machinery	165,764	(47,341)	-450%	213,105 ✓	(417,141)	(627,141)
Freehold Land	335,282	450,000	-25%	(114,718) X	4,636,427	2,783,700
Furniture & Office Equipment	-	-	0%	-	-	-
Buildings	-	-	0%	-	-	-
	501,045	402,659	24%	98,386	4,219,286	2,156,559
Less: Movement in Joint Venture	-	-			-	-
Less: Underground Power Infrastructure Contribution	(36,586)	(1,040,000)	-96%	1,003,414	(1,040,000)	(1,040,000)
Asset Acquisitions						
Land and Buildings	(4,489,949)	(6,140,227)	-27%	1,650,279 ✓	(41,599,406)	(25,506,000)
Infrastructure Assets	(5,344,445)	(6,752,412)	-21%	1,407,967 ✓	(23,963,076)	(17,713,224)
Plant and Machinery	(1,011,673)	(1,913,000)	-47%	901,327 ✓	(4,502,213)	(3,899,500)
Furniture and Equipment	(19,695)	(25,631)	-23%	5,936	(26,800)	(24,000)
Computer Equipment	(363,407)	(812,332)	-55%	448,925 ✓	(1,412,715)	(540,000)
Note 1.	(11,229,169)	(15,643,603)	-28%	4,414,433	(71,504,209)	(47,682,724)
Add: Transfer to Reserves	(6,723,802)	(5,194,494)	29%	(1,529,309) X	(38,609,354)	(33,226,292)
	23,493,500	16,834,635	40%	6,658,865	(96,757,240)	(66,645,950)

STATEMENT OF FINANCIAL ACTIVITY

for the period ended 31 January 2014

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget	Revised Budget	Adopted Budget
	\$	\$	%	\$	\$	\$
Add Funding from						
Grants & Contributions - Asset Development	7,251,263	3,894,354	86%	3,356,909 ✓	6,848,348	5,629,495
Less: held in restricted funds from prior years	(690,523)	(27,033)	2454%	(663,491) ✗	(27,033)	-
Proceeds on Sale of Assets	933,399	1,193,375	-22%	(259,976) ✗	8,070,227	6,007,500
Reserves	7,861,138	12,583,628	-38%	(4,722,489) ✗	52,923,157	36,284,216
Loan Funds Raised	-	-	0%	-	-	-
Contributed Developer Assets	-	-	0%	-	-	-
	38,848,777	34,478,959	13%	4,369,818	(28,942,540)	(18,724,739)
Less: Transfer from Reserves - Impaired Investments	-	-	0%	-	-	-
Non-Cash/Non-Current Item Adjustments						
Depreciation on Assets	12,918,492	12,813,395	1%	105,097 ✓	22,206,447	22,206,447
Profit/(Loss) on Assets Disposal	(501,045)	(402,659)	24%	(98,386)	(4,219,286)	(2,156,559)
Loan Repayments	(656,657)	(662,574)	-1%	5,917	(1,325,149)	(1,325,149)
Joint Venture Investment	-	-	0%	-	-	-
Non-Current Accrued Debtors	-	-	0%	-	-	-
Non-Current Leave Provisions	560,289	-	0%	560,289 ✓	-	-
Net Change in Restricted/Committed Cash	2,794,415	2,552,349	9%	242,065 ✓	2,552,349	-
Deferred Pensioners Adjustment	-	-	0%	-	-	-
	53,964,270	48,779,471	11%	5,184,800	(9,728,178)	0
Opening Funds	11,247,256	10,066,620	12%	1,180,636	10,066,620	-
Closing Funds	65,211,526	58,846,091	11%	6,365,435	338,442	-
	-	-	-	-	-	-

Note 2, 3.

Notes to Statement of Financial Activity

Note 1.

Additional information on the capital works program including committed orders at end of month:

	Actuals	Commitments at Month End	Commitments & Actuals YTD	YTD Revised Budget	Full Year Revised Budget	Uncommitted at Month End
	\$	\$			\$	\$
Assets Classification						
Land and Buildings	(4,489,949)	(30,446,722)	(34,936,671)	(6,140,227)	(41,599,406)	6,662,735
Infrastructure Assets	(5,344,445)	(2,565,491)	(7,909,936)	(6,752,412)	(23,963,076)	16,053,140
Plant and Machinery	(1,011,673)	(2,174,630)	(3,186,303)	(1,913,000)	(4,502,213)	1,315,910
Furniture and Equipment	(19,695)	-	(19,695)	(25,631)	(26,800)	7,105
Computer Equipment	(363,407)	(142,566)	(505,973)	(812,332)	(1,412,715)	906,741
	(11,229,169)	(35,329,409)	(46,558,578)	(15,643,603)	(71,504,209)	24,945,631

Note 2.

Closing Funds in the Financial Activity Statement are represented by:

	Actuals	YTD Revised Budget	Full Year Revised Budget	Adopted Budget
	\$	\$	\$	\$
Current Assets				
Cash & Investments	136,061,390	97,979,443	57,671,953	64,775,894
Rates Outstanding	11,251,303	10,480,667	-	-
Rubbish Charges Outstanding	1,064,502	1,726,129	-	-
Sundry Debtors	3,659,846	1,322,470	-	-
GST Receivable	1,392,186	-	-	-
Prepayments	-	-	-	-
Accrued Debtors	230,698	-	-	-
Stock on Hand	(18,916)	-	-	-
	153,641,009	111,508,709	57,671,953	64,775,894
Current Liabilities				
Creditors	(7,354,251)	(8,812,375)	-	-
Income Received in Advance	52,856	-	-	-
GST Payable	(718,659)	-	-	-
Withholding Tax Payable	-	-	-	-
Provision for Annual Leave	(2,456,139)	-	-	-
Provision for Long Service Leave	(2,037,437)	-	-	-
	(12,513,631)	(8,812,375)	-	-
Net Current Assets	141,127,377	102,696,334	57,671,953	64,775,894
Add: Non Current Investments	4,306,828	-	-	-
	145,434,205	102,696,334	57,671,953	64,775,894
Less: Restricted/Committed Assets				
Cash Backed Reserves #	(74,250,945)	(43,302,592)	(56,785,860)	(62,309,778)
Deposits & Bonds Liability *	(2,484,779)	-	-	-
Grants & Contributions Unspent *	(3,486,954)	(547,651)	(547,651)	(3,100,000)
	65,211,526	58,846,091	338,442	(633,885)
Closing Funds (as per Financial Activity Statement)	65,211,526	58,846,091	338,442	(633,885)

See attached Reserve Fund Statement

* See attached Restricted Funds Analysis

Note 3.

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

Ledger	Project/ Activity	Description	Council Resolution	Classification	Non Change (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended budget Running Balance
					\$	\$	\$	\$
		Budget Adoption		Closing Funds Surplus(Deficit)				0
	590 to							
GL	595	Adjust SLLC salaries including fixing error in salary level		Operating Expenditure		75,762		75,762
GL	241	Extra income from activity for the first six months		Operating Income		649		76,411
	161, 162,							
GL	175	Balancing FESA budget according to its funding		Operating Expenditure		2,568		78,979
			OCM July13					
OP	628	Adjusting Summer of Fun events according to OCM	17.3	Operating Expenditure			5,175	73,804
OP	9170	Correcting funding for Offset Surf Life Saving Club		Operating Income		23,000		96,804
CW	2075	Adding owners contribution to Crossover Construction project		Operating Income		30,000		126,804
OP	6818	New commercial lease at Orsino Boulevard, North Coogee		Operating Income		5,000		131,804
GL	105	Extra Financial Assistance Grant received		Operating Income		167,547		299,351
GL	165	New income from Cats Legislation		Operating Income		10,000		309,351
		Adjusting carry forward budget by increasing Council admin charge and						
GL	202	workers compensation insurance		Operating Expenditure		6,841		316,192
GL	323	Increase in hire income - Youth Axis Room		Operating Income		2,250		318,442
OP	9470	Grant for Regional Concert		Operating Income		20,000		338,442
				Closing Funds Surplus (Deficit)	0	343,617	5,175	338,442

Statement of Comprehensive Income *by Nature and Type*

for the period ended 31 January 2014

	Actual	Amended YTD Budget	\$ Variance to YTD Budget	Forecast	Amended Budget	Adopted Budget
	\$	\$	\$	\$	\$	\$
OPERATING REVENUE						
01 Rates	57,724,889	57,349,808	375,081	58,291,895	57,916,814	57,916,814
05 Fees and Charges	36,559,521	38,388,133	(1,828,612)	48,444,849	50,273,461	50,208,232
10 Grants and Subsidies	4,812,866	4,553,674	259,191	7,678,146	7,418,955	9,046,274
15 Contributions, Donations and Reimbursements	1,282,704	419,842	862,862	1,468,994	606,132	474,614
20 Interest Earnings	3,948,709	2,593,626	1,355,083	6,399,909	5,044,826	5,044,826
25 Other revenue and Income	7,905	5,867	2,039	12,105	10,066	10,066
Total Operating Revenue	104,336,593	103,310,949	1,025,644	122,295,897	121,270,254	122,700,826
OPERATING EXPENDITURE						
50 Employee Costs - Salaries & Direct Oncosts	(23,873,681)	(23,865,678)	(8,003)	(40,804,424)	(40,796,420)	(40,783,674)
51 Employee Costs - Indirect Oncosts	(404,898)	(369,559)	(35,339)	(984,911)	(949,573)	(929,483)
55 Materials and Contracts	(18,851,675)	(20,037,584)	1,185,908	(33,818,542)	(35,004,450)	(33,543,022)
65 Utilities	(2,438,966)	(2,530,030)	91,064	(4,219,215)	(4,310,279)	(4,315,599)
70 Interest Expenses	(91,671)	(91,671)	-	(171,505)	(171,505)	(171,505)
75 Insurances	(2,240,821)	(2,005,067)	(235,753)	(2,240,821)	(2,005,067)	(2,005,067)
80 Other Expenses	(4,067,725)	(5,090,478)	1,022,752	(7,717,314)	(8,740,066)	(8,685,393)
85 Depreciation on Non Current Assets	(12,918,492)	(12,813,395)	(105,097)	(22,311,544)	(22,206,447)	(22,840,332)
Add Back: Indirect Costs Allocated to Capital Works	1,533,349	1,802,585	(269,236)	2,821,355	3,090,592	3,085,871
Total Operating Expenditure	(63,354,580)	(65,000,877)	1,646,296	(109,446,920)	(111,093,216)	(110,188,203)
CHANGE IN NET ASSETS RESULTING FROM OPERATING						
ACTIVITIES	40,982,013	38,310,073	2,671,940	12,848,978	10,177,038	12,512,622
NON-OPERATING ACTIVITIES						
11 Capital Grants & Subsidies	3,459,518	1,625,675	1,833,844	5,051,474	3,217,631	2,081,658
16 Contributions - Asset Development	3,791,745	2,268,679	1,523,066	5,153,783	3,630,718	3,547,837
95 Profit/(Loss) on Sale of Assets	501,045	402,659	98,386	4,317,672	4,219,286	2,156,559
57 Acquisition of Crown Land for Roads	-	-	-	-	-	-
58 Underground Power Scheme	(36,586)	(1,040,000)	1,003,414	(36,586)	(1,040,000)	(1,040,000)
Total Non-Operating Activities	7,715,722	3,257,013	4,458,709	14,486,343	10,027,634	6,746,054
NET RESULT	48,697,735	41,567,086	7,130,649	27,335,321	20,204,672	19,258,676

Notes to Statement of Comprehensive Income

Note 1.

Additional information on main sources of revenue in fees & charges.

	Actual	Amended YTD Budget	Amended Budget	Adopted Budget
	\$	\$	\$	\$
<u>Community Services:</u>				
Recreational Services	332,879	314,421	524,136	524,136
South Lake Leisure Centre	1,692,826	1,766,048	2,941,890	2,941,890
Law and Public Safety	2,867,397	2,722,188	2,886,346	2,861,346
	4,893,101	4,802,656	6,352,372	6,327,372
<u>Waste Services:</u>				
Waste Collection Services	17,019,990	16,507,416	16,807,430	16,807,430
Waste Disposal Services	8,695,783	11,233,140	19,256,811	19,256,811
	25,715,773	27,740,556	36,064,241	36,064,241
	30,608,874	32,543,212	42,416,613	42,391,613

Note 2.

Additional information on Salaries and Direct On-Costs by each Division.

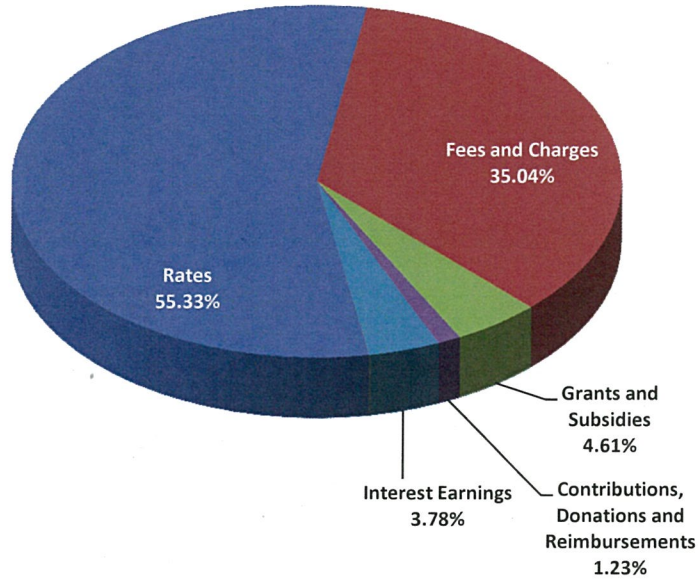
	Actual	Amended YTD Budget	Amended Budget	Adopted Budget
	\$	\$	\$	\$
Executive Division	(1,098,485)	(1,264,689)	(2,171,610)	(2,242,610)
Finance & Corporate Services Division	(3,640,328)	(3,652,801)	(6,150,515)	(6,150,515)
Community Services Division	(7,336,279)	(7,165,113)	(12,187,695)	(12,187,347)
Planning & Development Division	(2,888,255)	(2,815,725)	(4,826,956)	(4,743,558)
Engineering & Works Division	(8,910,334)	(8,967,350)	(15,459,644)	(15,459,644)
	(23,873,681)	(23,865,678)	(40,796,420)	(40,783,674)

Note 3

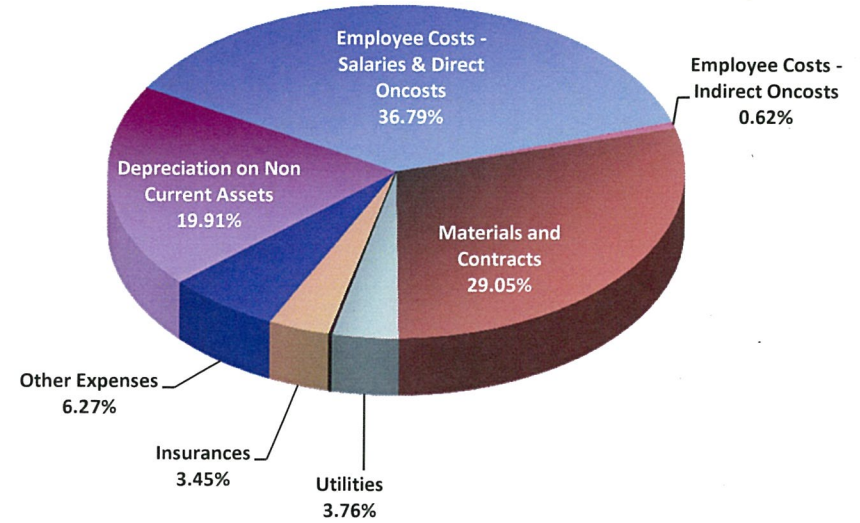
Additional information on Materials and Contracts by each Division.

	Actual	Amended YTD Budget	Amended Budget	Adopted Budget
	\$	\$	\$	\$
Executive Division	(980,483)	(1,187,805)	(1,905,190)	(1,839,190)
Finance & Corporate Services Division	(1,766,965)	(1,897,784)	(3,401,454)	(3,089,257)
Community Services Division	(3,616,113)	(4,611,134)	(8,169,410)	(7,652,734)
Planning & Development Division	(1,254,698)	(741,334)	(1,388,385)	(1,285,508)
Engineering & Works Division	(11,233,417)	(11,599,527)	(20,140,011)	(19,676,332)
Not Applicable	0	0	0	0
	(18,851,675)	(20,037,584)	(35,004,450)	(33,543,022)

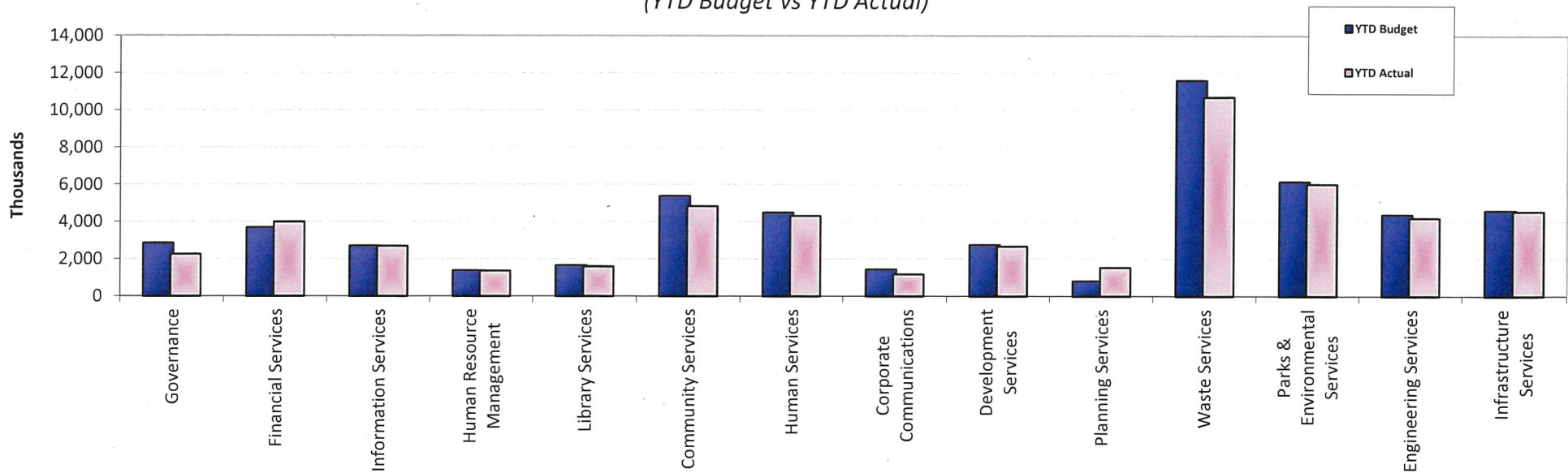
Operating Income by Nature and Type
(YTD Actual)



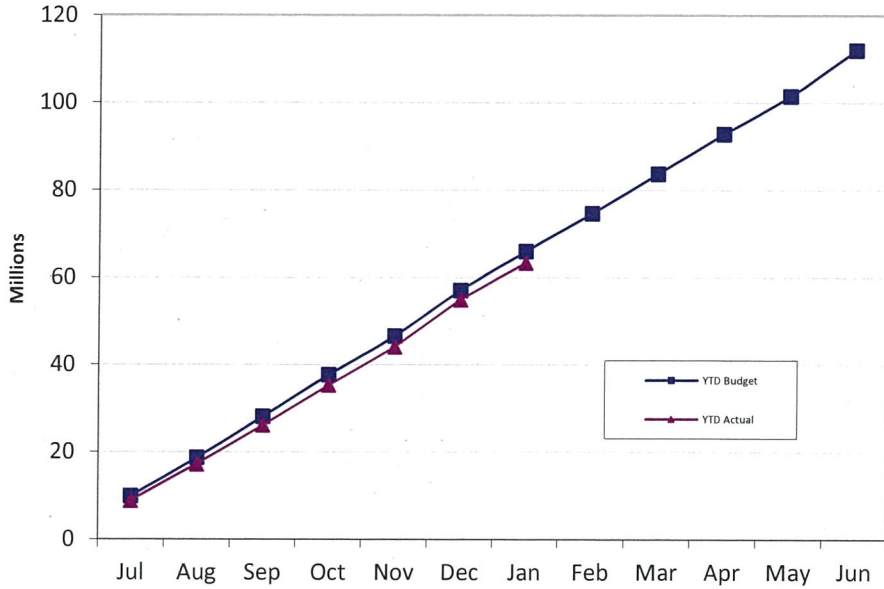
Operating Expenditure by Nature and Type
(YTD Actual)



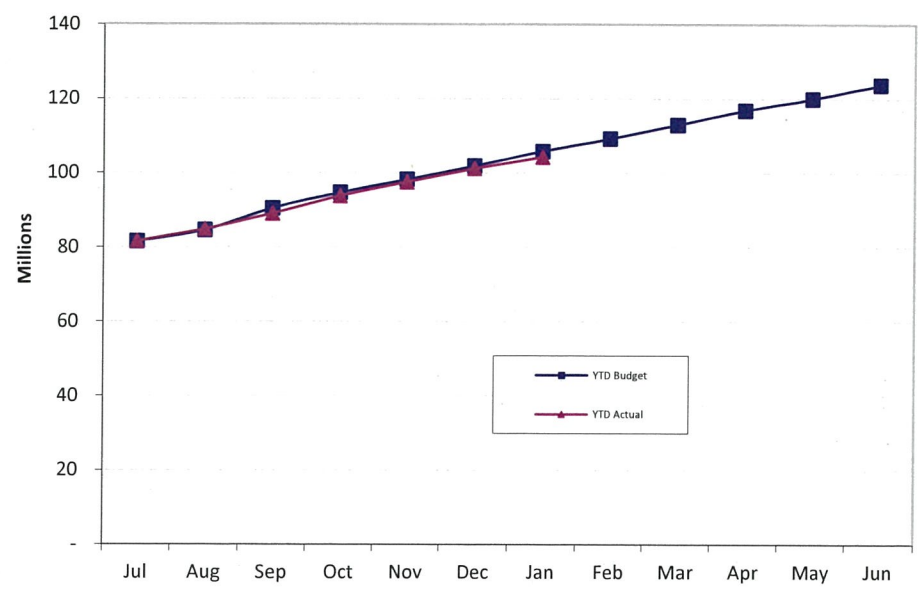
Operating Expenditure by Business Unit
(YTD Budget vs YTD Actual)



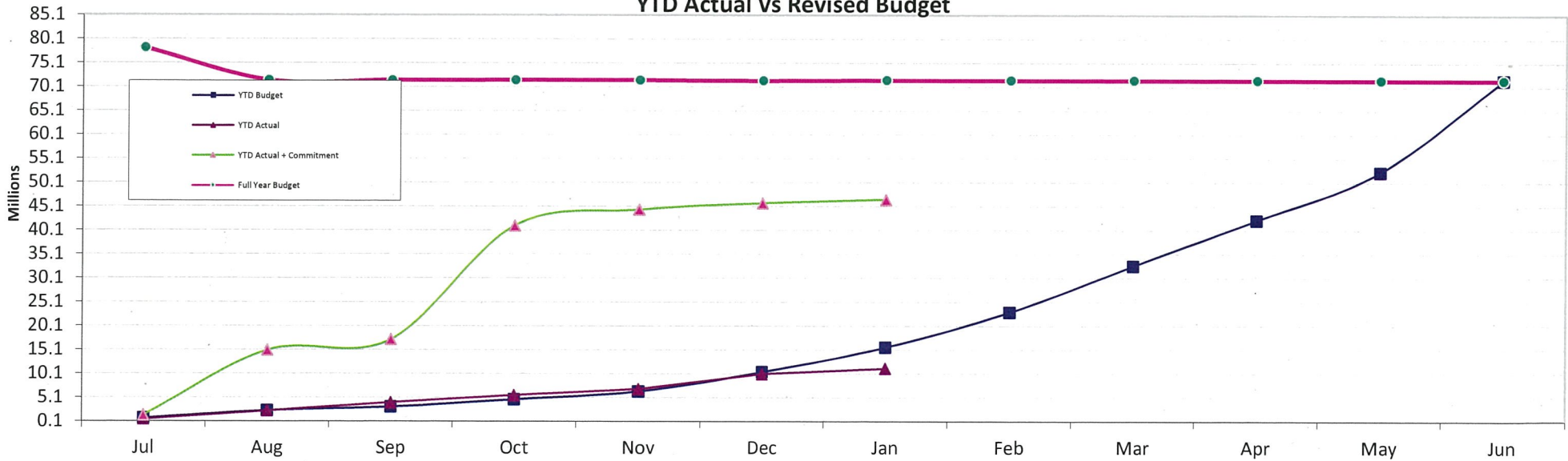
YTD Operating Expenditure Vs YTD Revised Budget



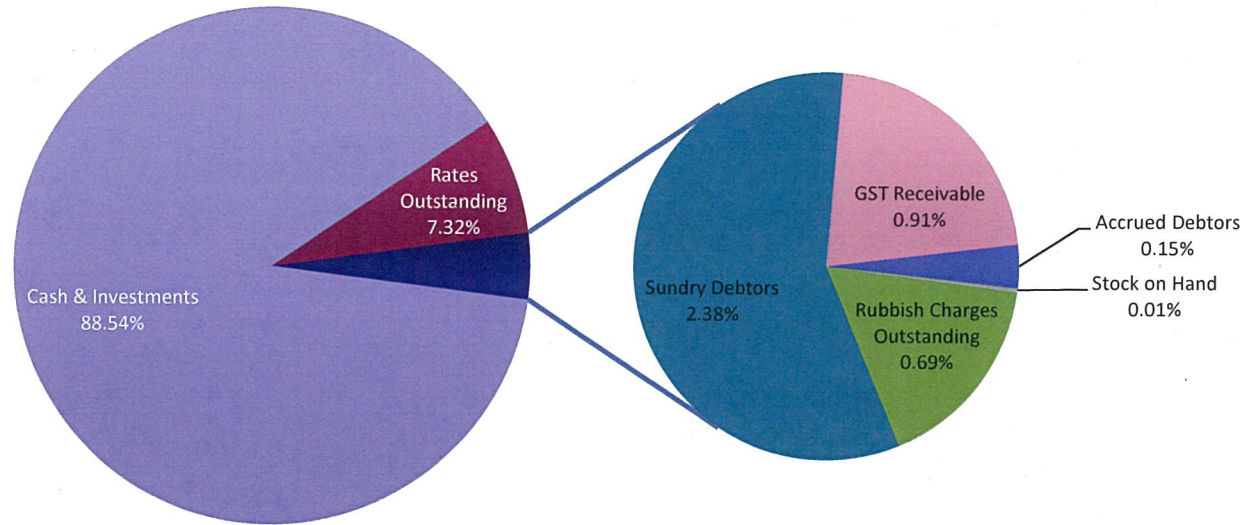
YTD Operating Income Vs YTD Revised Budget



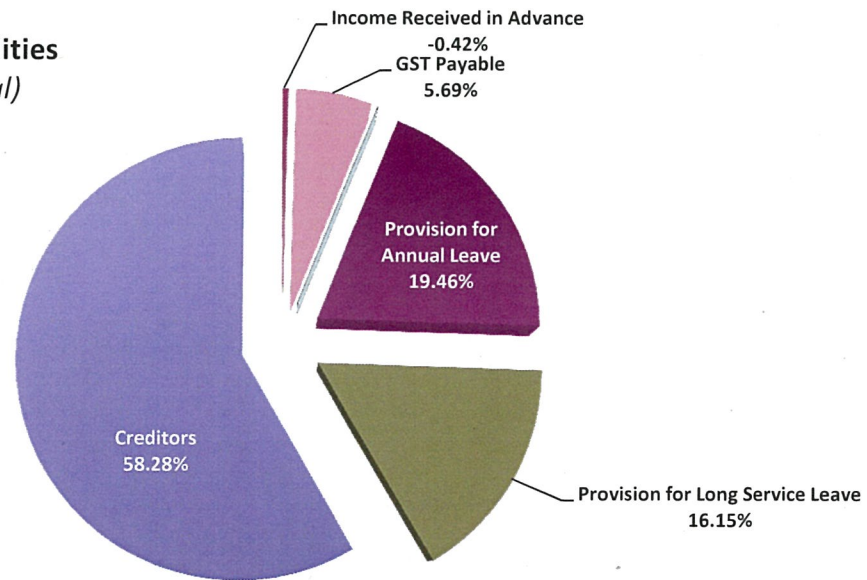
**Capital Expenditure
YTD Actual Vs Revised Budget**



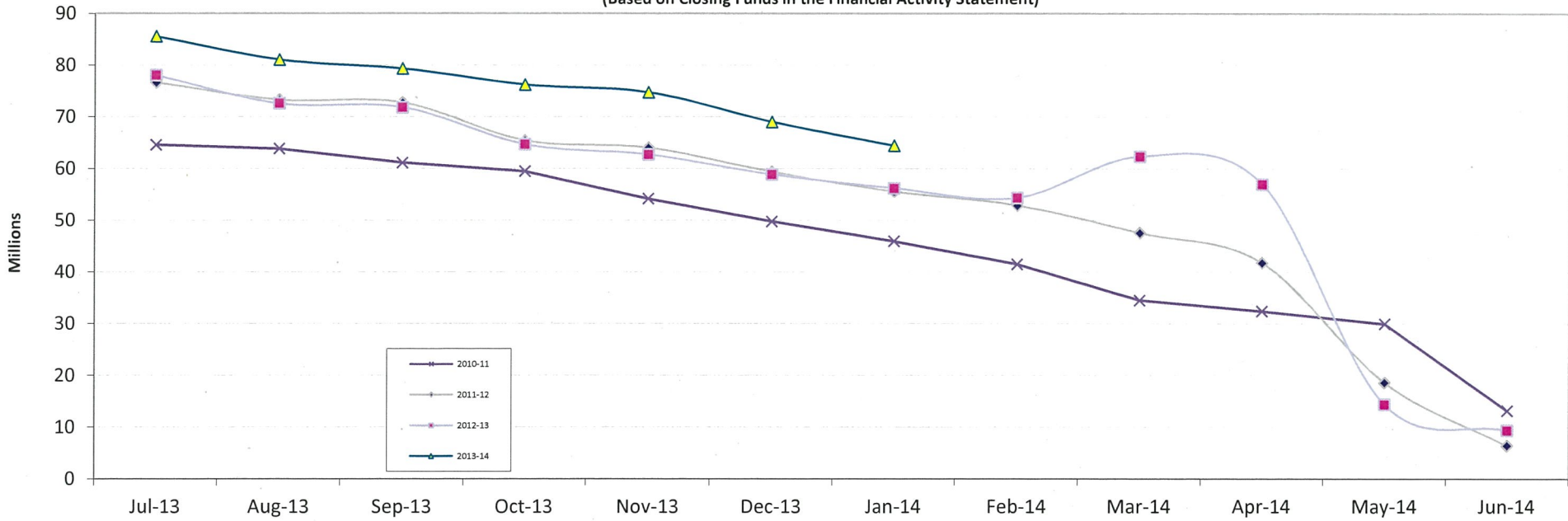
Current Assets (YTD Actual)



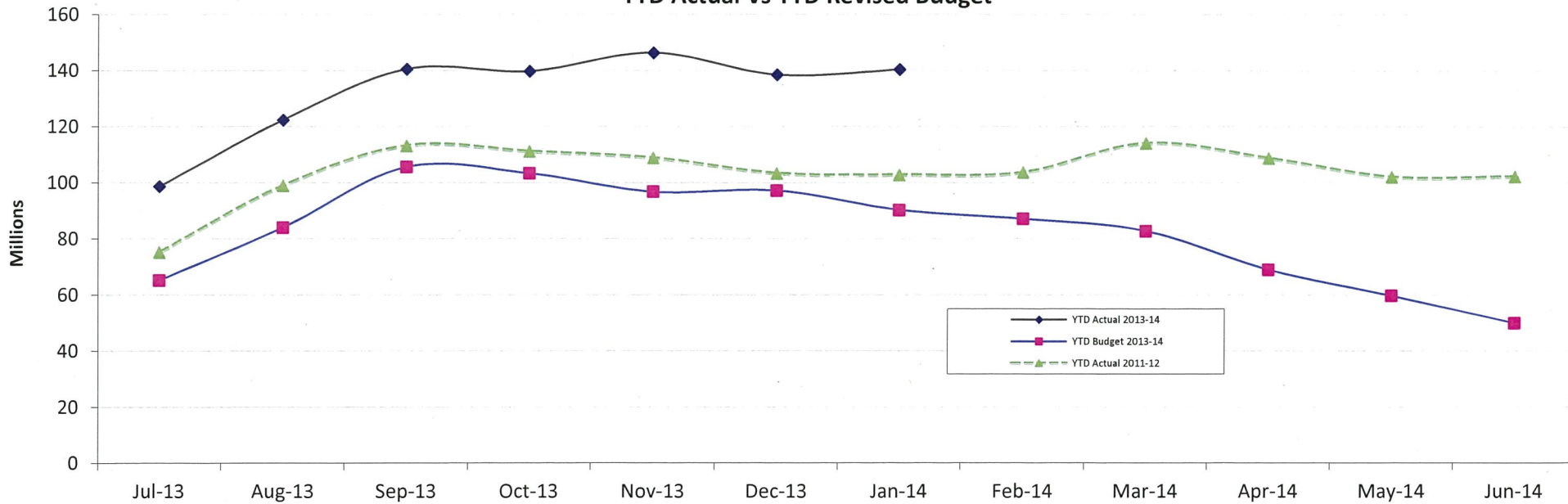
Current Liabilities (YTD Actual)



Municipal Liquidity Over the Year (Based on Closing Funds in the Financial Activity Statement)



Cash & Investments Positions YTD Actual Vs YTD Revised Budget



City of Cockburn

Restricted Funds - Infrastructure Contributions & Carry Forwards
Financial Statement for the Period Ended 31 Oct 2013

Particulars		Balance July 1st 2013	Add: Receipts/Jnls	Less: Payments/Jnls	Closing Balance
INFRASTRUCTURE CONTRIBUTIONS					
Prog 12	ROAD CONSTRUCTION	1,264,557.16			1,264,557.16
Prog 12	FOOTPATH CONSTRUCTION	665,383.90			665,383.90
Prog 12	DRAINAGE DEVELOPMENT	645,419.01			645,419.01
		2,575,360.07	-	-	2,575,360.07
CARRIED FORWARDS					
Prog 8	FUNDED SERVICES SURPLUSES C/FWD	329,535.94	125,885.09	457,898.88 -	2,477.85
	UNSPENT PROJECT FUNDING C/FWD	2,630,789.99	856,131.91	2,483,654.44	1,003,267.46
Prog 12	UNSPENT ROAD FUNDING	745,683.14	421,711.68	1,256,590.29 -	89,195.47
		3,706,009.07	1,403,728.68	4,198,143.61	911,594.14
TOTAL		6,281,369.14	1,403,728.68	4,198,143.61	3,486,954.21

NB. Total Receipts and Payments of Contributions/CF Grants is the balance of Restricted Funds Activities (883-890):

<i>Receipts:</i>	<i>-</i>	<i>1,403,728.68</i>
<i>Payments:</i>		<i>4,198,143.61</i>
<i>Balance of Restricted Funds:</i>		<i>2,794,414.93</i>

City of Cockburn - Reserve Funds

Financial Statement for Period Ending 31 January 2014

Account Details	Opening Balance		Interest Received		t/f's from Municipal		t/f's to Municipal		Closing Balance	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Council Funded										
Bibra Lake Management Plan Reserve	1,014,207	1,014,207	-	15,154	-	-	(171,559)	(36,242)	842,648	993,119
Bibra Lake Nutrient Management	305,625	305,625	12,740	4,583	-	-	-	-	318,365	310,208
Carbon Pollution Reduct Scheme Res CPRS	-	-	-	3,741	-	-	-	-	-	3,741
Community Infrastructure	10,890,947	10,890,947	254,740	160,853	7,155,600	-	(14,297,842)	(515,787)	4,003,445	10,536,013
Community Surveillance Levy Reserve	498,556	498,556	28,950	7,267	193,294	-	(233,958)	(31,989)	486,842	473,835
Contaminated Sites	1,999,849	1,999,849	59,060	29,834	500,000	-	(200,000)	(20,226)	2,358,909	2,009,457
DCD Redundancies Reserve	2,916	2,916	-	44	-	-	-	-	2,916	2,960
Environmental Offset Reserve	357,376	357,376	-	5,176	-	-	(138,591)	(38,275)	218,785	324,277
Green House Emissions Reductions	579,053	579,053	16,220	8,652	200,000	-	(507,000)	(15,471)	288,273	572,234
Information Technology	428,166	428,166	34,740	6,066	124,671	-	(373,000)	(99,868)	214,577	334,364
Land Development & Investment Fund Reserve	13,933,953	13,933,953	347,370	207,704	7,173,727	462,000	(17,523,992)	(499,629)	3,931,058	14,104,028
Major Buildings Refurbishment	2,409,325	2,409,325	40,530	36,129	2,998,545	-	-	-	5,448,400	2,445,454
Mobile Rubbish Bins	209,552	209,552	22,000	2,398	-	-	(170,000)	(115,571)	61,552	96,378
Municipal Elections	493,285	493,285	15,060	7,397	-	-	(490,000)	(331,062)	18,345	169,619
Naval Base Shacks	596,438	596,438	18,530	8,936	158,854	-	(220,228)	(862)	553,594	604,512
Plant & Vehicle Replacement	3,731,633	3,731,633	92,640	53,770	3,469,500	-	(3,043,000)	(525,541)	4,250,773	3,259,862
Port Coogee Special Maintenance Reserve	809,083	809,083	25,480	11,497	235,000	253,236	(96,907)	(98,086)	972,656	975,731
Roads & Drainage Infrastructure	2,087,403	2,087,403	98,430	23,624	1,250,000	-	(2,984,325)	(1,125,182)	451,507	985,844
Staff Payments & Entitlements	2,261,717	2,261,717	150,530	32,483	105,000	-	(186,000)	(149,000)	2,331,247	2,145,200
Waste & Recycling	13,772,203	13,772,203	636,850	204,212	7,488,122	-	(3,777,930)	(277,142)	18,119,245	13,699,273
Waste Collection Levy	132,072	132,072	2,320	1,980	310,732	-	-	-	445,124	134,053
Workers Compensation	399,501	399,501	16,220	5,991	-	-	-	-	415,721	405,492
POS Cash in Lieu (Restricted Funds)	4,031,593	4,031,593	142,470	57,788	-	-	(480,000)	(436,363)	3,694,063	3,653,017
	60,944,452	60,944,452	2,014,880	895,278	31,363,045	715,236	(44,894,332)	(4,316,296)	49,428,045	58,238,671
Grant Funded										
Aged & Disabled Vehicle Expenses	424,948	424,948	9,170	6,148	68,496	5,208	(72,000)	(46,047)	430,614	390,257
Cockburn Super Clinic Reserve	4,242,180	4,242,180	173,690	58,326	-	-	(4,703,516)	(1,961,810)	(287,645)	2,338,696
Family Day Care Accumulation Fund	64,233	64,233	2,500	963	-	-	(2,800)	-	63,933	65,196
Naval Base Shack Removal Reserve	272,408	272,408	5,715	4,085	54,000	54,000	-	-	332,123	330,493
UNDERGROUND POWER	1,301,740	1,301,740	-	19,219	1,200,000	1,204,970	(2,412,063)	(722,619)	89,676	1,803,310
Welfare Projects Employee Entitlements	452,182	452,182	16,911	6,680	-	-	(81,210)	(72,898)	387,883	385,963
	6,757,691	6,757,691	207,986	95,421	1,322,496	1,264,178	(7,271,588)	(2,803,374)	1,016,584	5,313,915
Development Cont. Plans										
Aubin Grove DCA	167,325	167,325	21,604	2,509	-	-	(5,310)	(306)	183,619	169,528
Community Infrastructure DCA 13	3,361,786	3,361,786	105,715	76,569	2,000,000	3,221,349	(85,311)	-	5,382,190	6,659,704
Gaebler Rd Development Cont. Plans	760,607	760,607	4,944	11,406	-	-	(8,610)	(306)	756,941	771,706
Hammond Park DCA	(9,371)	(9,371)	-	(141)	383,540	-	-	-	374,169	(9,512)
Munster Development	724,330	724,330	8,498	10,013	8,753	143,758	(12,410)	(478,075)	729,171	400,026
Muriel Court Development Contribution	(43,595)	(43,595)	-	(1,807)	206,000	-	(22,210)	(140,262)	140,195	(185,664)
Packham North - DCA 12	(18,720)	(18,720)	-	(842)	515,000	-	(6,860)	(68,185)	489,420	(87,746)
Solomon Road DCA	97,272	97,272	-	2,379	257,500	111,919	(15,060)	-	339,712	211,571
Success Lakes Development	1,582,041	1,582,041	-	23,723	-	-	(1,353,078)	(306)	228,963	1,605,459
Success Nth Development Cont. Plans	601,206	601,206	10,661	9,125	10,981	26,093	(10,410)	(306)	612,438	636,119
Thomas St Development Cont. Plans	11,778	11,778	-	177	-	-	-	-	11,778	11,955
Wattleup DCA 10	(4,674)	(4,674)	-	(70)	-	-	(13,010)	-	(17,684)	(4,744)
Yangebup East Development Cont. Plans	188,928	188,928	3,986	2,605	57,150	-	(9,010)	(54,598)	241,054	136,935
Yangebup West Development Cont. Plans	268,405	268,405	10,712	5,390	95,903	109,533	(7,210)	(306)	367,810	383,022
	7,687,318	7,687,318	166,120	141,036	3,534,827	3,612,653	(1,548,489)	(742,647)	9,839,776	10,698,359
Total Reserves	75,389,461	75,389,461	2,388,986	1,131,735	36,220,368	5,592,067	(53,714,409)	(7,862,318)	60,284,405	74,250,945

Variance Analysis						
Municipal Financial Activity Statement for the period ended 31 January 2014						
	YTD Actuals	YTD Revised Budget	Full Year Revised Budget	YTD Variance	v = Favourable x = Unfavourable	Jan-14
	\$	\$	\$	\$		
OPERATING REVENUE						
Governance	65,769,297	63,921,584	67,754,883	1,847,713	√	GRV Industrial Rates and GRV Commercial Rates received are \$130k and \$592k ahead from ytd budget respectively. Interest earnings from Municipal are \$1.2m over ytd budget. GRV part year Rates received are \$305k under ytd budget. Favourable variance \$153k from the ATO due to understated Fuel Tax Credit claim from 2006.
Financial Services	730,286	528,304	684,954	201,982	√	Rate's Legal Fees Reimbursement received is \$164k over ytd budget.
Human Services	4,567,056	4,334,958	6,525,612	232,098	√	Income received from In-Home Care Subsidies (Federal) is \$179k over ytd budget.
Development Services	2,670,794	2,360,967	3,474,611	309,827	√	Income received from development application fees and fines & penalties are \$332k and \$125k over ytd budget respectively. Income received from building licenses are \$262k under ytd budget.
Waste Services	25,734,248	27,769,934	36,109,491	(2,035,686)	x	Landfill fees received are \$2.5m under ytd budget. MSW & Recycling Removal Levy received is \$513k over ytd budget.
OPERATING EXPENDITURE						
Governance	2,263,269	2,858,250	4,991,785	594,980	√	The \$208k favourable variance is from the return of the costs of DCA11 & DCA12 to general purpose funding, these costs were funded from municipal monies in prior years and should be returned via the general purpose funding area. Contract expenses for Council Functions/receptions operation projects are \$157k under ytd budget. Contract expense for EA agreement provision has not come in yet, resulting in favourable variance of \$161k. Contract expenses for LG Reform Provision is overspent by \$111k.
Financial Services	3,991,163	3,685,043	5,327,789	(306,120)	x	Plant Insurance Premium is ahead of ytd budget by \$123k. Total expenses in Property Rates and Procurement Services are ahead of ytd budget by \$135k.
Community Services	4,838,360	5,383,423	9,382,071	545,062	√	Service & Contract expenses in Cosafe is under ytd budget by \$130k. Contract expenses in Liveable cities program for Cockburn Central West Structure has not come in yet, resulting in favourable variance of \$120k. Donations in Council Donations Operating Projects are under ytd budget by \$185k. Contract Expenses for Recreation Operating Projects are over ytd budget by \$152k.
Human Services	4,315,676	4,495,633	7,774,635	179,957	√	The total expenses of Materials & Contract and other expenses are \$142k over ytd budget.
Planning Services	1,546,171	818,150	1,480,501	(728,021)	x	This unfavourable variance is mainly from the payment to the landowner for reimbursement of land provided for Beeliar Drive for \$496k. The other part of the unfavourable variance is from the costs of DCA11 & DCA12. The additional funding will be added in mid year review to clear the unfavourable variance from DCA11 & DCA12 for \$208k.
Waste Services	10,708,063	11,616,106	20,025,368	908,043	√	Expense in Landfill Levy and Contract Expenses for Henderson Landfill - site office are underspent by \$710k and \$220k respectively.
Parks & Environmental Services	6,024,078	6,160,922	10,640,912	136,845	√	Contract Expenses for Street Trees are \$167k over ytd budget. Expenditures of Environmental Sustainability Initiatives and Environmental Works Operating Projects are underspent by \$146k and \$194k respectively.
Engineering Services	4,203,218	4,390,588	7,578,222	187,370	√	Power Expenses in Street Lighting Operation are \$169k under ytd budget.
ADDITIONAL FUNDING RECEIVED						

Variance Analysis						
Municipal Financial Activity Statement for the period ended 31 January 2014						
	YTD Actuals	YTD Revised Budget	Full Year Revised Budget	YTD Variance	√ = Favourable X = Unfavourable	Jan-14
Grants & Contributions - Asset Development	\$ 7,251,263	\$ 3,894,354	\$ 6,848,348	\$ 3,356,909	√	Owner Contribution received for DCA13 is ahead of its ytd budget by \$2m. Owner Contribution for DCA12,DCA9 and DCA11 have not been received resulting unfavourable variance of \$745k. Grant for MRD Blackspot program of Intersection of Northlake Road / Gwilliam Street has not been received yet, resulting in unfavourable variance of \$109k. Capital Grant - State for Coogee beach enclosure trial has not been received resulting unfavourable variance of \$100k. Regional Road Grants received from Grant funded and Council funded are ahead of its ytd budget by \$608k and \$427k respectively. Grant for MRD Blackspot program of Beeliar Drive received is \$294k ahead of its ytd budget.
Proceeds on Sale of Assets	933,399	1,193,375	8,070,227	(259,976)	X	Group of vehicles have not been sold, resulting in unfavourable variance of \$260k.

Capital Expenditure

for the period ended 31 January 2014

	Actuals	YTD Revised Budget	Full Year Revised Budget	\$ Variance to YTD Budget	v = Favourable x = Unfavourable	Explanation
	\$	\$	\$	\$		
SUMMARY						
Purchase of Land and Buildings	4,489,949	6,140,227	44,042,673	1,650,279	√	
Acquisition & Development of Infrastructure Assets	5,333,195	6,752,412	23,558,540	1,419,217	√	
Purchase of Plant and Machinery	1,011,673	1,913,000	5,543,561	901,327	√	
Purchase of Furniture and Equipment	19,695	25,631	11,736	5,936	√	
Purchase of Computer Equipment	363,407	812,332	2,974,879	448,925	√	
	11,217,919	15,643,603	76,131,390	4,425,683		
Material Variances Identified:						
<u>Works in Progress - Roads Infrastructure</u>						
3554 - Phoenix Road (Stock Road)	2,923	117,029	0	114,106	√	Completed Jan 14. Currently \$112k in committed orders, with a slight delay in payment.
2442 - Frankland Avenue construction Single carrieway Roper Bouleva	1,085,493	1,207,029	1,432,000	121,536	√	Cash flow issue with regards to YTD budget. Major works completed October 2013, with a minor street lighting project to be complete before financial year.
3553 - Bibra Drive (North Lake to Farrington)	9,467	282,458	0	272,991	√	Project has been delayed due to accessing potential joint ventures. Expected to start major works April 14
3545 - Beeliar Drive Hammond Road North and South	471,252	791,390	0	320,138	√	Project combined with CW 2417, with costs been transferred into CW 3545. Budget from CW2417 transferred.
Sub Total	1,569,135	2,397,906	1,432,000	828,771		
<u>Works in Progress - Drainage</u>						
2932 - 14 Elderberry Dr - Drainage Upgrade	0	100,000	115,558	100,000	√	No design has been submitted. Expected to begin April 14 and finish before financial year.
Sub Total	0	100,000	115,558	100,000		
<u>Freehold Land</u>						
1556 - Purchase of LOT 341 LAKEFRONT AVENUE, BEELIAR	436,364	280,000	480,000	(156,364)	x	Project completed within budget. Cashflow adjustment to be made.
1585 - Lot 23 Russell Road, Hammond Park	0	100,000	0	100,000	√	Expected to spend the budget May 14. Delay due to the site being wet and waiting upon it drying out.
1553 - Subdivision and development of Lot 915 and Reserve 38537	9,453	227,598	400,000	218,145	√	Anticipated to begin major works May 14. Approval from department of housing needed to progress.
1539 - Subdivision Lot 702 Bellier Pl & Lot 65 Erpingham Rd	1,080	342,300	604,700	341,220	√	Project has been delayed due to accessing potential joint ventures. Expected to start major works April 14
Sub Total	446,896	949,898	1,484,700	503,002		
<u>Works in Progress - Buildings</u>						
006 - Coogee Surf Life Saving Club	774,508	432,038	5,235,144	(342,470)	x	Project completed December 2013 on time. \$350k to received in mid year budget review.
005 - Cockburn Integrated Health Facilities	2,345,448	3,153,808	29,269,466	808,360	√	Project approximately 80% complete. Delay due to change of construction methodology. Gavin Construction has been liquidated and Jackson construction is the new builders. Currently \$28 million in committed orders.
4471 - Civic Bldg Energy Reduction Initiative	0	131,000	1,106,900	131,000	√	Full year budget amended to 262k. Project still in the scoping stage. Expected to begin major works May/June, with no carry forward expected at this stage.
4493 - Coogee Beach Enclosure Trial	0	150,000	0	150,000	√	Trial ongoing. Company delaying project with a barrier to be removed. Expected to begin major works Mar/Apr with no carry forward expected.
Sub Total	3,119,956	3,866,846	35,611,510	746,890		
<u>Computers</u>						
010 - CCTV	31,989	170,793	908,575	138,804	√	Project held up by Department of contracts and development. Expected to begin major works February. Expected to finish before June 2014.
Sub Total	31,989	170,793	908,575	138,804		
<u>Plant & Machinery</u>						

Capital Expenditure

for the period ended 31 January 2014

	Actuals \$	YTD Revised Budget \$	Full Year Revised Budget \$	\$ Variance to YTD Budget \$	v = Favourable X = Unfavourable	Explanation
7704 - Mitsubishi Flocon Roads	0	135,000	0	135,000	√	Currently \$138k in committed orders. Expected delivery Mar 13.
7761 - Front End Loader Plus Attachments PL7611 New 2008/9	0	325,000	0	325,000	√	Currently \$265k in committed Order. Delivered with payment to be made.
Sub Total	0	460,000	0	460,000		