City of Cockburn

Ordinary Council Meeting

Minute

For Thursday, 13 December 2018

These Minutes are subject to confirmation

Presiding Member's signature

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Date: 14 February 2019

CITY OF COCKBURN

SUMMARY OF MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON THURSDAY, 13 DECEMBER 2018 AT 7:00 PM

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CITY OF COCKBURN

MINUTES OF ORDINARY COUNCIL MEETING HELD ON THURSDAY, 13 DECEMBER 2018 AT 7:00 PM

PRESENT:

ELECTED MEMBERS

Mr L Howlett	-	Mayor (Presiding Member)
Ms L Smith	-	Deputy Mayor
Mrs C Reeve-Fowkes	-	Councillor
Mr K Allen	-	Councillor (Arr. 7.03 pm)
Mr M Separovich	-	Councillor
Dr C Terblanche	-	Councillor
Ms L Kirkwood	-	Councillor
Mr P Eva	-	Councillor
Mr S Pratt	-	Councillor
Ms C Sands	-	Councillor

IN ATTENDANCE

Mr S Cain	-	Chief Executive Officer
Mr D Arndt	-	Director Planning & Development
Mr D Green	-	Director Governance & Community Services
Mr C Sullivan	-	Director Engineering & Works
Mr N Mauricio	-	A/Director Finance & Corporate Services
Mr T Moore	-	Manager, Rangers & Community Safety
Mrs L Jakovcevic	-	Executive Assistant to Directors - Plan. & Dev./Engr. & Works
Mrs L Spearing	-	Personal Assistant to CEO
Mr S Cecins	-	Media & Communications Officer
Mrs B Pinto	-	Governance & Risk Officer

1. DECLARATION OF MEETING

The Presiding Member declared the meeting open at 7.01pm.

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

The Presiding Member acknowledged the Nyungar People who are the traditional custodians of the land on which the meeting is being held and pay respect to the Elders of the Nyungar Nation, both past and present and extend that respect to Indigenous Australians who are with us tonight.

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Mayor Howlett welcomed Mr Nelson Mauricio, A/Director Finance & Corporate Services and Mr Travis Moore, Manager Recreation and Community Safety to tonight's meeting.

Mayor Howlett made the following announcements:

The City received the 'Building Connections in Growth Areas' award at the National Growth Areas Alliance's National Congress on Monday 19 November 2018. Competition for the Award highlighted the competitive aspect of the nominee projects from across Australia all aimed at the provision of community infra-structure. Cockburn ARC was the project put forward by the City.

2. APPOINTMENT OF PRESIDING MEMBER (If required)

Nil

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.

Cr Kevin Allen joined the meeting at 7.03pm.

4. ACKNOWLEDGEMENT OF RECEIPT OF WRITTEN DECLARATIONS OF FINANCIAL INTERESTS AND CONFLICT OF INTEREST (by Presiding Member)

Nil

5. APOLOGIES & LEAVE OF ABSENCE

Mr S Downing, Dir. Fin. & Corp. Serv. - Apology

6. WRITTEN REQUESTS FOR LEAVE OF ABSENCE

Nil

7. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

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8. PUBLIC QUESTION TIME

Mr Wayne Cook, Hamilton Hill

Item 14.4 – Rezoning of Lot 850 Purvis Street, Hamilton Hill

Q1 With regards to the Hamilton Hill development and the large Tuart Tree at the southern end of Purvis Street, the current recommendation is for a 10metre wide POS. I would like to explore the potential for it to be extended to a minimum of 20 metres to allow the full expansion of the tree to be retained rather than trimmed. I have pictures here to support that.

A1 A 10m width is considered adequate to not only protect the tree, but provide an appropriate design response for the space.

It should be noted, the recommendation states a minimum width of 10m for this POS area as it is considered this is the minimum width to provide an appropriate design response for this space. This will be similar to Oliver Park, which is a 10m wide POS corridor configured between Scholar Terrace and Hilroy Street, Coolbellup.

However, importantly 10m is the minimum width required, with a requirement that a comprehensive Tree Management Plan (prepared by an arborist or suitably qualified consultant) then establish the specific dimensions required to provide adequate protection for the Tuart tree. This means as part of the subdivisional process, Landcorp and their consultants will need to provide detailed technical information to the satisfaction of the City and specifying how the tree will be adequately protected, taking into consideration any proposed earthworks, location of services and separation from adjoining properties. This may result in the POS being wider than 10m; however, without the preparation of a Tree Management Plan it is premature and inappropriate to require a 20m width at this stage.

Q2. Given that the roundabout in regards to Purvis Street and Blackwood Avenue, is it going to be a continuation of Blackwood Avenue, going into the area. Roundabouts I understand do take up a considerable amount of space given the circular roundabout; I am curious as to whether there are current assessments and drawings to see what they were going to look like.

A2. The detailed design of the roundabout will be undertaken as part of the subdivision process through the preparation of detailed engineering drawings. The roundabout treatment is considered an acceptable engineering design for the intersection based on the current and proposed road reservations.

There is adequate space, but the actual detail design will only occur once the subdivisional design is prepared.

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Ms Claire Silvester, Hamilton Hill

Item 14.4 – Rezoning of Lot 850 Purvis Street, Hamilton Hill

Q1 Currently the Tuart Tree is in POS for our children to play. In the picture you provided basically makes it look like a pathway going through and we would like to explore the option as to whether it is possible to having a graft insert around it and a small path area around it rather than that concrete the picture shows.

A1 The example shown as indicated before was an example where the City has been able to retain an existing Tuart Tree in the location of Coolbellup. That does not mean that that will be the design that is proposed. As answered in the previous question one of the aspects they will need to take in the subdivision design is a tree management plan and within that tree management plan they will be developing an appropriate design response on how the tree can be retained and protected.

Q2. Regarding POS and the link at the end of Purvis Street in making it a small park, following on from the last question, is it possible for additional public open space to be reallocated from the "Fig Tree Park".

A2. That will be something that will be considered as part of the tree management plan for the Tuart tree as to the exact area of requirements that needs to be provide. As to whether or not that means the City reallocates, there are issues in terms of just chopping and changing and taking small areas out of one area and putting it into another because the area around the fig trees has also been planned to try and ensure that it maximises the protection of those trees and their root area as well. Also, it is not just a simple case of carving up a portion of one part and putting it on another, there is a whole lot of design consideration that needs to be taken into consideration. That will be somethings that will have to be worked out when the City gets into the more detailed stage, but certainly at the moment the proposal is that Landcorp provides in excess of their minimum 10% POS requirements. Yes, creating more open space is going to have an impact on their proposal and that is something that they will have to take into consideration.

Q3. Regarding the road reserve on page 571, it states, "Therefore while the road reserve on Purvis Street will remain, under the current Structure Plan proposal". Do you mean the current version that is there up to the fence line because it is a 10m wide verge.?

A3. The verge area forms part of the road reserve. It is critically important to note that the verge is not 10m; that is an informal measurement undertaken to the fence that is not on the property line. The verge in the

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road reserve in this area is only 6m. So whilst the verge will be retained, it is not a 10m verge.

Q4. Regarding our concerns whether Purvis Street can physically accommodate the traffic, not accommodate it, but our main concerns are about the thoroughfare and the reckless and speed, how people drive through there.

We note in the plan, Council actually saw this could be an issue through one of the roads in the new development, and you've suggested putting road blocks in. We are concerned about the same issue in Purvis Street and we are wondering whether the roundabout, how you came up with that idea and why it is the preferred situation because we are still concerned about people speeding right up to it and hooning around it.

A4. The City has undertaken a thorough engineering traffic assessment of the proposal as provided by the applicant and assessed by the City. The roundabout is not designed to reduce traffic speeds, but designed to control traffic movements at a four way intersection as opposed to trying to act as a speed reduction device. There are benefits that roundabouts do also end up reducing vehicle speeds; however, the primary reason why it was proposed in that location is to control the movements through the intersection.

Q5. Turning Purvis Street and changing the engineering of the street into a play street and reduce traffic flow with trees in the centre of the street, is that a possibility.

A5. The applicant and the City have undertaken a detailed traffic assessment and at this stage do not consider that there are sufficient grounds to warrant further traffic engineering on Purvis Street and the City is confident the design is an acceptable response. However, obviously, that could be a situation the City could reassess at a later period of time. At the moment and based on the traffic generated by the development it does not warrant further engineering works to be undertaken on Purvis Street.

Q6. Regarding sustainability and green canopy – the document states, "It is not possible to mandate build quality and tree planting on private property but all best efforts will be made through the available mechanisms". What are these mechanisms?

A6. The City undertakes that in conjunction with a number of developers. With Landcorp one of the issues that the City has talked about with them is that part of their point of sale, they are selling them as part of the contract. The City has a number of guidelines and strategies. The City's Guidelines and Sustainability Strategy covers those aspects through encouragement. There are limitations what Council can impose as a statutory requirement. The City is governed by what is called the

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Residential Design Codes which are applicable to all residential developments across the state and are required to comply with those requirements and any development that is required there. Therefore, the City is not in a position as has previously been advised that it cannot put in place restrictions on the development of residential property once they are created. That is why the City works with developers to ensure there are similar design guidelines in place that encourages those mechanisms to occur. The City has a number of strategies and supporting programs that assist in that.

Q7. Coming back to question one, we would like to understand the process better. We understand you put the recommendation forward. Are they required to make these amendments or is it just a recommendation or could they still go with the original plan.

A7. The Council's role in the structure plan process is to provide a recommendation to the West Australian Planning Commission (WAPC) who is the determining authority of the structure plan. The officer's recommendation is that Council's recommend the structure plan be improved due to modifications. The final decision on whether the structure plan can be approved with or without the suggested modifications is the responsibility of the WAPC. The City assesses the structure plan based on all applicable planning considerations and whether the suggested modifications are relatively minor and don't affect the project liability. It should be noted that if the structure plan is refused by the WAPC or conditions imposed on the structure plan, then the applicant can seek a review of that decision by the State Administration Tribunal.

Ms Ingrid Hillman, Hamilton Hill

Item 14.4 – Rezoning of Lot 850 Purvis Street, Hamilton Hill

Q1 Given the size and shape of the Tuart Tree adjacent to the southern end of Purvis Street, given the shape and size of this particular tree we are concerned that this 10m that has been established with a minimum of 10m may jeopardize the integrity of the tree, is it possible to have at least 20m. I don't know if you are aware how the tree looks, but I have two photos to pass around. We would like you to consider the shape and the size of this particular tree where 10m is not adequate.

A1 As previously stated, the recommendation states a minimum width of 10m, but it is also subject to a comprehensive tree management plan prepared by an arborist or suitable qualified consultant to then specify what are the dimensions or what are the requirements required to provide adequate protection of the Tuart tree. This is required to occur as part of the subdivision process and they will have to provide detailed

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technical information to show that the tree will be adequately protected. Taking into consideration, are any earthworks, location of services, and separation from the adjoining properties. What the City is saying is that there is a minimum requirement, but that is going to be the subject of a detailed plan prepared by an arborist and based on that plan. That advice will determine exactly what cycle seperational distance it needs to provide to ensure the tree is retained and maintained in a healthy position.

Mr Stephen Greenwood, Hammond Park

Q1. As Chair of the Hammond Park Community Association, I would like to know the City's stance on the planned Rowley Road extension given its close proximity to the future Frankland Park Recreation Centre and ovals and also that it will traverse over a part of the Beeliar Wetlands and within close proximity of new developments in the suburb of Hammond Park. If the Outer Harbour goes ahead this will be a very busy truck route to the new harbor. It also is going to traverse over Mount Brown which is a future aboriginal heritage site as well. I would like to know the City's position on this as well.

A1. The City supports the extension of Rowley Road as another east/west road link and as a heavy vehicle route to the future outer harbor area in order to take commercial traffic away from Russell Road which is not intended to carry high numbers of heavy vehicles. More detailed assessment of future traffic movement associated with the proposed outer harbour will now be possible following the release of the first Westport Progress Report earlier this week. Importantly, delivery of the road will address noise and other interface issues. The state government has recently completed a route definition study as part of the future planning for major road upgrades.

Q2. Could I ask what the difference is between that and Roe 8. Both of them crossing Beeliar wetlands and both of them are aboriginal heritage sites.

A2. There is quantum difference between what was proposed on the former Roe 8 project and the extension of Rowley Road in terms of the corridor width, the number of vehicles, and the scale of Rowley Road and compared to the former Roe 8 project.

Mr John Cunai, Spearwood

Item 14.6 – Consideration of Sale of Land – Lot 100 (No 29) March Street, Spearwood and Lot 100 (No 27) Clara Road, Hamilton Hill

Q1. In what year did the City of Cockburn obtain the current valuation of $1.17M to $1.2M for this particular property.

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A1. Council had the most recent evaluation for the property undertaken this year in the last couple of months.

Q2. Do you have proof of evidence of that, or are you making it up?

A2. Yes.

Q3. Will I be able to obtain a copy of this?

A3. The City normally does not provide evaluations to third parties who are not involved; however, if the circumstances are that a valuation is required, the documentation is provided, there is nothi8ng to stop that documentation being provided.

Q4. What and how is the process of appointing a land sale or broker. What is the City of Cockburn's position in appointing a land broker. How and what is the method of procedure?

A4. The City has arrangements in place for several real estate agents/brokers to provide the evaluations for the City and services to the City in land transactions.

Q5. Why wasn't this particular parcel of land then considered for a tender process.

A5. Council's Policy APD52 is the appointment of Real Estate Agents to sell Council's property and can be found on the Council's website.

Q6. When was the 'For Sale' sign placed on this parcel of land.

A6. This will be taken on notice as the information is not readily available. Mr Cunai was provided the information in writing two days ago.

Q7. When was the first offer presented for this parcel of land and was there consecutive offers or was there only one offer?

A7. Unable to provide the exact date and time of when offers were received, but in this case, there has only been one offer received as far as the City is aware.

Q8. How long before the under offer sign went up on this particular sign. From the moment the place on the property and the under offer sign was place on the sign, do you know how long it was approximately.

A8. The details are not available at the present time, but it is understood that this information was contained in the correspondence forwarded to Mr Cunai.

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Q9. This current evaluation of $1M inclusive of GST equates to $325 per square metre. Does this represent in its current evaluation. For those that don't know 3,073 sqm, you do some calculations and the nearest calculation is $325 sqm, does this offer represent value. This $325 sqm zoned R40 with a multitude of uses, does this represent good value for the ratepayers/shareholders of the City of Cockburn.

In 19a Sussex Street 500msq, currently on the website of Harcourts zoned R40 is $698 sqm at $349,000. It says best offer over $349,000.

A9. The details in relation to that are contained within the officer's report. However, it is worth to note that the actual value of the land is affected by its topography, and the need for significant earth works and the need for protection in terms of noise protection from the loading bays from the adjoining shopping centre which do have an adverse impact on the value of the land.

Q10. On your Agenda item it says it has a potential 11 unit site. According to my calculations you have 3,773sqm, the R40 simple equation, 40 into 10,000 is how you get your lot size, so 250sqm, minimum is 220, what is on your Agenda is 11. I've done my calculations and if you are working at 250 is 12, if you are working at 220 is 14 unit site. Am I right or wrong.

A10. The calculations of the number of units are based on the residential codes. The residential codes are not a case on where you divide R40 dwelling units per hectare. That has not been the case for the last 8-10 years. It is based on a minimum average lot size. The officers calculating the maximum number of units have based it on the R codes.

Mr Santo Pasqua, Bibra Lake

Item 14.4 – Rezoning of Lot 850 Purvis Street, Hamilton Hill

Q1. I am the selling agent for this parcel of land. Having spoken to the potential purchases last night, when we listed the property there was no mention of an acoustic wall was required and this was not mentioned to them. They have had estimations that this acoustic wall is valued at about $300,000 to build.

These people have already spent $4,000 on doing their works. This is a very difficult site to work from. The Council has been trying to sell this land for many years; it is not an ideal situation. Why wasn't the acoustic situation presented to me when I visited the property.

A1. The issue of acoustics came when the individuals were under taking their due diligence investigation. The issue came up of the proximity to the Coles loading bay, and that was one of the notations on the Offer and Acceptance that was signed by the purchaser.

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Q2. Is there a requirement now that there be one bin place for every four blocks rather than two blocks. That is a bin bay set for four lots rather than two lots.

A2. When it comes to multi-unit or multiple residential developments then a Waste Management Plan is required for the project, and that usually involves one or two things. A shared arrangement as in the units sharing a number of bins rather than having one bin per unit or possibly in more intense urban development there is an actual bin enclosure rather than wheely bins. It has large skip bins that people living in the complex are able to transport the waste and then they have a single collection from there. It depends on the size and intensity of the development as to whether the Waste Management Plan is approved by one of those two means.

Q3. Being a small subdivision is public open space contribution required?

A3. Public open space(POS) contribution is determined by the number of lots being created, so there is a threshold and it only applies for subdivisions which create four or five lots in a minimum number of lots. If there are only one or two lots being created, then the POS requirement does not apply.

9. CONFIRMATION OF MINUTES

9.1 (2018/MINUTE NO 0177) MINUTES OF THE ORDINARY COUNCIL MEETING – 8/11/2018

RECOMMENDATION
That Council confirms the Minutes of the Ordinary Council Meeting held on Thursday, 8 November 2018 as a true and accurate record.

COUNCIL DECISION
MOVED Cr P Eva SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 10/0

10. DEPUTATIONS

Nil.

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11. BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)

Nil

12. DECLARATION BY MEMBERS WHO HAVE NOT GIVEN DUE CONSIDERATION TO MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING

Nil

AT THIS POINT IN THE MEETING, THE TIME BEING 7.42 PM THE FOLLOWING ITEMS WERE CARRIED BY 'EN BLOC' RESOLUTION OF COUNCIL

14.1	15.1	16.1	17.2	18.1
14.2				
14.3				
14.5				
14.7				

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13. COUNCIL MATTERS

13.1 (2018/MINUTE NO 0178) MINUTES OF AUDIT & STRATEGIC FINANCE COMMITTEE MEETING - 15 NOVEMBER 2018

Author(s) J Ngoroyemoto, S Downing and N Mauricio

Attachment 1. Minutes of Audit & Strategic Finance Committee Meeting - 15 November 2018

RECOMMENDATION

That Council receive the Minutes of the Audit & Strategic Finance Committee Meeting held on Thursday, 15 November 2018, and adopt the recommendations contained therein.

TO BE CARRIED BY ABSOLUTE MAJORITY OF COUNCIL

COUNCIL DECISION

MOVED Cr C Reeve-Fowkes SECONDED Cr P Eva

That the recommendation be adopted.

CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 10/0

Background

The Audit & Strategic Finance Committee conducted a meeting on 15 November 2018. The Minutes of the meeting are required to be presented.

Submission

N/A

Report

At the Audit and Strategic Finance Committee Meeting held on 15 November 2018, the following reports were presented:

1. Risk Information Report;
2. Legal Proceedings between Council and Other Parties
3. Performance Review of Monetary & Non-Monetary Investments for the Financial Year 2017-2018;
4. Annual Financial Report & External Audit Report; and

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5. 2018 Interim Audit Management Report.

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

As contained in the Minutes.

Legal Implications

As contained in the Minutes.

Community Consultation

N/A

Risk Management Implications

The Audit and Strategic Finance Committee is a formally appointed Committee of Council and is responsible to that body. The Audit and Strategic Finance Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility. The Audit and Strategic Finance Committee does not have any management functions and is therefore independent of management.

Therefore, if any Committee recommendations of the Audit and Strategic Finance Committee are not adopted or deferred by Council, officers will be unable to action the recommendations contained within the Minutes.

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

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City of Cockburn

Audit & Strategic Finance Committee

Minutes

For Thursday, 15 November 2018

These Minutes are subject to confirmation

Presiding Member's signature

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Date:

CITY OF COCKBURN

SUMMARY OF MINUTES OF THE AUDIT & STRATEGIC FINANCE COMMITTEE MEETING HELD ON THURSDAY, 15 NOVEMBER 2018 AT 6:00 PM

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CITY OF COCKBURN

MINUTES OF AUDIT & STRATEGIC FINANCE COMMITTEE HELD ON THURSDAY, 15 NOVEMBER 2018 AT 6:00 PM

PRESENT:

ELECTED MEMBERS

Mr K Allen	-	Councillor (Presiding Member)
Mr L Howlett	-	Mayor
Mrs C Reeve-Fowkes	-	Councillor
Mr M Separovich	-	Councillor (Arr. 6.05 pm)

IN ATTENDANCE

Mr D Green	-	Acting Chief Executive Officer
Mr S Downing	-	Director Finance & Corporate Services
Mr Andrew Trosic	-	Acting Director Planning & Development Services
Mrs M Tobin	-	Executive Manager, Strategy & Civic Support
Mrs G Bowman	-	Manager, Community Development, Governance & Community Services
Mr N Mauricio	-	Manager Financial Services
Mr J Ngoroyemoto	-	Governance & Risk Advisor
Mrs V Frankson	-	Executive Assistant, Fin & Corp Services and Gov & Comm Services

1. DECLARATION OF MEETING

The Presiding Member declared the meeting open at 6.00pm.

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

The Presiding Member acknowledged the Nyungar People who are the traditional custodians of the land on which the meeting is being held and pay respect to the Elders of the Nyungar Nation, both past and present and extend that respect to Indigenous Australians who are with us tonight.

The Presiding Member made the following announcements:

The Presiding Member welcomed Mr Anthony Macri and Mr Suren Herathmudalige of Macri Partners and Mr Jordan Langford-Smith , Office of the Auditor General, to the meeting.

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2. APPOINTMENT OF PRESIDING MEMBER (If required)

Nil

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)

Nil

5. APOLOGIES & LEAVE OF ABSENCE

Deputy Mayor, Ms L Smith	-	Apology
Mr S Cain, CEO	-	Apology
Mr C Sullivan, Director Engineering & Works	-	Apology
Mr D Arndt, Director Planning & Development	-	Apology

6. PUBLIC QUESTION TIME

Nil

7. CONFIRMATION OF MINUTES

7.1 (2018/MINUTE NO 0013) MINUTES OF THE AUDIT & STRATEGIC FINANCE COMMITTEE MEETING - 19/07/2018

RECOMMENDATION
That Committee confirms the Minutes of the Audit & Strategic Finance Committee Meeting held on Thursday, 19 July 2018 as a true and accurate record.

COMMITTEE RECOMMENDATION
MOVED Mayor L Howlett SECONDED Cr C Reeve-Fowkes

That the recommendation be adopted.

CARRIED 3/0

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8. DEPUTATIONS

Nil

9. BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)

Nil

10. DECLARATION BY MEMBERS WHO HAVE NOT GIVEN DUE CONSIDERATION TO MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING

Nil

AT THIS POINT IN THE MEETING, THE TIME BEING 6.03PM THE FOLLOWING ITEMS WERE CARRIED BY AN 'EN BLOC' RESOLUTION OF THE COMMITTEE

11.2	13.1
	13.3

CR MICHAEL SEPAROVICH JOINED THE MEETING AT 6.05PM.

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11. COUNCIL MATTERS

11.1 (2018/MINUTE NO 0014) RISK INFORMATION REPORT

Author(s) J Ngoroyemoto

Attachments
1. Risk Management Framework Review Report
2. 2017 Compliance Audit Return Review Report
3. HIgh/Extreme Risks Update Report
4. Risk Management Framework 'Road Map' Action Plan 2019 - 2021 for Continuous Improvement

RECOMMENDATION
That the Committee receives:

(1) the Risk Information Update report on High/Extreme Risks, as per attachment to the report; and

(2) the Chief Executive Officer's Biennial Review of the appropriateness and effectiveness of the City's systems and procedures in relation to risk management, internal controls and legislative compliance as detailed in the Risk Management Framework Review Report and the 2017 Compliance Audit Return Review Report, as attached to the report; and

(3) adopt the Risk Management Framework 'Road Map' Action Plan for Continuous Improvement 2019-2021, as attached to the report.

COMMITTEE RECOMMENDATION
MOVED Cr C Reeve-Fowkes SECONDED Mayor L Howlett

That the recommendation be adopted.

CARRIED 4/0

Background

The City's Risk Program is committed to a culture of risk management to ensure that sound risk management practices and procedures are fully integrated into its strategic and operational processes and day to day business practices. The City is progressing in implementing the Risk Program and this report provides an update on the key milestones achieved over the past 4 months, since the last information report was submitted to the Audit Committee.

The purpose of this report is to provide an overview of the current and planned risk management activities by the City of Cockburn,

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incorporating the updated Status of the City`s Business Continuity Management Program.

Submission

N/A

Report

This Risk Report covers the months of July 2018 to November 2018 and outlines the risk and business continuity management activities undertaken during these months.

RISK MANAGEMENT PROGRAM

Update on High and Extreme Risks

As at 5th of November, 25 Strategic Risks and 252 Operational risks currently sit on the City's Risk Registers.

Risk	**No of Risks**
Extreme	Nil
High	3
Substantial	18
Moderate	146
Low	120

These risks are monitored and reviewed in priority of the risk rating level as per the City of Cockburn risk treatment levels. Updates on all of the identified 'High/Extreme' are attached to the report.

Interim Risk Profile

All of the City's risk information is continuously reviewed by the risk owners in the Risk Management & Safety System (RMSS). The distribution of risk ratings for both strategic and operational risks throughout the organisation is shown in the following risk matrix and chart. The chart demonstrates the overall image of the City's risk

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categorised into Low, Moderate, Substantial, High and Extreme risks. The City is proactively managing its risks with no Extreme risks identified and only 1.03% rated as High. The distribution of the risk ratings is likely to change as the City transitions through the risk maturity levels and continues to review all operational and strategic risks.

Figure 1: Distribution of risk ratings as at 6 November 2018.

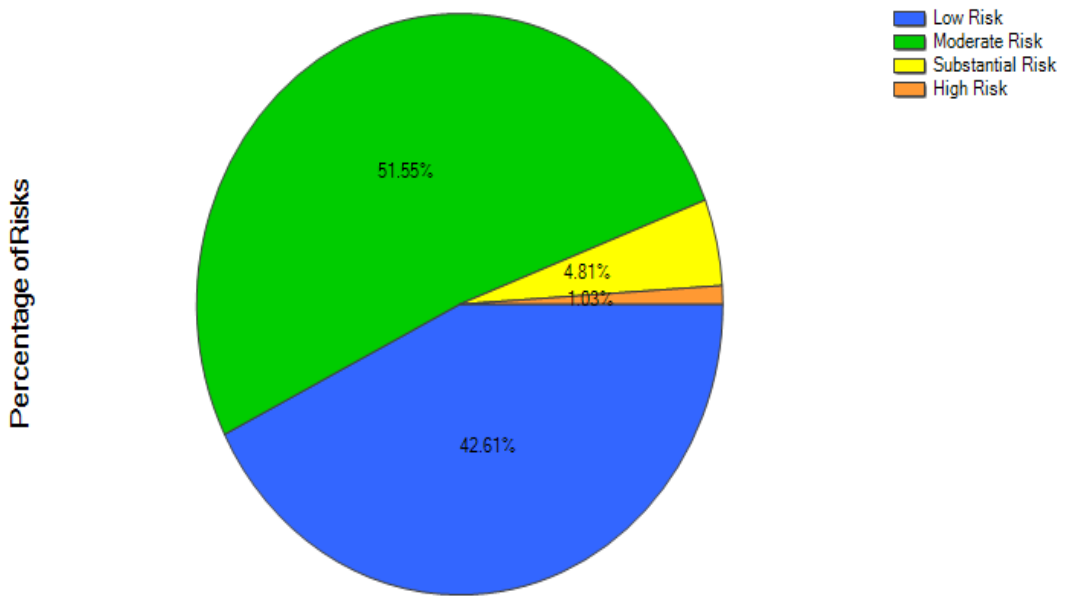

Figure 2: Risk Matrix - This matrix maps out the distribution of risks within the City's Risk Matrix.

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Residual Risk Matrix

Consequence	Likelihood: 1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost Certain
Insignificant 1 - 1	7 Risk(s)	10 Risk(s)	1 Risk(s)	L	M
Minor 2 - 2	6 Risk(s)	72 Risk(s)	15 Risk(s)	10 Risk(s)	S
Major 3 - 3	23 Risk(s)	64 Risk(s)	20 Risk(s)	3 Risk(s)	1 Risk(s)
Critical 4 - 4	5 Risk(s)	30 Risk(s)	9 Risk(s)	1 Risk(s)	E
Catastropic 5 - 5	10 Risk(s)	3 Risk(s)	1 Risk(s)	E	E

E	Extreme	Significant impact making it unlikely for the organisation to achieve its objectives. Capability of the organisationRisk Treatment: Eliminated. Requires treatment to eliminate risk. Formal assessment and action plan prepared.
H	High	Significant impact making it difficult for organisation to achieve objectives .Will diminish capability of organisation.Risk Treatment: mitigate. Risk requires treatment to mitigate impact. Formal assessment and action plan prepared.
S	Substantial	Will Impact on the ability of organisation to achieve objectives or will diminish capability.Risk Treatment: Accepted with detailed review and assessment. Action Plan prepared.
M	Moderate	May Impact on the ability of organisation to achieve objectives or may diminish capability.Risk Treatment: Accepted with review.
L	Low	Little or no impact on the achievement of objectives or capabilityRisk Treatment: Accepted without detailed review.

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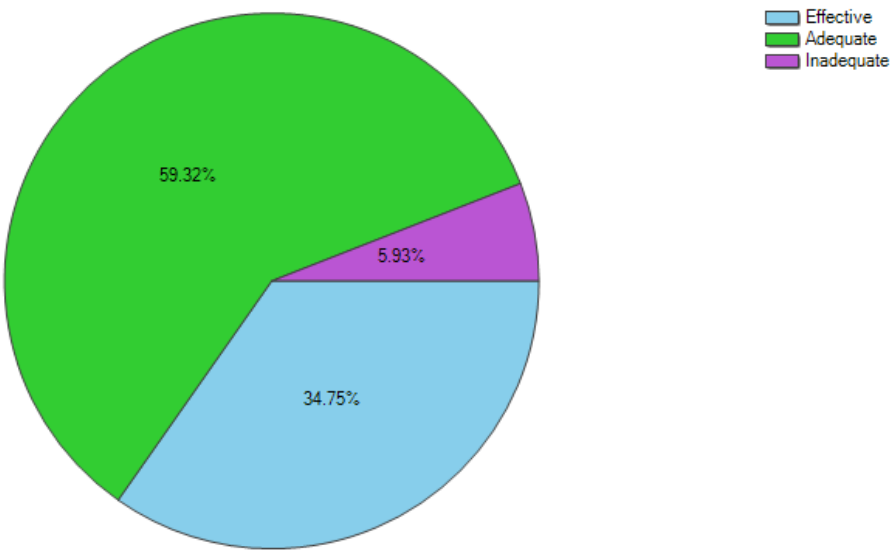
Figure 3: Controls Effectiveness – Existing controls ratings



Where controls have been rated as Inadequate, controls are not operating as intended and therefore improvement is needed. An action plan has been prepared to introduce new treatment options and to align with relevant and current standards, codes of practice, guidelines and industry benchmarks expected of the City of Cockburn.

CEO BIENNIAL REVIEW ON RISK MANAGEMENT, INTERNAL CONTROLS AND LEGISLATIVE COMPLIANCE

In accordance with Regulation 17(1) (a), (b) and (c), of the Local Government (Audit) Regulations 1996, the CEO is required to review the appropriateness and effectiveness of the City's systems and procedures in relation to risk management, internal controls and legislative compliance at least once every 2 calendar years. In accordance with Regulation 16(c), the Audit Committee is required to review this report and then subsequently report to Council the results of the review, as shown in the attached copy of this report.

In order to address these requirements, the City of Cockburn engaged Risk west consultants to undertake an organisational risk maturity assessment, focusing on the following areas:

1. Review of current risk management practices against AS/NZ ISO 31000: 2009 (The Risk Management Standard):

- To benchmark the City's Risk Management Framework against the AS/NZS ISO 31000:2009 Risk Management with reference to the changes in the recently released ISO

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31000:2018 and to evaluate performance and progress in improving risk management capability and its impact on improved risk mitigation and performance outcomes.

2. Review of the 2017 Compliance Audit Return (2017 CAR):

- To carry out a review of the controls that are in place which support the responses provided by key staff members in the Compliance Audit Return

This review was delivered between July and October 2018. The CEO's review is now complete and the findings are presented for the Committee's consideration. Based on this review, the systems and procedures the City has are efficient and effective and regularly reviewed for continuous improvement.

The Compliance Audit Return review demonstrates that the City has provided a sufficient amount of reasonable evidence to support the responses made in the 2017 Compliance Audit Return. There are no identified matters of materiality which have arisen from this review that would indicate the responses are invalid.

The findings of the Risk Management Framework review indicate that there is a general alignment of the City's risk management governing documents, risk information and supporting systems with ISO 31000 principles, framework and process. Gaps in the City's risk management practices have been identified, and a 3 (three) year Road Map has been developed to address these gaps.

Attached to this report is the agreed "Road Map" to "address the key findings and recommendations from this report to position the City's risk management practices".

THE CITY'S BUSINESS CONTINUITY MANAGEMENT PROGRAM

Risk west was engaged by the City of Cockburn to assist in the development and implementation of location-based Business Continuity Plans (BCPs) in accordance with the following program.

Tranche 1

- Facilitate Business Impact Analysis with key managers – **completed**

- Conduct follow-up workshops / interviews with Business / Service units located in the Administration Building and Cockburn ARC to identify recovery strategies and resource requirements for recovery - **completed**

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- Prepare BCP documentation for the Administration Building and Cockburn ARC – **completed**

- Submit initial draft of the BCPs for review and sign-off **– in progress**

Tranche 1 of the project is nearly complete and the Business Continuity Plans for the Administration Building and Cockburn Aquatic & Recreational Centre (ARC) will be presented for endorsement at the December Executive meeting and presented to the Committee.

Insights and moving forward:

As the City continues to implement and embed risk management through its Risk Program, it will continue to focus on the following key areas and current initiatives:

I. Risk Management Framework and Policy Review

To address recommendations of the 'Road Map' from the risk maturity assessment review report

II. Location Based Business Continuity Plans Project:

Tranche 2

- Conduct follow-up workshops / interviews with Business / Services Units located in the Operations Centre and Henderson Waste Facility to identify recovery strategies and resource requirements for recovery – **January 2019**

- Prepare BCP documentation for the Operations Centre and Henderson Waste Facility – **March 2019**

- Submit initial draft of the BCPs for review and sign-off – **March 2019**

Tranche 3

- Conduct training and exercises to validate the completeness and accuracy of the plans – **May 2019**

III. Fraud, Misconduct Control & Resilience Framework

The Fraud and Misconduct Framework is being reviewed to enhance resilience through the identification and implementation of strategies to prevent, detect and respond to Fraud and Misconduct. The Fraud and Misconduct Control and Resilience Framework will provide an environment for implementation to:

- minimise opportunities for fraud, misconduct, bribery and corruption (whether committed by internal or external parties);

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- protect public monies, property, information, organisational and individual rights; and
- maintain the effectiveness of the City's operations

Implementation of this Framework will ensure that the City's workforce acts legally, ethically and in the public interest.

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

Location Based Business Continuity Plan project has been budgeted for in 2018-2019 financial year

Legal Implications

Regulations 16 and 17 of the Local Government (Audit) Regulations 2013 refer.

Community Consultation

N/A

Risk Management Implications

Failure to complete this review and present it to the Audit and Strategic Finance Committee, will result in a compliance breach of the Local Government (Audit) Regulations 1996. Completion of this review also provides assurance to the Chief Executive Officer and Council of the appropriateness and effectiveness of the City's systems and procedures for mitigating risks, internal controls and legislative requirements.

Failure to adopt the recommendations will result in the inability to support an integrated and effective approach to risk management and lack of guidance on the arrangements for designing, implementing, monitoring and continually improving risk management process.

Advice to Proponent(s)/Submitters

N/A

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

Nil

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RISKWEST
MANAGEMENT CONSULTANTS

City of Cockburn

Risk Management Framework Review

22 October 2018

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Disclaimer:

This report has been compiled based on information provided by the client and is intended solely for the information and internal use of the client. It has been prepared by Riskwest (ABN: 30 573 849 449). In the circumstances, neither Riskwest nor any of its agents or employees give any warranty in relation to the accuracy or reliability of any information contained in this report. Riskwest disclaims all liability to any party (including any indirect or consequential loss or damage or loss of profits) in respect of or in consequence of anything done or omitted to be done by any party in reliance, whether in whole or partial, upon any information.

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1. Background

In September 2018, Riskwest were engaged to carry out a high-level review of the City of Cockburn's Risk Management Framework (RMF) and make recommendations to assist with the continuing improvement of the framework and the maturity of risk management practices across the organisation.

The engagement comprised of a review of the following documents:

- Enterprise Risk Management Policy SC51 (14/9/18)
- Audit and Strategic Finance Committee Terms of Reference Version 1 (25/10/18)
- City of Cockburn Risk Management Framework Version 6 (8/8/18)
- 2016 CEO Review of Risk Management, Legislative Compliance and Internal Controls
- High/Extreme Risks Quarterly Report (sample)
- The Risk Management Information Update (sample) ASFC 19/7/2018
- Risk Register Extract - Assessment Record 83 (sample)
- Sample Event Risk Management Plan
- Sample Control Review Report - Engineering & Works Division
- Sample Risk Review Group Agenda & Minutes
- Council report template

It should be noted that the engagement did not constitute an audit.

The review was undertaken by Sandra Hackett (Partner, Riskwest). See Appendix 1 for a summary biography of the reviewer.

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2. Approach

The approach to the review was to consider the current Risk Management Policy, Framework and risk register in the context of contemporary practice within local government and across other sectors, and to provide a set of recommendations for improvement.

The review focused on four key elements of *any* Risk Management Framework (RMF):

- Risk Governance & Leadership - Policy, Strategy & Culture
- Embedding Risk Management – Integration and Hierarchy of Risks
- Risk Management Process
- Capability, Support & Continuous Improvement

These elements align with the guidelines set out in AS/NZS ISO 31000:2009 Risk Management[1] as shown in the table below:

Framework Element	Reference to AS/NZS ISO 31000:2009
1. Risk Governance & Leadership - Policy, Strategy & Culture	Mandate and commitment (4.2) Understanding the organisation and its context (4.3.1) Establishing risk management policy (4.3.2) Accountability (4.3.3)
2. Embedding Risk Management - Integration and Hierarchy of Risks	Integration into organisational processes (4.3.4) Establishing internal communication and reporting mechanisms (4.3.6) Establishing external communication and reporting mechanisms (4.3.7) Implementing the framework for managing risk (4.4.1)
3. Risk Management Process	Implementing the risk management process (4.4.2)
4. Capability, Support & Continuous Improvement	Resources (4.3.5) Monitoring and review of the framework (4.5) Continual improvement of the framework (4.6)

[1] AS/NZS ISO 31000:2009 is an internationally recognised standard which is used across all sectors and provides a set of principles and guidelines for the development and implementation of a risk management framework.

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3. Assessment of Risk Management Maturity

The findings of the review indicate that there is a general alignment of the City's risk management governing documents, committees, risk information and supporting systems with ISO 31000 principles, framework and process. Gaps in the City's risk management practices have been identified, and at a high level these include:

- The organisational context in relation to the management and acceptance of risk should be further developed, including a review of the risk assessment criteria and the further development and implementation of a set of risk appetite statements, indicators and limits.
- Further progress can be made towards the consistent application and integration of risk management and risk reporting practices across the City. In particular, the integration of the risk management approach into the city's project and contract management practices is a critical component of an effective organisational-wide framework.
- Reporting on organisational risk themes, the effectiveness of critical controls and the progression of risk actions plans can significantly enhance assurance regarding the appropriateness and effectiveness of risk management, as well as providing confidence that the City is operating within its defined risk appetite.

The maturity of an organisation with regard to their risk management practices is assessed using a set of qualitative measures ranging from "Intuitive" through to "Optimised" as defined in Table 1: Risk Management Maturity Assessment Criteria.

2018 Maturity Assessment

Based on the information provided for the review, the City of Cockburn is assessed at the level of **STRUCTURED**, with some areas (e.g. project and contract risk management) rating slightly below this and others (e.g. operational risk) progressing towards **INTEGRATED.**

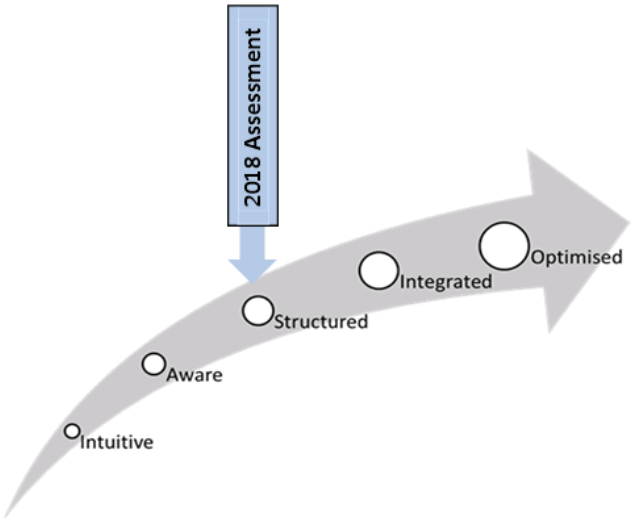

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Table 1: Risk Management Maturity Assessment Criteria.

Intuitive:	There is minimal awareness and no formal risk management processes in place across the organisation. Risk management is performed on an adhoc and largely reactive basis. There is an absence of a common risk language.
Aware:	There is some awareness of the importance of risk management, however there is a lack of consistent, formal processes in place. Some definition of risk language are in place, however inconsistent across the organisation. There is limited formal communication of training. Risk management is more reactive than proactive.
Structured:	An organisation risk management policy and framework exist and has been endorsed by the accountable authority. Standardised risk management processes are defined and documented, and basic training conducted. Integration with the operations and broader governance processes is limited. Any risk appetite statements are high-level and qualitative.
Integrated:	Organisation-wide risk management is fully implemented across the business and consistently applied and used in decision making and day to day management. Risk management processes are measured, evaluated and fed back into continuous improvement. Principles and policies are implemented, and aggregated reports are prepared and reported to those charged with governance. Risk management facilitates the proactive identification of current, future, emerging and systemic risks. Key Risk Indicators are developed and monitored. Risk appetite statement contains both quantitative and qualitative elements which are linked to strategy and communicated to all staff.
Optimised:	Risk management is fully defined, implemented and integrated across all levels of the organisation and embedded into day to day management. Risk management is used as a key value driver supporting decision making and pursuit of opportunities. Risks, including emerging risks are proactively identified and monitored through key leading indicators. Formal communication processes are in place. Risk appetite statements, including tolerances and limits for risk categories are used consistently to inform decision making.

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4. Review Findings

The following table represents the **Observations and opportunities for improvement** derived from the document review. Each of the observations are tied to a **Framework Element** and for reference purposes the table also provides the broad **Criteria** associated with each element against which the RMF documentation has been reviewed.

Each section has been colour coded as follows:

Framework Element **Criteria** **Observations and opportunities for improvement**

1. Risk Governance & Leadership - Policy, Strategy & Culture
1.1 Risk Management (RM) Policy - Criteria
A) Commitment An organisation's risk management policy is a formal acknowledgement of its commitment to taking an enterprise-wide approach to managing risk. The policy should outline the purpose of risk management and its high-level objectives. The policy should also reference the standard(s) against which the RMF has been developed. **B) Communication** Effective communication of the policy to all staff and key parties (e.g. contractors) is critical. **C) Roles and Responsibilities** A RM Policy should identify risk-related roles and responsibilities. Typically, there are two distinct functions in relation to RM: ▪ Responsibilities regarding the development, approval, implementation and continuous improvement of the RMF; ▪ Responsibilities regarding the proactive identification and management of risks at the strategic, operational and project levels. **D) Risk Management Culture** Risk Management is fully embedded when it is accepted and integrated with all "day to day" management activities. Risk management is considered by all as "regular practice", is discussed openly and objectively and there is an established culture of risk-based decision making.

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1.1 Risk Management (RM) Policy - Observations and Opportunities for Improvements
A) Commitment The Background section of the **Enterprise Risk Management Policy SC51 (RM Policy)** documents the City's commitment to "organisation–wide risk management principles, systems and processes that ensure consistent, efficient and effective assessment of risk in all planning, decision making and operational processes while delivering a wide and diverse range of services to its residents and visitors." This is also supported by the Introduction section of the **Risk Management Framework** document (RMF) which incorporates a signed statement of commitment from the City's CEO. The *rationale for managing risk* is outlined in **Section (3) 1. Risk Management Outcomes**. (**OI 1) Consider expanding the *rationale for managing risk* in the context of the internal and external operating environment of the City and different types of risk (both positive and negative) it faces.** This could include; ▪ greater visibility of risks in the context of opportunities (*and what they may be*); ▪ preparation for adverse events to improve organisational resilience *(and provide examples);* ▪ greater confidence to address uncertainty in the external operating environment (*and provide examples*) and ▪ ability to demonstrate its approach to management of risk to external stakeholders (*including who that may be*). Reference to 'AS/NZS ISO 31000:2009' as the relevant Standard has been made both in the Policy and the RMF. In addition, the 11 Principles of the Standard are listed. The RMF should consider each of these Principles and make reference to how these principles are practically applied at the City. The RMF states that the RM Policy has been adopted by Council. Whilst there are revision dates in both documents, there is no specific date in either document as to when these current versions were adopted by council. **(OI 2) The RMF and Policy should specifically note the date upon which each of these documents were adopted by Council.**
B) Communication of the Policy Neither the RM Policy nor RMF documents the process by which each of these documents are communicated to staff and other key parties. **(OI 3) The RMF should provide brief details of how the communication of the City's RM Policy and Framework occurs and how updates are provided to staff other key parties across the whole of the organisation.**
C) Risk Governance, Role and Responsibilities The City has documented roles and responsibilities throughout the RMF as well as being consolidated in **Appendix B: Risk Management Action Plan** table. **(OI 4) There is an opportunity to include further reference to the specific risk governance role of the Council, particularly in relation to the oversight of "material risks" facing the City.**

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This should include the identification of strategic/external risks, the development of documented risk appetite and the identification, assessment and management of risks which sit outside the risk appetite of the Council.

(OI 5) It is also recommended that risk responsibilities are included in job descriptions so that all staff are fully aware of their part in the risk process and staff have sufficient delegated authority to exercise their level of responsibility.

D) Risk Management Culture

The RMF review is predominantly based on a review of relevant risk management documentation and as such, the ability to assess an organisation's risk management culture is limited. However, the following activities provide some indication of a culture where risk management is embedded within the City's risk thinking and decision making:

- All Business Cases appear to contain a risk assessment component
- The risk implications of decisions are a standing item of every report to Council.
- There is a Risk Review Group which comprises of a senior manager representative from each directorate and the Governance team and meets every two months

(OI 6) It is recommended that the following aspects of embedding risk management are considered:

- **Ensure options and decision papers across all levels of management within the City are supported by relevant risk information.**
- **Move to embedding risk management as a standing agenda item on regular senior manager and exec meeting agendas.**
- **Review the extent to which the CEO, Directors and Managers are proactive in the driving of risk assessments within each of their areas. Include risk management responsibilities in Job Descriptions and ensure an assessment of risk management performance is included as part of the performance management and review process.**

1.2 Risk Assessment Criteria

The Framework should define the Organisation's Risk Assessment Criteria, which outlines the criteria for the assessment of likelihood, consequence and overall level of risk.

Consequence categories should reflect organisational measures of success (e.g. financial, operations, people safety, environment, reputation etc.) and should be mutually exclusive.

1.2 Risk Assessment Criteria - Observations and Opportunities for Improvements

Appendix A of the RMF document provides the City's Risk Assessment and Acceptance Criteria Tables. The criteria is well structured and includes the required components of Control Effectiveness, Consequence Measures, Likelihood Measures, Level of Risk and Risk Acceptance Criteria.

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The Risk Assessment Criteria is based on a 5 x 5 matrix of consequence and likelihood. Although there is no requirement to use this, in practice it provides the optimum level of granularity across many different industries and sectors, without generating undue complexity.

The Measure of Consequence table provides criteria for a range of impact areas across a range of Insignificant to Catastrophic.

(OI 7) Recommendations to improve the clarity within the tables are summarised below:

MEASURES OF CONSEQUENCE

- **Review the Financial Impact Criteria to ensure that the three types of assessment are equivalent in terms of magnitude of impact.** For example, under the Major impact level, is a $250-$1M financial loss equivalent to 25% of OP and/or major damage to an asset? This may result in the need to further define what is an "asset" in the context of this criteria.
- **Review the OSH/Health/Injury and Wellbeing category to expand on the criteria to include consideration of psychological impact and wellbeing and provide greater clarity over the terms for physical injury.**
- **Review the Brand/Reputation Impact Criteria to ensure that the types of assessment are equivalent in terms of magnitude of impact**. For example, under the Major (3) impact level, currently what constitutes a "moderate impact" is a single public complaint. Should this be assessed as a "Major (3)" impact?
- **Review the Operations/Service Disruption Impact Criteria to ensure that the three types of assessment are equivalent in terms of magnitude of impact. Also, when assessing the variation against PIs, this can be problematic unless all PIs are of an equivalent importance**.
- **Review the Environmental Health Impact Criteria to assess how this relates to the criteria defined in the Environmental Management Act.**
- **Review the Compliance Impact criteria and consider removing reference to reputation damage** (as this is captured in the Reputation/Brand category)
- **Review the Project Impact criteria to ensure that the three types of assessment are equivalent in terms of magnitude of impact. Consider how individual project risk assessments are tied back to risks at an organisational level.**
- **All categories- ensure that a specific level of impact (e.g. Level 5 Catastrophic) is "equivalent" across all the different impact categories.**
- **Consider using the term "Impact Category" rather than "Risk Category" to avoid any confusion.**

MEASURES OF LIKELIHOOD

Consider reviewing the likelihood criteria to provide more clarity over the assessment criteria. For example:

- **define what is considered an "operation".**
- **explain how the criteria relates to strategic/external risks.**
- **consider using "% of chance occurring" as a probability measure and timeframes to further define a frequency.**

RISK ACCEPTANCE CRITERIA

- **Clarify the use of the term "responsibility" and define how that relate to the role and responsibility of the specific risk owner and the required escalation.**
- **Ensure all risk levels include timeframe for required reporting and consistency in guidance for monitoring and escalation.**

EXISTING CONTROLS RATINGS

- **Clarify item 3. associated with "Effective" controls – does this meant that all control improvements that can be done have been done?**

NOTE: The Risk Management Information Update (sample) ASFC 19/7/2018 refers to a risk matrix (Figure 2: Risk Matrix) which defines the criteria for the management/acceptance of each level of risk. **The advice and language in this report is inconsistent with the Risk Acceptance Criteria hence is it recommended that the two references are rationalised to ensure consistency.**

Where the term "inherent risk" is used, such as in relation to Project Risks, ensure that this is reflected in the RMF.

1.3 Risk Appetite - Criteria

ISO 31000 provides guidance on the concept of 'risk criteria', but no specific guidance to the commonly used concept of 'risk appetite', even though the term is defined in the ISO Guide 73:2009 Risk management – Vocabulary as meaning "the amount and type of risk that an organisation is willing to pursue or retain". Despite this, it is widely recognised that an important element of a Risk Management Framework is an understanding of the organisation's risk appetite which also includes consideration of risk capacity and risk tolerance. This is often reflected in a series of Risk Appetite Statements and supporting indicators and limits which are underpinned by the risk assessment criteria and provides guidance to all staff on the amount of risk the organisation is willing to accept in pursuit of its objectives.

1.3 Risk Appetite - Observations and Opportunities for Improvements

The City's RM Policy contains a high-level Risk Appetite Statement which provides some guidance as to the philosophy relating to risk taking. However, statements such as these are difficult to implement as they do not contain sufficient substance or granularity to enable Executive to systematically assess whether the risks that the City is exposed to are within the defined risk appetite.

(OI 8) It is recommended that the City;

- **builds on the high-level statement to develop a series of risk acceptance principles, tolerances and limits to further enhance the definition of the risk appetite;**
- **communicates the risk appetite to all internal and external stakeholders;**
- **implements mechanisms to ensure that risk-taking is within the defined appetite (note - this would include the development, aggregation and reporting of key risk and control indicators to provide an organisational-wide view of the risk exposure);**
- **ensure there is a mechanism in place whereby risks which sit outside the defined risk appetite are escalated to the Council for review and decision-making.**

2. Embedding Risk Management - Integration & Hierarchy of Risks

2.1 Integration - Criteria

Contemporary practice integrates risk thinking with management and reporting activities across all aspects of an organisation's operations, including Strategic Management, Operational Management and Project Delivery.

2.1 Integration - Observations and Opportunities for Improvements

Section 2.2 of the RMF defines the City's risk management accountability framework is aligned with existing accountability requirements. **Appendix D** also provided comprehensive details as to the risk management and governance responsibilities for the key stakeholders and staff.

Section 2.4.1 provides the context for which risks are defined, identified and managed and is supported by **Appendix B Risk Management Action Plan** which describes the specific actions that need to take place to ensure risk management is fully integrated, along with timelines/frequencies and responsibilities.

Along with section **1.5 Risk Management Approach** and the Three Lines of Defence Assurance Model, these sections comprehensively illustrate the links between risk, planning and operations.

(OI 9) There is an opportunity to remove duplication and simplify the RMF document by separating out the responsibilities associated with developing and implementing the Framework from the responsibilities of identifying, managing, monitoring and reporting risks. As part of this the following questions should also be considered:

- **What is the mechanism by which new risks are identified and managed on an ongoing basis (*e.g. any new risks since the development of strategic/operational plans)?***
- **What is the level of direct involvement of front-line managers at all levels and the degree to which risk assessments are effectively conducted by all business areas?**
- **What assurance activities are conducted to measure the extent to which corporate goals and risk management issues are clearly understood at all levels?**
- ***In the case of contracts, partnership, joint ventures or alliances, to what extent is risk allocation carefully considered and clearly allocated such that all parties accept responsibilities for the allocation and have a clear understand of how the risk sharing arrangement will work*?**
- ***How are* low probability/ high consequence risks events ("black swan events") identified and managed and what scenario testing is carried out to ensure that the City can recover quickly from major disruptions/outages/setbacks?**

In addition to the RMF document, the **2016 CEO REVIEW OF RISK MANAGEMENT, LEGISLATIVE COMPLIANCE & INTERNAL CONTROLS** provides valuable information to demonstrate the implementation of the processes documented in the RMF.

(OI 10) It is recommended that the content of this report is cross-referenced against the RMF to add further clarity to the framework documentation, particularly in relation to the integration and embedding of risk management across the business.

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2.2 Hierarchy of Risks - Criteria
Risk registers are summaries of the key strategic, operational and project risks across the organisation. AS/NZS ISO 31000:2009 emphasises a proactive, top-down approach which can be easily integrated with existing management systems. An RMF should indicate interfaces with other systems and processes for managing specific types of risks (e.g. Occupational Health and Safety, Environmental Risk Management and Fraud Control.)
2.3 Hierarchy of Risks - Observations and Opportunities for Improvements
Section 2.4.1 Establishing the Risk Management Context defines the three levels of context (*i.e. strategic, operational and project*) for which risks are defined, identified and managed. Strategic and operational risk registers contained within the RMSS system (i.e. the database repository for risk information) were considered as part of the RMF review. Project and event risk registers are currently managed outside this system. **(OI 11) Review the Strategic Risk Register in the context of the Strategic Planning documentation to ensure that risks associated with the specific and agreed strategies are identified and appropriately managed.** **(OI12) Project and Event Risk Management should be integrated within the overall RMF and risk registers incorporated into a single risk information repository.** **(OI13) Consider how strategic, operational and project risk registers interface and align with each other (*e.g. how the City reports on projects which may have an impact on strategic or operational activities*)** With regards to interfaces with other risk-based management systems, the RMF makes reference to the Fraud and Corruption Risk Function, the Crisis and Business Continuity Management Framework and the Local Emergency Plans. **(OI 14) The RMF should include reference to how the specific risk function relates to the overall approach to risk management (i.e. are the specific risk functions listed in the RMF actually "controls" for high-level risks which are documented in the organisational risk register?).** Also, apart for the risk impact category of OSH/Injury/Health/Wellbeing there is no reference to the City's Occupational Health and Safety Management System and how this integrates with the RMF.

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3. Risk Management Process

3.1 Risk Assessment (Identification, Analysis and Evaluation) - Criteria

The mechanism by which risks are identified, at each level in the risk hierarchy, is driven by the type of approach (i.e. top down or bottom up). A top-down risk identification process ensures that risks associated with the ability of the organisation to achieve its objectives are captured. These can then cascade down to the business unit level where more detailed risks are captured.

3.1 Risk Assessment (Identification, Analysis and Evaluation) - Observations and Opportunities for Improvements

RMF Section 2.4 Risk Management Process provides an explanation of the risk identification, analysis and evaluation process.

(OI 15) The City may wish to consider including in the procedure guidance the use of alternative means of identifying and analysing risks for specific situations. This could include the use of multiple mechanisms for risk identification including brainstorming, checklists, incident registers and audit reports, and the use of Bow-Tie analysis for complex, high consequence scenarios where causal relationships need more detailed analysis, and where both controlling (preventative) and mitigation (reactive) strategies need to be considered.

3.2 Controls Assessment and Assurance - Criteria

Controls assessment and assurance is an integral part of an effective RMF. AS/NZS 31000:2009 describes that risks are analysed taking into account "existing controls and their effectiveness and efficiency".

All controls should be evaluated for their effectiveness and assurance mechanisms put in place. These typically include self-assessment processes and internal/external assessment (*e.g. audits and reviews*).

Inherent risk is not featured in AS/NZS ISO 31000:2009, however it is used in many organisations to estimate the level of risk assuming a breakdown in controls. The controlled or residual risk level of risk is commonly used as the communicated risk rating (*i.e. the level of risk with the controls in place*).

An additional risk rating based on the predicted level of risk (after treatment action plans are implemented) is also used by some organisations to inform the analysis of the action.

3.2 Controls Assessment and Assurance - Observations and Opportunities for Improvements

The RMF differentiates between 'Controls' (material items in place to affect the likelihood or consequence of a risk eventuating) and 'Treatment Actions' (proposed items to be put in place to improve a control environment and/or risk rating) and guides the risk owner to assess the risks based on the "level of exposure with controls in effect".

(OI 16) There is an opportunity to:

- **Provide further information relating to the actual mechanisms by which critical controls are monitored and tested including controls self-assessment (*how often and by whom*), line management oversight (*how does this happen?*) and internal/external audit (*focus/links to the risk profile?*) as part of the Three Lines of Defence Model. In addition, include reference to the Control Review Reports in the RMF, including the mechanism by which teams/risks are selected for review.**

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- **Provide definitions of the terms 'Controls' and 'Treatment Actions' in section 1.3 of the RMF Common Risk Definitions and Explanations**
- **Include a mechanism to highlight those risks with a potential catastrophic impact to ensure that the appropriate level of assurance is in place (such as scenario testing and routine internal/external audits).**
- **Include in the Glossary of Terms a definition of the term 'residual risk' (referred to on Page 12 of the RMF).**
- **Consider the use of inherent risk in the assessment of any high-risk operating environments which can be exposed to a variety of external environmental conditions.**

3.3 Risk Treatment / Actions - Criteria

The management of risk involves both the monitoring of existing controls to ensure continued effectiveness and the implementation of actions to improve existing controls, create new controls or mitigate the risk in some other way.

Information regarding risks, controls and actions should be clearly documented to provide the required visibility to both internal and external stakeholders, as required.

3.3 Risk Treatment / Actions - Observations and Opportunities for Improvements

The RMF provides a section on **Risk Treatment (section 2.4.2)** which clearly outlines the process for the selection and implementation of risk mitigation actions.

Whilst the RMF states that "a comprehensive risk treatment plan should be prepared for all "High and Extreme risks", this requirement does not take into account those risks which have already been "treated" and remain High or Extreme.

(OI 17) To avoid confusion, include in this section the requirements for the 'treatment' of High or Extreme risks which remain so after all feasible actions /controls have been implemented, as defined in the Risk Acceptance Criteria Table.

The recording of risk information in the form of a risk register is a critical part of the risk management process. It is imperative that organisations are able to demonstrate the decision-making with regard to the acceptance of risk and can provide a reliable audit trail for risk information, particularly in the event of a critical incident. As noted in **RMF Section 2.5.1 Risk Tools** "Information from the risk management process is to be recorded, reported and monitored using the City's various risk register templates. The City has two ways to record risks:

- RMSS risk register – An online risk management tool, to assist the City in recording, monitoring and reporting operational and strategic risk information.
- Offline risk registers – These are various risk register templates used for projects, programs, events and hazard assessments. This information is not kept within the RMSS system."

A sample Risk Register Extract - Assessment Record 83 was reviewed for completeness and clarity. The record contained much of the important information relating to a particular risk.

(OI 18) However, there were some areas where additional clarity could be provided:

- **The residual risk rating does not indicate the individual measure of consequence and likelihood that are combined to generate the rating. This information is important as risks with potentially high consequences are generally treated different from those with the same overall rating but a lower consequence (but higher likelihood).**
- **There is only one "impact" category which can be selected for a risk. This limits the value of the assessment information as there is a need to understand the full impacts of a potential risk across the range of impact areas defined in the risk assessment criteria.**
- **There appears to be a control effectiveness assigned to each of the Actions. This is contradictory to the way control effectiveness is defined in the RMF and confusing to the observer. Control effectiveness should be related to the existing controls, not further actions which are still to be completed.**
- **There is no opportunity to capture the 'owners' of controls, which may be different from the risk owners.**
- **There is no indication on the sample of whether the risk is acceptable, or if the risk has been accepted, when and by whom.**
- **Risk review dates are combined into an action, which leads to further confusion.**

(OI 19) It is recommended that the City ensures that the offline risk templates and tools are consistent with the principles and processes outlined in the RMF with any accepted divergences noted clearly in the RMF. All information regarding risks, controls and actions should be documented such that, at any point in time, it is clear how risks are identified, what is currently in place to manage the risk, how effective it is, what is the current level of risk, who owns the risks and the controls, what more is going to be done (if anything), when and by whom.

3.4 Risk Monitoring, Reporting and Review - Criteria

Risk review and reporting processes should be a planned part of the risk management process. Risk Management Frameworks should clearly identify what information needs to be reported and how often, who will provide the information, and how is the information to be used by the 'receiver'.

3.4 Risk Monitoring, Reporting and Review - Observations and Opportunities for Improvements

RMF Appendix B – Risk Management Action Plan provides information relating to the activities and reporting requirements across the organisation.

Requirements for risk management reports have been identified along with risk reporting escalation procedures. The annual CEO REVIEW OF RISK MANAGEMENT, LEGISLATIVE COMPLIANCE & INTERNAL CONTROLS is a key management/governance report which provides a valuable status update to Council.

(OI 20) The RMF states that strategic risks are reviewed every 4 years in conjunction with Community Strategic Plan. Consider developing a Strategic Plan which outlines the specific strategies and associated risks, and review these as a minimum annually to ensure the City remains on track to achieve the 4-year goals defined in the Community Strategic Plan.

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The High/Extreme Risk Quarterly Reports provide a summary of those risk with a residual HIGH or EXTREME risk rating. The report provides an overview of the risk, causes, impacts, existing controls, control effectiveness and risk rating.

(OI 21) Consideration should be given to including the following information on the High/Extreme Risk Quarterly Reports:

- **Whether the risk is acceptable as determined by the risk acceptance criteria and risk appetite;**
- **Clarity over whether the updates represent additional controls that are now in place (*in which case they should be listed in the table under existing controls*) or they indicate treatment actions that are in progress. If they are actions, they should include status and a clear date for completion.**

(OI 22) Whilst there are many references to risk reporting and escalation within the RMF, an opportunity for improvement would be to provide a simple table showing what report is generated for what audience, including the timeframes and format/type of report (*e.g. summaries, deep dives, dashboards etc.*). This will clearly demonstrate whether risk is incorporated into all management and Council reporting.

3.5 Lead and lag indicators and validation mechanisms - Criteria

The RMF should indicate how lead and lag indicators are used to add value to the risk management process. Reference to the processes for incident/loss analysis to identify trends, the root cause of potential risks and validation of risk assessment ratings should also be included.

3.5 Lead and lag indicators and validation mechanisms - Observations and Opportunities for Improvements

(OI 23) Consider how the City's incident management process (*including the type of incidents/losses/near misses recorded, any investigation processes, root cause analysis etc.)* links back to the risk profile to provide valuable insight into the assessment of the perceived risks. It is recommended that indicators are established and monitored to give early warning of control failure and emerging risk issues.

4. Capability, Support & Continuous Improvement

4.1 Capability and Support - Criteria

A Risk Management Framework should contain information on staff capability across the organisation and how the organisation understands, manages and reports on key risks.

For example, a training strategy to build the required level of capability within the organisation is incorporated into the existing staff professional development processes.

4.1 Capability and Support - Observations and Opportunities for Improvements

RMF Section 3. Training and Education provides an overview of the approach to the training of staff.

(OI 24) The City may wish to expand on how this happens in practice and who has the responsibility for ensuring that staff across all levels of the organisation, including Council members, are adequately trained and experienced in relation to risk management in the context of their specific responsibilities.

In addition, the City may wish to consider the following:

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- **Are sufficient resources provided to support the business to fully embed risk management in day-to-day organisational practices?**
- **Are risk experts or 'champions' available to provide support and advice to staff on request?**
- **Is a risk management competency a prerequisite for promotion to leadership positions?**

4.2 Continuous Improvement – Criteria

Section 4.5 of the Standard describes how organisations should monitor and review the risk management framework to ensure its effectiveness and its ability to support organisational performance.

4.2 Continuous Improvement – Observations and Opportunities for Improvements

RMF Section 2.5 Assurance describes the validation and assurance program to monitor and improve the implementation of the RMF. For clarity, it is recommended that this information is combined with the relevant information in the Risk Actions Table to link each of these assurance activities with specific responsibilities, timeframes and importantly, status updates.

(OI 25) The City is to satisfy itself that the internal audit plan focusses on the "material" risks of the organisation (from an inherent risk perspective), that the plan is being adhered to and that any findings from the audits are addressed in a timely manner.

In addition to the use of audit, the City has developed a set of risk management performance indicators (Appendix 3) to act as "lead" indicators as to the effectiveness of the RMF.

(OI 26) It is important that these indicators are assessed, and the status reported on an annual basis, at a minimum, in order for the intended value to be derived.

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5. 2019-2021 Road Map for Continuous Improvement

The table below outlines the actions required to implement the key recommendations arising from this review to support the further development and maturity of the City's Risk Management Practices:

Element	Actions	Responsibility
1. Risk Governance	▪ Review and agree the specific risk governance role of the Council, particularly in relation to the oversight of "material risks" facing the City, risks which sit outside the risk appetite of the Council, the identification of strategic/external risks and the development of risk appetite. (Ref OI4)	Executive Management Team
2. Risk Management Culture	▪ Ensure options and decision papers across all levels of management within the City are supported by relevant risk information. ▪ Embed risk management as a standing agenda item for regular senior management and executive meetings. ▪ Review the extent to which the CEO, Directors and Managers are proactive in the driving of risk assessments within each of their areas. Include risk management responsibilities in Job Descriptions and ensure an assessment of risk management performance is included as part of the performance management review. (Ref OI6)	Executive Management Team, Senior Managers
3. Risk Assessment and Acceptance Criteria Tables	▪ Review the effectiveness of the criteria and implement the recommendations to improve the clarity within the tables. (Ref OI 7)	Governance and Risk Advisor
4. Risk Appetite	▪ Build on the high-level statements to develop a series of risk acceptance principles, tolerances and limits to further enhance the definition of the risk appetite. ▪ Communicate the risk appetite to all internal and external stakeholders. ▪ Implement mechanisms to ensure that risk-taking is within the defined appetite. This would include the development, aggregation and reporting of key risk indicators to provide an organisational-wide view of the risk exposure. ▪ Ensure there is a mechanism in place whereby any risks which sit outside the defined risk appetite are escalated to the Council for review and decision-making. (Ref OI 8)	Council and Executive Management Team

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Element	Actions	Responsibility
5. Risk Management Integration	▪ Define the mechanism by which new risks are identified and managed on an ongoing basis (e.g. any new risks since the development of strategic/operational plans). ▪ Review the processes for managing contracts, partnership, joint ventures or alliances, to ensure risk allocation is carefully considered and clearly allocated such that all parties accept responsibilities for the allocation and have a clear understand of how the risk sharing arrangement will work. ▪ Review the process by which low probability/ high consequence risks events ("black swan events") are identified and managed and implement scenario testing to ensure that the City can recover quickly from major disruptions /outages and setbacks. (Ref OI9)	Risk Review Group
6. Risk Management Hierarchy	▪ Review the Strategic Risk Register in the context of the Strategic Planning documentation to ensure that risks associated with the specific and agreed strategies are identified and appropriately managed. (Ref OI 11) ▪ Project and Event Risk Management should be integrated within the overall RMF and risk registers incorporated into a single risk information repository. (Ref OI12) ▪ Clarify how the strategic, operational and project risk registers interface and align with each other (e.g. how the City reports on projects which may have an impact on strategic or operational activities. (Ref OI13)	Executive Management Team
7. Controls Assessment and Assurance	▪ Implement a mechanism to highlight those risks with a potential catastrophic impact to ensure that the appropriate level of assurance is in place (such as scenario testing and routine internal/external audits). (OI 16)	Governance and Risk Advisor
8. Risk Treatment	▪ As part of the implementation of a new Risk Management Information System, incorporate the recommendations noted in OI 18 and OI 19.	Governance and Risk Advisor
9. Risk Monitoring, Reporting and Review	▪ Develop a Strategic Plan for the City which is aligned with the high-level Community Strategic Plan and outlines the specific strategies and associated risks. ▪ Review these strategies and risks annually to ensure the City remains on track to achieve the 4-year goals defined in the Community Strategic Plan. (Ref OI 20)	Executive Management Team

Element	Actions	Responsibility
	▪ Ensure that the City's incident management process (*including the type of incidents/losses/near misses recorded, any investigation processes, root cause analysis etc.)* links back to the risk profile to provide valuable insight into the assessment of the perceived risks. Key risk indicators should be established and monitored to give early warning of control failure and emerging risk issues. (Ref OI 23)	
10. Capability and Support	▪ Develop and implement a structured training program to ensure that all accountable officers have the skills to be able to identify, assess and manage risks within their own areas of responsibility and are held to account for monitoring and reporting risk information in accordance with the RMF. (Ref OI 24)	Human Resources Manager and Governance, and Risk Advisor
11. Continuous Improvement	▪ The City has developed a set of risk management performance indicators to act as "lead" indicators as to the effectiveness of the RMF. It is important that these indicators are assessed, and the status reported on an annual basis in order for the intended value to be derived. It is recommended that the RMF is reviewed by exception once per year – with a formal review taking place once every 2/3 years. (Ref OI 26)	Governance and Risk Advisor

Thank you for submitting your RMF and associated documentation for review. Please be aware that changes in legislation, community expectations and tolerances, lessons learned etc. mean that the bar for the application of risk management is never static.

As an example, the ISO Risk Management Standard, which the Australian Standard reflects, has recently been updated to ISO31000:2018 (see https://www.iso.org/standard/ 43170.html). This has yet to be reflected in the Australian Standard but will do so over the coming months and needs to be considered. Our observations in Appendix 2 have attempted to reflect what this may mean for The City in the context of your current Risk Management Framework.

If you have any queries, or require clarification, please contact me on 08 9321 9292 or sandra.hackett@riskwest.com.au.

Sandra Hackett
Partner, Riskwest
22nd October 2018

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Appendix 1

SANDRA HACKETT M.Eng (Hons), MAICD

Sandra has over twenty-five years' experience in providing a range of strategy, risk, project management and governance services to industry and government, including the provision of strategic risk advisory and facilitation services to major state infrastructure and service delivery projects. She has considerable experience working with Boards, both as an advisor as well as a Board member for 12 years. She is currently a Non-Executive Director of St Bartholomew's House and Chair of the Nominations, Governance and Risk Committee. With a background in engineering, Sandra brings to the team experience in project management and engineering across a range of industries including Chemicals, Petrochemicals, and Oil and Gas. She has a Master of Engineering Degree in Chemical Engineering and is a member of the Australian Institute of Company Directors.

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Appendix 2

ISO 31000: 2018

February 2018 saw the release of the new '*ISO 31000: 2018 – Risk Management – Guidelines*'. This document was prepared by 'Technical Committee ISO/TC 262, Risk Management', and this second, technically revised edition cancels and replaces the first edition (ISO 31000:2009).

Historically, the challenge for many organisations and individuals has been their inability to recognise the International Risk Management Standard as non-prescriptive, principles-based and leadership-focused rather than compliance and certification orientated.

The main changes in the updated International Standard are:

- Whilst remaining structured along the previous '*Principles, Framework & Process*' model, it has been reduced in length, had some of the content re-written in simpler language and been streamlined with a view to it fitting with multiple contexts.
- The '*Principles*' section has been reduced from 11 to 8. 3 principles have not disappeared but have been articulated within the 8 remaining principles and 'value creation and protection' now sits at the core. The City's RM Policy and RMF would need to be updated to reflect this change.
- The '*Framework*' commentary highlights the need to establish an organisational framework which is suitable, adequate and effective. This means placing an even greater emphasis on the need for governance, leadership and commitment, particularly to ensuring risk management is integrated. Leadership and integration are leant heavily upon in the new Standard. Integration of risk management into the structure, operations and processes of organisations is highlighted, including in strategic planning, business activities, organisation-wide decision making and performance management. Given the ever evolving external and internal context for many of us, the need for greater flexibility and iteration throughout is emphasised.
- The '*Process*' itself remains significantly unchanged, although 'Establishing the context' has now been refined to 'Scope, Context, Criteria' and 'Recording and Reporting' is required throughout the circular process (in addition to the existing 'Monitor and Review' requirement). The language within the RMF would need to be updated to reflect this change and align with the new Standard.

The new standard can be downloaded through the ISO website (https://www.iso.org/standard/65694.html) and will no doubt soon be adopted by Standards Australia as the updated AS/NZS 31000.

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RISKWEST
MANAGEMENT CONSULTANTS

City of Cockburn

Review and validation of the 2017 Compliance Audit Return

25 October 2018

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Disclaimer:
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1. Background

Local Government (Audit Regulations) 2009 regulation 14 requires Local governments to complete a statutory compliance return (Compliance Audit Return or CAR) annually and have the return adopted by Council. In order to address these requirements, in September 2018, Riskwest were engaged to undertake a review of the 2017 Compliance Audit Return (2017 CAR) to carry out a review of the evidence to support the responses provided by key staff members in the Compliance Audit Return.

The documents reviewed as part of this exercise are listed below:

- AN (1-3-15) - Tenders for Prov Goods & Serv - Procurement - Authority to Advertise Form
- AN (1-4-6-7-9-11-16-19-21) - Tenders for Prov of Goods & Serv - Procurement - Tender Register
- AN (1-11) - Tenders for Prov Goods & Serv - Contract Procurement & Project Plan
- AN (5) - Tenders for Prov Goods & Serv - Procurement - Addenda Report (RFT27-2018)
- AN (6-17) - Tenders for Prov Goods & Serv - Procurement - Tender Download Instructions
- AN (8-20) - Tenders for Prov Goods & Serv - Procurement - Tender Evaluation Recommendation
- AN (10) - Tenders for Prov Goods & Serv - Proc- Letter of Acc (C100457)
- AN (18) - Tenders for Prov Goods & Serv - Procurement - Addenda Report (RFS01-2017)
- AN (22) - Tenders for Prov Goods & Serv - Procurement - Letter of Acceptance (C100446)
- AN (22) - Tenders for Prov Goods & Serv - Procurement - Unsuccessful Letter (RFS01-2017)
- AN (23-25) - Tenders for Prov Goods & Serv - Procurement - SC38 Procurement Policy
- DA 53.58 (4) 2nd Adv New Lease Zenitas HNA Trusco Pty Ltd Lifecare Physio (WA)
- DA 53.58(3) 120517 West Australian- Cockburn ARC - Physio Section 3.58 Advertisement
- SD (1) - Finance - Ordinary Council Meeting - 20 April 1999
- SD (1) - Finance - s7.1A - Ordinary Council Meeting - 10 April Dec 2015
- SD (3) - Audit & Strategic Finance Committee Meeting - 17 November 2016
- SD (4) – Finance - Reference s7.3, 7.6(3)
- SD (5) - Finance - Reference Audit Reg 10
- SD (10-11-12-13-14) - Finance - Reference Audit Reg 7
- DG (1) - Delegation of Power - Special Council Meeting - Minutes - 23 October 2017
- DG (1) - Disclosure of Interest - Mayor Howlett - Ord Council Meeting - 9 Feb 2017
- DG (1) - Disclosure of Interest - Mayor Howlett - Ord Council Meeting - 12 October 2017
- DG (1) - Elections - Register-of-Electoral Gift - Cr Portelli -1-Jan-2017-to-31-Dec-2017 (Page 2)
- DG (3) - Delegation of Power - Ordinary Council Meeting - Minutes - 13 April 2017
- DG (3) - Delegation of Power - Ordinary Council Meeting - Minutes - 13 July 2017
- DG (3) - Delegation of Power - Ordinary Council Meeting - Minutes - 14 December 2017
- DG (4) - Delegation of Power - Ordinary Council Meeting - 20 April 1999
- DG (4) - Disclosure of Interest - CoC-Primary Returns-EM
- DG (5-7-10-12) - Delegation of Power - Ordinary Council Meeting - Minutes - 8 June 2017
- DG (6) - Disclosure of Interest - CoC-Annual Returns-EM
- DG (6-8-9-11) - Delegation of Power - CoC - Register of Delegations
- DG (7) - Disclosure of Interest - CoC-Annual Returns-Staff
- DG (13) - Disclosure of Interest - Cr Allen - OCM 13 July 2017 - Item 17.1
- DG (13) - Disclosure of Interest - Cr Allen - OCM 14 December 2017 - Item 17.2
- DG (13) - Disclosure of Interest - Cr Eva - OCM 13 April 2017 - Item 22.1
- DG (13) - Disclosure of Interest - Cr Eva - OCM 13 July 2017 - Item 15.6
- DG (13) - Disclosure of Interest - Cr Houwen - OCM 13 July 2017 - Item 15.6
- DG (13) - Disclosure of Interest - Cr Portelli - OCM 13 April 2017 - Item 22.1

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- DG (13) - Disclosure of Interest - Cr Portelli - OCM 14 September 2017 - Item 15.7
- DG (13) - Disclosure of Interest - Cr Pratt - OCM 13 April 2017 - Item 22.1
- DG (13) - Disclosure of Interest - Cr Sands OCM - 14 December 2017 - Item 18.2.
- DG (13) - Disclosure of Interest - Cr Sweetman - OCM 13 April 2017 - Item 22.1
- DG (13) - Disclosure of Interest - Cr Sweetman - OCM 13 April 2017 - Item 22.1
- DG (13) - Disclosure of Interest - Mayor Howlett - OCM 9 February 2017 - Item 15.6
- DG (13) - Disclosure of Interest - Mayor Howlett, OCM 14 December 2017, Item 12.1.
- DG (16) - Disclosure of Interest - Notifiable-Gift-Register-1-Jan-2017-to-31-Dec-2017
- Standing Orders Local Law 2016 - As Amended 9 November 2017
- Delegated Authorities Policies and Position Statements Committee - Minutes - 18 May 2017
- Signed Agreement – Audit Contract – Provision of External Audit Services – Ending 30/6/2017 Macris & Partners

It should be noted that the engagement did not constitute an audit.

The review was undertaken by Sandra Hackett (Partner, Riskwest). See Attachment 2 for a summary biography of the reviewer.

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2. Methodology

The methodology adopted for this review was based on a desktop validation of each of the responses made by the following accountable officers of the City:

- Daniel Arndt
- Don Green
- Stuart Downing
- Cliff Mc Kinley
- Antonio Natale

An evaluation tool was prepared which contained the following information:

	Item of Information
Compliance Audit Return Document	Compliance Area
	Item Number
	Reference to the Local Government Act or Regulation
	CAR Questions
CAR Response and supporting information provided by City Personnel	Response
	Reference to document or source of information which evidences the response to the questions
	Name of Respondent
Validation by Riskwest	Validated (Yes/No)
	Validation Comments

Each of the respondents were asked to submit relevant supporting documentation. The information provided was reviewed by Riskwest and a meeting was held with the Governance and Risk Advisor (16th October 2018) to observe the documentation captured in the TechOne ECM and ATTAIN systems, and to clarify any remaining questions.

The findings from the review are summarised in Section 3 and the details shown in Attachment 1.

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3. Key Findings

Based on the documentation provided (listed in Section 1) and observing random samples of records within the TechOne ECM and ATTAIN information management system, the review demonstrates that the City has provided a sufficient amount of reasonable evidence to support the responses made in the 2017 Compliance Audit Return. There are no identified matters of materiality which have arisen from this review that would indicate the responses are invalid.

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Attachment 1

Compliance Audit Return Validation Report

22nd October 2018

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City of Cockburn - Compliance Audit Return 2017
Review and Validation of Responses
October 2018

Commercial Enterprises by Local Governments						Validated Yes/No	Validation Comments
No	Reference	Question	Response	Please reference the document or source which evidences the response to the question. Please also attach the document.	Respondent		
1	s3.59(2) (a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2017.	Yes	Not Applicable as no major trading transactions were undertaken in 2017.	Daniel Arndt	Not applicable	None
2	s3.59(2)(a) (b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2017.	Yes	Not Applicable as no major trading transactions were undertaken in 2017.	Daniel Arndt	Not applicable	None
3	s3.59(2) (a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2017.	Yes	Not Applicable as no major trading transactions were undertaken in 2017.	Daniel Arndt	Not applicable	None
4	s3.59(4)	Has the local government given State-wide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2017.	Yes	Not Applicable as no major trading transactions were undertaken in 2017.	Daniel Arndt	Not applicable	None
5	s3.59(5)	Did the Council, during 2017, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	Yes	Not Applicable as no major trading transactions were undertaken in 2017.	Daniel Arndt	Not applicable	None

Delegation of Power / Duty						Validated Yes/No	Validation Reference / Comments
No	Reference	disclosure of interest	Response	Please reference the document or source which evidences the response to the question. Please also attach the document.	Respondent		
1	s5.16, 5.17, 5. 18	Were all delegations to committees resolved by absolute majority.	Yes	Special Council Meeting - 23 October 2017	Don Green	Yes	Delegations at Special Council Meeting October 23 2017 each resolved by absolute majority. "MOVED Deputy Mayor L Smith SECONDED Cr C Reeve-Fowkes that Council:.... (2) pursuant to Section 7.1B of the Local Government Act 1995, delegate the authority of Council to meet with the Auditor to the Committee. CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 10/0"
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes	Special Council Meeting - 23 October 2017	Don Green	Yes	Delegations at Special Council Meeting October 23 2017 each resolved by absolute majority and minuted.
3	s5.16, 5.17 , 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes	Ordinary Council Meetings - 13/4/17; 13/7/17; 14/12/17	Don Green	yes	Comments made at referenced Council Meetings reflecte the requirements of the Act.
4	s5.16 , 5.17, 5. 18	Were all delegations to committees recorded in a register of delegations.	Yes	Not sure on this one, there is no DA document that specifies this requirement. Only reference would be the Council date that Audit Committee was created.	Don Green	Recorded in OCM Minutes not in the Delegations Register	Delegations to Audit Committee noted in council Meeting Minutes (as above).
5	s5. 1 8	Has Council reviewed delegations to its committees in the 2016/2017 financial year .	Yes	Ordinary Council Meeting - 8/6/17	Don Green	Yes	Ordinary Council Meeting 8 June 2017 section 14.1 minute No. 6088 "primary focus of this meeting was to review the Delegated Authorities pursuant to the Local Government Act and Extraneous to the Local Government Act. RECOMMENDATION that Council receive the Minutes of the Delegated Authorities, Policies and Position Statements Committee Meeting held on Thursday, 18 May 2017 and adopt the recommendations contained therein."
6	s5.42(1),5.43 Adm in Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes	Ordinary Council Meetings - various.	Don Green	Yes	Refer to Item 8 below.

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7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority .	Yes	Refer to all DAs under LGA, Ordinary Council Meeting 8/6/	Don Green	Yes	Delegations to the CEO at the Ordinary Council Meeting June 8 2017 each resolved by absolute majority.
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes	Register of Delegations.	Don Green	Yes	A register of delegations relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year (s5.46(1), (2) of the Act). If a person is exercising a power or duty that they have been delegated, the Act requires that records be kept whenever the delegated authority is used (s5.46(3) of the Act). The record is to contain the following information: • How the person exercised the power or discharged the duty; • When the person exercised the power or discharged the duty; and • The persons or classes of persons, other than Council or Committee members or employees of the local governments, directly affected by the exercise of the power or the discharge of the duty (reg 19 Local Government (Administration) Regulations 1996). The City of Cockburn Register of Delegations contains a list of the instruments to be used to determine the delegated authority. The records of how the delegations are exercised is contained with in the TechOne ECM System. Examples of actual records of exercised delegations were demonstrated.
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes	Register of Delegations	Don Green	See item 8	See item 8 above
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes	Ordinary Council Meeting - 8/6/17	Don Green	Yes	Decisions to either revoke or amend a delegation were reviewed/recommended by the Delegated Authorities, Policies and Position Statements Committee (reference Delegated Authorities Policies and Position Statements Committee - Minutes - 18 May 2017) and were adopted by Council at the at the Ordinary Council Meeting June 8 2017 (by absolute majority).
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees .	Yes	Register of Delegations	Don Green	Yes	See item 8 above
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2016/2017 financial year.	Yes	Ordinary Council Meeting - 8/6/17	Don Green	Yes	See item 10 above
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required .	Yes	Electronic Content Management System. Can be provided if a spot check is required.	Don Green	Yes	See item 8 above
Disclosure of Interest						**Validated Yes/No**	**Validation Comments**
No	**Reference**	**Question**	**Response**	**Please reference the document or source which evidences the response to the question. Please also attach the document.**	**Respondent**		
1	s5.67	If a member disclosed an interest , did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5. 68) .	Yes	Ordinary Council Meeting - 12/10/17	Don Green	Yes	Ordinary Council Meeting - 14/12/17 noted a impartiality interest under which there is no requirement for the Member to leave the room (Refer to Standing Orders Local Law 2016 - As Amended 9 November 2017 Page 50) Ordinary Council Meeting - 13/7/17 noted a proximity interest and also minuted the time the Member left the room and the time the Member returned.
2	s5. 68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	N/A		Don Green	Yes	See 1 above.
3	s5.73	Were disclosures under section 5.65 or 5. 70 recorded in the minutes of the meeting at which the disclosure was made.	Yes	Ordinary Council Meeting - 14/12/17	Don Green	Yes	The Ordinary Council Meeting minutes provided (as per the document list on page 4) show examples of where disclosures were minuted.

4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes	Primary Return - Crs Sands & Separovich	Don Green	Yes	The Member start date and date of Primary Return for the newly elected Members was provided and it is confirmed that the City has complied with this requirement.
5	s5. 75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	N/A	N/A	Don Green	N/A	None
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2017.	Yes	Status Report - Elected Member 2017	Don Green	Yes	Annual Returns for 10 Members were noted on the status report as being submitted within the required timeframe.
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2017.	Yes	Status Report - Staff 2017	Don Green	Yes	Confirmed by Governance and Risk Advisor.
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes	Status Report showing acknowledgement date	Don Green	Yes	Status report provided confirmed acknowledgement date.
9	s5.88(1)(2) Admin	Did the CEO keep a register of financial Reg 28 interests which contained the returns lodged under section 5.75 and 5.76	Yes	Contained within ATTAIN	Don Green	Yes	Demonstrated in ATTAIN
10	s5.88(1)(2) Admin I Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes	Contained within ATTAIN	Don Green	Yes	Demonstrated in ATTAIN
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes	Contained within ATTAIN. Rob Award, Bart Houwen removed from ATTAIN as users that required to lodge returns	Don Green	Yes	Demonstrated in ATTAIN
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes	Originals kept by Records Department and archived accordingly	Don Green	Yes	Demonstrated in ATTAIN. Also demonstrated Records Management Procedures which define the requirement for the archiving of records.
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes	Ordinary Council Meeting - various	Don Green	Yes	Refer to Disclosure of Interest, Item 1 comments.
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	N/A		Don Green	N/A	
15	s5 .70(3)	Where an employee disclosed an interest under s5 .70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	N/ A		Don Green	N/ A	
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees .	Yes	Contained in ATTAIN & Website. Notifiable Gifts for 1/1/17-31/12/17	Don Green	Yes	Notifiable Gifts Register contains records of gifts. Completeness of the register can not be assessed.
Disposal of Property							
No	**Reference**	**Question**	**Response**	**Please reference the document or source which evidences the response to the question. Please also attach the document.**	**Respondent**	**Validated Yes/No**	**Validation Comments**

1	53 .58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section on 3.58(5)) .	Yes	West Australian Advert Cockburn ARC- Physio section 3.58	Daniel Arndt	Yes	Advertisement provided.
2	53.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property .	Yes	Advertisement Section 3.58 Lot 33 Dorsal Bend, Hammond Park	Daniel Arndt	Yes	Advertisement provided.

Elections						Validated Yes/No	Validation Comments
No	Reference	Question	Response	Please reference the document or source which evidences the response to the question. Please also attach the document.	Respondent		
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates .	Yes	Register-of-Electoral Gift - Cr Portelli -1-Jan-2017-to-31-Dec-2017 (Page 2)	Don Green	Yes	"Under Sections 5.82 and 5.83 of the Local Government Act 1995, the City must provide a public register of gifts and travel contributions made to staff and Elected Members. This ensures that the actions of staff and Elected Members are transparent, accountable and ethical." S2017 Gifts & Travel register on the City of Cockburn Website (ref https://www.cockburn.wa.gov.au/Council/About-Council/Governance/Gifts-and-Travel-Contributions) .

Finance						Validated Yes/No	Validation Comments
No	Reference	Question	Response	Please reference the document or source which evidences the response to the question. Please also attach the document.	Respondent		
1	s7. 1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.I A of the Act.	Yes	Ordinary Council Meeting - 20 April 1999	Stuart Downing	Yes	Item 18.5 noted motion moved by Commissioner Jorgensen, Seconded Smithson and Carried.
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	Yes		Stuart Downing	No	There was no reference to the agreement being unanimous.
3	s7. 3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes	Audit & Strategic Finance Committee Meeting - 17 November 2016	Stuart Downing	Yes	Item 14.1 Macri Partners appointed as the City's External Auditor
4	s7. 3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes	Ordinary Council Meeting - 8 December 2016	Stuart Downing	Yes	Item 14.1 Deputy Mayor C Reeve-Fowkes SECONDED Clr S Portelli that the recommendation be adopted. CARRIED 3/0
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2017 received by the local government within 30 days of completion of the audit.	Yes	The Audit Report was signed at the Audit & Strategic Finance Committee on 16 November 2017	Stuart Downing	Yes	Audit Completion Report to the Audit Committee For the Year Completed Submitted 8 November 2017 and signed on 17th Nov.
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2017 received by the local government by 31 December 2017.	Yes	The Audit Report was received by the City on 14/12/2017	Stuart Downing	Yes	Ordinary Council Meeting - 8 December 2016
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A	No matters raised by the Auditor in the Audit Report	Stuart Downing	Yes	No matters were raised in the INDEPENDENT AUDITOR'S REPORT TO: RATEPAYERS OF CITY OF COCKBURN (ref Audit & Strategic Finance Committee Minutes For Thursday, 16 November 2017)
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A	No matters raised by the Auditor in the Audit Report	Stuart Downing	Yes	No matters were raised in the INDEPENDENT AUDITOR'S REPORT TO: RATEPAYERS OF CITY OF COCKBURN (ref Audit & Strategic Finance Committee Minutes For Thursday, 16 November 2017)

9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A	No matters raised by the Auditor in the Audit Report	Stuart Downing	Yes	No matters were raised in the INDEPENDENT AUDITOR'S REPORT TO: RATEPAYERS OF CITY OF COCKBURN (ref Audit & Strategic Finance Committee Minutes For Thursday, 16 November 2017)
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes	Refer to Audit & Strategic Finance Committee Meeting - 17 November 2016	Stuart Downing	Yes	Refer to Signed Agreement – Audit Contract – Provision of External Audit Services – Ending 30/6/2017 Macris & Partners
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes	Refer to Audit & Strategic Finance Committee Meeting - 17 November 2016	Stuart Downing	Yes	Refer to Signed Agreement – Audit Contract – Provision of External Audit Services – Ending 30/6/2017 Macris & Partners
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes	Refer to Audit & Strategic Finance Committee Meeting - 17 November 2016	Stuart Downing	Yes	Refer to Signed Agreement – Audit Contract – Provision of External Audit Services – Ending 30/6/2017 Macris & Partners
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes	Refer to Audit & Strategic Finance Strategic Finance Committee Meeting - 17 November 2016	Stuart Downing	Yes	Refer to Signed Agreement – Audit Contract – Provision of External Audit Services – Ending 30/6/2017 Macris & Partners
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes	Refer to Audit & Strategic Finance Strategic Finance Committee Meeting - 17 November 2016	Stuart Downing	Yes	Refer to Signed Agreement – Audit Contract – Provision of External Audit Services – Ending 30/6/2017 Macris & Partners
Integrated Planning and Reporting						**Validated Yes/No**	**Validation Comments**
No	**Reference**	**Question**	**Response**	**Please reference the document or source which evidences the response to the question. Please also attach the document.**	**Respondent**		
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/ A if you choose not to respond.	Yes	N/A 9/06/2016 - Refer to Council Meeting Date on web site.	Margot Tobin	Yes	Corporate business plan adopted 9/6/16 (most recent), in Ordinary Council Meeting section 13.4 minute No. 5810, MOVED Clr B Houwen SECONDED Clr S Portelli that the recommendation be adopted. CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 6/0
2	s5. 56 Admin Reg 19DA (6)	Has the local government adopted a modification to the most recent Corporate Business Plan . If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond	Yes	11 May 2017 - Refer to Council Meeting Date on web site.	Margot Tobin	Yes	Modifications adopted 11/5/17 in Ordinary Council Meeting section 14.3 minute No. 6071, MOVED Clr S Portelli SECONDED Clr P Eva that the recommendation be adopted. CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 8/0
3	s5.56 Admin Reg 19C (7)	Has the local government adopted a Strategic Community Plan . If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional , answer N/ A if you choose not to respond.	Yes	N/A 9/06/2016 - Refer to Council Meeting Date on web site.	Margot Tobin	Yes	Strategic business plan adopted 9/6/16 (most recent), in Ordinary Council Meeting section 13.3 minute No. 5809 MOVED Clr P Eva SECONDED Clr B Houwen that the recommendation be adopted. CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 6/0
4	s5.56 Admin Reg 19C (7)	Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/ A if you choose not to respond.	N/ A	N/ A	Margot Tobin	N/ A	

5	s5.56	Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/ A if you choose not to respond.	Yes	The first 5 Asset Management Plans were adopted by Council in 2013. They have had subsequent reviews which are approved by the Executive . An Asset Management Strategy is adopted by Council and the new one was scheduled for the Ordinary Council Meeting of 8 February 2018.	Margot Tobin	Yes	Asset management strategy adopted 9/6/16 (most recent), in Ordinary Council Meeting section 17.1 minute No. 0016, MOVED Deputy Mayor L Smith SECONDED Cr M Separovich that the recommendation be adopted. CARRIED 8/0
6	s5. 56	Has the local government adopted a Long Term Financial Plan n. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement . This question is optional, answer N/ A if you choose not to respond.	Yes	N/A 9/06/2016 - Refer to Council Meeting Date on web site.	Margot Tobin	Yes	Long-term financial business plan adopted 9/6/16 (most recent), in Ordinary Council Meeting section 13.5 minute No. 5811, MOVED Clr S Portelli SECONDED Clr K Allen that the recommendation be adopted subject to amending Table 4. CARRIED 6/0
7	SS.56	Has the local government adopted a Workforce Plan n. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/ A if you choose not to respond.	Yes	N/A 9/06/2016 - Refer to Council Meeting Date on web site.	Margot Tobin	Yes	Workforce plan adopted 9/6/16 (most recent), in Ordinary Council Meeting section 13.5 minute No. 5811, MOVED Clr S Portelli SECONDED Clr K Allen that the recommendation be adopted subject to amending Table 4 . CARRIED 6/0
Local Government Employees							
No	**Reference**	**Question**	**Response**	**Please reference the document or source which evidences the response to the question. Please also attach the document.**		**Validated Yes/No**	**Validation Comments**
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A	CEO appointed prior to 2017	Cliff McKinley	Not applicable	None
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	N/A	No Designated Officer roles advertised in 2017	Cliff McKinley	N/A	None
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A	CEO appointed prior to 2017	Cliff McKinley	N/A	None
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A	CEO appointed prior to 2017	Cliff McKinley	N/A	None
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A		Cliff McKinley	N/A	None
Official Conduct							
No	**Reference**	**Question**	**Response**	**Please reference the document or source which evidences the response to the question. Please also attach the document.**	**Respondent**	**Validated Yes/No**	**Validation Comments**
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37 , to be its complaints officer.	N/A		Don Green	N/A	None

2	s5 .121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes	N/A: The CEO is the complaints officer, however no minor breaches form a council member resulted in standards panel ordering the complaint to be made publicly censured as specified in the order; or complaint was made apologise publicly as specified in the order; or the person against whom the complaint was made, undertake training as specified in the order	Don Green	N/A	None
3	s5 .121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes	N/A: The CEO is the complaints officer, however no minor breaches form a council member resulted in standards panel ordering the complaint to be made publicly censured as specified in the order; or complaint was made apologise publicly as specified in the order; or the person against whom the complaint was made, undertake training as specified in the order	Don Green	N/A	None
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes	N/A: The CEO is the complaints officer, however no minor breaches form a council member resulted in standards panel ordering the complaint to be made publicly censured as specified in the order; or complaint was made apologise publicly as specified in the order; or the person against whom the complaint was made, undertake training as specified in the order	Don Green	N/A	None
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred .	Yes	N/A: The CEO is the complaints officer, however no minor breaches form a council member resulted in standards panel ordering the complaint to be made publicly censured as specified in the order; or complaint was made apologise publicly as specified in the order; or the person against whom the complaint was made, undertake training as specified in the order	Don Green	N/A	None
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c) .	Yes	N/A: The CEO is the complaints officer, however no minor breaches form a council member resulted in standards panel ordering the complaint to be made publicly censured as specified in the order; or complaint was made apologise publicly as specified in the order; or the person against whom the complaint was made, undertake training as specified in the order	Don Green	N/A	None

Tenders for Providing Goods and Services						Validated Yes/No	Validation Comments
No	Reference	Question	Response	Please reference the document or source which evidences the response to the question. Please also attach the document.	Respondent		
1	s3 . 57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consider ration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes	Public notice tenders conducted as per the selected sourcing market strategy, the Contract Procurement & Project Plan and the authority to advertise form and the tender register available in hard copy files.	Antonio Natale	Yes	Tenders invited publicly as per advertisement in the Western Australian, "Tenders are invited for the goods and services" POSITION IN PAPER: Local Government Tenders CONTACT: [Procurement Officer], [Position] DATE LODGED: Monday xx Month 20xx ACCOUNT NO: GL 7906-6206, as recorded and referenced in "Planning and Informing Phase" in Contract Procurement and Project Plan.

2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	Yes	Multiple contracts are rare and evidenced by the executed Tender Evaluation Recommendation Reports. Refer to the Tender Register filing. (Hard copy file available with Procurement)	Antonio Natale	Yes	Rarity of multiple contracts evident in Tender Evaluation Recommendation Reports (with access to Tender Register Filing) with recommendation decisions that the council accept tender submissions which will be approved by CHARLE SULLIVAN, DIRECTOR, ENGINEERING & WORKS, XX June 2017, STUART DOWNING, DIRECTOR, FINANCE & CORPORATE SERVICES, XX June 2017, DON GREEN DIRECTOR, GOVERNANCE & COMMUNITY SERVICES, XX June 2017 & STEPHEN CAIN, CHIEF EXECUTIVE OFFICER, XX June 2017
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via State-wide public notice.	Yes	Refer to Market force Invoices, Authority to Advertise form and Tender Register Filing (Hard copies available within Procurement) Plus copy of Tender adverts.	Antonio Natale	Yes	Authority to advertise form June 2009 to ACCOUNT NO: GL 7906-6206 called under delegated authority extended to the Director, Engineering and Works by Council and the Chief Executive Officer under Sections 5.42 and 5.44 of the Local Government Act 1995 and pursuant to Section LGAES3 of the City of Cockburn Delegated Authority Register; and in accordance with Section 3.57 of the Local Government 1995 and Part 4 of the Local Government (Functions and General) Regulations 1996. MR CHARLES SULLIVAN DIRECTOR, ENGINEERING & WORKS MONDAY xx Month 20x
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes	Tender register Filing and Procurement Shared Filing (F drive or Technology One ECM Procurement secured record management. (Hard copies available within Procurement)	Antonio Natale	Yes	Documentation recorded and referenced in "Planning and Informing Phase" in Contract Procurement and Project Plan.
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes	Addendum / Clarification via Template document and eProcurement systems. Refer to Procurement Shared Filing (F drive). (Copies of Addenda / Clarifications report and Docs issued available for review from respective project folder in F Drive) Addenda report can be run directly out of the City's E-Procurement System.	Antonio Natale	Yes	Addenda copies supplied "ADDENDUM TO REQUEST FOR SUPPLIERS DOCUMENTS" REQUEST NO.: RFS01/2017 ADDENDUM NO.: 1 DATE OF ISSUE: Wednesday 17 August 2016 (date emailed), receipt of document requests acknowledged. Clarification in E-tendering number RFT27/2018 - supporting documents to this addendum are referenced here, and have been uploaded to the 'Supporting Documents' section, under 'Job Info' of this tender within the E-tendering system.
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes	Refer to Tender Register Filing (Hard Copy) and eProcurement System work instruction. Opening and Downloading a Tender from eProcurement system	Antonio Natale	Yes	Tender download instructions provided - Opening and Downloading / opening a Tender from 360Pro Reference: PS / WI0001 Prepared by : Tammey Chappel and Karen Tate Approved by : Tony Natale Issued 26/03/2018, and Tender Register Filing template provided (ECM Subject Code: 078/012), specifics recorded and referenced in "Planning and Informing Phase" in Contract Procurement and Project Plan.
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes	Refer to Tender Register Filing (Hard Copy) and eProcurement System report. System auto rejection process available. Reports in E-Procurement system "Job (Tender) Audit Close " Report, plus functionality in eProcurement system - "black flag" can be enabled. i.e. non-attendance at mandatory site meetings - automatic notifications issued to suppliers via email.	Antonio Natale	Yes	Tenders rejected as per rejection criteria as recorded and referenced in "Planning and Informing Phase" in Contract Procurement and Project Plan, along with Tender Register document and seen in Name Index section of this document.
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes	Tender Evaluation Recommendation as per the Procurement Shared Filing (F drive) or the Technology One ECM Procurement secured record management.	Antonio Natale	Yes	Tenders assessed as recorded and referenced in "Planning and Informing Phase" & "Project & Close-out Phase" in Contract Procurement and Project Plan, with Tender Evaluation Recommendation decisions that the council accept tender submissions which will be approved by CHARLE SULLIVAN DIRECTOR, ENGINEERING & WORKS XX June 2017, STUART DOWNING DIRECTOR, FINANCE & CORPORATE SERVICES XX June 2017, DON GREEN DIRECTOR, GOVERNANCE & COMMUNITY SERVICES XX June 2017 & STEPHEN CAIN CHIEF EXECUTIVE OFFICER XX June 2017 and sent letter of acceptance as seen in LETTER OF ACCEPTANCE TENDER as seen in example to Graham Nash on 15/1/18 NO: RFT 27/2017 Project Management Services Lakelands Reserve Multipurpose Hockey and Community Facility "The City of Cockburn (the Principal) is pleased to accept Savills Project Management Pty Ltd (the Contractor) offer to provide Project Management Services – Lakelands Reserve Multipurpose Hockey and Community Facility" (Contract No. C100457).

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9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes	Tender Register Filing and/or the Procurement Shared Filing (F drive) or the Technology One ECM Procurement secured record management. Information available directly out of eProcurement system - Job (Tender) Audit Close Report	Antonio Natale	Yes	Template of Tender Register provided.
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes	Procurement Shared Filing (F drive) or the Technology One ECM Procurement secured record management.	Antonio Natale	Yes	Tenders sent letter of acceptance as seen in LETTER OF ACCEPTANCE TENDER as seen in example to Graham Nash on 15/1/18 NO: RFT 27/2017 Project Management Services Lakelands Reserve Multipurpose Hockey and Community Facility "The City of Cockburn (the Principal) is pleased to accept Savills Project Management Pty Ltd (the Contractor) offer to provide Project Management Services – Lakelands Reserve Multipurpose Hockey and Community Facility" (Contract No. C100457). Letters of decline sent to non-successful tenders as seen in example to David Edwards REQUEST FOR SUPPLIERS NO: RFS 01/2017 PANEL OF PRE-QUALIFIED SUPPLIERS - ELECTRICAL SERVICES Industrial, Commercial and Domestic
11	F&G Reg 21 & 22	Did the local governments' advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A	No expressions of interest were invited by the City as evidenced by the Contract Procurement & Project Plan and the Tender Register filing.	Antonio Natale	N/A	None
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	No	No expressions of interest were invited by the City as evidenced by the Contract Procurement & Project Plan and the Tender Register filing.	Antonio Natale	N/A	None
13	F&G Reg 23(4)	Alter the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A	No expressions of interest were invited by the City as evidenced by the Contract Procurement & Project Plan and the Tender Register filing.	Antonio Natale	N/A	None
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A	No expressions of interest were invited by the City as evidenced by the Contract Procurement & Project Plan and the Tender Register filing.	Antonio Natale	N/A	None
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via State-wide public notice.	Yes	Refer to Marketforce Invoices, Authority to Advertise form and Tender Register Filing (Hard copies)	Antonio Natale	Yes	Tenders invited publicly as per advertisement in the Western Australian, "Tenders are invited for the goods and services" POSITION IN PAPER: Local Government Tenders CONTACT: [Procurement Officer], [Position] DATE LODGED: Monday xx Month 20xx ACCOUNT NO: GL 7906-6206, as recorded and referenced in "Planning and Informing Phase" in Contract Procurement and Project Plan, along with Tender Register document. Panel evaluation of supplies under SMT Participation excel page. Letter of acceptance also sent as per documented example LETTER OF ACCEPTANCE REQUEST FOR SUPPLIERS NO: RFS 01/2017 PANEL OF PRE-QUALIFIED SUPPLIERS - ELECTRICAL SERVICES Industrial, Commercial and Domestic to Stephen Lawson on 31/7/17
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.applicants for a panel of pre-qualified suppliers via State-wide public notice.	Yes	Tender register Filing and Procurement Shared Filing (F drive or Technology One ECM Procurement secured record management.	Antonio Natale	Yes	See above
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	Yes	Refer to Tender Register Filing (Hard Copy) and eProcurement System work instruction. Opening and Downloading a Tender from eProcurement system	Antonio Natale	Yes	Tender download instructions provided - Opening and Downloading / opening a Tender from 360Pro Reference: PS / WI0001 Prepared by : Tammey Chappel and Karen Tate Approved by : Tony Natale Issued 26/03/2018, and Tender Register Filing template provided (ECM Subject Code: 078/012), specifics recorded and referenced in "Planning and Informing Phase" in Contract Procurement and Project Plan.
18	F&G Reg 24AD(6)	If the local government to sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	Yes	Addendum / Clarification via Template document and eProcurement systems. Refer to Procurement Shared Filing (F drive). (Copies of Addenda / Clarifications report and Docs issued available for review from respective project folder in F Drive) Addenda report can be run directly out of the City's E-Procurement System.	Antonio Natale	Yes	Clarification in E-tendering number RFT27/2018 - supporting documents to this addendum are referenced here, and have been uploaded to the 'Supporting Documents' section, under 'Job Info' of this tender within the E-tendering system, and government assesses application acceptance vs. rejection of submissions with reason in Tender Evaluation Recommendation

19	F&G Reg 24AH(I)	Did the local government reject the applications to join a panel of pre- qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	Yes	Refer to Tender Register Filing (Hard Copy) and eProcurement System report. System auto rejection process available. Reports in E-Procurement system "Job (Tender) Audit Close " Report, plus functionality in eProcurement system - "black flag" can be enabled. i.e. restricting applications/ system has "Prequalification" functionality.	Antonio Natale	Yes	Tender Register information and template provided and instructions to E-procurement system showing rejection criteria from pre-qualified suppliers, with E-tendering number RFT27/2018 - supporting documents to this addendum are referenced here, and have been uploaded to the 'Supporting Documents' section, under 'Job Info' of this tender within the E-tendering system.
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application (s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	Yes	Tender Evaluation Recommendation as per the Procurement Shared Filing (F drive) or the Technology One ECM Procurement secured record management.	Antonio Natale	Yes	Assessment of applications carried out using the Tender Evaluation Recommendations Template.
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	Yes	Tender Register Filing and/ or the Procurement Shared Filing (F drive) or the Technology One ECM Procurement secured record management. Information available directly out of E-Procurement system - Job (Tender) Audit close report	Antonio Natale	Yes	Tender Register information provided and instructions to E-procurement system also provided showing panel information.
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	Yes	Procurement Shared Filing (F drive) or the Technology One ECM Procurement secured record management.	Antonio Natale	Yes	Letters of acceptance sent (refer to example LETTER OF ACCEPTANCE REQUEST FOR SUPPLIERS NO: RFS 01/2017 PANEL OF PRE-QUALIFIED SUPPLIERS - ELECTRICAL SERVICES Industrial, Commercial and Domestic to Stephen Lawson on 31/7/17, and LETTER OF ACCEPTANCE TENDER as seen in example to Graham Nash on 15/1/18 NO: RFT 27/2017 Project Management Services Lakelands Reserve Multipurpose Hockey and Community Facility) An example of a letter sent to an unsuccessful tenderer is provided (refer to David Edwards REQUEST FOR SUPPLIERS NO: RFS 01/2017 PANEL OF PRE-QUALIFIED SUPPLIERS - ELECTRICAL SERVICES Industrial, Commercial and Domestic)
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A	No regional price preference available or accepted within the City Policy. Refer to SC38 Procurement Policy	Antonio Natale	N/A	None
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A	No regional price preference available or accepted within the City Policy. Evidenced by SC38 Procurement Policy and associated guideline.	Antonio Natale	N/A	None
25	F&G Reg IIA	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, $150,000 or less.	Yes	SC38 Procurement Policy with associated guideline	Antonio Natale	Yes	See page 5 for table of section 2.3 "Openness and Effective Competition" regarding Expected procurement value (Ex GST) or contract value – over full contract period (excluding options to extend) and requirements / policy.

Attachment 2 Biography of Reviewer

SANDRA HACKETT, M.Eng (Hons), MAICD

Partner, Riskwest

Qualifications:

- Master's Degree in Chemical Engineering (M.Eng), University of Nottingham, U.K.

Accreditations & Certifications:

- Member of the Australian Institute of Company Directors

Professional knowledge and experience

- Sandra has over twenty-five years of experience in providing a range of strategy, risk, project and governance services to government and industry. She has considerable experience working with Boards, both as an advisor and Board member for over 13 years and is currently a Non-Executive Director of St Bartholomew's House and Chair of the Governance and Risk Committee. With a background in engineering, she brings also a broad range of industrial and project management expertise to the Riskwest team.

- From January 2013, Sandra has been a Partner in Riskwest, a specialist management consulting firm providing risk-based consulting services to a broad range of corporate, government and community service organisations. Prior to 2013, Sandra spent 14 years as an independent risk management consultant and 12 years in a variety of project management and engineering roles across a range of industries including Power, Chemicals, Petrochemicals, and Oil and Gas.

- Sandra has extensive experience in the development and implementation of risk management frameworks and programs across all levels of an organisation, with a specific focus on "*smart*" risk-taking and effective controls assurance. This assists organisations and stakeholders to understand and use critical risk information as an integral part of their oversight or management roles.

- Sandra specialises in working with Boards and Executive teams to develop a greater understanding and awareness of the potential opportunities and threats facing organisations in the current climate of significant uncertainty and disruption. This includes the facilitation of workshops and planning sessions to provide the Board and Executive Team with an understanding of

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- the mechanisms that should be in place to deliver an appropriate level of visibility over the "material" risks facing the organisation, including those relating to major projects and initiatives;
- the confidence that risks are being managed to a level which sits within the range of "acceptable risk taking" and;
- the nature and magnitude of emerging strategic opportunities and threats and how these are identified, measured and acted upon

- Over the past 18 months, she has assisted and continues to support Boards and Executive Teams to understand, develop and implement the principles, limits and measures which underpin optimal risk taking in the context of organisational risk appetite and tolerance. The organisations involved cover a range of different sectors including large privately-owned enterprises, government trading enterprises and significant not-for profit entities.

- Sandra is also the nominated Riskwest Partner acting as State Advisor to several major infrastructure projects, providing strategic risk advisory and facilitation services to the Project Directors and Joint Venture teams. These include the $1.2B Perth Stadium project and the $680M New Museum project.

- Specific relevant expertise and experience includes:
  - Development and implementation of enterprise risk management frameworks with focus on alignment and integration with existing governance, accountability and decision-making structures and mechanisms
  - Development and implementation of risk appetite statements and risk tolerance measures and indicators (lead and lag) for a broad range of industries and sectors
  - Project risk governance, risk appetite and the integration of risk management into the project context
  - Risk-based evaluation of proposals, government acts, licences and contractual arrangements
  - Facilitation of workshops and planning sessions for Boards, committees, executive groups and project teams focussing on a range of different risk issues and outcomes.
  - Analysis of business processes across a wide range of different organisations to develop tailored strategies and processes for the effective management and reporting of risk, whilst at the same time ensuring that the processes are fully integrated with the required compliance frameworks.
  - Facilitation of over 1500 workshops and planning sessions for government and industry boards, committees, executive groups and project teams focussing on a range of different issues and outcomes, including opportunity and risk analysis, options analysis, SWOT and strategic planning.
  - Development and delivery of over 100 training seminars covering different aspects of strategic, operational and project risk management.
  - Development and delivery of incident investigation and root cause analysis methodology and training.
  - Project management and engineering roles on a range of industrial chemicals, power generation and petrochemical projects.

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HIGH/EXTEME RISKS QUARTERLY REPORT (JULY – NOVEMBER 2018)

Risk Owner: Director Governance and Community Services
Risk Name: Community Services Major Projects

Risk ID	Risk Description	Causes	Control Effectiveness	Risk Rating
	Failure to coordinate Community Services major projects on behalf of the City of Cockburn	Lack of due diligence Lack of detailed project scope Lack of resourcing Poor contractors performance Variations of expenditure Inaccurate project cost estimate		
			Adequate	High
	Risk Impacts	**Existing Controls**		
	Delays in projects Financial Loss	Contract independent specialist consultant Project control group & project working group Committees & Council reference group Consulting teams/meetings Financial monitoring, extensive project program, monthly progress reports Risk management Plans.		

Update:
The Project Portfolio Management team are at a 65% completion and on track to deliver on time.

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HIGH/EXTEME RISKS QUARTERLY REPORT (JULY – NOVEMBER 2018)

Risk Owner: Director Finance & Corporate / Executive Manager Strategy & Civic Support
Risk Name: Project Management

Risk ID	Risk Description	Causes	Control Effectiveness	Risk Rating
	Fail to consistently apply project management methodology and implementation to City projects	Resistance to cultural change Inconsistent and duplication of processes Lack of skills training Inconsistent project management frameworks Selecting the wrong project management software solution for the City Fundamental lack of governance from an IS perspective		
			Adequate	High
	Risk Impacts	**Existing Controls**		
	Capital works carry over Silo approach to projects Budget impacts Parachuted project	Project management tools Staff training Cross functional meetings Long term financial plan		

Update: The Project Portfolio Management team are at a 65% completion and on track to deliver on time.

HIGH/EXTEME RISKS QUARTERLY REPORT (JULY – NOVEMBER 2018)

Risk Owner: Director Engineering and Works
Risk Name: Water Availability

Risk ID	Risk Description	Causes	Control Effectiveness	Risk Rating
	Reducing water availability to irrigate City and maintain service delivery and amenity	Drying climate Lower allocation of groundwater, by Department of water		
			Adequate	High
	Risk Impacts	**Existing Controls**		
	Poor appearance of street scapes and parks	Water management plan Adapt landscaping plans Water recharge options Community education		

Update: water operating plans implemented, water recharge options still be assessed, and new landscaped areas hydrozoned to reduce water demand. The Department of Water and Environmental Regulation released a paper on seeking a cost recovery mechanism for Groundwater licences. In addition DoWER has readjusted the ground water allocation limits for each ground water area the City extracts, resulting in the following:

- POS upgrades by the City which require ground water will need to take allocations from existing licences, thereby reducing water to other POS. This will impact plant and turf growth and thus amenity for the community
- Potential for the City to enter agreements with water licence holders to utilise their groundwater for a fee, to irrigate new POS developments
- Developers requesting agreements to share the City's water allocations to avoid dry POS in new subdivisions.
- Receiving POS through the subdivision process whereby the developer has obtained water from a third party and the City will need to continue the agreement to maintain the landscape. This is still being ascertained.

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CITY OF COCKBURN RISK MANAGEMENT FRAMEWORK 'ROAD MAP' ACTION PLAN (2019-2021)

Element	Actions	Responsibility	Timeline
1. Risk Governance	▪ Review and agree the specific risk governance role of the Council, particularly in relation to the oversight of "material risks" facing the City, risks which sit outside the risk appetite of the Council, the identification of strategic/external risks and the development of risk appetite. (Ref OI4)	▪ Council and Executive Management Team	▪ 2019
2. Risk Assessment and Acceptance Criteria Tables	▪ Review the effectiveness of the criteria and implement the recommendations to improve the clarity within the tables. (Ref OI 7)	▪ Governance and Risk Advisor	▪ 2019
3. Risk Appetite	▪ Build on the high-level statements to develop a series of risk acceptance principles, tolerances and limits to further enhance the definition of the risk appetite. ▪ Communicate the risk appetite to all internal and external stakeholders. ▪ Implement mechanisms to ensure that risk-taking is within the defined appetite. This would include the development, aggregation and reporting of key risk indicators to provide an organisational-wide view of the risk exposure. ▪ Ensure there is a mechanism in place whereby any risks which sit outside the defined risk appetite are escalated to the Council for review and decision-making. (Ref OI 8)	▪ Council and Executive Management Team	▪ 2019
4. Risk Management Hierarchy	▪ Review the Strategic Risk Register in the context of the Strategic Planning documentation to ensure that risks associated with the specific and agreed strategies are identified and appropriately managed. (Ref OI 11) ▪ Project and Event Risk Management should be integrated within the overall RMF and risk	▪ Executive Management Team	▪ 2019

CITY OF COCKBURN RISK MANAGEMENT FRAMEWORK 'ROAD MAP' ACTION PLAN (2019-2021)

	registers incorporated into a single risk information repository. (Ref OI12) ▪ Clarify how the strategic, operational and project risk registers interface and align with each other (e.g. how the City reports on projects which may have an impact on strategic or operational activities. (Ref OI13)		
5. Risk Monitoring, Reporting and Review	▪ Develop a Strategic Plan for the City which is aligned with the high-level Strategic Community Plan and outlines the specific strategies and associated risks. ▪ Review these strategies and risks annually to ensure the City remains on track to achieve the 4-year goals defined in the Strategic Community Plan. (Ref OI 20) ▪ Ensure that the City's incident management process (*including the type of incidents/losses/near misses recorded, any investigation processes, root cause analysis etc.)* links back to the risk profile to provide valuable insight into the assessment of the perceived risks. Key risk indicators should be established and monitored to give early warning of control failure and emerging risk issues. (Ref OI 23)	▪ Executive Management Team	▪ 2020
6. Risk Management Culture	▪ Ensure options and decision papers across all levels of management within the City are supported by relevant risk information. ▪ Embed risk management as a standing agenda item for regular senior management and executive meetings. ▪ Review the extent to which the CEO, Directors and Managers are proactive in the driving of risk assessments within each of their areas. Include risk management responsibilities in Job Descriptions and ensure an assessment of risk management performance is included as part of the performance management review. (Ref OI6)	▪ Executive Management Team, Senior Managers	▪ 2020
7. Capability and Support	▪ Develop and implement a structured training program to ensure that all accountable officers have the skills to be able to identify, assess and manage risks within their own areas of	▪ Human Resources	▪ 2020

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CITY OF COCKBURN RISK MANAGEMENT FRAMEWORK 'ROAD MAP' ACTION PLAN (2019-2021)

	responsibility and are held to account for monitoring and reporting risk information in accordance with the RMF. (Ref OI 24)	Manager and Governance, and Risk Advisor	
8. Risk Management Integration	▪ Define the mechanism by which new risks are identified and managed on an ongoing basis (*e.g. any new risks since the development of strategic/operational plans).* ▪ Review the processes for managing contracts, partnership, joint ventures or alliances, to ensure risk allocation is carefully considered and clearly allocated such that all parties accept responsibilities for the allocation and have a clear understand of how the risk sharing arrangement will work. ▪ Review the process by which low probability/ high consequence risks events ("black swan events") are identified and managed and implement scenario testing to ensure that the City can recover quickly from major disruptions /outages and setbacks. (Ref OI9)	▪ Risk Review Group	▪ 2020
9. Controls Assessment and Assurance	▪ Implement a mechanism to highlight those risks with a potential catastrophic impact to ensure that the appropriate level of assurance is in place (such as scenario testing and routine internal/external audits). (OI 16)	▪ Governance and Risk Advisor	▪ 2021
10. Risk Treatment	▪ As part of the implementation of a new Risk Management Information System, incorporate the recommendations noted in OI 18 and OI 19.	▪ Governance and Risk Advisor	▪ 2021
11. Continuous Improvement	▪ The City has developed a set of risk management performance indicators to act as "lead" indicators as to the effectiveness of the RMF. It is important that these indicators are assessed, and the status reported on an annual basis in order for the intended value to be derived. It is recommended that the RMF is reviewed by exception once per year – with a formal review taking place once every 2/3 years. (Ref OI 26)	▪ Governance and Risk Advisor	▪ 2021

11.2 (2018/MINUTE NO 0015) LEGAL PROCEEDINGS BETWEEN COUNCIL AND OTHER PARTIES

Author(s) J Ngoroyemoto

Attachments 1. Annual Legal Proceedings Report 2017-2018 **(CONFIDENTIAL)**

RECOMMENDATION That the Committee receives the report on legal proceedings commenced or responded to by the City during 2017- 2018 financial year.
COMMITTEE RECOMMENDATION MOVED Cr C Reeve-Fowkes SECONDED Mayor L Howlett That the recommendation be adopted. **CARRIED 4/0**

Background

At its meeting held on 12 October 2006, Council adopted a new Position Statement PSES13 "Legal Proceedings between Council and Other Parties". At the May 2016 DAPPS Committee Meeting, Policy SES1 'Obtaining Legal or Other Expert Advice' and associated delegated authority was presented for clarification on the methodology by which legal or other expert advice is provided to Elected Members to enable them to perform their civic function. As a result the “Legal Advice Register” provided annually to the Audit and Strategic Finance Committee is now limited to the notification of those issues which are in relation to, or a result of a Council resolution, or where the amount related to administrative advice is of such an amount to warrant Council`s attention only.

Submission

N/A

Report

Clause 2 of Position Statement PSES13, sub-clause (7) and (8) states:

(7) The Chief Executive Officer shall establish and maintain a procedure which enables those matters which are subject to the terms of this Position Statement to be centrally recorded and updated, as appropriate.

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(8) A record of the procedure mentioned in (7) above shall be presented to the Audit and Strategic Finance Committee at least annually, or as often as considered appropriate by the Chief Executive Officer or as requested by any member of the Audit and Strategic Finance Committee.

The Audit Calendar – Part 6 in the month of November states:

(6) Monitor the progress of any major law suits facing the Council. (Internal Audit).

A Summary of the Legal Proceedings commenced or responded to by the City during the 2017- 2018 financial year, as a result of a Council resolution, or of significant amount that warrants Council's attention has been circulated under separate confidential cover.

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes

Budget/Financial Implications

The table below highlights the legal fees expensed during 2017-2018 with commensurate, where relevant, fines and penalties arising from the incurring of the legal expenditure. The City, further incurs expenses for rates recovery, but in 95.8% of the cases, the amounts expended are recovered. The break-up of where the funds are spent is detailed in the table below as well.

LEGAL SERVICES 2017- 2018		
Legal Firms	**Actual**	**Budget**
General - McLeods	$206,830	
General - Kott Gunning	$14,142	
CCW - Jackson McDonald	$93,629	
Miscellaneous	$16,564	
Total General	**$331,165**	**$398,425**
Rates Recovery		
Debt Collection	$223,963	$140,000
Recoveries	($214,555)	($140,000)

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Net	**$9,408**	**Nil**
Fines and Penalties Income	($113,145)	($113,145)
Net Legal Fees (after fines and penalties)	**$227,428**	**$285,280**

The above excludes parking, litter and firebreak infringements.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

There are no risks associated with this recommendation, However failure to present this report to the Council annually presents a compliance risk in accordance with Position Statement PSES13 'Legal Proceedings Between Council and Other Parties', and Policy SES1 'Obtaining Legal or Other Expert Advice' & Associated delegated authority.

Advice to Proponent(s)/Submissioners

N/A

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

Nil

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12. PLANNING & DEVELOPMENT DIVISION ISSUES

Nil

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13. FINANCE & CORPORATE SERVICES DIVISION ISSUES

13.1 (2018/MINUTE NO 0016) PERFORMANCE REVIEW OF MONETARY & NON-MONETARY INVESTMENTS FOR THE FINANCIAL YEAR 2017-2018

Author(s) S Downing
Attachments N/A

RECOMMENDATION That the Committee receives the information.
COMMITTEE RECOMMENDATION MOVED Cr C Reeve-Fowkes SECONDED Mayor L Howlett That the recommendation be adopted. **CARRIED 4/0**

Background

Council Policy SFCS1 'Investments' Clause 5.2 requires:

An annual report on the performance of the investment portfolio will be submitted to Council outlining the performance of the portfolio for the financial year."

Submission

N/A

Report

As per the Investments Policy SFCS1, the following report is divided into two parts. The first part is a report on cash investments held by the City and the second part is for non-cash investments.

Cash Investments

The City earned the following interest income during 2017-2018:

- Municipal/Reserve funds (MFR) $4.393m
- Rates – Administration Interest $0.422m
- Rates – Penalty Interest $0.213m
- Deferred Pension rates $0.020m
- ESL Interest $0.018m

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- Total Interest income $5.066m

Interest income from the surplus cash in the municipal fund and reserves (MFR) totalled $4.393m. The interest rates earned by the MFR over the twelve months varied from 2.73% in July 2017 to 2.68% in June 2018.

The interest income earned from the other four sources, Rates – Penalty Interest, Rates – Administration Interest, Deferred Pension Rates and ESL Interest, was not earned on the management of surplus cash but on outstanding debts due to the Council. The Local Government Act provides the heads of power for a council to impose interest on outstanding rates. Rates – Administration Interest and ESL Interest are charged at 3.5%, whilst Rates – Penalty Interest is charged at 7%. The Local Government Act has a maximum interest rate of 11%.

The Council has always elected to impose a lower interest rate. The rate for Deferred Pension Rates was 2.72% as at 30 June 2018. All surplus funds are invested in accordance with the Local Government Act, associated regulations and Council's Investment Policy. All cash investments/term deposits were and are compliant with Council's Investment Policy.

The funds are invested in term deposits with APRA regulated financial institutions apart from two investments. The amendment to the regulations requiring Council's only invest in term deposits with a maturity less than twelve months was gazetted with an over-rider allowing existing investments with a maturity greater than twelve months and in non-term deposits to go to maturity ("Grandfathering").

The first "grandfathered" investment was for $2m in a CBA zero coupon senior bond paying 7.18%. The maturity date for the return of the $4m is January 2018. This investment was returned to Council in January 2018.

The last remaining "grandfathered" investment is the reverse mortgage backed security, Emerald. The original investment was $3m in three $1m tranches. The City is currently receiving interest at the rates of 2.38%, 2.68% and 3.01% on the respective tranches. Additional 'step-up' interest is also accruing on these three tranches at 0.9%, 1.5% and 1.9% respectively, which will be paid to the City upon maturity. The current balance of 'step-up' interest owing to the City is $309,680. The City received capital repayments of $60k in the past year, reducing the outstanding balance due for the investment to $2.59m.

Non-Cash Investments

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The City has substantial freehold land on its balance sheet. As at the 30 June 2018 that total was $84.11m (LY $83.4m). The makeup of the land comprises sumps, reserves, land available for sale, freehold parks and land on which council buildings and facilities occupy. The Council's Land Management Strategy 2017 had identified a range of land assets that are surplus to requirement or land that could be made saleable with investment from Council. The concept is to monetise freehold land (where possible) so as to re-invest in income producing property to receive a stream of rental income. The Land Management Strategy provides for a reconciliation of the freehold land and that which is surplus to requirements.

Rental Income

The rental income earned for 2017-2018 on commercial properties and lands including GP Super Clinic totals $3.27m excluding GST and Variable outgoings.

The net rental revenue from the Cockburn Health and Community Facility is quarantined within a financial reserve for the purpose of future maintenance requirements for the facility. This is to ensure that there is no future demand for the Municipal Fund to meet capital or operating maintenance costs. The City also quarantines funds received from the Naval Base Shacks to meet the future capital maintenance needs of this unique asset.

Land Sales

Land development sales for 2017/18 were $2.15m being the sale of lot 241 Imlah Court, Jandakot for $0.9m (ex-GST) and Lot 33 Davilak Ave Hamilton Hill for $1.25m (ex GST). The former has now settled with the latter due for settlement before Christmas 2018.

Funds received from the sale of surplus land are placed into the Council's Land Development and Investment Fund Reserve.

Strategic Plans/Policy Implications

Economic, Social & Environmental Responsibility

Create opportunities for community, business and industry to establish and thrive.

Leading & Listening

Ensure sound long term financial management and deliver value for money.

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Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

This is an information only report on the investments undertaken by the City on behalf of the Council.

Advice to Proponent(s)/Submitters

N/A

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

Nil

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13.2 2018 ANNUAL FINANCIAL REPORT & EXTERNAL AUDIT REPORT

Author(s) N Mauricio

Attachments
1. Annual Financial Report 2017-18
2. Audit Plan 2018 - Audit Committee
3. 2018 Fraud & Error Assessment Form

RECOMMENDATION
That the Committee:

(1) adopt the annual financial report for the year ended 30 June 2018, as attached to the Agenda;

(2) receive the External Audit Plan for the year ending 30 June 2018; as attached to the Agenda;

(3) receive the completed Fraud and Error Assessment form for the year ended 30 June 2018, as attached to the Agenda.

COMMITTEE RECOMMENDATION
MOVED Cr C Reeve-Fowkes SECONDED Mayor L Howlett

That the Committee:

(1) adopt the amended financial report for the year ended 30 June 2018 as attached to the Agenda noting the Notes to the Financial Statements have received minor amendments:

a. Note 9A – Property Plant and Equipment

b. Note 17 – Investment in Joint Venture – SMRC

c. Note 21 – Financial Ratios

d. Note 29 Financial Risk Management

e. Note 32 Events after the reporting date

(2) receive the External Audit Plan for the year ending 30 June 2018, as attached to the Agenda;

(3) receive the completed Fraud and Error Assessment form for the year ended 30 June 2018, as attached to the Agenda.

CARRIED 4/0

Reason for Decision

Due to last minute changes proposed by the Auditor General of WA the following minor changes were made to the notes to the financial statements only:

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Note 9A – Property Plant and Equipment

- For the sub-section Plant and Machinery, the OAG required gross figures not net figures. This then entailed inserting a line for Disposal after Valuation. The total for the sub-section remains the same.

Note 17 – Investment in Joint Venture – SMRC

- The SMRC supplied amended audited figures for 2017/18 and 2016/17. The Note had to be amended to reflect these new figures.
- The City's share of the joint venture's asset did not change and because of the City withdrawing from the SMRC, the amount written down remains the same.
- A note has been added to the last paragraph to reflect that the population at withdraw date (30/6/17) is the figure used to calculate future loan repayments as provided for the City of Canning's withdraw.

Note 21 – Financial Ratios

- A number of the financial ratios have received minor changes:
- Asset Sustainability Ratio was 0.705 now improved to 0.737
- The other ratios remain unchanged

Note 29 Financial Risk Management

- The OAG required the City to break out asset for sale (financial) $123k out of $148m worth of financial assets.
- More detail has also been provided.

Note 32 Events after the reporting date

- Whilst there are no events after the reporting which have affected the Annual financial statements, we have included a comment about the City's full withdraw from the SMRC, which is yet to be finalised.

Background

Section 5.54 of the Local Government Act 1995 requires Council to accept the annual report for a financial year no later than 31 December after that financial year. Section 5.53 requires that the annual report contain the financial report for that financial year.

As set out in its terms of reference, the Audit and Strategic Finance Committee (ASFC) is required to review the City's annual financial report and recommend its adoption to Council. The listed duties and responsibilities of the ASFC include reviewing Council's annual financial report, focusing on:

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- accounting policies and practices;
- changes to accounting policies and practices;
- the process used in making significant accounting estimates;
- any significant adjustments to the financial report arising from the audit process;
- compliance with accounting standards and other reporting requirements; and
- significant variances from prior years.

Amendments to the Local Government Act 1995 in August 2017 paved the way for the transition of responsibility for oversight of local government audits to the Office of the Auditor General (OAG). Given the absence of an existing audit contract for the year, the City became one of the first few local governments transitioned to oversight by the OAG. However, the OAG chose to contract out the conduct of the audit to the City's previous auditor, Macri Partners.

Regulation 9 (2) of The Local Government (Audit) Regulations 1996 states that the principal objective of the external audit is for the auditor to carry out such work as is necessary to form an opinion as to whether: the accounts are properly kept; and that the annual financial report:

- is prepared in accordance with financial records; and
- represents fairly the results of the operations of the local government at 30 June in accordance with Australian Accounting Standards and the Local Government Act 1995.

The terms of reference also require the AFSC to discuss any issues arising from the audit of the annual financial report with the auditor and Section 7.12A (2) the Local Government Act 1995 requires local governments to meet with the auditor at least once in every year. The auditor will attend this meeting to present their audit report and discuss any issues raised.

The attached External Audit Plan for 2018 outlines the purpose and scope of the external audit and explains the audit methodology and approach taken in completing the 2017-18 audit. This was prepared by Macri Partners and approved by the OAG.

Submission

N/A

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Report

2018 Annual Financial Report

The annual financial report being presented to the AFSC contains a detailed set of financial statements including all accounting and supporting notes. Unlike last year, there isn't a separate set of summary financial statements being presented. This is due to the OAG not wishing to issue an additional audit report for a summary set of financials. The summary set of financials has previously been prepared specifically for inclusion in the City's Annual Report, given the City's belief that the full set is too lengthy and mostly irrelevant to the report's wider audience. For 2017-18, the City's Annual Report will need to contain a detailed full set of financial statements.

Statement of Comprehensive Income

1. Operating Result (before Non-Operating Activities)

The City's operating result for 2018 came in at $6.5m, up $2.1m on the previous year. Operating expenditure increased by 4.8% versus an increase of 6.1% in operating revenue. This is a strong financial result, as it demonstrates the City generates more than enough revenue to cover its costs, inclusive of depreciation on assets.

Overall, operating revenues of $148.1m were up $8.6m from last year. The main contributors were revenue from rates up $3.2m (3.4%) and fees and charges up $6.3m (28.4%). Fee income was up mainly due to the impact of the Cockburn ARC, which added an extra $7.7m to recreation income. Revenue from planning and building approvals was down a combined $0.5m year on year due to lower development and building activity. Operating grants were down year on year by $0.9m. However, this was due to the accounting treatment effect of the decision of the federal government to pay half of the 2017-18 allocation of Financial Assistance Grants in 2016-17 but only a quarter of the 2018-19 allocation in the 2017-18 year.

Operating expenses for the year were up by $6.5m (4.8%) to $141.6m. Employee costs, the City's biggest operational expense item, were up $2.4m (4.7%) to $54.5m with the first full year of operating the Cockburn ARC impacting the increase by $2.0m. There were also some reductions in the Roads and Civic Support teams salary costs due to restructures.

Spending on materials and contracts was up 2.8% to $38.7m (+$1.0m) with the biggest impact coming from the Cockburn ARC (+$1.6m) and to a lesser extent, Information Technology.(+$0.4m). Reductions in waste collection ($0.8m)

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and the absence of the triennial GRV revaluation from last year ($0.5m) limited the overall increase in spending.

Insurance expenses came in at $1.1m (45.9%) under last year's at $1.3m. This included prior year performance related rebates of $0.6m (including $0.03m from the Insurance Commission) and a restructure of the workers compensation risk premium model reducing premiums by a further $0.5m.

Interest expenses reduced from $0.96m to $0.73m as principal continues to be repaid against borrowings for the Cockburn ARC facility.

Depreciation expense (non-cash) increased by 10.1% to $30.2m (+$2.8m). This reflected increased depreciation on IT related assets of $0.7m from new website and growing CCTV network, extra building depreciation of $0.6m from additional building assets commissioned, an extra $0.3m in plant depreciation due to a growing plant pool and $0.6m higher roads infrastructure depreciation.

2. Net Result

Including non-operating activities, the City's net result (before asset revaluations) was down $39.2m (54.5%) on the previous year to $32.7m, despite the operating result contributing an extra $2.1m. The major reason for this fall in result was a reduction in gifted assets of $50.5m due to the once-off take up of marina assets totalling $54.3m in 2016-17. This was slightly offset by a $3.5m increase to $11.9m in developer gifted subdivision infrastructure assets for 2017-18. There was also a reduction in the City's book equity in the SMRC of $5.7m, primarily due to the City's withdrawal from the RRRC.

Profit from the sale of assets was down $5.1m, primarily due to lower realised land sales in 2017-18, whilst capital grants and contributions of $11.4M were little changed on last year.

On the plus side, developer contribution scheme revenue of $8.7m was up $3.1m. Also, the absence of the previous year's impairment of the SLLC contributed $3.2m to this year's result, as did the absence of last year's gifted asset to the Fremantle Football Club of $13.3m.

<u>Statement of Financial Position</u>

The City's net assets and total equity increased year on year by $52.5m from $1,162.8m to $1,215m. This reflected an increase in total assets of $51.9m, comprising current assets (+$20.2m) and non-current assets (+$31.7m). There was also a small decrease in total liabilities of $0.6m,

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comprising current liabilities (+$1.3m) and non-current liabilities (-$1.9m).

1. Assets

The year on year increase in current assets of $20.2m to $147.2m included $24.8m more in cash and cash equivalents, reflecting the greater amount held in financial reserves. The current financial asset amount of $3.8m was extinguished, as the CBA Zero Coupon bond for $4.0m was fully repaid during the year.

The increase in non-current assets of $31.7m to $1,124m comprised a net increase of $7.8m in the value of property, plant & equipment (PPE) and an increase of $29.8m in infrastructure assets. These were partially offset by the $5.7m fall in joint venture interests due to the RRRC withdrawal.

Infrastructure assets included gifted subdivision assets of $11.9m, annual revaluation increments totalling $19.8m and a capitalised spend of $18.8m. This was reduced by depreciation of $20.7m booked for the year.

PPE assets included $19.5m of capitalised spend ($13.1m for buildings), less $1.3m in disposals (mainly plant items) and $10.5m of booked depreciation for the year.

2. Liabilities

Current liabilities increased year on year by $1.3m to $19.7m, with trade & other payables increasing by $1.1m. Current leave provisions had a modest increase of $0.1m to $6.7m, demonstrating sufficient control over outstanding leave.

Non-current liabilities reduced by $1.9m from last year, with loan borrowings paid down by $2.5m to $17.5m and non-current provisions increasing by $0.6m to $19.5m, due to the landfill site rehabilitation provision increasing by $0.5m to $17.5m.

<u>Changes in Equity</u>

Cash backed reserves held by the City increased by a net $13.5 to $119.0m during the reporting year. A total of $37.8m was transferred into reserves during the year with $2.2m of this coming from investment earnings. Drawdowns from reserves were $24.3m, with another $12.1m carried forward into 2018-19 for unfinished works.

The Asset Revaluation Surplus increased by $19.8m to $523.3m as a result of the annual management valuation of roads, drainage and footpath assets, with roads increasing by $14.9m, drainage by $4.3m

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and footpaths by $0.6m. Parks infrastructure was not revalued in 2017-18.

The City's accumulated surplus increased by $19.2m to $572.9m. This represented the $32.7m net surplus result, less the $13.5m net transfer of funds into financial reserves.

Statement of Cash Flows

The City's net incoming cash flows from operating activities increased by $13.7m to $40.7m for the reporting year. This indicates strong operating cash flows allowing the City to continue funding new assets and asset renewals and upgrades as planned.

Cash outlaid on capital spending was down $30.5m on last year, due to the completion of the Cockburn ARC project and several significant projects being carried forward into 2017-18.

Cash flows from grants and contributions received for the development of assets increased from $16.7m to $24.1m, with an extra $3.1m cash received from developer contribution schemes and $4.2m from capital grants. Cash received from the sale of assets was well down from $12.5m to $1.6m, as no land sales were transacted during 2017-18.

The City repaid $2.5m of outstanding borrowings for the Cockburn ARC. This was down on the $3.2m paid the previous year that included the early repayment of the emergency services building self-funding loan at the request of DFES.

Cash and cash equivalents increased during the reporting year by $24.8m to $138.7m, representing the extra funds being held for financial reserves and for unfinished works carried forward.

Rate Setting Statement

This statement shows the most complete view of the City's financial performance for 2018 and determines the municipal budget surplus.

The City's closing funds at 30 June 2018 were $11.9m, up $5.3m against the previous year. $9.5m of the closing funds is unspent monies required to complete carried forward works and projects. The remaining balance of $2.4m represents uncommitted funds carried forward into the next year. In setting the 2018-19 budget, an estimated $2.0m in uncommitted funds was allowed for.

The total amount raised from general rates was up $3.3m (3.4%) from last year to $99.6m and includes development growth in the City's rating base as well as the adopted increase of 1.75%. This result came in $0.38m under the adopted budget target.

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The rate setting statement also includes the spending on capital works and projects, with a total spend of $38.3m versus the adopted budget target of $48.7m (excludes carried forwards). This was also lower against the $68.8m spend in 2016-17, which included the final spending on the Cockburn ARC construction project.

Financial Ratios

The WA Local Government (Financial Management) Regulations 1996 prescribe seven financial ratios that are to be included in the annual financial report. These ratios are also used by the Department of Local Government & Communities (DLGC) as a measurement of a local government's overall financial health. They form the basis of calculations used for the Financial Health Indicator (FHI) displayed on the MyCouncil website.

RATIO	2018	2017	Benchmark	High
Current Ratio	1.479	1.432	1.00	1.50
Asset Sustainability Ratio	0.705	**1.442**	0.90	1.20
Debt Service Ratio	**10.370**	**9.533**	2.00	5.00
Operating Surplus Ratio	0.008	0.078	0.01	0.15
Own Source Revenue Ratio	**0.957**	**0.971**	0.40	0.90
Asset Consumption Ratio	0.691	0.689	0.50	0.75
Asset Renewal Funding Ratio	0.707	0.729	0.75	1.10
Financial Health Indicator	**78**	**93**		

Four of the ratios are well above the DLGC benchmark, with two exceeding the high ratio mark (those in bold). The Asset Renewal Funding Ratio (comparing LTFP planned renewal spend against requirements in AMP's) is only slightly below benchmark as is the Operating Surplus Ratio.

The results from these seven ratios combine to produce an FHI score for the City of 78 (compared to 93 last year). This result has dipped on last year because of two main issues. The withdrawal from the RRRC waste management project required a net equity write-off, adversely impacting the Operating Surplus Ratio. Excluding this item, an FHI score of 83 would be achieved. Also, the Asset Sustainability Ratio has fallen below the benchmark this year, as it lost the positive impact previously delivered by the Cockburn ARC 'renewal' capital spending. This ratio will fluctuate in line with the mix of new versus renewal capital projects delivered each year.

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Despite these impacts, the City's result is still above the benchmark result of 70 that indicates sound financial health (as defined by the Department of Local Government, Sport & Cultural Industries).

Audit Report

The 2018 annual financial report was audited by Macri Partners under contract from the Office of Auditor General (OAG). The Local Government Act requires the City to meet with the auditor at least once in every year and representatives from the OAG and Macri Partners will be present at the meeting to discuss the audit report and any audit findings. The audit report will be signed off and issued following the meeting and is expected to be without qualification.

Fraud and Error Assessment

The primary responsibility to prevent and detect fraud rests with both the Audit & Strategic Finance Committee and management. Under the Australian Auditing Standards, auditors have specific responsibilities to communicate with the audit committee and it is mandatory for auditors to make enquiries of management and those charged with governance (audit committees) regarding fraud matters.

As part of the auditor's annual risk assessment procedures, they are required to obtain an understanding of management processes and the Audit Committee's oversight in addressing fraud risk. To that end, the fraud risk assessment questionnaire (as attached to the agenda) has been completed and signed off on behalf of management by the Director Finance & Corporate Services. The Presiding Member has also provided responses to a series of fraud related questions and signed this off on behalf of the audit committee.

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes

Ensure sound long term financial management and deliver value for money

Budget/Financial Implications

The cost of the external audit is sufficiently covered within the City's annual budget.

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Legal Implications

Local Government Act 1995 Sections 5.53, 5.54, 6.4, and Part 7 - Audit
Local Government (Audit) Regulations 1996 Regulations 9, 9A and 10
Local Government (Financial Management) Regulations 1996 Part 4 - Financial reports

Community Consultation

N/A

Risk Management Implications

It is a requirement under the Local Government Act for Council to accept the City's annual report (including the financial report and auditor's report) by no later than 31 December each year. Failure to do so will lead to statutory non-compliance.

Advice to Proponent(s)/Submissioners

N/A

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

Nil

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City of Cockburn
Financial Report
For the year ended 30 June 2018

Local Government Act 1995
Local Government (Financial Management) Regulations 1996

Statement by Chief Executive Officer

The attached financial report of the City of Cockburn for the financial year ended 30 June 2018 is based on proper accounts and records to present fairly the financial position of the City of Cockburn at 30 June 2018 and the results of the opreations for the financial year then ended in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the 15th day of November 2018

S Cain
Chief Executive Officer

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City of Cockburn
Financial Report

Understanding the Financial Statements

Introduction

The Financial Statements show how the Council performed financially during the 2017/18 financial year and presents the financial position as at the 30th June 2018.

Council is required to prepare its financial statements in accordance with the Australian Accounting Standards, the Local Government Act 1995 and the associated Local Government Regulations. As Council is a "not-for-profit" organisation in the public sector, some of the generally recognised terms used in private sector reports are not ideally transferable to the Local Government environment.

Cockburn Council is mindful of its role of acting in the public interest and it is in this context that this guide is provided to assist readers in understanding and analysing the financial statements.

What is contained in the Financial Statements?

Council's Financial Statements has two sections, namely:

(1) The principal Financial Statements
(2) The Notes to and Forming Part of the Financial Statements.

There are five (5) principal Financial Statements and thirty eight (38) Notes to the Accounts. These are prepared by Council staff, audited by an independent Auditor, presented to Council's Audit Committee and then accepted by full Council as part of the Annual Report.

The five Principal Financial Statements comprise the following:

- Statement of Financial Position
- Statement of Changes in Equity
- Statement of Comprehensive Income
- Cash Flow Statement
- Rate Setting Statement

The Notes to the Accounts include the accounting policies that were applied in preparing the financial statements, as well as more detailed information relating to specific items and values disclosed within the statements.

Statement of Financial Position

This statement is a snap shot of the financial position of the Council as at 30 June 2018. It shows what Council owns as assets and what it owes as liabilities. The bottom line of this statement is the net assets and is equivalent to the net worth of the Council that has built up since inception.

The assets and liabilities are separated into those that are Current and Non Current. Current means those assets and liabilities, which are likely to be consumed or extinguished within the next 12 months. Non Current refers to assets and liabilities with an economic life extending beyond 12 months.

Statement of Changes in Equity

From one year to the next, the value of and composition of equity (as reported within the Statement of Financial Position) changes. Equity can be defined as being the net worth of Council or its net assets (Assets less Liabilities).

Council's equity is comprised of Cash Backed Reserves, Asset Revaluation Reserve (non cash) and the Accumulated Surplus. Net surpluses (or deficits) from Council's operations (as disclosed in the Statement of Comprehensive Income), will change the overall total of equity (via the accumulated surplus). Asset revaluations also impact

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City of Cockburn
Financial Report

Council's net worth position. Transfers to and from cash backed reserves, whilst not impacting the overall total of equity, demonstrate the consumption of or accumulation of savings for future purposes.

Statement of Comprehensive Income

The Statement of Comprehensive Income shows:

- The sources of Council's Revenue under various Program Headings
- The expenses incurred in running the Council during the year under Program Headings

These expenses relate only to the operations and do not include the costs associated with the purchase or the building of assets. While asset purchase costs are not included in expenses, there is an item for depreciation. This is the annual allocation of the cost of assets by reference to the remaining useful life of assets.

The key figure is the change in net assets resulting from operations and this year, it indicates that revenues exceeded expenses.

Cash Flow Statement

The Cash Flow Statement summarises Council's cash payments and cash receipts for the year. This statement is presented according to a very specific accounting standard and needs some care and analysis. The values in the Cash Flow Statement differ from those shown in the Statement of Comprehensive Income, as it is prepared on a cash basis, whereas the Statement of Comprehensive Income is prepared on an accruals basis.

Cash in this statement refers to bank deposits and other forms of highly liquid investments that can be readily converted to cash.

Council's cash arises from and is used in three main areas:

- Operating activities
- Investing activities – this term relates to assets such as infrastructure, plant, land and other long-term revenue producing assets.
- Financing activities – this is used to record the receipt and repayment of external financing such as loans and leases.

The bottom line of the Cash Flow Statement shows the cash held at the end of the financial year.

Rate Setting Statement

The inclusion of a Rate Setting Statement in the annual statements is a requirement of the Local Government (Financial Management) Regulations 1996. The format for this statement is prescribed within the regulations and is the same as that included in the annual budget.

As the name suggests, the Rate Setting Statement sets out the total amount of general rates proposed in the budget and the amount actually raised during the reporting year. To arrive at these, the statement reconciles all sources and application of funds and the closing surplus or deficit (less any opening balances). This includes all operational revenue and expenses (as included in the Statement of Comprehensive Income) together with all capital acquisitions made, transfers to and from cash-backed reserves and transactions associated with borrowings.

The Rate Setting Statement provides a more complete picture of the council's financial activities during the reporting year compared to the Statement of Comprehensive Income (which reports only on the operational activities).

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City of Cockburn
Financial Report

Notes to the Accounts

The notes are a very important and informative section of the Report. They provide additional meaning to and information in support of the principal statements.

The Significant Accounting Policies at note 1 provide the reader with the policies and parameters used in preparing the Statements. In other words, these are the ground rules that form the basis for preparing the statements.

Apart from the Accounting Policies, the other notes provide the details behind many of the summarised figures contained within the statements. Where there is a direct correlation between amounts, the applicable note number is disclosed beside the relevant item in the statements.

The notes should be read in conjunction with the principal Financial Statements to get a clearer understanding of Council's financial position.

Auditor's Report & CEO's Statement

The independent Audit Report provides an external and independent opinion on the Financial Statements. It provides the reader with the scope of the audit work undertaken and expresses an audit opinion formed on this basis. The audit opinion relates to the fairness aspects and the statutory compliance of the Financial Statements.

The Statement by the Chief Executive Officer serves as a written undertaking by management to the correctness and fairness of the statements.

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City of Cockburn
Financial Report

Statement of Comprehensive Income
by Nature or Type
for the Year Ended 30 June 2018

	Notes	Actual 2017/18	Budget 2017/18	Actual 2016/17
		$	$	$
OPERATING REVENUE				
Rates	23a	99,600,112	99,981,449	96,337,163
Specified Area Rates	23b	408,143	330,000	312,936
Fees and Charges	26	28,700,746	26,710,305	22,353,295
Service Charges		-	-	440,700
Operating Grants and Subsidies	25	12,800,692	11,382,351	13,752,463
Contributions, Donations and Reimbursements		1,561,499	1,145,461	1,203,429
Interest Earnings	2	5,066,912	4,742,968	5,157,532
Total Operating Revenue		**148,138,103**	**144,292,534**	**139,557,517**
OPERATING EXPENDITURE				
Employee Cost		(54,561,331)	(53,776,279)	(52,132,049)
Materials and Contracts		(38,763,925)	(38,835,827)	(37,709,273)
Utilities		(5,142,827)	(5,227,818)	(4,748,358)
Interest Expenses	2a	(726,777)	(816,699)	(966,490)
Insurances		(1,322,018)	(2,228,200)	(2,444,985)
Other Expenses	2a	(8,996,907)	(9,006,798)	(7,810,268)
Depreciation on Non Current Assets	2a	(30,241,974)	(28,299,179)	(27,465,498)
Provision for Site Rehabilitation	13	(505,193)	-	(490,620)
Amortisation on Landfill Infrastructure	2	(1,390,921)	(1,120,764)	(1,391,018)
Total Operating Expenditure		**(141,651,872)**	**(139,311,564)**	**(135,158,559)**
Increase/(Decrease)		**6,486,231**	**4,980,970**	**4,398,958**
NON-OPERATING ACTIVITIES				
Non-Operating Grants, Subsidies and Contributions	25	11,455,693	11,336,931	11,063,443
Developers Contributions Plans: Cash		8,734,325	6,017,736	5,631,840
Gifted Subdivision Assets	9b, 10b	12,168,364	-	62,676,020
Increase/(Decrease) in Equity - Joint Venture	17	(5,669,422)	-	499,833
Other		(74)	-	(2,718)
Assets Gifted to Other Parties	4b	(741,058)	-	(14,566,385)
Impairment Charge - Buildings	9b	-	-	(3,200,000)
Profit on Sale of Assets	20b	474,814	1,763,103	5,684,213
Loss on Sale of Assets	20b	(190,288)	(201,388)	(271,825)
Total Non-Operating Activities		**26,232,353**	**18,916,382**	**67,514,422**
NET RESULT		**32,718,585**	**23,897,352**	**71,913,380**
OTHER COMPREHENSIVE INCOME				
Items that will not be reclassified subsequently to profit or loss				
Changes on revaluation of non-current assets	15	19,821,682	-	(71,904,359)
Total Other Comprehensive Income		**19,821,682**	**-**	**(71,904,359)**
TOTAL COMPREHENSIVE INCOME		**52,540,267**	**23,897,352**	**9,021**

The Statement of Comprehensive Income should be read in conjunction with the accompanying notes.

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City of Cockburn
Financial Report

Statement of Comprehensive Income
by program

For the year ended 30 June 2018	Notes	Actual 2017/18 $	Budget 2017/18 $	Actual 2016/17 $
REVENUES				
Revenue From Ordinary Activities				
General Purpose Funding		109,115,819	109,231,923	108,691,413
Governance		261,058	120,640	165,070
Law Order & Public Safety		923,561	672,922	999,756
Health		344,738	325,500	336,647
Education & Welfare		9,771,219	8,584,833	8,886,134
Community Amenities		9,862,148	10,902,671	9,937,578
Recreation & Culture		12,568,328	8,696,360	4,300,089
Transport		408,296	245,000	219,702
Economic Services		1,825,077	2,160,650	2,045,897
Other Property & Services		3,057,859	3,352,035	3,975,230
TOTAL OPERATING REVENUES		**148,138,103**	**144,292,534**	**139,557,517**
EXPENSES				
General Purpose Funding		(1,524,697)	(1,465,566)	(1,854,910)
Governance		(10,379,245)	(10,913,154)	(9,950,052)
Law Order & Public Safety		(6,776,487)	(6,681,452)	(6,335,833)
Health		(2,293,065)	(2,413,705)	(2,340,611)
Education & Welfare		(15,647,106)	(15,567,653)	(15,231,102)
Community Amenities		(33,718,646)	(32,461,019)	(33,210,050)
Recreation & Culture		(38,635,086)	(36,070,096)	(33,531,641)
Transport		(26,895,201)	(27,373,551)	(26,399,596)
Economic Services		(2,732,097)	(2,881,815)	(2,618,309)
Other Property & Services		(3,050,242)	(3,483,553)	(3,686,454)
Total Operating Expenditure		**(141,651,872)**	**(139,311,564)**	**(135,158,559)**
Increase/(Decrease)		**6,486,231**	**4,980,970**	**4,398,958**
NON-OPERATING GRANTS/CONTRIBUTIONS TOWARDS ASSETS: CASH				
General Purpose Funding		3,300,000	3,385,557	4,136,093
Governance		490,681	-	2,082,135
Law Order & Public Safety		-	-	706,195
Education & Welfare		-	-	200,000
Community Amenities		929,634	300,000	(5,433,663)
Recreation & Culture		8,596,708	10,728,720	930,356
Transport		4,271,772	5,345,374	10,272,804
Other Property & Services		2,601,223	(2,404,984)	3,801,362
		20,190,018	**17,354,667**	**16,695,283**
Gifted Subdivision Assets	9b, 10b	12,168,364	-	62,676,020
Assets Gifted to Other Parties	4b	(741,058)	-	(14,566,385)
Increase/(Decrease) in Equity - Joint Venture	17	(5,669,422)	-	499,833
Other		(74)	-	(2,718)
Impairment Charge - Buildings	9b	-	-	(3,200,000)
PROFIT/(LOSS) ON DISPOSAL OF ASSETS				
Law Order & Public Safety	20b	-	-	30,625
Education & Welfare	20b	-	13,000	31,800
Recreation & Culture	20b	(190,288)	-	(271,825)
Transport	20b	324,100	(123,892)	309,263
Other Property & Services	20b	150,715	1,672,607	5,312,525
		6,042,335	**1,561,715**	**5,412,388**
NET RESULT		**32,718,585**	**23,897,352**	**71,913,380**
OTHER COMPREHENSIVE INCOME				
Items that will not be reclassified subsequently to profit or loss				
Changes on revaluation of non-current assets	15	19,821,682	-	(71,904,359)
Total Other Comprehensive Income		**19,821,682**	**-**	**(71,904,359)**
TOTAL COMPREHENSIVE INCOME		**52,540,267**	**23,897,352**	**9,021**

The Statement of Comprehensive Income should be read in conjunction with the accompanying notes.

City of Cockburn
Financial Report

Statement of Financial Position

As at 30 June 2018	Notes	Actual 2017/18 $	Actual 2016/17 $
CURRENT ASSETS			
Cash and Cash Equivalents	3	138,691,393	113,819,242
Financial Assets	4	-	3,841,492
Trade & Other Receivables	6	8,240,088	8,471,749
Other Assets	7	282,233	911,565
Inventories	8	35,600	21,782
Total Current Assets		147,249,315	127,065,830
NON CURRENT ASSETS			
Financial Assets	4	1,145,550	1,202,453
Interests in Joint Ventures	5	923,569	6,592,991
Trade & Other Receivables	6	958,125	858,657
Property, Plant and Equipment	9	336,010,448	328,223,270
Infrastructure	10	769,939,931	740,089,224
Rehabilitation Assets	11	15,905,773	16,211,653
Total Non Current Assets		1,124,883,395	1,093,178,248
TOTAL ASSETS		1,272,132,710	1,220,244,078
CURRENT LIABILITIES			
Trade & Other Payables	12a	10,516,264	9,381,006
Borrowings	12b	2,500,000	2,500,000
Provisions	13	6,730,946	6,596,413
Total Current Liabilities		19,747,210	18,477,419
NON CURRENT LIABILITIES			
Borrowings	12b	17,500,000	20,000,000
Provisions	13	19,536,167	18,957,592
Total Non Current Liabilities		37,036,167	38,957,592
TOTAL LIABILITIES		56,783,377	57,435,012
NET ASSETS		**1,215,349,333**	**1,162,809,067**
EQUITY			
Accumulated Surplus		572,943,223	553,757,996
Reserves - Cash/Investment Backed	14	119,056,427	105,523,070
Revaluation Surplus	15	523,349,683	503,528,001
TOTAL EQUITY		**1,215,349,333**	**1,162,809,067**

The Statement of Financial Position should be read in conjunction with the accompanying notes.

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City of Cockburn
Financial Report

Statement of Changes in Equity

For the year ended 30 June 2018	Accumulated Surplus $	Reserves (Note 14) $	Revaluation Surplus (Note 15) $	Total Equity $
Balance as at 1 July 2016	460,767,729	126,599,957	575,432,360	1,162,800,045
Net Result	71,913,380	-	-	71,913,380
Other Comprehensive Income	-	-	(71,904,359)	(71,904,359)
Total Comprehensive Income	71,913,380	-	(71,904,359)	9,021
Transfer (from)/to Reserves	21,076,887	(21,076,887)	-	-
Balance as at 30 June 2017	553,757,996	105,523,070	503,528,001	1,162,809,067
Net Result	32,718,585	-	-	32,718,585
Other Comprehensive Income	-	-	19,821,682	19,821,682
Total Comprehensive Income	32,718,585	-	19,821,682	52,540,267
Transfer (from)/to Reserves	(13,533,357)	13,533,357	-	-
Balance as at 30 June 2018	572,943,223	119,056,427	523,349,683	1,215,349,333

The Statement of Changes in Equity should be read in conjunction with the accompanying notes.

City of Cockburn
Financial Report

Statement of Cash Flows

For the year ended 30 June 2018	Notes	Actual 2017/18 $	Budget 2017/18 $	Actual 2016/17 $
CASH FLOWS FROM OPERATING ACTIVITIES				
Payments				
Employee Cost		(54,353,417)	(53,784,023)	(50,886,542)
Materials and Contracts		(38,615,499)	(50,061,647)	(51,794,610)
Utilities		(5,142,827)	(5,227,818)	(4,748,358)
Interest Paid		(726,777)	(816,699)	(966,490)
Insurances		(1,322,018)	(2,228,200)	(2,444,985)
Other Expenses		(8,996,907)	(9,006,798)	(7,810,268)
GST on Payments		(6,989,766)	-	(13,367,790)
		(116,147,211)	(121,125,184)	(132,019,043)
Receipts				
Rates & Specified Area Rates		99,948,077	100,311,449	96,076,683
Fees and Charges		28,876,540	29,544,244	27,947,790
Service Charges		-	-	440,700
Contributions, Donations and Reimbursements		1,561,499	1,145,461	1,203,429
Interest Received		4,796,061	4,742,968	4,882,964
Grants & Subsidies - Operating		12,800,692	11,882,351	13,752,463
Other Revenue/Income		422,812	-	597,526
GST on Receipts		967,807	-	3,648,584
GST Refunded by ATO		7,488,923	7,849,195	10,426,932
		156,862,410	155,475,668	158,977,070
NET CASH FLOWS PROVIDED BY/(USED IN) OPERATING ACTIVITIES	16a	**40,715,198**	**34,350,483**	**26,958,027**
CASH FLOWS FROM INVESTING ACTIVITIES				
Proceeds from Sale on Non Current Assets	20b	1,651,090	3,578,000	12,503,975
Purchase Furniture and Equipment		(414,049)	(509,000)	(1,758,457)
Purchase Computer Equipment		(1,340,778)	(2,197,915)	(943,781)
Purchase & Construction of Infrastructure Assets		(18,839,953)	(24,232,228)	(23,927,732)
Purchase Plant and Machinery		(3,967,809)	(3,992,000)	(7,925,137)
Purchase & Development of Land		(674,483)	(110,000)	(836,966)
Purchase & Construction of Buildings		(13,104,344)	(17,664,000)	(33,399,309)
Gifted Subdivision Assets		-	-	-
Capital Grants, Subsidies & Contributions		11,455,693	17,354,667	11,110,713
Developer Contribution - Cash		8,734,325	-	5,631,840
Assets Gifted to Other Parties		(741,058)	-	(14,566,385)
Proceeds from Sale of Maturing Investments		3,898,320	-	-
NET CASH FLOWS PROVIDED BY/(USED IN) INVESTING ACTIVITIES		**(13,343,047)**	**(27,772,476)**	**(54,111,239)**
CASH FLOWS FROM FINANCING ACTIVITIES				
Net receipts/(refund) of bonds		-	-	(5,761,532)
Loan Principal Repayment		(2,500,000)	(2,597,176)	(3,243,174)
NET CASH FLOWS PROVIDED BY/(USED IN) FINANCING ACTIVITIES		**(2,500,000)**	**(2,597,176)**	**(9,004,706)**
Net Increase/(Decrease) In Cash during year		24,872,152	3,980,831	(36,157,918)
Cash & Cash Equivalents at Beginning of Reporting Period		113,819,242	110,016,310	149,977,159
CASH & CASH EQUIVALENTS AT END OF REPORTING PERIOD	3,16b	**138,691,393**	**113,997,141**	**113,819,242**

The Statement of Cash Flows should be read in conjunction with the accompanying notes.

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City of Cockburn
Financial Report

Rate Setting Statement

For the year ended 30 June 2018	Notes	Actual 2017/18 $	Budget 2017/18 $	Actual 2016/17 $
Operating Revenue				
Specified Area Rates	23b	408,143	330,000	312,936
Fees & Charges	26	28,700,746	26,710,305	22,353,295
Service Charges		-	-	440,700
Operating Grants & Subsidies	25	12,800,692	11,382,351	13,752,463
Contributions, Donations, Reimbursements		1,561,499	1,145,461	1,203,429
Interest Earnings	2a	5,066,912	4,742,968	5,157,532
Profit on Sale of Assets	20b	474,814	1,763,103	5,684,213
Total Operating Revenue		**49,012,806**	**46,074,188**	**48,904,567**
Operating Expenditure				
Employee Costs		(54,561,331)	(53,776,279)	(52,132,049)
Materials and Contracts		(38,763,925)	(38,835,827)	(37,709,273)
Utilities		(5,142,827)	(5,227,818)	(4,748,358)
Interest Expenses	22	(726,777)	(816,699)	(966,490)
Insurances		(1,322,018)	(2,228,200)	(2,444,985)
Other Expenses		(8,996,907)	(9,006,798)	(7,810,268)
Loss on Sale of Assets	20b	(190,288)	(201,388)	(271,825)
Depreciation on Non Current Assets	2a	(30,241,974)	(28,299,179)	(27,465,498)
Provision for Site Rehabilitation	13	(505,193)	-	(490,620)
Amortisation on Non Current Assets	10b, 11	(1,390,921)	(1,120,764)	(1,391,018)
Total Operating Expenditure		**(141,842,160)**	**(139,512,952)**	**(135,430,383)**
Change in Net Assets Resulting from Operations before Rates		**(92,829,354)**	**(93,438,764)**	**(86,525,816)**
Adjustments for Cash Budget Requirements:				
Profit on Sale of Assets	20b	(474,814)	(1,763,103)	(5,684,213)
Loss on Sale of Assets	20b	190,288	201,388	271,825
Depreciation on Non Current Assets	2a	30,241,974	28,299,179	27,465,498
Provision for Site Rehabilitation	13	505,193	-	490,620
Amortisation on Non Current Assets	10b, 11	1,390,921	1,120,764	1,391,018
Movement in Non-Current Employee Benefit Provisions	13	73,381	-	74,982
Movement in Deferred Pensioners Receivable	6	(99,468)	-	(119,806)
		31,827,475	**27,858,228**	**23,889,923**
Capital Expenditure and Revenue				
Purchase of Land	9b	(674,483)	(110,000)	(836,966)
Purchase of Buildings	9b	(13,104,344)	(17,664,000)	(33,399,309)
Purchase of Plant and Machinery	9b	(3,967,809)	(3,992,000)	(7,925,137)
Purchase of Furniture and Equipment	9b	(414,049)	(509,000)	(1,758,457)
Purchase of Computer Equipment	9b	(1,340,778)	(2,197,915)	(943,781)
Construction of Roads Infrastructure	10b	(10,208,029)	(11,769,788)	(14,500,745)
Construction of Drainage Infrastructure	10b	(794,477)	(1,000,000)	(536,058)
Construction of Footpath Infrastructure	10b	(876,253)	(1,180,440)	(925,121)
Construction of Parks Hard Infrastructure	10b	(6,752,793)	(8,592,000)	(7,709,222)
Construction of Parks Soft Infrastructure		-	(1,500,000)	-
Construction of Refuse Site Infrastructure	10b	(208,401)	(190,000)	(256,587)
Proceeds on Sale of Assets	20b	1,651,090	3,578,000	12,503,975
Contributions/Grants for the development of Assets	25	11,455,693	11,336,931	11,063,443
Net Movement in Gifted Assets	4b	(741,058)	-	(14,566,385)
Developer Contribution Plans - Cash		8,734,325	6,017,736	5,631,840
Repayment of Loans	22	(2,500,000)	(2,597,176)	(3,243,173)
Transfers from Reserves (Restricted Assets)	14	24,280,163	19,082,533	82,296,608
Transfers to Reserves (Restricted Assets)	14	(37,813,519)	(25,599,306)	(61,219,722)
		(33,274,723)	**(36,886,425)**	**(36,324,796)**
NET		**(94,276,603)**	**(102,466,962)**	**(98,960,689)**
Add: Opening Funds	38	6,643,985	2,500,000	9,267,511
Less: Closing Funds	38	11,967,494	14,487	6,643,985
Amount Required to be Raised from Rates		**(99,600,112)**	**(99,981,449)**	**(96,337,163)**

The Rate Setting Statement should be read in conjunction with the accompanying notes.

City of Cockburn
Financial Report

NOTES TO THE ACCOUNTS

1. Significant Accounting Policies

The significant accounting policies which have been adopted in the preparation of this financial report are presented below and have been consistently applied unless otherwise stated.

a. Basis of Preparation

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the Local Government Act 1995 and accompanying regulations.

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

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

Critical accounting estimates

The preparation of a financial report in conformity with the Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances. The results of this experience and other factors combine to form the basis of making judgements about carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.

The advisors model valuations, which are based on future cash flows, are derived from a number of factors including information obtained from arrangers of individual securities and ratings agencies, reviews of the components of the relevant securities and also movements in applicable credit spreads.

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City of Cockburn
Financial Report

The local government reporting entity

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

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

b. Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

c. Cash and Cash Equivalents

Cash and cash equivalents include cash at bank and in hand and short-term deposits with an original maturity of six months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Statement of Cash Flows, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities on the Statement of Financial Position.

d. Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

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e. Inventories

General

Inventories are valued at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

f. Fixed Assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Mandatory requirement to revalue non-current assets

Effective from 1 July 2012, the *Local Government (Financial Management) Regulations 1996* were amended and the measurement of non-current assets at Fair Value became mandatory.

During the year ended 30 June 2013, the City commenced the process of adopting Fair Value in accordance with the Regulations.

Whilst the amendments initially allowed for a phasing in of fair value in relation to fixed assets over three years, as at 30 June 2017 all non-current assets were carried at Fair Value in accordance with the requirements.

Thereafter, each asset class must be revalued in accordance with the regulatory framework established and the City revalues its asset classes in accordance with this mandatory timetable.

Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial report as necessary.

Land under control

In accordance with Local Government (Financial Management) Regulation 16(a), the City was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

Initial recognition and measurement between mandatory revaluation dates

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for

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nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the City includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework detailed above.

Revaluation

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Land under Roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the requirement of Regulation 16(a) (i) of the Local Government (Financial Management) Regulations that prohibits local government from recognising such land as an asset of local government.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Regulation 16(a) (i) of the Local Government (Financial Management) Regulations prohibits local government from recognising such land as an asset of local government.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the City.

Depreciation of Non-Current Assets

The depreciation amount of all fixed assets including buildings but excluding freehold land, are depreciated on straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated life of the improvements.

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

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1) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or
2) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Depreciation is recognised over the asset's useful life, as follows:

Property, Plant and Equipment

Buildings (Components)	30-50 years
Furniture and Equipment	3-10 years
Computer Equipment	3-5 years
Plant & Machinery	3-10 years

Infrastructure Assets

Infrastructure – Footpaths	20-50 years
Infrastructure – Drainage	30-75 years
Infrastructure – Roads: Surface	15-25 years
Infrastructure – Roads: Base	50-80 years
Infrastructure – Roads: Sub-Base	80-100 years
Infrastructure – Roads: Kerbing	20-50 years
Infrastructure – Bridges	30-50 years
Infrastructure – Parks Equipment	10-30 years
Infrastructure – Marina	20-100 years
Infrastructure – Landfill	10-80 years
Bus Shelters	15-40 years

Capitalisation Threshold

Asset Class	**$**
Land	-
Buildings	-
Furniture & Equipment / Computer Equipment	5,000
Plant & Machinery	5,000
Infrastructure Assets	5,000
Software	100,000

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

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Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

g. Financial Instruments

Initial recognition and measurement

Financial assets and financial liabilities are recognised when the City becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the City commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and subsequent measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or at cost.

Amortised cost is calculated as:
(a) The amount in which the financial asset or financial liability is measured at initial recognition;
(b) less principal repayments and any reduction for impairment; and
(c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

i) Financial assets at fair value through profit and loss
Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current assets.

ii) Loans and receivables
Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for those with maturities greater than 12 months after the balance sheet date which are classified as non-current assets.

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iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities that the Council's management has the positive intention and ability to hold to maturity. If Council were to sell other than an insignificant amount of held-to-maturity financial assets, the whole category would be tainted and reclassified as available-for-sale. Held-to-maturity financial assets are included in non-current assets, except for those with maturities less than 12 months from the reporting date, which are classified as current assets.

iv) Available-for-sale financial assets

Available-for-sale financial assets, comprising principally marketable equity securities, are non-derivatives that are either designated in this category or not classified in any of the other categories. They are included in non-current assets unless management intends to dispose of the investment within 12 months. Investments are designated as available-for-sale if they do not have fixed maturities and fixed or determinable payments and management intends to hold them for the medium to long term.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

v) Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Recognition and derecognition

Regular purchases and sales of financial assets are recognised on trade-date - the date on which Council commits to purchase or sell the asset. Investments are initially recognised at fair value plus transaction costs for all financial assets not carried at fair value through profit or loss. Financial assets carried at fair value through profit or loss are initially recognised at fair value and transaction costs are expensed in the income statement. Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and Council has transferred substantially all the risks and rewards of ownership.

When securities classified as available-for-sale are sold, the accumulated fair value adjustments recognised in equity are included as gains and losses from investment securities.

Subsequent measurement

Loans and receivables and held-to-maturity investments are carried at amortised cost using the effective interest method.

Available-for-sale financial assets and financial assets at fair value through profit and loss are subsequently carried at fair value. Gains or losses arising from changes in the fair value of the financial assets at fair value through profit or loss category are presented in the income statement within other income or other expenses in the period in which they arise. Dividend income from financial assets at fair value through profit and loss is recognised in the income

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statement as part of revenue from continuing operations when Council's right to receive payments is established. Changes in the fair value of other monetary and non-monetary securities classified as available-for-sale are recognised in equity.

Impairment

Council assesses whether there is objective evidence that a financial asset or group of financial assets is impaired. In the case of equity securities classified as available-for-sale, a significant or prolonged decline in the fair value of a security below its cost is considered as an indicator that the securities are impaired. If any such evidence exists for available-for-sale financial assets, the cumulative loss- measured as the difference between the acquisition cost and the current fair value, less any impairment loss on that financial asset previously recognised in profit or loss - is removed from equity and recognised in the income statement. Impairment losses recognised on equity instruments classified as available-for-sale are not reversed.

h. Fair Value of Assets and Liabilities

When performing a revaluation, the City uses a mix of both independent and management valuations using the following as a guide:

Fair Value is the price that the City would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset (i.e. the market with the greatest volume and level of activity for the asset) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

Fair Value Hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

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Level 1
Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2
Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3
Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The City selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the City are consistent with one or more of the following valuation approaches:

Market approach
Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach
Valuation techniques that use convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach
Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the City gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability and considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

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As detailed above, the mandatory measurement framework imposed by the *Local Government (Financial Management) Regulations 1996* requires, as a minimum, all assets carried at a revalued amount to be revalued at least every 3 years.

i. Impairment of Assets

In accordance with Australian Accounting Standards the City's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

j. Trade and Other Payables

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the Municipality prior to the end of the financial year that are unpaid and arise when the Municipality becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually settled within 30 days of recognition.

k. Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

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

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

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Other long-term employee benefits

The City's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position. Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The City's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the City does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

l. Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the reporting date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

m. Provisions

Provisions are recognised when: The Council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is

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recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

n. Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the City, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

o. Interests in Joint Arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method. Refer to note 1(p) for a description of the equity method of accounting.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement.

p. Investment in Associates

An associate is an entity over which the City has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the City's share of net assets of the associate. In addition, the City's share of the profit or loss of the associate is included in the City's profit or loss.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the City's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

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Profits and losses resulting from transactions between the City and the associate are eliminated to the extent of the City's interest in the associate.

When the City's share of losses in an associate equals or exceeds its interest in the associate, the City discontinues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the City will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

q. Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 20(c). That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operation for the current reporting period.

r. Superannuation

The Council is a member of the Western Australian Local Government Superannuation Plan (WALGSP). This is a Defined Contributions Plan and Council contributes at the rate of 10.5% for the Superannuation Guarantee Charge, plus additional matching contributions of up to 4% where agreed.

s. Rounding Off Figures

All figures shown in this annual financial report, other than a rate in the dollar, are displayed rounded to the nearest dollar but summed to two decimal places.

t. Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

u. Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the City's operational cycle. In the case of liabilities where the City does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is

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classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on the City's intentions to release for sale.

v. Budget Information

Budget figures shown in the financial statements have been disclosed as per the legislative requirements. Where necessary, budget information has been recast to comply with current presentation requirements. Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

w. New Accounting Standards and Interpretations for Application in Future Periods

The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods, some of which are relevant to the City.

Management's assessment of the new and amended pronouncements that are relevant to the City, applicable to future reporting periods and which have not yet been adopted are set out as follows:

	Title	Issued / Compiled	Applicable[1]	Impact
(i)	AASB 9 Financial Instruments (incorporating AASB 2014-7 and AASB 2014-8)	December 2014	1 January 2018	Nil – The objective of this Standard is to improve and simplify the approach for classification and measurement of financial assets compared with the requirements of AASB 139. Given the nature of the financial assets of the City, it's not anticipated the Standard will have any material effect.
(ii)	AASB 15 Revenue from Contracts with Customers	December 2014	1 January 2019	This Standard establishes principles for entities to apply to report useful information to users of financial statements about the nature, amount, timing and uncertainty of revenue and cash flows arising from a contract with a customer. The effect of this standard will depend on the nature of future transactions the City has with those third parties it has dealings with. It may or may not be significant.

Notes: (1) Applicable to reporting periods commencing on or after the given date.

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	Title	Issued / Compiled	Applicable[1]	Impact
(iii)	AASB 16 Leases	February 2016	1 January 2019	Under AABB 16 there is no longer a distinction between finance and operating leases. Lessees will now bring to account a right-to-use asset and lease liability into the statement of financial position for all leases. Effectively this means the vast majority of operating leases as defined by the current AASB 117 Leases which currently do not impact the statement of financial position will be required to be capitalised on the statement of financial position when AASB 16 is adopted. Currently, operating lease payments are expensed as incurred. This will cease and will be replaced by both depreciation and interest charges. Based on the current number of operating leases held by the City, the impact is not expected to be significant.
(iv)	AASB105B Income of Not-for Profit Entities	December 2016	1 January 2019	These standards are likely to have a significant impact on the income recognition for NFP's. Key areas for consideration are: • Assets received below fair value; • Transfers received to acquire or construct non-financial assets; • Grants received; • Prepaid rates; • Leases entered into at below market rates; and • Volunteer services Whilst it is not possible to quantify the financial impact (or if it is material) of these key areas until the details of future transactions are known, they will all have application to the City's operations.

Notes: (1) Applicable to reporting periods commencing on or after the given date.

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x. Adoption of New and Revised Accounting Standards

During the current year, the City adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

(i)	AASB 2016-4 Amendments to Australian Accounting Standards – Recoverable Amount of Non-Cash-Generating Specialised Assets of Not-for-Profit Entities.	1 January 2017
(ii)	AASB 2016-7 Amendments to Accounting Standards – Deferral of AASB 15 for Non-for-Profit Entities.	1 January 2017

y. Intangible Assets

Easements

The Council has determined that under AASB 138 Intangible Assets, easements are valued on an historical cost basis, because it is unlikely that an active market in easements exists to allow for fair value measurement. Due to acquisition of easements at NIL values, no easements have been included in the financial report.

z. Provision for Restoration, Rehabilitation and Site Monitoring Costs

The City complies with the full provision method for accounting provisions in respect of restoration, rehabilitation and site monitoring costs. Charges are made to expenses based on the estimated costs of restoring, rehabilitating and monitoring the landfill site. The rate charge is reviewed annually and is based on an estimated cost per tonne. The cost per tonne is arrived at after taking into account a standard engineering cost per cubic metre of landfill, the density of the waste and the most recent aerial surveys. Engineering rates differ according to the nature of the obligation to provide the service.

aa. Future capping Expenditure

The liability for estimated future capping expenditure is provided for through a rehabilitation provision on a phase-by-phase basis and is discounted to its present value, with the unwinding of the discount being charged to the statement of comprehensive income within the amortisation charge. The discounted present value of the future capping expenditure is also capitalised as part of the rehabilitation asset and is amortised on a straight-line basis. Changes

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in estimates are recognised prospectively with corresponding adjustments to the provision and associated costs.

bb. Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and fair value less costs to sell. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intention to release for sale.

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NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

2a. Revenue and Expenses

	Actual 2017/18	Budget 2017/18	Actual 2016/17
The net result includes:	$	$	$
(i) CHARGING AS AN EXPENSE			
Auditors Remuneration			
Audit of financial statements	30,000	30,000	29,000
Audit of project - acquittals	883	10,445	13,332
	30,883	**40,445**	**42,332**
Depreciation			
Buildings	5,987,676	5,350,032	5,360,475
Plant and Machinery	3,221,086	2,999,255	2,872,152
Furniture Equipment	361,032	203,364	142,509
Computer Equipment	982,607	250,320	211,278
Infrastructure - Roads	11,069,610	11,087,508	10,735,077
Infrastructure - Drainage	2,532,594	2,524,704	2,444,452
Infrastructure - Footpaths	1,369,401	1,208,220	1,169,810
Infrastructure - Parks Equipment	3,772,152	3,701,592	3,583,931
Infrastructure - Marina	945,815	974,184	945,815
	30,241,974	**28,299,179**	**27,465,498**
Amortisation			
Infrastructure - Landfill	1,390,921	1,120,764	1,391,018
Interest Expenses			
Debentures (refer Note 22)	726,777	816,699	966,490
Rental Charges			
Operating Leases	933,245	761,793	606,372
Other Expenses			
Members Travelling Expenses	8,106	10,000	11,853
RRRC Funding Payment	1,667,547	1,658,623	1,574,225
Aust Perform Rights Assoc Fees	6,701	3,188	4,027
Contribution - ESL	-	55,900	55,660
Contribution - SMRC	751,044	140,064	331,760
Customer Refunds	-	-	6,683
Study Fees Contributed	64,414	90,000	76,723
Donations	1,033,690	1,338,250	984,928
Landfill Levy	3,569,403	3,778,615	2,989,955
Mayoral Allowance	88,864	88,864	81,459
Reimbursement - Management Agreements	-	6,100	-
Licensing Expenses	103,011	191,119	100,261
Deputy Mayoral Allowance	22,251	22,216	22,216
Contribution to Operating Costs	14,000	14,000	14,000
Waste Levy Offset – Gateways Landfill Charges	83,356	120,000	95,264
Public Liability Excess	-	-	6,036
Insurance Excess	20,325	-	-
ESL Levy - Council Properties	123,042	80,291	116,125
Vehicle to ESL - Free of Charge	-	-	30,625
Fuel Issues	779,482	770,206	757,056
Educator Service Fee Recoup	367,275	52,000	327,056
Parent Service Fee recoup	292,980	585,262	222,305
Minor Other Expenses	1,415	2,100	2,051
	8,996,907	**9,006,798**	**7,810,268**
(ii) CREDITING AS REVENUE			
Grants/Contributions towards Assets	11,455,693	11,336,931	11,063,443
Increase/(Decrease) in Equity - SMRC Joint Venture	(5,669,422)	-	499,833
Interest Earnings			
Interest received on Reserve Funds	2,258,709	1,829,128	2,329,289
Interest received on Other Funds	2,808,203	2,913,840	2,828,243
	5,066,912	**4,742,968**	**5,157,532**

To make the City of Cockburn the most attractive place to live, work, visit and invest in, within the Perth metropolitan area.

The City of Cockburn has adopted the program/activity structure outlined in Schedule 1 of the Local Government (Financial Management) Regulations. The City has incorporated the allocation of internal service provision costs throughout the various programs/activities.

Council operations as disclosed in this budget encompass the following service orientated programs/activities:

The collection of general-purpose revenue including rates and penalties, general-purpose grants and interest on investments. This provides the funding for much of the City's programs/activities.

The administration and operation of facilities and services to the elected members of Council. Also includes other corporate type costs that are not related to the specific service areas covered under the other programs.

Provision of community safety services including supervision of various by-laws, animal and dog control, a security patrol service, fire prevention and voluntary emergency services.

The provision of environmental health services including food quality and pest control.

The provision of support services to families and children, the aged and disabled and senior citizens. The provision of pre- schools and services and facilities for the youth.

Refuse collection, recycling and disposal, the operation of the Henderson Landfill site, protection of the environment, administration of the town planning scheme and maintenance of bus shelters.

The provision and operation of community halls and recreation centres, parks and ovals, beach reserves and swimming areas and library facilities. The development and provision of arts and cultural events.

This program includes road, drainage and footpath construction and maintenance. The provision and maintenance of streetscapes is also included, as is the purchase of heavy plant and the operations of the council works depot

Activities associated with the control of building activity within the city and the provision of facilities and services that encourage tourism.

Includes private works and engineering overheads and plant operating costs (both of which are allocated to the City's works program).

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3. Cash & Cash Equivalents

	Actual 2017/18	Actual 2016/17
	$	$
Cash at Bank	762,182	2,896,742
Cash on Hand	29,212	22,500
Term Deposits	139,747,691	112,476,840
	138,691,393	**113,819,242**
Restricted	118,034,611	100,602,935
Unrestricted	20,656,782	13,216,307
	138,691,393	**113,819,242**
Cash/Investment Backed Reserves		
Council Funded	90,881,570	82,590,191
Externally Funded	12,141,558	9,424,250
Development Contribution Plans	16,033,299	13,508,629
Sub-total (refer note 14)	119,056,427	105,523,070
Less:		
Funds held in current & non-current investments (refer note 4)	(1,021,816)	(4,920,136)
	118,034,611	**100,602,935**
TOTAL RESTRICTED CASH	**118,034,611**	**100,602,935**

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4a. Financial Assets

	Actual 2017/18	Actual 2016/17
CURRENT	**$**	$
Held to Maturity Investments maturing within 12 mths of reporting period (refer note 3)	-	3,841,492
NON CURRENT		
Held to Maturity Investments maturing later than 12 mths from reporting period (refer note 3).		
Mortgage-Backed securities	1,021,816	1,078,644
Available for Sale Financial Assets		
Investment in WALGA Local Government House Trust *	123,734	123,808
	1,145,550	1,202,453

All held to maturity Investments are restricted in nature (see note 3).

*) This note discloses the equity the City has in the Local Government House Trust as a consequence of a contribution towards the cost of purchasing Local Government House.

The total contribution by all Councils towards the cost of the WALGA building was $582,000. There are 620 units in the Local Government House Unit Trust, 8 of which are held by the City of Cockburn.

4b. Assets Gifted to Other Parties

Public Open Space on Lot 8010 Spearwood Ave Beeliar - gifted to the State	351,750	-
Road Reserve on Lot 42-44 Frankland Ave - gifted to the State	330,000	-
Road Reserve on 12 Packham North Ocean Crescent - gifted to the State	59,308	-
Operation Centre sewerage infrastructure on and around 54 Wellard St - gifted to Water Corporation	-	1,295,940
A portion of Cockburn ARC - gifted to Fremantle Football Club	-	13,270,445
	741,058	14,566,385

5. Interests in Joint Ventures

NON CURRENT		
Joint Venture in SMRC	923,569	6,592,991
	923,569	6,592,991

Refer note 17 for further detail on SMRC Joint Venture

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6. Trade & Other Receivables

	Actual 2017/18	Actual 2016/17
CURRENT	**$**	$
Rates Outstanding	2,082,764	2,122,054
Rubbish Charges Outstanding	88,904	92,994
Sundry Debtors	3,694,999	3,866,702
GST Receivable	525,731	813,159
Other Receivables	1,847,691	1,576,840
	8,240,088	**8,471,749**
NON CURRENT		
Rates Outstanding - Pensioners	958,125	858,657
	958,125	**858,657**

7. Other Assets

	Actual 2017/18	Actual 2016/17
CURRENT	**$**	$
Prepayments	282,233	911,565
	282,233	**911,565**

8. Inventories

	Actual 2017/18	Actual 2016/17
	$	$
Fuel Depot	35,600	21,782
	35,600	**21,782**

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9a. Property, Plant and Equipment

	Actual 2017/18 $	Actual 2016/17 $
LAND		
At Independent Valuation 2017	82,632,800	82,632,800
Addition after Valuation	1,478,827	-
	84,111,627	82,632,800
BUILDINGS		
At Independent Valuation 2017	303,548,238	303,548,238
Addition after Valuation	3,985,124	-
LESS Disposal after Valuation	(15,190,288)	-
LESS Impairment	-	(3,200,000)
LESS Accumulated Depreciation	(77,223,053)	(83,035,377)
	215,120,020	217,312,860
FURNITURE AND EQUIPMENT		
At Management Valuation 2016	3,185,311	3,185,311
Addition after Valuation	638,150	-
LESS Accumulated Depreciation	(1,675,655)	(1,314,623)
	2,147,807	1,870,689
COMPUTER EQUIPMENT		
At Management Valuation 2016	1,330,150	1,330,150
Addition after Valuation	4,537,689	-
LESS Accumulated Depreciation	(1,713,998)	(731,391)
	4,153,841	598,759
PLANT AND MACHINERY		
At Management Valuation 2016	24,251,028	24,251,028
Addition after Valuation	3,967,809	-
Disposal after Valuation	(4,429,897)	-
LESS Accumulated Depreciation	(8,915,865)	(8,948,401)
	14,873,074	15,302,627
WORK IN PROGRESS		
At cost	15,604,079	10,505,535
	15,604,079	10,505,535
TOTAL PROPERTY, PLANT AND EQUIPMENT		
Gross Book Value	425,539,019	425,453,062
LESS Impairment	-	(3,200,000)
LESS Accumulated Depreciation	(89,528,571)	(94,029,792)
NET BOOK VALUE	336,010,448	328,223,270

The fair value of property, plant and equipment is determined at least every three years in accordance with the regulatory framework. Additions since the date of valuation are shown as cost, given they were acquired at arm's length and any accumulated depreciation reflects the usage of service potential, it is considered the recorded written down value approximates fair value. At the end of each intervening period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with Local Government (Financial Management) Regulation 17A which requires property, plant and equipment to be shown at fair value.

9b. Movements in Carrying Amounts - Property, Plant & Equipment

The following table reconciles the carrying amount at the beginning and end of the current financial year for each class of non-current assets:

2017/18

Asset Classification	Carrying amount at beginning of the year	Work in Progress Opening	*add:* Capital Spend 2017-18	*add:* Gifted Development Assets	*add / (less)* Revaluation increments/ (decrements)	*less:* Work in Progress Closing	*less:* Disposals & Write Offs	*less:* Impairment (Losses)/ Reversals	*less:* Depreciation	**Carrying amount at end of the year**
Freehold Land	82,632,800	804,344	674,483	-	-	-	-	-	-	84,111,627
Buildings	217,312,860	6,473,284	13,104,944	-	-	(15,592,502)	(190,288)	-	(5,987,676)	215,120,020
Furniture & Equipment	1,870,689	19,421	414,049	204,680	-	-	-	-	(361,032)	2,147,807
Computer Equipment	598,759	3,208,486	1,940,778	-	-	(11,576)	-	-	(982,607)	4,153,841
Plant & Machinery	15,302,627	-	3,967,809	-	-	-	(1,176,275)	-	(3,221,086)	14,873,074
Work in Progress	10,505,535	(10,505,535)	-	-	-	15,604,078	-	-	-	15,604,079
	328,223,270	-	19,501,463	204,680	-	-	(1,366,565)	-	(10,552,401)	336,010,448

2016/17

Asset Classification	Carrying amount at beginning of the year	Work in Progress Opening	*add:* Capital Spend 2016-17	*add:* Gifted Development Assets	*add / (less)* Revaluation increments/ (decrements)	*less:* Work in Progress Closing	*less:* Disposals & Write Offs	*less:* Impairment (Losses)/ Reversals	*less:* Depreciation	**Carrying amount at end of the year**
Freehold Land	90,010,600	1,420,630	836,966	-	(11,284,737)	(804,344)	(5,546,315)	-	-	82,632,800
Buildings	125,484,173	71,587,940	33,999,909	1,691,000	456,022	(6,473,284)	(271,825)	(3,200,000)	(5,360,475)	217,312,860
Furniture & Equipment	274,162	-	1,758,457	-	-	(19,421)	-	-	(142,509)	1,870,689
Computer Equipment	810,037	2,264,706	943,781	-	-	(3,208,486)	-	-	(211,278)	598,759
Plant & Machinery	11,523,069	-	7,925,137	-	-	-	(1,273,447)	-	(2,872,152)	15,302,627
Work in Progress	75,273,276	(75,273,276)	-	-	-	10,505,535	-	-	-	10,505,535
	311,375,336	-	44,863,651	1,691,000	(10,828,715)	-	(7,091,587)	(3,200,000)	(8,586,414)	328,223,270

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		Actual 2016/17 $
At Management Valuation 2018	594,938,786	-
At Management Valuation 2017	-	577,410,638
LESS Accumulated Depreciation	(228,675,503)	(225,730,964)
At Management Valuation 2018	261,722,434	-
At Management Valuation 2017	-	253,243,593
LESS Accumulated Depreciation	(50,014,407)	(49,114,423)
At Management Valuation 2018	66,251,275	-
At Management Valuation 2017	-	65,378,280
LESS Accumulated Depreciation	(24,383,670)	(24,316,042)
At Management Valuation 2017	71,471,710	71,471,710
Addition after Valuation	12,877,929	-
LESS Accumulated Depreciation	(29,039,205)	(25,267,053)
At Independent Valuation 2017	36,108,000	36,108,000
Addition after Valuation	107,177	-
LESS Accumulated Amortisation	(15,423,602)	(14,338,561)
At Independent Valuation 2016	52,608,256	52,608,256
LESS Accumulated Depreciation	(1,891,629)	(945,815)
At cost	23,282,380	23,581,605
Gross Book Value	1,119,367,946	1,079,802,082
LESS Accumulated Depreciation	(349,428,016)	(339,712,858)

The fair value of infrastructure is determined at least every three years in accordance with the regulatory framework. Additions since the date of valuation are shown as cost. Given they were acquired at arm's length and any accumulated depreciation reflects the usage of service potential, it is considered the recorded written down value approximates fair value. At the end of each intervening period the valuation is reviewed and, where appropriate, the fair value is updated to reflect current market conditions. This process is considered to be in accordance with Local Government (Financial Management)Regulation 17A which requires infrastructure to be shown at fair value.

The following table reconciles the carrying amount at the beginning and end of the current financial year for each class of non-current assets:

2017/18

	Carrying amount at beginning of the year	Work in Progress Opening	*add:* Capital Spend 2017-18	*add:* Gifted Development Assets	*less:* Work in Progress Closing	*add / (less)* Revaluation increments/ (decrements)	*less:* Disposals & Write Offs	*less:* Impairment (Losses)/ Reversals	*less:* Depreciation/ Amortisation
Roads Infrastructure	351,679,674	10,572,494	10,208,029	5,883,687	(15,940,204)	14,929,212	-	-	(11,069,610)
Drainage Infrastructure	204,129,170	507,744	794,477	5,265,511	(795,719)	4,339,438	-	-	(2,532,594)
Footpaths Infrastructure	41,062,238	505,159	876,253	814,486	(574,161)	553,032	-	-	(1,369,401)
Parks Equipment	46,204,658	11,467,709	6,752,793	-	(5,342,574)	-	-	-	(3,772,152)
Refuse Site Infrastructure	21,769,439	528,499	208,401	-	(629,723)	-	-	-	(1,085,041)
Marina Infrastructure	51,662,441	-	-	-	-	-	-	-	(945,815)
Work in Progress	23,581,605	(23,581,605)	-	-	23,282,381	-	-	-	-

2016/17

	Carrying amount at beginning of the year	Work in Progress Opening	*add:* Capital Spend 2017-18	*add:* Gifted Development Assets	*less:* Work in Progress Closing	*add / (less)* Revaluation increments/ (decrements)	*less:* Disposals & Write Offs	*less:* Impairment (Losses)/ Reversals	*less:* Depreciation/ Amortisation
Roads Infrastructure	410,433,627	12,428,713	14,500,745	4,135,423	(10,572,494)	(68,511,262)	-	-	(10,735,077)
Drainage Infrastructure	196,855,604	398,315	536,058	3,339,514	(507,744)	5,951,874	-	-	(2,444,452)
Footpaths Infrastructure	40,824,214	393,030	925,121	-	(505,159)	594,842	-	-	(1,169,810)
Parks Equipment	44,394,918	7,286,490	7,709,222	901,827	(11,467,709)	963,841	-	-	(3,583,931)
Refuse Site Infrastructure	22,823,280	378,147	256,587	-	(528,499)	(74,939)	-	-	(1,085,138)
Marina Infrastructure	-	-	-	52,608,256	-	-	-	-	(945,815)
Work in Progress	20,884,694	(20,884,695)	-	-	23,581,605	-	-	-	-

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NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

11. Rehabilitation Assets

	Actual 2017/18	Actual 2016/17
NON CURRENT		
Post closure rehabilitation assets	16,517,533	16,517,533
Less: Accumulated amortisation	(611,760)	(305,880)
	15,905,773	**16,211,653**

Movements in carrying amounts of post closure rehabilitation assets during the financial year are shown as follows.

	Actual 2017/18	Actual 2016/17
	$	
Opening balance at 1 July	16,211,653	16,517,533
Increase / (decrease) in provision resulting from the remeasurement of the estimated future cash flows	-	-
Amortisation	(305,880)	(305,880)
Closing Balance at 30 June	**15,905,773**	**16,211,653**

12a. Trade & Other Payables

	Actual 2017/18	Actual 2016/17
CURRENT	$	$
Creditors	5,525,506	7,360,147
Accrued Expenses	2,748,371	1,380,819
Income Received in Advance	1,020,338	597,526
GST Payable	1,222,049	42,514
	10,516,264	**9,381,006**

12b. Borrowings

	Actual 2017/18	Actual 2016/17
CURRENT	$	$
Fixed Loan – Secured by charge over General Funds (PPSA Security Interest)	**2,500,000**	**2,500,000**
NON CURRENT		
Fixed Loan – Secured by charge over General Funds (PPSA Security Interest)	**17,500,000**	**20,000,000**

Additional detail on borrowings is provided in Note 22.

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NOTES TO THE ACCOUNTS.

13. Provisions

	Actual 2017/18 $	Actual 2016/17 $
CURRENT EMPLOYEE BENEFITS RELATED PROVISIONS		
Employees Annual Leave	2,967,798	2,984,332
Employees Long Service Leave	2,269,834	2,132,812
Employees On-Costs	1,493,314	1,479,270
	6,730,946	**6,596,413**
NON-CURRENT EMPLOYEE BENEFITS RELATED PROVISIONS		
Employees Long Service Leave	1,759,854	1,696,012
Employees On-Costs	262,967	253,427
	2,022,821	**1,949,439**
NON-CURRENT OTHER PROVISIONS		
Provision for Site Rehabilitation	17,513,346	17,008,153
	17,513,346	**17,008,153**
TOTAL PROVISIONS	**26,267,113**	**25,554,006**
ANALYSIS OF TOTAL PROVISIONS		
Current	6,730,946	6,596,413
Non-Current	19,536,167	18,957,592
	26,267,113	**25,554,006**

	Provision for Annual Leave $	Provision for Long Service Leave $	Provision for Site Rehabilitation $	Total $
Opening balance as at 30 June 2017	4,144,905	4,400,947	17,008,153	25,554,006
Provisions made	1,823,874	318,420	505,193	2,647,487
Amounts used	(3,000,981)	(689,680)	-	(3,690,661)
Balance at 30 June 2018	**2,967,798**	**4,029,688**	**17,513,346**	**24,510,832**

	Provision for Annual Leave $	Provision for Long Service Leave $	Provision for Site Rehabilitation $	Total $
Opening balance as at 30 June 2016	3,312,104	3,988,241	16,517,533	23,817,879
Provisions made	3,450,039	911,434	490,620	4,852,092
Amounts used	(2,617,238)	(498,727)	-	(3,115,965)
Balance at 30 June 2017	**4,144,905**	**4,400,947**	**17,008,153**	**25,554,006**

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Annual Leave Liabilities

Classified as current as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

	2017/18	2016/17
Within 12 months of the end of the reporting period	2,280,180	2,405,721
More than 12 months after the end of the reporting period	687,718	1,623,967
	2,967,798	**4,029,688**

The provision for annual leave is calculated at the present value of expected payments to be made in relation to services provided by employees up to the reporting date.

Long Service Leave Liabilities

Unconditional long service leave provisions are classified as current liabilities as the City of Cockburn does not have an unconditional right to defer settlement of the liability for at least 12 months after the end of the reporting period.

Pre-conditional and conditional long service leave provisions are classified as non-current liabilities because the City of Cockburn has an unconditional right to defer settlement of the liability until the employee has completed the requisite years of service.

Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

	2017/18	2016/17
Within 12 months of the end of the reporting period	2,609,004	2,451,508
More than 12 months after the end of the reporting period	1,420,684	1,949,439
	4,029,688	**4,400,947**

The provision for long service leave is calculated at the present value as the City of Cockburn does not expect to wholly settle the amounts within 12 months. The present value is measured taking into account the present value of expected future payments to be made in relation to services provided by employees up to the reporting date. These payments are estimated using the remuneration rate expected to apply at the time of settlement, and discounted using market yields at the end of the reporting period on national government bonds with terms to maturity that match, as closely as possible, the estimated future cash outflows.

Employee On-Cost Provision

The settlement of annual leave and long service leave liabilities give rise to the payment of employment on-costs including workers' compensation insurance. The provision is the present value of expected future payments.

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Employment on-costs, including workers' compensation insurance, are not employee benefits and are recognised separately as liabilities and expenses when the employment wo which they relate has occurred. Employment on-costs are included as part of 'Employee Costs' in the Statement of Comprehensive Income. The related liability is included in 'Employees On-Costs' provision.

	2017/18	2016/17
Carrying amount at start of period	1,732,697	1,090,856
Additional (reversal of) provisions recognised	23,584	641,841
	1,756,281	**1,732,697**

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NOTES TO THE ACCOUNTS.

14. Reserves

	Actual 2017/18	Budget 2017/18	Actual 2016/17
	$	$	$
1. Staff Payments & Entitlements			
Opening Balance	1,947,631	2,118,183	2,115,293
Transfer from Accumulated Surplus - Interest	35,725	45,068	45,778
Transfer from Accumulated Surplus	125,000	125,000	119,822
Transfer to Accumulated Surplus	(398,625)	(172,000)	(333,262)
	1,709,732	**2,116,251**	**1,947,631**
2. Plant & Vehicle Replacement			
Opening Balance	7,371,172	7,096,929	8,252,372
Transfer from Accumulated Surplus - Interest	184,817	105,975	165,730
Transfer from Accumulated Surplus	3,661,516	3,038,000	2,966,421
Transfer to Accumulated Surplus	(1,862,834)	(2,328,292)	(4,013,350)
	9,354,672	**7,912,612**	**7,371,172**
3. Information Technology			
Opening Balance	290,055	-	379,658
Transfer from Accumulated Surplus - Interest	5,035	8,082	7,747
Transfer from Accumulated Surplus	100,000	100,000	100,000
Transfer to Accumulated Surplus	(188,525)	(48,744)	(197,350)
	206,565	**59,338**	**290,055**
4. Major Building Refurbishment			
Opening Balance	11,573,486	11,482,745	9,828,567
Transfer from Accumulated Surplus - Interest	259,922	133,850	224,591
Transfer from Accumulated Surplus	1,500,000	1,500,000	1,620,328
Transfer to Accumulated Surplus	(240,000)	-	(100,000)
	13,093,407	**13,116,595**	**11,573,486**
5. Waste & Recycling			
Opening Balance	13,165,896	12,366,302	23,846,752
Transfer from Accumulated Surplus - Interest	268,858	348,847	329,115
Transfer from Accumulated Surplus	1,646,594	1,472,079	1,271,022
Transfer to Accumulated Surplus	(945,146)	(447,508)	(12,280,992)
	14,136,202	**13,739,720**	**13,165,896**
6. Land Development and Investment Fund			
Opening Balance	4,177,766	4,794,906	6,348,831
Transfer from Accumulated Surplus - Interest	83,436	251,777	101,680
Transfer from Accumulated Surplus	359,212	3,010,000	11,141,607
Transfer to Accumulated Surplus	(863,798)	(310,000)	(13,414,353)
	3,756,615	**7,746,683**	**4,177,766**
7. Roads & Drainage Infrastructure			
Opening Balance	13,987,382	13,446,390	8,159,206
Transfer from Accumulated Surplus - Interest	309,299	64,880	246,952
Transfer from Accumulated Surplus	2,041,646	1,500,000	5,754,502
Transfer to Accumulated Surplus	(892,103)	(2,433,333)	(173,277)
	15,446,223	**12,577,937**	**13,987,382**

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	Actual 2017/18	Budget 2017/18	Actual 2016/17
	$	$	$
8. Naval Base Shacks			
Opening Balance	1,077,675	1,115,536	935,871
Transfer from Accumulated Surplus - Interest	21,510	22,969	21,428
Transfer from Accumulated Surplus	75,363	75,363	120,376
Transfer to Accumulated Surplus	(96,534)	(65,000)	-
	1,078,013	**1,148,868**	**1,077,675**
9. Community Infrastructure			
Opening Balance	13,210,265	12,278,153	12,096,036
Transfer from Accumulated Surplus - Interest	314,659	109,782	264,703
Transfer from Accumulated Surplus	2,356,082	3,632,000	4,504,636
Transfer to Accumulated Surplus	(1,001,173)	(3,330,000)	(3,655,111)
	14,879,832	**12,689,935**	**13,210,265**
10. Insurance			
Opening Balance	328,198	312,051	488,961
Transfer from Accumulated Surplus - Interest	18,042	8,090	9,737
Transfer from Accumulated Surplus	925,580	-	14,500
Transfer to Accumulated Surplus	(9,000)	(50,000)	(185,000)
	1,262,819	**270,141**	**328,198**
11. Greenhouse Action Fund			
Opening Balance	349,919	-	901,331
Transfer from Accumulated Surplus - Interest	8,839	10,330	16,195
Transfer from Accumulated Surplus	200,000	200,000	1,450,000
Transfer to Accumulated Surplus	(138,325)	-	(2,017,608)
	420,432	**210,330**	**349,919**
12. Aged and Disabled Asset Replacement			
Opening Balance	223,193	173,575	326,947
Transfer from Accumulated Surplus - Interest	4,684	8,628	5,285
Transfer from Accumulated Surplus	-	-	68,129
Transfer to Accumulated Surplus	(36,874)	(39,000)	(177,168)
	191,003	**143,203**	**223,193**
13. Welfare Projects Employee Entitlements			
Opening Balance	459,203	503,743	479,810
Transfer from Accumulated Surplus - Interest	10,052	9,223	10,971
Transfer from Accumulated Surplus	252,888	-	15,671
Transfer to Accumulated Surplus	(14,012)	-	(47,249)
	708,130	**512,966**	**459,203**
14. HWRP Post Closure Management & Contaminated Sites			
Opening Balance	2,359,654	2,270,475	2,322,695
Transfer from Accumulated Surplus - Interest	49,551	47,780	52,361
Transfer from Accumulated Surplus	-	-	-
Transfer to Accumulated Surplus	(85,000)	-	(15,401)
	2,324,206	**2,318,255**	**2,359,654**

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14. Reserves

	Actual 2017/18	Budget 2017/18	Actual 2016/17
	$	$	$
15. Municipal Elections			
Opening Balance	155,198	156,894	34,213
Transfer from Accumulated Surplus - Interest	3,839	2,681	984
Transfer from Accumulated Surplus	120,000	120,000	120,000
Transfer to Accumulated Surplus	(200,000)	(200,000)	-
	79,037	**79,575**	**155,198**
16. Welfare Redundancies			
Opening Balance	41,748	41,622	40,825
Transfer from Accumulated Surplus - Interest	886	797	923
Transfer from Accumulated Surplus	-	-	-
Transfer to Accumulated Surplus	-	-	-
	42,634	**42,419**	**41,748**
17. Port Coogee Special Maintenance - SAR			
Opening Balance	1,246,841	1,325,764	1,400,129
Transfer from Accumulated Surplus - Interest	31,633	26,794	29,760
Transfer from Accumulated Surplus	351,247	274,000	256,936
Transfer to Accumulated Surplus	(211,591)	-	(439,984)
	1,418,130	**1,626,558**	**1,246,841**
18. Port Coogee Waterways - SAR			
Opening Balance	112,477	117,533	-
Transfer from Accumulated Surplus - Interest	3,287	8,685	3,629
Transfer from Accumulated Surplus	56,000	56,000	188,590
Transfer to Accumulated Surplus	(79,742)	(79,742)	(79,742)
	92,022	**102,476**	**112,477**
19. Community Surveillance			
Opening Balance	1,097,742	969,084	1,245,490
Transfer from Accumulated Surplus - Interest	23,183	22,594	27,369
Transfer from Accumulated Surplus	200,000	200,000	200,000
Transfer to Accumulated Surplus	(416,967)	(369,115)	(375,117)
	903,958	**822,563**	**1,097,742**
20. Waste Collection			
Opening Balance	2,437,627	2,543,307	2,641,530
Transfer from Accumulated Surplus - Interest	46,756	63,366	50,763
Transfer from Accumulated Surplus	79,349	1,000,000	1,027,352
Transfer to Accumulated Surplus	(471,435)	(421,200)	(1,282,018)
	2,092,296	**3,185,473**	**2,437,627**
21. Family Day Care Accumulation Fund			
Opening Balance	8,482	8,295	8,295
Transfer from Accumulated Surplus - Interest	180	-	187
Transfer from Accumulated Surplus	44,025	-	-
Transfer to Accumulated Surplus	(22,012)	-	-
	30,675	**8,295**	**8,482**

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	$	$	$
22. Underground Power - Service Charge			
Opening Balance	-	222,504	222,504
Transfer from Accumulated Surplus - Interest	-	-	5,029
Transfer from Accumulated Surplus	-	-	-
Transfer to Accumulated Surplus	-	-	(227,532)
	-	**222,504**	**-**
23. Naval Base Shack Removal			
Opening Balance	526,838	501,724	461,814
Transfer from Accumulated Surplus - Interest	11,162	10,217	10,533
Transfer from Accumulated Surplus	-	-	54,693
Transfer to Accumulated Surplus	(10,000)	-	(202)
	528,000	**511,941**	**526,838**
24. Environmental Offset			
Opening Balance	298,185	299,286	291,595
Transfer from Accumulated Surplus - Interest	6,327	7,691	6,590
Transfer from Accumulated Surplus	-	-	-
Transfer to Accumulated Surplus	-	-	-
	304,512	**306,977**	**298,185**
25. Bibra Lake Management Plan			
Opening Balance	589,288	554,320	985,439
Transfer from Accumulated Surplus - Interest	12,503	10,648	16,491
Transfer from Accumulated Surplus	-	-	-
Transfer to Accumulated Surplus	-	(25,000)	(412,642)
	601,791	**539,968**	**589,288**
26. Restricted Grants & Contributions			
Opening Balance	3,585,466	301,769	2,230,479
Transfer from Accumulated Surplus - Interest	-	-	-
Transfer from Accumulated Surplus	4,025,329	-	3,514,786
Transfer to Accumulated Surplus	(3,077,858)	-	(2,159,798)
	4,532,938	**301,769**	**3,585,466**
27. CIHCF Building Maintenance			
Opening Balance	4,621,068	4,573,192	3,323,192
Transfer from Accumulated Surplus - Interest	109,672	-	84,023
Transfer from Accumulated Surplus	1,439,494	1,450,000	1,288,333
Transfer to Accumulated Surplus	(19,422)	-	(74,479)
	6,150,813	**6,023,192**	**4,621,068**
28. Cockburn ARC Building Maintenance			
Opening Balance	500,000	1,419,762	10,880,762
Transfer from Accumulated Surplus - Interest	10,608	53,000	125,909
Transfer from Accumulated Surplus	1,500,000	-	8,300,000
Transfer to Accumulated Surplus	-	-	(18,806,671)
	2,010,608	**1,472,762**	**500,000**

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14. Reserves

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	$	$	$
29. Carry Forward Projects			
Opening Balance	3,974,994	710,429	4,020,698
Transfer from Accumulated Surplus - Interest	-	-	-
Transfer from Accumulated Surplus	5,419,903	-	6,584,183
Transfer to Accumulated Surplus	(5,776,505)	-	(6,629,887)
	3,618,392	**710,429**	**3,974,994**
30. Port Coogee Marina Assets Replacement			
Opening Balance	-	-	-
Transfer from Accumulated Surplus - Interest	423	-	-
Transfer from Accumulated Surplus	300,000	-	-
Transfer to Accumulated Surplus	(15,000)	-	-
	285,423	**-**	**-**
31. Port Coogee Waterways - WEMP			
Opening Balance	2,296,993	1,937,180	-
Transfer from Accumulated Surplus - Interest	47,424	40,372	35,418
Transfer from Accumulated Surplus	45,000	-	2,464,768
Transfer to Accumulated Surplus	(626,266)	(203,192)	(203,192)
	1,763,151	**1,774,360**	**2,296,993**
32. Cockburn Coast SAR			
Opening Balance	-	-	-
Transfer from Accumulated Surplus - Interest	1	-	-
Transfer from Accumulated Surplus	896	-	-
Transfer to Accumulated Surplus	-	-	-
	897	**-**	**-**
33. Development Contribution Plans (DCP) - Community Infrastructure			
Opening Balance	5,964,447	9,715,696	10,361,258
Transfer from Accumulated Surplus - Interest	184,299	220,238	218,853
Transfer from Accumulated Surplus	5,749,609	5,000,000	4,644,522
Transfer to Accumulated Surplus	(6,184,101)	(8,463,452)	(9,260,186)
	5,714,253	**6,472,482**	**5,964,447**
34. Development Contribution Plans (DCP) - Various			
Opening Balance	7,544,182	8,330,102	6,497,765
Transfer from Accumulated Surplus - Interest	192,100	77,827	156,723
Transfer from Accumulated Surplus	2,980,077	1,017,736	1,003,258
Transfer to Accumulated Surplus	(397,314)	(96,955)	(113,563)
	10,319,045	**9,328,710**	**7,544,182**
35. Public Open Space (POS) Cash in Lieu			
Opening Balance	-	55,125	5,471,641
Transfer from Accumulated Surplus - Interest	-	108,937	53,833
Transfer from Accumulated Surplus	-	-	96,000
Transfer to Accumulated Surplus	-	-	(5,621,474)
	-	**164,062**	**-**

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14. Reserves

	Actual 2017/18	Budget 2017/18	Actual 2016/17
	$	$	$
SUMMARY CASH BACKED RESERVES			
Opening Balance	105,523,070	101,742,576	126,599,957
Transfer from Accumulated Surplus - Interest	2,258,709	1,829,128	2,329,289
Transfer from Accumulated Surplus	35,554,811	23,770,178	58,890,433
Transfer to Accumulated Surplus	(24,280,163)	(19,082,533)	(82,296,609)
TOTAL CASH BACKED RESERVES	**119,056,427**	**108,259,349**	**105,523,070**
RESERVES OTHER			
Asset Revaluation Reserve			
Opening Balance	503,528,001	568,241,909	575,432,360
Revaluation net increments made during the year	19,821,682	-	(71,904,359)
TOTAL RESERVES OTHER	**523,349,683**	**568,241,909**	**503,528,001**
TOTAL RESERVES	**642,406,110**	**676,501,258**	**609,051,071**

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In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

1. Staff Payments & Entitlements

This Reserve provides for payment of various staff entitlements including separation, bonus, awards and other payments made to Staff either through contractual or statutory entitlement, other than leave liabilities already provided for within the City's net asset position.
Anticipated date of use: ongoing.

2. Plant & Vehicle Replacement

This Reserve provides for the orderly replacement of plant and vehicles. Annual transfers into this Reserve are based on the estimated depreciation charge for plant each year. Funds are drawn as required to meet annual plant replacement costs.
Anticipated date of use: ongoing.

3. Information Technology

This Reserve is used to provide for the capital cost of upgrading/replacement of Council's computer hardware and software.
Anticipated date of use: ongoing.

4. Major Building Refurbishment

This Reserve provides funding for future major refurbishment of Council buildings as they become necessary. Annual transfers are usually made to this Reserve from any end of year surplus.
Anticipated date of use: ongoing.

5. Waste & Recycling

This Reserve provides funding for capital costs associated with the development and management of a waste disposal site. Transfers to this Reserve are made based on planned future capital funding requirements for waste management.
Anticipated date of use: majority by the time the landfill closes in 2040.

6. Land Development and Investment Fund

This Reserve is to accommodate and facilitate the purchase, development and disposal of land under the Council's land development strategies with the ability to loan funds on an interest payable basis to other reserve accounts of the City.
Anticipated date of use: ongoing.

7. Roads & Drainage Infrastructure

The purpose of this Reserve is to provide for the renewal and refurbishment of roads and drainage infrastructure and for the provision of matching funds for Federal & State Government road grants.
Anticipated date of use: ongoing.

8. Naval Base Shacks

This Reserve provides funds for the development & refurbishment of the Naval Base shacks site. It will also fund rehabilitation costs when the Park reverts back to the State Government. Annual transfers to this Reserve are fully funded by part of the lease income derived from the shacks.
Anticipated date of use: ongoing.

9. Community Infrastructure

This Reserve funds the provision of community and recreation facilities within the City as the need arises. The requirement for these facilities over the next five to ten years is significant due to the rapid rate of development within the city and the associated population growth.
Anticipated date of use: ongoing.

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10. Insurance
This Reserve is used to minimise and smooth annual budgetary impacts from the City's performance based insurance schemes, including deductibility levels.
Anticipated date of use: ongoing.

11. Greenhouse Action Fund
This Reserve will be used to purchase carbon offsets and fund projects to support energy efficiency, waste management and renewable energy installations.
Anticipated date of use: ongoing.

12. Aged and Disabled Asset Replacement
This Reserve is fully funded from the operating government grants received by the services and has no budgetary impact on Municipal funds.
Anticipated date of use: ongoing.

13. Welfare Projects Employee Entitlements
This Reserve is fully funded from the operating government grants received by the services and has no budgetary impact on Municipal funds.
Anticipated date of use: ongoing.

14. HWRP Post Closure Management & Contaminated Sites
This Reserve is required to cover any costs associated with clean-up & remediation works at contaminated sites within the district as enforced by the Contaminated Sites Act.
Anticipated date of use: ongoing.

15. Municipal Elections
This Reserve provides funding to cover election expenses during election years to smooth out annual budgetary impacts.
Anticipated date of use: ongoing.

16. Welfare Redundancies
This Reserve was created for the purpose of covering potential future redundancy costs for grant funded services, as funding agreements do not usually allow for these costs.
Anticipated date of use: ongoing.

17. Port Coogee Special Maintenance - SAR
This Reserve is used to manage funds raised through the specified area rate (SAR) for the Port Coogee development. These funds are required for the specialised maintenance requirements of the development.
Anticipated date of use: ongoing.

18. Port Coogee Waterways - SAR
This Reserve is used to manage funds raised through the specified area rate (SAR) for the Port Coogee development on land directly adjacent to the waterways. These funds are required for the maintenance of the waterways surrounding Port Coogee marina and associated infrastructure.
Anticipated date of use: ongoing.

19. Community Surveillance
This Reserve funds activities in relation to Community Surveillance.
Anticipated date of use: ongoing.

20. Waste Collection
This reserve provides funding for future capital requirements related to the Waste Collection service.
Anticipated date of use: ongoing.

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21. Family Day Care Accumulation Fund

This Reserve is fully funded from the operating government grants received by the services and has no budgetary impact on Municipal funds.
Anticipated date of use: ongoing.

22. Underground Power – Service Charge

This Reserve is used for managing funds raised through prescribed service charges for the undergrounding of power within the district.
Anticipated date of use: ongoing.

23. Naval Base Shack Removal

Established for the purposes of the future removal of leasehold dwellings at Reserve 24308, Naval Base. All funds raised are to be accounted for on a property lease by lease basis, and not on who paid the actual payment at the time of the payment. Funds raised will be reimbursed to leaseholders when dwelling is removed and the site rehabilitated to its prior state.
Anticipated date of use: no certain date for rehabilitation.

24. Environmental Offset

This Reserve is used to manage funds required to undertake environmental rehabilitation of land associated with road construction as approved by the relevant government agency.
Anticipated date of use: ongoing.

25. Bibra Lake Management Plan

This Reserve is used to manage funding to implement the Bibra Lake Management Plan as adopted by Council.
Anticipated date of use: ongoing.

26. Restricted Grants & Contributions

This Reserve is used to quarantine monies received for restricted purposes across financial years.
Anticipated date of use: ongoing.

27. CIHCF Building Maintenance

This Reserve is used to manage funding for major building maintenance of the Cockburn Integrated Health and Community Facility (CIHCF).
Anticipated date of use: ongoing.

28. Cockburn ARC Building Maintenance

This Reserve is used to manage funding for the major building maintenance of the Cockburn ARC recreation facility.
Anticipated date of use: ongoing.

29. Carry Forward Projects

This reserve is used to manage municipal funding for incomplete projects carried forward to the following financial year.
Anticipated date of use: ongoing.

30. Port Coogee Marina Assets Replacement

This Reserve provides for the replacement of marina infrastructure assets. Funding is provided from pen fees to reflect estimated depreciation costs.
Anticipated date of use: ongoing.

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31. Port Coogee Waterways - WEMP

This Reserve is used to manage the funds paid by the developer of the Port Coogee marina development in accordance with the Waterways Environmental Management Plan (WEMP). The funds will be used to maintain and manage the marina waterways.
Anticipated date of use: ongoing.

32. Cockburn Coast SAR

This Reserve is used to manage funds raised through the specified area rate (SAR) providing funding to ensure that the parks and public areas (including custom street lighting) within the Cockburn Coast Development are maintained in accordance with the higher standards agreed to between the City and the Developer.
Anticipated date of use: ongoing.

33. Development Contribution Plan (DCP) – Community Infrastructure

This reserve is used to account for funds generated from the Community Infrastructure Development Contributions Scheme (DCP13) established under the City's Town Planning Scheme No. 3.
Anticipated date of use: ongoing.

34. Development Contribution Plans (DCP) – Various

This Reserve is used for the management of contributions and costs with respect to Development Contribution Areas as established by and in accordance with Town Planning Scheme 3.
Anticipated date of use: ongoing.

35. Public Open Space (POS) Cash in Lieu

This Reserve is no longer used from 2017/18. All funds have been transferred to the City's trust account.

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15. REVALUATION SURPLUS

	Actual 2017/18 $	Actual 2016/17 $
Revaluation surpluses have arisen on revaluation of the following classes of non-current assets:		
Land		
Opening Balance	107,394,794	118,679,531
Revaluation Increment/(Decrement)	-	(11,284,737)
	107,394,794	**107,394,794**
Buildings		
Opening Balance	22,861,653	22,405,632
Revaluation Increment/(Decrement)	-	456,022
	22,861,653	**22,861,653**
Roads Infrastructure		
Opening Balance	171,628,693	240,139,955
Revaluation Increment/(Decrement)	14,929,212	(68,511,262)
	186,557,905	**171,628,693**
Drainage Infrastructure		
Opening Balance	148,810,441	142,858,567
Revaluation Increment/(Decrement)	4,339,438	5,951,874
	153,149,879	**148,810,441**
Landfill Infrastructure		
Opening Balance	2,598,696	2,673,635
Revaluation Increment/(Decrement)	-	(74,939)
	2,598,696	**2,598,696**
Footpath Infrastructure		
Opening Balance	27,781,245	27,186,403
Revaluation Increment/(Decrement)	553,032	594,842
	28,334,277	**27,781,245**
Parks Infrastructure		
Opening Balance	22,452,479	21,488,638
Revaluation Increment/(Decrement)	-	963,841
	22,452,479	**22,452,479**
TOTAL REVALUATION SURPLUS	**523,349,683**	**503,528,001**
SUMMARY OF REVALUATION SURPLUS		
Opening Balance	503,528,001	575,432,360
Revaluation net increment/(decrement) made during the year	19,821,682	(71,904,359)
TOTAL REVALUATION SURPLUS	**523,349,683**	**503,528,001**

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NOTES TO THE ACCOUNTS

16. Notes to Statement of Cash Flows

	Actual 2017/18 $	Budget 2017/18 $	Actual 2016/17 $
16a			
Reconciliation of Net Cash Provided by/(Used in) Operating Activities to Change in Net Assets Resulting from Operations.			
Net Result	32,718,585	23,897,352	71,913,380
Add (Less) non-cash items:			
Depreciation	30,241,974	28,299,179	27,465,498
Amortisation	1,390,921	1,120,764	1,391,018
Provision for Site Rehabilitation	505,193	-	490,620
(Profit)/Loss on Sale of Assets	(284,526)	(1,561,715)	(5,412,388)
Impairment charge provision	-	-	3,200,000
Assets Gifted to Other Parties	741,058	-	14,566,385
Decrease/(Increase) in Joint Venture Investment	5,669,496	-	(497,115)
Recognition of Gifted Subdivision Assets	(12,168,364)	-	(62,676,020)
Less: Grants & Contributions for the Development of Assets	(20,190,018)	(17,354,667)	(16,695,283)
Change in Assets and Liabilities:			
(Increase)/Decrease in Rates Debtors & Deferred Rates	(60,178)	-	(573,416)
(Increase)/Decrease in Sundry Debtors	459,132	-	7,198,041
(Increase)/decrease in Accrued Investment Income	(270,851)	-	(274,568)
(Increase)/Decrease in Stock on Hand	(13,818)	-	19,320
Increase/(Decrease) in Creditors & Accruals	712,446	(42,686)	(14,822,444)
(Increase)/Decrease in Rubbish Debtors	4,090	-	17,536
Increase/(Decrease) in Employee Provision	207,914	(7,744)	1,245,507
Increase/(Decrease) on Income Received in Advance	422,812	-	597,526
(Increase)/Decrease in Prepayments	629,332	-	(195,569)
NET CASH PROVIDED FROM (USED IN) OPERATING ACTIVITIES	**40,715,198**	**34,350,483**	**26,958,027**
16b			
Reconciliation of Cash			
For the purpose of the Statement of Cash Flows, the entity considers cash to include Cash on Hand and in Banks and investments in Money Market Instruments. Cash at the end of the reporting period as shown in the Statement of Cash Flows is reconciled to the related item in the Statement of Financial Position as follows: -			
Cash at Bank	762,182	5,902,438	2,896,742
Cash on Hand	29,212	23,000	22,500
Term Deposits	137,900,000	108,071,703	110,900,000
Cash & Cash Equivalents at end of Reporting Period	**138,691,393**	**113,997,141**	**113,819,242**
16c			
Undrawn Borrowing Facilities			
Credit Standby Arrangements			
Credit Card limit	250,000		250,000
Credit Card Balance at Balance Date	(77,769)		(81,359)
Total Amount of Credit Unused	**172,231**		**168,641**

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NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

17. Investment in Joint Venture - SMRC

The City is currently a member of the Southern Metropolitan Regional Council (SMRC), a regional local government established in 1991 pursuant to the Local Government Act with membership currently consisting of five local governments. In May 2018, Council determined to withdraw from the SMRC effective 30 June 2019 and gave 12 months notice. Equity interests will be adjusted in 2018-19 in accordance with the establishment agreement and to be determined at the time.

Equity contributions for participating local government members are based on published Australian Bureau of Statistics (ABS) population statistics, which when updated, change the future contribution ratios for members. The City of Cockburn's equity contribution ratio for SMRC was 37.29% at 30 June 2018, with the accumulated share of SMRC equity to date representing 34.19% of net adjusted assets (excluding office building and RRRC assets and liabilities, and loan receivables from members). The City's accumulated equity in the office building represents 35.19% of the adjusted net assets (excluding loan receivables from members).

The Regional Resource Recovery Centre (RRRC) project was established by the SMRC in 1998 for the management of municipal household waste and originally consisted of five local government participants. The City was a participant in the RRRC project up until its withdrawal from 30 June 2017 (see details below) and its previous share of equity has now been eliminated. However, it has a separate waste supply agreement to continue supplying the RRRC with municipal waste (excluding recyclables and greenwaste) up until 30 June 2021 at the prevailing gate fees.

	2017/18 Actual $ (audited)	2016/17 Actual $ (audited)
Statement of Comprehensive Income - SMRC		
Revenues from Ordinary Activities	23,783,690	27,424,549
LESS: Expenses from Ordinary Activities	(29,135,978)	(29,723,652)
LESS: Borrowing Cost Expense	(840,103)	(959,038)
Net Profit or (Loss)	(6,192,391)	(3,258,141)
Statement of Financial Position - SMRC		
Current Assets	14,364,529	22,283,135
Non-Current Assets	42,681,696	43,446,716
Total Assets	57,046,225	65,729,851
Current Liabilities	9,326,121	18,886,083
Non-Current Liabilities	16,216,134	9,513,395
Total Liabilities	25,542,255	28,399,478
Net Assets	31,503,970	37,330,373
The City's share in the net assets of the SMRC (excluding equity) Equity Ratio	*923,569*	*6,592,991*
Represented by Share of Joint Venture entity's Financial		
Current Assets	927,780	6,414,370
Non-Current Assets	823,392	11,817,202
Total Assets	1,751,172	18,231,572
Current Liabilities	185,191	6,872,233
Non-Current Liabilities	642,412	4,766,348
Total Liabilities	827,603	11,638,581
Net Assets	923,569	6,592,991
Net Increase/(Decrease) in Equity - SMRC Joint Venture	(5,669,422)	499,833

City of Cockburn's withdrawal from the Regional Resource Recovery Centre (RRRC) Project

The City withdrew from the RRRC Project Participants' Agreement, effective 30 June 2017 following a 12 month notice period. The City's withdrawal triggered a requirement under the RRRC Project Participant's Agreement to prepare an amended business plan for the Project, having regard to the effect of the City's withdrawal. The Deed of Variation to the Project Participant's Agreement also required the SMRC to determine the City's proportional entitlement to any net surplus or deficit on the basis of a notional winding up of the Project. However, any assets and liabilities relating to RRRC Loan Borrowings were excluded from the notional winding up calculation.

The SMRC facilitated the preparation of an amended business plan based on the notional winding up of the RRRC Project at 30 June 2017. After review and negotiation, the City agreed to pay a proportional liability of $365,988 as per the Notional Winding Up Report. It was also required to pay $150,532 towards the cost of preparing the amended business plan triggered by the City's withdrawal.The City's equity share in the assets of the RRRC was adjusted during 2017-18 following the acceptance of the amended business plan by the City and the determination of the impact from the notional winding up on the City's equity share.

In accordance with the RRRC Project Participants' Agreement, the City will continue to be responsible for its share of RRRC borrowing repayments until these are fully repaid. The equity contribution ratio for the RRRC was 42.97% (at time of withdrawal) and this will apply to future borrowing repayments.The City will also be entitled to any proportional equity in the assets acquired from the related borrowing, as valued when the borrowing is fully repaid.

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18. Contingent Liabilities

(a) Regional Resource Recovery Centre (RRRC) - Lending Facility

The City was a participant in the RRRC Joint Venture, until its withdrawal effective 30 June 2017. The project was established through the Southern Metropolitan Regional Council (SMRC) and involves the cities of Canning, Cockburn, Fremantle, Melville and the Town of East Fremantle in the development of a waste processing plant and a recyclable and green waste facility at Canning Vale.

The capital construction of the RRRC facility was funded by borrowings from Western Australian Treasury Corporation (WATC). A $40 million lending facility was initially set up for this purpose (repayable over a term of 20 years) and this facility has since been extended to a total of $55 million. The SMRC administer the borrowings with the project participants making quarterly contributions equal to the repayment costs of these borrowings.

The City guaranteed by way of agreement its share of the loan liability to the SMRC and the WATC. Whilst the City has now withdrawn as a participant in the joint venture, this guarantee remains in place until the lending facility is fully repaid.

The City's estimated share of the project funding is based on population percentages as derived from the Australian Bureau of Statistics census. These are now revised yearly over the life of the lending facility with the City's share for the 2017/18 year being 42.97%.

As at 30th June 2018, the balance outstanding against the lending facility stood at $16,482,637 with the City's share of this liability being $7,082,589 (42.97%).

The City's annual contribution towards the repayment of interest and principal on the lending facility is currently around $1.67 million (approx. $35 per household).

(b) SMRC Administration Building - Lending Facility

As a SMRC participant, Council has guaranteed by way of security to the Western Australian Treasury Corporation, a charge over its' general funds for its' share of any outstanding debenture borrowings provided for the SMRC administration building at 9 Aldous Place Booragoon. This facility has a limit of $2 million.

As at 30th June 2018, the balance outstanding against this facility stood at at $1,800,000 with Council's share of this liability being $671,220 (using the current cost/profit sharing percentage of 37.29%).

(C) Claim for Injurious Affection - land at 870 North Lake Rd

The owners of 870 North Lake Rd (Otago Pty Ltd) have made application to the State Administrative Tribunal (SAT) for an order, under s176(1) of the PD Act, claiming that their land is injuriously affected to the value of $3,932,535 by the City's Local Planning Scheme No.3, including by operation of Development Area Structure Plan. The City disagrees and argues strongly that the land is not injuriously affected. Proceedings for determination of the application were stalled in SAT, awaiting the decision of the Court of Appeal on a similar matter (Scutti v City of Wanneroo). The Court of Appeal have recently handed down its decision, which did not go in favour of the City of Wanneroo. However, the City's legal position is that the decision's application is very limited and not necessarily applicable to the Otego matter. The City has contacted the applicant with our view and the matter currently remains with the SAT process, awaiting further direction.

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19. Capital & Leasing Commitments

Capital Commitments

At the reporting date, Council had the following commitments remaining for major purchases:

	2017/18	2016/17
	$	$
Contracted for:		
Capital expenditure projects	10,384,193	5,772,499
Plant & equipment purchases	78,282	800,924
	10,462,474	**6,573,423**

Operating Leasing Commitments

Non-cancellable operating leases contracted for but not capitalised in the financial report

	Actual 2017/18	Actual 2016/17
Payable:	$	$
Not later than 1 year	767,631	672,405
Later than 1 year but not later than 5 years	1,288,587	870,010
Later than 5 years	7,663	-
	2,063,881	**1,542,415**

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20a. Assets Classified by Function

Total Assets Classified by Function and Activity

	Actual 2017/18	Actual 2016/17
	$	$
General Purpose Funding	60,060,582	52,901,714
Governance	28,063,877	28,570,090
Law, Order and Public Safety	1,782,638	2,018,520
Health	1,870,783	1,883,193
Education and Welfare	3,124,572	2,530,174
Community Amenities	45,984,876	40,974,561
Recreation and Culture	136,340,506	106,298,632
Transport	645,257,471	630,293,449
Economic Services	1,853,249	1,866,912
Other Property and Services	347,794,157	352,906,834
Total	**1,272,132,710**	**1,220,244,078**

20b. Disposal of Assets

	Net Book Value		Sale Price		Profit/Loss	
	Actual 2017/18	Budget 2017/18	Actual 2017/18	Budget 2017/18	Actual 2017/18	Budget 2017/18
BY FUNCTION						
Education and Welfare	-	-	-	13,000	-	13,000
Recreation and Culture	190,288	-	-	-	(190,288)	-
Transport	650,734	556,392	974,834	432,500	324,100	(123,892)
Other Property and Services	525,541	1,459,893	676,256	3,132,500	150,715	1,672,607
Total	**1,366,564**	**2,016,285**	**1,651,090**	**3,578,000**	**284,526**	**1,561,715**
BY ASSET CLASSIFICATION						
Land	-	996,897	-	2,760,000	-	1,763,103
Buildings	190,288	-	-	-	(190,288)	-
Plant and Equipment	1,176,275	1,019,388	1,651,090	818,000	474,814	(201,388)
Total	**1,366,564**	**2,016,285**	**1,651,090**	**3,578,000**	**284,526**	**1,561,715**

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20c. Control Over Contributions

Funding Bodies	Purpose	Function	Opening Balance (1) 1/07/16	Received (2) 2016/17	Expended (3) 2016/17	Closing Balance (1) 30/06/17	Received (2) 2017/18	Expended (3) 2017/18	Closing Balance 30/06/18
Alcoa Kwinana Refinery	Operating grant for delivering services	Recreation & Culture	10,000			10,000			10,000
City of Armadale Contribution	Operating grant for delivering services	Transport					18,182		18,182
Community Sports and Recreation	Capital grant for park construction	Recreation & Culture		200,000	28,280	171,720	200,000	371,720	
Department Child Protection	Operating grant for delivering services	Education & Welfare		79,121		79,121			79,121
Department Child Protection and Family Support	Operating grant for delivering services	Education & Welfare							
Department Local Government and Communities	Operating grant for delivering services	Education & Welfare	46,038	463,981	469,551	40,469	349,839	351,920	38,388
Department of Attorney General	Operating grant for delivering services	Education & Welfare					-	-	
Department of Child Protection	Operating grant for delivering services	Education & Welfare		191,511	145,104	46,408	129,457	126,621	49,243
Department Of Communities Child Protection and Family Support	Operating grant for delivering services	Education & Welfare	42,774	218,272	207,008	54,038	275,139	236,090	93,086
Department of Corrective Services	Operating grant for delivering services	Education & Welfare	2,734	13,870	16,604				
Department of Education , Employee & Workplace	Operating grant for delivering services	Education & Welfare							
Department of Education and Training	Operating grant for delivering services	Education & Welfare	15,146	4,396,925	4,409,833	2,238	745,354	695,608	51,984
Department of Environment Regulation	Operating grant for delivering services	Community Amenities					449,930	391,480	58,450
Department of Fire and Emergency Services	Operating grant for delivering services	Law, Order & Public Safety							
Department of Health	Operating grant for delivering services	Education & Welfare	86	1,739,237	1,684,325	54,998	1,930,564	1,829,994	155,569
Department of Infrastructure and Regional Development	Capital grant for roads contruction	Transport		1,961,436		1,961,436	3,754,058	3,714,532	2,000,962
Department of Local Government	Capital grant for park contruction	Other Property & Services					160,000		160,000
Department of local government, sport and cultural industries	Capital grant for park contruction	Other Property & Services					65,000	60,238	4,763
Department of Parks & Wildlife Community & Regional Parks	Operating grant for delivering services	Other Property & Services		100,000		100,000		6,535	93,465
Department of Social Services	Operating grant for delivering services	Education & Welfare	49,183	330,809	282,806	97,186	673,870	655,844	115,211
Department of Sports and Recreation	Operating grant for delivering services	Recreation & Culture					250,619	182,903	67,716
Department of Transport	Operating grant for coastal and adaptation study	Other Property & Services	125,615	176,237	232,708	69,144		20,496	48,648
Developer Contribution - Terranovis pty Ltd	Developer contribution for park construction	Other Property & Services					162,883		162,883
Disability Services Commission	Operating grant for delivering services	Education & Welfare		447,623	339,961	107,662	651,002	464,452	294,212
Disability Services Commisssion	Developer contribution for building construction	Education & Welfare	2,257		2,257				
Fremantle Ports	Operating grant for delivering services	Recreation & Culture	5,019	10,000	4,000	11,019	10,000	11,818	9,201
Government of Western Australia Mental Health Commission	Operating grant for delivering services	Education & Welfare					14,800	1,855	12,945
Healthway	Operating grant for delivering services	Education & Welfare		5,000	5,000				
Hope Community Services	Operating grant for delivering services	Education & Welfare		55,807	55,807				
Hope Community Services Incorporated	Operating grant for delivering services	Education & Welfare					111,614	96,593	15,021
Main Roads WA	Capital grant for roads contruction	Transport	1,618,415	2,887,801	4,210,019	296,197	1,580,106	1,467,708	408,594
Medicare Australia	Operating grant for delivering services	Education & Welfare							
Ngala and Parenting Research Centre	Operating grant for delivering services	Education & Welfare	1,111	7,920	7,559	1,471	13,200	6,617	8,054
Office Of Emergency Management	Operating grant for delivering services	Law, Order & Public Safety					59,000	53,250	5,750
Private contributions	Operating grant for delivering services	Education & Welfare	231,762	405,186	157,820	479,127	95,251	43,181	531,197
Public Transport Authority of WA	Capital grant for building contruction	Transport					49,966	13,202	36,764
South Lake Ottey Family and Community Centre	Operating grant for delivering services	Other Property & Services					54,580	51,892	2,688
State Emergency Management Committee	Operating grant for delivering services	Law, Order & Public Safety	11,156	25,000	34,833	1,323	-	-	1,323
State Natural Resource Management Office	Operating grant for delivering services	Other Property & Services	10,000		9,091	909	-	-	909
WA Local Government Association	Operating grant for delivering services	Transport		1,000		1,000	-	-	1,000
Western Australian Local Government Association (WALGA)	Capital grant for building contruction	Recreation & Culture	59,182	27,273	86,455		-	-	
		Grand Total	2,230,479	13,744,009	12,389,022	3,585,466	11,804,413	10,854,550	4,535,329

(1) - Grants/contributions recognised as revenue in a previous reporting period which were not expended at the close of the previous reporting period.

(2) - New grants/contributions which were recognised as revenues during the reporting period and which had not yet been fully expended in the manner specified by the contributor.

(3) - Grants/contributions which had been recognised as revenues in a previous reporting period or received in the current reporting period and which were expended in the current reporting period in the manner specified by the contributor.

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21. FINANCIAL RATIOS

	2018	2017	2016
Current Ratio	1.479	1.432	1.211
Asset Sustainability Ratio	0.705	1.442	1.399
Debt Service Cover Ratio	10.370	9.533	20.631
Operating Surplus Ratio	0.008	0.078	0.049
Own Source Revenue Coverage Ratio	0.957	0.971	1.003
Asset Consumption Ratio	0.691	0.689	0.714
Asset Renewal Funding Ratio	0.707	0.729	0.741

The above ratios are calculated as follows:

Current Ratio $\frac{\text{current assets minus restricted current assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$

Asset Sustainability Ratio $\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation expense}}$

Debt Service Cover Ratio $\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$

Operating Surplus Ratio $\frac{\text{operating revenue minus operating expense}}{\text{own source operating revenue}}$

Own Source Revenue Ratio $\frac{\text{own source operating revenue}}{\text{operating expense}}$

Asset Consumption Ratio $\frac{\text{depreciated replacement cost of depreciable assets}}{\text{current replacement cost of depreciated assets}}$

Asset Renewal Funding Ratio $\frac{\text{NPV of planned capital renewals over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$

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22. Information on Borrowings

Loan Repayments

				Principal Repayments		Principal 30 June 2018		Interest Repayments	
Particulars/Purpose	Principal 1 July 2017 $	Interest Rate	Maturity Date	Actual $	Budget $	Actual $	Budget $	Actual $	Budget $
Recreation & Culture									
To assist fund the Cockburn Central West development	22,500,000	2.96%	27 June 2026	2,500,000	2,500,000	20,000,000	20,000,000	726,777	816,699
Total	**22,500,000**			**2,500,000**	**2,500,000**	**20,000,000**	**20,000,000**	**726,777**	**816,699**

Unspent Loans

There is no unspent loans as at 30 June 2018.

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23a. Statement of Rating Information

	NON-MINIMUM					MINIMUMS					TOTALS			
2017/18	Qty	Rateable value $	Rate in $	Yield $	Budget 2017-2018	Qty	Rateable Value $	Amount $	Yield $	Budget 2017-2018	Qty	Rateable Value $	Yield $	Budget 2017-2018
GRV														
Improved Commercial/Industrial	2,586	380,979,080	0.0768300	29,270,623	29,270,623	208	1,631,016	757	157,456	157,456	2,794	382,610,096	29,428,079	29,428,079
Improved Commercial - Caravan Park	2	1,778,244	0.0997500	177,380	177,380	-	-	757	-	-	2	1,778,244	177,380	177,380
Improved Residential	29,025	665,593,858	0.0731900	48,714,827	48,714,827	12,089	192,628,750	1,303	15,751,967	15,751,967	41,114	858,222,608	64,466,794	64,466,794
Vacant	1,580	43,328,010	0.0866000	3,752,206	3,752,206	1,529	10,406,660	753	1,151,337	1,151,337	3,109	53,734,670	4,903,543	4,903,543
UV														
Rural Vacant Land	52	70,654,000	0.0039800	281,203	281,203	2	184,000	922	1,844	1,844	54	70,838,000	283,047	283,047
Rural General	224	180,042,100	0.0025800	464,509	464,509	11	1,483,763	922	10,142	10,142	235	181,525,863	474,651	474,651
Total Rates Levied	**33,469**	**1,342,375,292**		**82,660,748**	**82,660,748**	**13,839**	**206,334,189**		**17,072,746**	**17,072,746**	**47,308**	**1,548,709,481**	**99,733,494**	**99,733,494**
Interim Rates - GRV & UV													1,715,445	1,984,466
Rates Received in Advance													(37,636)	-
Residential Improved - Concessions				(1,811,191)									(1,811,191)	(1,736,510)
Total General Rates	**33,469**	**1,342,375,292**		**80,849,557**	**82,660,748**	**13,839**	**206,334,189**		**17,072,746**	**17,072,746**	**47,308**	**1,548,709,481**	**99,600,112**	**99,981,449**

	NON-MINIMUM					MINIMUMS					TOTALS			
2016/17	Qty	Rateable value $	Rate in $	Yield $	Budget 2016-2017	Qty	Rateable Value $	Amount $	Yield $	Budget 2016-2017	Qty	Rateable Value $	Yield $	Budget 2016-2017
GRV														
Improved Commercial/Industrial	2,445	196,647,518	0.0755000	14,846,888	14,823,920	210	1,432,033	744	156,240	156,240	2,655	198,079,551	15,003,128	14,980,160
Large Comm & Industrial - Improved	53	123,257,530	0.0805800	9,932,092	9,932,092			744			53	123,257,530	9,932,092	9,932,092
Jandakot Airport - Standard	1	15,391,137	0.0755000	1,162,031	1,162,031			744			1	15,391,137	1,162,031	1,162,031
Jandakot Airport - Major	1	25,416,000	0.0805800	2,048,021	2,048,021			744			1	25,416,000	2,048,021	2,048,021
Improved Commercial - Caravan Park	2	1,778,244	0.0950000	168,933	168,933	-		744	-	-	2	1,778,244	168,933	168,933
Improved Residential	27,694	629,618,828	0.0725000	45,647,365	45,612,066	11,861	184,144,548	1,281	15,193,941	15,215,718	39,555	813,763,376	60,841,308	60,827,783
Vacant	1,621	41,300,307	0.0939100	3,878,511	3,892,341	1,394	8,295,404	744	1,037,136	1,037,136	3,015	49,595,711	4,915,647	4,929,477
UV														
Rural Vacant Land	55	78,174,000	0.0039100	305,660	282,044	2	184,000	906	1,812	1,812	57	78,358,000	307,472	283,856
Rural General	260	211,502,100	0.0025300	535,100	544,790	15	2,560,763	906	13,590	9,966	275	214,062,863	548,690	554,756
Total Rates Levied	**32,132**	**1,323,085,664**		**78,524,602**	**78,466,238**	**13,482**	**196,616,748**		**16,402,719**	**16,420,872**	**45,614**	**1,519,702,412**	**94,927,323**	**94,887,109**
Interim Rates - GRV & UV													2,877,008	2,369,726
Rates Received in Advance													152,341	-
Residential Improved - Concessions				(1,619,510)									(1,619,510)	(1,556,835)
Total General Rates	**32,132**	**1,323,085,664**		**76,905,092**	**78,466,238**	**13,482**	**196,616,748**		**16,402,719**	**16,420,872**	**45,614**	**1,519,702,412**	**96,337,163**	**95,700,000**

23b. Specified Area Rates

2017/18	Rate in $	Basis of Rate	Qty	Rateable Value $	Yield $	Interim Rate Revenue $	Budget 2017-2018 $	Applied to Costs $	Budget Applied to Costs $
Port Coogee Special Maintenance	0.01221	GRV	807	26,161,700	319,434	39,481	274,000	358,915	206,342
Port Coogee Waterways	0.01221	GRV	54	3,845,100	46,949	1,383	56,000	48,332	79,742
Cockburn Coast Maintenance	0.01221	GRV	-	-	-	896	-	896	-
Total Specified Area Rates			**861**	**30,006,800**	**366,383**	**41,760**	**330,000**	**408,143**	**286,084**

2016/17	Rate in $	Basis of Rate	Qty	Rateable Value $	Yield $	Interim Rate Revenue $	Budget 2017-2018 $	Applied to Costs $	Budget Applied to Costs $
Port Coogee Special Maintenance	0.012	GRV	770	21,907,640	262,892	10,594	274,000	273,485	175,919
Port Coogee Waterways	0.012	GRV	56	4,106,800	49,282	(9,831)	56,000	39,451	56,000
Total Specified Area Rates			**826**	**26,014,440**	**312,173**	**763**	**330,000**	**312,936**	**231,919**

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24. Interest Charges, Administration Fees and Instalments

	Interest Rate	Admin Fee	**Actual 2017/18**	Actual 2016/17
	%	$	**$**	$
Administration Fee		5.00	241,853	270,113
Penalty Interest	7.00	-	231,312	229,449
Instalment Interest	3.50	-	422,033	349,316
			895,198	**848,878**

Payment by Instalments

Council offered instalment payment options of either two or four payments. The first instalment (inclusive of any arrears) had to be paid in full by the due date. Failure to pay the first instalment by the due date resulted in the forfeiture of the instalment payment option. Ratepayers had the following options for paying their rates:

(a) Pay in full by 2 September 2017

(b) Pay in four instalments due:

1. 25 August 2017
2. 27 October 2017
3. 5 January 2018
4. 9 March 2018

Administration Fees

The Rates Instalment Fee is $5 per instalment.

Special Payment Arrangements

Ratepayers who were unable to pay their account in full or according to the instalment plans offered were able to make special payment arrangements to extinguish their debt. Penalty interest was applied at the rate of 7% to any outstanding balance.

Instalment Interest

The Local Government Act allows for interest to be charged on overdue amounts. The Council charged interest at the rate of 3.5% on outstanding rates for the year under review. This charge covered the opportunity cost of lost income on investment that would otherwise be received had the instalment options not been exercised. The maximum rate of interest allowed to be imposed on outstanding amounts under S6.45(4)(e) of the Local Government Act is 5.5%

Penalty Interest - Rates

Penalty interest was levied where payment in full or the first instalment was not received within thirty-five days of the issue of the rate notice. The rate charged was 7% on the daily balance. The maximum rate of interest allowed to be imposed on overdue rates and service charges under S6.51(1) of the Local Government Act is 11%.

Penalty Interest - FESA

The Minister for Emergency Services deemed the penalty interest rate for 2017/18 to be 7% on outstanding balances. Interest was levied where payment in full or the first instalment was not received within thirty-five days of the issue of the rate notice.

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25. GRANT REVENUE

	Actual 2017/18	Budget 2017/18	Actual 2016/17
	$	$	$
Grants, subsidies and contributions are included as operating revenues in the Statement of Comprehensive Income:			
By Nature or Type:			
Operating Grants, Subisidies and Contributions	12,800,692	11,382,351	13,752,463
Non-Operating Grants, Subsidies and Contributions	11,455,693	11,336,931	11,063,443
	24,256,385	**22,719,282**	**24,815,906**
By Program:			
General Purpose Funding	7,058,056	7,180,091	9,901,179
Governance	601,319	80,000	2,202,389
Law Order & Public Safety	298,023	250,730	972,425
Recreation & Culture	10,995,485	9,563,087	6,951,752
Transport	5,303,502	5,645,374	4,788,161
	24,256,385	**22,719,282**	**24,815,906**

26. Fees and Charges

	Actual 2017/18	Actual 2016/17
	$	$
General Purpose Funding	444,674	778,231
Governance	11,830	18,586
Law Order & Public Safety	546,800	651,096
Health	307,069	303,848
Education & Welfare	1,576,171	1,480,154
Community Amenities	9,780,262	9,907,490
Recreation & Culture	11,472,294	3,767,169
Transport	223,806	217,574
Economic Services	1,813,712	2,039,149
Other Property & Services	2,524,127	3,189,998
	28,700,746	22,353,295

27. Number of Employees

	Actual 2017/18	Actual 2016/17
	No.	No.
Number of full-time equivalent (FTE) employees as at balance date:	478	497

28. Superannuation

	Actual 2017/18	Actual 2016/17
	$	$
Contributory	713,769	708,621
S.G. Occupational	4,681,399	4,303,471
	5,395,169	**5,012,092**

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29. Financial Risk Management

Council's activities expose it to a variety of financial risks including price risk, credit risk, liquidity risk and interest rate risk. The Council's overall risk management focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Council.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council.

	Carrying Value		Est. Fair Value	
	Actual 2017/18	Actual 2016/17	**Actual 2017/18**	Actual 2016/17
	$	$	$	$
Financial Assets				
Cash and cash equivalents	138,691,393	113,819,242	138,691,393	113,819,242
Held-to-maturity investments	1,021,816	4,920,136	1,021,816	4,920,136
Available for Sale Financial Assets	123,734	123,808	123,734	123,808
Receivables *	8,672,483	8,517,248	8,672,483	8,517,248
	148,509,426	127,380,433	148,509,426	127,380,433
Financial Liabilities				
Borrowings	20,000,000	22,500,000	15,713,388	17,250,175
Payables *	9,294,215	9,338,484	9,294,215	9,338,484
	29,294,215	31,838,484	25,007,602	26,588,659

* The amount excludes the GST receivable from/payable to ATO (statutory receivable/payable)

Fair value is determined as follows:

- Cash and Cash Equivalents, Receivables, Payables – estimated to the carrying value which approximates net market value.
- Borrowings, Held-to-Maturity Investments – estimated future cash flows discounted by the current market interest rates applicable to assets and liabilities with similar risk profiles.
- Available for sale financial assets - estimated to the carrying value which is based on independent valuation.

(a) Cash & Cash Equivalents

Financial assets at fair value through profit or loss

Council's objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital. The finance area manages the cash and investments portfolio with the assistance of independent advisers. Council has an investment policy and the policy is subject to review by Council.

The major risk associated with investments is price risk – the risk that the capital value of investments may fluctuate due to changes in market prices, whether these changes are caused by factors specific to individual financial instruments of their issuers or factors affecting similar instruments traded in a market.

Cash and investments are also subject to interest rate risk – the risk that movements in interest rates could affect returns.

Another risk associated with cash and investments is credit risk – the risk that a contracting entity will not complete its obligations under a financial instrument resulting in a financial loss to Council.

Council also seeks advice from an independent adviser before placing any cash and investments.

	Actual 2017/18	Actual 2016/17
Impact of a 10% movement in price of investments:	$	$
- Equity	102,182	492,014
- Statement of Comprehensive Income	102,182	492,014
Impact of a 1% movement in interest rates on cash and investments:		
- Equity	1,398,369	1,315,379
- Statement of Comprehensive Income	1,398,369	1,315,379

(b) Receivables

Council's major receivables comprise rates and annual charges and user charges and fees. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. Council manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of Council to recover these debts as a secured charge over the land – that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

Council makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

There are no material receivables that have been subject to a re-negotiation of repayment terms.

Ageing Analysis of Receivable

	Carrying Amount	Not Past due & not impaired	Up to 1 Month	1 - 3 Months	3 Months to 1 Year	1 - 5 Years	More than 5 Years
	$	$	$	$	$	$	$
2017/18							
Receivables*	8,672,483	3,349,448	1,450,482	271,826	2,630,482	970,245	-
	8,672,483	3,349,448	1,450,482	271,826	2,630,482	970,245	-

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29. Financial Risk Management

2016/17							
Receivables*	8,517,248	1,975,001	1,985,875	852,670	2,845,044	858,657	-
	8,517,248	1,975,001	1,985,875	852,670	2,845,044	858,657	-

* The amount of receivables excludes the GST recoverable from the ATO (statutory receivable)

(c) Payables & Borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. Council manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer.

	Due within 1 year $	Due between 1 & 5 years $	Due after 5 years $	Total contractual cash flows $	Carrying values $
2017/18					
Borrowings	2,500,000	10,000,000	7,500,000	24,578,000	20,000,000
Payables*	9,294,215	-	-	9,294,215	9,294,215
	11,794,215	10,000,000	7,500,000	33,872,215	29,294,215
2016/17					
Borrowings	2,500,000	10,000,000	10,000,000	27,159,750	22,500,000
Payables*	9,338,484	-	-	9,338,484	9,338,484
	11,838,484	10,000,000	10,000,000	36,498,234	31,838,484

* The amount of payables excludes the GST payable to the ATO (statutory payable)

(d) Liquidity Risk and Interest Rate Risk Exposure

The following table summarises the liquidity risk and interest rate risk for the City, together with the effective interest rates as at 30th June 2018.

Interest Rate Exposure

2017/18	Weighted Average Effective Interest Rate %	Carrying Amount $	Fixed Interest Rate $	Variable Interest Rate $	Non-Interest Bearing $	Nominal Amount $
Financial Assets						
Cash & Cash Equivalents	2.69	138,691,393	137,900,000	791,393	-	138,691,393
Direct Securities	2.49	1,021,816	1,021,816	-	-	1,021,816
Available for sale Financial Asset		123,734	-	-	123,734	123,734
Receivables	2.72	8,672,483	-	958,125	7,714,358	8,672,483
Total		**148,509,426**	**138,921,816**	**1,749,518**	**7,838,092**	**148,509,426**
Financial Liabilities						
Borrowings	3.69	20,000,000	20,000,000	-	-	20,000,000
Accounts Payable		9,294,215	-	-	9,294,215	9,294,215
Deposits/Bonds	1.50	-	-	-	-	-
Total		**29,294,215**	**20,000,000**	**-**	**9,294,215**	**29,294,215**

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29. Financial Risk Management

2017/18	Carrying Amount	Maturity Dates: Up to 1 month	1 - 3 Months	3 Months to 1 Year	More than 1 Year
	$	$	$	$	$
Financial Assets					
Cash & Cash Equivalents	138,691,393	14,267,295	32,866,238	91,557,860	-
Direct Securities	1,021,816	-	-	-	1,021,816
Available for sale Financial Asset	123,734	-	-	-	123,734
Receivables	8,672,483	8,672,483	-	-	-
Total	**148,509,426**	**22,939,778**	**32,866,238**	**91,557,860**	**1,145,550**
Financial Liabilities					
Borrowings	20,000,000	-	-	2,500,000	17,500,000
Accounts Payable	9,294,215	6,314,389	1,611,202	991,659	376,965
Deposits/Bonds	-	-	-	-	-
Total	**29,294,215**	**6,314,389**	**1,611,202**	**3,491,659**	**17,876,965**

The following table provides comparatives as at 30th June 2017:

2016/17	Weighted Average Effective Interest Rate	Carrying Amount	Interest Rate Exposure: Fixed Interest Rate	Variable Interest Rate	Non-Interest Bearing	Nominal Amount
	%	$	$	$	$	$
Financial Assets						
Cash & Cash Equivalents	2.90	113,819,242	110,900,000	2,919,242	-	113,819,242
Direct Securities	2.61	4,920,136	1,078,644	-	3,841,492	4,920,136
Available for sale Financial Asset		123,808	-	-	123,808	123,808
Receivables	2.48	8,517,248	-	858,657	7,658,590	8,517,248
Total		**127,380,433**	**111,978,644**	**3,777,899**	**11,623,890**	**127,380,433**
Financial Liabilities						
Borrowings	3.66	22,500,000	22,500,000	-	-	22,500,000
Accounts Payable		9,338,484	-	-	9,338,484	9,338,484
Deposits/Bonds	1.50	-	-	-	-	-
Total		**31,838,484**	**22,500,000**	**-**	**9,338,484**	**31,838,484**

2016/17	Carrying Amount	Maturity Dates: Up to 1 month	1 - 3 Months	3 Months to 1 Year	More than 1 Year
	$	$	$	$	$
Financial Assets					
Cash & Cash Equivalents	113,819,242	2,919,242	-	-	-
Direct Securities	4,920,136	-	-	3,841,492	1,078,644
Available for sale Financial Asset	123,808	12,307,089	45,113,382	55,056,369	-
Receivables	8,517,248	8,517,248	-	-	-
Total	**127,380,433**	**23,743,578**	**45,113,382**	**58,897,861**	**1,078,644**
Financial Liabilities					
Borrowings	22,500,000	-	-	2,500,000	20,000,000
Accounts Payable	9,338,484	6,663,244	2,078,647	- 933	597,526
Deposits/Bonds	-	-	-	-	-
Total	**31,838,484**	**6,663,244**	**2,078,647**	**2,499,067**	**20,597,526**

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30. Elected Members Remuneration

	Actual 2017/18	Budget 2017/18	Actual 2016/17
	$	$	$
The following fees, expenses and allowances were paid to councillors and the mayor:			
Meeting Fees	320,437	329,318	336,490
Vehicle Mileage Claims	8,106	10,000	11,853
Mayoral/Deputy Mayoral Allowances	111,115	111,080	103,675
Communication Expenses	42,129	35,000	37,955
	481,787	**485,398**	**489,973**

31. Economic Dependency

A significant portion of Council's revenue is received by way of grants from the State and Federal Government.

	Actual 2017/18	Budget 2017/18	Actual 2016/17
	$	$	$
The total of grant revenue from Government sources	24,256,385	22,719,282	24,815,906

32. Events after the Reporting Date

There are no matters or circumstances that have arisen since the end of the year that have significantly affected or may significantly affect either:
- the City's operations in future financial years
- the results of those operations in future financial years; or
- the City's state of affairs in future financial years.

33. Major Land Transactions

The City did not participate in any major land transactions during the 2017/18 financial year.

34. Trading Undertakings and Major Trading Undertakings

The City did not participate in any trading undertakings or major trading undertakings during the 2017/18 financial year.

35. Trust Funds

Funds held at balance date over which the City has no control and which are not included in the financial statements are as follows

	Opening Balance 1 July 2017	Amounts Received	Amounts Paid	Closing Balance 30 June 2018
	$	$	$	$
Bonds and Deposits	5,385,113	1,998,629	(1,549,298)	5,834,444
Public Open Space	5,845,276	661,375	(501,739)	6,004,913
	11,230,389	2,660,004	(2,051,037)	11,839,357

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Note 36 – Fair Value Measurement

The City of Cockburn measures the following assets at fair value on a recurring basis after initial recognition:

Available for sale financial asset
Land and Buildings
Plant & Machinery
Computer Equipment
Furniture and Equipment
Roads
Footpaths
Drainage
Landfill Infrastructure
Parks Equipment
Marina Infrastructure

The following table provides the fair values of the City of Cockburn's assets measured and recognized on a recurring basis after initial recognition and their categorization within the fair value hierarchy:

Recurring Fair Value Measurements

Non-Financial Assets - 30 June	Note	**Level 1** ($)	**Level 2** ($)	**Level 3** ($)	**Total** ($)
Land	9(b)	-	84,111,627	-	84,111,627
Buildings	9(b)	-	-	215,120,020	215,120,020
Furniture and Equipment	9(b)	-	-	2,147,807	2,147,807
Computer Equipment	9(b)	-	-	4,153,841	4,153,841
Plant & Machinery	9(b)	-	14,873,074	-	14,873,074
Roads	10(b)	-	-	366,263,283	366,263,283
Footpaths	10(b)	-	-	41,867,605	41,867,605
Drainage	10(b)	-	-	211,708,027	211,708,027
Landfill Infrastructure	10(b)	-	-	20,791,575	20,791,575
Parks Equipment	10(b)	-	-	55,310,434	55,310,434
Port Coogee Marina	10(b)	-	-	50,716,627	50,716,627
Total		**-**	**98,984,701**	**968,079,219**	**1,067,063,920**

Non-Financial Assets - 30 June 2017	Note	**Level 1** ($)	**Level 2** ($)	**Level 3** ($)	**Total** ($)
Land	9(b)	-	82,632,800	-	82,632,800
Buildings	9(b)	-		217,312,861	217,312,861
Furniture and Equipment	9(b)	-	-	1,870,689	1,870,689
Computer Equipment	9(b)	-	-	598,759	598,759
Plant & Machinery	9(b)	-	15,302,627	-	15,302,627
Roads	10(b)	-	-	351,679,674	351,679,674
Footpaths	10(b)	-	-	41,062,238	41,062,238
Drainage	10(b)	-	-	204,129,170	204,129,170
Landfill Infrastructure	10(b)	-	-	21,769,439	21,769,439
Parks Equipment	10(b)	-	-	46,204,658	46,204,658
Port Coogee Marina Infrastructure	10(b)	-	-	51,662,441	51,662,441
Total		**-**	**97,935,427**	**936,289,929**	**1,034,225,356**

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36 (a). Transfers Policy

The policy of the City of Cockburn is to recognise transfers into and transfers out of the fair value hierarchy levels as at the end of the reporting period. There was a transfer of Level 3 for recurring fair value measurements during the year.

36 (b). Highest and Best Use

All assets have been valued at their highest and best use, that being their current use.

36 (c). Valuation techniques used to derive fair values:

The fair values of financial and non-financial assets that are not traded in an active market are determined using valuation techniques. These valuation techniques maximise the use of observable data where it is available and rely as little as possible on entity specific estimates. If all significant inputs required to fair value an asset are observable, the asset is included in level 2. If one or more of the significant inputs is not based on observable market data, the asset is included in level 3. This is the case for Council specialised buildings assets, which are of a specialist nature and where there is no active market for the assets.

The following table summarises the valuation inputs and techniques used to determine the fair value for each asset class.

Asset	Level of Valuation Input	Fair Value at 30 June 2018 ($)	Valuation Technique(s)	Inputs Used
Land	2	84,111,627	Market Approach	Price per square metre
Buildings	3	215,120,020	Market Approach Cost Approach	Estimates of residual value, useful life, pattern of consumption and asset condition and relationship to the assessed level of remaining service potential of the depreciable amount.
Furniture & Equipment	3	2,147,807	Cost Approach	Estimates of residual value, useful life, pattern of consumption and asset condition and relationship to the assessed level of remaining service potential of the depreciable amount
Computers & Equipment	3	4,153,841	Cost Approach	Make, size, year of manufacture and condition
Plant & Machinery	2	14,873,074	Market Approach	Make, size, year of manufacture and condition
Roads	3	366,263,283	Cost Approach	Estimates of residual value, useful life, pattern of consumption and asset condition and relationship to the assessed level of remaining service potential of the depreciable amount
Footpaths	3	41,867,605	Cost Approach	Estimates of residual value, useful life, pattern of consumption and asset condition and relationship to the assessed level of remaining service potential of the depreciable amount
Drainage	3	211,708,027	Cost Approach	Estimates of residual value, useful life, pattern of consumption and asset condition and relationship to the assessed level of remaining service potential of the depreciable amount

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Asset	Level of Valuation Input	Fair Value at 30 June 2018 ($)	Valuation Technique(s)	Inputs Used
Landfill	3	20,791,575	Cost Approach	Estimates of residual value, useful life, pattern of consumption and asset condition and relationship to the assessed level of remaining service potential of the depreciable amount
Parks Equipment	3	55,310,434	Cost Approach	Estimates of residual value, useful life, pattern of consumption and asset condition and relationship to the assessed level of remaining service potential of the depreciable amount
Port Coogee Marina Infrastructure	3	50,716,627	Cost Approach	Estimates of residual value, useful life, pattern of consumption and asset condition and relationship to the assessed level of remaining service potential of the depreciable amount
Total		**1,067,063,920**		

Recurring Fair Value Measurements

The City's Infrastructure assets were revalued as at 30 June 2018 by Management Valuation. These were valued on the basis that the entity intended to retain these assets for a continuous use for the purposes of the enterprise and for the foreseeable future. The management had regard to assessing the value of the assets in their existing use and ensuring the highest and best use, noting that the current use of an asset is presumed to be its highest and best use unless market or other factors suggest a different use would maximise its value.

The following methods were used to determine the fair value measurements.

Land

Where there is an active and liquid market as evidenced by sales transactions of similar property types, a Market Approach by way of Direct Comparison or Income methods can be utilised, and are accepted valuation methodologies under AASB13. If a Market Approach is adopted, the valuation is deemed to be a Level 2 input.

Direct Comparison method which is considered a Level 2 input on the Fair Value Hierarchy, involves the analysis of sales evidence and comparisons with the subject land taking into account matters such as area, location and other general site characteristics. We note the Direct Comparison approach has been utilised in our assessment for all Land Assets, however the fair value measurement has been either a Level 2 or 3, depending on assumptions as to:
- Whether the land is subject to restrictions as to use and/or sale;
- Whether there is no active market.

If these assumptions apply to the land, we have measured the expected Fair Value as a Level 3. However if an active market could be established and there were no unreasonable restrictions as to use and/or sale, we have deemed the measurement to be a Level 2. Land carrying a Community or Park Recreation zoning, land that is utilised for Community uses (and not zoned 'Community'), access strips, or due to its general characteristics land that has no observable active market, have been assessed as a Level 3.

The valuation techniques used to measure fair value maximised the use of observable data where it was available and relied as little as possible on entity specifics. The disclosure of valuation estimates is designed to provide users with an insight into the judgements that have been made in the determination of fair values.

For assets valued under Level 3, the unobservable input is the rate per square metre applied to the asset.

Buildings

Where there is an active and liquid market as evidenced by sales transactions of similar property types, the Market

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Approach by Direct Comparison, Income or Summation methods can be utilised, and is an accepted valuation methodology under AASB13. If a Market Approach is adopted, the building valuation is deemed to be a Level 2 input.

Direct Comparison and Summation methods involve the analysis of sales evidence and comparisons with the subject taking into account matters such as method of construction, size, condition, age, land area and location. The land value is subtracted from the Market Value of the property to measure the asset Fair Value.

The Income approach is applied to income producing properties and includes the capitalisation of net income method, or for multi-income stream assets, a discounted cash flow approach. The capitalisation method involves capitalising the estimated net income of the property at an appropriate capitalisation rate (net yield) that has been determined through the analysis of sales evidence.

Due to the predominantly specialised nature of Local Government Assets, most of the buildings valuations have been undertaken on a Cost Approach (Depreciated Replacement Cost) valuation, an accepted valuation methodology under AASB13. The cost approach is deemed a Level 3 Input. Under this approach, the following process has been adopted:

- Where there is no depth of market as determined for the Council assets, the net current value of an asset is the gross current value less accumulated depreciation to reflect the consumed or expired service potential of the asset. Published/available market data for recent projects, and/or published cost guides are utilised to determine the estimated replacement cost (gross value) of the asset, including allowances for preliminaries and professional fees. This is considered a Level 2 input.
- A condition assessment is applied, which is based on factors such as the age of the asset, overall condition as noted by the Valuer during inspection, economic and/or functional obsolescence. The condition assessment directly translates to the level of depreciation applied. The conditions assessed are considered a Level 3 input.
- In determining the level of accumulated depreciation, in some instances residual values have been factored into the calculations, which is the value at the time the asset, is considered to be no longer available. The residual values applied are considered a Level 3 input.

While the replacement cost of the assets could be supported by market supplied evidence (level 2), the other unobservable inputs (such as estimates of residual value, useful life, and asset condition) were also required (level 3).

Landfill Infrastructure

Where there is an active and liquid market as evidenced by sales transactions of similar property types, the Market Approach by Direct Comparison, Income or Summation methods can be utilised, and is an accepted valuation methodology under AASB13. If a Market Approach is adopted, the asset valuation is deemed to be a Level 2 input.
The Fair Value should represent the highest and best use of the asset, i.e. the use of the asset that is physically possible, legally permissible, financially feasible, and which results in the highest value. Opportunities that are not available to the agency or entity are not considered. In this case we have assumed the current use is the highest and best use due to the specialist nature of the assets.
Due to the predominantly specialised nature of Local Government Assets, the landfill valuations have been undertaken on a Cost Approach (Depreciated Replacement Cost), an accepted valuation methodology under AASB13. The cost approach is deemed a Level 3 Input. Under this approach, the following process has been adopted:

- Where there is no depth of market as determined for the Council assets, the net current value of an asset is the gross current value less accumulated depreciation to reflect the consumed or expired service potential of the asset. Published/available market data for recent projects, and/or published cost guides are utilised to determine the estimated replacement cost (gross value) of the asset, including allowances for preliminaries and professional fees. This is considered a Level 2 input.
- A condition assessment is applied, which is based on factors such as the age of the asset, overall condition, economic and/or functional obsolescence. The condition assessment directly translates to the level of depreciation applied. The conditions assessed are considered a Level 3 input.
- In determining the level of accumulated depreciation for major assets, we have disaggregated into significant components which exhibit different patterns of consumption (useful lives). Residual value is also factored which is the value at the time the asset is considered to be no longer available. The condition assessment is applied on a component basis.
- While the replacement cost of the assets could be supported by market supplied evidence (level 2), the other

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unobservable inputs (such as estimates of residual value, useful life, and asset condition) were also required (level 3).

The valuation techniques used in the determination of fair values maximise the use of observable data where it is available and relies as little as possible on entity specifics.

The landfill infrastructure assets were segregated into Storage, Monitoring, Water Supply, Fixed Plant, Plant & Equipment and Site works; Water supply and Site works assets were further componentized. Unit rates and lump sums were applied based on similar recent project costs, unit rate databases, indices, Rawlinson's Construction Handbook and quotations, these rates were reviewed by council staff. Raw Costs were increased up to 27% depending on project complexity to allow for project overheads including survey, environmental and investigation costs, engineering design, planning and project management.

A site inspection was carried out as part of the valuation process. However none of the sub-surface assets were inspected due to their inaccessible nature.

Plant & Machinery, Computer Equipment and Furniture & Equipment

These classes of assets were revalued in June 2016 through a management review in order to comply with the mandatory requirements of Reg. 17A of the Local Government (Financial Management) Regulations. The additions since that time are shown at cost and given their level of currency, it is deemed the written down values approximate fair values.
Plant and Machinery assets are generally valued using the market approach based on comparable sales and relevant industry market price reference guides, and have been classified as being valued at Level 2 of the fair value hierarchy. The most significant inputs into this valuation approach are the make, size, year of manufacture and condition.
Level 3 valuation inputs were used to determine the fair value of the City's furniture and equipment. The valuation methodology was determined having regard to the lack of a market and sales evidence, and the level of specialisation of the assets.

Infrastructure Assets (Roads, Footpaths, Drainage, Signs, and Lighting & Fences)

In accordance with AASB13 and legislative requirements, the City carried out internal management revaluations of its Roads, Footpaths, Drainage, Signs, and Lighting & Fences infrastructure assets as at 30 June 2018. These valuations were completed using the Cost Approach (Depreciated Replacement Cost), an accepted valuation methodology under AASB13. The cost approach is deemed a Level 3 Input.

The valuations were coordinated, developed and prepared in-house and formed by establishing unit rates for infrastructure replacement that consider labour, overhead costs and materials.

The unit rates are agreed by reviewing multiple sources as outlined below:

- Current contract rates from the City of Cockburn's contract management system.
- Internal knowledge from key operational stakeholders.
- Current charge out rates for internal labour activities.
- Rawlinson Construction workbook 2014.

The Condition profile of the City's infrastructure assets is measured using a 1 to 5 rating. This rating affects the remaining life of the asset and has been considered in preparing the valuations.

Road surface and footpath data is considered to have an accuracy level of 95% and all roads and footpaths have been segmented from intersection to intersection. The data recorded against each section includes surface area, surface type, date of construction and condition. The City undertook a full road surface and footpath condition assessment audit with Opus during late 2016.

Data is held for all storm water drainage assets including pits, pipes and sumps, and the pit type, pipe material and length and sump size and material. Where the construction year is unknown, this was assumed to be the same year as the road construction date. The data held for the storm water infrastructure is considered to have 85% accuracy. To improve this accuracy level and to validate the City's database an audit of the City's pits and pipes storm water assets

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was commissioned in 2013 and was completed within two years. A condition assessment audit of the entire sump fencing was undertaken in 2012 by the Asset Services team, which also clarified any uncertainty of the material types. Sump fencing was included in the revaluation of Fences.

Marina Infrastructure & Parks Equipment.

The Marina Infrastructure was revalued by AssetVal in 2016. The Infrastructure asset is due to be revalued along with Landfill Infrastructure, Land and Building revaluation in 2019/20.

The City will perform a formal Audit on all Parks Hard Equipment in 2018/19.

36 (d) Disclosed Fair Value Measurements

The following assets and liabilities are not measured at fair value in the statement of financial position, but their fair values are discloses in the notes:

- Borrowings
The following table provides the level of fair value hierarchy within which the disclosed fair value measurements are categorised in their entirety and a description of the valuation technique(s) and inputs used:

Description	Note	Fair Value Hierarchy Level	Valuation Technique(s)	Inputs Used
Liabilities				
Borrowings	12(b)	2	Income approach using discounted cash flow methodology	Current commercial borrowing rates for similar instruments

There has been no change in the valuation technique(s) used to calculate the fair values disclosed in the notes to the financial statements.

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NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

37. Related Party Transaction

Key Management Personnel (KMP) Compensation Disclosure

	Actual 2017/18	Actual 2016/17
The total remuneration for KMP of the City during the year are as follows:		
Short-term employee benefits	1,314,040	1,790,243
Post-employment benefits	112,078	159,432
Other long-term benefits	327,429	313,136
	1,753,547	**2,262,811**

Short-Term Employee Benefits

These amounts include all salary, fringe benefits and cash bonuses awarded to KMP except for details in respect of fees and benefits paid to elected members may be found at note 30.

Post-Employment Benefits

These amounts are the current-year's cost of providing for the City's superannuation contributions made during the year.

Other Long-Term Benefits

These amounts represent annual leave and long service benefits accruing during the year.

Related Parties

The City's main related parties are as follows:

i. Key Management Personnel

Any person(s) having authority and responsibility for planning, direct and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.

ii. Entities Subject to Significant Influence by the City

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

iii. Joint Venture Arrangements Accounted for Under the Equity Method

The interest in the joint venture arrangements is accounted for in these financial statements using the equity method of accounting. For details of interests held in joint venture arrangements, refer to Note 17.

Transactions with Related Parties

Transactions between related parties are on normal commercial terms and conditions no more favourable than those available to other parties unless otherwise stated. The following transactions occurred with related parties:

	Actual 2017/18	Actual 2016/17
Associated Companies/Individuals:		
Sale of goods and services	-	-
Purchase of goods and services	-	-
Joint Venture Entities:		
Waste disposal payments made to Southern Metropolitan Regional Council	6,420,874	7,637,856
Amounts Outstanding from Related Parties:		
Trade and other receivables	-	-
Loans to associated entities	-	-
Loans to key management personnel	-	-
Amounts Payable to Related Parties:		
Trade and other payables	-	-
Loans from associated entities	-	-

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38. Opening & Closing Funds used in the Rate Setting Statement

	2017/18 (30 June 2018 Carried Forward) $	2017/18 (1 July 2017 Brought Forward) $	2016/17 (30 June 2017 Carried Forward) $
Surplus/(Deficit) - Rate Setting Statement	11,967,494	6,643,985	6,643,985
Comprises:			
Cash and Cash Equivalents	138,691,393	115,396,082	115,396,082
Financial Assets - Current	-	3,841,492	3,841,492
Trade & Other Receivables	8,240,088	6,894,909	6,894,909
Other Assets	282,233	911,565	911,565
Inventories	35,600	21,782	21,782
	147,249,315	127,065,830	127,065,830
Less:			
Trade & Other Payables	(10,516,264)	(9,381,006)	(9,381,006)
Provisions	(6,730,946)	(6,596,413)	(6,596,413)
	(17,247,210)	(15,977,419)	(15,977,419)
Net Current Assets	130,002,105	111,088,411	111,088,411
Less:			
Restricted Financial Assets - Reserve Funds	(110,905,097)	(97,962,610)	(97,962,610)
Committed Financial Assets (unspent grants & contributions)	(8,151,330)	(7,560,460)	(7,560,460)
	(119,056,427)	(105,523,070)	(105,523,070)
Add:			
Restricted Financial Assets held in Non Current Investments	1,021,816	1,078,644	1,078,644
Surplus/(Deficit)	11,967,494	6,643,985	6,643,985

Difference:

There was no difference between the Surplus/(Deficit) 1 July 2017 Brought Forward position used in the 2018 audited financial report and the Surplus/(Deficit) Carried Forward position as disclosed in the 2017 audited financial report.

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MACRI PARTNERS

Certified Practising Accountants

City of Cockburn

External Audit Plan
For the Year Ending 30 June 2018

11 May 2018

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1. Purpose of the Audit

The purpose of this audit plan is to summarise our external audit approach in relation to the statutory audit of the City of Cockburn for the financial year ending 30 June 2018.

Our Audit Plan has been prepared to inform the officers and the Audit Committee of the City of Cockburn about our responsibilities as external auditors and how we plan to discharge them.

The plan focuses on:

- Documenting our audit approach, including:
  - audit process;
  - approach to auditing key financial statement risk issues; and
  - completion;
- Presenting our audit engagement team;
- Highlighting relevant independence and governance matters;
- Providing a preliminary assessment of timing;

Our audit approach is focused on assessing and responding to the risk of misstatement in the financial statements.

We are committed to audit quality and the requirements of independence based on Macri Partners' and the accounting profession's strict rules and policies. We have made our initial assessment of potential threats to independence and have adopted appropriately robust safeguards to address those risks and protect independence.

2. Scope of the Audit

We have been contracted by the Office of the Auditor General to conduct an independent audit of the financial report in order to enable the Auditor General to express an opinion on the financial report to the ratepayers of the City of Cockburn.

Our audit will be conducted in accordance with Australian Auditing Standards with the objective of reducing the level of material misstatement in the financial statements to an acceptably low level. These standards have been fully updated and revised to improve their clarity and in some cases this is accompanied by additional audit requirements. We are required to comply with them for the audit of the 2017/18 financial report.

We plan and perform our audit to be able to provide reasonable assurance that the financial report is free from material misstatement and give a true and fair view. We use professional judgement to assess what is material. This includes consideration of the amount and nature of transactions.

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3. Financial Reporting Responsibilities

Management	External Audit	Audit Committee
• Prepare annual financial report and notes in accordance with Australian Accounting Standards, Local Government Act 1995 (as amended) and Regulations under the Act • Design, implement and maintain effective internal control over financial reporting processes • Risk management • Exercise sound judgement in selecting and applying critical accounting policies • Safeguard assets • Prevent, detect and correct errors • Prevent and detect fraud • Provide representations to external auditors • Assess quantitative and qualitative impact of misstatements discovered during the audit on fair presentation of the financial report • Confirm the effective operations of financial reporting controls and disclosures in the annual financial report	• Conduct audit in accordance with professional standards and applicable financial reporting framework (i.e. Auditing Standards and Australian Accounting Standards) • Express an opinion on whether the annual financial report presents a true and fair view in accordance with Australian Accounting Standards, Local Government Act 1995 (as amended) and Regulations under the Act • Plan and perform the audit to obtain reasonable assurance (not absolute assurance) as to whether the accounts are free of material misstatements, whether caused by error or fraud • Maintain audit independence	• Create a culture of honesty and ethical behaviour; set the proper tone and emphasise fraud prevention • Oversee management, including ensuring that management establishes and maintains internal control to provide reasonable assurance regarding integrity and reliability of financial reporting • Oversee management activities which ensure appropriate risk management and controls are in place for monitoring risk and compliance with policies, procedures and laws • Review the Council's performance • Liaise with the external auditors to facilitate external audit • Review annual financial report and recommend approval to the Council

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4. Audit Approach

Our objective is to provide an independent auditor's opinion on the financial report of the City of Cockburn for the year ending 30 June 2018. Our audit methodology is split into two stages and is applied uniquely to City of Cockburn's circumstances. It involves the following activities.

STAGE 1

Planning (Interim Audit Phase)

- Perform risk assessment procedures & identify risks
- Determine audit strategy
- Determine planned audit approach
- Understand and evaluate the overall control environment

→ External audit plan

Control evaluation (Interim Audit Phase)

- Understand accounting and reporting activities
- Evaluate and test selected controls over key financial systems
- Review the internal audit function
- Review progress on critical accounting matters

→ Financial reporting controls; Interim Audit Management letter

STAGE 2

Substantive testing (Final Audit Phase)

- Plan and perform substantive procedures
- Conclude on critical accounting matters
- Identify audit adjustments
- Consider if audit evidence is sufficient and appropriate

→ Summary of audit differences

Completion (Final Audit Phase)

- Perform completion procedures & overall evaluation
- Obtain management representations
- Report matters of governance interest
- Form our audit opinion

→ Audit opinion; Management letter (if applicable)

Our audit procedures will focus on those areas of the City of Cockburn's activities that are considered to represent the key audit risks identified in our planning memorandum and through discussions with management and the Audit Committee during the course of our audit.

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Internal Control Environment

In accordance with the Australian Auditing standards, we will perform a review of the design and operating effectiveness of the Council's significant financial recording and reporting processes. Our audit will be designed to obtain a degree of audit comfort from independent testing of management's internal controls. This approach of understanding and evaluating controls is risk-based and structured on a foundation of the Council having a strong control environment.

Our audit approach will also be based on understanding and evaluating your internal control environment and where appropriate validating these controls, if we wished to place reliance on them. This work will be supplemented with substantive audit procedures, which include detailed testing of transactions and balances and suitable analytical procedures.

A Report on Control Findings for the 2017/2018 financial year will be provided to management after the interim audit, outlining our findings, significant deficiencies and our recommendations on where improvements can be made. We will be revisiting this report on audit control findings to check if management's responses have been implemented during the year as agreed.

Key Financial Statement Processes

The following areas will be covered for risk assessment during the interim audit:

- Treasury management cycle – Bank reconciliations and investment of surplus funds
- Procurement and Payments cycle – Purchases, Payments and Creditors Management
- Revenue cycle – Rates and ESL, Other revenue (fees and charges, etc.) and Debtors Management
- Payroll cycle
- Fraud risk assessment - Journals
- IT Controls assessment

Compliance Matters

An examination of some compliance matters (including registers, minutes and other legislative matters) under:

- Part 6 of the Local Government Act 1995 (as amended);
- the Local Government (Financial Management) Regulations 1996 (as amended); or
- applicable financial controls of any other written law

will be carried out and any non-compliance matters identified will be reported in our Interim Audit Management Report for management information. Non-compliance matters are also required to be reported in our Independent Auditor's Report.

Audit Requirements Schedules

To assist the Council in gathering and collating the necessary information for our final audit visit, we will forward an Audit Requirements Schedule in June 2018. As the requested information will form the basis of our audit working papers, the information will be required to be made available to us at the commencement of our audit visit. This will assist us in delivering an efficient audit and minimising interruptions to the Council's staff.

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5. Significant Risks Identified

"Significant risks often relate to significant non-routine transactions and judgmental matters. Non-routine transactions are transactions that are unusual, either due to size or nature, and that, therefore, occur infrequently. Judgmental matters may include the development of accounting estimates for which there is significant measurement uncertainty".

In this section, we outline the significant risks of material misstatement, which we have identified.

Risk of Material Misstatement	Financial Statement Impact and Consequence	Planned Audit Approach
1. Fair Value Assessment and Revaluation of Infrastructure Asset Classes		
Regulation 17A of the LG (Financial Management) Regulations 1996 requires Infrastructure and all other assets to be measured at fair value for the year ending 30 June 2018, which may be based on significant estimations and use of valuer/management's judgements and assumptions. The Council will be having its infrastructure and all other asset classes revalued this financial year.	The value of infrastructure and other assets may be materially misstated. The accuracy of the asset revaluation surplus and/or impairment expense may be materially misstated.	Review the basis of the asset revaluations (at fair value) undertaken and in doing so consider: • the judgements, assumptions and data used; • the reasonableness of any estimation techniques applied; and • the appropriateness of valuations undertaken including the expertise of City of Cockburn's valuer. ➢ We will review other significant additions and disposals of assets during the year. ➢ Review appropriateness of depreciation against the estimated useful life in the Council's accounting policies ➢ Perform procedures to obtain assurance that valuations have been appropriately recorded in the fixed asset register and general ledger.

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Risk of Material Misstatement	**Financial Statement Impact and Consequence**	**Planned Audit Approach**
2. Development Contributions and Gifted Assets		
The City receives a significant amount of payments, in-kind works, services or facilities and gifted assets. Development contributions are payments or in kind works provided by developers towards the supply of infrastructure to support new land developments. They are collected mainly by using Development Contributions Plans (DCPs), voluntary agreements and planning and building permit processes.	Revenue from contributions (cash/non cash) may be materially misstated due to the failure to correctly recognise and measure recognition of assets in accordance with the applicable accounting standards.	➢ Obtain an understanding of and assess the controls over the recording of development contribution revenue in the City's financial statements and collection of development contributions ➢ Ensure that the recognition of contributed and gifted assets is performed consistently and in accordance with Australian Accounting Standards AASB 116 *Property, Plant and Equipment* and AASB 13 *Fair Value Measurement*
3. Risk of Fraud through Management Override of Controls		
Australian Auditing Standard ASA 240 – *The auditor's responsibility to consider fraud in an audit of financial statements* requires us to consider the potential for management override because controls that may be sufficient to detect error may not be effective in detecting fraud. In all entities, management at various levels is in a unique position to perpetrate fraud because of the ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Due to the unpredictable way in which such override could occur, we consider there to be a risk of material misstatement due to fraud and thus a significant risk on all audits.	Assertions, account balances and operating results may be materially misstated.	We will assess the processes in place to prevent and detect fraud. Auditing Standard ASA 240 imposes specific audit procedures, including: ➢ Testing a sample of journals recorded in the general ledger and other adjustments made in preparation of the financial statements ➢ Reviewing material accounting estimates for bias ➢ Reviewing significant unusual transactions outside the normal course of business

Risk of Material Misstatement	Financial Statement Impact and Consequence	Planned Audit Approach
4. Revenue Recognition		
In accordance with Australian Auditing Standard ASA 240 – *The auditor's responsibility to consider fraud in an audit of financial statements*, we presume there is a risk of fraud in respect of the recognition of revenue because of the potential for inappropriate recording of transactions in the wrong period. The standard allows the presumption to be rebutted but, given a local government's range of revenue sources, we have concluded that there are insufficient grounds for rebuttal. This does not imply that we suspect actual or intended manipulation, but that we continue to deliver our audit work with appropriate professional scepticism.	Budgetary pressures and performance targets may influence the revenue recognition. Revenue may be materially misstated due to the failure to correctly recognise and measure it in accordance with the applicable accounting standards.	➢ Substantiate verification of cut-off procedures to mitigate the risk of income being recognised in the wrong period. ➢ In addition, undertake a range of substantive procedures including: • testing receipts to ensure they have been recognised in the correct year; • testing adjustment journals; and • obtaining direct confirmation of year-end bank balances and testing bank reconciliations to the general ledger. ➢ Assess whether treatment of revenue is consistent with Accounting Standards AASB 118 *Revenue* and AASB 1004 *Contributions*
5. Financial Ratios		
The Department of Local Government, Sport and Cultural Industries (DLGSCI) launched a website www.mycouncil.wa.gov.au where all key financial ratios for every Council are reported to allow the public to view the financial health score of local governments.	There may be a higher level of scrutiny of the results in the financial statements and the key financial ratios. The financial ratios may not be calculated in accordance with legislative requirements.	➢ Check the calculations of the financial ratios ➢ Assess the reasonableness of explanations provided for any significant variations.

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Risk of Material Misstatement	Financial Statement Impact and Consequence	Planned Audit Approach
6. Provision for Site Rehabilitation		
The Henderson landfill accepts general rubbish and green waste. The obligation for the Council to recognise and maintain the provision for site rehabilitation arises because of the significant costs involved in rehabilitating the sites.	High degree of complexity involved in the calculation	➢ Review the estimates and assumptions in the model developed by the Council for estimating total expenditure over the landfill discounted to net present value ➢ Review of depreciation/amortisation charge for reasonableness ➢ Ensure that the provisions have been correctly calculated according to: • Accounting Standard 137 *Provisions, Contingent Assets and Contingent Liabilities* • UIG Interpretation 1 *Changes in Existing Decommissioning, Restoration and Similar Liabilities*
7. Changes to *Local Government (Financial Management) Regulations* that have been signalled by DLGSCI		
• Introduction of a $5,000 asset capitalisation threshold - if mandated, local governments would need to expense existing assets below $ 5,000. Associated with this, DLGSCI proposes that those assets below $ 5,000 that are portable and attractive be included in a separate register. • Replacement of valuation dates for classes of assets with a requirement for assets to be at fair value and revalued every 3 to 5 years. • Proposed change to the wording of the Statement by Chief Executive Officer.	Impact on the expense and property, plant and equipment balances.	➢ Monitor the progress of these proposed regulatory changes and work with your management as and when the changes are implemented.

Additional risks may emerge over the course of the audit. These factors will be considered in our reporting to the City of Cockburn and the design of our audit procedures.

6. Impact of Fraud on the Financial Report

In accordance with Auditing Standard ASA 240 "*The Auditor's responsibility to consider fraud in an Audit of a Financial Report*", we will undertake specific procedures and report findings to the Council in respect of financial reporting fraud. The following diagram highlights the phases of our work on fraud.

Discuss fraud

- Meetings with management
- Understand systems and controls
- Known frauds

Assess fraud risk

Preliminary fraud risk assessment
- Pressure to meet financial targets
- Employee pressures
- Management oversight
- Internal control framework
- Nature of industry
- Structure
- Attitudes / culture

Tailor audit response

- Increased risk increases the level of procedures;
- Review and test the fraud risk assessment process and systems and controls to prevent, detect and deter fraudulent activity;
- Identify and select specific journal entries for detailed substantiation and review year-end journals for appropriate evidence and basis; and
- Review significant accounting estimates for management bias.

We will be forwarding a Fraud and Error Assessment Form which is required to be completed by management and Audit Committee of the City of Cockburn prior to our final audit visit.

The form allows us to make enquiries of management and the Audit Committee, to obtain their understanding on the risk of fraud within their Council and to determine whether management have knowledge of fraud that has been perpetrated on or within the Council.

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7. Audit Engagement Team

The audit team consists of the key members listed below:

Engagement Role	Name	Responsibilities
Audit Partner	Anthony Macri	Engagement leader responsible for the audit, including: • liaison with the Chief Executive Officer and audit committee members • reporting to the Office of the Auditor General in accordance with the contract • recommending audit opinion to the Auditor General
Audit Manager	Suren Herathmudalige	Responsible for: • key contact for operational audit matters • ensuring delivery of interim and final audit timetables • management of targeted work • overall quality control of the audit engagement • overall review of audit outputs
The Auditor General's Representative	Jordan Langford - Smith	Responsible for: • overseeing the audit and for facilitating audit opinions

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8. Communications Plan and Timetable

Auditing Standard **ASA 260 'Communication of audit matters with those charged with governance'** requires auditors to plan with those charged with governance the form and timing of communications with them. We have assumed that 'those charged with governance' are the Audit Committee.

Output	Timing
Interim Audit Field Work	28 May 2018 – 30 May 2018
Provide Interim Management Letter	On receipt of management responses to the draft Interim Management Letter.
Final Audit Field Work	1 October 2018 – 3 October 2018
Present the Audit Findings Report to the Audit Committee	October 2018 – November 2018 (Management to confirm)
Provide Audit Opinion on Financial Statements	October 2018 – November 2018 (Management to confirm)

9. Independence

Independence and Objectivity Confirmation

Professional standards require auditors to communicate to those charged with governance, at least annually, all relationships that may bear on the firm's independence and the objectivity of the Audit Engagement Partner and audit staff. The standards also place requirements on auditors in relation to integrity, objectivity and independence.

The standards define 'those charged with governance' as 'those persons entrusted with the supervision, control and direction of an entity'. In your case, this is the Council.

Confirmation Statement

We confirm that in our professional judgement, Macri Partners is independent within the meaning of regulatory and professional requirements and the objectivity of the Audit Engagement Partner and audit staff is not impaired.

10. Disclaimer

This audit plan has been prepared for the Audit Committee and management of the City of Cockburn only. It should not be quoted or referred to, in whole or in part, without our prior written consent. No warranty is given to, and no liability will be accepted from, any party other than the City of Cockburn.

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MACRI PARTNERS

2018 FRAUD & ERROR ASSESSMENT

CITY OF COCKBURN

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MACRI PARTNERS

Explanatory Information

The purpose of this form is to contribute towards the effective two-way communication between auditors and the Council's Audit Committee, as 'those charged with governance'. The report covers some important areas of the auditor risk assessment where we are required to make enquiries of the Audit Committee under auditing standards.

Background
Under the Australian Auditing Standards, auditors have specific responsibilities to communicate with the Audit Committee.

Australian Auditing Standards ASA 240 *The Auditor's Responsibilities Relating to Fraud in an Audit of a Financial Report* and ASA 260 *Communication with Those Charged with Governance* now make it mandatory for auditors to make enquiries of management and those charged with governance (audit committees) regarding matters that are indicated in the template form. The enquiries with those charged with governance (audit committees) are made in part to corroborate the responses to the enquiries of management.

Respective Responsibilities

The primary responsibility to prevent and detect fraud rests with both the Audit Committee and management. Management, with the oversight of the Audit Committee, needs to ensure a strong emphasis on fraud prevention and deterrence and encourage a culture of honest and ethical behaviour. As part of its oversight, the Audit Committee should consider the potential for override of controls and inappropriate influence over the financial reporting process.

As auditors, we are responsible for obtaining reasonable assurance that the financial statements are free from material misstatement due to fraud or error. We are required to maintain professional scepticism throughout the audit, considering the potential for management override of controls.

Communication
As part of our risk assessment procedures we are required to obtain an understanding of management processes and the Audit Committee's oversight to address fraud risk.

This form includes a series of questions on each area with provision for responses from both management and the Audit Committee.

We suggest that Management complete the relevant sections before submitting these responses to the Audit Committee.

The Audit Committee should consider whether these responses are consistent with its understanding, before completing the relevant sections applicable to them.

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MACRI PARTNERS

Fraud and Error Assessment – Management

CITY OF COCKBURN

FOR THE YEAR ENDING 30 JUNE 2018

1. **Has management assessed the risk of material misstatement in the financial statements due to fraud? What are the results of this process?**

   Response:

   This risk is included within the City's corporate risk registers and after considering existing control measures, management has assessed the residual risk as being moderate.

2. **What processes does management have in place to identify and respond to risks of fraud?**

   Response:

   The City has a Fraud Prevention Policy. Fraud risk factors are addressed in the City's corporate risk registers. Controls include:

   - ***Fraud Control Plan***
   - ***Fraud Awareness / Management Program***
   - ***City of Cockburn Risk Management Strategy***
   - ***City of Cockburn Risk Register***
   - ***City of Cockburn Incident Discipline Process***
   - ***Code of Conduct for Staff***
   - ***Code of Conduct for Elected Members***
   - ***Public Interest Disclosure Act 2003 & Guidelines***

3. **Have any specific fraud risks, or areas with a high risk of fraud, been identified and what has been done to mitigate these risks?**

   Response:

   Overall, the level of fraud risk present at City of Cockburn is well managed and importantly fraud risks are currently rated Moderate and Low (i.e. there are currently no High or Extreme identified risks) in areas of Contract Management, Procurement, People and Planning. There is potential to further reduce the fraud risk profile of the City, and the City continues to initiate controls to ensure that the fraud risk profile is reduced.

4. **Are internal controls, including segregation of duties, in place and operating effectively? If not, where are the risk areas and what mitigating actions have been taken?**

   Response:

   Management considers that adequate internal controls (including segregation of duties) are in place and are operating effectively. These are reviewed annually in accordance with the City's risk management framework requirements and annual control reviews are conducted to validate the effectiveness of mitigation controls.

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5. **Are there any areas where there is a potential for override of controls or inappropriate influence over the financial reporting process (e.g. because of undue pressure to achieve financial targets such as a surplus position or better performance indicators)?**

   Response:

   There is always the potential for inappropriate influence, but Management is confident the City's existing control environment reduces this risk to a low or moderate level.

6. **What arrangements are in place to report fraud issues and risks to the Audit Committee?**

   Response:

   All High and Extreme risks are reported to the Audit Committee three times a year (March, July & November), further to that the City uses a risk management system to monitor and review all operational and strategic risks. Whereby all responsible risk owners are assigned control actions for each risk, and a review timeframe is set in accordance to the City's risk appetite. The system generated automatic notification when controls are due for review, and escalates risk actions in accordance to the City's risk treatment criteria. In addition an annual control review is conducted to validate the effectiveness of mitigation controls.

7. **How does the Council communicate and encourage ethical behaviour of its staff and contractors?**

   Response:

   The City has a Code of Conduct for Staff that provides guidelines on ethical responsibility and accountability expectations. These are covered during staff inductions and reviewed during annual appraisals.

   A Statement of Business Ethics has also been developed and implemented that outlines the integrity and ethical standards expected by the City from its employees, officers, suppliers and service providers when doing business. This is communicated to all new suppliers and contractors when being engaged.

8. **How do you encourage staff to report their concerns about fraud? Have any significant issues been reported?**

   Response:

   The City has designated Public Information Disclosure (PID) Officers, and publishes the City Internal Procedures to provide a guideline for persons wishing to make a PID on the Intranet and Website. One significant issue was reported during the year and has been addressed and the City intends to develop a training and awareness program for staff to be more aware of their own responsibilities.

9. **Are you aware of any related party relationships or transactions that could give rise to risks of fraud?**

   Response:

   Management is not aware of any.

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10. **Are you aware of any instances of actual, suspected or alleged, fraud, within the Council since 1 July 2017? If yes, provide details of what occurred and who was involved.**

    Response:

    An incidence of suspected fraud relating to fake supplier quotations used in procurement transactions was uncovered during the year. The City's control environment enabled the suspected fraud to be identified and given an ongoing Police investigation, details need to remain confidential. .

11. **Please advise if there have been any matters reported to the CCC (Corruption and Crimes Commission) by the City.**

    Response:

    One matter was reported to the CCC during 2017-18, being the issue mentioned in the response to question 10. The CCC determined it would not investigate the matter and asked the City to refer it to the Police, which the City did.

Signature: _____

Name: _____

Position: CEO / Director Position

Date: _____

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MACRI PARTNERS

Fraud and Error Assessment – Audit Committee

CITY OF COCKBURN

FOR THE YEAR ENDING 30 JUNE 2018

The Australian Auditing Standards require us to consider the risk that fraud could occur within the Council. We are preparing to perform our Interim Audit risk assessment of your Council in relation to the audit for the year ending 30 June 2018. We would appreciate if you could briefly answer the following questions in the spaces provided, and return this signed letter.

1. **Has the Council's management communicated to you its processes for identifying/responding to risks of fraud?**

   Response:

   The management of the City has and does go through the processes and policies in relation to risks of fraud.

2. **How does the Audit Committee exercise oversight over management's processes for identifying and responding to risks of fraud?**

   Response:

   The Audit Committee receives reports from management on identifying risks of fraud. The Committee members have the right to ask and question the Officers and Auditors at any time.

3. **Is the Audit Committee aware of any actual, suspected or alleged fraud? If yes, please provide details.**

   Response:

   The Committee is aware of one employee who has been reported to the Crime and Corruption Commission and the WA Police Service in relation to a procurement matter. The Police have opened an active investigation into the matter.

   The employee chose to resign rather than to participate in the City's investigation.

Signature: _____

Name: _____

Position: CHAIR

Date: _____

5

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Examples of Circumstances that Indicate the Possibility of Fraud

The following are examples of circumstances that may indicate the possibility that the financial report may contain a material misstatement resulting from fraud.

Discrepancies in the accounting records, including:

- Transactions that are not recorded in a complete or timely manner or are improperly recorded as to amount, accounting period, classification, or entity policy.
- Unsupported or unauthorised balances or transactions.
- Last-minute adjustments that significantly affect financial results.
- Evidence of employees' access to systems and records inconsistent with that necessary to perform their authorised duties.
- Tips or complaints to the auditor about alleged fraud.

Conflicting or missing evidence, including:

- Missing documents.
- Documents that appear to have been altered.
- Unavailability of other than photocopied or electronically transmitted documents when documents in original form are expected to exist.
- Significant unexplained items on reconciliations.
- Unusual balance sheet changes, or changes in trends or important financial statement ratios or relationships – for example receivables growing faster than revenues.
- Inconsistent, vague, or implausible responses from management or employees arising from enquiries or analytical procedures.
- Unusual discrepancies between the entity's records and confirmation replies.
- Large numbers of credit entries and other adjustments made to accounts receivable records.
- Unexplained or inadequately explained differences between the accounts receivable sub-ledger and the control account, or between the customer statements and the accounts receivable sub-ledger.
- Missing or non-existent cancelled cheques in circumstances where cancelled cheques are ordinarily returned to the entity with the bank statement.
- Missing inventory or physical assets of significant magnitude.
- Unavailable or missing electronic evidence, inconsistent with the entity's record retention practices or policies.
- Fewer responses to confirmations than anticipated or a greater number of responses than anticipated.
- Inability to produce evidence of key systems development and program change testing and implementation activities for current-year system changes and deployments.

Problematic or unusual relationships between the auditor and management, including:

- Denial of access to records, facilities, certain employees, customers, vendors, or others from whom audit evidence might be sought.
- Undue time pressures imposed by management to resolve complex or contentious issues.
- Complaints by management about the conduct of the audit or management intimidation of engagement team members, particularly in connection with the auditor's critical assessment of audit evidence or in the resolution of potential disagreements with management.
- Unusual delays by the entity in providing requested information.
- Unwillingness to facilitate auditor access to key electronic files for testing through the use of computer-assisted audit techniques.
- Denial of access to key IT operations staff and facilities, including security, operations, and systems development personnel.
- An unwillingness to add or revise disclosures in the financial report to make them more complete and understandable.
- An unwillingness to address identified deficiencies in internal control on a timely basis.

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Other

- Unwillingness by management to permit the auditor to meet privately with those charged with governance.
- Personal financial pressure
- Vices such as substance abuse and gambling
- Extravagant purchasing or lifestyle
- Real or imagined grievances against the organisation or management
- Increased stress, irritable, defensive and argumentative
- No vacations / sick leave / excessive overtime
- Dominant personality
- Protective of area of administration and missing documents and files from the staff's area
- Accounting policies that appear to be at variance with industry norms.
- Frequent changes in accounting estimates that do not appear to result from changed circumstances.
- Tolerance of violations of the entity's Code of Conduct.

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13.3 (2018/MINUTE NO 0018) 2018 INTERIM AUDIT MANAGEMENT REPORT

Author(s) N Mauricio

Attachments
1. Schedule of Matters Identified During Interim Audit (Draft)
2. Interim Audit Coverage

RECOMMENDATION
That the Committee receives the draft Matters Identified During Interim Audit Report for the year ended 30 June 2018, as shown in the attachment to the Agenda.

COMMITTEE RECOMMENDATION
MOVED Cr C Reeve-Fowkes SECONDED Mayor L Howlett

That the recommendation be adopted.

CARRIED 4/0

Background

Council is required to examine the report prepared by the External Auditor and is to determine if any matter raised in the report requires further action to be taken. The audit examination is designed primarily for the purpose of the auditor expressing an opinion on the 2017-18 financial statements of the City.

Council is required to meet with the Auditor of the Local Government at least once every year.

Submission

N/A

Report

The City's interim audit was conducted in May 2018 by the audit firm Macri Partners, under contract from the Office of the Auditor General (OAG). The 2017-18 financial year is the first year that the City's audit requirements fall under the responsibility of the OAG. Macri Partners have provided their findings and recommendations in the draft Matters Identified During Interim Audit Report (attached), which has been reviewed and approved by the OAG. It is expected that a signed final copy will be provided to the City, following its presentation and discussion at this meeting.

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The City received an Interim Audit Coverage document (attached) that outlined the objective of the interim audit to review the accounting and internal control procedures in operation, as well as testing of transactions in the following key areas:

- Bank Reconciliations;
- Investments;
- Rates / ESL Levy;
- Receipting;
- Sundry Debtors;
- Purchase of Goods and Services and Payments;
- Creditors;
- Payroll;
- General Accounting (Journal Entries, etc.);
- IT Controls;
- Registers (Tender, etc.);
- Property, Plant & Equipment and Infrastructure;
- Development Contribution Plans and Gifted Assets; and
- Minutes Review.

The auditors also discussed progress on audit findings and recommendations reported by audit in the previous year's interim audit management letter and final Audit Completion Report. These were found to be adequately addressed.

The interim audit has resulted in 14 issues being raised in the auditor's management letter, with most recommendations made relating to improving internal controls, security and management oversight.

Below is a summary of the audit findings and the associated risk ratings as determined by the auditor:

INDEX OF FINDINGS	**RATING**		
	Significant	**Moderate**	**Minor**
1. Approval of Investments	✓		
2. Variation of Contracts		✓	
3. Gross Rental Value (GRV) and Unimproved Value Revaluation Reconciliations		✓	
4. Monthly Debtor Reconciliations.			✓
5. Daily Revenue Reports		✓	
6. Passwords		✓	

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7. Active Directory Audit		✓	
8. Excessive Leave		✓	
9. Payroll Master File		✓	
10. Overtime Payments		✓	
11. Fortnightly Payroll Reports		✓	
12. Disaster Recovery Plan Testing		✓	
13. Monthly Trust Bank Reconciliations			✓
14. Statement of Financial Activity			✓

These ratings are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if mitigating action is not taken. It should be noted that management did not necessarily agree with the "Significant" rating given to the approval of investments, as argued in the management comments, but nonetheless has committed to strengthening controls that specifically address the audit finding and recommendation for this area.

Management comments have been provided for all of the 14 audit findings and where relevant, the actions the City will take to address any recommendations made (as attached).

All management responses where actions are committed to, will be recorded as risk control actions against the appropriate risk on the Risk Register in the Risk Management and Safety System. This will allow the City to track, monitor and review these actions in accordance with the City's Risk Framework and be able to respond to future audit on actions completed.

Strategic Plans/Policy Implications

<u>Leading & Listening</u>

Deliver sustainable governance through transparent and robust policy and processes

Ensure sound long term financial management and deliver value for money

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Budget/Financial Implications

The cost of external audit services is sufficiently covered within the City's annual budget.

Legal Implications

Local Government Act 1995 Sections 5.54, 6.4, 7.9 and 7.12A
Local Government (Audit) Regulations 1996 Regulations 9 and 10

Community Consultation

N/A

Risk Management Implications

The external audit function is a mandatory legislative requirement and an important component of the City's risk management framework. The interim audit seeks to identify issues that could lead to increased levels of financial and fraud risk for the City and makes appropriate recommendations to reduce the perceived level of risk. Council needs to be satisfied that management responses adequately address the identified or potential risks.

Advice to Proponent(s)/Submissioners

N/A

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

Nil

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CITY OF COCKBURN

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2018

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INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. Approval of Investments	✓		
2. Variation of Contracts		✓	
3. Gross Rental Value (GRV) and Unimproved Value Revaluation Reconciliations		✓	
4. Monthly Debtor Reconciliations.			✓
5. Daily Revenue Reports		✓	
6. Passwords		✓	
7. Active Directory Audit		✓	
8. Excessive Leave		✓	
9. Payroll Master File		✓	
10. Overtime Payments		✓	
11. Fortnightly Payroll Reports		✓	
12. Disaster Recovery Plan Testing		✓	
13. Monthly Trust Bank Reconciliations			✓
14. Statement of Financial Activity			✓

DRAFT

KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

Significant - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly.

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Moderate	-	Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
Minor	-	Those findings that are not of primary concern but still warrant action being taken.

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CITY OF COCKBURN

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2018

MATTERS IDENTIFIED DURING THE INTERIM AUDIT

1. Approval of Investments

Finding
We noted that there is no documentary evidence to indicate that a delegate (such as the Manager Financial Services) has approved an investment prior to the investment being made.

We were advised that the Management Accountant consults the Manager Financial Services before requesting its investment advisor, FIIG Securities Ltd, to place investments on behalf of the City. The Management Accountant then includes the Manager Financial Services as a 'cc' in an email to the investment manager instructing them to purchase. However, there is no evidence of the initial consultation, being copied into an email is not evidence of approval, and there is a risk that the email recipient does not see the email and is therefore unaware of the investment.

Rating: Significant

Implication
There is a high risk of inappropriate investments being made, when investment decisions are not approved by an officer with a delegation to approve investments. This could subject the Council to financial loss.

Recommendation
The City should ensure that all investment decisions are approved by a delegated officer. Evidence of this approval, either electronic or manual, should be retained on file.

Management Comment:

Management questions the significant risk rating and the implication that Council could be subjected to financial loss. To defend this view, a summary of the investment process is provided.

All term deposit investments are place on behalf of the City by its investment advisor FIIG Securities through a real time gross settlement (RTGS) Austraclear proxy service and using third party authority arrangements. No direct investments are able to be placed by the Management Accountant.

When surplus funds are available for investment, interest rate quotes are sought from FIIG, who also ensure that any instructed investment falls within Council policy limits (rating exposures, individual limits). FIIG also indicate which financial institutes the City has an account with, being a prerequisite for placement of funds. Investment with new institutions firstly requires formal documents to be executed by the delegated officers.

The Management Accountant requests the placement only after considering the City's cash flow requirements, the interest rates being offered and discussing his recommendation with the Manager Financial Services (delegated officer). All the communications with FIIG are via email with the delegated officer being Cc'd on all emails. The only potential risk to Council from the delegated officer not having been aware of a placement is the decision risk from the interest

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rate achieved. This is considered an extremely minor risk, given the natural tendency to choose the best interest rate available for the required term.

However, in order to address the audit concern, the placement process has been amended with an additional email between the Management Accountant and the delegated officer to confirm approval in writing before the instruction email to FIIG. However, the decision risk can never be totally eliminated regardless how the placement is determined.

Responsible Person: Nelson Mauricio
Completion Date: August 2018

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CITY OF COCKBURN

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2. Variation of Contracts

Finding
We noted that there are no limits on the delegations for entering into contract variations.

Paragraph 21 A of the Local Government (Functions and General) Regulations 1996, allows local governments to make variations to the original contract price under certain specific circumstances. This is supported by the City's 'LGAES4' which delegates this authority to enter into contract variations to various officers. While this delegation stipulates that the variation must be within the budgeted allocation, there is no threshold on the amounts which can be approved.

Rating: Moderate

Implication
In the absence of a stipulated threshold for variations to contract, there is a greater risk that procurement rules (such as the requirement to call for tenders for purchases over $ 150,000) are not complied with. For example, a contract for less than $ 150,000 may be varied to being above $ 150,000, without a tender being performed.

Recommendation
The City should review its purchasing policy and guidelines with a view to setting a threshold for variations to contracts in order to mitigate the above implication. Contract variations above the threshold specified in the purchasing policy should be approved by Council.

Management Comment:

Management doesn't necessarily agree with the audit implications and recommendation. Using the audit example above, if a contract is awarded below $150,000 and subsequently sort to be varied above $150,000, the appropriate delegated financial authority (DFA) is required to approve the purchase order amendment at the full value. This is then assessed for compliance and appropriateness by the Procurement team, before it is released or otherwise. Typically, these contracts are already in progress and it is not possible to call tenders retrospectively. A requirement to bring these types of contract variations before Council is both obstructive to efficient service delivery and considered an unnecessary use of the function of Council.

As a mitigating control used by the City, the Procurement team vets all proposed purchases approaching $150,000 in value and assesses the likelihood of the tender threshold being breached. If deemed any risk, it is referred to a tender process.

In practice, most large building contracts have allowances for provisional sums and contingency amounts, enabling minor variations to be dealt with administratively. As it is these types of contracts most susceptible to variations, the effective use of these allowances by the City reduces the need for contract variations and constant referral to Council.

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Council has purposely set a contract value threshold of $650,000 within policy SES3 Procurement Evaluations for contract awards coming before Council. By extension, any contract varied above this value is also required to come before Council under the DFA provisions within policy SES3. These govern the requirement for committing budgeted expenditure and amending purchase orders.

In order to specifically address the audit concern raised, Council's delegated authority for contract variations (LGAES4) will be amended to explicitly limit contract variations to a total contract value of $650,000. This will align with policy SES3 Procurement Evaluations, with any variations above this value continuing to be brought before Council (as is the current practice). Contract variations up to a value up to $650,000 will continue being governed by existing policies and DFA requirements.

Responsible Person: Nelson Mauricio
Completion Date: December 2018

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MATTERS IDENTIFIED DURING THE INTERIM AUDIT

3. Gross Rental Value (GRV) and Unimproved Value Revaluation Reconciliations

Finding
We noted that whilst the major Gross Rental Value (GRV) rates revaluation reconciliation was performed, there was no evidence that the reconciliation was signed by the preparer and reviewed by an independent senior officer.

A major revaluation was carried out in April/May 2017 by the Valuer General's Office with the new valuation taking effect from July 2017. The rates reconciliation was performed by the Rates & Revenue Manager, reconciling the Valuer General's report to the year-end rating assessment value on the rates ledger in the financial system.

Rating: Moderate

Implication
Lack of review by an independent senior officer may lead to erroneous valuations entered in the rates system being undetected, resulting in incorrect rates being used.

Recommendation
We recommend that the City introduce a procedure to ensure that the major GRV revaluation reconciliation report is signed off by the preparer and reviewed by an independent senior officer.

Management Comment:
The triennial GRV revaluation data was reconciled by the Rates & Revenue Manager to ensure correctness and the Manager Financial Services was briefed on the outcomes and involved in the rates modelling. The rates modelling included direct comparisons to prior values to identify any anomalies. Each fortnightly interim GRV valuation schedule is processed using the City's automated processing system. This provides an additional safeguard that the valuation data being uploaded is correct.

Management is satisfied that no erroneous valuations were entered for rating purposes, but will ensure that future revaluation schedules uploaded are supported with evidence of independent review for audit purposes. For this purpose, a new digital (paperless) review process will be implemented.

Responsible Person: Chantelle D'Ascenzo, Rates & Revenue Manager
Completion Date: December 2018

DRAFT

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CITY OF COCKBURN

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MATTERS IDENTIFIED DURING THE INTERIM AUDIT

4. Monthly Debtor Reconciliations

Finding
During our testing, we noted three instances (out of 10 samples tested) where monthly rates debtor reconciliations were reviewed long after the month end. These instances relate to the months of November 2017 to December 2017 and January 2018.

Rating: Minor

Implication
Errors in rates balances may not be detected and rectified in a timely manner unless the monthly rates reconciliations are reviewed promptly.

Recommendation
The City should ensure that rates reconciliations are promptly reviewed by an independent officer.

Management Comment:
The debtor reconciliations are prepared and reviewed each and every month. Those found by audit to have been reviewed late were during a period where the City was developing and implementing a new digital (paperless) review process. The new process implemented ensures more efficient, prompt and transparent reviews of debtor reconciliations.

Responsible Person: N/A
Completion Date:

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5. Daily Revenue Reports

Finding
We noted that there were no reconciliations between the cash taken and the system generated "Daily Revenue Reports" prepared by the responsible officers at Front Counter, Senior Centre and Henderson Waste Recovery Park receipting sites.

Further, there was no evidence that an independent officer has reviewed the reports to ensure that all cash taken is correctly recorded.

Rating: Moderate

Implication
In the absence of such controls, misappropriations of cash may not be detected.

Recommendation
The City should ensure that the "Daily Revenue Reports" are reconciled to the relevant cash count sheets, banking slips and bank statements on a daily basis. These reconciliations should be independently reviewed and evidence of this review should be retained on file.

Management Comment:
Cash handling operations have greatly diminished in many of the City's revenue collecting centres, with card and online payments making up over 80% of payments. All of the three largest cash points (Administration Building, Henderson Waste Recovery Park and Cockburn ARC) have adequate cash verification regimes in place. An absence of material variances in the daily cash banking points to the adequacy of current controls.

Cash count summaries are reviewed and signed by front counter supervisors before being provided to the Revenue Team, which then form part of the banking documents. Whilst the Revenue Team only performs a perfunctory review of cash to 'Daily-Revenue-Reports', cash deposits are then reviewed and verified the next day as part of daily bank reconciliation processing. Bank reconciliations are then subject to independent review and sign off on a monthly basis.

The daily processes discussed above apply specifically to the Administration Building, where more significant amounts of cash are handled. The audit observation may perhaps relate to other cash handling centres, which have differing daily processes to those administered at the Administration Building. However, these are tailored to the individual business requirement and risk level. Management are therefore comfortable with the adequacy of control levels currently in place.

Responsible Person: N/A
Completion Date:

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MATTERS IDENTIFIED DURING THE INTERIM AUDIT

Passwords

Finding
We noted that passwords for network access have not changed for over three years.

This matter was reported by the previous auditor Macri Partners in his management letter dated 28 June 2017. The management response then provided was as follows:

> " Information Services have as one of their 2017/18 strategic items to recommend a suite of policies and procedures designed to enhanced data and information security practices across the City. These documents will be a precursor to the City's longer term strategic aim to achieve ISO9001 accreditation within Information Services."

Rating: Moderate

Implication
A potential consequence of aged passwords is the vulnerability of the information technology systems to unauthorised access.

Recommendation
We recommend that the procedures in relation to passwords be reviewed to include periodic change of passwords for all users.

Management Comment:
The City has already commenced the process of establishing a password policy and plans to have this fully implemented by the end of the calendar year. The proposed policy will enforce password changes at least yearly and also contains a minimum password strength protocol.

Responsible Person: Brett Fellows, Manager Information Services
Completion Date: December 2018

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6. Active Directory Audits

Finding
We noted that an audit of Active Directory accounts has not been carried out to ensure only authorised and current accounts are active.

This matter was reported by the previous auditor Macri Partners in his management letter dated 28 June 2017. The management response then provided was as follows:

"The aforementioned suite of policy and procedure reviews/creations will address the checking of actual establishment data versus data held within Active Directory. It is not advisable to hold quarterly audits until this work is complete."

"Management will recommend this be raised as a priority project for the next financial year."

The 'City of Cockburn Active Directory Account Security' document recommends a regular audit of the Active Directory Accounts. It further recommends that the Human Resources Department supplies an accurate record of current City of Cockburn staff list to IT department on a quarterly basis.

Rating: Moderate

Implication
In the absence of such an audit, there is a risk of unauthorised access to the system. For example, dormant accounts of terminated may be used inappropriately to gain access.

Recommendation
The City should perform regular audits of the Active Directory Accounts against the current staff list from the Human Resources Department in line with the policies and procedures.

Management Comment:
An audit of the Active Directory will be carried out this calendar year.

Responsible Person: Brett Fellows, Manager Information Services
Completion Date: December 2018

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MATTERS IDENTIFIED DURING THE INTERIM AUDIT

7. Excessive Leave

Finding
During our review of employee annual leave entitlement balances as at 15 May 2018, we noted that there were 37 staff with outstanding annual leave entitlements in excess of 8 weeks, to a maximum of 13 weeks.

The City's "Taking of Annual Leave and Long Service Leave" Policy (PSFCS20) stipulates that employees should have no more than eight weeks (304 hours) leave due to them at any given time.

Rating: Moderate

Implication
Excess annual leave entitlements may have adverse effects on the City including:

- key staff not being rotated, a preventive control against fraud;
- health and safety concerns with staff members not taking their annual entitlements;
- increase the City's costs given salary rises and increments over time.

Recommendation
We recommend that excessive employee annual leave balance be reviewed and appropriate measures taken to comply with the requirements under the City's Annual Leave policy.

Management Comment:
This issue has been a focus for the past few months. HR recently implemented a new, separate report to the executive that identified employees with 8+ weeks' annual leave and an email is sent to the employee direct. If no action is taken by the employee to decrease the balance to less than 8 weeks an email is then sent to the employee's manager. The manager is the required to put in place a plan that compels the employee to take annual leave.

Responsible Person: Cliff McKinley
Completion Date: ongoing

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CITY OF COCKBURN

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2018

MATTERS IDENTIFIED DURING THE INTERIM AUDIT

8. Payroll Master File

Finding
We noted that there was no evidence that changes made to the payroll master file by the Payroll Team (such as changes to personnel, pay rates, bank account details) are reviewed by an independent senior officer.

Rating: Moderate

Implication
Without an independent review of changes to payroll data, there is an increased risk of inappropriate or fraudulent changes being made.

Recommendation
We recommend that a "payroll master file amendment report" be produced and reviewed by an independent senior officer on a regular basis in order to reduce the risk of unauthorised amendments. The report should only highlight changes to critical fields such as rate of pay, new employees, terminated employees and banking details.

Management Comment:
The number of amendments to the payroll master file is quite significant and to check these all would be onerous. However, the HR Manager will seek the production of a monthly report that details the amendments categorised into main groupings ie change in levels, change in increments, change in salary for non EA employees etc.

Responsible Person: Cliff McKinley
Completion Date: September 2018

DRAFT

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ATTACHMENT A

CITY OF COCKBURN

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2018

MATTERS IDENTIFIED DURING THE INTERIM AUDIT

9. Overtime Payments

Finding
We noted that the parks and roads employees are paid an additional 0.25 hours of overtime (with superannuation) for the 15 minutes prior to their start time. However, there was no written documentation available to show authority for such payment of overtime with superannuation.

We were advised that this payment has been a long standing practice customarily brought forward from many years ago for operational efficiency.

Rating: Moderate

Implication
Without evidence of the validity and appropriateness of these payments, there is a high risk that employees may be overpaid.

Recommendation
The City should review this practice, and any decision to make additional payments should be appropriately justified and approved and formally documented in policies and procedures.

Management Comment:
This has been identified in the past and efforts to have the allowance removed have been unsuccessful. The payment should not be formalised in a policy as that would make the removal of the payment even more difficult. Discussions are ongoing with the E&W Director to identify if and when the payment could be removed.

Responsible Person: Cliff McKinley
Completion Date: ongoing

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ATTACHMENT A

CITY OF COCKBURN

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2018

MATTERS IDENTIFIED DURING THE INTERIM AUDIT

10. Fortnightly Payroll Reports

Finding
We noted that there was insufficient evidence of the review of fortnightly payroll reports by business managers.

While fortnightly payroll reports are sent to the business managers for their review soon after the payroll reports are finalised, the business managers are only required to report back to the payroll department if there are problems with the information contained in the reports.

Rating: Moderate

Implication
Without evidence that business managers are properly reviewing payroll reports, there is a higher risk that errors in the payroll may go undetected.

Recommendation
The City should ensure that business managers review fortnightly payroll reports and report back to the payroll department, in a timely manner, to state that the review was performed and any findings associated with the review.

Management Comment:
A process will be implemented where the BU SMT members are required to review their Payroll Report and get back to the Manager HR with any concerns.

Responsible Person: Cliff McKinley
Completion Date: September 2018

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ATTACHMENT A

CITY OF COCKBURN

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2018

MATTERS IDENTIFIED DURING THE INTERIM AUDIT

11. Disaster Recovery Plan Testing

Finding
We noted that the Disaster Recovery Plan has not periodically been tested to ensure the continuity of data processing operations in the event of a major disaster or business disruption.

Rating: Moderate

Implication
If the Disaster Recovery Plan is not regularly tested, the City has less assurance that it can recover its computing and network facilities following a disaster or disruption in data processing capability.

Recommendation
We recommend that the City tests the Disaster Recovery Plan periodically and updates it as changes occur.

Management Comment
The City's increasing demand for services to be available 24/7 has impeded on DR Plan Testing. The city has changed much of its ICT infrastructure since the last DR Plan Test, so an audit on our DR and backup process needs to occur first (along with associated remediation work), before proper testing can occur.

Responsible Person: Brett Fellows, Manager Information Services
Completion Date: June 2019

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ATTACHMENT A

CITY OF COCKBURN

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2018

MATTERS IDENTIFIED DURING THE INTERIM AUDIT

12. Monthly Trust Bank Reconciliations

Finding
Our review of the trust bank reconciliations revealed that there was no evidence of review by an independent senior officer.

Rating: Moderate

Implication
Lack of review by an independent senior officer may lead to erroneous or unusual reconciling items not being detected and investigated in a timely manner.

Recommendation
We recommend that trust bank reconciliations be reviewed by an independent senior officer to ensure any errors or unusual reconciling items are detected without any delay.

The bank reconciliation should be initialled and dated by the reviewer as evidence that the review has been performed timeously.

Management Comment:

The trust bank account has very few transactions (1-2 per month) and the bank reconciliation is a relatively straight forward process. It is prepared by the Senior Revenue Officer each month and reviewed by the Rates and Revenue Manager, before approving the funds adjustment journal between Municipal and Trust Bank Accounts.

Another form of review is completed by the Accounting Services Manager or Manager Financial Services before authorising the physical transfer of monies between bank accounts via NAB online banking.

The actual reconciliation document itself is now also independently reviewed by the Rates and Revenue Manager through a recently implemented dedicated workflow in the City's document management system (ECM). The approval is electronically recorded within the system and this continues a digital strategy within Finance to eliminate paper within its processes.

Responsible Person: N/A
Completion Date:

DRAFT

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ATTACHMENT A

CITY OF COCKBURN

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2018

MATTERS IDENTIFIED DURING THE INTERIM AUDIT

13. Statement of Financial Activity

Finding
We noted the Statement of Financial Activity for the month of November 2017 was not presented until the ordinary meeting of Council held on 8 February 2018.

Regulation 34 (4)(a) of the Local Government (Financial Management) Regulations 1996 requires the monthly Statement of Financial Activity and the accompanying documents to be presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates.

Rating: Minor

Implication
Delays in providing financial information to Council may reduce the effectiveness of their monitoring of the financial performance of the City.

Recommendation
The City should ensure that the Statement of Financial Activity is tabled within 2 months of month end.

Management Comment:

It is noted that the November 2017 statement was presented to Council 8 days after the statutory period requirement. This has been the case ever since Council stopped meeting in January. Whilst this minor delay is not considered to significantly hinder Council's oversight of the City's financial performance, a late item will be prepared and presented to the December meeting in future.

Responsible Person: Nelson Mauricio
Completion Date: December 2018

DRAFT

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CITY OF COCKBURN

INTERIM AUDIT AREAS

MACRI PARTNERS
Certified Practising Accountants

SUMMARY

Our examination of internal controls during interim audit for the year ending 30 June 2018 is carried out for audit purposes designed primarily for the purpose of expressing an opinion on the financial statements of the City of Cockburn. During this process, we carry out certain checks and tests to ensure that the policies and procedures established by the management and Council are being adhered to.

The interim audit is not intended to cover all aspects of the City's internal controls and accounting systems and is limited to those matters that arise from our normal audit procedures. To this end, we have designed audit programs to carry out our interim audit and we summarise below the areas which we normally cover:

- ✓ Bank Reconciliations
- ✓ Investments
- ✓ Rates / ESL Levy
- ✓ Receipting
- ✓ Sundry Debtors
- ✓ Purchase of Goods and Services and Payments
- ✓ Creditors
- ✓ Payroll
- ✓ General Accounting (Journal Entries, etc.)
- ✓ IT Controls
- ✓ Registers (Tender, etc.)
- ✓ Property, Plant & Equipment and Infrastructure
- ✓ Development Contribution Plans and Gifted Assets
- ✓ Minutes Review
- Other financial matters/issues requested by the management/audit committee
- Discuss progress on audit findings and recommendations reported by the Auditor in the previous:
  - interim audit management letter
  - final Audit Completion Report to the Audit Committee to check what action has been taken and audit implications.

Any significant issues arising during the course of the audit will be discussed and management report will be issued.

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14. ENGINEERING & WORKS DIVISION ISSUES

Nil

15. COMMUNITY SERVICES DIVISION ISSUES

Nil

16. EXECUTIVE DIVISION ISSUES

Nil

17. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

19. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY MEMBERS OR OFFICERS

Nil

20. MATTERS TO BE NOTED FOR INVESTIGATION, WITHOUT DEBATE

Nil

21. CONFIDENTIAL BUSINESS

Nil

22. CLOSURE OF MEETING

The meeting closed at 6.41pm.

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13.2 (2018/MINUTE NO 0179) MINUTES OF THE DELEGATED AUTHORITIES, POLICIES & POSITION STATEMENTS COMMITTEE MEETING - 22 NOVEMBER 2018

Author(s) B Pinto

Attachments 1. Minutes of the Delegated Authorities, Policies & Position Statements Committee Meeting - 22 November 2018

RECOMMENDATION
That Council receive the Minutes of the Delegated Authorities, Policies & Position Statements Committee Meeting held on 22 November 2018 and adopt the recommendations contained therein.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COUNCIL DECISION
MOVED Cr C Reeve-Fowkes SECONDED Cr C Sands

That the recommendation be adopted.

CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 10/0

Background

The Delegated Authorities, Policies & Position Statements Committee conducted a meeting on 22 November 2018. 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 focus of this meeting was to consider the following Policies and associated Delegated Authorities and Position Statements:

- Policy Review Project – Priority 1 Minor Amendments to Policies;

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- Legal Representation & Cost Indemnification – Elected Members & Employees Policy;
- Proposed Compliments, Feedback & Complaints Policy;
- Local Planning Policy LPP3.4 'Service Stations';
- Structure Plans & Telecommunications Infrastructure Planning Policy;
- Investment of Funds Policy;
- Proposed Procurement Policy & Delegated Authority 'Procurement Selection & Award';
- Proposed Sustainability Policy;
- Proposed Appointment of Acting Chief Executive Officer Policy;
- Proposed Attendance at Conferences, Seminars & Training Policy;
- Proposed Flying of Flags & Bereavement Recognition Policy;
- Proposed Civic Hospitality & Gifts Policy;
- Proposed Administration Building Access Policy;
- Proposed Recognition of Elected Members on Cessation of Service Policy
- Proposed Execution of Documents Policy; and
- Proposed Fraud & Misconduct Control & Resilience Policy.

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Ensure sound long term financial management and deliver value for money.

Budget/Financial Implications

As contained in the Minutes.

Legal Implications

As contained in the Minutes.

Community Consultation

As contained in the Minutes.

Risk Management Implications

Failure to adopt the Minutes may result in inconsistent processes and lead to non-conformance with the principles of good governance.

Advice to Proponent(s)/Submitters

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N/A

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

Nil.

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City of Cockburn

Delegated Authorities, Policies & Position Statements Committee

Minutes

For Thursday, 22 November 2018

These Minutes are subject to confirmation

Presiding Member's signature

Date: 28 February 2019

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CITY OF COCKBURN

SUMMARY OF MINUTES OF THE DELEGATED AUTHORITIES, POLICIES & POSITION STATEMENTS COMMITTEE MEETING HELD ON THURSDAY, 22 NOVEMBER 2018 AT 6:00 PM

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CITY OF COCKBURN

MINUTES OF DELEGATED AUTHORITIES, POLICIES & POSITION STATEMENTS COMMITTEE HELD ON THURSDAY, 22 NOVEMBER 2018 AT 6:00 PM

PRESENT:

ELECTED MEMBERS

Ms C Sands	-	Councillor (Presiding Member)
Mr L Howlett	-	Mayor
Ms L Smith	-	Deputy Mayor
Mrs C Reeve-Fowkes	-	Councillor
Mr M Separovich	-	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
Mr C Sullivan	-	Director Engineering & Works
Mrs M Tobin	-	Executive Manager, Strategy & Civic Support
Mrs G. Bowman	-	Manager, Community Development
Mr J Ngoroyemoto	-	Governance & Risk Management Advisor
Mrs V Frankson	-	Executive Assistant to Directors – Fin. & Corp. Serv./Gov. & Comm. Serv.

1. DECLARATION OF MEETING

The Presiding Member declared the meeting open at 6.01 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.

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4. APOLOGIES & LEAVE OF ABSENCE

Nil.

5. CONFIRMATION OF MINUTES

5.1 (2018/MINUTE NO 0014) MINUTES OF THE DELEGATED AUTHORITIES, POLICIES & POSITION STATEMENTS COMMITTEE MEETING - 23/08/2018

RECOMMENDATION
That Committee confirms the Minutes of the Delegated Authorities, Policies & Position Statements Committee Meeting held on Thursday, 23 August 2018 as a true and accurate record.

COMMITTEE RECOMMENDATION
MOVED Mayor L Howlett SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 5/0

6. BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)

Nil

7. DECLARATION BY MEMBERS WHO HAVE NOT GIVEN DUE CONSIDERATION TO MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING

Nil

AT THIS POINT IN THE MEETING, THE TIME BEING 12:31 PM THE FOLLOWING ITEMS WERE CARRIED BY 'EN BLOC' RESOLUTION OF COUNCIL

8.2	9.2	11.1	13.1
			13.3
			13.6
			13.7
			13.8

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8. COUNCIL MATTERS

8.1 (2018/MINUTE NO 0015) POLICY REVIEW PROJECT - PRIORITY 1 MINOR AMENDMENTS TO POLICIES

Author(s) J Ngoroyemoto

Attachments

1. Council Policies review Plan - November Update 2018
2. Proposed Records Management Policy
3. SC57 Records Management Policy
4. Proposed City of Cockburn Artworks Collection Policy
5. ACS14 City of Cockburn Art Collection Policy
6. PSCS16 Public Art in the City of Cockburn Policy
7. Proposed Completion of Firebreaks on Private Property Policy
8. ACS5 Completion of Firebreaks Policy
9. Proposed Incoming Sponsorships Policy
10. PSCS17 Sponsorships and Incoming Funding Position Statement
11. Proposed Library Services Policy
12. PSCS10 Library Internet Usage Position Statement
13. PSCS5 Donations to Library Services Position Statement
14. Proposed Smoke Free Environment Policy
15. SC42 Smoke Free Environment Policy
16. SC43 Smoke Free Council Policy
17. Proposed Food Act 2008 - Fee Exemptions Policy
18. APD66 Food Act 2008 Fee Exemption Policy
19. Proposed Access and Equity Policy
20. Proposed Graffiti Management Policy
21. Proposed Legal & Expert Advice and Proceedings between City & Other Parties Policy
22. PSES13 Legal Proceedings between Council and Other Parties Position Statement
23. SES1 - 'Obtaining Legal and other Expert Advice' Policy
24. Proposed Closed Circuit Television (CCTV) Policy
25. PSCS4 Community Access to Council Buses and People Movers Position Statement
26. AES10 Underground Power Policy
27. SC13 - 'Procedural Fairness' Policy

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RECOMMENDATION
That Committee:

(1) adopt the following proposed Policies as attached to the report:

1. Proposed Records Management Policy
2. Proposed City of Cockburn Artworks Collection
3. Proposed Completion of Firebreaks on Private Property Policy
4. Proposed Incoming Sponsorships Policy
5. Proposed Legal Proceedings Between The City and Other Parties Policy
6. Proposed Library Services Policy
7. Proposed Smoke Free Environment Policy
8. Proposed Food Act 2008 – Fee Exemptions

(2) delete the following Policies and Position Statements as attached to the report; and

1. Position Statement PSCS4 - Community Access to Council Buses and People Movers
2. Policy AES10 - Underground Power
3. Policy SC42 - Smoke Free Environment
4. SC43 - Smoke Free Council
5. Policy SC57 - Records Management
6. Policy ASC14 - City of Cockburn Art Collection
7. Position Statement PSCS16 - Public Art in the City of Cockburn
8. Policy APD66 - Food Act 2008 Fee Exemption
9. Position Statement PSCS17 – Sponsorship and Incoming Funding
10. Position Statement PSES13 – Legal Proceedings Between Council and Other Parties
11. Policy SES1 – Obtaining Legal and other Expert Advice
12. Position Statement PSCS2 - Library Internet Usage
13. Position Statement PSCS5 - Donations to Library Services
14. Policy ACS5 - Completion of Firebreaks
15. Policy SC13 - Procedural Fairness

(3) adopt the following proposed Policies for public consultation, as attached to the report:

1. Proposed Access and Equity Policy
2. Proposed Closed Circuit Television (CCTV) Policy
3. Proposed Graffiti Management Policy

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COMMITTEE RECOMMENDATION
MOVED Mayor L Howlett SECONDED Cr C Reeve-Fowkes

That Council adopt Policy 'Incoming Sponsorships' with the following amendments:

(1) substitute the word 'companies ' contained within the Policy with 'companies and/or individuals'; and

(2) in Clause (2) 2, remove the word 'individuals' after the words 'political organisations or', and replace with the words 'politicians or candidates'.

MOTION WITHDRAWN

MOVED Mayor L Howlett SECONDED Cr C Reeve-Fowkes

That the recommendation be adopted subject to deferring the adoption of Policy 'Incoming Sponsorships' (attachment 9), to be considered at a future Delegated Authorities, Policies and Position Statements Committee Meeting.

CARRIED 5/0

Reason for Decision

To allow for further consultation and clarification of the provisions contained within the proposed Policy.

Background

Council, at its December 2017 meeting, endorsed the proposal to conduct a review of its current Delegated Authority, Policies and Position Statements (DAPPS) documents. Subsequently, at its June 2018 meeting, Council adopted the City's Policy Framework and at its September 2018 meeting, adopted the proposed Plan to review all relevant documents.

The Council Policies Review Plan for this project is attached for reference, with updates and comments on each individual document's progress. In summary:

- Three (3) Policies were recommended for adoption at the August DAPPS meeting and subsequently adopted at the September Council meeting

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- Twenty four (24) Policies are being presented at this DAPPS meeting from the priority 1 list
- Seven (7) Policies are ready and are being presented at this DAPPS meeting from the priority 2 list
- Fifteen (15) Policies / Position Statements are being recommended for deletion at this DAPPS meeting
- Fifty nine (59) proposed Policy documents (combination of priority 1 & 2) remain and will be presented to future DAPPS meetings in 2019.

This represents 45% completion rate of the project and are covered as part of this report, or are the subject of individual reports included in other parts of this Agenda.

Submission

N/A

Report

Following Council`s decision at the June 2018 Ordinary Council meeting, officers have initiated the organisational internal review of Council Policies and Position Statements in accordance with the adopted Plan. This review included the following:

- Staff Policy framework workshops
- Staff Policy writing training workshops
- Staff internal consultation
- Elected Members Policies review session

As part of the review, Council Policies and Position Statements were reviewed and consulted internally for alignment with the adopted Policy Framework. As agreed by Council, all Council policies that have been reviewed to date and are ready for consideration are now presented. Below are all the proposed Council Policies that are not included in an individual report as part of this Agenda.

Records Management Policy – (Attachment 2)

Incorporates content from Policy SC57 Records Management

The intent of the Policy is unchanged, but it has been simplified to make it easier to read and interpret as follows:

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The Background section has been removed to align with the new policy template and some information from this section has now been included under the Policy Purpose and Policy Statement sections.

Definitions have been simplified to remove those that were not required as part of the Policy (government record, significant records, vital records and non-records) and can be found in the supporting Recordkeeping Guidelines This section has also been moved to the end of the Policy document.

The Statutory Obligations section has been renamed Legislation and Standards and has been updated to include principles and standards that are applicable to the Policy.

City of Cockburn Artwork Collections Policy – (Attachment 4)

The new Policy is an amalgamation of the following current Policy and Position Statement:

1. ASC14 - Art Collection
2. PSCS16 - Public Art in the City of Cockburn.

Much of the content will be incorporated into the relevant procedures as this Policy is simply to provide the authority and reasoning for artworks to be commissioned and collected.

This Policy applies to all aspects of commissioning and purchasing of artworks by the City which will then be able to be reflected in the audit and reporting.

Completion of Firebreaks on Private Property Policy – (Attachment 7)

The existing Policy ACS5 'Completion of Firebreaks' provides operational guidance on Council expectations of completing the firebreak inspections annually.

Salient changes to the proposed Policy include;

1. A priority of inspections by property type

   Rationale for this:

   a. Rural property within the City represents the most significant risk, with most being classed at extreme (the highest possible rating) within the City`s Bushfire Risk Management Plan.
   b. Unprepared Rural properties pose risk to the home occupier, their neighbours and can affect the containment of fires.
   c. Homes within Bushfire Prone Areas pose a similar risk to that of rural properties, where embers could ignite nearby bushland areas.

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2. Providing 14 days for owner to comply

   Rationale for this:

   a. Historically owners have been given 14 days to comply with a Work Order issued by the inspecting Fire Control Officer, however, this process is not a requirement under the Bushfires Act 1954 or the City's Fire Control Order. Having this listed within the Policy ensures Council is fully aware of the process undertaken and provides residents with the ability to undertake work within a designated timeframe.

3. Remove reference of cost borne by owner reference

   Rationale for this:

   a. Covered under the Bushfires Act 1954 Section 33 (5) and in accompanying procedures.

Incoming Sponsorship Policy – (Attachment 9)

This Policy includes all the content from Position Statement PSCS17 – Incoming Sponsorships

Minor cosmetic changes are recommended and the addition of the following sentence:

Any company that does not reflect the City of Cockburn's values and culture does not meet community standards relating to social standards or expectations, or bring the reputation of the City in to disrepute in any way.

This Policy applies to all incoming sponsorships received by the City. It does not include outgoing donations, sponsorships and waiver of fees and charges.

Library Services Policy – (Attachment 11)

Incorporates elements of Position Statements PSCS2 - Library Internet Usage and PSCS5 - Donations to Library Services

Purpose of this proposed Policy is to provide the City and the community with clear and consistent framework for the management of the City's libraries and its resources. All Elements of internet usage have been removed from the Policy and will be covered under the proposed Public Internet Use and Wireless Access Policy for the City of Cockburn to be presented to a future DAPPS Meeting.

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Smoke Free Environment Policy – (Attachment 14)

Incorporates content from current Policies SC42 Smoke Free Environment and SC43 Smoke Free Council

This proposed Policy attempts to minimise employee and public exposure to tobacco smoke under certain specified circumstances.

The new Policy also details where the City`s employees and members of the public may or may not smoke. The Policy goes further to support employees in smoking cessation programs.

The reason for the Policy is to support the City's stance on smoking and reducing exposure to tobacco smoke.

Food Act 2008 Fee Exemption Policy - (Attachment 17)

Much of the content and intent of current Policy APD 66 is incorporated into the proposed Policy. This revised policy outlines the circumstances when food businesses may be exempted from paying notification fees as well as annual assessment fees.

The new Policy also details which types of food businesses may be exempted from paying fees. The reason for the Policy is to reiterate the City's stance on supporting charitable organisations, community groups and family day care centres. This Policy also recognises that very low risk food businesses don't need to be inspected and therefore do not attract an inspection fee.

Access & Equity Policy – (Attachment 19)

This Policy has been summarised, modernised, and re-written to include legislative requirements, language services requirements identified in the Cultural Diversity Strategy and also some additional requirements of the Reconciliation Action Plan and the Disability Access and Inclusion Plan. All content form Position Statement PSCS1 'Access and Equity' has been incorporated.

Elected Member training is included in the proposed Policy regarding disability access and cultural competency training. This Policy is recommended for public consultation.

Graffiti Management Policy – (Attachment 20)

The new Policy is an amalgamation of the following current Position Statements:

3. PSEW20 -Graffiti Response - Non-City Owned Property
4. PSEW10 - Graffiti and Vandalism Response - Council Property.

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All the content from both Position Statements has been consolidated in the proposed new Policy. There are no changes to the application of the Policy. The creation of the new Policy combines graffiti management of both City and non-City owned property into one document for all graffiti management. The term Council property has been removed from the Policy to correctly reference City property. This Policy is recommended for public consultation.

Legal & Expert Advice and Proceedings Between City & Other Parties Policy – (Attachment 21)

This Policy combines Position Statement PSCS13 – Legal Proceedings between Council and Other Parties and Policy SES1 Obtaining Legal and Expert Advice. All content from both documents has been amalgamated into the proposed Policy, with very minor changes.

Proposed policy changes:

- Change from the reference 'Council' to 'City' in the Policy title and content of the Policy, where applicable. The proposed Policy is now titled 'Legal & Expert Advice and Proceedings Between the City & Other Parties'

This reflects the correct administrative and corporate reference to local government. All legal proceedings are associated with the City, rather than Council, in court cases against other parties.

Closed Circuit Television (CCTV) Policy – (Attachment 24)

The existing Policy SC46 'Installation and Use of Closed Circuit Television (CCTV) in the City of Cockburn' was extensively revised and presented at the August 2017 DAPPS Meeting. At the time of review, internal stakeholders were consulted. The current Policy has had no changes other than reformatting to the new Policy Template. This Policy is recommended for public consultation.

Position Statement PSCS4 - Community Access to Council Buses and People Movers – (Attachment 25)

Position Statement PSCS4 - Community Access to Council Buses and People Movers is recommended for deletion.

The Position Statement was originally required to enable the City of Cockburn to apply for a Lottery West Grant for a new bus, which is no longer applicable. The City of Cockburn has replaced these buses using Council resources and there is no longer a requirement to have a Position Statement.

An Administrative Procedure is all that is required to operationally manage the hire of the Council Vehicles which are designated as being

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appropriate to be hired to community groups. The Fees and Charges for Bus Hire and Bonds are required to be considered by Council each year, so Elected Members will continue to have oversight of ensuring the vehicles continue to be affordable for community groups to hire.

Policy AES10 - Underground Power – (Attachment 26)

Recommended for deletion

The Underground Power Program (UPP) is a State initiative to support local government by providing a fund allocation to the assessed successful projects. This specific Policy is not required, because each submission is reported to the Council to decide which nominated project will be submitted as the City's proposal. Therefore, Policy AES10 can be deleted.

Policy SC13 – Procedural Fairness – Attachment 27)

This Policy is recommended for deletion as procedural fairness is concerned with the procedures used by a decision-maker, rather than the actual outcome reached. It requires a fair and proper procedure be used when making a decision. The Ombudsman considers it highly likely that a decision-maker who follows a fair procedure will reach a fair and correct decision. A fair procedure for decision making is an important component of the rule of law. The common law recognises a duty to accord a person procedural fairness—a term often used interchangeably with natural justice—before a decision that affects them is made.

Procedural fairness embodies two different rules. One of them is the rule against bias; apprehended and actual bias. The other is the right to a fair hearing. Both rules of procedural fairness are expressed at a high level of generality.

The rules of procedural fairness do not need to be followed in all government decision-making. They mainly apply to decisions that negatively affect an existing interest of a person or corporation.

The best approach is to seek to identify the governing principles and then to apply them in the precise circumstances of the case which supersedes the need for an organisational Policy on procedural fairness.

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

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Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

Community consultation will be conducted for the three (3) Policies that are recommended for public consultation. This consultation will be conducted in alignment with the Community Engagement Framework. At the end of the public consultation period, submissions and feedback will be considered and a report prepared back to the DAPPS Committee.

Risk Management Implications

Adoption of the recommendations will ensure that the Council Policies are aligned to the adopted Policy Framework and provide a consistent approach for the development and implementation of Policies. This will also be a positive step towards achieving the Council's approved scheduled Review Plan in order to complete the Policy review project within the set timelines.

Advice to Proponent(s)/Submitters

N/A

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

Nil

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COUNCIL POLICIES REVIEW PLAN

Proposed Policy	Public consultation? (Y/N)	Review Priority (1 or 2)	Recommendations
POLICIES TO BE PRESENTED AT NOVEMBER 2018 DAPPS MEETING			
Sustainability	Y	1	Incorporates content from **Policy SC37 - Sustainability**. Subject of a report being presented at November 2018 DAPPS meeting.
Procurement	Y	1	Combines Policies **SC38 - Procurement and SES3 - Procurement Evaluation.** To outline the City's commitment and approach to achieving value for money in an equitable and transparent manner when procuring goods and services. Subject of a report being presented at November 2018 DAPPS meeting.
City of Cockburn Use of CCTV System	Y	1	Incorporates content from Policy **SC46 - Installation & Use of Closed Circuit Television (CCTV)** in the City of Cockburn to provide the basis for the effective use of the CCTV System. Subject of a report being presented at November 2018 DAPPS meeting.
Library Services	Y	1	Incorporates elements of Position Statements **PSCS2 - Library Internet Usage and PSCS5 - Donations to Library Services** - Purpose of this policy is to provide the City and the community with clear and consistent framework for the management of the City's libraries and its resources. Subject of a report being presented at November 2018 DAPPS meeting.
Access and Equity	Y	1	Incorporate Position Statement **PSCS1 - Access and Equity** - To ensure there is equitable access to the City's information, services and facilities for all residents. Subject of a report being presented at November 2018 DAPPS meeting.
City of Cockburn Artworks Collection	Y	1	Combine Position Statement **PSCS16 - Public Art in the City of Cockburn with Policy ACS14 - City of Cockburn Art Collection**. Subject of a report being presented at November 2018 DAPPS meeting.
Legal Proceedings between City and other parties	N	1	Incorporates content from Position Statement **PSES13 - Legal Proceedings Between Council and Other Parties & SES1 - Obtaining Legal & other Expert Advice.** Title to be amended to reflect 'City' rather than Council; may also need review to delegations of authority to initiate or respond to legal action. Subject of a report being presented at November 2018 DAPPS meeting.
Complaints, Feedback and Compliments	N	1	**New Policy**, incorporate content from **Policy SC13 - Procedural Fairness** - to provide a framework to guide the City in its management and handling of feedback and complaints. Subject of a report being presented at November 2018 DAPPS meeting.
Execution of Documents	N	1	Incorporate Policy **ACS2 - Common Seal of the City of Cockburn**. Broaden the scope to cover guidance on the appropriate method of execution of documents and use of the common seal. DA to be reviewed, as the Act Section 9.49A(1) specifies that authorisation is required, and there is no provision for delegation. Subject of a report being presented at November 2018 DAPPS meeting.
Records Management	N	1	Incorporates content from **Policy SC57 - Records Management**. Subject of a report being presented at November 2018 DAPPS meeting.
Fraud & Misconduct Control & Resilience	N	1	Incorporates Policy **SC55 - Fraud Prevention**. To articulate the City of Cockburn's commitment to a zero-tolerance approach to fraud, misconduct, bribery and corruption (Fraud and Misconduct) and to building resilience through the identification and implementation of strategies to prevent, detect and respond to Fraud and Misconduct. Subject of a report being presented at November 2018 DAPPS meeting.
Legal Representation, Costs Indemnification, and Other Expert Advice	N	1	Review Policy **SES4 - Legal Representation - Indemnification of Costs**. Delegation to be reviewed. Subject of a report being presented at November 2018 DAPPS meeting.
Investments	N	1	Incorporates elements of current Policy **SFCS1 - Investments** policy. Subject of a report being presented at November 2018 DAPPS meeting.
SMOKE-FREE ENVIRONMENT	N	1	Combines Policy **SC42 - Smoke - Free Environment with SC43 - Smoke- Free Council**. Subject of a report being presented at November 2018 DAPPS meeting.
Completion of Firebreaks on Private Property	N	1	Incorporate content from Policy **ACS5 - Completion of Firebreaks**. Subject of a report being presented at November 2018 DAPPS meeting.
FOOD ACT 2008 – FEE EXEMPTION	N	1	Incorporate content of Policy **APD66 - Food Act 2008 - Fee Exemption**. Subject of a report being presented at November 2018 DAPPS meeting.
Graffiti Management	N	1	Combine Position Statements **PSEW20 - Graffiti Response - Non-City Owned Property and PSEW10 - Graffiti and Vandalism Response - Council Property**. Subject of a report being presented at November 2018 DAPPS meeting.

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COUNCIL POLICIES REVIEW PLAN

Proposed Policy	Public consultation? (Y/N)	Review Priority (1 or 2)	Recommendations
Incoming Sponsorships	N	2	Applies to all incoming sponsorships received by the City. It does not include outgoing donations, sponsorships and waiver of fees and charges. Includes content from Position Statement **PSCS17 - Sponsorships -Incoming Funds**. This policy review was scheduled as a priority 2, however the review has been completed early, and is being presented for consideration at the November 2018 DAPPS Meeting.
Civic Hospitality and Gifts	N	2	Combine content from Policies SC36 - Recognition - City of Cockburn Pioneers, SC50 - Annual Civic Dinner - Guest List, AC4 - Distribution of City of Cockburn Promotional Items and Material, PSES3 - Minor Occasions of Hospitality/Entertainment & SC10 - Mayor's Authority to Arrange Functions and Provide Hospitality and Gifts. To provide guidance for the approval of civic functions, ceremonies, receptions and/or the provision of hospitality. This policy review was scheduled as a priority 2, however the review has been completed early, and is being presented for consideration at the November 2018 DAPPS Meeting.
Recognition of Elected Members on Cessation of Service	N	2	Incorporate content from Policy **SC25 - Recognition of Elected Members on Retirement** . The purpose of this policy is to specify the circumstances in which to acknowledge the services of current, retiring or resigning elected members so that they are appropriately recognised for their contributions. This policy review was scheduled as a priority 2, however the review has been completed early, and is being presented for consideration at the November 2018 DAPPS Meeting.
Bereavement Recognition - Local Notable Citizens	N	2	Combines content from Policies **SC49 - Death of Local Notable Citizen & SC45 - Flying of Flags - City of Cockburn Administration Building**. As a mark of respect, Council can acknowledge the contribution made to the district by deceased persons and their immediate families. This policy review was scheduled as a priority 2, however the review has been completed early, and is being presented for consideration at the November 2018 DAPPS Meeting.
Council Administration Building Access	N	2	Incorporate content from Policy **SC16 - Council Administration Centre - Designation of Areas and Access Protocols** (Policy extends to Elected Members Arear). This policy review was scheduled as a priority 2, however the review has been completed early, and is being presented for consideration at the November 2018 DAPPS Meeting.
Attendance at conferences, seminars and training	N	2	Incorporates content from Policy **AES6 - Attendance at conferences and seminars** (policy extends to Elected Members attendance). This policy review was scheduled as a priority 2, however the review has been completed early, and is being presented for consideration at the November 2018 DAPPS Meeting.
APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER	N	2	Incorporate content from Policy **SC30 - Appointment of Acting Chief Executive Officer**. This policy review was scheduled as a priority 2, however the review has been completed early, and is being presented for consideration at the November 2018 DAPPS Meeting.
UNDERGROUND POWER	Y	1	**To be deleted - Policy AES10 - Underground Power.** Upon further research, this policy is recommended for deletion. The underground Power program is a State or Federal initiative to support the Local Governments by providing a fund allocation to the successful projects by providing a fund allocation to the successful projects. This specific policy is not required, because each submission for the underground program is reported to the Council to decide which nominated project will be submitted as the City's proposal. Therefore Policy AES10 can be deleted, and there is no need for an Underground Power Policy
Procedural Fairness	N	1	**To be deleted - Policy SC13 - Proceduarl fairness.** This policy is recommended for deletion, procedural fairness is concerned with the procedures used by a decision-maker, rather than the actual outcome reached. It requires a fair and proper procedure be used when making a decision. The Ombudsman considers it highly likely that a decision-maker who follows a fair procedure will reach a fair and correct decision. The best approach is to seek to identify the governing principles, and then to apply them in the precise circumstances of the case, rather than having a policy on procedural fairness
Community Transport Service	Y	1	**To be Deleted - PSCS4 - Community Access to Council Busses and People Movers (12 Seater and above) -** Upon further research and consultation it is now recommended to delete this Position Statement. The Position Statement was originally required to enable the City of Cockburn to apply for a Lottery west Grant application for a new bus. The City of Cockburn has replaced these original Lottery west funded buses via Council resources and so there is no longer a requirement to have a Position Statement. An Administrative procedure is all that is required to operationally manage the hire of the Council Vehicles which are designated as being appropriate to be hired out to Community Groups . The Fees and Charges for Bus hire and Bonds are required to be considered by Council, so Elected Members will continue to have oversight of ensuring the vehicles continue to be affordable to community groups to hire.

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COUNCIL POLICIES REVIEW PLAN

Proposed Policy	Public consultation? (Y/N)	Review Priority (1 or 2)	Recommendations
POLICIES TO BE PRESENTED AT A FUTURE DAPPS MEETING IN 2019			
ENTERPRISE RISK MANAGEMENT	N	1	Incorporate content from Policy **SC51 - Enterprise Risk Management**. To be presented to the March 2019 Audit & Strategic Finance Committee meeting. The City has conducted a Risk Maturity review, the results of this report will be presented to the November Audit and Strategic Finance meeting. Subsequently a review of the Policy and the framework will be conducted and presented to the Audit and Strategic Finance Committee.
Verge Treatments	Y	1	Combine Policy **AEW1 - Street Verge Improvements and Position statement PSEW16 - Unkempt Verge Mowing** - To establish policy to enable property owners to protect landscaping, water reticulation systems and to discourage parking on the verge. At the 9 August 2018 OCM, Council resolved to hold an information session, with guest speakers, open to all residents in order to allow for ideas and feedback on the verge improvement policy along with reviewing other LGA's policies on verges. To facilitate Councils recommendation a consultant has been engaged to deliver on these actions over a three month period in order to allow sufficient time to secure the guest speakers and hold an information session. The completion date is scheduled for the end of November allowing a report to the December OCM and subsequent policy revision to the Feb 2019 DAPPS meeting.
ESTABLISHMENT OF COMMUNITY GARDENS	Y	1	Incorporates content from Policy **AEW7 - Establishment of Community Gardens**. Will be presented at a future DAPPS meeting in 2019. More time required to review the guidelines, which will be provided at the same time, when the policy is presented for review.
City of Cockburn Crest, Branding and Logos	N	1	Incorporate Policy **SC24 - Community Use of City of Cockburn Corporate Logo** - To protect and clarify the use of the City's crest, corporate branding and logos and to control the use of the title "City of Cockburn". To be presented at Feb DAPPS meeting in 2019. Further time required to research and consult on the control and usage of corporate branding.
RELATED PARTY DISCLOSURES	N	1	Incorporate content from Policy **SC60 - Related Party disclosures**. To be presented to the Feb DAPPS in 2019. Further time required to consult with external departments and other internal business units.
Community Engagement	Y	1	Incorporates content from Policy **SC2 - Community Engagement** (To provide guiding principles for community engagement to ensure consistent, meaningful and best practice engagement is carried out within the City of Cockburn.) This Policy will be presented to DAPPS at a future meeting in 2019. The review started in March 2018 with consultants interviewing internal and external stakeholders, which resulted in a recommendation to adopt the IAP2 principles for its policy and approach. The aim now is to engage, and raise awareness about the City's commitment to all stakeholders, before commencing the drafting of the policy. So far training to Elected Members, Managers, Directors and key staff on community engagement, and desktop study of other Aboriginal engagement policies has been completed. Further engagement will be completed, before the draft Policy is presented to the DAPPS committee. Subsequently the plan will be released to the public for consultation.

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COUNCIL POLICIES REVIEW PLAN

Proposed Policy	Public consultation? (Y/N)	Review Priority (1 or 2)	Recommendations
Signage	Y	1	Incorporate Position statements **PSCS6 - Electoral Signs** (to be reviewed in line with the proposed Elections caretaker period policy), **PSEW15 - Removal and Pruning of Trees** and **PSEW2 - Advertising on Litter Bins and Bus Stop Seats** - provides guidance on the design and placement of signs located within the City, in order to protect the quality of the streetscape and the amenity of adjoining and nearby residents by minimising the visual impact of signs. To encourage signs that are well-designed and well-positioned and appropriate to their location, which enhance the visual quality, amenity and safety of the City, and to facilitate a reasonable degree of signage to support business activities within the City . This will complement the provisions for signs as specified in the City's Signs section in the consolidated Local Law 2000. To be reviewed and presented to future DAPPS and Council Meetings for consideration. content from Policy AEW6 - Promotional Street Banners to be also reviewed accordingly. To be Presented to Feb DAPPS in 2019. The Signage Policy needs to combine the four existing policies, which have been controlled by other business units such as Community Service (Promotional Street Banners), Waste Management (Advertising on Litter Bins and Bus Stop Seats), Engineering & Planning (Illuminated Signage), Engineering (Directional Signage). Due to commitments to other projects, the internal consultation has not been completed yet, in order to finalise the draft proposed policy. More time is required to effectively review this policy.
JOINT DEVELOPMENT OF COMMUNITY FACILITIES	Y	1	Incorporate content from Position Statement **PSCS9 - Joint Development of Community Facilities**. To be presented at Feb DAPPS in 2019. The rationale for deferring PSCS9 until the February 2019 DAPPS meeting is as follows: • The content of PSCS9 is duplicated within the guiding principles of the Community Sport and Recreation Facilities Plan (CSRFP) which is scheduled for adoption in early 2019. Subsequently once the CSRFP is adopted and to avoid duplication, it will be recommended to rescind PSCS9. A report will be prepared for the February 2019 DAPPS meeting outlining the above, as well as where PSCS9 is duplicated across other relevant policy documents.
Social Media	N	1	Incorporate content from Policy **SC53 - Social Media**, Outlines City's approach to official social media use by employees, and public participation in social media channels. The review of this policy is on hold until next year Feb DAPPS meeting. To allow for any ongoing processes outcomes to be considered as part of the policy review.
PUBLIC INTERNET USE & WIRELESS ACCESS	Y	1	Combine Position Statement PSCS10 - Library Internet and Policy SC59 - Public Internet and Wi-Fi. More time required finalise consultation and review of this policy
STRUCTURE FOR ADMINISTERING THE CITY OF COCKBURN	N	1	Incorporates content from Position Statement PSES11 - Structure for Administering the City of Cockburn. More time required to finalise consultation and align this policy with the organisational structure.
Advisory/ Reference Group - Establishment and Operations	N	2	Combines content from Policies SC4 - Establishment of Issue Based Committees, SC29 - Elected Member Representing Council on External Committees, AC5 - Election of Members to External Boards, Panels or Committees & Position Statement PSES10 - Reference Groups of Council. To be reviewed and presented to future DAPPS and Council Meetings for consideration.
Elected Members Entitlements	N	2	Combination of Policies SC1 - Meeting Attendance Fees - Elected Members, SC11 - Letterheads for Elected Members, SC14 - Mayoral and Deputy Mayoral Allowance, SC15 - Elected Member Information Communication Technology (ICT) Allowance, SC26 - Reimbursement of Elected Members Expenses, SC48 - Provision of Mayoral Vehicle, PSES14 - Training of Council Delegates on Committees or Boards, SC40 - Elected Member Training and Development. To be reviewed and presented to future DAPPS and Council Meetings for consideration.
Council Meetings	N	2	Combines Policies SC3 - Council Meetings and ACS2 - Seating Arrangements for Council Meetings. To be reviewed and presented to future DAPPS and Council Meetings for consideration.
REPRESENTATION AT COUNCIL RELATED FORUM	N	2	Incorporate content from Policy SC9 - Representation at Council Related Forums. To be reviewed and presented to future DAPPS and Council Meetings for consideration.

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COUNCIL POLICIES REVIEW PLAN

Proposed Policy	Public consultation? (Y/N)	Review Priority (1 or 2)	Recommendations
Elected Members Communications Policy	N	2	Combine content from Policies SCS1 - Media Activity with SC6 - Communication & Information Dissemination, SC31 - Access to Information by Council & Committee Members, AC3 - Elected Member Requests, SC28 - Proposed Amendments by Elected Members to Recommendations for Council Meetings and PSES12 - Provision of Committee Business Papers to Elected Members. The City supports and implements good governance practices and applies these principles to the appropriate use of and access to communication systems and information managed and retained by the City. As such, it is the City's position that communications, made on behalf of the City or Council, should be appropriately coordinated to ensure that quality and consistent information is provided to the community and City stakeholders. Consider possibilities to split Media and Communication matters into 2 different policies. To be reviewed and presented to future DAPPS and Council Meetings for consideration.
Elections - Caretaker Period	N	2	NEW: Includes content form Policy SC7 - Briefing Sessions for Electoral Candidates and Newly Elected Members. To ensure the City's activities and those of Councillors who are candidates in local government elections, are undertaken in a manner that supports a high standard of integrity during local government election periods. Incorporate review of Position statements PSCS6 - Electoral Signs
Award of the title "Honorary Freeman of the City of Cockburn"	N	2	Incorporate content from PolicySC27 - Honorary Freeman of the City of Cockburn. To be reviewed and presented to future DAPPS and Council Meetings for consideration.
SISTER CITY RELATIONSHIPS	N	2	incorporates content from Policy SC33 - Sister City Relationships. To be reviewed and presented to future DAPPS and Council Meetings for consideration.
APPROVAL TO PARTICIPATE IN REPRESENTATIVE DELEGATIONS	N	2	incorporate content from Policy AES9 - Approval to Participate in Representative Delegations. To be reviewed and presented to future DAPPS and Council Meetings for consideration.
Community Funding For Community Organisations and Individuals (Grants, Donations & Sponsorships)	N	2	Combines content from Policy (SCS35) Grants, Donations & Sponsorships - Community Organisations and Individual, ACS7 - Donations to Schools, ACS1 - Community Welfare Funding and ACS16 - Community Innovation & Participatory Budgeting. Policy provide framework for the provision of community funding to community groups, organisations and individuals. Does not include sporting clubs. To be reviewed and presented to future DAPPS and Council Meetings for consideration.
Community Funding For Sporting Clubs	N	2	incorporates content from Policy ACS12 - Sport and Recreation Grants Policy. This policy covers sporting clubs. To be reviewed and presented to future DAPPS and Council Meetings for consideration.
Youth reward and Recognition	N	2	Provides framework for the provisions of scholarships for Youth. Incorporates content from ACS11 - Youth academic Assistance
Corporate Credit Cards	N	2	Incorporates content from Position Statement PSFCS24 - Corporate Credit Cards. To be reviewed and presented to future DAPPS and Council Meetings for consideration.
MEMORIALS IN PUBLIC RESERVES	N	2	Incorporate content from Policy AEW12 - Installation of Private Memorial Plaques in Public Open Space. To provide guidance on the installation of memorials in public reserves within the City. To be reviewed and presented to future DAPPS and Council Meetings for consideration.
SUBDIVISION CONSTRUCTION STANDARDS	N	2	Incorporates content from Position Statement PSEW11 - Subdivision Construction Standards. To be reviewed and presented to future DAPPS and Council Meetings for consideration.
STANDARD SPECIFICATIONS AND COST OF CROSSOVERS	N	2	Incorporates content from position statements **PSEW12 - Standard Specifications and Cost of Crossover**. To be reviewed and presented to future DAPPS and Council Meetings for consideration. Position statement to be changed into a Policy, and procedural material (technical Spesifications) to be seperated from the policy into a guideline document.To be reviewed and presented to future DAPPS and Council Meetings for consideration.

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COUNCIL POLICIES REVIEW PLAN

Proposed Policy	Public consultation? (Y/N)	Review Priority (1 or 2)	Recommendations
LEASING OF CITY OF COCKBURN PROPERTY FOR COMMUNITY AND/OR RECREATIONAL PURPOSES (NOT FOR PROFIT)	N	2	Incorporates content of PolicyAPD85 - Process for Leasing and Licensing - City of Cockburn Owned or Controlled Property for Recreational or Community purposes. To be reviewed and presented to future DAPPS and Council Meetings for consideration.
LEASING OF CITY OF COCKBURN PROPERTY FOR COMMERCIAL PURPOSES (FOR PROFIT)	N	2	Combine Policy APD86 - Leasing of Council Controlled Land with Policy APD87 - Renewal of Leases and Licenses for Council Owned or Controlled Property. To be reviewed and presented to future DAPPS and Council Meetings for consideration.
JANDAKOT AIRPORT	N	2	Incorporates content from Position Statement PSPD7 - Jandakot Airport. To be reviewed and presented to future DAPPS and Council Meetings for consideration.
UNINHABITABLE PREMISES	N	2	Incorporates content from Position Statement PSPD21 - Uninhabitable Premises. To be reviewed and presented to future DAPPS and Council Meetings for consideration.
Public Community Events	N	2	New Policy to establish an operational framework that ensures a consistent, coordinated and equitable approach in the assessment and approval of public community events. To provide the City and community with a set of guidelines and procedures that ensures best practice event management. After further consultation it was decided not to proceed with a Council Public Events policy. However a procedure/guideline manual will still need to be developed, this will be lead by Corporate Communications, and in consultation with recreation services, community development, environmental health, waste, engineering and any other relevant business unit.
Community Centre & Halls Facility Hire & Usage	N	2	Incorporates content from Policy ACS8 - Hire of Council Community Centres and Halls. To provide a framework for the hire and use of community facilities across the City . This policy does not apply to leased facilities or areas subject to a shared use agreement. To be reviewed and presented to future DAPPS and Council Meetings for consideration.
Community Sporting Facilities Management	N	2	Combine ACS10 - Criteria for Agreements for Management of the City's Club/Change rooms with PSEW17 - Outdoor Sport Lighting on Recreation Reserves and PSCS13) - Replacement of Cricket Pitch - Artificial Turf
ESTABLISHMENT OF MARKETS ON LAND OWNED AND CONTROL BY CITY OF COCKBURN	N	2	Incorporates content from Position Statement PSCS18 - Establishing Markets on Land Owned or Controlled by the City of Cockburn. To be reviewed and presented to future DAPPS and Council Meetings for consideration.
REHABILITATION AND REVEGETATION OF NATURAL AREAS	N	2	Combine content of Policy SEW4 - Bushland Conservation, SEW6 - Wetlands Conservation and SEW5 - Native Fauna Protection. To formalise the City's position and requirements with regard to the rehabilitation and revegetation of bushland and wetland areas. To be reviewed and presented to future DAPPS and Council Meetings for consideration.
STREET & PUBLIC AREA LIGHTING	N	2	Combine content of Policies SEW2 - Street & Public Area Lighting with AEW3 - Street Lighting and AEW11 - Open Space Lighting. To be reviewed and presented to future DAPPS and Council Meetings for consideration.
TRAFFIC MANAGEMENT INVESTIGATION	N	2	Incorporates content of Policy SEW3 - Traffic Management Investigation. To be reviewed and presented to future DAPPS and Council Meetings for consideration.
Street Trees	N	2	Combine Position Statements PSEW18 - Trees on Privately Owned Land with PSES15 - Removal and pruning of trees. To be reviewed and presented to future DAPPS and Council Meetings for consideration.
Installation of Playground & Recreational Equipment on Reserves	N	2	Combine content of Position Statement PSEW19 - Installation of Playground/Recreational Equipment on Reserves & AEW4 - Shade to Playgrounds on Recreation Reserves. To be reviewed and presented to future DAPPS and Council Meetings for consideration.

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Proposed Policy	Public consultation? (Y/N)	Review Priority (1 or 2)	Recommendations
MAINTENANCE OF VERGES/PUBLIC OPEN SPACE FOLLOWING RESIDENTIAL SUBDIVISIONS	N	2	Incorporate content from Policy SEW1 - Maintenance of Verges/Public Open Space Following Residential Subdivisions. To be reviewed and presented to future DAPPS and Council Meetings for consideration.
KERBSIDE HOUSE NUMBERING	N	2	Incorporates content from Policy AEW2 - Kerbside House Numbering. To be reviewed and presented to future DAPPS and Council Meetings for consideration.
LANDOWNER BIODIVERSITY CONSERVATION GRANT PROGRAM	N	2	Incorporates content from Policy AEW5 - Landowner Biodiversity Conservation Grant Program. To be reviewed and presented to future DAPPS and Council Meetings for consideration.
PROMOTIONAL STREET BANNERS	N	2	Incorporates content from Policy AEW6 - Promotional Street Banners. To be reviewed and presented to future DAPPS and Council Meetings for consideration. To be added to the signage policy review
Prohibition of Exotic Animals in Circuses	N	2	Incorporates content from Policy ACS3 - Approval to conduct Circus. To be reviewed and presented to future DAPPS and Council Meetings for consideration.
50KMH SPEED LIMIT REMINDER SIGNS	N	2	Incorporates content from Position Statement PSEW23 - 50km Speed Limit Reminder Signs. To be reviewed and presented to future DAPPS and Council Meetings for consideration.
Council Owned Vehicle Usage	N	2	Incorporates content from Policy AES8 - Council owned Vehicle Usage (policy extends to Elected Members usage) To be reviewed and presented to future DAPPS and Council Meetings for consideration.
PREVENTION OF SAND DRIFT FROM SUBDIVISIONS & DEVELOPMENT SITES	N	2	Incorporates content from Policy SPD7 - PREVENTION OF SAND DRIFT FROM SUBDIVISIONS & DEVELOPMENT SITES To be reviewed and presented to future DAPPS and Council Meetings for consideration.
Budget & Business Planning	Y	1	Presented to August DAPPS for public consultation Combine and consolidate content from Policy SC34 - Budget Management and Policy SC54 - Corporate Strategic Planning Process, to allow for the Community to have a greater and earlier input into the budget process and provide Council officers the opportunity to explain the budget process, the contents of the proposed budget and the relationship the draft budget into adopted Council.
Live Streaming of Council Meetings	N	1	Presented to August DAPPS & adopted at September OCM. A new Policy to be developed for the live audio and video streaming of Council Meetings on Council's website, audio and video recording of those meetings, and publishing the audio and video recordings of those meetings on Council's website. Council approved (May 2018 OCM) the live streaming of Council meetings through the website to make the meetings more accessible. This Policy will supersede Policy SES2 Access to Tape Recordings of Council Meetings because the public will no longer need to request the recording as it will be freely available on the website.
GEOGRAPHIC NAMING	N	1	Presented to August DAPPS & adopted at September OCM. Combine Policy APD75 - Naming of Streets and Public Open Space with Position statement PSPD20 - Naming of Parks and Reserves. The City supports a consistent approach to the naming of public facilities within its district which is guided by State Government standards. As such, the naming of all City streets, reserves and buildings shall be in accordance with Land gate's updated Policies and Standards for Geographical Naming in Western Australia.

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

Title	**Records Management**
Policy Number (Governance Purpose)	

Policy Type

Council

Policy Purpose

The purpose of this policy is to provide guidance and direction on the creation and management of records and to clarify responsibilities for recordkeeping within the City of Cockburn.

This policy and related recordkeeping procedures/guidelines are the framework for ensuring records are created and retained appropriately to meet accountability requirements, legislative compliance and adherence to best practice standards.

Policy Statement

Records are recognised as an important information resource within the City of Cockburn, and it is accepted that sound records management practices will contribute to the overall efficiency and effectiveness of the organisation.

The effective management of records will also:

- Protect the interests of the City of Cockburn and the rights of its employees, customers and stakeholders
- Support informed decision making
- Provide evidence of achievements
- Increase efficiency in administration and service delivery across the organisation

(1) Ownership

All records created or received during the course of business belong to the City of Cockburn not to the individuals who created them.

All contractual arrangements will ensure the City's ownership of records.

(2) Creation of Records

All employees, contractors and elected members will ensure that full and accurate records are created to provide evidence of business transactions and decisions and that these records will be registered in the City of Cockburn's recordkeeping system.

(3) Capture and Control of Records

All records created and received in the course of City business will be captured at the point of creation (wherever possible), regardless of format, with required metadata into the recordkeeping system or appropriate business system.

Title	**Records Management**
Policy Number (Governance Purpose)	

Records created when using social media applications will also be captured in the City of Cockburn's recordkeeping system.

Records will not be maintained in email folders, shared drives, personal drives, external storage media or personal cloud services (such as Dropbox, OneDrive, Box, Google Drive), as these lack the necessary functionality to protect business information and records over time.

(4) Security and Protection of Records

Records will be maintained in a safe and secure environment ensuring their usability, reliability, authenticity and preservation for as long as they are needed.

Records will not be removed from the City's sites unless in accordance with the approved retention and disposal schedule, they are being transferred to the City's archive storage provider, or they are in the custody of an officer performing official business. It is preferred that wherever possible only copies of records are removed by those officers performing official business.

(5) Access to Records

Access to the City's records by staff and contractors will be in accordance with designated access and security classifications and in accordance with the requirements of their role.

Access to the City's records by the general public will be in accordance with the Local Government Act 1995 and the Freedom of Information Act 1992.

Access to the City's records by Elected Members will be via the Chief Executive Officer in accordance with the Local Government Act 1995.

(6) Appraisal, Retention and Disposal of Records

All records kept by the City of Cockburn will be disposed of in accordance with the General Disposal Authority for Local Government Records, published by the State Records Commission of Western Australia.

Records identified for destruction will be subject to review and approval by the Records Manager or Senior Records Officer, the Manager of the business unit the records relate to, and the Chief Executive Officer.

(7) Roles and Responsibilities

1. *Elected Members*
   Elected Members will create and keep records of communications or transactions which convey information relating to the City's business or functions. These records will be forwarded to the Elected Members Personal Assistant for capture into the City's recordkeeping system. Refer to the Elected Members Recordkeeping Guidelines for detailed procedures.

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Title	Records Management
Policy Number (Governance Purpose)	

2. *Chief Executive Officer*
The Chief Executive Officer will ensure there is a system for the capture and management of records that is compliant with the State Records Act 2000 and best practice standards.

3. *Executive and Managers*
Executive and managers will ensure that all staff (and contractors) under their supervision comply with this policy, associated records management procedures/guidelines and the City of Cockburn's Recordkeeping Plan.

4. *All Staff*
All staff (including contractors) will create and receive records relating to the business activities they perform and are required to:

(a) Make records to document and support business activities.
(b) Ensure that records are captured and registered into the recordkeeping system or appropriate business system
(c) Ensure that records are secure at all times.

Refer to the Employees Recordkeeping Guidelines for detailed procedures.

(8) Legislation and Standards

Legislation and standards applicable to recordkeeping in Western Australian Local Government organisations include:

1. State Records Act 2000
2. Corruption and Crime Commission Act 2003
3. Criminal Code Compilation Act 1913
4. Electronic Transactions Act 2011
5. Evidence Act 1906
6. Freedom of Information Act 1992
7. Interpretation Act 1984
8. Local Government Act 1995
9. State Records Commission: Principles and Standards
10. Australian Standard on Records Management: AS ISO 15489

(9) Definitions

1. *Record*
A record is information recorded in any form that is created, received and maintained by an organisation in the course of conducting its business activities and kept as evidence of such activity.

A record may have any or all of the following attributes:
(a) Information which is of evidentiary or historical value and is not recorded elsewhere;
(b) Formal communications and/or transactions between officers or between an officer and another party; or

Title	**Records Management**
Policy Number (Governance Purpose)	

(c) It may document the rationale behind organisational policy, decisions or directives.

2. *Ephemeral Records*
Ephemeral records are duplicated records and/or those that have only short-term value to the City of Cockburn, with little or no ongoing administrative, legal, fiscal, evidential or historical value. They may include insignificant drafts and rough notes, or records of routine enquiries.

3. *Recordkeeping Plan*
The Recordkeeping Plan ensures that records are created, managed and maintained over time and disposed in accordance with legislation. It is the primary means of providing evidence of compliance with the State Records Act 2000. All government organisations must have a Recordkeeping Plan that is approved by the State Records Commission.

4. *General Disposal Authority (GDA)*
The General Disposal Authority for Local Government records (the schedule) is designed to provide consistency throughout Local Government in disposal activities and decisions. It is a continuing authority for the disposal and archival of records which document a Local Government's operations.

Strategic Link:	City of Cockburn Recordkeeping Plan
Category	Governance
Lead Business Unit:	Records Services
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

POL	RECORDS MANAGEMENT	SC57

POLICY CODE:	SC57
DIRECTORATE:	Finance & Corporate Services
BUSINESS UNIT:	Information Services
SERVICE UNIT:	Records Services
RESPONSIBLE OFFICER:	Records Manager
FILE NO.:	182/001
DATE FIRST ADOPTED:	10 December 2015
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	2

Dates of Amendments / Reviews:	
DAPPS Meeting:	26 November 2015 24 August 2017
OCM:	

to be deleted

BACKGROUND:

Under the State Records Act 2000 and associated principles and standards approved by the State Records Commission of Western Australia, the City of Cockburn is required to have a recordkeeping policy in place that is authorised at an appropriate level, promulgated throughout the organisation and available to all employees.

This policy and related recordkeeping procedures/guidelines are the framework for ensuring corporate records are created and retained appropriately to meet accountability requirements, legislative compliance and adherence to best practice standards.

The effective management of corporate records also:

- Protects the interests of the City of Cockburn and the rights of its employees, customers and stakeholders
- Supports informed decision making
- Provides evidence of achievements
- Increases efficiency in administration and service delivery across the organisation

This policy replaces the City of Cockburn Records Management Position Statement PSFCS19.

[1]

POL	RECORDS MANAGEMENT	SC57

PURPOSE:

The purpose of this policy is to provide guidance and direction on the creation and management of records and to clarify responsibilities for recordkeeping within the City of Cockburn.

Records are recognised as an important information resource within the City of Cockburn, and it is accepted that sound records management practices will contribute to the overall efficiency and effectiveness of the organisation.

POLICY

(1) Definitions

1. *A Record*
   A record is information recorded in any form that is created or received and maintained by an organisation in the course of conducting its business activities and kept as evidence of such activity.

2. *Government Record*
   Records created or received by a government organisation or government organisation employee in the course of their duties regardless of whether the communication is between staff within the same agency, between different agencies, or between public officers and members of the community (both private and business).

3. *Ephemeral Records*
   Ephemeral records are duplicated records and/or those that have only short-term value to the City of Cockburn, with little or no ongoing administrative, legal, fiscal, evidential or historical value. They may include insignificant drafts and rough notes, or records of routine enquiries.

4. *Significant Records*
   Significant records contain information which is of administrative, legal, fiscal, evidential or historical value. They describe an issue, record who was involved, record why a decision was made, and may include actual guidelines.

5. *Vital Records*
   Vital records are records which are essential to the continued business of the City of Cockburn. Vital records include those that protect the rights of individuals and the organisation, and are absolutely essential for the City's reconstruction in the event of a disaster.

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POL	RECORDS MANAGEMENT	SC57

6. *Non-Records*
Non-records are documents that are generally available in the public domain and do not form part of a business process with respect to the City's activities. They are generally used for reference and information purposes, such as reports or plans from another organisation, a published directory, or a training manual of a third party.

7. *Recordkeeping Plan*
The Recordkeeping Plan ensures that records are created, managed and maintained over time and disposed in accordance with principles and standards issued by the State Records Commission. It is the primary means of providing evidence of compliance with the State Records Act 2000, and that best practices have been implemented within the organisation.

8. *General Disposal Authority (GDA)*
The General Disposal Authority for Local Government records (the schedule) is designed to provide consistency throughout Local Government in disposal activities and decisions. It is a continuing authority for the disposal and archival of records which document a Local Government's operations.

(2) Ownership

All records created during the course of business belong to the City of Cockburn by virtue of their possession, not to the individuals who created such records during their time as a public officer at the City of Cockburn. Staff who acquire or create any records in the course of business shall not retain proprietary interest. Ownership of these records is vested in the City.

(3) Creation of Records

Complete and accurate records of all business decisions and transactions are to be recorded and registered in the City of Cockburn's records management system to meet legislative, business, administrative, financial, evidential and historical requirements. They are to be managed in a cost-effective manner in accordance with the City of Cockburn's Recordkeeping Plan.

(4) Capture and Control of Records

All records created and received in the course of City business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate recordkeeping and business systems, which are managed in accordance with sound recordkeeping principles.

Records created when using social media applications must also be captured in the City of Cockburn's recordkeeping system.

[3]

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All records are to be managed according to whether they are *significant* or *ephemeral* records, *vital* or *non-vital* records, and in accordance with their security classifications.

All contractual arrangements are to ensure the City's ownership of significant records.

Corporate records must not be maintained in email folders, shared folders, personal drives or external storage media, as these lack the necessary functionality to protect business information and records over time.

(5) Security and Protection of Records

All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

Any records in the possession of individual staff are to be registered to them and depending upon security classification, kept accessible.

Records are not to be removed from the City's sites unless in accordance with the approved retention and disposal schedule, being transferred to the City's archive storage provider, or in the custody of an officer performing official business. It is preferred that wherever possible only copies of records are removed by those officers performing official business.

(6) Access to Records

Access to the City's records by staff and contractors will be in accordance with designated access and security classifications and only in accordance with the requirements of their role.

Access to the City's records by the general public will be in accordance with the Local Government Act 1995 and the Freedom of Information Act 1992.

Access to the City's records by Elected Members will be via the Chief Executive Officer in accordance with the Local Government Act 1995.

(7) Appraisal, Retention and Disposal of Records

All records kept by the City of Cockburn will be disposed of in accordance with the General Disposal Authority for Local Government Records, published by the State Records Commission of Western Australia.

Records identified for destruction are subject to review and approval by the Records Manager or Senior Records Officer, the Manager of the business unit the records relate to, and the Chief Executive Officer.

[4]

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POL	RECORDS MANAGEMENT	SC57

(8) Roles and Responsibilities

1. *Elected Members*
Elected Members must create and keep records of communications or transactions which convey information relating to the City's business or functions. These records should be forwarded to the Elected Members Personal Assistant for capture into the City's recordkeeping system. Refer to the Elected Members Recordkeeping Guidelines for detailed procedures.

2. *Chief Executive Officer*
The Chief Executive Officer is to ensure there is an organisational system for the capture and management of records that is compliant with legislative requirements and best practice standards.

3. *Executive and Managers*
Executive and managers are to ensure that all staff (and contractors) under their supervision comply with this policy and associated records management procedures and the City of Cockburn's Recordkeeping Plan.

4. *All Staff*
All staff (including contractors) must create, collect and retain records relating to the business activities they perform for the City of Cockburn. They are to identify vital, significant and ephemeral records, ensuring that vital and significant records are captured into the recordkeeping system, and that all records are handled in a manner compliant with legislation and the City of Cockburn's policy and procedures for recordkeeping. Refer to the Employees Recordkeeping Guidelines for detailed procedures.

5. *Records Services*
Records Services staff are responsible for assisting with the development of records and information management policies, providing advice about records management practices and providing a records management service that complies with the City of Cockburn's records management policy and procedures and documented WA State Records Office requirements.

(9) Statutory Obligations

The primary legislation relating to the keeping of public records is the State Records Act 2000.

Other legislation applicable to the proper management of the City's records includes:

- Corruption and Crime Commission Act 2003
- Criminal Code Act 1913

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- Electronic Transactions Act 2011
- Evidence Act 1906
- Financial Management Act 2006
- Freedom of Information Act 1992
- Limitation Act 1935 and Limitation Act 2005
- Local Government Act 1995
- Public Sector Management Act 1994

to be deleted

[6]

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

Title	**City of Cockburn Artwork Collection**
Policy Number (Governance Purpose)	

City of Cockburn
wetlands to waves

Policy Type

Council

Policy Purpose

The purpose of this policy is to convey why the City of Cockburn collects and commissions artworks, when it purchases artwork and what criteria are used to purchase artwork.

This policy applies to all aspects of commissioning, purchasing and auditing of artworks for the City.

Policy Statement

The City of Cockburn will purchase artworks to build a collection that reflects the history, people, place and diverse cultural identity of Cockburn.

In commissioning artwork the City will be

- Developing and enhancing a sense of place, pride and ownership of public spaces.
- Improving the quality, attractiveness, functionality and design of public spaces.
- Increasing public awareness in the value of art.
- Contributing towards the development of cultural tourism opportunities.
- Giving added meaning to Cockburn's unique environment, history and multicultural community.
- Improving legibility by introducing artworks that assist in making streets and buildings more identifiable

Funding and purchasing artworks:

- One percent of the construction costs of the city's capital works projects will be allocated to public art on that site. This applies to new buildings and additions to existing buildings over the value of $1,000,000.
- An annual budget will be allocated to commission, install, insure and maintain artworks.
- Works will be of the highest affordable quality.
- Commissioned works will be undertaken by professional artists with relevant specialist skill levels.
- Works will primarily be purchased from the Cockburn community and cultural council art and craft exhibition and the city of Cockburn's show off art exhibition with the ability to purchase works from other exhibitions, artist studio visits within Cockburn and broader afield such as sculptures by the sea.

[1]

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Title	**City of Cockburn Artwork Collection**
Policy Number (Governance Purpose)	

The City's art collection will include:

- Innovative contemporary art that reflects the City's diverse community by artists who have lived in, worked in or have a strong connection with the city of Cockburn or the work will have relevance to the site and/or Cockburn culture/heritage
- Purchasing local Aboriginal art works.
- Two and three dimensional works in all media with reference to the existing strengths of the collection.

Strategic Link:	The Cultural Strategy (Art, Culture, Heritage and Events) 2016 – 2020
Category	Arts and Culture
Lead Business Unit:	Corporate Communications
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[2]

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

POL	CITY OF COCKBURN ART COLLECTION	ACS14

POLICY CODE:	ACS14
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Corporate Communications
SERVICE UNIT:	Events & Culture
RESPONSIBLE OFFICER:	Cultural Development Co-ordinator
FILE NO.:	182/001
DATE FIRST ADOPTED:	9 June 2016
DATE LAST REVIEWED:	8 September 2016
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	ACS14
VERSION NO.	2

Dates of Amendments / Reviews:	
DAPPS Meeting:	26 May 2016 25 August 2016
OCM:	9 June 2016

to be deleted

BACKGROUND:

Councils have long been involved in the collection of works of art and items that reflect local heritage.

The City of Cockburn has traditionally purchased works from the annual Cockburn Community and Cultural Council art and craft exhibition specifically from the 'Aspects of Cockburn' category and the City's own 'Show Off' art exhibition. There are also many opportunities for quality works to be purchased via exhibitions, artist studio visits within Cockburn and broader afield such as Sculptures by the Sea.

PURPOSE:

The purpose of the City's art collection is to build a collection that reflects the history, people, place and diverse cultural identity of Cockburn. This will be achieved by purchasing works of the highest affordable quality.

POLICY:

In order for the City of Cockburn art collection to grow and develop the City will

- Collect innovative contemporary art that reflects the City's diverse community. This will include purchasing of local Aboriginal art works.
- Collect two and three dimensional works in all media with reference to the existing strengths of the collection.
- Collect works by significant artists who have lived in or worked in or have a strong connection with the City of Cockburn.

[1]

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POL	CITY OF COCKBURN ART COLLECTION	ACS14

- Primarily purchase from Cockburn Community and Cultural Council Art and Craft exhibition and the City of Cockburn's Show Off Art exhibition with the ability to purchase works from other exhibitions which may include Cockburn artists.
- Allocate an annual budget to acquire, install, insure, conserve, value and document works as necessary.

(1) Scope

The policy applies to all movable art works accessioned by the City of Cockburn which does not include objects listed in the register of Public Art Works or holdings of the Azelia Ley Museum or entrance signs and memorials.

(2) Acquisition Criteria:

Acquisitions into the collection are made through:
- Purchase, commission, donation or bequest;
- Items obtained or acquired by the City of Cockburn.
- Purchase of artwork may be made within the available adopted budget funds, or as agreed by the CEO based on advice from the City's Cultural Development Coordinator or professional external advice if deemed necessary.
- There may also be opportunity from time to time to commission an art work to celebrate a milestone or special event for the City,
- The City of Cockburn is neither bound to acquire work nor accept donations

Artwork acquisition will be based on the following criteria;
- Excellence – in the quality and execution of artwork and or artist
- Originality – artwork is not a copy
- Local – supporting local artists residing in Cockburn
- Interpretation – The artwork reflects the City's history, sense of place or culture.
- Feasibility – affordability, long term cultural benefit or investment potential.

(3) Management:

The City of Cockburn will determine the long term management, acquisition, display, maintenance, valuation and deaccessioning process of the collection.

The collection is to be handled and relocated as decided by the City.

All works will be documented and maintained appropriately through an asset listing.

Budgets allocated to the care and maintenance of the collection will be in line with asset management strategies and developed in accordance with them.

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POL	CITY OF COCKBURN ART COLLECTION	ACS14

The collection will be valued to its replacement value in accordance with Local Government Accounting Regulation AAS27.

Regular collection valuations shall be undertaken by a suitably qualified art valuer and recorded on the City of Cockburn asset register.

Collection insurance will be maintained at the current valuation through standard City Of Cockburn procedure.

(4) Display & Access

Artworks are to be displayed in the most appropriate location, taking into account preservation factors, historical significance, value, environmental conditions and security. No artwork shall be placed on display if the condition of that object could be seriously impaired.

Artworks may be displayed in public spaces in the City of Cockburn Administration building, Operations Centre, Libraries, seniors centre or other areas where they can be securely displayed.

Information about artworks will be made available to the public via the website and signage/plaque accompanying the artwork to acknowledge the artist and artwork title.

(5) Conservation

The City will ensure that the artworks in the collection are correctly documented with respect to ownership, condition and need for conservation treatment. Any conservation treatment will be carried out by qualified personnel and will be documented for future reference.

The location of every artwork will be recorded with periodic checks on artwork condition carried out and documented.

The collection should be stored securely and, wherever possible, to museum industry standards of preservation such as:

- A clean and organised space.
- Sufficient space to allow safe movement of larger artworks.
- Security from un-authorised ~~staff~~ handling/relocating of artworks.
- Protected from pollutants and pests.
- Protected from damp, mould or water ingress and excessive dust.
- Lighting conditions that limit deterioration of susceptible artworks.
- A satisfactory compromise between long-term preservation and accessibility of artworks.

[3]

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POL	CITY OF COCKBURN ART COLLECTION	ACS14

(6) Decommissioning & Disposal

1. Council retains the right to dispose of artwork if it
   (a) Does not comply with the collection areas specified in this Policy;
   (b) Is not deemed to be complimentary to existing holdings;
   (c) Is of insignificant historical, artistic or archival value;
   (d) Is damaged beyond repair; or
   (e) Is stolen, either in whole or in part, and cannot be recovered

2. Disposal of the artwork should see the work returned to the donor, family or artist. If after a thorough search this is impossible, the artwork should be;
   (a) Transferred to another appropriate institution;
   (b) Sold by public auction, where appropriate;
   (c) Used as an educative/interpretive tool; or
   (d) Destroyed or recycled, if appropriate

(7) Loans

The City of Cockburn has the right to accept or refuse any loans of artwork from outside organisations. Any loan will need to be agreed to by both parties and a formal letter of agreement will be signed by both parties clearly stating what the responsibilities of each party are in relation to the loaned works.

The City will only make outward loans, ~~of~~ for a specified period of time, to parties that can offer secure and appropriate physical environments that meet recognised industry standards for display and storage. All requests for outward loans must be made in writing to the Chief Executive Officer.

All loans will be recorded in the Art Collection Database and an artwork condition report undertaken upon dispatch and return.

(8) Donations & Bequests

Gifts of artwork that will enhance the City's collection and are consistent with this policy should be encouraged and will be managed via a memorandum of understanding between the City of Cockburn and the donor.

Conditional donations will be discouraged and other than in exceptional circumstances donors of the work will relinquish all rights except copyright to the artwork if the donor is the copyright holder.

(9) Definitions

1. *Artwork:* refers to a physical two or three dimensional object that fulfils a primary independent aesthetic function ~~this~~ and may be permanent or ephemeral in nature.

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to be deleted

POL	CITY OF COCKBURN ART COLLECTION	ACS14

2. *Artist:* A person who has specialist training within their field and is involved in the creation of art demonstrated through participation in exhibitions, performances and commissions.

3. *Memorabilia:* Memento or keepsake ~~refers~~ referring to an object treasured and esteemed for its memory connected to a specific event or place.

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[5]

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

POS	PUBLIC ART IN THE CITY OF COCKBURN	PSCS16

POSITION STATEMENT CODE:	PSCS16
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Corporate Communications Services
SERVICE UNIT:	Events & Culture
RESPONSIBLE OFFICER:	Manager, Corporate Communications
FILE NO.:	182/002
DATE FIRST ADOPTED:	21 October 2003
DATE LAST REVIEWED:	8 September 2016
ATTACHMENTS:	N/A
VERSION NO.	5

Dates of Amendments / Reviews:	
DAPPS Meeting:	26 July 2012 28 August 2014 25 August 2016
OCM:	21 October 2003 9 July 2009 9 August 2012 11 September 2014

to be deleted

BACKGROUND:

The City of Cockburn commissions public art in the context of its Public Art Strategy. The City's Strategic Community Plan is the guiding reference point for both the Public Art Strategy and the Public Art Policy through these relevant key areas:

5.4 Facilities that promote the identity of Cockburn and its communities.
5.42 Maintain urban art investment and other initiatives that create interesting community places and encourage creativity.

The public art policy also aligns with other key City plans, documents and strategies including the Percent for Art Policy in regards to developer contributions.

PURPOSE:

To establish a set of guidelines for staff for the commissioning of Public Art projects and to provide the City with a vibrant and vigorous artistic texture making the City of Cockburn an enjoyable place to live, work, visit and invest in. This statement will guide future public art programs and encourage a more unified approach with the aim of encouraging community ownership of public space and will assist in defining a unique cultural, natural and built environment.

[1]

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POS	PUBLIC ART IN THE CITY OF COCKBURN	PSCS16

This statement will assist in achieving the following:-

- Developing and enhancing a sense of place, pride and ownership of public spaces.
- Improving the quality, attractiveness, functionality and design of public spaces.
- Increasing public awareness in the value of art.
- Contributing towards the development of Cultural tourism opportunities.
- Giving added meaning to Cockburn's unique environment, history and multicultural community.
- Improving legibility by introducing artworks that assist in making streets and buildings more identifiable.

POSITION:

The focus of the Position Statement is on the public domain and the selection and enhancement of sites of civic, cultural or heritage significance, in accordance with the Public Artworks Strategy.

Commitment will be given to:

1. The development and implementation of a council initiated program of ongoing public art commissions by placing funds on its Annual Budget for this purpose.
2. The integration of art with a particular site, through relevance and meaningful connections between the work and the site.
3. The involvement of artists into the early stages of the planning and design process of identified and relevant projects in order to more successfully ensure the integration of the art with the site.
4. Placing of completed works onto the City's asset register together with information to assist with maintenance and depreciation so that when the life of the work has been reached replacement funds should be available or to assist with maintenance of the works during their life.

Implementation of this will occur by:

1. Attributing one percent (1%) of construction costs of the City's capital works projects to public art. This applies to new buildings and additions to existing buildings over the value of $1,000,000. Where the City builds multiple dwellings of a value of greater than $2 million, Council is to set aside one

to be deleted

POS	PUBLIC ART IN THE CITY OF COCKBURN	PSCS16

percent (1%) of the total construction cost for the development of artworks on the subject land.

2. Inclusion of Public Art into specifically designated roadwork's and parks such as the Friendship Way project with budgets to include provision of professionally created public art works.

3. Initial consultation with the City's Cultural Officer in regards to the development of public art works within the City.

4. Including the Cultural Reference group to provide guidance for public art commissions. Other reference groups may be consulted when the project is of significance to them.

5. Sourcing funding from both internal and external sources.

6. Consultation with stakeholders where necessary as per the Community Engagement Framework.

Types of public artworks will include:

1. Integrated – Artworks which are integrated as permanent and vital elements to the infrastructure of a location, either as part of the architectural form or as applied functional treatments.

2. Site Specific – These works are designed to encourage the observer to respond and identify with the physical dimensions of a specific location including historical, environmental and natural/built forms.

3. Community Art – Artworks that are created with an artist in consultation with community groups.

4. Ephemeral/Temporary Art – Installed for a short time in a location or locations to reflect current issues and themes – also includes artworks with limited life spans.

Definitions:

For the purpose of this statement the following definitions will apply:

1. **Cultural Reference Group:** A council appointed body which undertakes to look at all aspects of art and cultural activity within the City of Cockburn. The membership of this committee is made up of Elected Members, Cultural Development Coordinator and community members who have a commitment or expertise in this field.

2. **Public:** concerning, done by or for, representing, visible or known by, the people.

[3]

to be deleted

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POS	PUBLIC ART IN THE CITY OF COCKBURN	PSCS16

3. **Public Art:** Public art may reference all aspects of a public space, including people's values, cultural meanings and the contexts that are inherent in particular places.

4. **Public Space**: A space, place or any physical environment open or enclosed to which the public has access or can view.

5. **Public Artworks Strategy**: Refers to the document entitled 'Public Artworks Strategy – April 2009. 2014-2015 review will see this incorporated into a Cultural strategy.

6. **Ephemeral Art**: Ephemeral Art: is art that is short-lived, fleeting or transient. Examples of Ephemeral art may include pavement or chalk art, sand sculptures, performance art, banners, some murals and bus shelters.

to be deleted

[4]

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

Title	**COMPLETION OF FIRREBREAKS ON PRIVATE PROPERTY**
Policy Number (Governance Purpose)	

City of Cockburn
wetlands to waves

Policy Type

Council Policy

Policy Purpose

The *Bushfires Act, 1954*, requires a Local Government to produce an annual order (hereafter referred as Fire Control Order) pursuant to *Section 33* of the *Act*. The Fire Control Order allows the Local Government to specify measures a property owner/occupier is required to undertake to prevent the occurrence and spread of a bushfire.

Policy Statement

The purpose of this Policy is to ensure all affected landholders are treated equitably and the process of inspecting firebreaks by a Fire Control Officer is completed in a coordinated and risk based approach.

(1) The priority of inspection is;
(1) Property within areas zoned rural by the Metropolitan Region Scheme;
(2) all land within the specified Bushfire Prone Areas; and
(3) all other land.

(2) If works prescribed within the Order are not completed by the date specified within the Order an Infringement and Work Order will be issued.

(3) If after 14 days (from date of infringement), the owner still does not comply with the Work Order in its entirety, the Fire Control Officer will infringe a second time and will arrange for the completion of works pursuant to the Order. All associated costs are to be borne by the land owner.

(4) The City advises appointed contractors that extensions in time will not be allowed in accordance with (3) above.

Strategic Link:	Bushfire Risk Management Plan
Category	Fire and Emergency Management
Lead Business Unit:	Recreation and Community Safety
Public Consultation: **(Yes or No)**	No (Prior consultation was undertaken)
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

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Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

POL	COMPLETION OF FIREBREAKS	ACS5

POLICY CODE:	ACS5
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Recreation & Community Services
SERVICE UNIT:	Ranger & Community Safety Services
RESPONSIBLE OFFICER:	Manager, Recreation & Community Safety
FILE NO.:	182/001
DATE FIRST ADOPTED:	15 April 1997
DATE LAST REVIEWED:	8 September 2016
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	ACS5
VERSION NO.	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	26 July 2012 28 August 2014	25 August 2016
OCM:	15 April 1997 17 September 2002	9 August 2012 11 September 2014

BACKGROUND:

The Bush Fires Act requires the City to be responsible for landholders to provide fire breaks in accordance with legal requirements.

PURPOSE:

To ensure all affected landholders are treated equitably and that all firebreaks are installed by the date specified in the Fire Order.

POLICY:

(1) If fire breaks are not completed within by the date specified in the Fire Order, an infringement notice be issued and the City will arrange for the construction of a fire break, with all associated costs to be borne by the land owner.

(2) The City advise contractors that extensions in time will not be allowed in accordance with (a) above.

to be deleted

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

Title	**INCOMING SPONSORSHIPS**
Policy Number (Governance Purpose)	

City of Cockburn
wetlands to waves

Policy Type

Council

Policy Purpose

The City conducts an extensive annual events program which includes the "Summer of Fun" activities. The City may seek external sponsorship to help off-set the cost of running these community events. While the City allocates funds from the Municipal Budget to conduct the events program, this policy applies to all City of Cockburn business units and external service areas. The policy applies to cash and in-kind sponsorship. It excludes giveaways such as pens, which are provided under approved co-funded or partnership activities.

The purpose of developing an Incoming Sponsorships policy is to:

1. Outline the objectives for seeking and accepting sponsorship.
2. Define the processes for approaching, negotiating and entering in to sponsorship agreements.
3. Maintain some consistency across sponsorships undertaken by different business units.
4. Clarify the accountability and responsibility pertaining to each sponsorship agreement.
5. Protect the City's brand and reputation through choice of sponsor, transparency, and fulfillment of the sponsorship.

Policy Statement

The objective of procuring sponsorships for the City is to acquire funds or materials required outside of core operational budgets to enable the development of additional functions and enhancement of existing services and activities, which will benefit the Cockburn community.

Sponsorship agreements shall not impose or imply conditions which would limit, or appear to limit, the ability of the City of Cockburn to carry out its functions or restrict the City's ability to ensure that services, events and programs are accessible to all.

The City must consider when seeking sponsorship from any organisation whether it is competing for funds with not-for-profit groups or charities. If it does, the officer requesting sponsorship must justify why a sponsorship should compete with other groups, how it will benefit the community and why funds are not otherwise available. This does not apply when the sponsorship is sought for a benevolent purpose.

(1) Officers must discuss potential sponsorships with the Marketing and Communications Coordinator or Manager, Corporate Communications prior to approaching a potential sponsor. This is to:

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Title	INCOMING SPONSORSHIPS
Policy Number (Governance Purpose)	

1. Ensure consistency with the Policy and procedures.
2. Ensure the suitability of the proposed sponsor (see 'Inappropriate Sponsors' below).
3. To avoid multiple approaches by various City business units to one organisation.
4. Enable appropriate acknowledgement of sponsors by the Elected Members and in Council marketing activities.
5. Ensure alignment with the City of Cockburn's values.
6. Establish clearly defined objectives to enable the City to evaluate the outcome and results.
7. Check that the sponsor is not in any dispute with the City (e.g. planning, health related).

(2) Inappropriate sponsors must not be engaged in order to protect the City of Cockburn and its community from controversy and criticism. Sponsors regarded as inappropriate include:

1. Any company linked to gambling or engaged in the manufacture, marketing or distribution of cigarettes, tobacco related products or alcohol.
2. Political organisations or individuals.
3. Any company which contravenes the City of Cockburn's policies or activities.
4. Any company that does not reflect the City of Cockburn's values and does not meet community standards relating to reasonable standards or expectations, or brings the reputation of the City into disrepute in any way.
5. Any company whose products are in conflict with the aims or objectives of the City of Cockburn.
6. Any company where residents could perceive a conflict of interest. Sponsorship from lobby groups ~~to~~ will be at the sole discretion of Council.

(3) The following points must be adhered to when considering or accepting sponsorship:

1. Funds must be used to enhance the event, service or project they were secured for.
2. The officer securing sponsorship must ensure that the cost in time or resource to secure and administer a sponsorship must be no more than the sponsorship secured.

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Title	**INCOMING SPONSORSHIPS**
Policy Number (Governance Purpose)	

3. Each sponsorship must be supported by a written agreement outlining the benefits and obligations pertaining to both parties, signed by authorised representatives of the City of Cockburn. For in-kind donations with a value of less than $250, an email confirmation will suffice.

4. The duration of sponsorship agreements shall be fixed and not usually exceed one year unless approved by the Manager, Corporate Communications.

5. The City will provide a level of recognition to a sponsor, which fairly reflects the contribution and optimises the benefit derived from the association with the City.

6. The provision of free space at shopping centres does not require an agreement.

7. Officers securing sponsorship must update the incoming sponsorship register for the organisation, detailing the sponsor name, event/function supported, date, officer responsible, the benefits secured, (money, sausages supplies etc.) confirmation that the sponsor has been contacted after the event, the outcome and benefits of the sponsorship provided to demonstrate that the City has fulfilled its obligations. The officer responsible for securing the sponsorship is responsible for updating this register (Doc Set ID 4726655). There is no need to add State or Federal Government funding. This is recorded elsewhere.

8. Officers involved with securing sponsorship must declare an interest if they, or a member of their family, is associated with the sponsor.

9. Multiple items (e.g. Pens or mugs) should not usually be accepted from suppliers. Where an officer believes that acceptance of such items is reasonable, they must seek advice from the Strategic Procurement Manager.

Strategic Link:	Communications Strategy and Action Plan
Category	Governance
Lead Business Unit:	Corporate Communications
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

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[3]

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

POS	SPONSORSHIP – INCOMING FUNDS	PSCS17

POSITION STATEMENT CODE:	PSCS17
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Corporate Communications
SERVICE UNIT:	Event & Culture
RESPONSIBLE OFFICER:	Manager, Corporate Communications
FILE NO.:	182/002
DATE FIRST ADOPTED:	13 October 2011
DATE LAST REVIEWED:	8 September 2016
ATTACHMENTS:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	22 September 2011 26 July 2012 28 August 2014 25 August 2016
OCM:	13 October 2011 9 August 2012 11 September 2014

to be deleted

BACKGROUND:

The City conducts an extensive annual events programme which includes the Summer of Fun activities. The City may seek external sponsorship to help off-set the cost of running these community events. While the City allocates funds from the Municipal Budget to conduct the events program, this policy applies to all City of Cockburn business units and external centres. The policy applies to cash and in-kind sponsorship. It excludes giveaways such as pens, which are provided under approved co-funded or partnership activities.

PURPOSE:

The purpose of developing an Incoming Funds Sponsorship policy is to:

1. Outline the objectives for seeking and accepting sponsorship
2. Define the processes for approaching, negotiating and entering in to sponsorship agreements.
3. Maintain some consistency across sponsorships undertaken by different business units.
4. Clarify the accountability and responsibility pertaining to each sponsorship agreement.

[1]

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POS	SPONSORSHIP – INCOMING FUNDS	PSCS17

5. Protect the City's brand and reputation through choice of sponsor, transparency, fulfillment of the sponsorship.

Objective

The objective of procuring sponsorships for the City is to acquire funds or materials required outside of core operational budgets to enable the development of additional functions and enhancement of existing services and activities, which will benefit the Cockburn community.

Definitions

Sponsorship is a mutually beneficial business arrangement which involves the purchase of the right to associate the sponsor's name, products or services with the sponsored organisation's services, products or activities in return for perceived tangible and or negotiated benefits.

Cash – whereby a sponsor provides cash in exchange for agreed benefits.

In-Kind – whereby a sponsor provides goods or services in exchange for agreed benefits. Sponsorship does not include grants or donations.

POSITION:

(1) Sponsorship agreements shall not impose or imply conditions which would limit, or appear to limit, the ability of the City of Cockburn to carry out its functions or restrict the City's ability to ensure that services, events and programs are accessible to all.

(2) The City must consider when seeking sponsorship from any organisation whether it is competing for funds with not-for-profit groups or charities. If it does, the officer requesting sponsorship must justify why a sponsorship should compete with not-for-profit groups, how it will benefit the community and why funds are not on budget. This does not apply when the sponsorship is sought for a benevolent purpose.

(3) Officers must discuss potential sponsorships with the Marketing and Communications Co-ordinator or Manager, Corporate Communications prior to approaching a potential sponsor. This is to:

1. Ensure consistency with the Position Statement and procedures.

2. Ensure the suitability of the proposed sponsor (see (4) "Inappropriate Sponsors" below.)

3. To avoid multiple approaches by various City business units to one organisation.

[2]

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POS	SPONSORSHIP – INCOMING FUNDS	PSCS17

4. Enable appropriate acknowledgement of sponsors by the Elected Members and in Council marketing activities.

5. Ensure alignment with the City of Cockburn's values and culture.

6. Establish clearly defined objectives to enable the City to evaluate the outcome and results.

7. Check that the sponsor is not in any dispute with the City eg. planning, health.

(4) Inappropriate sponsors must not be engaged in order to protect the City of Cockburn and its community from controversy and criticism. Sponsors regarded as inappropriate include:

1. Any company linked to gambling or engaged in the manufacture, marketing or distribution of cigarettes, tobacco related products or alcohol.

2. Political organisations or individuals.

3. Any company, which contravenes the City of Cockburn's policies or activities.

4. Any company that does not reflect the City of Cockburn's values and culture does not meet community standards relating to social standards or expectations.

5. Any company whose products are in conflict with the aims or objectives of the City of Cockburn.

6. Any company where residents could perceive a conflict of interest. Sponsorship from lobby groups to be at discretion of Council.

(5) The officer securing sponsorship must ensure that the cost in time or resource to secure and administer a sponsorship must be no more than the sponsorship secured.

(6) Funds must be used to enhance the event, service or project they were secured for.

(7) Each sponsorship must be supported by a written agreement outlining the benefits and obligations pertaining to both parties, signed by authorised representatives of the City of Cockburn. For in kind donations with a value of less than $250, an email confirmation will suffice.

(8) The duration of sponsorship agreements shall be fixed and not usually exceed one year unless approved by the Manager, Corporate Communications.

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POS	SPONSORSHIP – INCOMING FUNDS	PSCS17

(9) The City will provide a level of recognition to a sponsor, which fairly reflects the contribution and optimises the benefit derived from the association with the City.

(10) The provision of free space at shopping centres does not require an agreement.

(11) Officers securing sponsorship must update the incoming sponsorship register for the organisation, detailing the sponsor name, event/function supported, date, officer responsible, the benefits secured, (money, sausages etc) confirmation that the sponsor has been contacted after the event, the outcome and benefits of the sponsorship provided to demonstrate that the City has fulfilled its obligations. The officer responsible for securing the sponsorship is responsible for updating this register (Doc Set ID 4726655). There is no need to add State or Federal Government fun ding. This is recorded elsewhere.

(12) Officers involved with securing sponsorship must declare an interest if they, or a member of their family is associated with the sponsor.

(13) Multiple items eg. Pens or mugs should not usually be accepted from suppliers. Where an officer believes that acceptance of such items is reasonable, they must seek advice from the Strategic Procurement Manager.

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[4]

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

Title	**LIBRARY SERVICES POLICY**
Policy Number (Governance Purpose)	

City of Cockburn
wetlands to waves

Policy Type

Council Policy

Policy Purpose

This policy provides the City and the community with a clear and consistent framework for the management of the City's libraries and its resources.

Policy Statement

(1) Membership

In accordance with the Library Board of Western Australia Act 1951-1985, members of the community are invited to apply for library membership by providing proof of their identity and current residential address in accordance with the Conditions of Membership statement and agreeing to the Terms and Conditions of Use. Categories of membership with restricted conditions are available for people without proof of address.

Any person under 16 years of age must have their membership application authorised by their parent or legal guardian.

Conditions of library use are outlined in the libraries' terms and conditions and are agreed to at the time of membership.

Fines for overdue library loans and materials recovery fees shall be levied in accordance with Regulation 14(1) of the Library Board of WA Act 1951-1985. Fees and charges will be determined by Council's adopted Fees and Charges in the Annual Budget. Temporary suspension of membership will be applied to any library member who retains library materials and/or has an outstanding debt.

(2) Confidentiality

In normal circumstances the library does not make available the personal details or borrowing history of any library member unless an 'order to produce' is presented pursuant to federal, state, or local law. However in the event that a member fails to return long overdue library items personal details will be made available to a material recovery agency to facilitate the return of these items.

(3) Library Collections

Cockburn Libraries is committed to enhancing and maintaining a collection of library materials and resources to support the informational, educational, recreational and

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Title	LIBRARY SERVICES POLICY
Policy Number (Governance Purpose)	

cultural needs of the community. Purchase of library materials demonstrates the City's commitment to enhancing the collection to a very high standard to supplement library materials provided by the State Library of Western Australia. Collections will meet the Collection Development Guidelines for Cockburn Libraries.

Donations will be accepted on the understanding that the material donated becomes the property of the City of Cockburn. The Library reserves the right to include or not to include donated materials in its collections or to dispose of such materials in any way which in the opinion of the Manager, Library Services is in the best interests of the Library Service. The Library Service will not be bound in any way whatsoever to account to donors for the manner of the disposal of donated materials.

Cockburn Libraries endorse the Statement on Free Access to Information (Adopted 2001, amended 2007), the Statement on Libraries and Literary (Adopted 1979, amended 1996, 2006) issued by the Australian Library and Information Association and the United Nations 2030 Agenda for Sustainable Development (Adopted September, 2015).

The Library will not exercise censorship in the selection of materials by rejecting on moral, gender, individual lifestyle, political, racial or religious grounds alone material which is otherwise relevant to the purpose of the Library and meets the standards, such as historical importance, intellectual integrity, effectiveness of expression or accuracy of information which are required by the Library Service. Material will not be rejected on the grounds that its content is controversial or likely to offend some section of the Library's community. Library resources are available to all library users without restriction, except where legally required, or as set out in the Library's loan conditions. The library encourages parents/carers to set their own family rules in consultation with their child. It is the responsibility of parents/carers to monitor young people's selection and use of library resources.

(4) Public Internet Access

Library Services will provide access to computer and Internet facilities and Wi Fi access in accordance with the Public Internet Usage Guidelines. To facilitate equitable access to computers, a member is required to use the booking system and will be limited to a specified amount of computer access per day as determined by the conditions of use.

The City cannot guarantee continuous Internet access during the time booked. Access to printing will be available for a fee as determined by Council's adopted Fees and Charges in the Annual Budget.

(5) Supervision of Children

The responsible parent, legal guardian or caregiver must supervise their children while in the library. The following principles apply:

1. Children (under 13 years of age) are not to be left unattended at any time.
2. The City takes no responsibility for the welfare of unattended children
3. A child left unattended in a public library may be classed as a "child at risk of harm" under section 28(2) of the Children and Community Services Act 2004

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Title	**LIBRARY SERVICES POLICY**
Policy Number (Governance Purpose)	

and may be reported to the police or Department of Child Protection. A parent who leaves an unattended child in a Cockburn Library may be breaching the Children and Community Services Act 2004 (failing to protect a child from harm s.101)

(6) Public Welfare

All users are expected to behave in a manner that is appropriate to the nature of the library. Those who misuse the library or adversely impact other users can be banned from the libraries at the discretion of the Manager, Library Services under the section 29 of the Library Board Act 1951-1985 and, if appropriate, referred to the police and/or other authorities.

(7) Copyright

Cockburn Libraries support and uphold the rights of copyright owners as documented in the Commonwealth Copyright Act 1968.

Strategic Link:	Community, Lifestyle & Security
Category	Libraries
Lead Business Unit:	Library Services
Public Consultation: **(Yes or No)**	Yes
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

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POS	LIBRARY INTERNET USE	PSCS10

POSITION STATEMENT CODE:	PSCS10
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Library Services
SERVICE UNIT:	Branch Libraries
RESPONSIBLE OFFICER:	Manager, Libraries
FILE NO.:	182/002
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	8 September 2016
ATTACHMENTS:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:		
DAPPS Meeting:	26 July 2012 28 August 2014	25 February 2016 25 August 2016
OCM:	1997 9 August 2012	11 September 2014 10 March 2016

to be deleted

BACKGROUND:

Since the installation of the Internet service at Spearwood Library in 1997 a position on its use has been maintained by Council.

PURPOSE:

Due to technological advances and the changing needs of the community, the City of Cockburn Public Library & Information Service is endeavouring to satisfy the informational, educational, recreational and cultural needs of the community by providing electronic access to relevant up to date information. Consequently, free access to the Internet is available to those users who agree to abide by the library's conditions.

POSITION:

City of Cockburn provides free access to the internet through its libraries' public computers and wifi. Consequently, free access to the Internet is available to those users who agree to abide by the library's usage guidelines. Access to the internet by children under the age of 16 is the responsibility of the child's parent or guardian.

Failure to comply may result in exclusion from the Library and its services. The Library has the right to direct any client engaged in unacceptable usage as specified in the usage guidelines to leave the Library and not to re-enter the Library for a specified period. Legal prosecution may result from a breach of these guidelines and unlawful conduct will be reported to the relevant authorities.

[1]

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POS	LIBRARY INTERNET USE	PSCS10

The following Legislative Framework underpins the authority of the Library's Internet usage conditions -

- Classification (Publications, Films and Computer Games) Enforcement Act 1996 (WA)
- Copyright Act 1968
- Privacy and Personal Information Protection Act 1998
- Library Board of Western Australia Act 1951

While this position will endeavour to be implemented with consistency, due to the ever-changing nature of the Internet, all positions, rules and conditions are subject to change without notice and at the discretion of the Library Management.

to be deleted

[2]

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

POS	DONATIONS TO LIBRARY SERVICE	PSCS5

POSITION STATEMENT CODE:	PSCS5
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Library Services
SERVICE UNIT:	Branch Libraries
RESPONSIBLE OFFICER:	Manager, Libraries
FILE NO.:	182/002
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	8 September 2016
ATTACHMENTS:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	26 July 2012 28 August 201 25 August 2016
OCM:	1997 9 August 2012 11 September 2014

to be deleted

BACKGROUND:

City Libraries are offered donations of items suitable for display or borrowing from members of the public.

PURPOSE:

To establish an understanding that such items may be kept, displayed and/or disposed of at the express discretion of City of Cockburn, through its Library Management.

POSITION:

The City of Cockburn Public Library & Information Service will receive donations of books and other library and related materials from members of the public and from organisations.

Donations will be accepted on the understanding that the material donated becomes the property of the City of Cockburn Public Library & Information Service. The Service reserves the right to include or not to include donated materials in its collections or to dispose of such materials in any way which in the opinion of the Manager: Libraries / City Librarian is in the best interests of the Library Service. The Library Service will not be bound in any way whatsoever to account to donors for the manner of the disposal of donated materials.

This policy will be brought to the attention of donors and potential donors.

[1]

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Version: 1, Version Date: 07/03/2019

POS	DONATIONS TO LIBRARY SERVICE	PSCS5

Donations : Special and/or Significant Collections or Items

In particular circumstances the City of Cockburn Public Library & Information Service may be offered donations of significant items or significant collections which may be subject to particular conditions. Such conditions may include special or secure storage, or a requirement that the item be retained by the Library, or that a collection remain as an entity.

In these circumstances the Library may accept such donations subject to the following conditions.

- The items or collection are of interest or value to the City or the Library Service
- That adequate space and suitable storage is available
- That in the event of special storage being required the Library can be assured of access to the resources necessary to provide that storage
- Where special resources are required the donation will not be accepted until either the City or the donor, or some combination of each, or other party agrees to provide the required resources
- That in all cases where special conditions requested by the donor apply a formal agreement between donor and the Library Service will be entered into
- Where no satisfactory agreement can be reached the donation will be declined.

In all cases potential donors will be encouraged to consider making their donation under the conditions of the Library's general donations policy.

to be deleted

[2]

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

Title	**PROMOTION OF A SMOKE FREE ENVIRONMENT**
Policy Number (Governance Purpose)	

City of Cockburn
wetlands to waves

Policy Type

Council

Policy Purpose

The purpose of this policy is to reduce the community's as well as City's employees' exposure to environmental tobacco smoke. In addition, the intention is that this policy will assist to increase awareness of the dangers of exposure to environmental tobacco smoke and to assist employees that would like assistance to quit smoking.

This policy supports restricting smoking in certain outdoor areas as well as City operated buildings and workplaces.

Policy Statement

Creating policies that limit the public places that people may smoke, assists to protect the community from the potential harmful effects of environmental tobacco smoke and in addition, creating policies that limit City employees from smoking under certain circumstances, in turn protects the City employees and sets a positive example to the community. This will be undertaken specifically through:

The creation of policies that restrict smoking around playgrounds, sporting facilities, playing fields, beaches, dunes or jetties as well as covered bus stops, council owned or managed buildings and Council run events.

The creation of policies for City employees sets out criteria that encourages the cessation of smoking and discourages smoking in and around the workplace.

(1) Council Property and Buildings

1. Council Offices grounds are designated as Smoke Free Areas. This includes the City of Cockburn offices, associated land, car parks and all grassed areas.

2. Smoking in City owned vehicles is prohibited.

3. Appropriate disposal/ash-bins to be installed at access points to Council Office grounds (e.g. at the foot of the car park steps) and at other appropriate locations to ensure proper disposal of smoking paraphernalia.

4. Ensure appropriate signage/stickers are erected at appropriate locations to Council owned enclosed public places, which clearly states smoking is prohibited in and around the buildings.

[1]

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Title	**PROMOTION OF A SMOKE FREE ENVIRONMENT**
Policy Number (Governance Purpose)	

5. Job advertisements to state that the City of Cockburn offers a smoke-free work environment.

6. Letter of acceptance for contract of employment at the City of Cockburn to include information regarding the Council offices grounds, Council owned buildings, and vehicles being smoke-free.

7. Council buildings that are leased, licensed or hired by Council will have smoke-free clauses inserted into their agreements for use.

8. Assistance and support to nicotine dependent staff will be made available. This includes a free health assessment; access to the Fresh Start quit smoking course free of charge during work hours (courses organized by Health Services); and nicotine replacement therapy as approved by the CEO.

9. Council Officers that smoke within the municipality during work hours must smoke in discreet areas, and safely dispose of cigarette butts while working out of the office but within the City. Officers must also adhere to the signage in the public places.

10. Tenders and contracts for work with the City of Cockburn will stipulate adherence to this Policy as a contractual condition

(2) Public Places

1. Smoking will be prohibited:

   a. Within 10 metres of all children's playground equipment
   b. Within 10 metres of sporting facility building entrances
   c. Within 10 metres of any other persons on Council playing fields or sporting grounds.
   d. Within 10 metres of any other persons on City of Cockburn beaches, dunes or jetties.
   e. Within all covered bus stops.
   f. Within 10 metres of the entrances of Council owned or managed buildings including balconies or covered areas of the buildings.
   g. At all Council run or sponsored events on its beaches, reserves, parks, ovals and playing fields.

2. Signs and/or stickers will inform the community that these areas are smoke-free. Compliance will be self-regulatory.

Strategic Link:	Public Health Plan
Category	Public Health
Lead Business Unit:	Environmental health

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Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

Title	**PROMOTION OF A SMOKE FREE ENVIRONMENT**
Policy Number (Governance Purpose)	

Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

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[3]

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

POL	SMOKE-FREE ENVIRONMENT	SC42

POLICY CODE:	SC42
DIRECTORATE:	Planning & Development
BUSINESS UNIT:	Development Services
SERVICE UNIT:	Health Services
RESPONSIBLE OFFICER:	Manager, Health Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	14 August 2008
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:		
DAPPS Meeting:	17 July 2008 22 March 2012	28 November 2013 24 August 2017
OCM:	14 August 2008 12 April 2012	12 December 2013

to be deleted

BACKGROUND:

On 14 February 2008, Council resolved to implement a Tobacco Action plan with three key objectives/actions including the implementation of Smoke Free Policies in public places under Council jurisdiction. Creating policies that limit the public places people can smoke protects the community from the harmful effects of environmental tobacco smoke.

There is substantial evidence linking exposure to environmental tobacco smoke with a range of serious and life threatening health impacts including heart disease, cancer, asthma and other respiratory problems. Children exposed to environmental tobacco smoke are at an increased risk of asthma, sudden infant death syndrome (SIDS), acute respiratory infections and ear problems. While most of the evidence relates to indoor exposure, there is emerging evidence on how smoking affects air quality in outdoor locations such as sporting grounds and playgrounds.

A recent study which measured cigarette smoke levels in a variety of outdoor locations showed that a person sitting near a smoker in an outdoor area could be exposed to levels of cigarette smoke similar to the exposure of someone sitting in an indoor tavern where smoking is allowed. Therefore, the second-hand smoke in outdoor areas where people tend to congregate, such as alfresco dining areas, sports stadiums and concert venues etc can present a real health risk to patrons and staff.

[1]

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

POL	SMOKE-FREE ENVIRONMENT	SC42

PURPOSE:

The purpose of this Policy is to:-

1. Reduce the community's exposure to environmental tobacco smoke, and

2. Increase the awareness of the dangers of exposure to environmental tobacco smoke

POLICY:

The City of Cockburn supports the creation of a smoke free environment through the following measures:

(1) Smoking will be prohibited:

1. Within 10 metres of all children's playground equipment
2. Within 10 metres of sporting facility building entrances
3. Within 10 metres of any other persons on Council playing fields or sporting grounds.
4. Within 10 metres of any other persons on City of Cockburn beaches, dunes or jetties.
5. Within all covered bus stops.
6. Within 10 metres of the entrances of Council owned or managed buildings including balconies or covered areas of the buildings.
7. At all Council run or sponsored events on its beaches, reserves, parks, ovals and playing fields.

(2) Signs and/or stickers will inform the community that these areas are smoke-free. Compliance will be self-regulatory.

to be deleted

[2]

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

POL	SMOKE-FREE COUNCIL	SC43

POLICY CODE:	SC43
DIRECTORATE:	Planning & Development
BUSINESS UNIT:	Development Services
SERVICE UNIT:	Health Services
RESPONSIBLE OFFICER:	Manager, Health Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	14 August 2008
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:		
DAPPS Meeting:	17 July 2008 22 March 2012	28 November 2013 24 August 2017
OCM:	14 August 2008 12 April 2012	12 December 2013

to be deleted

BACKGROUND:

On 14 February 2008, Council resolved to implement a Tobacco Action plan with three key objectives/actions including the implementation of Smoke Free Policies in public places under Council jurisdiction. While the Smoke Free Environment Policy protects the community from the exposure to environmental tobacco smoke, the City of Cockburn must set an example to the community.

The Occupational Safety and Health Act 1984 (WA) provides, amongst other things, that an employer must ensure the health, safety and welfare at work of all the employees of the employer. This duty extends to ensuring that any premises controlled by the employer where the employees work (and the means of access to or exit from the premises) are safe and without risks to health and ensuring that systems of work and the working environment of the employees are safe and without risks to health.

The City of Cockburn recognises that exposure to environmental tobacco smoke has been shown to cause lung cancer and heart disease in non-smokers, as well as many other illnesses and health conditions.

This policy is consistent with the Australian National Occupational Health & Safety Commission (NOHSC) Guidance Note on the Elimination of Environmental Tobacco Smoke in the Workplace, the Australian National Tobacco Strategy 2004-2009 (NTS), the (Draft) WA Tobacco Action Plan 2007-2010 (WA TAP), and the World Health Organisation (WHO) recommendation that all health care premises and their immediate surroundings should be smoke free and that health staff should, where appropriate, be provided with assistance to cease smoking

[1]

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

POL	SMOKE-FREE COUNCIL	SC43

PURPOSE:

The purpose of this Policy is to:

1. Reduce Council employees' exposure to environmental tobacco smoke in the workplace.
2. Provide services and support to employees that would like assistance to quit smoking.
3. Ensure potential and new employees of the City of Cockburn are made aware of the smoke free initiatives undertaken by the City.
4. Set an example to the community and other businesses within the City of Cockburn.

POLICY:

The City of Cockburn supports the creation of a smoke free Council through the following measures:

(1) Council Offices grounds be designated as a Smoke Free Area. This includes the building and any area within the City of Cockburn offices land, such as the car parks, outside the building and all green areas.

(2) Vehicles that are the property of the City of Cockburn to have a 'this car is smoke free' sticker placed in a prominent place.

(3) Appropriate disposal/ash-bins to be installed at access points to Council Office grounds (e.g. at the foot of the car park steps) and at other appropriate locations to ensure proper disposal of smoking paraphernalia.

(4) Ensure appropriate signage/stickers is erected at the entrance to and within all Council owned enclosed public places, which clearly states smoking is prohibited within the building, and includes the internationally recognized no smoking symbol.

(5) Job advertisements to state that the City of Cockburn offers a smoke-free work environment.

(6) Letter of acceptance for contract of employment at the City of Cockburn to include information regarding the Council offices grounds, Council owned buildings, and vehicles being smoke-free.

(7) Council buildings that are leased, licensed or hired by Council will have smoke-free clauses inserted into their agreements for use.

(8) Assistance and support to nicotine dependant staff will be provided. This includes a free health assessment by 'Health on the Move'; access to the Fresh Start quit smoking course free of charge during work hours (courses

to be deleted

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POL	SMOKE-FREE COUNCIL	SC43

organized by Health Services); and nicotine replacement therapy as approved by the CEO.

(9) Council Officers that smoke within the municipality during work hours must smoke in discreet areas, and safely dispose of cigarette butts while working out of the office but within the City. Officers must also adhere to the signage in the public places outlined in the Smoke Free Environment Policy.

(10) Tenders and contracts for work with the City of Cockburn will stipulate adherence to this Policy as a contractual condition

to be deleted

[3]

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

Title	**FOOD ACT 2008 –FEE EXEMPTIONS**
Policy Number (Governance Purpose)	

City of Cockburn
wetlands to waves

Policy Type

Administrative

Policy Purpose

To provide guidelines for situations in which the requirement for charging a Notification fee and/or Annual Assessment Fee for Registered premises can be waived.

The Food Act 2008 Section 107 requires all premises selling food (as defined under the Act) operating within the municipality to notify the City. All food businesses are then subject to a risk assessment and may be required to register under Section 110 Food Act 2008. If inspections are required (based on the risk classification) an Annual Assessment Fee will be charged.

The Food Act gives autonomy to Local Government to impose and recover fees under the Local Government Act 1995 Part 6 Division 5 Subdivision 2 for functions such as notification, registration, assessments, transfers etc.

This Policy outlines those Food Businesses that will be exempt from paying such fees

Policy Statement

An exemption for charging a Notification Fee and Annual Assessment Fee under the Local Government Act will be applied to the following categories of food premises

(1) Food Businesses run by Charitable or Community Organisations – Environmental Health Officers (EHO) will still conduct assessments of these premises unless they are classified as very low risk.

(2) Very Low Risk Food Premises – Premises will not be subject to an annual inspection as they pose minimal risk to the public.

(3) Family Day Care Centres –These premises will not be inspected by EHO. However all operators must have completed an approved Food Hygiene Training course.

Definitions

Very Low Risk Food Premises - those premises selling only pre-packaged shelf stable food which does not support microbial growth.

[1]

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Version: 1, Version Date: 07/03/2019

Title	**FOOD ACT 2008 –FEE EXEMPTIONS**
Policy Number (Governance Purpose)	

Charitable Organisation - raise money solely for purposes that are of a charitable nature. These organisations must be a registered charity with the Australian Taxation Office.

Community Organisations. – Those organisations that are run by not-for-profit groups e.g. School canteens run by the Parent and Friends Associations; local sporting group canteens run by volunteers.

Family Day Care Facility - refers to a private dwelling used for the purpose of providing a child care service for up to seven (7) children in a family or domestic environment in accordance with the Education and Care Services National Law (WA) Act 2012 and Regulations.

Strategic Link:	Public Health Plan
Category	Public Health
Lead Business Unit:	Environmental Health
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

DRAFT

[2]

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

POL	FOOD ACT 2008 – FEE EXEMPTION	APD66

POLICY CODE:	APD66
DIRECTORATE:	Planning and Development
BUSINESS UNIT:	Development Services
SERVICE UNIT:	Health Services
RESPONSIBLE OFFICER:	Manager, Environmental Health
FILE NO.:	182/001
DATE FIRST ADOPTED:	11 October 2012
DATE LAST REVIEWED:	14 December 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	27 September 2012 22 August 2013 26 February 2015	26 November 2015 23 November 2017
OCM:	11 October 2012 12 September 2013	12 March 2015 10 December 2015

to be deleted

BACKGROUND:

The *Food Act 2008* and *Food Regulations 2009* came into effect in October 2009 replacing Part VIII of the Health Act 1911 and the City of Cockburn Eating House By-laws.

The *Food Act 2008 Section 107* requires all premises selling food (as defined under the Act) operating within the municipality to notify the City. All food businesses are then subject to a risk assessment and may be required to register under *Section 110 Food Act 2008*. If inspections are required (based on the risk classification) an Annual Assessment Fee will be charged.

The Food Act gives autonomy to Local Government to impose and recover fees under the *Local Government Act 1995 Part 6 Division 5 Subdivision 2* for functions such as notification, registration, assessments, transfers etc.

PURPOSE:

To provide guidelines for situations in which the requirement for charging a Notification fee and/or Annual Assessment Fee for Registered premises can be waived.

POLICY:

[1]

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POL	FOOD ACT 2008 – FEE EXEMPTION	APD66

An exemption for charging a Notification Fee and Annual Assessment Fee under the Local Government Act will be applied to the following categories of food premises

(1) Food Businesses run by Charitable or Community Organisations – Environmental Health Officers (EHO) will still conduct assessments of these premises unless they are classified as very low risk.

An exemption for charging an Annual Assessment Fee under the Local Government Act will be applied to the following categories of food premises

(2) Very Low Risk Food Premises – Premises will not be subject to an annual inspection as they pose minimal risk to the public.

(3) Family Day Care Centres –These premises will not be inspected by EHO. However all operators must attend the City of Cockburn Safe Food Handler Training conduct by Health Services.

Definitions

Very Low Risk Food Premises - those premises selling only pre-packaged, shelf stable food which does not support microbial growth.

Charitable Organisation - raise money solely for purposes that are of a charitable nature. These organisations must be a registered charity with the Australian Taxation Office.

Community Organisations. – Those organisations that are run by not-for-profit groups e.g. School canteens run by the Parent and Friends Associations; local sporting group canteens run by volunteers.

Family Day Care Facility - refers to a private dwelling used for the purpose of providing a child care service for up to seven (7) children in a family or domestic environment in accordance with the *Education and Care Services National Law (WA) Act 2012* and *Regulations.*

to be deleted

[2]

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

Title	**ACCESS AND EQUITY**
Policy Number (Governance Purpose)	

Policy Type

Council

Policy Purpose

To ensure the City of Cockburn is an inclusive, equitable and accessible local government for its diverse population.

Access, cultural diversity, and equity requirements will be considered and incorporated into all of the City's information provision, facility and service planning and delivery and decision-making processes, in accordance with relevant legislations, including the federal *Australian Human Rights Commission, Age, Disability, Racial and Sex Discrimination Acts;* the *Western Australian Equal Opportunity Act (1984);* and the *Disability Services Act (1993)* (which informs the City's Disability Access and Inclusion Plan).

Policy Statement

The City of Cockburn aims to maintain and improve the quality of life of its residents by creating an accessible and inclusive community in which information, services, resources, facilities, decision- making processes and other activities are equitably accessible, welcoming and inclusive to all residents.

Access needs are diverse and may include physical, cognitive, psychological, sensory, communication (including language), cultural, socio-economic and literacy considerations. They encompass the range of human diversity including abilities, disabilities, age, family structure, language, sexual identity, gender, cultural, religious and socio-economic background.

The City acknowledges its leadership role in the community and is committed to upholding the social justice principles of access, equity, participation and rights.

(1) Planning and Development

1. Support the inclusion of social justice principles, equity and access needs into its Strategic Community Plan and all other planning and development processes and activities, including demographic representation.
2. Support City planning, project management systems and service design to consider access needs and adequately budget for universal design and best practice, wherever possible
3. Ensure adequate resourcing is provided for the provision of facilities, equipment, activities and services that assist people with specific access and/or cultural requirements

(2) Participation and Citizenship

1. Ensure residents have an equitable opportunity to participate in City events, decision- making processes, services, activities and opportunities

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Title	**ACCESS AND EQUITY**
Policy Number (Governance Purpose)	

2. Ensure residents have access to community education on the role of Local Government and electoral processes and that all residents are encouraged to participate in elections as voters and candidates. Recognise that a demographically representative diversity of candidates in elections is valued.
3. Provide information to residents about their rights and mechanisms to complain, with any grievances and concerns addressed through fair, accessible and equitable processes, in a timely manner
4. Provides systemic advocacy and support where inequality, gaps, vulnerability and other access needs and barriers are identified that prevent participation by individuals and groups in community life.

(3) Information and Communication

1. Ensure information created and provided by the City is universally accessible for people with disability and access needs and is available in a variety of formats and languages on request.
2. Require a Language Services Procedure be developed and implemented across the organisation.

(4) Social and Cultural Inclusion

1. Recognise that respect for the local Nyungar traditional owners of this land and for other Aboriginal and Torres Strait Islanders is the foundation for meaningful relationships and participation.
2. Support Social cohesion and commit to the elimination of racism and all other discrimination within the community
3. Support Cultural and linguistic maintenance and development as a means of enhancing personal growth, quality of life and community diversity.

(5) Training and Development

1. Provide competency training and professional development to staff (including use of translation and interpreting services), to ensure an understanding of culturally and/or linguistically diverse communities, people of Aboriginal and Torres Strait Islander backgrounds and people with disability.
   Support Elected Members to attend disability access and inclusion training and cultural awareness training to enhance understanding of the value of community diversity.

Strategic Link:	Cultural Diversity Strategy; Disability Access and Inclusion Plan; Reconciliation Action Plan; Age Friendly Strategy
Category	Community Support & Development
Lead Business Unit:	Community Development and Services
Public Consultation: **(Yes or No)**	Yes
Adoption Date: (Governance Purpose Only)	
Next Review Due:	

[2]

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

Title	**ACCESS AND EQUITY**
Policy Number (Governance Purpose)	

(Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

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[3]

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

Title	**GRAFFITI AND VANDALISM RESPONSE**
Policy Number (Governance Purpose)	

Policy Type

Council

Policy Purpose

To demonstrate the City's commitment to creating an attractive environment, by adequately and uniformly addressing repair of vandalism to City property and the removal of graffiti from both City property and non-City owned property.
For the purposes of this policy:

"City property" refers to all equipment, property and structures that are owned, maintained or managed by the City of Cockburn.

"Non-City owned property" refers to all property that is owned or managed by any other public or Government authority, or private owner and is located within the Municipality. It only refers to structures or equipment located on a property, which is clearly visible from a public area and where reasonable access is provided to the City's contractor.

Policy Statement

(1) **City owned property**

1. Graffiti of an offensive nature will be removed from all City property within one (1) working day of notice being provided to Council, if possible;
2. Graffiti of a non-offensive nature will be removed from all City property within three (3) working days of notice being provided to the City, if possible;
3. Vandalism to City property which prevents the equipment from functioning will be made safe and/or repaired within one (1) working day of notice being provided to the City, if possible;
4. Vandal damage to City property of a minor nature will be repaired within five (5) working days of being notified to the City, if possible;
5. The City will provide a Graffiti/Vandalism "hotline" number for the public reporting of incidents of vandalism and graffiti to City and public property;
6. All cases of graffiti and property damage made known to the City will be reported to the WA Police, through an established administrative process. This will enable Police Department records to be continually updated and susceptible areas targeted for Police response. This reporting process will involve the photography of all graffiti prior to its removal, as evidence for the Police.
7. The City's Road Services Budget will provide funds to remove graffiti from surfaces as deemed necessary.

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Title	**GRAFFITI AND VANDALISM RESPONSE**
Policy Number (Governance Purpose)	

(2) **Non City owned Property**

1. Subject to Clause 3 of this Policy, graffiti of an offensive nature will be removed from all non-City owned property within two (2) working days of notice being provided to the City, if possible.

2. Subject to Clause 3 of this Policy, graffiti of a non-offensive nature will be removed from all non-City owned property within five (5) working days of notice being provided to the City, if possible.

3. The City will remove graffiti free of charge (subject to the conditions set out in clause 7) to private property owners, in circumstances only where the Graffiti is applied to a surface, which is clearly visible from any public area and where the aesthetic of the area is compromised. In these circumstances, the City will require the property owner to provide it with a "Notice of Waiver" to enable the necessary repairs to be undertaken to pre-determined standards, without the potential for liability claims.

4. The cost of such graffiti removal will not exceed $400.00 on any single occasion and a maximum of $1200.00 in any one financial year. Should the costs exceed these stipulated amounts the owner will be required to contribute the outstanding amount or to cause the Graffiti to be removed in accordance with the City's Local Laws.

5. The City will seek the cooperation of all government or publicly managed service providers for either an annual contribution or an as required pre-determined cost for service towards graffiti removal to their property if the incident results in the damage being able to be viewed from a public place. In these circumstances, the authority to deal with incidents of graffiti to non-City controlled public property will be delegated to the City from each authority involved. The City will endeavour to establish a pro-forma agreement with each authority in order to provide a consistent approach to this arrangement. A suitable costing and accounting system will be administratively established to manage this system.

6. Subject to the acceptance of the conditions outlined in clause 6 above by participating public services, the City will attend to the necessary repairs and maintenance associated with making good graffiti to non-City owned public property within the normally accepted time frames associated with this Position Statement.

7. All cases of graffiti damage made known to the City will be reported to the Police, through an established administrative process. This will enable Police Department records to be continually updated and susceptible areas targeted for Police response. This reporting process will involve the photography of all graffiti prior to its removal as evidence for the Police.

8. The City's Road Services Unit will ensure that it stringently applies its Local Laws relating to graffiti removal on private property, in instances where a

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Policy Number (Governance Purpose)	

property owner opts not or fails to conform to the City's requirements or standards.

9. The City's Customer Services Unit will support this initiative by ensuring extensive promotion of the City's commitment in addressing incidents of graffiti and encouraging the public and community groups to report such instances through all channels available in accordance with this Position Statement.

Strategic Link:	Strategic Community Plan
Category	City Assets & Maintenance
Lead Business Unit:	Engineering Services
Public Consultation: **(Yes or No)**	Yes
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

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Title	**OBTAINING LEGAL & OTHER EXPERT ADVICE & LEGAL PROCEEDINGS BETWEEN CITY OF COCKBURN AND OTHER PARTIES**
Policy Number (Governance Purpose)	

City of Cockburn wetlands to waves

Policy Type

Council

Policy Purpose

This policy provides a mechanism to expedite the acquisition of legal and other expert advice, as required, and also provides a system enabling advice and the ongoing status of legal proceedings of the City of Cockburn to be provided to Elected Members on a regular basis.

Policy Statement

Council is now required to seek legal and other expert advice on an increasing basis, to ensure its best interests are protected at all times. The City of Cockburn is also frequently a party to legal proceedings, either as a result of initiating actions, or as a result of responding to actions.

(1) Application

This Policy applies to in relation to legal & other expert advice sought by Council, and legal proceedings commenced or responded to by the City of Cockburn, or any person acting in their capacity as a representative of the City of Cockburn and for whom the City of Cockburn is vicariously liable.

(2) Obtaining Legal & Other Expert Advice

1. In this Policy "legal advice" has the same meaning as in the Legal Practice Act 2003 (WA).

2. Other expert advice includes that obtained from practitioners qualified in areas of specific professional expertise or knowledge. Examples include advice sought from consulting firms or individuals and from employees of federal or state government agencies with whom Council has binding contractual or statutory obligations.

3. The Chief Executive Officer is authorised to obtain legal and other expert advice as is deemed necessary to maintain the proper administration of Council affairs, subject to the following conditions:-

   a. in the instances where Council has resolved or requested to seek legal or other expert advice, a copy of that advice and Council's letter of instruction be provided to all Elected Members as soon as practicable within seven(7) days of receipt by the City unless otherwise resolved by Council;

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Policy Number (Governance Purpose)	

b. where copies of legal or other expert advice are made available to Elected Members, the content of the advice is not permitted to be disclosed to third parties, unless by resolution of Council', following the opinion of the Solicitor or specialist who provided advice to the Council about the possible consequences of making that advice available to a third party;

c. Council maintain its retainer arrangement with its Solicitors for the purpose of ascertaining matters of an administrative nature where procedural verbal advice is obtained and that such advice sought be recorded as a file note on the appropriate file;

d. that where a legal or other expert opinion is sought in relation to an item placed before Council, a note that the item is subject to legal or other expert advice (as appropriate) be included in the relevant Agenda or Minutes.

e. before the Council considers an item on an agenda that includes or is based on expert advice (eg legal, environmental, financial) the Council shall have been provided with a copy of that advice (or summary if appropriate) prior to the meeting with adequate time to read and understand the advice before making its decision.

f. Legal advice sought by Council can only be obtained utilising the services of practitioners who form part of the Panel of Preferred Suppliers, as adopted by Council from time to time, unless, in the CEO's opinion, it is advantageous to utilise the services of a different provider who has specific expertise in a particular case.

(3) Commencing Legal Proceedings

1. This section applies to any legal proceedings initiated as a result of a resolution of Council.

2. A Council decision to initiate a legal proceeding may include instructions to be issued on behalf of the City and which legal practitioners are to be engaged.

3. In addition, a Council decision may authorise the Chief Executive Officer (CEO) to negotiate an outcome on its behalf and settle proceedings, if considered appropriate to do so, and in doing so the Council will consider any legal constraints applicable to the CEO which may compromise that officer's capacity to achieve any outcome desired by Council.

4. In the absence of any clear direction to the CEO in this regard, settlement outcomes must be considered and decided by Council.

5. This policy does not apply to actions commenced by officers of the City who are authorised to commence proceedings on behalf of the City by authority vested in

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them through legislation, (including delegated legislation) or other delegated authority of Council.

6. Notwithstanding (5) above, the CEO, or any officer, through the CEO, may inform the Elected Members of the commencement and ongoing status of any action commenced by an officer of the City.

7. The CEO shall establish and maintain a procedure which enables those matters which are subject to the terms of this section to be centrally recorded and updated.

8. A record of the procedure mentioned in (7) above shall be presented to the Audit and Strategic Finance Committee at least annually, or as often as considered appropriate by the CEO or as requested by the Audit and Strategic Finance Committee.

(4) Responding to Legal Proceedings

1. This section applies to any legal proceedings to which the City is required to formally respond.

2. The Elected Members must be advised that a legal proceeding has been commenced against the City as soon as practicable after the City has been given notice of the proceeding.

3. The CEO shall establish and maintain a procedure which enables those matters which are subject to the terms of this section to be centrally recorded and updated, as appropriate.

4. A record of the procedure mentioned in (3) above shall be presented to the Audit and Strategic Finance Committee at least annually, or as often as considered appropriate by the CEO, or as requested by the Audit and Strategic Finance Committee.

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Strategic Link:	Corporate Governance Framework
Category	Governance
Lead Business Unit:	Governance
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID:	

[3]

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Title	**OBTAINING LEGAL & OTHER EXPERT ADVICE & LEGAL PROCEEDINGS BETWEEN CITY OF COCKBURN AND OTHER PARTIES**
Policy Number (Governance Purpose)	

(Governance Purpose Only)	

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[4]

Document Set ID: 8194825
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POS	LEGAL PROCEEDINGS BETWEEN COUNCIL AND OTHER PARTIES	PSES13

POSITION STATEMENT CODE:	PSES13
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	182/002
DATE FIRST ADOPTED:	14 February 2013
DATE LAST REVIEWED:	10 March 2016
ATTACHMENTS:	N/A
VERSION NO.	3

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013 27 February 2014 25 February 2016
OCM:	14 February 2013 13 March 2014

to be deleted

BACKGROUND:

The City of Cockburn is frequently a party to legal proceedings, either as a result of initiating actions, or as a result of responding to actions.

PURPOSE:

To create a system enabling advice and the ongoing status of such actions to be provided to Elected Members on a regular basis.

POSITION:

(1) Application

This Position Statement applies in relation to legal proceedings commenced or responded to by the City of Cockburn, or any person acting in their capacity as a representative of the City of Cockburn and for whom the City of Cockburn is vicariously liable.

(2) Commencing Legal Proceedings

1. This section applies to any legal proceedings initiated as a result of a resolution of Council.

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POS	LEGAL PROCEEDINGS BETWEEN COUNCIL AND OTHER PARTIES	PSES13

2. A Council decision to initiate a legal proceeding may include instructions to be issued on behalf of the City and which legal practitioners are to be engaged.

3. In addition, a Council decision may authorise the Chief Executive Officer (CEO) to negotiate an outcome on its behalf and settle proceedings, if considered appropriate to do so, and in doing so the Council will consider any legal constraints applicable to the CEO which may compromise that officer's capacity to achieve any outcome desired by Council.

4. In the absence of any clear direction to the CEO in this regard, settlement outcomes must be considered and decided by Council.

5. This Position Statement does not apply to actions commenced by officers of the City who are authorised to commence proceedings on behalf of the City by authority vested in them through legislation, (including delegated legislation) or other delegated authority of Council.

6. Notwithstanding (5) above, the CEO, or any officer, through the CEO, may inform the Elected Members of the commencement and ongoing status of any action commenced by an officer of the City.

7. The CEO shall establish and maintain a procedure which enables those matters which are subject to the terms of this section to be centrally recorded and updated.

8. A record of the procedure mentioned in (7) above shall be presented to the Audit and Strategic Finance Committee at least annually, or as often as considered appropriate by the CEO or as requested by the Audit and Strategic Finance Committee.

(3) Responding to Legal Proceedings

1. This section applies to any legal proceedings to which the City is required to formally respond.

2. The Elected Members must be advised that a legal proceeding has been commenced against the City as soon as practicable after the City has been given notice of the proceeding.

3. The CEO shall establish and maintain a procedure which enables those matters which are subject to the terms of this section to be centrally recorded and updated, as appropriate.

to be deleted

[2]

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POS	LEGAL PROCEEDINGS BETWEEN COUNCIL AND OTHER PARTIES	PSES13

4. A record of the procedure mentioned in (3) above shall be presented to the Audit and Strategic Finance Committee at least annually, or as often as considered appropriate by the CEO, or as requested the Audit and Strategic Finance Committee.

to be deleted

[3]

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

POL	OBTAINING LEGAL AND OTHER EXPERT ADVICE	SES1

POLICY CODE:	SES1
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	182/001
DATE FIRST ADOPTED:	15 April 1997
DATE LAST REVIEWED:	9 June 2016
ATTACHMENTS:	Yes – (Procedure for Legal Opinion)
DELEGATED AUTHORITY REF.:	SES1
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013 22 May 2014 26 May 2016
OCM:	9 April 2009 14 February 2014 12 June 2014

to be deleted

BACKGROUND:

Council is now required to seek legal and other expert advice on an increasing basis, to ensure its best interests are protected at all times.

PURPOSE:

To expedite and ensure a mechanism is in place in respect of the acquisition of legal and other expert advice, as required.

POLICY:

(1) In this Policy and the associated delegated authority, "legal advice" has the same meaning as in the Legal Practice Act 2003 (WA).

(2) Other expert advice includes that obtained from practitioners qualified in areas of specific professional expertise or knowledge. Examples include advice sought from consulting firms or individuals and from employees of federal or state government agencies with whom Council has binding contractual or statutory obligations.

(3) The Chief Executive Officer is authorised to obtain legal and other expert advice as is deemed necessary to maintain the proper administration of Council affairs, subject to the following conditions:-

POL	OBTAINING LEGAL AND OTHER EXPERT ADVICE	SES1

1. in the instances where Council has resolved or requested to seek legal or other expert advice, a copy of that advice and Council's letter of instruction be provided to all Elected Members as soon as practicable within seven(7) days of receipt by the City unless otherwise resolved by Council;

2. where copies of legal or other expert advice are made available to Elected Members, the content of the advice is not permitted to be disclosed to third parties, unless by resolution of Council', following the opinion of the Solicitor or specialist who provided advice to the Council about the possible consequences of making that advice available to a third party;

3. Council maintain its retainer arrangement with its Solicitors for the purpose of ascertaining matters of an administrative nature where procedural verbal advice is obtained and that such advice sought be recorded as a file note on the appropriate file;

4. that where a legal or other expert opinion is sought in relation to an item placed before Council, a note that the item is subject to legal or other expert advice (as appropriate) be included in the relevant Agenda or Minutes.

5. before the Council considers an item on an agenda that includes or is based on expert advice (eg legal, environmental, financial) the Council shall have been provided with a copy of that advice (or summary if appropriate) prior to the meeting with adequate time to read and understand the advice before making its decision.

6. Legal advice sought by Council can only be obtained utilising the services of practitioners who form part of the Panel of Preferred Suppliers, as adopted by Council from time to time, unless, in the CEO's opinion, it is advantageous to utilise the services of a different provider who has specific expertise in a particular case.

to be deleted

[2]

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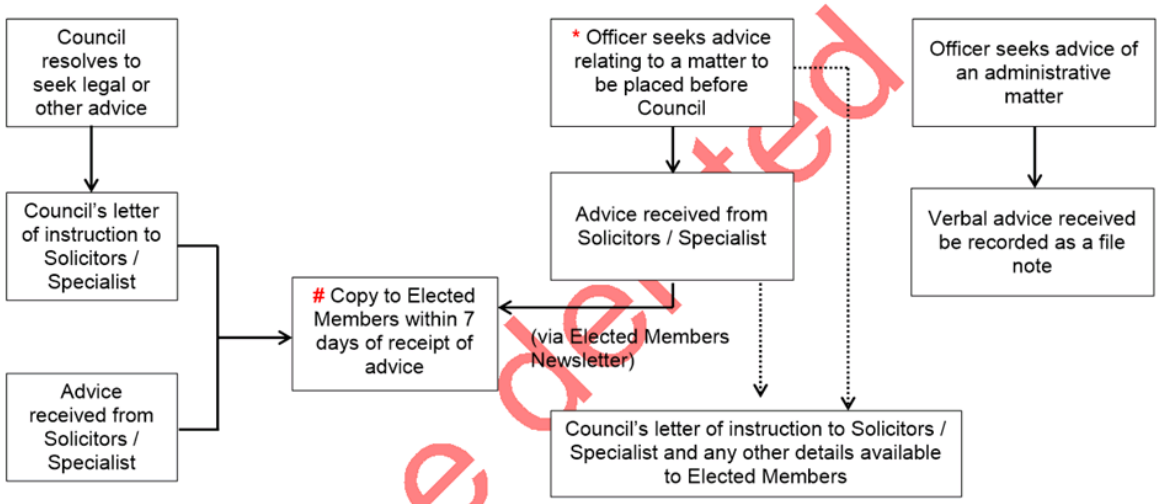
POL	OBTAINING LEGAL AND OTHER EXPERT ADVICE	SES1



 # Note: Legal/Expert opinion not to be disclosed to third parties unless by resolution of Council, following opinion of the Solicitor/Specialist about the possible consequences of making that advice available to third parties

*** Note**: The relevant Agenda and Minutes to include a note that the item is subject to legal/expert opinion

[3]

to be deleted

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POL	OBTAINING LEGAL AND OTHER EXPERT ADVICE	SES1

to be deleted

[4]

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

Title	CITY OF COCKBURN USE OF CLOSED CIRCUIT TELEVISION(CCTV) SYSTEM
Policy Number (Governance Purpose)	

City of Cockburn
wetlands to waves

Policy Type

Council Policy

Policy Purpose

The purpose of this policy is to provide a framework for the overarching use and installation of CCTV in public locations or private property where there is collaboration with the City. CCTV is an established technology and is continually evolving. The proliferation of CCTV within the community has been the result of the foreseen benefits of CCTV.

Policy Statement

The City of Cockburn has endorsed a Community Safety and CCTV Strategy which details Council's level of support for the implementation of Closed Circuit Television as a tool to reduce criminal and anti-social activity.

CCTV does not absolutely prevent crime or anti-social behaviour, but can reduce the incidence of opportunistic anti-social behaviour and may provide forensic evidence when such events occur. In 2016, the City of Cockburn signed a Memorandum of Understanding with the WA Police to share data from the City's CCTV system to further enhance community safety.

Evidence suggests that CCTV improves the public perception of safety and reduces their fear of being a victim of crime in public places.

This Policy describes the criteria to be used when a new installation is being considered for deployment.

1) CCTV may be installed where recurrent anti-social or criminal behaviour has been identified or installed as a proactive measure to minimise damage to Council facilities.

2) CCTV installations will meet the requirements of the City of Cockburn Community Safety and CCTV Strategy and the Australian New Zealand Policing Advisory Agency - Recommendations for CCTV Systems or any other relevant industry standards considered appropriate.

3) CCTV installations will be clearly signed. In some instances, where covert cameras are used for monitoring breaches to Local Laws, such as dumping of rubbish, it may not be appropriate to install signage, but all efforts will be made to advise nearby residents as required.

4) The use of "dummy" or replica cameras is not permitted

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Title	**CITY OF COCKBURN USE OF CLOSED CIRCUIT TELEVISION(CCTV) SYSTEM**
Policy Number (Governance Purpose)	

5) CCTV cameras may be passive or "event activated" for recording purposes.

6) CCTV installations may be deployed on City or private land, with the permission of the land owner. Installations may be permanent or temporary. At times, the City may need to negotiate for the use of land and use of utilities, such as power, during the installation and ongoing operation of the CCTV system.

7) Access to any CCTV footage and other operational matters will be controlled through a Code of Practice that is consistent with all CCTV related State and Commonwealth legislation.

Strategic Link:	Community Safety and CCTV Strategy
Category	Community Safety
Lead Business Unit:	Recreation and Community Safety
Public Consultation: **(Yes or No)**	Yes
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

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[2]

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

POS	COMMUNITY ACCESS TO CITY BUSES AND PEOPLE MOVERS (12 SEATER & ABOVE)	PSCS4

POSITION STATEMENT CODE:	PSCS4
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Community Development
SERVICE UNIT:	Family & Community Development
RESPONSIBLE OFFICER:	Manager, Community Development
FILE NO.:	182/002
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	8 September 2016
ATTACHMENTS:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	26 July 2012 28 August 2014 25 August 2016
OCM:	1997 9 August 2012 11 September 2014

to be deleted

BACKGROUND:

Lotterywest has requested that the City of Cockburn develop a position to allow community access to the buses they fund. As a result the following Position Statement has been developed to allow for local community use of buses purchased with funds received from Lotterywest.

PURPOSE:

For Council to adopt a position for community groups and organisations to hire buses and people movers (12 seater and above) operated by the Human Services Department.

POSITION:

That Council allows community access to its bus fleet subject to the following conditions:-

(1) Groups and organisations that will be eligible to apply for use of a community bus will be non-profit, incorporated bodies that provide services for the benefit, primarily, for the residents of Cockburn.

(2) Groups and organisations must nominate in writing a driver or drivers with the licence or licences that are valid and ensure that the licence or licences remain valid whilst the person is in charge of any bus(es) or people movers.

[1]

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POS	COMMUNITY ACCESS TO CITY BUSES AND PEOPLE MOVERS (12 SEATER & ABOVE)	PSCS4

(3) Groups and organisations must have their own public liability insurance.

(4) Bonds and fees for the use of a bus will be in accordance with fee schedule adopted by Council.

(5) Usage of buses or people movers will be for metropolitan area only.

(6) The conditions of hire be established by the Chief Executive Officer.

to be deleted

[2]

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

POL	UNDERGROUND POWER	AES10

POLICY CODE:	AES10
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Infrastructure Services
SERVICE UNIT:	Project Management & Development
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	182/001
DATE FIRST ADOPTED:	20 May 2003
DATE LAST REVIEWED:	10 March 2016
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	AES10
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013 27 February 2014 25 February 2016
OCM:	20 May 2003 14 February 2013 13 March 2014

to be deleted

BACKGROUND:

The State Government, through the Office of Energy, has committed funds for the undergrounding of power throughout the State. Approximately every two years, expressions of interest are called from local governments wishing to nominate areas within its District which would benefit from the program.

PURPOSE:

To provide a mechanism and criteria to be able to assess the potential for areas within Cockburn to qualify for funding under future stages of the State Government's Underground Power Program.

POLICY:

(1) The City of Cockburn supports the undergrounding of overhead power lines in its District which are subject to the State Government's Underground Power Program, subject to:-

1. benefitting property owner participation in the Program, where funded on a cost share basis with the State;

2. indicative community support for the specific area(s) identified; and

[1]

POL	UNDERGROUND POWER	AES10

3. any other criteria or required information specified by the Program being obtained and included in any Expressions of Interest or Applications for Funding by Council.

to be deleted

[2]

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POL	PROCEDURAL FAIRNESS	SC13

POLICY CODE:	SC13
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	15 August 2000
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	22 March 2012 28 November 2013 24 August 2017
OCM:	17 September 2002 12 April 2012 12 December 2013

to be deleted

BACKGROUND:

Measures need to be made to ensure the quality and integrity, including the impartiality and fairness, of the City's decision-making processes and to protect legitimate expectations as well as legal rights.

PURPOSE:

To describe the criteria of procedural fairness applicable to decisions that negatively affect an existing interest of a person or corporation, made by Council and its officers acting under Delegated Authority.

POLICY:

(1) Council and its officers exercising Delegated Authority shall endeavour to ensure that decisions are based on relevant considerations and processes which are lawful and fair to all affected persons.

(2) To this end, decision-making procedures shall conform to the following criteria, as are appropriate to the particular circumstances:

POL	PROCEDURAL FAIRNESS	SC13

1. Any discretionary decision that may adversely affect the rights of a person, shall only be made after that person has been provided with an opportunity to be heard;

2. Due regard shall be given to statutory and policy requirements, together with any other relevant considerations contained in public submissions or other material;

3. Irrelevant considerations shall be disregarded;

4. Decisions are to be impartial and made independently of, and without getting involved in or affected by, private disputes;

5. Affected persons shall, as far as is reasonably possible, and where appropriate, be advised of the basis on which, and the process by which, decisions are to be made.

6. All persons who make submissions shall be advised of the Council's or the Delegated Officer's decision including, in summary form, the reasons for the decision.

to be deleted

[2]

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

8.2 (2018/MINUTE NO 0016) PROPOSED POLICY - LEGAL REPRESENTATION AND COST INDEMNIFICATION - ELECTED MEMBERS & EMPLOYEES

Author(s) J Ngoroyemoto

Attachments
1. Proposed Legal Representation & Costs Indemnification - Elected Members & Employees ⇩
2. Proposed Delegated Authority 'Legal Representation - Elected Members and Employees' ⇩
3. SES4 'Legal representation - Indemnification of Costs' Policy ⇩
4. Department of Local Government Operational Guideline 14 - Legal Representation for Council Members and Employees ⇩

RECOMMENDATION
That Committee

(1) adopts proposed Policy 'Legal Representation and Cost Indemnification – Elected Members & Employees' and associated Delegated Authority as attached to the Agenda; and

(2) deletes Policy SES4 'Legal Representation - Indemnification of Costs', as attached to the Agenda

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COMMITTEE RECOMMENDATION
MOVED Cr C Reeve-Fowkes SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 5/0

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

Background

This Policy has been reviewed as part of the Policy Review Project. This policy was identified as a Review Priority 1, due for presentation at the November DAPPS meeting, in accordance with the adopted Schedule Plan for Council Policies review.

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

The review has been completed and is therefore submitted for consideration.

Submission

N/A

Report

The proposed Policy is a result of the review of Policy SES4 – 'Legal Representation - Indemnification of Costs'.

The proposed Policy has been developed in accordance with Department of Local Government – Operational Guidelines Number 14 – April 2006 (Legal representation for Council members and Employees) and the Model Policy recommended in that document.

Section 9.56 of the *Local Government Act 1995* (the Act) provides for: "protection from actions of tort for anything a council member or employee has, in good faith, done in the performance, or purported performance, of a function under the Act or under any other written law".

However, the legislation does not preclude people taking action against individual council members or employees, if they believe that the council member or employee has not acted in good faith

Section 3.1 of the Act provides that the general function of a local government is to provide for the good government of persons in its district.

Section 6.7(2) provides that money held in the municipal fund may be applied towards the performance of the functions and the exercise of the powers conferred on the local government by the Act or any other written law.

Under these provisions, a Council can expend funds to seek legal advice and / or provide legal representation for council members and employees, as long as it believes that the expenditure falls within the scope of the local government's function.

The proposed Policy sets out clear principles, or directives, to help the Council deal with a situation where a council member or employee is defending, or will need to defend, a legal action or requires advice or representation and is requesting financial assistance. The Policy also includes the circumstances under which funding will be provided, the level of funding that will be provided and the processes to be followed by the applicant.

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The main differences incorporated into this proposed Policy which differ from the current Policy are as follows:

- The expansion of the scope to include past members and former employees where they become involved in civil legal proceedings because of their former official functions.
- Inclusion of Key Terms to define important issues that relate to the application of this Policy.
- Removal of the pre-determined provisions and criteria of council members and employees financial assistance process during an inquiry into the City. Determining whether financial assistance is given in these situations is a complex matter and one that will relate to the circumstances and reasons for the inquiry.
- All procedural content has been separated from the Policy and will be reviewed by the administration and provided to Elected Members.

The rest of the content (inclusive of payment criteria) SES4 - Legal Representation - Indemnification of Costs, has been incorporated into the proposed content in its current form and application.

A Delegated Authority is also created for the CEO to execute financial assistance applications and the limit has been increased from $6000 to $10 000 to cater for cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant.

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

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Risk Management Implications

The risk to Council of deferring a decision or not adopting the new Policy is that the current Policy will continue when there is an opportunity to modernise and improve the Policy to ensure clarity.

Advice to Proponent(s)/Submitters

N/A

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

Nil

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Version: 1, Version Date: 07/03/2019

Title	**LEGAL REPRESENTATION AND COSTS INDEMNIFICATION – ELECTED MEMBERS & EMPLOYEES**
Policy Number (Governance Purpose)	

City of Cockburn
wetlands to waves

Policy Type

Council

Policy Purpose

This policy is designed to protect the interests of Council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions.

In most situations, the City may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to legal proceedings. In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the City of Cockburn district. This policy applies in that respect.

Policy Statement

(1) Key Terms

1. Approved lawyer is to be:-
   (a) a 'certified practitioner' under the Legal Practice Act 2003;
   (b) from a law firm on the *City of Cockburn* panel of legal service providers, if relevant, unless the CEO considers that this is not appropriate, for example where there is or may be a conflict of interest or insufficient expertise; and
   (c) approved in writing by the council or the CEO under delegated authority.
2. City means the City of Cockburn.
3. Council member or employee means a current or former commissioner, Council member, non-elected member of a Council committee or employee of the City.
4. Legal proceedings may be civil, criminal or investigative.
5. Legal representation is the provision of legal services, to or on behalf of a Council member or employee, by an approved lawyer that are in respect of:-
   (a) a matter or matters arising from the performance of the functions of the Council member or employee; and
   (b) legal proceedings involving the Council member or employee that have been, or may be, instituted.
6. Legal representation costs are the costs, including fees and disbursements, properly incurred in providing legal representation, and for which payment is made.
7. Legal services include advice, representation or documentation provided by an

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Version: 1, Version Date: 07/03/2019

Title	**LEGAL REPRESENTATION AND COSTS INDEMNIFICATION – ELECTED MEMBERS & EMPLOYEES**
Policy Number (Governance Purpose)	

approved lawyer.

8. Payment by the City of legal representation costs may be made by:-
   (a) a direct payment to the approved lawyer (or the relevant firm); or
   (b) a reimbursement to the Council member or employee.

(2) General Principles

1. The City may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the City or otherwise in bad faith.
2. The City may provide such assistance in the following types of legal proceedings:
   (a) proceedings brought by members and employees to enable them to carry out their local government functions (eg where a member or employee seeks a restraining order against a person using threatening behaviour);
   (b) proceedings brought against members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person (eg refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (eg defending defamation actions)]; and
   (c) statutory or other inquiries where representation of members or employees is justified.
3. The City of Cockburn will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action.
4. The legal services the subject of assistance under this policy will usually be provided by an approved lawyer.

(3) Applications for Financial Assistance

1. Subject to clause 4, decisions as to financial assistance under this policy are to be made by the Council.
2. A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.
3. An application to the Council is to be accompanied by an assessment of the request and with a recommendation which has been prepared by, or on behalf of, the Chief Executive Officer (CEO).

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Version: 1, Version Date: 07/03/2019

Title	**LEGAL REPRESENTATION AND COSTS INDEMNIFICATION – ELECTED MEMBERS & EMPLOYEES**
Policy Number (Governance Purpose)	

4. A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the Local Government Act 1995.
5. Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value of $10,000 provided that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 of the Local Government Act 1995.
6. Where it is the CEO who is seeking urgent financial support for legal services, the Council shall deal with the application.
7. This Policy does not address the situation where council members and employees are interviewed during, or are required to give evidence to, an inquiry into the City. Determining whether financial assistance is given in these situations is one that will relate to the circumstances and reasons for the inquiry.

(4) Repayment of Assistance

1. Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be offset against any monies paid or payable by the City.
2. Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the local government or otherwise in bad faith; or where information from the person is shown to have been false or misleading.
3. Where assistance is so withdrawn, the person who obtained financial support is to repay any monies already provided. The local government may take action to recover any such monies in a court of competent jurisdiction.

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Strategic Link:	Governance Framework
Category	Organisational/Governance
Lead Business Unit:	Governance
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[3]

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

DA	LEGAL REPRESENTATION – INDEMNIFICATION OF COSTSELECTED MEMBERS AND EMPLOYEES	SES4

DELEGATED AUTHORITY CODE:	SES4
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Services
SERVICE UNIT:	Executive Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	10 March 2016
ATTACHMENTS:	N/A
VERSION NO.	3

Dates of Amendments / Reviews:	
DAPPS Meeting:	24 May 2012 25 February 2016
OCM:	9 April 2009 14 June 2012

FUNCTION DELEGATED:

The authority to approve the provision of financial assistance for legal representation ~~urgent legal services~~ to Eelected Mmembers or employees (past or present) ~~, in accordance with Council Policy.~~

CONDITIONS/GUIDELINES:

Formatted: Justified

(1) The application cannot wait until a Meeting of Council is convened for it to be considered as part of Council's normal decision making process.

(2) Approval of up to $106,000 only is permitted by this Authority.

(3) Approved applications to be informed to all Elected Members

(43) All transactions utilising this delegation are to be recorded in the Recording of Delegations Decision Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

~~As per conditions above.~~

Local Government Act 1995
s6.7(2) Municipal Fund
s9.56 Certain persons protected from liability or wrongdoing

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Version: 1, Version Date: 07/03/2019

DA	LEGAL REPRESENTATION – INDEMNIFICATION ~~OF COSTS~~ELECTED MEMBERS AND EMPLOYEES	SES4

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

s5.42 Council may delegate some powers and duties to the CEO.

~~Council Policy SES4 "Legal Representation – Indemnification of Costs" refers.~~

DELEGATE:

Chief Executive Officer.

DELEGATE/S AUTHORISED:

N/A

DRAFT

POL	LEGAL REPRESENTATION – INDEMNIFICATION OF COSTS	SES4

POLICY CODE:	SES4
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
086/001	182/001
DATE FIRST ADOPTED:	20 November 2001
DATE LAST REVIEWED:	10 March 2016
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	SES4
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013 22 May 2014 25 February 2016
OCM:	13 December 2007 14 February 2013 12 June 2014

to be deleted

BACKGROUND:

1. A member of the Council or an employee of the City of Cockburn may require legal advice and/or legal representation in connection with any matters touching on the conduct or duties of members or employees, which would necessarily incur legal expenses.

2. Questions may arise from time to time as to whether, and the extent to which the Council should arrange for provision of those legal services or should pay for or reimburse or provide indemnity for such expenses.

PURPOSE:

1. This policy is designed to set out circumstances in which the Council will generally provide financial assistance to Council members and employees who require legal advice and/or representation because of their official functions.

2. In each case it will be necessary to determine whether assistance with legal expenses and other liabilities is justified for the good government of the district. This policy applies in that respect.

[1]

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POL	LEGAL REPRESENTATION – INDEMNIFICATION OF COSTS	SES4

POLICY:

(1) Definitions

In this Policy:

"**Act**" means the Local Government Act 1995;

"Department Inquiry" means an inquiry initiated under section 8.3 of the Local Government Act 1995;

"employee" means a past or present employee of the City;

"Inquiry" includes a Department Inquiry or a Panel Inquiry under Part 8 of the Act, an Inquiry by the Corruption and Crime Commission and any other Inquiry of a similar kind;

"legal representation" means the provision of legal services for advice or in connection with court proceedings, or any other investigation inquiry or hearing or adjudication, including but without limiting the generality of the foregoing under Part 8 of the Act;

"member" means a past or present member of the Council of the City;

"Panel Inquiry" means an inquiry instituted under section 8.16 of the Act.

(2) Eligible persons

A person is eligible to make application for financial assistance under this Policy if that person is a member or an employee.

(3) Form of application

An application under this Policy shall:

1. be in writing;

2. provide full details of the nature and extent of the legal services anticipated to be required and when they are required;

3. in the event that the application is not made in advance - provide details of the services previously provided and the explanation for there being no application in advance;

4. indicate if the applicant considers that the application is urgent and the applicant's reasons;

to be deleted

POL	LEGAL REPRESENTATION – INDEMNIFICATION OF COSTS	SES4

5. contain an assurance that the circumstances in respect of which the financial assistance is required do not involve actions of the applicant that are illegal, improper, dishonest, or against the interests of the City; and

6. contain sufficient details to explain how the financial assistance is required in relation to the official functions of the applicant so as to be justified for the good government of the district of the City.

(4) Who determines an application

1. Subject to Clause 5, the CEO may determine an application seeking financial assistance not exceeding an amount of $6,000.

2. Payment of financial assistance made in accordance with (1) above, may be made by either:

   (a) a direct payment to the approved lawyer (or the relevant firm); or
   (b) a reimbursement to the Council member or employee.

3. Notwithstanding subclause (1), the CEO may refer any application to the Council for determination.

4. All applications seeking financial assistance exceeding $6,000 shall be determined by the Council.

5. Any decision by the CEO to provide financial assistance under this Policy is to be reported to the next Ordinary Meeting of the Council, for information.

(5) Formal agreement to be executed

1. A person to whom financial assistance is to be provided shall be required to execute a formal agreement with the City, prepared by the City's solicitors, setting out the terms and conditions upon which the assistance is offered.

2. The agreement shall be subject to the condition in cl.10 hereof and that clause shall be deemed to be included in any agreement if provisions to the same effect are not expressly included.

3. The person shall be required to execute the agreement prior to any financial assistance being provided.

to be deleted

[3]

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POL	LEGAL REPRESENTATION – INDEMNIFICATION OF COSTS	SES4

(6) Preconditions to the provision of financial assistance

Legal assistance will only be provided:

1. in the case of a Department Inquiry, where, prior to the final report on the outcome of the inquiry, an adverse allegation is made against the member or employee, or the inquiry or any officer assisting indicates that an adverse finding against the member or employee is possible;

2. in the case of a Panel Inquiry, where conduct of the member or employee is subject to inquiry and/or report or the member or employee receives a summons or subpoena from the Inquiry requiring him/her to give evidence and/or produce documents;

3. in the case of either a Departmental Inquiry or a Panel Inquiry:

   (a) to a member in connection with the performance by the member of his or her functions as a member;

   (b) to an employee in connection with the performance by the employee of his or her functions as an employee of the City; or

   (c) in respect of legal representation to be provided prior to the conclusion of the Inquiry;

4. In the case of any other Inquiry, and where the subject matter of the application is connected with the performance by the member or employee of his or her function as such, if the member or employee has received a subpoena or summons to appear or is otherwise required to appear either to give evidence or to respond to or deal with an allegation against him or her.

5. in the case of other legal proceedings, where legal action has been taken or threatened or seems likely to be taken against the member or employee to be assisted;

6. in the case of legal proceedings taken or proposed to be taken by the member or employee, only where and to the extent the member or employee will not stand to gain financially from the actions; and

7. in any case, where no indemnity for legal costs is provided for under a policy of insurance taken out by the member or employee or by the City, or to the extent that cover is not provided under a policy of insurance.

to be deleted

[4]

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(7) No pledging of the City's credit

Nothing in this policy is intended to represent that any person has authority to pledge the City's credit or otherwise commit the City to any liability to legal expenses whatsoever.

(8) CEO may continue to seek legal advice

Nothing in this Policy derogates from the ability of the CEO or other employees of the City to seek legal advice concerning the business and affairs of the City from the City's solicitors.

(9) Applications by the CEO

Where the employee seeking financial assistance is the CEO, then the matter is to be referred to Council for determination, in accordance with the provisions of this Policy.

(10) Repayment of financial assistance

It is a condition of the provision of financial assistance under this Policy, and it shall be a condition of the formal agreement referred to in clause 5, that:

(a) the provision of financial assistance shall be at an end; and

(b) any financial assistance already paid by the City shall be repaid by the member or employee,

in the event that:

(i) a finding is made in the report of an Inquiry or in Court proceedings that the member or employee has acted illegally, improperly, dishonestly, against the interests of the City or in bad faith; or

(ii) where information provided to the CEO in the application is materially false or misleading.

(11) Recovery

The City may take action to recover any financial assistance required to be repaid under clause 10 in a court of competent civil jurisdiction and the City is entitled to deduct the amount of such assistance from any allowance or salary payable by the City to the person.

to be deleted

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Government of **Western Australia**
Department of **Local Government and Communities**

Local Government Operational Guidelines

Number 14 – April 2006

Legal Representation for Council Members and Employees

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

1. Introduction

In today's society there is an increased risk of legal action being taken or threatened against individual council members and employees. Council members and employees may require legal advice and representation and expect their local government to provide financial assistance to meet the cost of the advice or representation.

For example, council members or employees may be threatened with legal action when an aggrieved party believes that they will not, or have not, carried out their legislative functions or responsibilities in the correct and appropriate manner. Legal action may also be threatened where it is anticipated that such action will influence a vote or a recommendation.

Council members and employees may feel inhibited in undertaking their roles in a full, frank and impartial manner if they do not have an assurance that they are protected from threats and will be given proper legal representation if any legal action is taken against them. Local governments have a legislative duty of care to their employees to provide a safe working environment and morally have the same duty to council members. Accordingly, it is appropriate and prudent for local governments to assist council members and employees by adopting a policy to fund or partly fund the cost of providing legal representation in appropriate circumstances.

The Inquiry into the City of Joondalup criticised some council members for making uninformed and ill-advised decisions to pay personal legal expenses of the Chief Executive Officer (CEO). It is therefore important that council adopts a policy on the provision of financial assistance so that its position is known to the council members, employees and the community in advance of applications for funding being made. Non-elected council committee members may also require assistance and should be considered in any policy adopted by council.

This guideline, and the incorporated model policy, are provided to assist councils when making decisions or developing a policy. It is important that a council devotes time to understanding the issues outlined in this guideline.

If a policy is adopted and legal representation costs are granted under the policy, it is critical that council has presented to it full and detailed accounts from the lawyer approved to provide the legal representation to ensure that the representation provided complies with the approval given. Repayment of any costs associated with matters not approved should be enforced.

This guideline does not address the situation where council members and employees are interviewed during, or are required to give evidence to, an inquiry into their local government. Determining whether financial assistance is given in these situations is a complex matter and one that will relate to the circumstances and reasons for the inquiry.

2. Legislation

Section 9.56 of the *Local Government Act 1995* (the Act) provides protection from actions of tort for anything a council member or employee has, in good faith, done in the performance or purported performance of a function under the Act or under any other written law. However, the legislation does not preclude people

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taking action against individual council members or employees if they believe that the council member or employee has not acted in good faith.

Section 3.1 of the Act provides that the general function of a local government is to provide for the good government of persons in its district. Section 6.7(2) provides that money held in the municipal fund may be applied towards the performance of the functions and the exercise of the powers conferred on the local government by the Act or any other written law. Under these provisions, a council can expend funds to provide legal representation for council members and employees, as long as it believes that the expenditure falls within the scope of the local government's function.

3. Determining a Suitable Policy

The policy should have a clear set of principles or directives to help the council deal with a situation where a council member or employee is defending or will need to defend a legal action or requires advice or representation and is requesting financial assistance. The policy should set out the circumstances under which funding will be provided, the level of funding that will be provided and the processes to be followed by the applicant when making a request.

The degree of complexity of an appropriate policy may vary but generally could include the following matters –

- under what circumstances would financial assistance be provided. For example, where legal action is taken against a council member or employee in connection with the performance of their duties and they have not acted illegally, dishonestly or in bad faith;
- who would make the decision that financial support would be provided (eg council or the CEO);
- who would provide the legal services (eg the local government's lawyers, other lawyers);
- what limits, if any, would be placed on financial assistance;
- how applications would be made for assistance;
- what obligations a council member or employee receiving assistance should have (eg an obligation to disclose anything that might affect representation or to act reasonably);
- whether contingent authorisation in urgent cases would be provided for and who would exercise that authority;
- under what circumstances could financial assistance be withdrawn (eg person having acted illegally, dishonestly or otherwise in bad faith);
- provision for the recoup of money already provided under the policy where approval is withdrawn; and
- a clear statement that legal representation will not be provided for matters that relate to the personal affairs of a council member or employee (eg under investigation for a matter not related to a legislative function or an employee seeking legal advice on a contract of employment).

3.1 Other Circumstances where Funding Requests may be Made

Under legislation, any expenditure of a local government's funds must be justified on the basis that the expenditure will 'provide for the good government of persons in its district'. Therefore, in formulating a policy on legal representation the council must take into account the need to satisfy itself that the expenditure can be justified as providing for that good government.

Local government council members and employees will at times be subject to personal public criticism they consider to be unfair. Depending on the circumstances and the veracity of the criticism, council members or employees may seek to redress the situation by taking legal action. Legal advice received by the Department suggests that only in exceptional circumstances would a local government be able to justify, under the 'good government' provisions, funding the initiation of legal action by a council member or employee.

It is important to note that where public criticism is made about the local government, ie the City, Town, or Shire, funding could not be justified. Legal precedent dictates that it is fundamental to public scrutiny that governments be open to criticism by members of the community. The threat of civil action against any person who publicly criticises a local government will have an inhibiting effect on freedom of speech and inevitably lessen a local government's accountability to its community.

Council members, if asked to vote on such a request, should ask themselves 'would a reasonable person, given all the facts, conclude that the expenditure provides for the good government of the persons in the district'. If a majority of council members are satisfied, council could, under its general function power, resolve that the local government fund the obtaining of advice or initiation of legal action by the council member or employee.

Council members should ensure that they receive appropriate documentation that presents reasons for and against the recommendation when considering an application for such funding as they may be asked to justify the decision at a future date. Documentation provides a proper decision-making trail that can be used to support the decision.

As a condition of approval, the council may require the council member or employee to undertake to refund the costs of legal representation paid by the local government should their action be successful.

3.2 Support for Former Council Members and Employees

The council, when considering the scope of its policy, will need to determine if the policy extends to the funding of legal representation for former council members, commissioners and employees and under what circumstances funding would be provided.

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3.3 Delegation

A number of councils have, in adopting a policy on this issue, delegated to their CEO the power to deal with requests for the payment of legal representation costs. Because of the sensitive nature of providing funding, some CEOs have asked council not to delegate the power. A council should discuss the matter with the CEO before making any decision to delegate any aspect of its legal representation policy.

It may be appropriate for council to seek agreement from the CEO for a delegation limited to circumstances where a delay in approving a request will be detrimental to the legal rights of the council member or employee.

4. Adopting a Policy

In considering the policy all relevant people are encouraged to study and thoroughly understand the implications and likely consequences of adopting the policy.

A model policy has been provided on the following pages as an example for local governments undertaking their own policy-making on legal representation of adopting the policy. The Department welcomes any comments that individuals or local governments believe will assist in the improvement of the model policy.

Model Policy

Legal Representation for Council Members and Employees

Explanation of key terms

approved lawyer is to be –

(a) a 'certified practitioner' under the *Professions Act 2008*;

(b) from a law firm on the City/Town/Shire's panel of legal service providers, if relevant, unless the council considers that this is not appropriate – for example where there is or may be a conflict of interest or insufficient expertise; and

(c) approved in writing by the council or the CEO under delegated authority.

council member or employee means a current or former commissioner, council member, non-elected member of a council committee or employee of the City/Town/Shire.

legal proceedings may be civil, criminal or investigative.

legal representation is the provision of legal services, to or on behalf of a council member or employee, by an approved lawyer that are in respect of –

(a) a matter or matters arising from the performance of the functions of the council member or employee; and

(b) legal proceedings involving the council member or employee that have been, or may be, commenced.

legal representation costs are the costs, including fees and disbursements, properly incurred in providing legal representation.

legal services includes advice, representation or documentation that is provided by an approved lawyer.

payment by the City/Town/Shire of legal representation costs may be either by –

(a) a direct payment to the approved lawyer (or the relevant firm); or

(b) a reimbursement to the council member or employee.

1. Payment Criteria

1.1 There are four major criteria for determining whether the City/Town/Shire will pay the legal representation costs of a council member or employee. These are –

(a) the legal representation costs must relate to a matter that arises from the performance, by the council member or employee, of his or her functions;

(b) the legal representation cost must be in respect of legal proceedings that have been, or may be, commenced;

(c) in performing his or her functions, to which the legal representation relates, the council member or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and

(d) the legal representation costs do not relate to a matter that is of a personal or private nature.

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2. Examples of Legal Representation Costs that may be Approved

2.1 If the criteria in clause 1 of this policy are satisfied, the City/Town/Shire may approve the payment of legal representation costs –

(a) where proceedings are brought against a council member or employee in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the council member or employee; or

(b) to enable proceedings to be commenced and/or maintained by a council member or employee to permit him or her to carry out his or her functions – for example, where a council member or employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the council member or employee; or

(c) where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about council members or employees.

2.2 The City/Town/Shire will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action, or a negligence action, instituted by a council member or employee.

3. Application for Payment

3.1 A council member or employee who seeks assistance under this policy is to make an application(s), in writing, to the council or the CEO.

3.2 The written application for payment of legal representation costs is to give details of –

(i) the matter for which legal representation is sought;

(ii) how that matter relates to the functions of the council member or employee making the application;

(iii) the lawyer (or law firm) who is to be asked to provide the legal representation;

(iv) the nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc);

(v) an estimated cost of the legal representation; and

(vi) why it is in the interests of the City/Town/Shire for payment to be made.

3.3 The application is to contain a declaration by the applicant that he or she has acted in good faith, and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.

3.4 As far as possible, the application is to be made before commencement of the legal representation to which the application relates.

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3.5 The application is to be accompanied by a signed written statement by the applicant that he or she –

(a) has read, and understands, the terms of this policy;

(b) acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 7 and any other conditions to which the approval is subject; and

(c) undertakes to repay to the City/Town/Shire any legal representation costs in accordance with the provisions of clause 7.

3.6 In relation to clause 3.5(c), when a person is to be in receipt of such monies the person should sign a document which requires repayment of those monies to the local government as may be required by the local government and the terms of the policy.

3.7 An application is also to be accompanied by a report prepared by the CEO or, where the CEO is the applicant, by an appropriate employee.

4. Legal Representation Costs – Limit

4.1 The council in approving an application in accordance with this policy shall set a limit on the costs to be paid based on the estimated costs in the application.

4.2 A council member or employee may make a further application to the council in respect of the same matter.

5. Council's Powers

5.1 The council may –

(a) refuse;

(b) grant; or

(c) grant subject to conditions,

an application for payment of legal representation costs.

5.2 Conditions under clause 5.1 may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.

5.3 In assessing an application, the council may have regard to any insurance benefits that may be available to the applicant under the City's/Town's/Shire's council members 'or employees' insurance policy or its equivalent.

5.4 The council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.

5.5 The council may, subject to clause 5.6, determine that a council member or employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved –

(a) not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or

(b) given false or misleading information in respect of the application.

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5.6 A determination under clause 5.5 may be made by the council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.

5.7 Where the council makes a determination under clause 5.5, the legal representation costs paid by the City/Town/Shire are to be repaid by the council member or employee in accordance with clause 7.

6. Delegation to Chief Executive Officer

6.1 In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant, the CEO may exercise, on behalf of the council, any of the powers of the council under clause 5.1 and 5.2, to a maximum of $10,000 in respect of each application.

6.2 An application approved by the CEO under clause 6.1, is to be submitted to the next ordinary meeting of the council. Council may exercise any of its powers under this policy, including its powers under clause 5.4.

7. Repayment of Legal Representation Costs

7.1 A council member or employee whose legal representation costs have been paid by the City/Town/Shire is to repay the City/Town/Shire –

(a) all or part of those costs – in accordance with a determination by the council under clause 5.7;

(b) as much of those costs as are available to be paid by way of set-off – where the council member or employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the City/Town/Shire paid the legal representation costs.

7.2 The City/Town/Shire may take action in a court of competent jurisdiction to recover any monies due to it under this policy.

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These guidelines are also available on the Department's website at www.dlgc.wa.gov.au

Government of **Western Australia**
Department of **Local Government and Communities**

Local Government Advisory Hotline
1300 762 511
Email: lghotline@dlgc.wa.gov.au
8.30am–5.00pm, Monday to Friday

About the Guideline series

This document and others in the series are intended as a guide to good practice and should not be taken as a compliance requirement. The content is based on Department officer knowledge, understanding, observation of, and appropriate consultation on contemporary good practice in local government. Guidelines may also involve the Department's views on the intent and interpretation of relevant legislation.

All guidelines are subject to review, amendment and re-publishing as required. Therefore, comments on any aspect of the guideline are welcome. Advice of methods of improvement in the area of the guideline topic that can be reported to other local governments will be especially beneficial.

For more information about this and other guidelines,
contact the Local Government Regulation and Support Branch at:

Department of Local Government and Communities
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Translating and Interpreting Service (TIS) – Tel: 13 14 50

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8.3 (2018/MINUTE NO 0017) PROPOSED NEW POLICY - COMPLIMENTS, FEEDBACK AND COMPLAINTS

Author(s) J Ngoroyemoto

Attachments 1. Proposed New Policy - Compliments, Feedback & Complaints ⇩

RECOMMENDATION
That Committee adopts the proposed new Policy 'Compliments, Feedback and Complaints' Policy, as attached to the Agenda.

COMMITTEE RECOMMENDATION
MOVED Deputy Mayor L Smith SECONDED Cr C Reeve-Fowkes

That the recommendation be adopted.

CARRIED 5/0

Background

The City is currently undertaking the Policy Review Project and as part of this review it was discovered that the City does not have a formal Policy for uniform approach in the management of complaints and feedback across the City.

A draft Policy has now been developed and is being presented for consideration, to ensure complaints and feedback are handled in a manner which is fair, courteous, respects privacy and to ensure the City is aware of its responsibilities regarding complaint and feedback management

This Policy includes and embraces the principles of current Policy SC 13 – "Procedural Fairness" and supersedes the need for that specific Policy.

Submission

N/A

Report

This is a new Policy designed to provide a framework to guide the City in its management and handling of feedback, compliments and complaints and to enhance the City's relationship with its stakeholders and general public in supporting the provision of quality service to external customers.

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Compliments, complaints and other forms of feedback provide valuable information on levels of client satisfaction and provide the City with an opportunity to improve upon all aspects of its services. Feedback is to be taken seriously and to be seen as an opportunity for improvement.

Feedback that is recorded and handled effectively will provide valuable information in identifying areas for improvement, coordinating a consistent approach for resolution, reducing the potential for future complaints and allow for reporting and efficient allocation of resources.

Resolving complaints at the earliest opportunity in a way that respects and values the person's feedback can be one of the most important factors in recovering the person's confidence about a service. It can also help prevent further escalation of the complaint. A responsive, efficient, effective and fair complaint management system will assist the City to achieve this.

An administrative procedure is in development which will detail the following processes:

1. Compliments
2. Feedback
3. Complaints
    a. Formal complaints - general
    b. Complaints against Employees
    c. Unreasonable complaints
    d. Complaints against Elected Members (in accordance with Local Government (Rules of Conduct) Regulations 2007
    e. Allegations of Misconduct
    f. Public Interest Disclosures
    g. Breaches of The Local Government Act 1995
    h. Ombudsman and third parties

These procedures will be aligned to the principles in the Australian/New Zealand Standard: AS/NZ 10002:2014 – "Guidelines for Complaint Management in Organisations" (Australian Standard) and the "Ombudsman Western Australia Guidelines".

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

N/A

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Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

By not adhering to the consistent, timely and effective management of customer feedback and complaints, the City risks causing or compounding client/consumer dissatisfaction, litigation, substantial loss of reputation and community and/or financial loss.

Advice to Proponent(s)/Submitters

N/A

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

Nil

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Title	**COMPLIMENTS, FEEDBACK AND COMPLAINTS**
Policy Number (Governance Purpose)	

City of Cockburn
wetlands to waves

Policy Type

Council

Policy Purpose

The purpose of this policy is to provide a framework to guide the City of Cockburn in its management and handling of compliments, feedback and complaints.

The City of Cockburn is committed to managing compliments, feedback and complaints in a consistent and unbiased manner that complies with the Australian Standard Guidelines and the Ombudsman Western Australia Guidelines thereby ensuring an open and responsive complaints handling process.

Policy Statement

1) The City of Cockburn is committed to providing quality customer service, ensuring that should customers be dissatisfied with the provision of services or products of the City and/or its contractors or with the actions of employees that they will actively seek to resolve the complaint at the first point of contact.

2) This policy has been introduced to ensure that all customers have the opportunity to provide feedback to the City. To assist with this the City will adopt a process for compliments, feedback and complaint handling, which provides clear information about how and where to complain and feedback will be managed in line with guidelines from the Ombudsman Western Australia.

3) Compliments, feedback and complaints will be acknowledged and responded to in a timely manner with objectivity and fairness ensuring that, where required, the City provides an appropriate response. Initial response will be in line with the City`s Customer Service Charter.

4) In managing compliments, feedback and complaints in a consistent and accountable manner, the City will be able to identify trends and analyse feedback and complaints to implement improvements to service, process and identified inadequacies. To achieve this, the City will:

   1. adopt a customer-focused approach that encourages open feedback and a commitment to resolving complaints;
   2. endeavour to ensure that anyone who is dissatisfied with a City service or product can easily and simply make a complaint and/or provide feedback;
   3. designate a location to lodge complaints which is visible and easily accessible to customers;
   4. acknowledge complaints;
   5. investigate feedback and complaints courteously and fairly;
   6. respond to complaints in a timely manner and within prescribed timelines set out in its management procedure;
   7. establish a system for complaint handling that will enable it to identify trends, eliminate causes of complaints and improve operations and customer service;

[1]

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Title	**COMPLIMENTS, FEEDBACK AND COMPLAINTS**
Policy Number (Governance Purpose)	

8. reward and recognise staff who receive compliments for their service delivery;
9. ensure all staff are aware of the Compliments, Feedback and Complaints Policy and Procedure; and
10. ensure feedback mechanisms are accessible for all customers and the availability of support for people with low literacy, English as a second language, disability or other access needs is communicated.

Strategic Link:	Communications Strategy and Action Plan
Category	Organisational/Governance
Lead Business Unit:	Governance
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

DRAFT

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9. PLANNING & DEVELOPMENT DIVISION ISSUES

9.1 (2018/MINUTE NO 0018) PROPOSED MINOR MODIFICATIONS TO LOCAL PLANNING POLICY 3.4 'SERVICE STATIONS'

Author(s) C Da Costa

Attachments 1. Local Planning Policy 3.4 - Service Stations ⇩

RECOMMENDATION
That Committee adopts the proposed changes to Local Planning Policy 3.4 – Service Stations for the purposes of advertising in accordance with Clause 5 of the Deemed Provisions of City of Cockburn Town Planning Scheme No. 3, as shown in the attachment.

COMMITTEE RECOMMENDATION
MOVED Cr C Sands SECONDED Cr C Reeve-Fowkes

That the recommendation be adopted.

CARRIED 5/0

Background

Local Planning Policy 3.4 'Service Stations' was first adopted in 2002 and the purpose of the policy is to provide guidance to applicants and the City in the assessment of Service Station proposals. The policy is intended to ensure that Service Stations are conveniently located for resident and the travelling public but also ensuring that they do not detract from the amenity of residents. The LPP has undergone at least five modifications over the years to ensure that it remains relevant and effective.

Submission

N/A

Report

The proposed change to the Local Planning Policy (LPP) serves to reference buffer requirements stipulated under the Environmental Protection Authority Separation Distances between Industrial and Sensitive Land Uses (G3).

The table below provides a review of the sections of the LPP, which details amendments:

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Part of LPP	Change Summary
(3) Residential Amenity	• Add the following: 3. The location of service stations is generally guided by the prescribed buffer distances set out under the Environmental Protection Authority *Separation Distances between Industrial and Sensitive Land Uses (G3)*. Where a proposal does not meet such prescribed distance, further detailed reporting (noise, risk, light, odour etc) will be required in order to consider the potential impacts associated with emissions from the proposal, and the degree to which these can be managed in a viable way.

Use of the EPA separation distances as a tool of assessing appropriate separation distances has been the practice of the Statutory Planning team. However there is benefit in referencing this in the Service Station Local Planning Policy to provide clarity for landowners, developers and assessing officers. The separation distances for Service Stations as outlined in the EPA guide are as follows:

- Premises Operating normal hours (Monday-Saturday from 0700-1900 hours – 50m buffer distance to sensitive land uses;
- Freeway Service Centre (24 hour operations) – 100m; and
- All other 24 Hour operations – 200m.

In recent years there have been several planning applications lodged for Service Stations in close proximity to residential dwellings and which have not achieved the minimum separation distances outlined in the EPA Guidance Statement. These include the Puma Service Station on the corner of Carrington Street and Clontarf Road in Hamilton Hill which was constructed in 2017 as well as the proposed 711 Service Station on Durnin Avenue in Yangebup which was recently approved by the Joint Development Assessment Panel but has not yet been constructed. In both of these examples, further detailed reporting was required in order to address concerns about potential emissions from the proposals due to the minimum separation distances not being achieved.

As the changes do propose an update to policy application, consultation will be required.

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Strategic Plans/Policy Implications

City Growth

Ensure planning facilitates a desirable living environment and meets growth targets.

Community, Lifestyle & Security

Provide for community facilities and infrastructure in a planned and sustainable manner.

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

Specific to this LPP adopted under the Town Planning Scheme No. 3, in accordance with Clause 5 of the Deemed Provisions, it will require advertising for comment.

Risk Management Implications

If the subject changes to the policy are not adopted and therefore not progressed, some inconsistencies would occur in relation to existing practices. This practice needs to be formalised in a policy for consistency and reliability.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

Title	**LOCAL PLANNING POLICY 3.4**
Policy Number (Governance Purpose)	

City of Cockburn
wetlands to waves

Policy Type

Local Planning Policy

Policy Purpose

A policy is needed to assist the City in the assessment of proposals and decision making process.

The purpose is to provide applicants and the City with guidelines as to how service station ~~and petrol filling station~~ proposals within the District will be assessed. The objective of the Policy is to promote a convenient and accessible pattern of service stations within the District to serve the resident and travelling public and to prevent stations from establishing in locations which are unsuitable on traffic and amenity grounds.

The overall objectives of the Policy are:

1. To ensure that service stations do not compromise traffic flows and safety.
2. To protect residential amenity by ensuring service stations are located and designed in a way that reduces the impact of noise, light and odour emissions on nearby dwellings.
3. To ensure that service stations do not undermine the ability of activity centres to provide and support a mix of land uses and activity for the community and to perform their role/function as set out in the City of Cockburn Local Commercial and Activity Centre Strategy.
4. To ensure that service stations to do negatively impact on the diversity and intensity of activity in activity centres in accordance with the City of Cockburn Local Commercial and Activity Centre Strategy.
5. To ensure that service stations do not have a negative impact on pedestrian and cyclist safety, connectivity, convenience and amenity.
6. To ensure that service stations do not detract from the streetscape character.

Policy Statement

(1) Design Guidelines

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1. The design and siting of development should take into consideration the siting, setback, design and scale of adjacent development to ensure it does not dominate or detract from the character of the streetscape.

2. Glazing should be designed to maximise opportunities for surveillance of the street and/or public realm.

3. Blank walls to the street and public realm should be minimised as much as possible, and where blank walls cannot be avoided they should designed in such a way that they contribute to a safe and attractive street environment by:

   a. Minimising the length and height of blank walls, and
   b. Articulating blank walls through the creative application of complementary materials, avoiding large continuous masses of the same finish; and/or the provision of appropriately integrated structural features, lighting, street furniture, artworks, and/or landscaping.

4. All opportunities for landscaping on the site should be maximised, and landscaping should be designed to:

   a. soften the appearance of the development and enhance the streetscape, and
   b. improve the pedestrian environment.

5. Where opportunities for street trees adjacent to the site are restricted due to crossovers, trees should be identified as an alternative within the landscaping strip on the site to ensure that the streetscape and pedestrian environment (both current and future) are not negatively impacted by the development.

(2) Traffic Management

1. Applicants are required to provide a Traffic Impact Assessment prepared by a suitably qualified traffic consultant, which addresses the following:

   a. Number, size, location and appropriateness of access and egress points;
   b. Queuing of traffic and the impact on the road network;
   c. Proximity to median breaks;
   d. Proximity to traffic lights and speed bumps;
   e. Provision of auxiliary lanes;
   f. Manoeuvrability within the site through a swept path analysis;
   g. Impact on existing infrastructure within the road reserve; and
   h. Impact on future road widening or other improvements.

(3) Residential Amenity

1. Service stations abutting residential development shall be designed to minimise impact on abutting residents and shall address; noise, odour, light,

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traffic, visual amenity, safety and any other matter that may detract from the amenity of the residential area.

2. The applicant may be required to submit an acoustic assessment prepared by a suitably qualified acoustic consultant, a light management plan prepared by a suitably qualified consultant and/or a site management plan addressing odour control.

~~2.~~3. The location of service stations shall generally be guided by the prescribed buffer distances set out under the Environmental Protection Authority *Separation Distances between Industrial and Sensitive Land Uses (GS 3).*

(4) Service Station in Activity Centres

1. Service station proposals in activity centres will be deemed to be 'significant development applications' in accordance with the City of Cockburn Local Commercial and Activity Centre Strategy due to their potential to have a significant impact on an activity centre's overall performance.

2. Service station proposals in activity centres should demonstrate that the development does not reduce the performance of the activity centre through detrimental impacts on any of the assessment areas (as relevant for the level in the activity centre hierarchy) in accordance with the City of Cockburn Local Commercial and Activity Centre Strategy.

Strategic Link:	Local Planning Strategy
Category	Planning
Lead Business Unit:	Statutory Planning
Public Consultation: **(Yes or No)**	Yes
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[3]

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

9.2 (2018/MINUTE NO 0019) PROPOSED NEW LOCAL PLANNING POLICY 'STRUCTURE PLANS AND TELECOMMUNICATIONS INFRASTRUCTURE PLANNING'

Author(s) D Di Renzo

Attachments 1. Draft Local Planning Policy - Telecommunications Infrastructure ⇩

RECOMMENDATION

That Committee adopt the new Local Planning Policy 'Structure Plans and Telecommunications Infrastructure' as attached to the Agenda, for finalisation in accordance with Clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

COMMITTEE RECOMMENDATION

MOVED Cr C Reeve-Fowkes SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 5/0

Background

At the 12 October 2017 Ordinary Meeting of Council, under 'Matters to be noted for investigation without debate', Deputy Mayor Lee-Anne Smith requested that the following item be brought to a future Ordinary Council Meeting.

23.1 Provide a report that discusses how the City can facilitate the planning for future telecommunication towers throughout the City.

This policy was prepared to address this matter. At the 23 November 2017 DAPPS meeting Council considered the matter, and resolved to adopt the Local Planning Policy (Structure Plans and Telecommunications Infrastructure) for community consultation.

The draft Policy was subsequently advertised in accordance with the requirements of clause 4 of the Deemed Provisions. No submissions were received. It is reported back for final adoption.

Submission

NA

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Report

The purpose of this report is to consider adopting draft Local Planning Policy (Structure Plans and Telecommunications Infrastructure) for final approval.

The purpose of the Policy is to facilitate planning for telecommunication infrastructure and structure planning, assist in the forward planning for telecommunications infrastructure, in order for this type of infrastructure to be considered at the earliest possible stage.

Structure Plans and Telecommunications Infrastructure

In considering future planning for telecommunications infrastructure it is not possible for the City to identify preferred sites across the City for the following reasons:

- The infrastructure is delivered by a number of different providers and the City is unable to assess the coverage, capacity and quality of telecommunications networks and future requirements to determine appropriate sites;
- Technological changes will continue to change the requirements for telecommunications infrastructure so there must be flexibility to facilitate this;
- The legislative and planning framework at a federal and state level provide for telecommunication providers to propose infrastructure that meets their requirements, with legislation to ensure there are no health impacts, and a planning framework to ensure visual impacts are mitigated;
- SPP 5.2 stipulates that telecommunications infrastructure is not to be designated as a 'use not permitted' (X) by the Scheme in any zone in the zoning table. This means that it would not be possible to create a planning framework whereby telecommunication infrastructure could only be considered on specific sites. The identification of preferred sites would not be binding and proposals on other sites would still need to be considered against the provisions of SPP 5.2.

For these reasons it is difficult for exact locations for future telecommunications infrastructure to be identified in structure plan areas; however it is acknowledged that this process could be better used to assist with the forward planning for such infrastructure.

The *Planning and Development (Local Planning Schemes) Regulations 2015* and the Western Australian Planning Commission ("WAPC") Structure Plan Framework require Infrastructure/servicing plans or strategies to be submitted where appropriate as part of a proposed structure plan. However the scope and level of detail required is not

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specific, and accordingly the information included in structure plans varies and is often very general.

Clause 6.2 (a) of SPP 5.2 states that:

a) *In the preparation and assessment of structure plans at the local level, consideration should be given to the need for telecommunications services in supporting documentation. Early consideration of wireless and mobile phone telecommunication system requirements allows for them to be incorporated into the design process and mitigate any potential visual impacts to the community.*

It is for this reason that a local planning policy has been prepared to provide further details regarding the required information relating to the telecommunications infrastructure to be provided with structure plans. This will provide clarify for developers and the community regarding these requirements for the forward planning of telecommunications infrastructure, and will allow this matter to be considered at the earliest possible stage.

Historically structure plans have been referred to Telstra for comment during the adverting period, and recently the scope of these referrals has been expanded to include all telecommunications infrastructure providers, including Vodafone, Hutchison, and Optus.

However comments are received infrequently, and telecommunications infrastructure is often being proposed later in response to coverage needs, often when subdivision and development has commenced.

Pursuant to the Industry Code C564:2011 'Mobile Phone Base Station Deployment', the following general obligations are set out for telecommunications network forward planning:

3.1 Telecommunications Network Forward Planning

3.1.1 If requested by a Council, a Carrier must provide reasonable assistance to Council in the Council's forward planning for the deployment of Mobile Phone Radiocommunications Infrastructure.

3.1.2 Examples of the kind of assistance that Carriers may give to Councils include:

a) *responding to reasonable requests for information that is to assist the Council to develop forward plans;*
b) *providing the Council with the Carrier's plans concerning the deployment of Mobile Phone Radiocommunications Infrastructure;*

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c) *providing the Council with the Carrier's plans concerning service level targets for planned Mobile Phone Radiocommunications Infrastructure;*
d) *providing the Council with an assessment of the opportunities for co-location of Mobile Phone Radiocommunications Infrastructure with the facilities of other Carriers; and*
e) *engaging in discussions with other Carriers to explore opportunities for co-location and to investigate opportunities for the coordinated, strategic and efficient deployment of Mobile Phone Radiocommunications Infrastructure.*

It is therefore recommended that the City's referral letters specifically refer to these provisions of the Code, highlighting providers' obligations under the Code to assist Council.

Proposed Local Planning Policy – Structure Plans and Telecommunications Infrastructure

The proposed Policy sets out the following key requirements:

All structure plans are to be submitted with information regarding telecommunications infrastructure, including the following:
- *Demonstrated consultation with all telecommunications infrastructure providers.*
- *Information for the subject area regarding telecommunications network coverage, capacity and quality, and the types of telecommunications infrastructure likely to be required.*
- *Details regarding the likely above ground telecommunications requirements for the subject area.*

This information will assist with the forward planning and identification of potential network needs. While it is unlikely that the exact location of telecommunications infrastructure can be identified at the structure planning stage, this information will assist in identifying the likelihood that telecommunications infrastructure may be required within a particular area.

It is also important to note that this information may become updated due to the following:
- Telecommunications infrastructure is very sensitive to changes in technology;
- Structure plans are valid for ten years, and requirements and regulations may change over time.

The proposed Policy was advertised for public comment, which included an advert in the Cockburn Gazette and 'Comment on Cockburn', and letters to telecommunications infrastructure providers.

Development Applications for Telecommunications Infrastructure

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SPP 5.2 aims to balance the need for effective telecommunications services and effective roll-out of networks, with the community interest in protecting the visual character of local areas. Using a set of land use planning policy measures, the policy provides clear guidance pertaining to the siting, location and design of telecommunications infrastructure.

Importantly, SPP 5.2 also clearly sets out the required information and details to be submitted with all development applications.

SPP 5.2 stipulates that setback distances for telecommunications infrastructure are not to be set out in local planning schemes or local planning policies to address health or safety standards for human exposure to electromagnetic emissions, based on ARPANSA's findings.

Council have previously rescinded a local planning policy for telecommunications infrastructure because it was predominately a duplication of the SPP, and the differences were contrary to the SPP's stipulation that buffer requirements are not appropriate.

It is therefore considered appropriate that SPP 5.2 is used to assess development applications for telecommunications infrastructure. This is why the proposed new local planning policy focuses on the process for forward planning for future telecommunications infrastructure, which is not specifically covered in detail by the SPP 5.2.

Conclusion

It is recommended that the draft Local Planning Policy be adopted for final approval.

Strategic Plans/Policy Implications

City Growth

Ensure planning facilitates a desirable living environment and meets growth targets

Community, Lifestyle & Security

Advocate for improvements to information technology infrastructure such as the NBN rollout

Economic, Social & Environmental Responsibility

Create opportunities for community, business and industry to establish and thrive

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Budget/Financial Implications

The local planning policy has been prepared by Strategic Planning Services, and community consultation has been undertaken within the Strategic Planning Services advertising budget.

Legal Implications

N/A

Community Consultation

Consultation was undertaken in accordance with clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of 21 days. This included a notice published in the Cockburn Gazette and on the City's website. Government agencies and telecommunication infrastructure providers were also consulted on the proposed local planning policy and no submissions were received.

Risk Management Implications

The proposed local planning policy will strengthen requirements to address telecommunications infrastructure through the structure planning process.

Advice to Proponent(s)/Submissioners

N/A.

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

Nil.

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Title	**Structure Plans and Telecommunications Infrastructure**
Policy Number (Governance Purpose)	

City of Cockburn
wetlands to waves

Policy Type

Local Planning Policy.

Policy Purpose

The purpose of this policy is to:

1. Ensure that telecommunications infrastructure requirements are considered at the earliest stages of planning.

2. Set out the information required to be provided with structure plans to address the forward planning for telecommunications infrastructure.

State Planning Policy 5.2 'Telecommunications Infrastructure' applies throughout Western Australia in respect to above and below ground telecommunications infrastructure, other than those facilities exempted under the *Commonwealth Telecommunications Act 1997*. SPP 5.2 aims to balance the need for effective telecommunications services and effective roll-out of networks, with the community interest in protecting the visual character of local areas.

Clause 6.2 (a) of SPP 5.2 states that:

a) In the preparation and assessment of structure plans at the local level, consideration should be given to the need for telecommunications services in supporting documentation. Early consideration of wireless and mobile phone telecommunication system requirements allows for them to be incorporated into the design process and mitigate any potential visual impacts to the community.

This policy sets out requirements to ensure the implementation of this requirement, and to ensure that the earliest consideration of telecommunications infrastructure occurs through the structure planning process to facilitate orderly and proper planning.

Policy Statement

(1) All structure plans are to be submitted with information regarding telecommunications infrastructure, including the following:

1. Demonstrated consultation with all telecommunications infrastructure providers.
2. Information for the subject area regarding telecommunications network coverage, capacity and quality, and the types of telecommunications infrastructure likely to be required.
3. Details regarding the likely above ground telecommunications requirements for the subject area.

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(2) During the advertising period the City will refer structure plans to all telecommunications infrastructure providers seeking information regarding forward planning, which they are obliged to provide pursuant to the *C564:2011 Mobile Phone Base Station Deployment* made under Part 6 of the *Commonwealth Telecommunications Act*.

Strategic Link:	City of Cockburn Town Planning Scheme No. 3
Category	Planning
Lead Business Unit:	Strategic Planning
Public Consultation: **(Yes or No)**	Yes
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[2]

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10. FINANCE & CORPORATE SERVICES DIVISION ISSUES

10.1 (2018/MINUTE NO 0020) PROPOSED AMENDMENT TO POLICY 'INVESTMENT OF FUNDS'

Author(s) N Mauricio

Attachments
1. Proposed Amendments to Policy 'Investment of Funds' ⇩
2. Policy SFCS1 'Investments' ⇩

RECOMMENDATION
That Committee:

(1) adopt the proposed Investment of Funds Policy; and

(2) delete Policy SFCS1 –'Investments';

as attached to the Agenda.

COMMITTEE RECOMMENDATION
MOVED Cr C Sands SECONDED Cr C Reeve-Fowkes

That the recommendation be adopted.

CARRIED 5/0

Background

This policy has been reviewed as part of the policy review project. This policy was identified as a Review Priority 1, due for presentation at the November DAPPS meeting, in accordance with the adopted schedule plan for Council policies review.

The review has been completed, and is therefore submitted for consideration.

Submission

N/A

Report

Policy SFCS1 has been rewritten to reflect the current legislative requirements and policy position Council wishes to take within those requirements. The content has also been streamlined and superfluous content removed.

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Regulation 19C of the Local Government (Financial Management) Regulations places restrictions on what local governments can invest in and for how long. These were amended in May 2017 and this policy better articulates how Council will apply these restrictions and to what extent.

The main differences to the previous policy version are:

1. The policy statement lists seven core investment principles being preservation of capital; effective cash flow management; optimising investment return; held to maturity; fossil fuel free investments; ensuring compliance; and operational efficiency.

2. The policy principle that the City will preference financial institutions deemed free from funding fossil fuel related industries is new. This preference will apply where investment returns and credit ratings are not compromised. There is a growing movement within both the government and private sector to shift funds away from banks that fund environmentally damaging industries. The City has already been applying this principle to its investments in an informal manner and this policy inclusion seeks to formalise Council's position.

3. The term that approved investments can be made with authorised deposit-taking institutions (ADIs) will increase from one year to three years. This is in line with the maximum allowed under the Local Government (Financial Management) Regulations, which were amended in May 2017.

4. Investments with foreign owned ADI's are now limited to a maximum 20% of the total portfolio, noting that foreign owned ADI's operating in Australia are subject to reduced oversight by APRA, being exempt from Division 2 of the Banking Act (Protection of Depositors) that lessens APRA's intervention powers.

5. Under the Credit Management framework, A3 rated investments or unrated institutions are now prohibited (previously up to 10% was allowed at both the portfolio and institution level). This is recommended given the higher and unnecessary risk involved and the fact the City has not invested at this rating level in recent years.

6. Prohibited investments are now clearly articulated. The policy explicitly states that managed investment products, bank bills, floating rate notes, commercial paper, tradeable securities or any derivative based instruments are prohibited.

7. The benchmark used to assess the portfolio's performance has been amended from the legacy UBS Warburg 90 day Bank Bill Index to the Bank Bill Swap (BBSW) Rate, which is a more widely used short term interest rate index. The RBA cash rate remains as a benchmark measure.

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8. Outdated reporting requirements have been amended to be less prescriptive and more aligned to the current level of reporting.

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Ensure sound long term financial management and deliver value for money.

Budget/Financial Implications

Policy change is not expected to have financial implications, other than allowing a longer time horizon for some investments of up to 3 years to better match the planned use of those funds (financial reserves). This will allow greater opportunity to maximise investment returns.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

The changes proposed in this policy only serve to strengthen risk mitigation measures in place for investing the City's surplus cash funds. Low investment grade investments (A3 and unrated) are prohibited and the level of investment with foreign owned banks operating in Australia is now restricted. The policy changes also better reflect the recently amended regulations that govern investment of funds.

Advice to Proponent(s)/Submitters

N/A

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

N/A

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Title	**Investment of Funds**
Policy Number (Governance Purpose)	

City of Cockburn
wetlands to waves

Policy Type

Council

Policy Purpose

The principal objective of this policy is to set the City's risk tolerance relating to the investments of surplus funds.

Section 6.14 of the Local Government Act 1995 provides for monies held in the Municipal and Trust funds to be invested in accordance with Part III of the Trustees Act 1962. Regulation 19C of the Local Government (Financial Management) Regulations has placed restrictions on what local governments can invest in and for how long.

This policy aims to ensure investments made by the City comply with these legislative requirements whilst also enabling investment performance to be optimised within a conservative, risk averse framework. It also provides policy direction for investing with certain types of financial institutions.

Policy Statement

(1) The investment portfolio aims to achieve an optimal average rate of return that consistently outperforms the adopted benchmark by a level reflecting prevailing market conditions. Management of the investment portfolio will be in accordance with the following principles:

1. Preservation of Capital – Protecting the principal amount invested is the paramount consideration for all investment decisions and these are to be made exercising the care, diligence and skill that a prudent person with those responsibilities would exercise.
2. Effective Cash Flow Management - The City's cash flows are to be effectively managed to ensure sufficient liquidity to meet operational requirements and allow flexibility in choosing investment terms.
3. Optimising Investment Return – Investment decisions should aim to optimise investment returns within the legislative, credit framework, cash flow and other policy constraints.
4. Held to Maturity - Investments are to be made with the objective of being held to maturity.
5. Fossil Fuel Free Investments - All other things being equal (deposit rates, credit ratings), the City will preference financial institutions deemed free from funding fossil fuel related industries (as determined from time to time by Market Forces, an affiliate project of Friends of the Earth Australia).

[1]

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6. Ensuring Compliance - Appropriate internal control measures are to be developed and maintained to ensure compliance with Regulation 19 of the Local Government (Financial Management) Regulations, compliance with this policy and ensuring the power to invest is only exercised by appropriately authorised officers.
7. Operational Efficiency – The City will transact its investments through the Austraclear licensed clearing and settlement facility (when available) in order to minimise operational and settlement risk (through the reduction of manual processing of funds transfer).

(2) Approved Investments

Regulation 19C of the Local Government (Financial Management) Regulations 1996 requires the investment of surplus funds to only be made with an authorised deposit-taking institution (ADI) as defined in the Banking Act 1959, the WA Treasury Corporation or in Commonwealth, State or Territory government guaranteed bonds. This regulation also restricts the fixed terms to no more than 3 years for each type of investment.

In responding to the requirements of Regulation 19C, Council has determined the following policy for its approved investments:

1. Investments will be held in interest bearing term deposits with authorised deposit-taking institutions (ADIs) for a maximum fixed term of three years (includes major and regional Australian banks, building societies, credit unions and foreign owned banks operating in Australia) – maximum term allowed under legislation.
2. Investments with foreign owned ADI's are to be limited to a maximum 20% of the total portfolio, noting that foreign owned ADI's operating in Australia are regulated by APRA but are exempt from Div 2 of the Banking Act (Protection of Depositors), lessening APRA's intervention powers – exposure not limited under legislation.
3. Government guaranteed bonds with a term to maturity of up to 3 years may be invested in, but only where investment returns are comparable to those achievable from ADI's – maximum term allowed under legislation.

For the avoidance of doubt, all managed investment products, bank bills, floating rate notes, commercial paper, tradeable securities or any derivative based instruments are prohibited investments under this policy and current legislation.

Any non-conforming investments held as at 4 April 2012 being the date of the revised Local Government (Financial Management) Amendment Regulations 2012 and that were compliant with the prevailing Legislation prior to that date, remain eligible to be held to maturity (grandfathered).

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Title	Investment of Funds
Policy Number (Governance Purpose)	

(3) Performance Benchmarks

1. Bank Bill Swap (BBSW) Rate
The performance of the City's investment portfolio will be benchmarked against the Bank Bill Swap (BBSW) Rate, a short-term interest rate used as a benchmark for the pricing of Australian dollar derivatives and securities

2. RBA Cash Rate
The official RBA cash rate will also be used to compare the portfolio's performance as it is an industry standard and provides an accurate measure.

(4) Credit Management

1. Portfolio Credit Framework

The portfolio credit guidelines to be adopted will be based on the Standard and Poors (S & P) ratings system criteria determined for each institution. A description of each rating category is included in Section 7.

For authorised deposit-taking institution (ADI) investments the portfolio limits for each credit rating group are as follows:

S & P Short Term Rating (1 Year)	S & P Long Term Rating (over 1 Year)	Max Direct Investment
A-1	AAA, AA	100%
A-2	A, BBB	60%
A-3 to Unrated	BB to Unrated	Nil

2. Institution Credit Framework

Exposure to an individual institution will be restricted by their S&P rating and the single entity exposure limits detailed in the table below:

Short Term Credit Rating	S & P Long Term Rating (over 1 Year)	Direct Investment Maximum
A-1	AAA, AA	50%
A-2*	A, BBB	40%
A-3 to Unrated	BB to Unrated	Nil

3. Government Issued Bonds

For Bonds guaranteed by the Commonwealth, State or Territory of Australia, the credit rating will be that of the guaranteeing government and will be deemed to be adequate under this policy.

Title	**Investment of Funds**
Policy Number (Governance Purpose)	

(5) Reporting Requirements

1. A report will be provided to Elected Members each month containing a concise overview of the City's investment portfolio and its performance. This will include a summary of investments held in the portfolio including the following:

   (a) Investments held compared to the Institution Credit Framework.
   (b) Investments held compared to the Global Credit Framework.
   (c) Investments held by sector including foreign owned banks.
   (d) Percentage of investments held deemed free from funding fossil fuel related industries.
   (e) The portfolio's performance against the Performance Benchmark over varying terms.
   (f) The weighted duration of the portfolio.
   (g) Overall status of compliance against this policy.

2. An annual report on the performance of the investment portfolio will be submitted to Council outlining the performance of the portfolio for the financial year.

(6) Standard & Poors Credit Ratings:

Standard & Poor's (S & P) is a professional organisation that provides analytical services. An S & P rating is an opinion of the general creditworthiness of an obligor with respect to particular debt security or other financial obligation — based on relevant risk factors.

Credit ratings are based, in varying degrees, on the following considerations:

- Likelihood of payment.
- Nature and provisions of the obligation.
- Protection afforded by, and relative position of, the obligation in the event of bankruptcy, reorganisation or other laws affecting creditors' rights.

The issue rating definitions are expressed in terms of default risk.

Short-Term Obligation Ratings are:

A-1
This is the highest short-term category used by S&P. The institution's capacity to meet its financial commitment on the obligation is strong. Within this category, certain obligations are designated with a plus sign (+). This indicates that the obligor's capacity to meet its financial commitment on these obligations is extremely strong.

A-2
A short-term obligation rated A-2 is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher rating categories. However, the institution's capacity to meet its financial commitment on the obligation is satisfactory.

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A-3
A short-term obligation rated A-3 exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitment on the obligation.

Long-Term Ratings are:

AAA
An institution rated AAA has the highest rating assigned by S&P. The institution's capacity to meet its financial commitment on the obligation is extremely strong.

AA
An institution rated AA differs from the highest rated obligations only in a small degree. The institution's capacity to meet its financial commitment on the obligations is very strong.

A
An institution rated A is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than institutions in higher rated categories. However, the institutions capacity to meet its financial commitment on the obligation is still strong.

BBB
An institution rated BBB exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity to the institution to meet its financial commitment on the obligation.

UNRATED
Securities issued by institutions that cannot justify going through the formal and expensive exercise of attaining a credit rating from a credit rating agency such as Standard and Poors.

Plus (+) or Minus (-): The ratings from "AA" to "CCC" may be modified by the addition of a plus or minus sign to show relative standing within the major rating categories.

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Policy Number (Governance Purpose)	

Strategic Link:	Local Government Act 1995
Category	Financial Management
Lead Business Unit:	Financial Services
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[6]

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POL	INVESTMENTS	SFCS1

POLICY CODE:	SFCS1
DIRECTORATE:	Finance & Corporate Services
BUSINESS UNIT:	Financial Services
SERVICE UNIT:	Accounting Services
RESPONSIBLE OFFICER:	Director, Finance & Corporate Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	17 February 1998
DATE LAST REVIEWED:	8 December 2016
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	SFCS1
VERSION NO.	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012 28 August 2014	25 August 2016 24 November 2016
OCM:	14 April 2011 14 June 2012	11 September 2014 8 September 2016

TO BE DELETED

BACKGROUND:

Section 6.14 of the Local Government Act 1995, Local Government (Financial Management) Regulations 1996, Regulations 19, 28 and 49 provides for monies held in the Municipal and Trust funds to be invested in accordance with Part III of the Trustees Act 1962, as amended by the Trustees Amendment Act 1997 and Australian Accounting Standards.

PURPOSE:

To set investment guidelines and restrictions which comply with the requirements of Part III of the Trustees Act 1962 as amended by the Trustees Amendment Act 1997 and Regulation 19C of the Local Government (Financial Management) Regulations 1996 as amended.

POLICY:

(1) Objectives

1.1 Risk Framework

- Preservation of capital is the principal objective of the investment portfolio. The investment portfolio is expected to achieve a predetermined market average rate of return that takes into account the City's risk tolerance noted above in relevant regulations.
- Set dealing policy and controls and management reporting processes.

1.2 Operational Framework

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This framework will endeavour to ensure:

- Investments are only to be made in accordance with the guidelines for approved institutions, instruments and limits as defined in this Policy.
- Investments are only to be made with the objective of being held to maturity. No investments are to be redeemed prior to maturity without the approval of the City of Cockburn.
- All investment transactions must be appropriately authorised in accordance with the authority limits as defined in this Policy.
- All investments will be held in either safe custody or Austraclear in the name of the City of Cockburn.
- A report will be provided to Elected Members each month. The information contained in the report will provide a concise overview of City of Cockburn's investment portfolio and its performance.
- The City's Investment Policy will be reviewed at least once a year or as required in the event of Legislative changes.

(2) Approved Investment

Securities purchased on behalf of the City of Cockburn will be based on the investment framework and would comprise solely of investments made in accordance with:

2.1 Local Government Act 1995 – Section 6.14(2)(a) and The Trustees Act 1962, Part III and as amended by The Trustees Amendment Act 1997 and Regulation 19C of the Local Government (Financial Management) Regulations 1996 as amended.

2.2 Investments will be managed with the care, diligence and skill a prudent person will exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Policy and not for speculative purposes.

Only the following types of securities may be included:

2.3 Interest Bearing term deposits with Authorised Deposit Taking Institutions (ADIs – Australian banks, building societies and credit unions) for a maximum term of one year.

2.4 Bonds guaranteed by the Commonwealth and State or Territory Government with a maturity of less than three years.

Investments held as at 4 April 2012 (the date of the revised Local Government (Financial Management) Amendment Regulations 2012) that complied with the prevailing Legislation prior to that date are eligible to be held until maturity.

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(3) Structural Investment Constraints

3.1 Benchmark Performance Index
The benchmark performance index for the City of Cockburn's investment portfolio is the UBS Warburg 90 day Bank Bill Index and the RBA official Cash Rate.

3.2 Credit Management

3.2.1 Global Credit Framework
The portfolio credit guidelines to be adopted will be based on the Standard and Poors (S & P) ratings system criteria for each institution. A description of each rating category is included in Section 6.

For Bonds guaranteed by the Commonwealth, State or Territory of Australia, the credit rating allowable will be that of the guaranteeing government.

For Australian ADI investments available limits in each rating category are as follows:

Short Term Rating Asset Concentration	Direct Securities Maximum
A-1	100%
A-2*	60%
A-3 to Unrated	10%

Direct Securities – These are individual investments placed and held in the name of City of Cockburn based on recommendations from the City's investment Advisor.

3.2.2 Institution Credit Framework
All investments made on behalf of City of Cockburn will comply, where applicable, with the credit guidelines based on the S&P ratings for each institution.

Exposure to an individual institution of fund manager will be restricted, where applicable, by their S&P rating so that single entity exposure is limited, as detailed in the table below:

Short Term Credit Rating	Direct Investment Maximum
A-1	50%
A-2*	40%

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A-3 to Unrated	10%

(4) Operational Management

4.1 Portfolio Management
The City of Cockburn portfolio will have the following structural constraints:

Category Description	Minimum	Maximum
Portfolio % < 1 Year	75%	100%
Portfolio % > 1 Year < 3 Years	0%	25%

(5) Reporting Requirements

5.1 A report shall be submitted to Elected Members on a monthly basis. This will include a full summary of investments held in the portfolio and the following:

- Investments in each issuer by dollar amount compared to institution credit framework.
- Percentage and dollar value of portfolio invested in each S & P ratings category versus the global credit framework.
- Portfolio's actual monthly performance versus Index.
- A summary of portfolio's historical returns against the Index based on the past 3, 6 and 12 months.
- Mark-to-market of securities with the inclusion of interest accruals.
- Current portfolio yield.
- Current duration and modified duration on the portfolio versus the Index.
- A summary of the dollar value of investments according to the term to maturity.

5.2 An annual report on the performance of the investment portfolio will be submitted to Council outlining the performance of the portfolio for the financial year.

(6) Record Keeping Requirements

- Documentary evidence must be kept for each investment held and details thereof maintained in an appropriate register.
- Certificates must be obtained from issuing financial institutions confirming the amounts of investments held on Council's behalf as at 30th June each year and reconciled to Council's records.

(7) Standard & Poor's Ratings Description

Credit Ratings:
Standard & Poor's (S & P) is a professional organisation that provides analytical services. An S & P rating is an opinion of the general

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creditworthiness of an obligor with respect to particular debt security or other financial obligation — based on relevant risk factors.

Credit ratings are based, in varying degrees, on the following considerations:

- Likelihood of payment.
- Nature and provisions of the obligation.
- Protection afforded by, and relative position of, the obligation in the event of bankruptcy, reorganisation or other laws affecting creditors' rights.

The issue rating definitions are expressed in terms of default risk.

Short-Term Obligation Ratings are:

A-1
This is the highest short-term category used by S&P. The institution's capacity to meet its financial commitment on the obligation is strong. Within this category, certain obligations are designated with a plus sign (+). This indicates that the obligor's capacity to meet its financial commitment on these obligations is extremely strong.

A-2
A short-term obligation rated A-2 is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher rating categories. However, the institution's capacity to meet its financial commitment on the obligation is satisfactory.

A-3
A short-term obligation rated A-3 exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitment on the obligation.

Long-Term Ratings are:

AAA
An institution rated AAA has the highest rating assigned by S&P. The institution's capacity to meet its financial commitment on the obligation is extremely strong.

AA
An institution rated AA differs from the highest rated obligations only in a small degree. The institution's capacity to meet its financial commitment on the obligations is very strong.

A
An institution rated A is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than institutions in higher

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POL	INVESTMENTS	SFCS1

rated categories. However, the institutions capacity to meet its financial commitment on the obligation is still strong.

BBB
An institution rated BBB exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity to the institution to meet its financial commitment on the obligation.

UNRATED
Securities issued by institutions that cannot justify going through the formal and expensive exercise of attaining a credit rating from a credit rating agency such as Standard and Poors.

Plus (+) or Minus (-): The ratings from "AA" to "CCC" may be modified by the addition of a plus or minus sign to show relative standing within the major rating categories.

CreditWatch highlights an emerging situation, which may materially affect the profile of a rated corporation and can be designed as positive, developing or negative. Following a full review the rating may either be affirmed or changed in the direction indicated.

A Rating **Outlook** assesses the potential direction of an issuer's long-term debt rating over the intermediate-to-long term. In determining a Rating Outlook, consideration is given to possible changes in the economic and/or fundamental business conditions. An outlook is not necessarily precursor of a ratings change or future CreditWatch action. A "Rating Outlook – Positive" indicates that rating may be raised. "Negative" means a rating may be lowered. "Stable" indicates that ratings are not likely to change. "Developing" means ratings may be raised or lowered.

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10.2 (2018/MINUTE NO 0021) PROPOSED NEW POLICY 'PROCUREMENT' & DELEGATED AUTHORITY 'PROCUREMENT SELECTION & AWARD'

Author(s) A Natale

Attachments
1. Proposed New Policy 'Procurement' ⇩
2. Proposed New Delegated Authority 'Procurement Selection and Award' ⇩
3. Policy SC38 'Procurement' ⇩
4. Policy SES3 'Evaluation of Tenders' ⇩

RECOMMENDATION
That the Committee

(1) adopt the proposed amendment to Procurement Policy;

(2) adopt amendments to the associated Delegated Authority 'Procurement Selection and Award'; and

(3) delete Policies 'SC38 'Procurement' & SES3 'Procurement Evaluations'.

as attached to the Agenda.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COMMITTEE RECOMMENDATION
MOVED Cr C Reeve-Fowkes SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 5/0

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

Background

This policy has been reviewed as part of the policy review project. The policy was identified as a Review Priority 1, due for presentation at the November DAPPS meeting, in accordance with the adopted schedule plan for Council policies. The review has been completed, and is therefore submitted for consideration.

Submission

N/A

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Report

The review focused on the following documents:

- Amalgamation of Policy 'SC38 Procurement' & 'SES3 Procurement Evaluations'; and
- Review and consolidation of delegated authority 'SC38 Procurement' & 'SES3 Evaluation of Tenders'.

Policy SC38 and SES3 (Procurement Evaluations) have been reviewed, combined and rewritten to better reflect the legislative requirements and policy position Council wishes to take within Procurement. The content from the previous procurement policies has been streamlined, updated and surplus content transferred to administrative documents.

The Procurement Policy relies on the Functions & General Regulations 1996, to set out the rules in which local governments can source (tender) goods, services or works. Both polices will require a consolidation on the appropriate Delegations.

The significant change to this policy includes;

- The proposed policy lists five core principles, Ethical Behaviour and Fair Trading, Value for Money, Open & Effective Competition, Sustainable Procurement and Governance in procurement. These principles have been consolidated from the previous policy.
- Simplification of the procurement (quotation) threshold requirements with reference to a more detailed Procurement Framework Administrative Policy.
- The principle of Sustainable Procurement (Corporate Social Responsibility) has been expanded to support the local economy (business). The policy proposes a new total sustainability percentage up to 20% with an allowable maximum capped at 10% per sustainable component.
- Local economy defined as within the City municipal boundary with an expected criterion set at a maximum of 10%. Supply opportunities may expand to the quotation process as detailed in the Procurement Framework Administrative Policy. This change will improve the economic value that can be gained from the City's procurement expenditure.
- Reinforce the provision for Governance within the policy that incorporates the essential elements of evaluations, disability access, risk, compliance, purchase & contract development and contractor performance management. This change will underpin the accountability required when conducting procurement at the City.

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- The policy document has been significant shortened with new procedural documents expected to be created on the approval of this policy. An administrative policy will be formed to provide guidance on key procurement methods within areas such as, evaluations, criteria setting, exemptions, thresholds and contract management. Significant amendments to this policy include;
  - Removal of administrative controls in purchasing and contract formation;
  - Streamline the exemptions and authorisations process;
  - Deletion of evaluation criteria weighting maximums other than for sustainability;
  - Removal of the Elected Members – direct canvassing protection;
  - Transfer detail of the evaluation process, set-up & rules to a procedural document; and
  - Removal of various tables, delegated tender award and the requisition authorisation.

Delegated Authority required for SC38 (Procurement) and SES3 (Procurement Evaluations) has been reviewed to reflect the change in the Policy and the legislative control of the Functions & General Regulations 1996. The Functions delegated have been combined with some amendments to the delegated conditions and no change to the authorised delegates.

The significant change to the delegation authority (DA) includes;

- Rename DA with suggested title: “Procurement Selection and Award”;
- Increase the value for tenders (public notice) that can be approved by CEO from $650,000 to $750,000. This will provide greater efficiency for Council;
- Increase the value for tenders (public notice) that require 2 authorisations from $325,000 to $375,000. This change matches the above change to the CEO;
- Removal of conditions for Council to approve tenders (public notice) with a percentage difference above 25% (lowest & highest) from the selected suppliers that can be approved by CEO. This change provides greater effectiveness for Councils.
- Review and consolidate the delegated authority SES3 ‘Evaluation of Tenders’ & SC38 ‘Procurement’.

The following functions will be delegated under the proposed delegation:

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1. Determine the criteria for evaluating tenders (or equivalent), expression of interest and a panel of pre-qualified suppliers before inviting tenders (or equivalent), expressions of interest and a panel of pre-qualified suppliers;
2. Publicly invite tenders (or equivalent), expression of interest and a panel of pre-qualified suppliers;
3. Accept or reject tenders (or equivalent) where the consideration under the contract is, or is expected to be $750,000 or less; and
4. Determine minor variations (in accordance with the Procurement Management Practice) before entering into a contract with the successful tenderer.

Strategic Plans/Policy Implications

Economic, Social & Environmental Responsibility

Create opportunities for community, business and industry to establish and thrive.

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Ensure sound long term financial management and deliver value for money.

Budget/Financial Implications

N/A

Legal Implications

Comply with the Local Government Act 1995 s3.57 and the Local Government (Functions and General) Regulations 1996.

Community Consultation

N/A

Risk Management Implications

This policy provides the direction for further procedural documents in order for the Council to meet its regulatory obligations and deliver procurement outcomes for the City. Without the policy the City's procurement requirement will become ineffective in delivering value and inefficient in executing the procurement process.

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Advice to Proponent(s)/Submitters

N/A

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

Nil

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Title	**Procurement**
Policy Number (Governance Purpose)	

City of Cockburn
wetlands to waves

Policy Type

Council

Policy Purpose

This Policy aims to ensure all procurement decisions are made in a consistent manner using an equitable process that will help to mitigate risk, demonstrate value and achieve the most advantageous outcome for the City.

The City of Cockburn (the City) is committed to delivering best practice in the procurement of goods, services and works in accordance with Council Policies and applicable statutory obligations. All procurement activities must comply with the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996 in respect to all purchases, contracts and asset disposal decisions.

Policy Statement

Procurement decisions will be made using the following principles:

(1) Ethical Behaviour and Fair Dealing

Employees of the City must conduct all procurement and business relationships with honesty, integrity, fairness, diligence and a high degree of care, ensuring processes are appropriate and compliant. Procurement processes must be transparent and free from bias and will be supported by a Statement of Business Ethics, approved by the CEO outlining the behavioural standards expected by the City from its employees, suppliers and contractors in conducting its business.

(2) Value for Money

Achieving value for money reflects the best possible outcome by considering cost and non-cost factors in procurement decisions. Non-cost factors are important in reducing risk and determining whole of life outcomes that do not adversely impact the community. These include safety and quality considerations, fit for purpose (specification), timeliness, sustainability (social, environment and economic) and relevant service benchmarks. The City recognises that in order to achieve long term value for money, appropriate relationships may be developed with suppliers for specific supply categories. The acceptance of higher priced submissions must always be supported by justification, in presenting demonstrable benefits proportionate to the level of activity.

(3) Open and Effective Competition

Competition will be encouraged through the setting of appropriate procurement thresholds and any allowable exemptions within the administrative procurement framework policy. The document shall outline the acceptable manner in which information is to be presented and evaluated by the City. The expected level of effective competition will depend on the pre-determined market engagement strategy identified in the procurement plan and the assessed level of risk to the City.

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Title	**Procurement**
Policy Number (Governance Purpose)	

Procurement Threshold Requirements

Expected Procurement or Contract Value (initial period - excluding options and Ex GST)	Sourcing requirement
Up to $1,000 (credit card use)	One (1) verbal quotation. Discretion may apply to the Procurement controlled credit card. The City's Procurement Framework Policy will apply.
Up to $1,999	One (1) verbal quotation (min) for low risk activities. The City's Procurement Framework Policy will apply.
$2,000 to $9,999	One (1) informal or formal written quotation (min) for low risk activities. The City's Procurement Framework Policy will apply.
$10,000 to $69,999	Two (2) informal quotations (min) (for low risk activities) or two (2) formal quotations (min) (for medium/high risk) Unless otherwise determined by an approved sourcing strategy for all pre-qualified, exempt or contracted suppliers. The City's Procurement Framework Policy will apply.
$70,000 to $149,999	Three (3) formal quotations (min) for all risk activities. Unless otherwise determined by an approved sourcing strategy for all pre-qualified, exempt or contracted suppliers. The City's Procurement Framework Policy will apply.
$150,000 and above	Conduct a public process - Tender or similar for all risk activities. Unless otherwise determined by an approved sourcing strategy for all pre-qualified, exempt or contracted suppliers. The City's Procurement Framework Policy will apply.

Unless otherwise approved (in writing) by the CEO and/or Directors, the City will maintain a principle period of three (3) years for all initial procurement activities and contracts. The principle of competition will be satisfied where contracted Suppliers (where relevant) are utilised after considering alternative sourcing markets, including all cost and on-cost factors. Where a public notice process is utilised, a single or multiple contract may be executed based on the City's requirements as evaluated and stipulated in the award.

In addition, a panel of pre-qualified suppliers may be created where the City determines that there is or will be a continuing need and ongoing benefits from a panel arrangement.

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Title	Procurement
Policy Number (Governance Purpose)	

The CEO and/or Directors at their discretion may waive the requirements of this principle where a written justifiable reason is accepted.

(4) Sustainable Procurement (Corporate Social Responsibility)

The City will consider sustainability in all procurement decisions to maximise the positive impact on environmental, social and economic outcomes within the community. This principle considers whole-of-life costing in sourcing goods, services or works when determining value for money. For formal procurement decisions, the City may weight sustainability up to a total of 20%, with a maximum of 10% able to be assigned for any one of the following elements.

1. Environmental

   Procurement that minimises unnecessary resource consumption, considers whole-of-life costs and delivers beneficial environmental economic outcomes is encouraged.

2. Social

   Procurement from organisations such as Aboriginal controlled businesses and social enterprises including Australian Disability Enterprises is encouraged.

3. Local Economy (within City boundaries)

   The City will provide supply opportunities for local organisations that can demonstrate economic benefits, either through being a local business, the use of local sub-contractors or local employees. This will be dependent on the extent to which the local business can demonstrate a contribution to the local economy, but does not include any preferential treatment of pricing in the evaluation process.

(5) Procurement Governance

Procurement governance will be managed using a centre-led procurement function, including (but not limited to) the application process for exemptions, procurement probity oversight & audit and reporting requirements.

1. Evaluation & Award

   Evaluation criteria must be developed for all formal procurement activities relevant to the complexity, risk and expected budget. The supplier selection process may consider compliance, informative, qualitative and quantitative (cost) criteria, where allocated weightings should reflect the respective degree of importance. The evaluation criteria developed must total 100% inclusive of the cost criteria.

   Procurement recommendations are determined by an evaluation panel where the size and composition of the panel will be dependent on the value and complexity of the procurement. Panel members must be qualified and trained to ensure submissions are evaluated with due care and knowledge and free of any conflict of interest that might undermine the fairness of the evaluation process. Contracts may then be awarded to a supplier who is considered to provide the

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Title	Procurement
Policy Number (Governance Purpose)	

most advantageous outcome for the City, subject to Council delegations that may be in place.

Senior Managers, Directors and/or the CEO are required to authorise and set the financial limit for employees who are required to approve requisitions and commit to suppliers.

2. Disability Access

The City has legislative responsibilities to provide equitable access for individuals with disabilities to all buildings, facilities, information and services. Employee's must meet the City's disability access & inclusion requirements or seek specialist advice from internal resources or engage external advice. This may include accessibility appraisals, specifications reviews, audits and advice on best practice. This principle will be applied to all significant infrastructure projects and redevelopment requirements.

3. Procurement Risk

All employees with procurement responsibilities will identify and mitigate risk within the entire procurement and contract management lifecycle. All procurement will be properly planned and carried out in a manner that protects the City's capability to prevent, withstand and recover from any interruption from the supply of goods, services or works. Due diligence may be carried out on suppliers / organisations to ensure compliance and financial viability.

4. Compliance

Exemptions to all (or part) of this Policy must be approved (in writing) by the CEO or Director. All exemptions shall be consistent with all policies, procedures and the allowable market engagement given the associated risk. The Procurement process requires strict confidentiality and disclosure requirements to be developed and followed. It is the responsibility of the officer undertaking the procurement activity to ensure all documents created and received during the procurement process are correctly recorded and retained within the City's electronic document management system.

5. Purchase and Contract Development

All procurement (purchases and contracted) will be based on proper planning to ensure quality decision making. This requires sufficient and acceptable documentation to be developed in a timely manner, with an estimated cost.

Procurement template documents and forms will be used to ensure quality, unless otherwise approved. Purchase Orders must be issued to all suppliers prior to the supply of the goods, services or works, unless otherwise exempt.

Employees with procurement responsibility must be appropriately trained to carry out their duties in a competent and efficient manner.

The City is expected to utilise existing or known contracted suppliers / service providers unless substantiation is provided and approved.

Title	**Procurement**
Policy Number (Governance Purpose)	

Where the procurement of goods, services or works is determined to be available from only one source of supply (manufacturer, supplier or agency), after best endeavours to determine alternative sources have failed, then written approval must be provided by the CEO or the Directors to support that finding.

6. Contractor Performance Management

Contracts and contractors shall be proactively managed to ensure contract obligations are met and performance enforced. The City requires all suppliers and contractors to comply with all risk control measures and all applicable OH&S legislation and safety procedures. Appropriate, processes shall include;

(a) an evaluation to assess the capabilities and competencies to perform work in a safe, environmentally sound manner;

(b) a safety risk assessment to be undertaken in accordance with the risk framework;

(c) provide specific commentary against this Principle in all relevant procurement recommendation reports and where deficient, the award must be contingent on evidence being provided.

Strategic Link:	Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996
Category	Procurement
Lead Business Unit:	Procurement Services
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

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DA	Procurement Selection and Award"~~EVALUATION OF TENDERS~~	SES3

DELEGATED AUTHORITY CODE:	~~SES3~~LGA
DIRECTORATE:	Finance & Corporate Services
BUSINESS UNIT:	Corporate Services
SERVICE UNIT:	Procurement Services
RESPONSIBLE OFFICER:	Director, Finance & Corporate Services
FILE NO.:	086/003
DATE FIRST ADOPTED:	24 August 2009
DATE LAST REVIEWED:	8 December 2016
ATTACHMENTS:	N/A
VERSION NO.	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012 31 January 2013	25 February 2016 24 November 2016
OCM:	9 April 2009 14 June 2012	14 February 2013 10 March 2016

FUNCTION DELEGATED:

The authority to:

(1) D~~. d~~etermine the criteria for evaluating tenders (or equivalent), ~~and~~ expression of interest and a panel of pre-qualified suppliers before inviting tenders (or equivalent), ~~and~~ expressions of interest and a panel of pre-qualified suppliers;

(2) P~~. p~~ublicly invite tenders (or equivalent), ~~and~~ expression of interest and panel of pre-qualified suppliers;

(3) A~~. a~~ccept or reject tenders (or equivalent), expression of interest and a panel of pre-qualified suppliers where the consideration under the contract is, or is expected to be $750,000 (GST inclusive) or less; and

(4) D~~. d~~etermine minor variations (in accordance with the Procurement Management Practice) before entering into a contract with the successful tenderer.

~~accept or decline to accept Tenders up to the value of $7650,000 (GST exclusive).~~

CONDITIONS/GUIDELINES:

~~(1) The preferred tenderer falling within 25% of the lowest priced conforming tender relating to the provision of goods or services to Council being accepted;~~

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DA	Procurement Selection and Award"~~EVALUATION OF TENDERS~~	SES3

~~(2) The preferred tenderer falling within 25% of the highest priced conforming tender relating to the acquisition of goods, services or property from Council being accepted;~~

(1~~3~~) The Tender (or equivalent) relating to the provision of goods and services to Council being within Budget;

(2~~4~~) Record of Tender (or equivalent) received to be maintained in the Tender Register;

(3~~5~~) Details of all advertised Tenders (or equivalent) and all Tenders (or equivalent) accepted pursuant to this Authority will be notified via "Council Information" publication;

(4~~6~~) Any Ttenders (or equivalent) accepted for a value exceeding $3~~7~~25,000 require the authorisation of two Delegates;~~.~~

(5~~7~~) Any requirements of the Local Government Act, 1995 (Functions and General) Regulations, 1996, must be complied with; and~~.~~

(6~~8~~) All transactions utilising this delegation are to be recorded in the Recording of Delegations Decision Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

(1) Any Elected Member may request that acceptance of a Ttender (or equivalent) be referred to Council.

(2) Any Elected Member is entitled to a copy of submitted ~~Tender~~ documentation, upon request in writing to the Chief Executive Officer.

(3) As provided under Council Policy and conditions above.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

~~Council Policy SES3 "Procurement Evaluations"~~Local Government Act s 3.57~~–~~, 5.42(1) & 5.43(b)

Regulation: F&G 14(2a) refers.

DELEGATE:

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DA	Procurement Selection and Award"~~EVALUATION OF TENDERS~~	SES3

Chief Executive Officer
Note: The Chief Executive Officer will sub-delegate this authority to:-

DELEGATE/S AUTHORISED:

Director, Finance & Corporate Services
Director, Engineering & Works
Director, Governance and Community Services
Director, Planning & Development

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POL	PROCUREMENT	SC38

POLICY CODE:	SC38
DIRECTORATE:	All Divisions
BUSINESS UNIT:	Finance & Corporate Services
SERVICE UNIT:	Procurement Services
RESPONSIBLE OFFICER:	Strategic Procurement Manager
FILE NO.:	1820/001
DATE FIRST ADOPTED:	10 May 2007
DATE LAST REVIEWED:	14 December 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	SC38
VERSION NO.	10

Dates of Amendments / Reviews:		
DAPPS Meeting:	19 March 2008 22 March 2012 24 May 2012 23 May 2013 28 November 2013	27 February 2013 26 November 2015 24 November 2016 24 August 2017 23 November 2017
OCM:	10 April 2008 12 April 2012 14 June 2012 13 June 2013 12 December 2013	13 March 2014 10 December 2015 8 December 2016 14 September 2017

to be deleted

BACKGROUND:

Procurement Policy (SC38) was adopted in May 2007 and further revised in January 2014 to include the concept of strategic procurement. The Policy was further amended in November 2015 to incorporate recommendations made by the Local Government Steering Committee and the Corruption and Crime Commission. This Policy provides compliance with the Local Government Act, 1995 and the Local Government (Functions and General) Regulations, 1996 (as amended in March 2007 and September 2015).

PURPOSE:

To clearly state the City of Cockburn (the City) approach to the procurement of goods and/or services so as to ensure accountable procurement practices, that secure goods and/or services which meet applicable statutory obligations.

This Policy will apply to all procurement activity as well as the disposal/distribution of City assets undertaken by the City's officers, appointed representatives and where applicable contractors. The Policy is directed towards assigned employees responsible for the City's expenditure, supported by the procurement function of the City.

[1]

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POL	PROCUREMENT	SC38

POLICY:

The Policy is based on the following principles:

(1) Ethical Behaviour and Fair Dealing

All City employees must conduct all procurement activities and business relationships with honesty, integrity, fairness, diligence and a high degree of care, ensuring processes are appropriate and compliant. The City believes that an ethical and professional workplace reduces the risks associated with misconduct and corruption.

Procurement information, actions and behaviours must reinforce this principle throughout all phases of the procurement process. Process must be transparent and free from bias in favour of the public interest and any canvassing of the City's Elected Members or employees will disqualify suppliers/service providers from doing business with the City.

(2) Value for Money

Value for money allows the City to achieve the best possible outcome in all its dealings. Value is measured but not based on price alone, but includes non-cost factors that mitigate risk while enforcing the City's other principles.

City employees must assess whether (or not) the City has obtained the maximum benefit from the resources available to it. Value for money must incorporate quality, fair market price, fitness for purpose (specification), timeliness, safety, sustainability (social, environment and economic) consideration, whole of life cycle costing and relevant service benchmarks. Where a higher price is recommended – the demonstrable benefits must be recorded over the lower price and be commensurate with the effort of the activity and the level of associated risk.

(3) Openness and Effective Competition

Competition is encouraged through the administration of the procurement thresholds, in accordance with the City's other principles as well as the allowable exemptions granted by the Local Government (Functions General) Regulations 1966. Effective competition provides suppliers and service providers with an equitable access to procurement opportunities while maintaining transparency in all dealings.

The calling of quotations/tenders ensures that the City receives value for money and competitive pricing. In accordance with Clause 11A (3) of the Local Government (Functions and General) Regulations 1996 and the table (see guidance below), outlines the acceptable manner in which information is to be presented to the City. The level of competition will be dependent on the market strategy (public notice or similar) or (selective sourcing as applied by

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POL	PROCUREMENT	SC38

the Regulatory exemptions) imposed by the City requirements, in line with the Regulations.

Unless otherwise approved (in writing) by the CEO or Directors, the City will maintain a principle period of three (3) years for all procurement of goods or services for the City.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the expected threshold. Any such determination should be made after considering the benefits of undertaking a public tender in comparison to the costs, risks, timeliness, regulatory compliance requirements and also whether the purchasing requirement may be satisfied through pre-qualified suppliers from WALGA, CUA or the City's preferred supplier panel arrangements (where applicable). All practices undertaken by the City's employees will be guided by the corresponding procurement procedures.

Where a public notice (tender or similar) is utilised, a single contract or multiple supplier contracts may be executed based on the City's requirements as stipulated in the award, while enforcing the City's other principles.

In accordance with Regulation 24AC of the Local Government (Functions and General) Regulations 1996, a panel of pre-qualified suppliers may be created where the City determines that there is or will be a continuing need for the particular goods or services to be supplied by pre-qualified suppliers. These suppliers are managed on an annual basis in line with the regulations.

The CEO and Directors, at their discretion, may waive the requirements of this principle, providing that written, justifiable reasons for such waiver are provided.

(4) Sustainability and Procurement

The City will consider sustainability in all dealings to maximise the positive impact on environmental, social and economic outcomes within the community. The City encourages social procurement from organisations such as Aboriginal controlled businesses and social enterprises including Australian Disability Enterprises (ADE), but only in accordance with the other City Policies and the determination of the value for money principle. Local suppliers are encouraged by the City in line with the State Government Buy Local Policy, although no price preference is applied.

The City will utilise selection criteria for sustainability with a weighting up to 15% for quotations and tenders. Application of this weighting will be subject to the procurement process being utilised and variation from the 15% threshold will be based on the level of relevance to the requirements in order to optimise the impact of sustainability in procurement. An independent review must be conducted by Procurement Services where a sole supplier is requested under this principle.

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(5) Records and Compliance Management

All procurement activity undertaken by the City must be in compliance with the minimum requirements of the Local Government Act 1995, State Records Act 2010 and the Competition and Consumer Act 2010. Exemptions to all (or part) of this Policy must be approved (in writing) by the CEO.

Public notice tenders or quotations are not required (regardless of the value of expenditure) if the purchase is under a Contract of WALGA, Commonwealth or State Department of Treasury and Finance, or purchased from a Regional Council, another Local Government, under auction which has been authorised by Council or for the purchase of fuel/lubrication or any other listed exclusions within the Local Government (Functions and General) Regulations (as amended). All procurement practises related to these exemptions shall be consistent with the City's Policies, Procedures and dependent on the sourcing method and associated risk.

Records management is the responsibility of the officer who is undertaking the procurement action. All documents created and received during the procurement process shall be registered in the electronic document management system.

(6) Procurement Risk Management

All employees participating in the Procurement function will identify and mitigate risk within the entire contract and purchase process available to the City.

Procurement risk guidelines are to be appropriately applied to all procurement activities. These actions will be properly planned and carried out in a manner that protects the City's capability to prevent, withstand and recover from interruption to the supply of goods/services and works.

The City is committed to continuous improvement and will review the Procurement policy on a regular basis, to ensure it meet its purpose.

Category Management

The City recognises that in order to achieve sustainable value, appropriate relationships must be developed and maintained with existing and new suppliers. The City will identify key suppliers / service providers that best delivers its expectation and strategic/social outcomes to best effect.

Contracting/ Contractor Management

The City Officer responsible for contracts must take into account risk, complexity, consistency, urgency, and resources available to allow commitments and projects to be contracted in a timely and cost conscious manner.

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The City must ensure terms and conditions are settled in advance prior to any commitment being made with a supplier/service provider. No prior intention will be communicated to external parties. Contracts are executed in accordance to the guidance below and the Procurement procedures.

Contracts are to be proactively managed by the City Officer responsible for the delivery of the contracted goods/services or works to ensure the City receives Value for Money and enforce performance.

The City undertakes due diligence activities on all suppliers/service providers to ensure compliance to legislative and business requirements. The City requires all third parties to comply with the Business Ethics Statement, risk control measures and all applicable OH&S legislation and Safety procedures.

Where appropriate, City employees responsible for procurement expenditure should seek advice from Procurement Services prior to entering into a contract arrangement. Where the contractual arrangement is not in writing, written approval must be sought from the CEO. Approval shall be supported with legal advice.

Purchasing

Purchase Orders (PO) must be issued to suppliers prior to the supply of the goods and/or services. PO exemptions shall be in accordance with Procurement procedures and documentation.

While there is no hierarchy between the different contracted providers available to the City, employees are expected to select from these contracted suppliers/service providers unless substantiation is provided to Procurement Services.

Procurement Services will manage and operate procurement education and training program to enable the City's employee's to carry out their tasks in a competent and time efficient manner in supplying the procurement needs for the City.

Requisitions

The formulation of requisitions is based on "thought" and "planning" to assist quality decision making. This requires the development of an adequate specification/scope of works and an estimated cost of the activity. Approval of requisitions and order amendments are based on the delegated financial authority (DFA) as approved.

Deliveries/Storage

Time is of the essence for actions associated with the delivery and storage of all goods and services required for the City, in accordance with the procedures. The City Officer responsible for Procurement activities are

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POL	PROCUREMENT	SC38

accountable to collect and appropriately store the goods in accordance with the City's Policies and Procedures.

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PROCUREMENT GUIDELINES

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1. INTRODUCTION:

The Procurement Policy articulates the approach in which goods and/or services are procured for the City. This guideline applies to all procurement as well as the disposal/distribution activity of the City assets undertaken by the City's elected members, Officers, Contractors (where applicable) or appointed representatives. The Policy and corresponding guidelines are supported by Procurement Services.

1.1 Responsibility

Requisitioner – an employee or authorised person of the City who requests goods and/or service through the City's electronic systems.

Appointed representatives/Contractor – a third party/agent of the City who is authorised via a Contract to act on the City's behalf in respect to an agreed scope, contract conditions and direction provided by an authorised employee.

Responsible Officer (contracts/procurement expenditure) – an employee, authorised person who has been nominated as the representative / Principal of a contract or is accountable for the expenditure within an approved budget. This role may be delegated as required.

Procurement Services – an employee or authorised person within the Procurement Services Team who is accountable for the procurement function and probity of the procurement processes.

Approvers – the CEO, Directors and any position role listed within the Delegated Authorities and the City other Policies, including SES3 – Procurement evaluation and authority limits.

2. PRINCIPLES

The Policy is based on the following principles:

- Ethical behaviour and fair dealing
- Value for money
- Openness and Effective Competition
- Sustainability and Procurement
- Records and Compliance Management
- Procurement Risk Management

2.1 Ethical Behaviour and Fair Dealing

The City believes that an ethical and professional workplace reduces the risks associated with misconduct and corruption. The following actions and behaviours must be observed and enforced through all phases of the procurement process to ensure fairness and equity for all parties:

- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed in favour of the public interest;

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- procurement information shall be treated as commercial-in-confidence and shall not be released unless authorised by the supplier or relevant legislation;
- all processes, evaluations and decisions must be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements; and
- any canvassing of the City's Elected Members or employees, contractors or the City representative shall disqualify those seeking to do business with the City.

2.2 Value for Money

City employees must assess whether or not the City has obtained the maximum benefit from the resources available to it. Value for money incorporates a mix of factors considering:

- quality, fair market price, fitness for purpose, timeliness, safety, whole of life cycle costing and relevant service benchmarks;
- the specification / scope of services is more important than obtaining the lowest price, when taking into account the City requirements. Where a higher price is recommended – the demonstrable benefits must be recorded over the lower price;
- the sustainability value (social, environment and economic benefit) received by the City;
- whether the procurement process will generate positive social outcomes (Social Procurement) in addition to the delivery of the goods and/or services.
- the effort to achieve value for money should be commensurate with the nature of the purchase and the level of associated risk; and
- aggregated expenditure will make efficient and effective use of public funds

2.3 Openness and Effective Competition

The calling of quotations/tenders ensures that the City receives value for money and competitive pricing. In accordance with Clause 11A (3) of the Local Government (Functions and General) Regulations 1996, the following table sets out the limits acceptable and the manner in which information is presented to the City. Potential Suppliers are to be treated impartially and consistently to ensure:

- all purchases should be sourced through a competitive process and recorded appropriately, either from the City's own procurement process or from an exempt organisation in line with Local Government (Functions General) Regulations 1996;
- the level of competition will be dependent on the market engagement strategy that best aligns to the City requirements. This may include a public notice strategy (tender or similar) or a selective sourcing strategy in the application of an exemption as detailed in the Local Government (Functions General) Regulations 1996 and in accordance with the City's other principles;

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- purchasing tender exemptions are available through from the following organisation, noted as the City's pre-qualified suppliers, that include:
  - Western Australian Local Government Association (WALGA) Preferred Supplier Program;
  - State or Commonwealth Government Common Use Agreements, where local government use is permitted (CUA);
  - Registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation;
  - Australian Disability Enterprise;
  - Other exclusions under Regulation 11.2 of the Regulations; and
  - Existing City of Cockburn contracted suppliers and/or existing Panel of Pre-qualified Suppliers;
  - When purchasing goods through pre-qualified WALGA panel contracts City officers must use 'e-Quotes' purchasing system (this is the current name of the WALGA system);
- the total value of a contract is extracted for the full period (excluding extension options) where the City will maintain a principal period of three (3) years for all procurement of goods or services. The period may be varied dependent on the extent to which it could reasonably be expected that the City will continue to purchase a particular category of goods and / or services;
- all purchasing under the tender threshold must utilise the applicable Request for Quotation (RFQ) process; and
- all goods and / or services will be procured to an agreed specification / scope of services as required by the internal end user.

Expected procurement value (Ex GST) or contract value – over full contract period (excluding options to extend)	Requirement
Up to $1,000	One(1) verbal quotation (applicable to credit cards)
Up to $1,999	One(1) verbal quotation (min); - for low risk activities; - commitment via a purchase order.
$2,000 to $9,999	One(1) informal written quotation (min) or; One(1) formal eProcurement quotations (min) - for low risk activities; - commitment via a purchase order.
$10,000 to $69,999	Two(2) informal quotations (min) (low risk) (email); or Two(2) formal quotations (min) (medium/high risk) (RFQ templates - email); or Two(2) formal eProcurement quotations (min) (unless otherwise determined by an approved sourcing strategy for all pre-qualified suppliers as listed above); - high risk activity must be referred to Procurement Services for co-ordination.

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	- min quotations for exempt organisation will be dependent on the sourcing strategy and specification requirements; - formal quotations must comply with Policy - SES3 Procurement Evaluations; and - commitment can be via a purchase order or contract. (Procurement Services)
$70,000 to $149,999	Three(3) formal quotations (min) (low risk) (RFQ templates - email); or Three(3) formal (min) (RFQ or similar) as coordinated by Procurement Services; or Three(3) formal eProcurement quotations (min) (unless otherwise determined by an approved sourcing strategy for all pre-qualified suppliers as listed above); - medium / high risk activities must be referred to Procurement Services for co-ordination; - min quotations for exempt organisation will be dependent on the sourcing strategy and specification requirements; - formal quotations must comply with Policy - SES3 Procurement Evaluations; and - commitment via a purchase order or contract. (Procurement Services)
$150,000 and above	Conduct a public process - Tender or similar as coordinated by Procurement Services, or Three(3) formal quotations (min) (RFQ template / eProcurement or similar) (unless otherwise determined by an approved sourcing strategy) as coordinated by Procurement Services, for all pre-qualified suppliers as listed above; - for all risk activities; - min quotations for exempt organisation will be dependent on the sourcing strategy and specification requirements; - complies with Policy - SES3 Procurement Evaluations; and - commitment via a contract. (Procurement Services)

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The use of the Corporate credit cards is limited to low risk purchases, up to a maximum of $1000 in accordance with the Corporate Credit Card Policy. The limit does not apply to the Procurement Service Credit Card.

A formal quotation requires the City Officer to set minimum evaluation criteria and to evaluate submissions based on the threshold, risk profile and the system/process used to obtain the quotation.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the Tender threshold. All practices undertaken by the City's employees will be guided by the corresponding

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procurement procedures and should be made after considering the benefits of undertaking a public tender in comparison to the costs, risks, timeliness and regulatory compliance requirements.

Where a public notice (tender or similar) is utilised, a single or multiple contracts may be executed based on the City requirements as stipulated in the award, while enforcing the City's other principles. This award must indicate the distribution of work based on the agreed specific allocation for the term of the contract. The distribution may be based on equitable, geographical or functional basis.

The City may create and manage a Panel of Pre-qualified Suppliers consistent with the Local Government (Functions and General) Regulations 1996. These suppliers are contracted on an annual basis in line with the regulations. The panel of pre-qualified suppliers may be created where the City determines that there is or will be a continuing need for the particular goods or services to be supplied by pre-qualified suppliers.

The CEO and Directors, at their discretion, may waive the requirements to obtain the number or nature of quotations set out above, providing that written, justifiable reasons for such waiver are provided by the officer responsible, and file noted by Procurement. Examples may include a bona fide sole supplier (as detailed under the Local Act and Local Government (Functions and General) Regulations or a declared emergency situation which threatens life, property or equipment.

2.4 Sustainability and Procurement

The City will utilise selection criteria for sustainability with a weighting up to 15% for quotations and tenders. Application of this weighting will be subject to the procurement process being utilised and variation from the 15% threshold will be based on the level of relevance to the requirements in order to optimise the impact of sustainability in procurement. An independent review must be conducted by Procurement Services where a sole supplier is requested under this principle.

Practically, procurement will identify environment, social and economic concerns in considering:

- goods and services that conserve resources, save energy, minimise waste and/or contain recycled products and/or are environmentally sustainable;
- goods and services that have been determined as necessary;
- designs, technology and where appropriate use renewable energy or resources;
- effective process that considers sustainability through planning and verification of supplier claims regarding sustainability including the procurement process to generate positive social outcomes (Social Procurement);
- registered organisations such as Aboriginal controlled businesses, Australian Disability Enterprises (ADE) and other social enterprises, in

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line with the other principles and the Local Government (Functions General) Regulations 1996; and

- As much as reasonably practicable, the City will look to explore the capability of local businesses, ensuring that its buying practices do not unfairly disadvantage local businesses and will engage with potential local suppliers through open communication channels.

2.5 Records and Compliance Management

Procurement undertaken by the City must be in compliance with the minimum requirements of all relevant regulatory authorities, including the Local Government Act 1995, State Records Act 2010 and the Competition and Consumer Act 2010. Exemption to all (or part) of this Policy must be approved (in writing) by the CEO. The City employee or Officer responsible for a procurement action must ensure:

- the City shall not enter two or more Contracts of a similar nature for the purpose of splitting the value of the Contracts to take the value of consideration below the threshold level specified in the Policy;
- all procurement practises shall comply with all Regulations and requirements consistent with the City's Policies and Procedures;
- documentation associated with tenders must be issued, completed, signed and forwarded to Procurement Services in accordance with the City Procedures; and
- entering records remain the responsibility of the officer who is undertaking the procurement action. All documents created and received during the procurement process must be registered in the City electronic document management system.

Public notices, tenders or quotations are not required (regardless of the value), if the purchase is under a contract of WALGA, Commonwealth or State Department of Treasury and Finance, or purchased from a Regional Council, another Local Government, under auction which has been authorised by Council or for the purchase of fuel/lubrication or any other listed exclusions within the Functions and General Regulations. This includes goods or services that are obtained through a person registered on the Aboriginal Business Directory WA for contracts worth $250,000 or less, or direct from an Australian Disability Enterprise. Exemptions to all or part of this Policy must be approved by the CEO or Director.

The City has developed a number of proforma purchasing / sourcing template and forms which are located on the City's systems. Unless otherwise approved by Procurement Services, the use of these documents is in accordance with this Policy and mandated for City.

The City shall not enter into two or more contracts or multiple purchase orders transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular quotation or tender threshold level.

The procurement of goods and/or services available from only one private sector source (manufacturer, supplier or agency) is only permitted without undertaking a competitive process (public Tender or RFQ processes) in

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circumstances where the City is satisfied that there is genuinely only one source of supply for those goods and/or services. The City must use its best endeavours to determine if the supplier is genuinely a sole source supplier by exploring if there are any alternative sources of supply and once determined, written confirmation must be kept on file for audit purposes.

The City acknowledges that the engagement of artists and performers is inherently an engagement of a sole source supplier and providing that the consideration for the engagement is or is expected to be worth less than the Tender threshold, the City may engage an artist or performer upon prior written agreement by the CEO or a Director.

2.6 Procurement Risk Management

Procurement risk guideline are to be appropriately applied to all stages of the procurement activity which will be properly planned and carried out in a manner that will protect the City's capability to prevent, withstand and recover from interruption to the supply of goods/services and works. Under this principle the following guidance are noted for the key procurement functions.

Category Management

- The City recognises that in order to achieve sustainable value, appropriate relationships must be developed and maintained with existing and new suppliers. It is important that the City identifies its key suppliers so that its efforts are focused to best effect. These areas may include; size of spend, criticality of goods/services, availability of substitutes, social outcomes to the community and market share.
- Categories are managed and linked to pre-arrange Contracts evaluated from project or aggregated procurement expenditure. These contracts enable different parts of the City to purchase goods and/or services more easily from a single supplier (or panel of suppliers) for the provision of specific goods and/or services for commonly used items/services for the City.
- Supplier/category performance should be periodically reviewed against performance measures to ensure that they are continuing to provide best value for money

Contracting / Contractor Management

- The City Officer responsible for contracts must take into account risk, complexity, consistency, urgency, and resources available to allow commitments and projects to be contracted in a timely and cost conscious manner.
- Employees must not give prior indication of the City intentions to external parties. This may compromise the process and increase the City risk unnecessarily.
- The City Officer may seek goods or services from a single City approved commercially assured contracted supplier where all other procurement principles are maintained.

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- To protect the best interests of the City, terms and conditions must be settled in advance of any commitment being made with a supplier/service provider.
- Contracts drafted by suppliers/service providers should be avoided. The Officer responsible must ensure the Procurement Team has reviewed the document prior to execution.
- Contracts (template) shall be used with relevant clauses; ensuring security deposits where appropriate and refers specifications to relevant experts or reference to relevant Australian Standards (or equivalent).
- Contracts must have a contract expiry date and a total contract term, inclusive of all contract extension options, shall not exceed five (5) years.
- The City employees responsible for procurement expenditure should seek advice from Procurement Services prior to entering into a contract.
- The City undertakes due diligence activities on all suppliers to ensure compliance to legislative and business requirements. The City requires all third parties to comply with the Business Ethics Statement, risk control measures and all applicable OH&S legislation and Safety procedures.
- Contracts shall be proactively managed by the City Officer responsible for the delivery of the contracted goods, services or works to ensure the City receives Value for Money and enforce performance.
- Where contractual relationships are not in writing, written approval must be sought from the CEO. Approval shall be supported with legal advice as relevant.
- Procurement arrangements (Contracts) must be evaluated and authorised in accordance with Policy SES3, Procurement Evaluation. City approved standard contract terms can be approved by the relevant Senior manager up to their delegated financial authority. Non-standard contract terms must be authorised (in writing) by a Director or the CEO.

Purchasing

- Procurement Services has the authority to manage, operate, train and assist City's employees to enable them to carry out their tasks in a competent and time efficient manner and supply the procurement needs for the City.
- Purchase order data and format must be clear, factual and descriptive to ensure acceptance and payment for the good/service.
- Purchase Orders must be issued to suppliers prior to the supply of the goods and/or services. Exemptions are listed with Procurement Procedures.
- While there is no hierarchy between the different contracted suppliers/service providers available to the City, employees are expected to select from these contracted suppliers/service providers unless substantiation can be provided for the use of an alternate supplier.

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- New suppliers/service providers must be evaluated against the City requirements prior to inclusion into the City financial systems. This process is managed by Procurement Services.
- Suppliers within the City's electronic systems shall be inactivated in the event of no activity being recorded after a 18 month period.

Requisitions

- Requisitions are to be based on "thought" and "planning" to assist quality decision making. This requires the development of an adequate specification/scope of works and an estimated cost of the activity.
- Approval of requisitions and order amendments are based on the delegated financial authority (DFA) as set out in SES3 – Procurement evaluation and authority limits. Procurement Services facilitates the changes in this process.

Deliveries

- All deliveries are directed to the nominated delivery point for each site.
- Storage is limited within the City sites. All deliveries shall be collected within four (4) hours of being notified of the receipt from the assigned delivery point. Procurement Services arranges receivable goods and the despatch of all Courier/transport services for the City.

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POL	PROCUREMENT EVALUATIONS	SES3

POLICY CODE:	SES3
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	182/001
DATE FIRST ADOPTED:	24 August 1999
DATE LAST REVIEWED:	14 December 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	SES3
VERSION NO.	6

Dates of Amendments / Reviews:		
DAPPS Meeting:	31 January 2013 22 May 2014 25 February 2016	24 November 2016 23 November 2017
OCM:	17 September 2002 14 February 2013 12 June 2014	10 March 2016 8 December 2016

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BACKGROUND:

Council is required to award (evaluate and issue) contracts for the provision of goods and services to the City in accordance with the requirements of the Local Government (Functions and General) Regulations 1996 and the City's Procurement Policy (SC38), by either calling Public Notices, Tenders (RFT), Requests for Proposal (RFP), Expressions of Interest (EOI – a two stage tendering process); or by formal Requests for Quotation (RFQ – a selective sourcing process).

This policy outlines the delegated financial authority (DFA) requirements for awarding contracts (including the approval of purchase orders). Evaluation panels are formed dependent on sourcing method and risk profile.

A Purchasing Policy (SC38) was adopted in May 2007 and this was revised and retitled to Sustainable Procurement Policy in April 2008 and modified to 'Procurement' in March 2014.

All values referred to in this Policy are exclusive of Goods and Services Tax (GST).

PURPOSE:

To provide direction to Council and its Officers (or Consultants acting on behalf of Council) in evaluating public notices, RFT, RFP, EOI or RFQ submissions in a methodical and consistent manner in order to demonstrate an accountable and equitable process of selecting the most advantageous outcome to Council.

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POL	PROCUREMENT EVALUATIONS	SES3

Evaluations and recommendations are prepared to a consistent standard and in sufficient detail that allows for considered decisions to be made by Council or the Delegate(s). They are required to mitigate risk, promote transparency and fairness, report value for money objectives, consider sustainable outcomes, be compliant to relevant Legislation, Acts and the City Policies / Procedures and facilitate any debriefing process.

POLICY:

(1) Ethics and Integrity

All employees of the City must demonstrate the utmost integrity and ethical decision making when evaluating sourcing documentations. To this effect, the City's Procurement Policy, Code of Conduct and Statement of Business Ethics must be observed at all times. The following principles must be observed and enforced in all stages of the procurement evaluation process:

- All sourcing evaluation activities must be fully documented in accordance with applicable Policies and Procedures;
- Any actual or perceived conflicts of interest encountered during the period of evaluation process are to be identified, disclosed and appropriately managed; and
- Any conflicts of interest of any kind must be declared in accordance with the City's Conflict of Interests Assessment Guide & Record Form and associated management procedure.

(2) Evaluation Criteria

The evaluation criteria must be established prior to engaging the supply market. The evaluation and selection process including any reports and recommendations made to Council, or any decisions made under the Delegated Authority of Council shall be based on, and made in accordance with the following evaluation criteria:

2.1 Compliance Criteria

Non-weighted criteria that will result in the elimination of a submission or response and shall include:

- Compliance with the Specification;
- Compliance with the Conditions of Tendering or Responding; and
- Financial Risk Assessment Report - Major Projects / High risk contracts / Procurement expenditure over $1,000,000.

Other compliance criteria shall be selected to reflect the importance of other compliance requirements and may include compliance with insurance requirements, occupational safety and health requirements etc. and shall be in accordance with the City's Procurement Procedures.

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POL	PROCUREMENT EVALUATIONS	SES3

2.2 Qualitative Criteria

Weighted criteria that shall include:

- Sustainability – to measure an organisations environmental, social and economic impact on the community. This criterion can include environmental certification, certified product eco-labelling, Indigenous business engagement and disability employment inclusion.

- Other qualitative criteria may be selected to reflect the importance of other key requirements and these may include demonstrated relevant experience; key personnel skills and experience, financial capability and project methodology. For homogenous (identical) composition goods and/or services, these criteria are of lesser importance and are weighted appropriately. Examples of a homogenous products / service include the supply of energy and lease financing.

2.3 Price Criteria

Weighted criteria are allocated based on the commercial value and the homogenous (identical) composition of goods and/or services being considered. This may include different cost methods; such as lump sum, whole of life, time & materials and a schedule of rates.

(3) Weightings

Weightings shall be allocated to price and qualitative evaluation criteria and shall be used in evaluating all formal market engagements. Weightings must be disclosed to potential suppliers as part of any formal procurement process.

Price and Sustainability weightings shall be allocated in accordance to following table (unless approved otherwise by the Director Finance & Corporate Services):

Weightings	
Evaluation Criteria	**Weighting**
Cost (Price)	Up to maximum of 50%, except for homogenous (identical) goods/services where there is no maximum
Sustainability	Up to maximum of 15%

Evaluation criteria shall be allocated weightings to reflect their degree of importance in the evaluation / selection process and the allocated weightings together with price shall total 100%.

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POL	PROCUREMENT EVALUATIONS	SES3

(4) Canvassing

Canvassing of City of Cockburn Elected Members, Staff, Contractors or their representatives; will result in the elimination of that submission from the selection process. Tenderers/Respondents may only contact those Council staff or Consultant(s) nominated in the documentation for the purposes of obtaining further information required to assist with the preparation of their submission /response.

(5) Evaluation Panel

The City shall form an evaluation panel based on the sourcing method and the level of risk associated with the requirement. The size and composition of the panel will be dependent on the value and complexity of the expected contract. Evaluation panels must meet the following parameters:

- Be Chaired by the contract owner / project lead or a senior staff member;
- Includes the officer who developed the scope / specification;
- A probity officer from Procurement Services (where deemed appropriate)
- Have a minimum of;

  Public notice sourcing (tenders):
  - three (3) Council officers or a minimum of two (2) Council officers and one (1) Consultant for where one (1) staff member must be independent (not connected to the same business unit),
  - one (1) Senior Manager (SMT) or equivalent;

  Non-public sourcing (pre-qualified suppliers)
  - a minimum of (3) Council officers (including one independent member) for all City, WALGA or WA government contracted suppliers, or suppliers available through an exemption process or suppliers sourced through a non-public notice process.

Evaluation panel members are selected by the nominated Chairperson, after the Chairperson has been appointed in consultation with the contract owner and Procurement Services. If required the Procurement Services Team will assist the chairperson to appoint the panel.

City officers are not permitted to be members of an Evaluation Panel until they have completed the procurement evaluation training provide by Procurement Services relevant to local government procurement.

Procurement Services will determine whether an independent Probity adviser role is required, taking into account whether the recommendation will be approved by Council or the procurement is complex, unusual in nature, politically sensitive or subject to a high degree of public scrutiny.

to be deleted

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POL	PROCUREMENT EVALUATIONS	SES3

(6) Evaluation Process

Procurement services will establish and administer the evaluation methodology to be used by evaluation panels. This will endeavour to identify the best value on offer to the City. The evaluation panel is duty bound to evaluate submissions with due care and knowledge and free of any conflict of interest that might undermine the fairness of the evaluation process.
The following evaluation methodology shall be used:

a) Submissions are checked for completeness and compliance.
b) Submissions are assessed against the evaluation criteria only.
c) Each panel member shall independently assess submissions against the set criteria and submit their score to the Procurement representative.
d) The most suitable tenderers/respondents may be short listed, have referees contacted and may also be required to validate their tender/response, make a presentation, demonstrate the solution offered and/or open premises for inspection.
e) A consensus review will be conducted on the evaluation process results where a meeting may be called to normalise scores. Once consensus is reached, costs are then added to the final assessment and preferred ranking.
f) All requests for clarification(s) shall be referred to the Procurement representative. Tenderers/Respondents are not to be contacted directly by any evaluation panel member. All clarifications shall be in writing and shall be sent to all submitters equally.

A contract may then be awarded to the Tenderer/Respondent whose submission is considered the most advantageous to the City; or in the case of EOI's, a RFT is issued to those deemed acceptable Tenderers. A contract is required where a formal sourcing process is conducted and where the service is either of an ongoing nature or of such nature that requires the formation of a contractual agreement. The formal contract document will be prepared by Procurement Services. For lower value or more simple purchases, a purchase order will be raised to cover the requirement.

(7) Records created during the evaluation activity must be retained in compliance with the State Records Act 2000 (WA). As a minimum records include: Individual evaluation panel member scoresheets and final consensus scoring and rankings.

(8) Recommendations

Recommendations arising from formal market engagements to be approved by:

to be deleted

[5]

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POL	PROCUREMENT EVALUATIONS	SES3

Total Contract Value (GST Exclusive)	To be Approved By
Non-Tenders	
Less than DFA	One(1) Director or Senior Manager (SMT) (DFA for non-formal market engagement)
Tenders	
Less than $325,000	Delegated Authority – One(1) Director and CEO
From $325,001 to $650,000	Delegated Authority – Two(2) Directors or One(1) Director and CEO
Greater than $650,000	Council Meeting

Any Elected Member has the right to request that any tender or expression of interest or other formal market engagement be referred to Council for approval.

A recommendation report to Council or a Delegated Authority shall be prepared in accordance with Position Statement PSES15 – Reports to Council or Delegated Authority - Tenders.

(9) Requisition Authorisation

Senior Managers (SMT) or Directors are authorised to set the financial limit (DFA level) in which City officers can approve requisitions and commit budgeted expenditure. The DFA levels are held in the purchasing system to enable requisitions and purchase order amendments to be approved.

The standard Delegated Financial Authority is stated below;

DFA LEVEL	City of Cockburn Staff	AUTHORISATION LIMIT GST Exclusive
1	CEO	>$325,000
2	Directors Only	>$325,000
3	SMT Managers Only	$325,000
4	Managers and Level 9 Officers	$250,000
5	Level 7 to 8 Officers	$100,000.
6	Level 5 to 6 Officers	$50,000
7	Level 4 Officers	$10,000
Level 1 to 3 Officers and Procurement Officers Excluded		

All requisition approvals of goods and / or services must be in accordance with this policy and the Procurement Policy SC38. All City officers granted a DFA level must complete a Procurement Induction and Purchasing Training

[6]

to be deleted

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POL	PROCUREMENT EVALUATIONS	SES3

before the authority is activated. Procurement Inductions must be refreshed every two years.

(10) Purchasing Authorisation

The Director, Finance & Corporate Services must authorise the financial limit (Purchase DFA level) for authorised officers within the Procurement Team, allowing purchase orders to be released and a financial commitment made to the supplier.

to be deleted

[7]

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11. ENGINEERING & WORKS DIVISION ISSUES

11.1 (2018/MINUTE NO 0022) PROPOSED POLICY 'SUSTAINABILITY'

Author(s) A Lees

Attachments
1. Proposed Policy 'Sustainability' ⇩
2. Policy SC37 'Sustainability' ⇩

RECOMMENDATION
That Committee

(1) adopt the proposed Policy 'Sustainability' for public comment; and

(2) delete Policy SC37 'Sustainability'.

as attached to the Agenda.

COMMITTEE RECOMMENDATION
MOVED Cr C Reeve-Fowkes SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 5/0

Background

This policy has been reviewed as part of the policy review project. This policy was identified as a Review Priority 1, due for presentation at the November 2018 DAPPS meeting, in accordance with the adopted schedule for Council policies review.

Submission

N/A

Report

The revised sustainability policy incorporates content from Policy SC37 – Sustainability with the addition of new principles aligned to the objectives of Community Strategic Plan 2016-2026.

Much of the content has been remodelled in order to detail a more holistic policy. Reference to the Local Government Act 1995 and the City's definition of Sustainability have been retained from the background section of the old policy and incorporated into the policy

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purpose. The integrated reporting framework is now established within the policy purpose, as well as a clear definition of the policy scope as it applies to Elected Members and City employees.

Policy SC37 contained six high level principles which have been expanded to 11 principles in the revised policy. The following changes have been applied to the original 6 principles:

1. Integrated decision-making – retained with minor changes to text.
2. Provide for equity within and between generations – renamed to be more concise and merged with the conserve biological diversity and ecological integrity principle. The new name for this principle is Environmental Integrity.
3. Conserve biological diversity and ecological integrity - renamed to be more concise and merged with the previous principle. The new name for this principle is Environmental Integrity.
4. Act cautiously when there is a risk of serious or irreversible impacts on the environment or society – renamed as Climate Change Action principle with wording modelled on the WALGA climate change policy.
5. Recognise dimensions beyond our borders while concentrating on issues we can influence – removed as the principle is not directly relevant to the scope of the revised policy.
6. Provide for broad public involvement on issues that affect society – expanded to include leadership and governance.

The revised policy has 11 principles which recognise the City's aspirations to demonstrate leadership and provide guidance on how staff and Elected Members can achieve sustainable outcomes in areas that Council has influence.

(1) Integrated decision-making

Council will carefully consider both the long and short term implications of all decisions on the local economy, environment, and society.

(2) Environmental Integrity

Council will protect strategically identified remnant bushland, wetlands, the coastal environment, ecological corridors and associated eco-systems to ensure the integrity of these systems is conserved and enhanced for future generations.

(3) Sustainable Procurement

Council will implement sustainable procurement practices that minimise unnecessary resource consumption, consider whole-of-life costs, and deliver beneficial environmental, social and economic outcomes.

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(4) Responsible Waste Management

Council will manage waste according to the waste hierarchy with the highest priority given to the prevention of waste, followed by reuse and recycling, with 'energy from waste' and landfill as a last resort.

(5) Environmentally Sustainable Design (ESD)

Council will design, build and operate all community facilities and civic infrastructure in a sustainable manner. All new Council facilities exceeding a budget of $1 million will set aside a minimum of three percent (3%) of the total project cost for innovative ESD initiatives.

(6) Climate Change Action

Council is committed to taking action on climate change and ensuring that mitigation and adaptation actions are equitable and consistent with the aims of the United Nations Sustainable Development Goals.

(7) Sustainable City Growth

Council will plan for population growth in accordance with the planning framework to ensure high density living is balanced with the provision of open space, tree-lined streetscapes, connected shared pathways, accessible community facilities and integrated transport infrastructure.

(8) Social Equity and Inclusion

Council recognises the traditional owners of the land, embraces cultural diversity and celebrates the significance of the City's social and built heritage. Council will take action to improve universal accessibility, create welcoming and inclusive communities for everyone.

(9) Community Health and Wellbeing

Council will minimise risks to human health by managing the natural and built environment, delivering programs to reduce preventative illness and encouraging healthy lifestyles and active transport.

(10) Economic Advancement

Council is committed to long term sustainable financial management and will deliver value for money for ratepayers. Council will strive for a diverse workforce and create opportunities for local employment, support the sustainable development of business and help empower community groups.

(11) Leadership and Governance

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Council will regularly review its performance, publicly report progress and continuously strive for excellence. Consultation opportunities will be provided to the community and stakeholders on decisions that impact them.

Strategic Plans/Policy Implications

City Growth

Ensure planning facilitates a desirable living environment and meets growth targets.

Ensure growing high density living is balanced with the provision of open space and social spaces.

Moving Around

Identify gaps and take action to extend the coverage of the cycle way, footpath and trail networks.

Improve connectivity of transport infrastructure.

Community, Lifestyle & Security

Provide for community facilities and infrastructure in a planned and sustainable manner.

Provide residents with a range of high quality accessible programs and services.

Economic, Social & Environmental Responsibility

Sustainably manage our environment by protecting, managing and enhancing our unique natural resources and minimising risks to human health.

Improve water efficiency, energy efficiency and waste management within the City's buildings and facilities and more broadly in our community.

Leading & Listening

Provide for community and civic infrastructure in a planned and sustainable manner, including administration, operations and waste management.

Deliver sustainable governance through transparent and robust policy and processes.

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Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

The City will undertake consultation with the community, including environment groups and report on the results.

Risk Management Implications

The revised policy presents a more holistic approach to sustainability and is better aligned to the Community Strategic Plan.

If the policy is not endorsed, Council risks not providing the City with a complete set of clear principles to guide decision making. Council also potentially risks not meeting staff and community expectations around sustainable development.

Advice to Proponent(s)/Submitters

N/A

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

Nil

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Title	**Sustainability**
Policy Number (Governance Purpose)	

City of Cockburn
wetlands to waves

Policy Type

Council

Policy Purpose

Sustainability is one of the City of Cockburn's core values. Council seeks to have all employees think and act with sustainability at the forefront of their decision making.

The requirements of the *Local Government Act 1995, Section 1.3*, states:

> (3) *In carrying out its functions, a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.*

The City of Cockburn defines sustainability as:

> *Pursuing governance excellence to meet the needs of current and future generations through an integration of the environment, society and economy.*

This policy forms part of Council's integrated reporting framework which incorporates the Sustainability Strategy 2017-2022, Sustainability Action Plan 2017-2022 and annual State of Sustainability Report.

This policy applies to all Elected Members in decision-making and staff in all aspects of planning, operations and program delivery.

Policy Statement

Council is committed to achieving sustainability by applying the following eleven principles to decision-making processes across the City's operations:

(1) Integrated decision-making
Council will carefully consider both the long and short term implications of all decisions on the local economy, environment, and society.

(2) Environmental Integrity
Council will protect strategically identified remnant bushland, wetlands, the coastal environment, ecological corridors and associated eco-systems to ensure the integrity of these systems is conserved and enhanced for future generations.

(3) Sustainable Procurement
Council will implement sustainable procurement practices that minimise unnecessary resource consumption, consider whole-of-life costs, and deliver beneficial environmental, social and economic outcomes.

[1]

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Title	**Sustainability**
Policy Number (Governance Purpose)	

(4) Responsible Waste Management
Council will manage waste according to the waste hierarchy with the highest priority given to the prevention of waste, followed by reuse and recycling, with 'energy from waste' and landfill as a last resort.

(5) Environmentally Sustainable Design (ESD)
Council will design, build and operate all community facilities and civic infrastructure in a sustainable manner. All new Council facilities exceeding a budget of $1 million will set aside a minimum of three percent (3%) of the total project cost for innovative ESD initiatives.

(6) Climate Change Action
Council is committed to taking action on climate change and ensuring that mitigation and adaptation actions are equitable and consistent with the aims of the United Nations Sustainable Development Goals.

(7) Sustainable City Growth
Council will plan for population growth in accordance with the planning framework to ensure high density living is balanced with the provision of open space, tree-lined streetscapes, connected shared pathways, accessible community facilities and integrated transport infrastructure.

(8) Social Equity and Inclusion
Council recognises the traditional owners of the land, embraces cultural diversity and celebrates the significance of the City's social and built heritage. Council will take action to improve universal accessibility, create welcoming and inclusive communities for everyone.

(9) Community Health and Wellbeing
Council will minimise risks to human health by managing the natural and built environment, delivering programs to reduce preventative illness and encouraging healthy lifestyles and active transport.

(10) Economic Advancement
Council is committed to long term sustainable financial management and will deliver value for money for ratepayers. Council will strive for a diverse workforce and create opportunities for local employment, support the sustainable development of business and help empower community groups.

(11) Leadership and Governance
Council will regularly review its performance, publicly report progress and continuously strive for excellence. Consultation opportunities will be provided to the community and stakeholders on decisions that impact them.

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Title	**Sustainability**
Policy Number (Governance Purpose)	

Strategic Link:	Strategic Community Plan 2016-2026 Sustainability Strategy 2017-2022
Category	Sustainability and Conservation
Lead Business Unit:	Parks and Environment
Public Consultation: **(Yes or No)**	Yes/No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[3]

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POL	SUSTAINABILITY	SC37

POLICY CODE:	SC37
DIRECTORATE:	All Divisions
BUSINESS UNIT:	Parks & Environmental Services
SERVICE UNIT:	Environmental Management
RESPONSIBLE OFFICER:	Manager, Parks and Environment
FILE NO.:	182/001
DATE FIRST ADOPTED:	8 June 2006
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	6

Dates of Amendments / Reviews:		
DAPPS Meeting:	16 May 2006 24 November 2011 22 March 2012 31 January 2013	28 November 2013 18 May 2017 24 August 2017
OCM:	8 December 2011 12 April 2012 14 February 2013	12 December 2013 8 June 2017

To be deleted

BACKGROUND:

The City of Cockburn recognises its responsibility to implement sustainability measures across the organisation and to work with its community towards an environmentally, socially and economically sustainable future.

The City of Cockburn's definition of sustainability is drawn from the 'quadruple bottom line' (TBL+1) approach to sustainable development, which encompasses governance, environment, society and economy.

Pursuing governance excellence to meet the needs of current and future generations through an integration of the environment, society and economy.

Local Governments have a key role to play in sustainable development as stated in the Local Government Act 1995 S1.3(3).

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

POL	SUSTAINABILITY	SC37

PURPOSE:

This policy has been developed to:

- Provide a set of high level, guiding principles which guide the City's policy and practice.
- Ensure sustainability is considered in decision-making processes within Council.
- Show Council's commitment to operating in a sustainable manner including limiting Council's exposure to increasing resource costs and managing financial and reputational risk.
- Show leadership to the community in guiding the City of Cockburn towards a sustainable future as articulated by the City of Cockburn Sustainability Strategy 2017-2022.

POLICY:

The City is committed to achieving sustainability by applying the following six principles to decision-making processes across the City's operations:

(1) Integrated decision-making

Consider both the long and short term economic, environmental, society and ethical impacts of all decisions.

(2) Provide for equity within and between generations:

Consider the health, diversity and productivity of the environment when making decisions, and ensure it is conserved and enhanced for future generations.

(3) Conserve biological diversity and ecological integrity:

Ensure that the eco-systems services value is acknowledged and communicated and that the integrity of these systems is maintained.

(4) Act cautiously when there is a risk of serious or irreversible impacts on the environment or society:

Consider the 'precautionary principle' when making decisions, namely, if there is a threat of serious or permanent environmental damage, lack of full scientific certainty should not be used as a reason for postponing measures to prevent environmental degradation.

(5) Recognise dimensions beyond our borders while concentrating on issues we can influence:

To be deleted

[2]

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POL	SUSTAINABILITY	SC37

Consider the impacts of decisions on factors outside of our direct influence and see regional, national and international knowledge on sustainability in order to ensure the currency of Council policy and strategy.

(6) Provide for broad public involvement on issues that affect society:

Consider the need to engage individuals, communities, stakeholders and businesses and adopt open deliberations to build understanding of sustainability and foster collective responsibility.

To be deleted

[3]

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12. COMMUNITY SERVICES DIVISION ISSUES

Nil

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13. EXECUTIVE DIVISION ISSUES

13.1 (2018/MINUTE NO 0023) POLICY APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

Author(s) S Cain and M Tobin

Attachments
1. Proposed amendment to Policy 'Appointment of Acting Chief Executive Officer' ⇩
2. Policy SC30 'Appointment of Acting Chief Executive Officer' ⇩

RECOMMENDATION
That Committee

(1) adopt the proposed policy Appointment of Acting Chief Executive Officer; and

(2) delete Policy SC30 Appointment of Acting Chief Executive Officer;

as attached to the Agenda.

COMMITTEE RECOMMENDATION
MOVED Cr C Reeve-Fowkes SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 5/0

Background

This policy has been reviewed as part of the organisational policy and position statement review. Whilst it was listed as a Review Priority 2, it has been completed and therefore submitted for consideration at this Meeting.

Submission

N/A

Report

The current policy SC 30 - Appointment of Acting Chief Executive Officer (CEO), is written to cover cases of short term absence by the CEO. However, the proposed new policy has been expanded to provide a process for appointing an Acting CEO in circumstances where the incumbent CEO may leave or be unavailable for a term longer than six

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months. Currently there is no guidance for the Council on how they appoint a longer term Acting CEO.

If the CEO leaves the organisation, a vacancy would likely exceed six months (the time it would take to conduct a thorough recruitment process and for someone to commence). Currently, three or four senior employees are appointed to act on a short term basis with each being assigned a different part of the year. Council would more likely follow a different process for a longer term vacancy, such as conducting an Expression of Interest and appointing one person as Acting CEO for the entire duration. It does take 6 – 8 months to replace a CEO and it may be disruptive to the organisation if three or four different employees perform as "Acting CEO" in these circumstances. In this circumstance a separate report would be presented to Council.

The remuneration section of the policy has been simplified as the previous method of calculation was complicated and inequitable. The new wording reflects the consistent practice for the organisation as it is the method applied to other senior roles.

Procedural matters have been removed from the policy. The definition of "senior employees" has also been removed as the definition is from the Local Government Act 1995 and does not need to be repeated.

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

Remuneration for those appointed under this policy is covered in annual budgets.

Legal Implications

Section 5.39 (2) (a) of the Local Government Act 1995 refers.

Community Consultation

N/A

Risk Management Implications

The risk to Council of deferring a decision or not adopting the new policy is that the old policy will continue when there is an opportunity to modernise and improve the policy to ensure clarity.

Advice to Proponent(s)/Submitters

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N/A

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

This policy assists Council to ensure compliance with Section 3.18(3)(c), efficient and effective management of local government.

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Title	**APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER**
Policy Number (Governance Purpose)	

City of Cockburn
wetlands to waves

Policy Type

Council

Policy Purpose

This policy outlines the process by which Council appoints an Acting Chief Executive Officer.

Policy Statement

Council is responsible for the appointment of its CEO and the appointment of an Acting CEO. To ensure clarity around functions and delegated authority, the following process occurs for appointment of an Acting CEO.

(1) Periods up to six months

There are periods in each year when the Chief Executive Officer (CEO) is unavailable for short term periods including during leave and travel.

At the December Ordinary Council Meeting each year, Council will endorse the position of Acting CEO, for the following period of 1 January to 31 December.

(2) Periods expected to be six months or longer

In cases where the CEO position is expected to be vacant for six months or longer, Council is not bound by any decision made in regard to periods up to six months. This is because short periods of Acting CEO may be shared by two or more senior employees. However, for longer periods, it is preferable to appoint one employee as Acting CEO to provide stability and consistency, in these circumstances a separate report will be presented to Council for a decision.

(3) Process

Regardless of the expected period, the Chief Executive Officer's Performance and Senior Staff Key Projects Appraisal Committee will:

1. Make a recommendation to Council regarding the Appointment;

2. Take into account the "principles affecting employment by local governments", specified in s5.40 of the Local Government Act 1995 (WA) when making its recommendation.

(4) Remuneration

DRAFT

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Title	**APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER**
Policy Number (Governance Purpose)	

For any period of absence of the CEO of less than three months continuous duration, an Acting CEO is to be paid a cash component salary rate at 85% of the current CEO cash component of salary.

Strategic Link:	Corporate Governance Charter
Category	Governance
Lead Business Unit:	Governance and Risk
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

DRAFT

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POL	APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER	SC30

POLICY CODE:	SC30
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	20 July 2004
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	22 March 2012 28 November 2013 24 August 2017
OCM:	12 October 2006 12 April 2012 12 December 2013

to be deleted

BACKGROUND:

1. Experience indicates that an Acting CEO is required for between 5-7 weeks each year. Council recognises that it is responsible for the performance and appointment of its CEO. Council therefore believes it is important it is responsible for the appointment of both the CEO and Acting Chief Executive Officer (CEO).

2. Council also believes it is important and beneficial to both itself and its Senior Employees that it provides equal opportunities for its Senior Employees to act as CEO.

PURPOSE:

To outline the process by which Council appoints the position of Acting CEO.

POLICY:

(1) In this Policy:

"the appointment" is the process specified in Clause 2.
"Senior Employees" are those classes of Council's employees designated as Senior Employees pursuant to s5.37 of the Local Government Act, 1995.

[1]

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POL	APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER	SC30

(2) At the December Ordinary Council Meeting each year, Council will endorse the position of Acting CEO, for the following period of 1 January to 31 December.

(3) The Chief Executive Officer's Performance and Senior Staff Key Projects Appraisal Committee will:

1. make a recommendation to Council regarding the Appointment;

2. take into account the "principles affecting employment by local governments", specified in s5.40 of the Local Government Act 1995 (WA) when making its recommendation;

(4) Any Senior Employee wanting to be considered by Council for the Appointment, must write to the Presiding Member of the Chief Executive Officer's Performance and Senior Staff Key Projects Appraisal Committee and the CEO, no later than 31 October in each year, indicating they wish to be considered.

(5) For any period of leave or absence by the CEO, the Senior Employee chosen to serve as Acting CEO pursuant to the Appointment for that period of time, is automatically appointed by Council to the position of Acting CEO.

(6) For any period of absence of the CEO of less than three months continuous duration, an Acting CEO is to be paid a cash component salary rate at 1.3 of their current cash component salary rate. For periods of absence greater than three months the rate of pay is to be equivalent to the cash component paid to the CEO.

(7) The Terms of Reference of the Chief Executive Officer's Performance and Senior Staff Key Projects Appraisal Committee are amended to include, "Recommending to Council the appointment of Senior Employees to the position of Acting CEO pursuant to Policy SC30".

to be deleted

[2]

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13.2 (2018/MINUTE NO 0024) PROPOSED POLICY 'ATTENDANCE AT CONFERENCES, SEMINARS AND TRAINING'

Author(s) M Tobin

Attachments
1. Proposed Policy 'Attendance at Conferences, Seminars and Training' ⇩
2. Policy AES6 'Attendance at Conferences and Seminars' ⇩

RECOMMENDATION
That Committee

(1) adopt the proposed Policy 'Attendance at Conferences, Seminars and Training'; and

(2) delete policy AES 6 – Attendance at Conferences and Seminars;

as attached to the Agenda.

COMMITTEE RECOMMENDATION
MOVED Mayor L Howlett SECONDED Cr C Reeve-Fowkes

That the recommendation be adopted.

CARRIED 5/0

Background

This policy has been reviewed as part of the organisational policy and position statement review. Whilst it was listed as a Review Priority 2, it has been completed and therefore submitted for consideration at this Meeting.

Submission

N/A

Report

The current policy AES6 - Attendance at Conferences and Seminars is extensive and contains much procedural information. This has been removed as these are contained in relevant internal procedure manuals.

This updated policy is simply to provide the guiding principles for attendance. Those principles have not been changed from the original policy and the language has been simplified for easier reading.

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Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Attract, engage, develop and retain our employees in accordance with the Workforce and Long Term Financial Plan.

Budget/Financial Implications

The annual budget provides for attendance at conferences, seminars and training for Elected Members and staff.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

The risk to Council of deferring a decision or not adopting the new policy is that the old policy will continue when there is an opportunity to modernise and improve the policy.

Advice to Proponent(s)/Submitters

N/A

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

This policy assists Council to ensure compliance with Section 3.18(3)(c), efficient and effective management of local government.

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Title	**Attendance at Conferences, Seminars & Training**
Policy Number (Governance Purpose)	

City of Cockburn
wetlands to waves

Policy Type

Council

Policy Purpose

This policy provides the guiding principles for attendance of Elected Members and staff at conferences, seminars and training.

Attendance by Elected Members and staff at conferences, seminars and training is supported provided the activity is relevant to Council business and within budget.

Policy Statement

(1) Elected Members

Elected Members will receive an annual allocation for the purpose of attending conferences, seminars and training relevant to their role as an Elected Member. This will be administratively equally allocated to each Elected Member as part of the overall budget allocation except for the Mayor's allocation which will allow for attendance at two interstate conferences.

The allocation will operate from November to October, in line with local government elections. Residual funds for individual Elected Members from year one will carry over each year to a maximum of two years allowance, after which all unspent funds will be returned to the Municipal Fund when a fresh allocation will be made to Elected Members following the elections.

Multiple Elected Members may attend conferences at the same time, provided that such attendance does not unduly interfere with the business of Council (i.e. conflicts with a Council or Committee Meeting which may affect a quorum).

Where an Elected Member has insufficient funds in their allocation, another Elected Member may agree to meet the costs from their own allocation. Both Elected Members are to advise the CEO in writing if this is to occur.

Where an Elected Member is no longer able to attend the booked conference, seminar or training, the CEO may approach another Elected Member to check their availability and to substitute the Elected Member who is unable to attend.

All registrations are to be done through Executive Support.

The cost of training that is specifically arranged for attendance by all Elected Members, (eg governance) shall be paid from a separate allocation not considered part of any individual allocation.

[1]

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Title	**Attendance at Conferences, Seminars & Training**
Policy Number (Governance Purpose)	

(2) Staff

The Chief Executive Officer may endorse the recommendation of Directors in respect of staff attendance at conferences, subject to expenditure being contained within the budget.

Registrations for interstate or overseas conferences, seminars and training are to be done through Executive Support.

(3) Expenses

Expenses to be met by Council for Elected Members and staff are:

1. Interstate and Overseas

   (a) Registration Fees (including conference dinner and official delegate tours).
   (b) Accommodation costs.
   (c) All reasonable expenses for example, meals and refreshments, laundry and dry cleaning and fares relevant to the conference, seminar or training.
   (d) Economy return air fare (allowing flexibility for preferred travel arrangements).
   (e) Business Class travel for flights longer than six hours duration leaving Australia.

2. State

   (a) Registration Fees (including conference dinner and official delegate tours).
   (b) Accommodation costs.
   (c) All reasonable expenses for example meals and refreshments, laundry and dry cleaning and fares relevant to the conference, seminar or training.
   (d) If applicable, economy return airfare (allowing flexibility for preferred travel arrangements).

3. Conference expenses for accompanying Partner

   (a) Conference or main function meal only.

Reimbursements for relevant expenditure not initially paid by the City may be made on the basis of receipts provided.

(4) Insurance

Those attending conferences, seminars and training are insured for travel to and from the activity (from home or office). All airline tickets purchased are also insured.

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Title	**Attendance at Conferences, Seminars & Training**
Policy Number (Governance Purpose)	

Strategic Link:	Corporate Governance Framework
Category	Elected Members
Lead Business Unit:	Executive Support
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[3]

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POL	ATTENDANCE AT CONFERENCES AND SEMINARS	AES6

POLICY CODE:	AES6
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	182/001
DATE FIRST ADOPTED:	15 April 1997
DATE LAST REVIEWED:	14 December 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	AES6
VERSION NO.	7

Dates of Amendments / Reviews:		
DAPPS Meeting:	31 January 2013 22 August 2013 27 February 2014	25 February 2016 26 May 2016 23 November 2017
OCM:	10 May 2007 14 February 2013 12 September 2013	13 March 2014 10 March 2016 9 June 2016

to be deleted

BACKGROUND:

Council has traditionally supported the attendance of Councillors and nominated staff to attend Conferences and seminars on topics of interest and applicable to the City of Cockburn.

PURPOSE:

To ensure a procedure is in place for the expeditious nomination of Council delegates to Conferences and seminars, and to ensure the prescription of allowable expenses as required under the provisions of the Local Government Act, 1995 (Sec. 5.98(2)).

POLICY:

(1) Elected Members will receive an Annual Conference allocation for the purpose of attending Conferences and Seminars relevant to their role as an Elected Member. This will be administratively equally allocated to each Elected Member as part of the overall budget allocation except for the Mayor's allocation which will allow for attendance at two interstate conferences and will operate from November to October, in line with local government elections. Residual funds for individual Elected Members from year one will carry over each year to a maximum of two years allowance, after which all unspent funds

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POL	ATTENDANCE AT CONFERENCES AND SEMINARS	AES6

will be returned to the Municipal Fund when a fresh allocation will be made to Elected Members following the elections.

(2) Elected Members may attend several conferences or seminars per expense period (November to October), within the parameters established by this Policy.

(3) Multiple Elected Members may attend a particular conference or seminar at the same time, provided that such attendance does not unduly interfere with the business of Council (i.e. conflicts with a Council or Committee Meeting which would potentially be affected by the lack of a quorum).

(4) All Elected Members are to be advised of interstate or overseas conferences authorised by the Chief Executive Officer for attendance by an Elected Member in accordance with this Policy immediately on the granting of such approval.

(5) The cost of training that is specifically arranged for attendance by all Elected Members, (eg teambuilding) shall be paid from a separate allocation for the purpose and not considered as part of and debited to the individual Elected Members allocation referred to in this policy.

(6) 1. An Elected Member may agree to meet the costs and forfeit same from their own annual conference allocation, of sending another Elected Member to a conference, where that member has insufficient funds remaining in their allocation.

2. In such cases, the Elected Member agreeing to meet those costs, shall provide the CEO with a written statement to that effect, signed by both Elected Members and authorising the CEO to initiate necessary arrangements and debit the authorising members allocation.

3. Initiation of the necessary arrangements to allow the Elected Member to attend a conference under the above circumstances, will only proceed if there is sufficient funds remaining in the overall Council Budget for Elected Members conferences.

(7) The Chief Executive Officer may endorse the recommendation of Directors in respect of staff attendance at Conferences, subject to associated expenditure being contained within the relevant year's Budget allowance.

(8) A list of Conferences will be available on Cockburn Hub for attendance by Elected Members, relevant to their role. Should any Elected Member wish to attend a Conference not listed but is relevant to their role, the Elected Member is to advise the Chief Executive Officer, in writing.

(9) The Chief Executive Officer is authorised to register the Elected Members at the relevant Conference, subject to associated expenditure being contained within the relevant Member's Budget allowance.

[2]

to be deleted

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POL	ATTENDANCE AT CONFERENCES AND SEMINARS	AES6

(10) An appropriate officer will be responsible for ensuring all delegates registered by that officer are supplied with a prescribed form for the purpose of claiming reimbursement of permissible expenses under this Policy. The form is to be completed and forwarded, together with the accompanying tax receipts, to the Chief Executive Officer for authorisation. Once the necessary documentation is received, the Chief Executive Officer will arrange for the approved reimbursement amount to be credited, by electronic means, to the delegate's nominated bank account at the earliest opportunity.

(11) Expenses to be met by Council for Elected Members and staff are:-

1. Interstate and Overseas Conference

- Economy return air fare (allowing flexibility for delegates preferred travel arrangements)
- Business Class travel for flights longer than six hours duration leaving Australia.
- Registration Fees (including conference dinner and official delegate tours)
- Accommodation costs
- All reasonable expenses for example, meals and refreshments, laundry and dry cleaning and all cab fares relative to the business of the Conference. Payment of all reasonable permissible expenses as stipulated in this Policy can be made by cash personal debit or credit card and will be reimbursed to the delegate by Council, except where a corporate credit card has been issued, upon the presentation of relevant tax receipts.

2. State Conference

- Registration Fees (including conference dinner and official delegate tours)
- Accommodation costs
- All reasonable expenses for example meals and refreshments, laundry and dry cleaning and all cab fares relative to the business of the Conference. Payment of all reasonable permissible expenses as stipulated in this Policy can be made by cash personal debit or credit card and will be reimbursed to the delegate by Council, except where a corporate credit card has been issued, upon the presentation of relevant tax receipts.
- Economy return airfare (allowing flexibility for delegates preferred travel arrangements).

3. Conference expenses for accompanying Partner

- Conference or main function meal .
- No other associated expenses, unless by specific resolution of Council.

[3]

to be deleted

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POL	ATTENDANCE AT CONFERENCES AND SEMINARS	AES6

(12) Once approval is given for an Elected / staff member to attend a conference in accordance with this Policy, an appointed Officer will co-ordinate all registration travel and/or accommodation arrangements, with these expenses being prepaid by a corporate credit card where possible. Elected Members may choose to make their own arrangements for accommodation paying for such expenses and making a claim for reimbursement on presentation of tax receipts.

(13) The Officer will contact the Elected / staff member concerned to determine what arrangements need to be made regarding registration, travel and accommodation and make the necessary bookings and deliver tickets to the person travelling.

(14) On any occasion when a Council delegate is unable to attend a Conference, the Chief Executive Officer be delegated the authority to substitute another Elected Member delegate, following consultation with the Mayor, and;

(15) All airline tickets purchased to transport delegates to and from Conferences are insured through the related Council held insurance policy to enable the ticket purchase price to be refunded in the event of a delegated being unable to use the ticket.

(16) Delegates attending all conferences and seminars authorised by the Chief Executive Officer are insured under Council's relevant travel insurance for travel to and from the conference (from home or office).

to be deleted

[4]

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13.3 (2018/MINUTE NO 0025) PROPOSED POLICY 'FLYING OF FLAGS & BEREAVEMENT RECOGNIITON'

Author(s) M Tobin

Attachments
1. Proposed Policy 'Flying of Flags & Bereavement Recognition' ⇩
2. Policy SC49 'Death of Local Notable Citizen' ⇩
3. Policy SC45 'Flying of Flags - City of Cockburn Administration Building' ⇩

RECOMMENDATION
That Committee:

(1) adopt the proposed policy Flying of Flags & Bereavement Recognition; and

(2) delete the following policies, as attached to the report:

1. Policy SC 49 - Death of Local Notable Citizen.
2. Policy SC 45 - Flying of Flags - City of Cockburn Administration Building.

as attached to the Agenda.

COMMITTEE RECOMMENDATION
MOVED Cr C Reeve-Fowkes SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 5/0

Background

These policies have been reviewed as part of the organisational policy and position statement review. Whilst they are listed as a Review Priority 2, they have been completed and therefore submitted for consideration at this Meeting.

Submission

N/A

Report

The proposed new policy is an amalgam of the following current policies:

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- SC 49 - Death of Local Notable Citizen
- SC 45 - Flying of Flags - City of Cockburn Administration Building

The content of the existing policy SC 49 has been incorporated into the new policy with some modernisation and now including flowers and flags to be flown at half-mast.

Much of the content in existing Policy SC 45 (Flags) is procedural and therefore not included in the new policy. The flying of flags is subject to government notices, rules and protocols, in addition to the City`s internal procedures relating to Aboriginal, Torres Strait Islanders and Sister Cities, so there is no requirement for a separate specific policy.

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

Costs for recognition are covered in an annual budget.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

The risk to Council of deferring a decision or not adopting the new policy is that the old policies will continue when there is an opportunity to modernise and improve policy to ensure clarity.

Advice to Proponent(s)/Submitters

N/A

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

This policy assists Council to ensure compliance with Section 3.18(3)(c), efficient and effective management of local government.

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Title	**Flying of Flags & Bereavement Recognition**
Policy Number (Governance Purpose)	

City of Cockburn
wetlands to waves

Policy Type

Council

Policy Purpose

This policy provides a definition and authority for recognition of the passing of Local Notable Citizens.

Policy Statement

As a mark of respect, Council can acknowledge the contribution made to the district by deceased Local Notable Citizens. This acknowledgement may include the flying of flags at the Administration Building at half-mast; placement of a notice in the West Australian newspaper; and or providing flowers. This acknowledgement may be authorised by the Mayor or the Chief Executive Officer in consultation with the Mayor.

A Local Notable Citizen is defined as:

(1) Those who would qualify for an invitation to attend the annual 'Pioneers Function' hosted by Council;
(2) Past and present Elected Members of Council;
(3) Past and present Chief Executive Officers of the City;
(4) Present employees of the City;
(5) Freeman of the City; and
(6) Persons not otherwise qualified pursuant to points one to five above, who have been significant contributors to the social and/or economic development of the district through their association and contribution to local groups / associations / organisations.

The flying of flags at half-mast in these circumstances will be done on the day of the funeral or where a funeral is not to occur, on a day nominated by the Mayor.

The placement of a notice in the newspaper may be done prior to or the day of the funeral.

Strategic Link:	Strategic Community Plan
Category	Governance
Lead Business Unit:	Strategy and Civic Support
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[1]

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Version: 1, Version Date: 07/03/2019

POL	DEATH OF LOCAL NOTABLE CITIZEN	SC49

POLICY CODE:	SC49
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Services
SERVICE UNIT:	Executive Services
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	12 July 2012
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	2

Dates of Amendments / Reviews:	
DAPPS Meeting:	28 November 2013 24 August 2017
OCM:	12 December 2013

to be deleted

BACKGROUND:

Council has a Policy which enables the flying of flags at the Administration Building to be at half mast, on being notified on the death of local notable citizens (Policy SC45). However, there is no supplementary authority which approves the placement of a death notice in the newspaper on such occasions.

PURPOSE:

To authorise the placement of a Death Notice in the 'West Australian' newspaper upon the passing of significant local citizens, as defined in this Policy.

POLICY:

(1) Upon notification of the death of a notable local citizen, the City shall approve any request to place a Death Notice in the 'West Australian' newspaper as a mark of respect on, or prior to, the day of the funeral.

(2) 'Local Notable Citizens' are defined as:

1. Those who would qualify for an invitation to attend the annual 'Pioneers Function' hosted by Council.

2. Past and present Elected Members of Council.

[1]

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POL	DEATH OF LOCAL NOTABLE CITIZEN	SC49

3. Past and present Chief Executive Officers of the City and present employees of the City.

4. Freeman of the City.

5. Persons not otherwise qualified pursuant to 1–4 above who have been significant contributors to the social and/or economic development of the District through their association and contribution to local groups/associations/organisations.

to be deleted

[2]

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POL	FLYING OF FLAGS – CITY OF COCKBURN ADMINISTRATION BUILDING	SC45

POLICY CODE:	SC45
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	10 December 2009
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	22 March 2012 28 November 2013 24 August 2017
OCM:	10 December 2009 12 April 2012 12 December 2013

To be deleted

BACKGROUND:

From time to time Council receives requests from organisations or individuals to utilise the Flag Poles at the City of Cockburn Administration Building to fly a representative or special flag other than the Australian National or the Western Australian State Flag. On other occasions there are requests to fly the flags at 'half-mast' in honour of the passing of a local identity.

PURPOSE:

To provide consistent guidance to the Administration in responding to requests to fly flags other than the Australian and State Flags, from Council's flag poles and define which prominent local citizens would qualify to have the flags flown at half mast from the Administration Building in recognition of their passing.

POLICY:

(1) The four flag poles located in the central quadrant will traditionally be reserved for the flying of the Australian National Flag and the Western Australian State Flag, the Aboriginal Flag and the Torres Strait Islander Flag.

(2) The two flag poles located at the southern entry concourse of the City of Cockburn Administration Building will be retained for the flying of visitor flags

[1]

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POL	FLYING OF FLAGS – CITY OF COCKBURN ADMINISTRATION BUILDING	SC45

on special occasions. The Australian National Flag will also be flown at this location, on such occasions.

(3) The City will consider applications to fly a representative or other special flag for a limited period of time in place of the State flag.

(4) Applications are to be submitted to the Chief Executive Officer at least one week prior to the date required. Applications are to include the details and purpose of the flag being flown.

(5) Consideration will be given to the promotion of a significant day/week or in conjunction with the promotion of an event/occasion, which is of interest to the community.

(6) In the event that approval is given, the applicant shall provide the necessary flag at least 24 hours prior to the time required to be flown.

(7) Upon notification of the death of a notable local citizen, the City shall approve any request to position the flags flying at the Administration Building Flag Poles at the time at 'half-mast' as a mark of respect on the day of the funeral.

(8) 'Notable local citizens' are defined as:

1. those who would qualify for an invitation to attend the annual 'Pioneers Function' hosted by Council;

2. past and present elected members of Council;

3. past and present Chief Executive Officers of the City and present employees of the City;

4. Freeman of the City;

5. persons not otherwise qualified pursuant to (i) – (iv) above who have been significant contributors to the social and/or economic development of the District through their association and contribution to local groups/associations/organisations.

(9) Flags shall also be flown at half-mast upon notification/direction of the Commonwealth or State Government.

(10) On occasions where the City has visitors from overseas, (eg.Sister Cities), the flag of that particular country also be flown on a flag pole within the quadrant.

to be deleted

[2]

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Version: 1, Version Date: 07/03/2019

13.4 (2018/MINUTE NO 0026) CIVIC HOSPITALITY AND GIFTS POLICY

Author(s) M Tobin

Attachments
1. Proposed Civic Hospitality and Gifts Policy
2. Policy SC50 'Annual Civic Dinner Guest List'
3. Policy SC36 'Recognition of City of Cockburn Pioneers'
4. Policy SC10 'Mayor's Authority to Arrange Functions and Provide Hospitality Gifts'
5. Policy AC4 'Distribution of City of Cockburn Promotional Items Material'
6. Position Statement PSES3 'Minor Occasions of Hospitality Position Statement'

RECOMMENDATION
That Committee:

(1) adopt the proposed Policy Civic Hospitality and Gifts; and

(2) delete the following policies and position statements:

1. Policy SC 50 Annual Civic Dinner Guest List
2. Policy SC 36 Recognition – City of Cockburn Pioneers
3. Policy SC 10 Mayor's Authority to Arrange Functions and Provide Hospitality/Gifts
4. Policy AC4 Distribution of City of Cockburn promotional items and material
5. Position Statement PSES3 Minor Occasions of Hospitality/Entertainment

as attached to the Agenda.

COMMITTEE RECOMMENDATION
MOVED Cr C Reeve-Fowkes SECONDED Cr M Separovich
That the recommendation be adopted subject to amending the Draft Policy, as follows:

(1) clause (4) – Hospitality

Insert ', Councillors' following the word 'Mayor' in line one

CARRIED 5/0

Reason for Decision

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Version: 1, Version Date: 07/03/2019

The new Draft Policy inadvertently excluded Councillors from offering civic hospitality within the Administration Building.

Background

These policies have been reviewed as part of the organisational policy and position statement review. Whilst they are listed as Review Priority 2, they have been completed and therefore submitted for consideration at this Meeting.

Submission

N/A

Report

Much of the content of the existing policies is procedural so will be incorporated into relevant procedure manuals. This policy is simply to provide the authority for civic events to occur. It does not prescribe what kind of event must occur as this is the subject of ongoing review as needed.

The new policy also details the guest list for the Volunteer Emergency Services Function as this has previously not been included and now needs to be to ensure there is clarity as it is a significant event.

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Ensure sound long term financial management and deliver value for money.

Budget/Financial Implications

Expenditure for civic hospitality and gifts is provided for in annual budgets.

Legal Implications

N/A

Community Consultation

N/A

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Version: 1, Version Date: 07/03/2019

Risk Management Implications

The risk to Council of deferring a decision or not adopting the new policy is that the old policy will continue when there is an opportunity to modernise and improve the policy to ensure clarity.

Advice to Proponent(s)/Submitters

N/A

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

This policy assists Council to ensure compliance with Section 3.18(3)(c), efficient and effective management of local government.

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Version: 1, Version Date: 07/03/2019

Title	**Civic Hospitality & Gifts**
Policy Number (Governance Purpose)	

Policy Type

Council

Policy Purpose

This policy provides the authority and guidance for civic hospitality including functions, entertainment and gifts.

Policy Statement

One of the roles of the Mayor is to carry out civic and ceremonial duties on behalf of the local government. A program of events and budget is approved each year to provide civic hospitality such as functions to recognise community volunteers; pioneers; and individuals and organisations who contribute significantly to the City. The program may vary from year to year at the discretion of the Mayor and Chief Executive Officer.

The Mayor approves invitation lists and generally partners are included. Some events are tailored to the guests and the following guidance should be used.

(1) Pioneers Event:

A Pioneers event is held annually to celebrate the history of the City and acknowledge the pioneers of the area. To be eligible for an invitation, residents must satisfy the criteria that they have been continuous residents of the City of Cockburn for at least 60 years. The guest list includes State and Federal Parliamentary Representatives, whose electorates are contained within the District; Honorary Freeman of the City; the Mayor and Councillors of the City; and the City's Executive.

(2) Annual Civic Function:

The City hosts an annual function to recognise individuals and organisations who contribute significantly to the City's development. This event may also be combined with other events such as a milestone celebration (40th Anniversary of the City of Cockburn).
The guest list is drawn from:

1. State and Federal Parliamentary Representatives, whose electorates are contained within the District;
2. Honorary Freeman of the City;
3. Mayor and Councillors of the City;
4. Mayor and CEO of adjoining local government Districts;

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Title	Civic Hospitality & Gifts
Policy Number (Governance Purpose)	

5. Minister and/or Director General of state government portfolios/Departments, as considered appropriate;
6. Representatives of local business and industries within the City of Cockburn, as considered appropriate;
7. Representatives of community organisations within the district, with whom Council has an association. A maximum of one (1) representative per organisation, per year, will be invited;
8. Individuals who have contributed to the community and individuals who the Elected Members recognise for their volunteering within the community of Cockburn. Such individuals may include former Elected Members;
9. The Aboriginal Reference Group (ARG) - Co Chairs;
10. City's Executive; and
11. Staff (maximum three per year) at the discretion of the CEO.

Elected Members may suggest up to six names of individuals in total, for consideration as guests drawing from individuals who fall within point's six to eight above.

(3) Volunteer Emergency Services Event:

An annual event is usually held to acknowledge the contribution of volunteers from local emergency service organisations. The guest list is comprised of:

1. Members of the Department of Fire and Emergency Services (DFES);
2. Members of State Police;
3. Volunteers from local Bushfire Brigades;
4. Volunteers from Cockburn Volunteer Sea, Search and Rescue (CVSSR);
5. Local representatives of the State Emergency Services;
6. Relevant City Reference Group members;
7. Mayor and Councillors of the City; and
8. Staff (maximum five per year) at the discretion of the CEO.

Due to Council's duty of care and the size of this event, those under 18 years are not invited where the event is held on licensed premises.

(4) Hospitality

Other than the events listed, the Mayor and/or Chief Executive Officer may offer hospitality including refreshments, within the confines of the Elected Members area of the Administration Building.

The Mayor and/or Chief Executive Officer may also offer hospitality off site such as meals and refreshments consumed by Elected Members and other stakeholders during tours of facilities, site inspections and meetings where these are relevant to

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Title	**Civic Hospitality & Gifts**
Policy Number (Governance Purpose)	

the City of Cockburn. This authority is extended to Councillors when the Mayor is not present.

The Mayor and/or Chief Executive Officer may also offer hospitality or a small gift (up to $200) to recognise a milestone achieved or notable civic act performed by a community member.

(5) Promotional Gifts and Mementos

The Mayor and/or Chief Executive Officer may make gifts of promotional items or small items to guests at civic functions or if visiting or attending functions at other organisations whether local, interstate or overseas. Councillors may request such items through the Chief Executive Officer. A budget is to be provided for such items.

Strategic Link:	Strategic Community Plan
Category	Elected Members
Lead Business Unit:	Strategy and Civic Support
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

POL	ANNUAL CIVIC DINNER – GUEST LIST	SC50

POLICY CODE:	SC50
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	182/001
DATE FIRST ADOPTED:	13 June 2013
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	3

Dates of Amendments / Reviews:		
DAPPS Meeting:	31 January 2013 23 May 2013	28 November 2013 24 August 2017
OCM:	14 February 2013	12 December 2013

to be deleted

BACKGROUND:

Council has traditionally conducted an Annual Civic Dinner towards the end of each calendar year to acknowledge the contribution of stakeholders to the District.

PURPOSE:

To provide guidance to the Mayor and Chief Executive Officer (CEO) in compiling an appropriate guest list for this function.

POLICY:

(1) The City will host an Annual Civic Dinner function to recognise individuals and organisations who have contributed significantly to the past success of the City and / or key stakeholders in the future development of the City.

(2) The function will be scheduled on a selected date towards the end of each calendar year and will be normally conducted in the Council Reception Area, but may be held at another venue if considered appropriate to do so by the Mayor and CEO, following consultation with councillors.

(3) The guest list will be comprised of the following:

1. State and Federal Parliamentary Representatives, whose electorates are contained within the District,

2. Honorary Freeman of the City,

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POL	ANNUAL CIVIC DINNER – GUEST LIST	SC50

3. Mayor and councillors of the City,

4. Mayor and CEO of adjoining local government Districts,

5. Minister and/or Director General of state government portfolios/Departments, as considered appropriate,

6. Representatives of local business and industries within the City of Cockburn, as considered appropriate,

7. Representatives of community organisations within the District, with whom Council has an association. A maximum of one (1) representative per organisation, per year, per Elected Member, will be invited,

8. Individuals who have contributed to the community/District, and individuals who the elected Members recognise for their volunteering and voluntary support within the community of Cockburn. Such individuals may include former Elected Members; and

9. Staff (maximum 8 per year) at the discretion of the CEO.

(4) Invitations to all guests will include partners.

(5) Elected members may submit the names of up to six (6) persons from the categories as contained in Clause (3) 5 to 8 above to be considered for inclusion on the guest list for the function.

(6) The Mayor and CEO will finalise the guest list and arrange for invitations to be sent.

(7) The Mayor will advise the relevant councillor of any person nominated by that councillor not considered to be qualified for inclusion on the guest list, in accordance with this Policy. The councillor will have the opportunity to substitute alternative names in these instances.

to be deleted

POL	RECOGNITION – CITY OF COCKBURN PIONEERS	SC36

POLICY CODE:	SC36
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	9 March 2006
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:		
DAPPS Meeting:	21 February 2006 22 March 2012	28 November 2013 24 August 2017
OCM:	9 March 2006 12 April 2012	12 December 2013

to be deleted

BACKGROUND:

Each year, Council hosts a luncheon on the Friday immediately before the Foundation Day public holiday, in honour of local pioneers of the City of Cockburn.

This event has been conducted in the Cockburn Civic Centre.

Prior to 2001, a person needed to be a continuous resident of the City of Cockburn for 50 years to be eligible to attend the luncheon.

From 2000 onwards, the guest list had grown substantially and it was noted that many guests on the list were second generation residents who had turned 50 and had lived in the district for 50 years, however, were not true pioneers of the district. They were either descendants of those that were or persons whose families had settled in the district after its establishment.

Prior to the 2001 Foundation Day Luncheon, steps were taken to reduce the number of guests reaching eligibility by increasing the number of years that a guest had to be living in the district to 52 years and stipulated that each subsequent year this eligibility would increase by one year (i.e. 2003, required 53 years in the district and so on).

PURPOSE:

To recognise the pioneering families of the district by hosting an annual function for guests who are eligible to attend by meeting the criteria established by this policy.

[1]

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POL	RECOGNITION – CITY OF COCKBURN PIONEERS	SC36

POLICY:

(1) Council will conduct an annual luncheon on the Friday prior to Foundation Day in June each year, to acknowledge current residents of the City of Cockburn who are recognised as Pioneers of the District, in accordance with the criteria established by this policy.

(2) Each year, the City will place an advertisement in the "Cockburn Herald" and "Cockburn Gazette" newspapers inviting those residents of the City of Cockburn who meet the criteria to nominate themselves for inclusion on the guest list for the luncheon.

(3) Following the advertised closing date for the receipt of applications, those residents who respond and satisfy the eligibility criteria will be sent an invitation to attend the function.

(4) Persons who satisfy the following criteria will be eligible to be included on the guest list for the annual function:-

1. current residents of the District for a period of at least 60 years;

2. Current elected members and executive staff members of the City of Cockburn.

(5) The luncheon will be conducted at a suitable venue capable of accommodating the number of persons attending the function each year. Any expenses associated with the hiring of the venue will be charged to the overall cost of the function.

to be deleted

Document Set ID: 8194825
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POL	MAYOR'S AUTHORITY TO ARRANGE FUNCTIONS AND PROVIDE HOSPITALITY/GIFT	SC10

POLICY CODE:	SC10
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	15 April 1997
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:		
DAPPS Meeting:	14 November 2005 22 March 2012	28 November 2013 24 August 2017
OCM:	8 December 2005 12 April 2012	12 December 2013

to be deleted

BACKGROUND:

Changes to the Local Government Act 1995 (WA) have specified the roles of Mayor and Councillors in clearer terms than previously.

PURPOSE:

To enable the Mayor to continue to arrange functions on behalf of Council, within the provided Budget funding.

POLICY:

That the Mayor be authorised:

(1) to arrange receptions and functions of a civic nature on behalf of Council, provided the total expenditure incurred on such functions is allowed for within Council's budgetary framework. Where the Budget identifies these individually, each function is to be separately costed and no known over expenditure on any occasion is to be incurred without prior consent of Council; and

[1]

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POL	MAYOR'S AUTHORITY TO ARRANGE FUNCTIONS AND PROVIDE HOSPITALITY/GIFT	SC10

(2) to conduct minor acts of hospitality, which may involve the dispensing of refreshments to other persons with whom Council has an association, within the confines of the Elected Member's area of the Administration Building;

(3) to conduct information tours / inspections of facilities or services which are located within the Perth Metropolitan area and pay for meals and refreshments consumed by Elected Members and other stakeholders, where such visits have the potential to provide a benefit to the City;

A prescribed form will be made available to the Mayor for the purpose of claiming reimbursement of permissible expenses under this Policy and will be forwarded together with accompanying tax receipts to the Chief Executive Officer for authorisation. Once the necessary documentation is received the Chief Executive Officer will arrange for the approved reimbursement amount to be credited by electronic means to the bank account nominated at the earliest opportunity, or otherwise by cash or cheque, as appropriate.

(4) to conduct:

1. on-site inspections; or
2. meetings

in relation to issues of importance to the City of Cockburn, and accompanied by other Elected Members and/or Stakeholders to whom the issue(s) may be of specific interest or relevance, and be reimbursed the cost of providing meals/refreshments/beverages to the Elected Members/Stakeholders present, should circumstances warrant discussion related to the issue taking place, following the inspection or meeting, at a conveniently located café, or similar premises, subject to all claims identifying the occasion and member(s) participating in the refreshments. This authority is extended to Councillors on occasions when the Mayor is not present. An expenses form to claim reimbursement needs to be submitted to Chief Executive Officer after the event, following which the amount to be reimbursed will be processed in the same manner as (3) above.

(5) To request through the Chief Executive Officer for Council resources of up to $100 per occasion to be accessed to acknowledge:-

1. recognised significant milestone occasions achieved by an elected/staff or community member; and

2. other occasions where a token gesture of goodwill to a community member is considered appropriate.

to be deleted

POL	DISTRIBUTION OF CITY OF COCKBURN PROMOTIONAL ITEMS & MATERIAL	AC4

POLICY CODE:	AC4
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	19 June 2001
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	22 March 2012 28 November 2013 24 August 2017
OCM:	17 September 2002 12 April 2012 12 December 2013

to be deleted

BACKGROUND:

From time to time, Council produces items for promotional purposes for use as gifts or give away mementos to guests or associates of the City or at Civic functions held by Council.

PURPOSE:

To define the occasions upon which these items may be dispensed by Council representatives.

POLICY:

Promotional items and gifts produced for the City of Cockburn shall be secured and accounted for by the Chief Executive Officer (CEO).

These materials are available for distribution by Elected Members and senior staff on occasions of hosting Civic receptions, or attending functions on goodwill visits to other organisations either locally, interstate or overseas.

The materials may be made available to any Elected Member (by the Mayor), or Council Officer (by the CEO) as souvenir gifts to be provided to other persons or organisations as the result of attendance at a function or activity as a representative of the City.

[1]

Document Set ID: 8194825
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POL	DISTRIBUTION OF CITY OF COCKBURN PROMOTIONAL ITEMS & MATERIAL	AC4

Elected Members may access a bulk supply of materials in advance by submitting a request to the CEO.

to be deleted

[2]

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

POS	MINOR OCCASIONS OF HOSPITALITY/ENTERTAINMENT	PSES3

POSITION STATEMENT CODE:	PSES3
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	182/002
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	10 March 2016
ATTACHMENTS:	N/A
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013 27 February 2014 25 February 2016
OCM:	14 February 2013 13 March 2014

to be deleted

BACKGROUND:

From time to time it is appropriate for the Chief Executive Officer (CEO) to provide acts of minor hospitality and/or entertainment to stakeholders or employees of Council.

PURPOSE:

To allow the CEO the necessary authority to access Council resources to provide for occasional functions of this nature, as deemed appropriate by the CEO.

POSITION:

The Chief Executive Officer (CEO) is authorised to access the resources of the City in order to provide minor acts of hospitality, entertainment and/or refreshments, on occasions as deemed appropriate by the CEO as a gesture of goodwill or to enhance relationships between the City and any of its stakeholders or employees. This authority is in addition to any other occasion when Council may empower the CEO to expend budgeted funds, or the Mayor may approve use by the CEO of facilities in the Elected Members area, in providing the hospitality of the City to any third party or parties.

[1]

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

13.5 (2018/MINUTE NO 0027) POLICY COUNCIL ADMINISTRATION BUILDING ACCESS

Author(s) M Tobin

Attachments
1. Proposed Council Administration Building Access Policy ⇩
2. Policy SC16 'Council Administration Centre- Designation of Areas and Access Protocols' ⇩

RECOMMENDATION
That Committee

(1) adopt the proposed policy Council Administration Building Access; and

(2) delete the Policy SC 16 – Council Administration Centre – Designation of Areas and Access Protocols; and.

as attached to the Agenda.

COMMITTEE RECOMMENDATION
MOVED Cr C Reeve-Fowkes SECONDED Cr M Separovich
That the recommendation be adopted subject to amending the Draft Policy, as follows:

(1) clause (1) – Elected Members Area

Insert ', Councillors' following the word 'Mayor' in line one of the second last paragraph on Page (2), and

(2) delete 'Building Layout' and the associated diagram, as shown on Page (3).

CARRIED 5/0

Reason for Decision

1. The new Draft Policy inadvertently excluded Councillors from offering civic hospitality within the area allocated for Elected Members in the Administration Building; and

2. The 'Building Layout' section is new Draft Policy is not required as the relevant areas are adequately defined within the Policy.

Background

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

This policy has been reviewed as part of the organisational policy and position statement review. Whilst it was listed as a Review Priority 2, it has been completed and is therefore submitted for consideration at this Meeting.

Submission

N/A

Report

The new policy is a shortened version of the current policy SC 16 - Council Administration Centre – Designation of Areas and Access Protocols. Very little has been changed but extraneous text has been excluded. Minor changes have been made as to who may authorise relevant parts of the Policy for simplification purposes and to reflect current practice.

Reference to the Act is made in regard to use of the Mayor's suite as this informs those who may wish to use the area and clarifies the reasoning for current practice.

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Provide for community and civic infrastructure in a planned and sustainable manner, including administration, operations and waste management.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

The risk to Council of deferring a decision or not adopting the new policy is that the old policy will continue when there is an opportunity to modernise and improve the policy to ensure clarity.

Advice to Proponent(s)/Submitters

N/A

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

This policy assists Council to ensure compliance with Section 3.18(3)(c), efficient and effective management of local government.

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

Title	**COUNCIL ADMINISTRATION BUILDING ACCESS**
Policy Number (Governance Purpose)	

City of Cockburn
wetlands to waves

Policy Type

Council

Policy Purpose

This policy designates areas within the Council Administration Building, their intended use and access protocols.

Policy Statement

The Council Administration Building has defined areas for Elected Members, staff and the public. These areas are shown on the layout diagram at the end of this policy and use/access is described below.

(1) Elected Members' Area

The Elected Members' Area is primarily for the use of Elected Members and includes:

1. Council Chamber - used for all Ordinary and Special Meetings of Council, as well as Electors' Meetings.
2. Mayor's suite – used by the Mayor for Council related business; or in the Mayor's absence, an Elected Member performing Council duties pursuant to Sec. 5.34 or 5.35 of the Local Government Act, 1995.
3. Elected Members' suite – used for Council related business. If an Elected Member is hosting a member of the public within this suite, they are responsible for conduct and security. Members of the public are not to be in the facility without a host.
4. Function Room/Reception Area (including bar) – used for public meetings, workshops and civic functions.
5. Dining Room – used for meetings, briefings and meals.
6. Committee Room 1- used by staff but use by Elected Members takes precedence.
7. Committee Room 2 - used by staff but use by Elected Members takes precedence.
8. Bar – mainly used for civic functions.
9. Kitchen – commercial kitchen for use by catering and civic support staff.

[1]

DRAFT

Document Set ID: 8194825
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Title	**COUNCIL ADMINISTRATION BUILDING ACCESS**
Policy Number (Governance Purpose)	

10. Upper level foyer

11. Gallery

12. Toilets

Requests for use other than that listed above may be considered by the Mayor or Chief Executive Officer.

Hospitality offered in these areas is to be appropriate to the occasion and at the discretion of the Mayor or Chief Executive Officer. Anyone serving alcohol in these areas is to have a current 'Responsible Service of Alcohol' certificate.

(2) Staff Area

Staff Work Areas are those designated for the staff to conduct their normal employment duties. These areas are not to be accessed by Elected Members or the public without the authorisation of a senior member of staff (manager or above). The Mayor has authorisation to access the Executive and Civic Support areas.

(3) Public Areas

The entry level foyer on the ground floor may be freely accessed by the public to conduct business with Council, during business hours. Outside of business hours, access is restricted. Access to the upper level areas is restricted at all times to ensure security.

(4) Security

All areas are subject to a range of security including swipe card access, surveillance cameras, alarms, physical locks and security personnel. Evacuation plans and signage is located throughout all the areas. Access to the building is controlled by Civic Support, Executive Support and Customer Service as appropriate.

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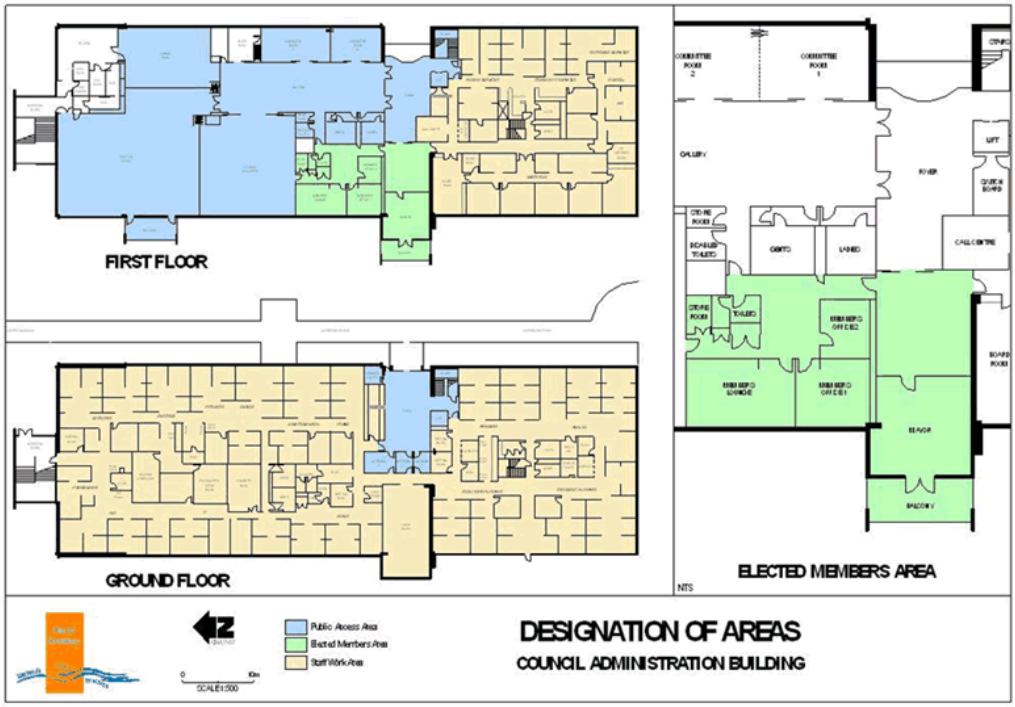
Title	**COUNCIL ADMINISTRATION BUILDING ACCESS**
Policy Number (Governance Purpose)	

Building Layout



Strategic Link:	Governance Framework
Category	Elected Members
Lead Business Unit:	Strategy and Civic Support
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[3]

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

POL	COUNCIL ADMINISTRATION CENTRE – DESIGNATION OF AREAS & ACCESS PROTOCOLS	SC16

POLICY CODE:	SC16
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	19 June 2001
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	Yes
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:		
DAPPS Meeting:	17 July 2008 22 March 2012	28 November 2013 24 August 2017
OCM:	14 August 2008 12 April 2012	12 December 2013

to be deleted

BACKGROUND:

Council has established a Policy that identifies areas within the Council Administration Centre that are primarily for Elected Members and the Staff, as well as those parts of the Centre that are to be accessible to the public.

PURPOSE:

To designate areas within the Council Chambers and Administration Centre, their intended use and access protocols.

POLICY:

(1) Defined Areas

The Elected Members' Area is exclusively for Elected Members and is defined on the attached plan and includes:-

- The Mayor's suite
- The Elected Members' suite

Public Access Areas that can be accessed by the Elected Members (at all times), approved staff and members of the public (attending authorised meetings) are defined on the attached plan and include:-

[1]

POL	COUNCIL ADMINISTRATION CENTRE – DESIGNATION OF AREAS & ACCESS PROTOCOLS	SC16

- The Council Chamber
- The Function Room/Reception Area (including bar)
- Dining Room
- Bar (Elected Members and designated Staff only)
- Kitchen (authorised catering staff only)
- Gallery
- Public Toilets
- Front Foyer
- Committee Room 1
- Committee Room 2

Staff Work Areas are those designated for the staff to conduct their normal employment duties. These areas are not to be accessed by Elected Members or the public without the authorisation of a senior member of staff (manager or above).

(2) Public Access Areas Usage Policy

1. Council Chamber

The Council Chamber will be used for all Ordinary and Special Meetings of Council, as well as Annual Electors' Meetings.

In addition, any Committee or organisation which is formally represented by a Council delegate may conduct its meetings in the Chamber, subject to such meetings not clashing with any organised City of Cockburn meeting or function and provided that such meetings are not suited or able to be conducted in Committee Rooms 1 or 2.

The normal protocol is that the Chamber will remain permanently set up for its primary purpose. Specific or occasional one-off usage of the Council Chamber may be approved by the Mayor from time to time.

2. Function Room/Reception Area

This is the primary area for conduct of large-scale public meetings, workshops, civic receptions and other formal occasions. These occasions are to be strictly controlled, so as not to place an undue burden on the condition and function as the City's primary civic space.

3. Dining Room

The Dining Room may be used for the serving of sit down meals to be provided for Council representatives and guests who are attending a meeting or presentation at the Council building.

The Mayor or Chief Executive Officer may approve occasional use of this facility, subject to availability.

[2]

to be deleted

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POL	COUNCIL ADMINISTRATION CENTRE – DESIGNATION OF AREAS & ACCESS PROTOCOLS	SC16

While access to the Function and Dining Room also provides access to the adjacent bar, the provision of alcohol and other beverages will only be the norm for major civic functions; eg. Council meetings and citizenship ceremonies. On these occasions it is necessary for persons serving alcohol to be in possession of a valid 'Responsible Service of Alcohol Certificate'.

The Bar facility shall be made available to provide hospitality to Elected Members and visitors who are present in the Elected Members area on Council related business. Any Elected Member present in these circumstances may open the bar and offer refreshments on behalf of Council. In the absence of an Elected Member, the Chief Executive Officer or his nominee is authorised to offer hospitality to appropriate visitors.

For Staff use, the Chief Executive Officer is the approving authority for any request to open the bar outside of these civic events.

4. Mayor's Suite

The Mayor's Suite is available for the Mayor to use at his or her discretion on Council related business or activity. This use also applies to the Deputy Mayor, or an appointed Councillor, in the Mayor's absence, performing Council duties pursuant to Sec. 5.34 or 5.35 of the Local Government Act, 1995.

5. Elected Members' Suite

This area is exclusively for Elected Members and staff members assigned to assist them on specific projects. It provides offices with desktop computers, a printer and access to other reproduction equipment, separate ablutions and a lounge area.

Secured facilities will be made available for Elected Members for the placement of any material related to the performance of their Council functions and for other purposes.

The Mayor and individual Councillors inviting members of the public to the Elected Members Suite as their guests, are:

(a) To be responsible for the entertainment and conduct of the guest(s).
(b) To escort their guest(s) from the area upon departing.
(c) To observe security arrangements.
(d) To introduce guests to the Mayor and/or other Councillors, if they are utilising the facility at the time of visit.

[3]

to be deleted

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POL	COUNCIL ADMINISTRATION CENTRE – DESIGNATION OF AREAS & ACCESS PROTOCOLS	SC16

Note: The inviting Elected Member must remain in the room until his/her guest(s) has/have departed, or make arrangements with another Elected Member to host the visitor(s).

As the room is provided as a working and relaxation area for Elected Members, individuals are to ensure that courtesy and respect is shown for other users at all times, including an acceptable standard of dress.

(3) After Hours Security

The primary means of entry to the Council Administration Centre is via the front foyer. In the event of an emergency any person in the building may exit via the foyer or the fire emergency exits located on the northern stairwell and western end of the ground floor in the staff area.

The security alarm will be deactivated prior to the conduct of meetings. At times outside of ordinary office hours when any person having made arrangements to enter the Council Administration Centre area they should:-

1. ensure that they have with them the security access card;
2. ensure that the alarm system is deactivated immediately upon entering the building;
3. ensure that the Caretaker is advised prior to leaving the building (contact number is located in bar next to telephone).

(4) re-activate the alarm and turn off lights and airconditioning unless requested otherwise by the Caretaker.

to be deleted

[4]

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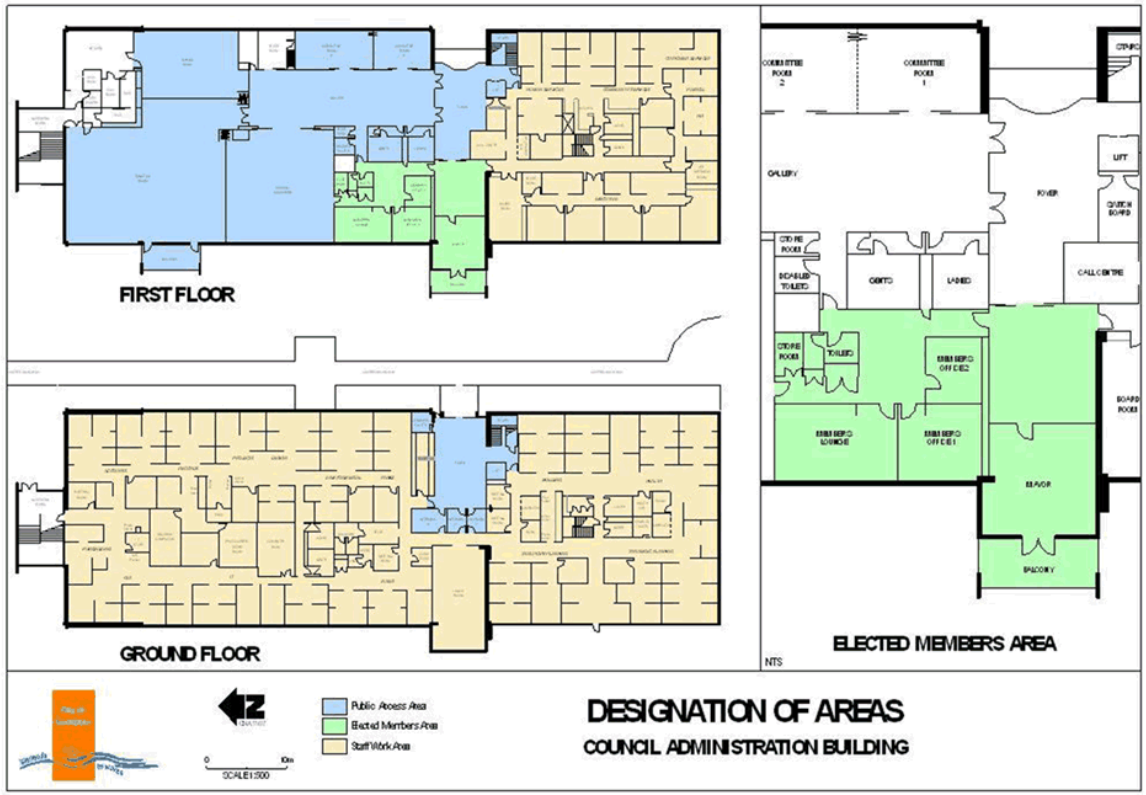
POL	COUNCIL ADMINISTRATON CENTRE – DESIGNATION OF AREAS & ACCESS PROTOCOLS	SC16

ELECTED MEMBERS' AREA



Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

13.6 (2018/MINUTE NO 0028) POLICY RECOGNITION OF ELECTED MEMBERS ON CESSATION OF SERVICE

Author(s) M Tobin

Attachments
1. Proposed Recognition of Elected Members on Cessation of Service Policy ⇩
2. Proposed deletion of Policy SC25 'Recognition of Elected Members on Retirement' ⇩

RECOMMENDATION
That Committee

(1) adopt the proposed policy Recognition of Elected Members on Cessation of Service; and

(2) delete the policy SC 25 – Recognition of Elected Members on Retirement;

as attached to the Agenda.

COMMITTEE RECOMMENDATION
MOVED Cr C Reeve-Fowkes SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 5/0

Background

This policy has been reviewed as part of the organisational policy and position statement review. Whilst it was listed as a Review Priority 2, it has been completed and is therefore submitted for consideration at this Meeting.

Submission

N/A

Report

The new policy is a rewrite and modernisation of Policy SC 25 - Recognition of Elected Members on Retirement.

The purpose of this policy is to provide direction on acknowledgement the length of service provided by elected members to the local government so that they are appropriately recognised for their contributions. The use of the word retirement has been avoided as this

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Version: 1, Version Date: 07/03/2019

does not seem appropriate for a younger generation of Elected Members who may simply complete one or two terms and then may move on. By making the policy broader it also accounts for when an Elected Member may pass away or become medically unable to occupy the position.

The policy has also been changed to allow for vouchers (not cash) as a choice, because some members may prefer to choose their own gift at a later time. All Elected Member's name and term of service are recorded on an Honour Board in the Administration Building, which are on public display, which represents a traditional and long-lasting memento in itself.

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

Expenditure on recognition for Elected Members is covered in annual budgets.

Legal Implications

Regulation 34AC of the Local Government (Administration) Regulations 1996 refers.

Community Consultation

N/A

Risk Management Implications

The risk to Council of deferring a decision or not adopting the new policy is that the old policy will continue when there is an opportunity to modernise and improve the policy to ensure clarity.

Advice to Proponent(s)/Submitters

N/A

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

This policy assists Council to ensure compliance with Section 3.18(3)(c), efficient and effective management of local government.

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

Title	**RECOGNITION OF ELECTED MEMBERS ON CESSATION OF SERVICE**
Policy Number (Governance Purpose)	

City of Cockburn
wetlands to waves

Policy Type

Council

Policy Purpose

This policy provides for recognition of service to the community by Elected Members upon cessation of their service. Regulation 34AC of the Local Government (Administration) Regulations, 1996, as amended, apply to this policy.

Policy Statement

Elected Members who have served the community for at least one full four year term of office are entitled to a gift for service, as determined by the Chief Executive Officer in conjunction with the Mayor.

The value of the gift may be up to $100 per year of service to a maximum of $1,000.

The gift may be given as a store / service voucher or as an item, as preferred by the Elected Member. Cash may not be given as a gift.

The gift may be presented at a suitable occasion as agreed with the Elected Member.

An Elected Member may decline such a gift and should advise the Chief Executive Officer or Mayor at the earliest convenience.

A budget is approved each year to provide for gifts pursuant to this policy.

If an Elected Member's service is 12 or more years, a request shall be forwarded to the Western Australian Local Government Association (WALGA), for additional recognition of service.

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Title	**RECOGNITION OF ELECTED MEMBERS ON CESSATION OF SERVICE**
Policy Number (Governance Purpose)	

Strategic Link:	Strategic Community Plan
Category	Elected Members
Lead Business Unit:	Governance
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

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[2]

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

POL	RECOGNITION OF ELECTED MEMBERS ON RETIREMENT	SC25

POLICY CODE:	SC25
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	17 September 2002
DATE LAST REVIEWED:	14 September 2014
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:		
DAPPS Meeting:	22 September 2011 22 March 2012	28 November 2013 24 August 2017
OCM:	13 October 2011 12 April 2012	12 December 2013

to be deleted

BACKGROUND:

It is acknowledged that the primary motivation of Elected Members in local government is to serve the community. This involves being available to deal with the concerns of their constituents at all times. Despite the provisions of Meeting fees and allowances, Elected Members in local government are still required to devote an inordinate amount of their personal time for the benefit of the community.

PURPOSE:

To recognise this service to the community by the provision of a gift to Elected Members of the City of Cockburn upon their retirement from Council.

POLICY:

Retiring Elected Members are entitled to receive a gift for service to the City of Cockburn as determined by the Chief Executive Officer (CEO) in conjunction with the Mayor, and, if appropriate, the Elected Member(s) concerned.

(1) The gift will be based on the following criteria:

1. Elected Members receive a gift to the value of up to $100 per annum of service, to maximum of $1,000, on their retirement from Office, in accordance with Regulation 34AC of the Local Government (Administration) Regulations, 1996, as amended.

[1]

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POL	RECOGNITION OF ELECTED MEMBERS ON RETIREMENT	SC25

2. No gift will be given as cash or a voucher and should be suitable for keeping as a memento.

3. The gift will be suitably engraved to acknowledge the length of service of the Elected Member.

4. The gift will be presented at the Swearing In Ceremony or Annual Christmas Function, following each Ordinary Council Election day.

5. Appropriate funds will be made available within the "Governance – Members of Council" cost area of the Municipal Budget for the purchase of gifts pursuant to this Policy.

(2) An Elected Member may decline to accept a gift by advising the CEO, or Mayor, upon his or her retirement.

(3) Council shall forward a request to the Department of Local Government and Sport and Cultural Industries on behalf of a retiring Elected Member for recognition of service, if their term of service is eight (8) or more years.

to be deleted

[2]

13.7 (2018/MINUTE NO 0029) PROPOSED NEW POLICY 'EXECUTION OF DOCUMENTS'

Author(s) J Ngoroyemoto

Attachments
1. Proposed New Policy 'Execution of Documents' ⇩
2. Policy AES2 'Common Seal of the City of Cockburn' ⇩
3. Delegated Authority AES2 'Council's Common Seal' ⇩
4. Delegated Authority LGAES11 'Execution of Documents' ⇩

RECOMMENDATION
That Committee

(1) adopt the proposed new Policy 'Execution of Documents'; and

(2) delete policy AES2 'Common Seal' and associated delegations of authority AES2 'Council Common Seal' and LGAES11 'Execution of Documents';

as attached to the Agenda.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COMMITTEE RECOMMENDATION
MOVED Cr C Reeve-Fowkes SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 5/0

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

Background

This policy has been reviewed as part of the policy review project. This policy was identified as a Review Priority 1, due for presentation at the November DAPPS meeting, in accordance with the adopted schedule plan for Council policies review.

The review has been completed and is therefore submitted for consideration.

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Version: 1, Version Date: 07/03/2019

Submission

N/A

Report

This is a new Policy which incorporates content from current Policy AES2 Council Common Seal. The proposed policy broadens the scope to cover guidance on the appropriate method of execution of documents and use of the Common seal.

The City also currently has (2) two Delegated Authority documents pertaining to this subject matter:

- Delegated Authority - AES2 Council Common Seal
- Delegated Authority – LGAES11 Execution of Documents

Local Government Act 1995 Section 2.5 (2) stipulates that a local government is a "body corporate with perpetual succession and a Common Seal". There is no stipulated requirement for the use of the Common Seal in particular circumstances.

Section 9.49 stipulates that "a document is, unless this Act requires otherwise, sufficiently authenticated by a local government without its Common Seal if signed by the CEO or employee of the local government who purports to be authorised by the CEO to so sign".

Section 9.49A contains detailed provisions regulating the execution of documents by a local government, including the execution of documents using the Common Seal.

It is therefore recommended to delete Delegated Authority - AES2 Council Common Seal and Delegated Authority – LGAES11 Execution of Documents. Section 9.49A clause 4 clearly expresses that this power should be authorised and not delegated. The proposed policy will cover for all executive documents execution matters and authorisations. Having 1 (one) policy covering all aspects of signing executive documents will provide consistency and remove cross referencing different policies and delegations for this function.

The proposed policy will also now include the different categories of documents and descriptions of the document types, as well as the authorised position to execute the signing. It is to be noted that the practical application and officers that currently sign executive documents will not change by adopting the proposed policy.

Family and Community Development Manager has been added as an authorised officer for signage of Community Services Projects, Service Agreements, Licenses & Related Documents that do not require the

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Common Seal. This position has responsibility for a significant number of grant funded services and projects, which requires regular renewal and minor variations.

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

The risk to Council of deferring a decision or not adopting the new policy is that the old policy will continue when there is an opportunity to modernise and improve the policy to ensure clarity.

Failure to adopt the proposed policy will result in a compliance risk in accordance with Section 9.49A of the Local Government Act 19915 which contains detailed provisions regulating the execution of documents by a local government, including the execution of documents using the Common Seal.

Advice to Proponent(s)/Submitters

N/A

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

Nil

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Title	**Execution of Documents**
Policy Number (Governance Purpose)	

City of Cockburn
wetlands to waves

Policy Type

Council

Policy Purpose

To establish, in accordance with the requirements of Division 3 sections 9.49 and 9.49A of the Local Government Act 1995 (the Act):

- Protocols for affixing and administration of the City of Cockburn Common Seal; and
- Authority for the Chief Executive Officer and other Officers and Agents to execute (sign) documents on behalf of the City of Cockburn.

Policy Statement

This Policy applies to all City officers preparing documents for execution and/or who have been authorised through the provisions of this Policy to execute documents on behalf of the City. Any legislation, formal requirements of a Commonwealth or State department, authority or agency (as described in a Policy) or Council decision will take precedent over this Policy in the event of any inconsistency.

The Policy covers three categories of documents as outlined below.

(1) Category 1 Documents – Common Seal

1. Category 1 documents require the City's Common Seal to be affixed.
2. The Mayor and Chief Executive Officer be authorised to affix the Common Seal to documents appertaining to all dealings initiated by a Council Resolution. In this regard the Council Resolution need not refer to the sealing of a document or documents and may express its wish for certain action which may ultimately require the affixing of the Common Seal to a document or documents to achieve the Council's intention
3. In the absence of the Mayor and/or the Chief Executive Officer, as the case may be, the Deputy Mayor and the Acting Chief Executive Officer be authorised to affix the Common Seal. In the absence of the Mayor or the Deputy Mayor the provisions of Section 5.35(2) of the Local Government Act, be invoked
4. The Mayor and Chief Executive Officer are authorised to affix the Common Seal to new Funding or Contracts of Agreement between the Council and State or Commonwealth Governments
5. Following is a list of documents that are Category 1 documents:

   (a) Local Planning Scheme and Local Planning Scheme Amendments
   (b) Adoption or Repeal of Local Laws
   (c) Debenture document for loans which Council has resolved to raise

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Title	Execution of Documents
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(d) Documents of a ceremonial nature
(e) Documents which, in the opinion of the CEO, a Director and/or Legal Services, are sufficiently complex, high risk and/or significant in nature to warrant the affixing of the Common Seal
(f) New Funding Agreements

6. Land Matters

The affixing of the Common Seal to documents relating to land matters including (but not limited to) the following:

(a) Deeds, including Deeds of Arrangement, Development Contribution Deeds, Deeds of Indemnity and Memorandums of Understanding in respect to sale, purchase or other commercial dealings relating to assets and equitable interests
(b) Leases (including extensions, renewals, assignments and variations)
(c) Licences to occupy land or premises
(d) Restrictive Covenants - under section 129BA of the Transfer of Land Act 1893 and any discharge or variation of covenants
(e) Lodgement, modification and withdrawal of memorials
(f) Easements and the surrender or modification of easements
(g) Rights of carriageway agreements and withdrawal or variation of rights of carriageway agreements
(h) Reciprocal access agreements and withdrawal or variation of reciprocal access agreements

shall be undertaken by two (2) of the following persons:

- Mayor;
- Deputy Mayor;
- Chief Executive Officer;
- Director;
- Manager Strategic Planning; and
- Property & Lands Officer.

7. Existing Funding Agreements

The affixing of the Common Seal or the signing of funding agreements for programs to which Council has previously adopted or additions to existing programs which in the view of the Chief Executive Officer are in accordance with the original intent of the adopted program, including those provided by Federal and State Government Agencies, shall be undertaken by two (2) of the following Persons; the Mayor, Deputy Mayor, Chief Executive Officer, Director, Manager Community Development and Child Care & Seniors Manager.

(2) Category 2 Documents - do not require the Common Seal to be affixed

Under section 9.49(A) (4) of the Act, Council authorises those officers listed in the table below to sign documents on behalf of the City. These authorisations do not undermine any delegations which may be in place. Where a Category 2 document

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Title	**Execution of Documents**
Policy Number (Governance Purpose)	

falls into more than one descriptor, the lowest organisational level prescribed is authorised to sign.

Description	Authority to Execute
Offer and Acceptance forms and associated documents required to enact a decision of Council to purchase or sell land. This does not include mortgage and Transfer of Land documents which are Land gate forms listed as Category 1 documents.	CEO
Documents required enacting a decision of Council, which are not Category 1 documents.	CEO; any Director.
Community Services Projects; Service Agreements, Licenses & Related Documents	CEO; any Director, Manager, Community Development, Family & Community Development Manager, and Child Care & Seniors Manager
Marina Related Documents; Pen licensees	CEO; any Director; City officer delegated authority by the CEO; Manager Infrastructure Services, and Marina & Coastal Engineering Manager.
Documents required enacting a decision made under delegated authority or as a condition of approval given under delegated authority.	City officer delegated authority by the CEO.
Documents required when the City owns land, or manages land under a management order, or lease	CEO; any Director; Manager, Strategic Planning and Property & Lands Officer.
Application for subdivision, survey strata, strata title or development approvals as they relate to the City's land	CEO; any Director; Manager, Strategic Planning and Property & Lands Officer
Documents prepared for registration at Land gate. The above authorisation does not extend to: • mortgage documents; and • Transfer of Land forms, which are category 1 documents.	CEO; any Director; Manager Strategic Planning. Manager, Statutory Planning
Indemnity given by the City to a third party. (Indemnities can only be issued following confirmation from Council Insurer that the project is covered by the City's insurance)	CEO; any Director; (Land matters only)Manager, Strategic Planning and Property & Lands Officer

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Title	**Execution of Documents**
Policy Number (Governance Purpose)	

Description	Authority to Execute
Memorandums of Understanding and other statements of intent and terms and conditions.	CEO; any Director; Senior Managers. Land matters only - Property & Lands Officer

(3) Category 3 Documents

1. Category 3 documents are documents that are created in the normal course of business to discharge the duties of an officer's position in a manner consistent with City policies and procedures.
2. Category 3 documents are correspondence which relate to day-to-day routine communications or transactions and do not require specific authorisation through this Policy, as they are the subject of Section 5.41(d) of the Local Government Act, 1995, prescribing the CEO's duty to manage the day to day operations of the City. Such duties are undertaken by "acting through" Officers.

Strategic Link:	Corporate Governance Framework
Category	Governance
Lead Business Unit:	Governance
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

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POL	COMMON SEAL OF THE CITY OF COCKBURN	AES2

POLICY CODE:	AES2
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Services
SERVICE UNIT:	Executive Services
RESPONSIBLE OFFICER:	Director, Administration & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	15 April 1997
DATE LAST REVIEWED:	10 March 2016
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	AES2
VERSION NO.	6

Dates of Amendments / Reviews:		
DAPPS Meeting:	15 November 2007 26 July 2012 31 January 2013	27 February 2014 25 February 2016
OCM:	15 April 1997 13 December 2007 9 August 2012	14 February 2013 13 March 2014

to be deleted

BACKGROUND:

Under the provisions of the Local Government Act, 1995, (sec 9.71) - Transitional Provisions) Council is required to continue to keep registers which were required under the previous (1960) Act. A Common Seal Register was required to be maintained.

PURPOSE:

To enable the execution of documents requiring the affixation of Council's Common Seal.

POLICY:

1. General

(a) The Mayor and Chief Executive Officer be authorised to affix the Common Seal to documents appertaining to all dealings initiated by a Council Resolution. In this regard the Council Resolution need not refer to the sealing of a document or documents and may express its wish for certain action which may ultimately require the affixing of the Common Seal to a document or documents to achieve the Council's intention;

[1]

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POL	COMMON SEAL OF THE CITY OF COCKBURN	AES2

(b) In the absence of the Mayor and/or the Chief Executive Officer, as the case may be, the Deputy Mayor and the Acting Chief Executive Officer be authorised to affix the Common Seal;

(c) In the absence of the Mayor or the Deputy Mayor the provisions of Section 5.35(2) of the Local Government Act, be invoked;

(d) The Mayor and Chief Executive Officer are authorised to affix the Common Seal to new Funding or Contracts of Agreement between the Council and State or Commonwealth Governments for programs to which Council has previously adopted or additions to existing programs which in the view of the Chief Executive Officer are in accordance with the original intent of the adopted program.

2. Land Matters

The affixing of the Common Seal to documents relating to land matters including caveats, withdrawal of instruments, memorials, leases, transfers, deeds, licences and covenants and easements shall be undertaken by two (2) of the following persons:

- the Mayor or Deputy Mayor;
- Chief Executive Officer;
- Directors;
- Manager, Planning Services; and
- the Property & Lands Officer.

3. Funding Agreements

The affixing of the Common Seal or the signing of funding agreements, on behalf of Council, including those provided by Federal and State Government Agencies, shall be undertaken by two(2) of the following persons:

- the Mayor or Deputy Mayor;
- Chief Executive Officer;
- Directors;
- Manager, Community Development; and
- Child Care & Seniors Manager

4. Details of all transactions where the Common Seal has been affixed shall be recorded in the Delegated Authority Portal System.

[2]

to be deleted

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DA	COUNCIL'S COMMON SEAL	AES2

DELEGATED AUTHORITY CODE:	AES2
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Services
SERVICE UNIT:	Executive Services
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	9 June 2016
ATTACHMENTS:	N/A
VERSION NO.	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012 27 February 2014	25 February 2016 26 May 2016
OCM:	13 May 2010 14 June 2012	13 March 2014 10 March 2016

to be deleted

FUNCTION DELEGATED:

The authority to arrange for the execution of documents requiring the affixation of Council's Common Seal.

CONDITIONS/GUIDELINES:

(1) All transactions requiring the common Seal to be recorded in a Register which shall be accessible by Elected Members upon request to the Chief Executive Officer during normal office hours.

(2) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

As provided for under Council Policy AES2

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Council Policy AES2 – "Common Seal of the City Of Cockburn" refers

DELEGATE:

Chief Executive Officer
Note: The Chief Executive Officer will sub-delegate this Authority to:

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DA	COUNCIL'S COMMON SEAL	AES2

DELEGATE/S AUTHORISED:

Director, Governance & Community Services
Director, Planning & Development
Director, Finance & Corporate Services
Director, Engineering & Works
Manager, Strategic Planning (Land matters only)
City Property & Lands Officer (Land matters only)
Manager, Community Development (Funding Agreements only)
Child Care & Seniors Manager (Funding Agreements only)

to be deleted

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DA	LOCAL GOVERNMENT ACT, 1995 – EXECUTION OF DOCUMENTS	LGAES11

DELEGATED AUTHORITY CODE:	LGAES11
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Services
SERVICE UNIT:	Executive Services
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	14 June 2018
ATTACHMENTS:	N/A
VERSION NO.	9

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012 23 May 2013 22 August 2013 22 May 2014	2 June 2015 26 May 2016 18 May 2017 24 May 2018
OCM:	9 June 2011 14 June 2012 13 June 201 12 September 2013	12 June 2014 11 June 2015 9 June 2016 8 June 2017

to be deleted

FUNCTION DELEGATED:

The authority to sign documents on behalf of the City of Cockburn.

CONDITIONS/GUIDELINES:

(1) Restricted to documents not requiring the Common Seal of the City of Cockburn.

(2) Indemnities can only be issued following confirmation from Council Insurer that the project is covered by the City's insurance.

(3) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

N/A

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Local Government Act, 1995 (Sec.9.49A)

[1]

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DA	LOCAL GOVERNMENT ACT, 1995 – EXECUTION OF DOCUMENTS	LGAES11

DELEGATE:

Chief Executive Officer

SUB-DELEGATE/S:

Director, Governance & Community Services
Director, Finance & Corporate Services
Director, Planning & Development
Director, Engineering & Works
Manager, Community Development } Funding Agreements only
Child Care & Seniors Manager } Funding Agreements only
Manager, Strategic Planning } Land Matters only
Property & Lands Officer } Land Matters only
Manager, Infrastructure Services } Marina Pen Licenses only
Marina & Coastal Engineering Manager } Marina Pen Licenses only

to be deleted

[2]

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Version: 1, Version Date: 07/03/2019

13.8 (2018/MINUTE NO 0030) FRAUD & MISCONDUCT CONTROL & RESILIENCE POLICY

Author(s) J Ngoroyemoto

Attachments
1. Proposed Fraud & Misconduct Control & Resilience Policy ⇩
2. Policy SC55 'Fraud Prevention' ⇩

RECOMMENDATION
That Committee

(1) adopts proposed Fraud and Misconduct Control and Resilience Policy; and

(2) delete policy SC55 'Fraud Prevention';

as attached to the Agenda.

COMMITTEE RECOMMENDATION
MOVED Cr C Reeve-Fowkes SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 5/0

Background

This policy has been reviewed as part of the policy review project. This policy was identified as a Review Priority 1, due for presentation at the November DAPPS meeting, in accordance with the adopted schedule plan for Council policies review.

The review has been completed, and is therefore submitted for consideration.

Submission

N/A

Report

The review of this policy incorporates content from Policy SC55 - Fraud Prevention. This policy scope has been expanded to articulate the City's commitment to a zero-tolerance approach to fraud, misconduct, bribery and corruption (Fraud and Misconduct). A Fraud and Misconduct Framework is also in development to support building resilience through the identification and implementation of strategies to

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prevent, detect and respond to Fraud and Misconduct. This framework will be presented at a future Audit and Strategic Finance meeting.

All content from Policy SC55 - Fraud Prevention has been incorporated with the exception of roles and responsibilities, which will be detailed in the Framework. This leaves the policy focussing on the commitment and objectives regarding managing uncertainty that may impact the City's strategies, goals and objectives.

This policy sets the tone for fraud prevention and detection strategy, and demonstrates the City's commitment to combating fraud and corruption wherever it is found. The proposed policy raises awareness amongst staff that response plans have been devised, to deal with and minimise the damage caused by any fraudulent attack.

The Fraud and Misconduct Control and Resilience Framework will provide an environment for implementation to:

- minimise opportunities for fraud, misconduct, bribery and corruption (whether committed by internal or external parties);
- protect public monies, property, information and organisational / individual rights; and
- maintain the effectiveness of the City's operations

Implementation of this Framework will ensure that the City's workforce acts legally, ethically and in the public interest. This Framework is based upon five best-practice fraud and misconduct control and resilience resources:-

- Western Australian Corruption and Crime Commission – Misconduct Resistance Guidelines (CCC Guidelines);
- Western Australian Corruption and Crime Commission and Public Sector Commission (Joint) – Notification of Misconduct in Western Australia Guidelines (Notification Guidelines);
- The Australian Minister for Home Affairs and Minister for Justice – Commonwealth Fraud Control Guidelines (Commonwealth Guidelines);
- Australian National Audit Office – Fraud Control in Australian Government Entities Better Practice Guide (ANAO Better Practice Guide); and
- Standards Australia – AS 8001-2008 Fraud and Corruption Control (the Australian Standard)

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A detailed Fraud Control Plan will also be developed to provide assurance on areas of high vulnerability to fraudulent and corrupt activities.

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

The risk to Council of deferring a decision or not adopting the new policy is that the old policy will continue when there is an opportunity to modernise and improve the policy to ensure clarity. By explicitly defining actions that constitute fraud, this will ensure that all employees and third parties are aware of what is and is not acceptable

Adoption of the recommendation will ensure a cost effective way of demonstrating the City's commitment to combating fraud and corruption wherever it is found. The development of an anti - fraud culture is a crucial part of the City's fight against fraud.

Advice to Proponent(s)/Submitters

N/A

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

Nil

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Title	**FRAUD & MISCONDUCT CONTROL & RESILIENCE**
Policy Number (Governance Purpose)	

Policy Type

Council

Policy Purpose

To articulate the City of Cockburn's (the City) commitment to a zero-tolerance approach to fraud, misconduct, bribery and corruption (Fraud and Misconduct) and to building resilience through the identification and implementation of strategies to prevent, detect and respond to Fraud and Misconduct.

All Employees will need to be aware of this Policy, the Framework and its implications, together with other stakeholders, including contractors and consultants.

Policy Statement

The City adopts a zero tolerance approach to Fraud and Misconduct and will appropriately deal with all allegations and suspected instances of Fraud and Misconduct. This includes notifying, reporting or referring any such instances to the appropriate authority for investigation and possible prosecution. The City will seek to recover any losses incurred after considering all relevant issues.

The management of Fraud and Misconduct is a collective responsibility of all persons engaged or closely associated with the City in any capacity.

The City's 'Statement of Business Ethics' outlines the integrity and ethical standards expected by the City to ensure business relationships between the City (and its Employees), suppliers and/or service providers exhibit the highest standards of integrity when conducting business.

1) Implementation

1. The City will adopt a Fraud and Misconduct Control and Resilience Framework (the Framework) that is aligned with the Australian Standard AS8001:2008 Fraud and Corruption Control.

2. This Policy along with the Code of Conduct, the City's values and culture and its governance and risk management frameworks all operate in synergy to prevent, detect and respond to potential or actual fraud and misconduct.

3. The Framework establishes the strategies and processes by which the City will determine specific practices, plans and procedures to manage the prevention and detection of fraudulent activities, the related investigation and, where appropriate, referral of incidents to the appropriate authorities.

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Title	FRAUD & MISCONDUCT CONTROL & RESILIENCE
Policy Number (Governance Purpose)	

4. The City provides all Employees with education and training in ethics and fraud awareness to ensure that all Employees understand their responsibilities and obligations.

2) Reporting Serious or Minor Misconduct

A Public Officer or any other person may report to the CCC or the PSC any matter which that person suspects on reasonable grounds concerns or may concern serious or minor misconduct. Information on reporting to the appropriate authority is available on the City's public website.

3) Public Interest Disclosure (PID)

1. Any person may make an appropriate disclosure of public interest information to a proper authority (which includes a local government). The legislation which governs such disclosures is the PID Act.

2. A disclosure can be made by anyone and may be made anonymously. If disclosures are made in accordance with the PID Act, the person making them is protected from reprisal. This means that the person enjoys immunity from civil or criminal liability and is protected from any disciplinary action or dismissal.

3. The PID Act requires local governments to appoint a PID Officer to whom disclosures may be made. The PID Officer should be consulted when considering whether to make a disclosure. Information on public interest disclosures and the City's PID Officers are maintained on the City's public website.

4) Disciplinary and Recovery Action

The City will respond to all instances of Fraud and Misconduct in accordance with its disciplinary process which may lead to termination. The City will also seek to recover any losses it may have suffered through Fraud and Misconduct.

5) Roles and responsibilities

The roles and responsibilities of the Audit and Strategic Finance Committee, CEO, Executive, Managers, Governance Business Unit, Human Resources Business Unit and all Employees in respect of this Policy are articulated in detail in the Framework.

6) Dispute Resolution

All disputes in respect of this Policy must be referred to the Director of Governance and Community Services in the first instance, and if unresolved, to the CEO.

7) Relevant Documents

1. Fraud and Misconduct Control and Resilience Framework
2. Risk Management Policy and Framework

Title	**FRAUD & MISCONDUCT CONTROL & RESILIENCE**
Policy Number (Governance Purpose)	

3. Code of Conduct (Employees and Elected Members)
4. Reporting Serious and Minor Misconduct Policy and Procedures

8) References

In developing the Policy, reference has been made to relevant guidance and/or legislation as follows:

1. Australian Standard for Fraud and Corruption Control (AS8001:2008)
2. Australian Standard for Organisational Codes of Conduct (AS8002:2003)
3. Australian Standard for Whistleblower Protection (AS8004:2003)
4. Australian National Audit Office – Fraud Control in Australian Government Entities
5. Public Sector Commission: Code of Ethics Principles Conduct Guide and Accountable and Ethical Decision Making Modules
6. Corruption & Crime Commission: Agency Misconduct Management Systems and Misconduct Resistance Framework
7. Public Interest Disclosure Act 2003
8. Corruption Crime and Misconduct Act 2003

Term	Definition
Australian Standard	AS8001-2008 – Fraud and Corruption Control
Bribe	The offering, giving, receiving, or soliciting of something of value for the purpose of influencing the action of an official in the discharge of his or her public or legal duties
CCC	Corruption and Crime Commission
CEO	Chief Executive Officer
Code of Conduct	Principles, values, standards, and rules of behaviour that guide the decisions, procedures and systems of the City of Cockburn
Corruption	Dishonest activity in which a director, executive, manager, employee, or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity. The concept of "corruption" [within this standard] can also involve corrupt conduct by the entity, or a person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity
Employee	A person employed by a local government in accordance with section 5.36 of the LGA including the CEO, Directors, Managers, officers, casual and contract employees

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Title	**FRAUD & MISCONDUCT CONTROL & RESILIENCE**
Policy Number (Governance Purpose)	

Term	Definition
Fraud	Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or falsified documentation used or intended for use for a normal purpose or the improper use of information or position for personal financial benefit. The theft of property belonging to an entity by a person or persons internal to the entity but where deception is not used is also considered 'fraud' [for the purposes of this standard] (Source: AS8001:2008).
LGA	Local Government Act 1995
Minor Misconduct	Minor misconduct occurs if a public officer engages in conduct that: (a) adversely affects the honest or impartial performance of the functions of a public authority or public officer, whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct; or (b) involves the performance of functions in a manner that is not honest or impartial; or (c) involves a breach of the trust placed in the public officer; or (d) involves the misuse of information or material that is in connection with their functions as a public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person; **and** constitutes, or could constitute, a disciplinary offence providing reasonable grounds for termination of a person's office or employment. *(Corruption, Crime and Misconduct Act 2003)*
Misconduct	Means when a public officer abuses their position and/or authority for personal gain, to cause detriment to another person, or acts contrary to the public interest (Source: Corruption and Crime Commission)
PID Act	The *Public Interest Disclosure Act 2003* was introduced to encourage people to report wrongdoing within the State Government, local government and public universities and protect them when they do.
PID Officer	The 'Public Interest Disclosure (PID) Officer' is the person who holds the specified position as the proper authority to receive public interest disclosures within the sphere of responsibility of the public authority. This person is designated by the Principal Executive Officer (PEO) under section 23(1)(a) of the PID Act.
PSC	Public Sector Commission

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Title	**FRAUD & MISCONDUCT CONTROL & RESILIENCE**
Policy Number (Governance Purpose)	

Term	Definition
Public Interest Information	means information that tends to show, in relation to its public function a public authority, a public officer, or a public sector contractor is, has been, or proposes to be, involved in: (a) improper conduct; or (b) an act or omission that constitutes an offence under a written law; or (c) a substantial unauthorised or irregular use of, or substantial mismanagement of, public resources; or (d) an act done or omission that involves a substantial and specific risk of – (i) injury to public health; or (ii) prejudice to public safety; or (iii) harm to the environment; or (e) a matter of administration that can be investigated under section 14 of the *Parliamentary Commissioner Act 1971*. *(Public Interest Disclosure Act 2003)*
Public Officer	Includes a member, officer, or employee of an authority, board, corporation, commission, local government, council, committee or other similar body established for a public purpose under an Act. *(Corruption, Crime and Misconduct Act 2003)*
Public Authority	Includes an authority, board, corporation, commission, council, committee, local government, regional local government or similar body established under a written law. *(Corruption, Crime and Misconduct Act 2003)*
Serious Misconduct	Serious misconduct occurs when: (a) a public officer corruptly acts or corruptly fails to act in the performance of the functions of the public officer's office or employment; or (b) a public officer corruptly takes advantage of the public officer's office or employment as a public officer to obtain a benefit for himself or herself or for another person or to cause a detriment to any person; or (c) a public officer whilst acting or purporting to act in his or her official capacity, commits an offence punishable by two or more years' imprisonment. *(Corruption, Crime and Misconduct Act 2003)*

Strategic Link:	Fraud and Misconduct Control and Resilience Framework
Category	Governance
Lead Business Unit:	Governance
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	(Enter Date) This Policy will be reviewed at least every two years
ECM Doc Set ID: (Governance Purpose Only)	

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POLICY CODE:	SC55
DIRECTORATE:	Governance & Community Services Division
BUSINESS UNIT:	Governance & Risk
SERVICE UNIT:	Governance Services
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	13 March 2014
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	2

Dates of Amendments / Reviews:	
DAPPS Meeting:	27 February 2014 24 August 2017
OCM:	

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BACKGROUND:

The City of Cockburn is the custodian of significant public funds and assets therefore it is important that all stakeholders have assurance that these are adequately protected from fraud. Whilst trust is an essential component of the City, this on its own is not sufficient as fraud does happen and often where it is least expected.

Fraud is characterised by dishonest conduct or misuse of position or authority in order to obtain unjust advantage, the theft of funds, assets or information, or the unauthorised use of the City's assets for personal gain.

Persons inside or outside the organisation, or both, can perpetrate fraud. Fraud could have a significant impact on the City and the community, potentially reducing the quality of services delivered and adversely affecting the City's ability to achieve its objectives as set out in the Strategic Community Plan. For the purpose of this policy, 'employee' includes Elected Members, the City's employees (including full-time; part-time temporary and casual), Contractors, Volunteers or the employees of anybody providing services on the City's behalf.

PURPOSE:

The purpose of this policy is to demonstrate the City's commitment to the prevention, detection and investigation of any fraudulent activity. The policy provides a framework for the protection of public assets and the integrity, security and reputation of the City, its management and employees and the services it provides to

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the community. This policy summarises the responsibilities and expected behaviours of Elected Members, employees, contractors, volunteers and all other associated external parties of the City of Cockburn in relation to fraud prevention.

DEFINITIONS:

Fraud: The wilful misuse of the organisation's resources or using one's position and power for personal gain. This includes theft and acts or omissions; improper use of influence or position; and/or improper use of information.

Corruption: The act of corrupting or state of being corrupt, including such practices as bribery, dishonest proceedings and moral perversion.

Misconduct: Where a person takes advantage of their office or employment to obtain a benefit for themselves or others.

POLICY:

The City of Cockburn is committed to protecting its revenue, expenditure and assets from attempts by any person or legal entity, including contractors, agents, intermediaries or employees to gain financial or other benefits by deceit or dishonest conduct.

The City is committed to developing and maintaining an organisational culture which supports and requires the highest standards of moral and ethical behaviour from its employees. At all times, all employees must act with integrity and must not engage in fraudulent activity of any kind, including fraudulent activities which may be perceived to benefit the City.

All employees have a responsibility to be constantly vigilant and to report in confidence any suspected fraud or corruption to either their manager, the Chief Executive Officer or the *Public Information Disclosure (PID) Officer*. All suspected instances of fraud or corrupt conduct will be investigated *(as set out in the City's Public Interest Disclosure Act Guidelines)*.

City of Cockburn will not tolerate fraud or improper conduct by its employees, nor the taking of reprisals against those who come forward to disclose such conduct. Council will meet its commitment to fraud protection by:

- Establishing and maintaining effective policies, procedures and internal control systems and enforcing compliance with these.
- Providing appropriate education and training to all employees to ensure awareness of responsibilities and expectations in respect of fraud, corruption and misconduct.
- Taking appropriate action to investigate reports of suspected fraud or corruption.
- Instigating disciplinary procedures in respect of any employee involved in fraudulent activities (*as per Council's Incident Discipline Process*).

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- Centralised risk management approach, including the risk of fraudulent activity.

Legislation/Standards

- Local Government Act 1995.
- AS 8001: 2008 Fraud and Corruption Control.
- Public Interest Disclosure Act 2003.
- Corruption and Crime Commission Act 2003.
- Fraud Control in Australian Government Entities (Australian National Audit Office, 2011).

Council Responsibility

Council is responsible for the good governance of the municipality and for the protection of public money and assets, and Council's reputation. It is responsible for setting the highest standards of honesty and integrity in the provision of services to the community and the management of the organisation.

Council (through the Audit & Strategic Finance Committee) will ensure that Management has appropriate resources and measures in place to detect and prevent fraud and or corruption.

Management Responsibility

Senior management is responsible for setting the highest standards of honesty and integrity in the provision of services to the community and must:

- Develop an organisational culture which supports and requires the highest standards of moral and ethical behaviour from its employees.
- Ensure all employees are aware of their responsibilities in relation to fraud and corruption through the provision of appropriate training.
- Coordinate, implement, monitor, review and communicate Council's fraud prevention policy and associated strategies and procedures.
- Identify fraud risks that may occur within their area of responsibility and exercise due diligence and control to prevent potential fraudulent activity.
- Be alert to any irregularities or indicators and report suspected fraud.
- Set an example and advise employees of the acceptability or otherwise of any particular conduct that may compromise this policy.

Employee Responsibility

Employees are responsible for acting with honesty and integrity in all council activities and must:

- Not use their position with the council to gain personal advantage or to confer undue advantage, or disadvantage, on any other person or entity.
- Safeguard Council assets against theft, waste or improper use.
- Understand what behaviour constitutes fraud and / or corruption.

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- Familiarise themselves with and adhere to Council's policies and procedures.
- Be vigilant and report any suspected fraud to their manager, Chief Executive Officer, Director Administration and Community Services or *PID Officer*.

PID Officer Responsibility

The PID Officer is responsible for ensuring that the requirements of the PID Act and upheld and that there is a procedure in place for staff to report fraudulent behaviour or misconduct:

- Maintain the agreed procedure for staff wanting to report fraudulent behaviour or misconduct.
- Ensure that staff reporting potential fraud or misconduct are supported and protected as per the provisions within PID Act.
- Follow the requirements of the PID Act in terms of reporting and recording the process.
- Ensure that Council complies with the required timeframes and requirements of the PID Act.

Stakeholders

Mayor, Elected Members, Chief Executive Officer, all management and staff, the community, customers, State & Federal Government, suppliers and business partners.

Review

This policy and related procedures will be reviewed every three (3) years, unless changed circumstances require earlier review.

Communication/Implementation

- Induction Program contains fraud awareness training.
- Refresher training for staff on fraud awareness and the process to report suspicious or fraudulent behaviour.
- Promotion and awareness of the PID Act and PID Officer's role at Council.
- City of Cockburn's website/intranet.

References

- Fraud Control Plan
- Fraud Awareness / Management Program
- City of Cockburn Risk Management Strategy Framework
- City of Cockburn Risk Register (RMSS)
- City of Cockburn Incident Discipline Process
- Code of Conduct for Staff
- Code of Conduct for Elected Members
- Public Interest Disclosure Act 2003 & Guidelines

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14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

16. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY MEMBERS OR OFFICERS

Nil

17. MATTERS TO BE NOTED FOR INVESTIGATION, WITHOUT DEBATE

0.0 DELEGATED AUTHORITIES, POLICIES & POSITION STATEMENTS (DAPPS) COMMITTEE MEETING STRUCTURE

Author(s) D Green

Cr Chontelle Sands requests a report for changes to the DAPPS Committee Meeting structure from a formalised setting that is a repetition of the OCM process, to a more informal workshop style meeting or concept forum as per the Department of LG guidelines and meets on a more frequent basis such as bi-monthly.

Reason

To give Elected Members and relevant stakeholders an opportunity for inclusion in policy review via the concept forums and to provide feedback for incorporation within the policy updates.

18. CONFIDENTIAL BUSINESS

Nil

19. CLOSURE OF MEETING

The meeting closed at 7.01 pm.

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13.3 (2018/MINUTE NO 0180) 2019 LOCAL GOVERNMENT ELECTIONS

Author(s) D Green
Attachments N/A

RECOMMENDATION
That Council

(1) declare, in accordance with Section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2019 ordinary elections together with any other elections or polls which may be required; and

(2) decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a postal election.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COUNCIL DECISION
MOVED Cr S Pratt SECONDED Cr P Eva

That the recommendation be adopted.

CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 10/0

Background

Council is required to comply with legislative procedures prior to each ordinary elections day, if it wishes to undertake its elections by postal voting. This includes declaring the Electoral Commissioner to be responsible for the elections and that the method of voting be undertaken by postal ballot.

Submission

Nil

Report

There will four (4) vacancies on Council for the 2019 elections, being one councillor each in West and Central Wards and two in East Ward.

Retiring Councillors are Reeve-Fowkes (West), Pratt (Central) and Terblanche and Kirkwood (East).

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Correspondence has recently been received from the Western Australian Electoral Commission (WAEC) advising of its agreement to be responsible for the conduct of these elections, plus any extraordinary elections and / or poll/s of electors.

The correspondence also contains an implied invitation for the City of Cockburn to utilise the Commissioner`s services to undertake the elections on its behalf.

To conform with the electoral provisions of the Local Government Act 1995, (the Act), Council is required to decide to utilise the WAEC to conduct the elections and to use the postal voting method.

The City first used postal voting at the inaugural elections of a new Council (Mayor and 9 councillors) in December 2000.

The resultant voter turnout of 43% was a vast improvement on the previous “in person” method of elections, which typically attracted about a 10% voter participation rate.

The most recent elections conducted in 2017, which included the election of the Mayor and five (5) councillors attracted a participation rate of around 30%, while the previous election of four (4) councillors in 2015 attracted a 31% turnout.

Council`s adopted budget for the 2019/20 will need to accommodate the cost estimated for conducting the elections by post. This is forecast to be in the vicinity of $240,000 (excluding GST).

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

Approximately $240,000 will be required within the Governance (Elections) Account in 2019/20 to cover costs associated with the election.

Legal Implications

Part 4 of the Local Government Act, 1995 and the Local Government (Elections) Regulations, 1997 (as amended) refer.

Community Consultation

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N/A

Risk Management Implications

A “Moderate” level of non –compliance with statutory requirements exists should Council not support the recommendations.

Advice to Proponent(s)/Submitters

N/A

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

Nil.

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13.4 (2018/MINUTE NO 0181) LOCAL GOVERNMENT ACT 1995 REVIEW PHASE 2

Author(s) J Ngoroyemoto

Attachments 1. WALGA Phase 2 Discussion paper

RECOMMENDATION

That Council adopt WALGA's proposals on the Local Government Act 1995 Review Phase 2, as shown in the attachment to the Agenda, noting that further clarification on the proposal to enable "Beneficial Enterprises" to be established should be provided.

COUNCIL DECISION

MOVED Cr C Sands SECONDED Cr M Separovich

That Council adopts WALGA`s proposals on the Local Government Act Phase 2, as shown in the attached Position Paper, with the following amendments:

(1) the proposal to enable "Beneficial Enterprises" to be established needs further clarification;

(2) in relation to "Interventions", a definition of the term "cause detriment", as contained in Regulation 7 (1) (b) of the Local Government (Rules of Conduct) Regulations 2007, to be included;

(3) in relation to "Electors` Meetings", it is recommended these to remain compulsory;

(4) delete the proposal to preclude the calling of "Electors` Special Meetings" on the same issue within a 12 month period, unless Council determines otherwise"; and

(5) the proposal to amend s4.20 and s4.61 of the Local Government Act 1995 to allow the Australian Electoral Commission and or any other third party provider to conduct postal elections needs further investigation.

CARRIED 6/4

Reason for Decision

(1) Beneficial Enterprises – The reasons provided in the Discussion Paper on this subject are not sufficient to endorse the establishment of such Enterprises and should be expanded upon

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accordingly.

(2) Interventions - Clarification of the term “cause detriment” in Clause 7 of the Rules of Conduct Regulations is necessary to assist in determining whether an offence may have occurred.

(3) Electors` Meetings – These should remain mandatory, as otherwise it will create confusion where some Councils choose to conduct them and others don`t.

(4) Special Electors` Meetings – By increasing the numbers required to call a Special Electors` Meeting from 100 to at least 500 (or 5%) of electors should require that matters of high concern within the community are at least considered by Council without time restrictions.

(5) The WA Electoral Commission and the Australian Electoral Commission are the only two providers to conduct this type of service by postal election as they have the capacity to do that and no other party.

Background

The Minister for Local Government commenced a review of the Local Government Act with both a community and a Local Government consultation process in 2017. WALGA conducted a comprehensive consultation process with member Local Governments, resulting in the adoption of policy positions on Phase 1 of the Local Government Act by State Council in December 2017 and March 2018.

The Minister for Local Government announced Phase 1 policy positions at the WALGA Annual General Meeting on 1 August 2018 and intends to introduce legislation prior to the end of the year. WALGA and Local Government Professionals have been consulted on the draft legislation. It is anticipated an Amendment Bill dealing with matters raised under Phase 1 – gifts, training for Council members, behaviours, administrative efficiencies etc. - will soon be presented to Parliament.

WALGA in conjunction with the Department of Local Government, Sport & Cultural Industries coordinated 19 Local Government Act Review forums across the State in Zone groupings in October and November 2018.

Member Local Governments are requested to provide a submission on the Act Review to WALGA by 22 February 2019, the discussion paper is attached to this report.

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Submission

N/A

Report

The Minister for Local Government announced the consultation process for Phase 2 of the Act review in August 2018. Accordingly, WALGA has initiated a process which seeks to provide a proactive response to the Government in seeking both necessary amendments and also introducing some proposed new provisions which could benefit the sector moving forward. The following key issues have previously been identified in WALGA's Discussion Paper:

a) Beneficial Enterprises
- The Local Government Act 1995 should be amended to enable Local Governments to establish Beneficial Enterprises (formerly known as Council Controlled Organisations).

b) Financial Management
- Tender Threshold
- Procurement
- Impositions of Fees and Charges: section 6.16
- Power to Borrow: section 6.20
- Basis of rates: section 6.28
- Differential General rate: section 6.33
- Member interests: Exemption from AASB 124

c) Rates, Fees and Charges
- Imposition of Fees and Charges: Section 6.16
- Rating Exemptions – Charitable Purposes: Section 6.26(2)(g)
- Rating Exemptions – Rate Equivalency Payments
- Rates or Service Charges Recoverable in Court: Section 6.56
- Rating Restrictions – State Agreement Acts.

d) Administrative Efficiencies
- Control of Certain Unvested Facilities: Section 3.53.
- Local Government Grants Commission and Local Government Advisory Board.
- Schedule 2.1 – Proposal to the Advisory Board, Number of Electors.
- Schedule 2.2 – Proposal to amend names, wards and representation, Number of Electors.
- Transferability of employees between State & Local Government.
- Proof in Vehicle Offences may be shifted: Section 9.13(6).

e) Complaints Management

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- Querulous, Vexatious and Frivolous Complainants

f) Council Meetings
- Electors' General Meeting: Section 5.27
- Special Electors' Meeting: Section 5.28
- Minutes, contents of: Regulation 11
- Revoking or Changing Decisions: Regulation 10
- Elected Member attendance at Council meetings by technology.

g) Interventions
- Remedial intervention; Powers of appointed person; Remedial action process

h) Elections
- Conduct of Postal Elections: Sections 4.20 and 4.61
- Voluntary Voting: Section 4.65
- Method of Election of Mayor/President: Section 2.11
- On-Line Voting
- Leave of Absence when Contesting State or Federal Election

To inform the development of a new Local Government Act for Western Australia, WALGA and the Department of Local Government Sport and Cultural Industries hosted a series of Local Government Act Review Forums. These facilitated forums were held generally in WALGA Zone groupings between 10 October and 15 November 2018.

WALGA is offering an opportunity for member Local Governments submissions to consider, review, amend and add to the advocacy positions endorsed by State Council in March 2018 following the Phase 1 review process.

WALGA's intention is to provide a means for Local Governments to offer submissions on any aspect of the 11 themes discussed under the 'Smart, Agile, Inclusive' headings or any other matter of interest that can feed into the Act review process. Responses are expected by Friday, 1 February 2019 so that an Agenda Item can be presented to the Zone Meetings leading up to the March 2019 State Council Meeting.

In addition to this opportunity, WALGA is planning a State-wide Forum on the future of Local Government in late January/ early February 2019. The forum will include a review of the information coming through from the Local Government Act forums and submissions. In addition there will be guest speakers presenting on the future of Local Government.

The City of Cockburn seeks to formally adopt WALGA's proposals on Local Government Act reform as identified above and in the attached

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Discussion Paper. The City seeks further guidance on the establishment of Beneficial Enterprises as the reasons provided are not sufficient to endorse the establishment of such Enterprises.

Strategic Plans/Policy Implications

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

Failure to adopt the recommendation will potentially take away the City's opportunity to participate and provide official feedback on its views on WALGA's priority proposals and advocacy position. This will ultimately lead to the City's views not being included and considered for the final collated Local Government Act 1995 review feedback on its position at the State meeting of March 2019.

Advice to Proponent(s)/Submitters

WALGA has been advised that this matter is to be considered at the 13 December 2018 Council Meeting.

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

Nil.

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LOCAL GOVERNMENT ACT REVIEW PRINCIPLES

That State Council endorse the following general principles as being fundamental to its response to the review of the Local Government Act:

(a) Uphold the General Competence Principle currently embodied in the Local Government Act;
(b) Provide for a flexible, principles-based legislative framework; and
(c) Promote a size and scale compliance regime

BENEFICIAL ENTERPRISES

Position Statement	The Local Government Act 1995 should be amended to enable Local Governments to establish Beneficial Enterprises (formerly known as Council Controlled Organisations).

WALGA has been advocating for Local Governments to have the ability to form Beneficial Enterprises (formerly known as Council Controlled Organisations) for approximately ten (10) years.

A Beneficial Enterprises is a standalone arm's length business entity to carry out commercial enterprises and to deliver projects and services for the community. Local Governments would have the ability to create Beneficial Enterprises through the Local Government Act, however the stand alone business entity would be governed by the Corporations Act (ie normal company law).

Beneficial Enterprises provide services and facilities that are not attractive to private investors or where there is market failure. A Beneficial Enterprise cannot carry out a regulatory function of a Local Government.

Examples

- Urban regeneration; A Land Development may not be attractive to a private developer, however the ability to develop the land may be beneficial for the Local Government in respect to strategic development/connection of an area. Or may be worth a joint venture with a developer.
- Measures to address economic decline in Regional WA – A small business may not be viable for a private citizen, however maybe considered an essential service for the Local Government. ie Could be the local Pharmacy or local mechanical workshop.

Benefits of establishing a Beneficial Enterprise include:

(a) The ability to employ professional directors and management with experience specific to the commercial objectives of the entity;

(b) Removal of detailed investment decisions from day-to-day political processes while retaining political oversight of the overarching objectives and strategy;

(c) The ability to take an overall view of commercial strategy and outcomes rather than having each individual transaction within a complex chain of inter-related decisions being subject to the individual notification and approval requirements of the Local Government Act;

WALGA ADVOCACY POSITIONS
LOCAL GOVERNMENT ACT REVIEW

(d) The ability to quarantine ratepayers from legal liability and financial risk arising from commercial or investment activities;

(e) The ability to set clear financial and non-financial performance objectives for the entity to achieve; and

(f) Greater flexibility to enter into joint venture and partnering relationships with the private sector on conventional commercial terms.

FINANCIAL MANAGEMENT

Tender Threshold

Position Statement	WALGA supports an increase in the tender threshold to align with the State Government tender threshold of $250 000, with a timeframe of one financial year for individual vendors.

Procurement

WALGA seeks inclusion of the following position, to permit a procurement activity involving a disposal trade-in activity to qualify as a broad exemption under Regulation 30(3) of the Local Government (Functions and General) Regulations:

Position Statement	That Regulation 30(3) be amended to delete any financial threshold limitation (currently $75,000) on a disposition where it is used exclusively to purchase other property in the course of acquiring goods and services, commonly applied to a trade-in activity.

Imposition of Fees and Charges: Section 6.16

Position Statement	That a review be undertaken to remove fees and charges from legislation and Councils be empowered to set fees and charges for Local Government services.

Power to Borrow: Section 6.20

That Section 6.20(2) of the Local Government Act, requiring one month's public notice of the intent to borrow, be deleted.

Basis of Rates: Section 6.28

That Section 6.28 be reviewed to examine the limitations of the current methods of valuation of land, Gross Rental Value or Unimproved Value, and explore other alternatives including simplifying and providing consistency in the rating of mining activities.

Differential General Rates: Section 6.33

That Section 6.33 of the Local Government Act be reviewed in contemplation of time-based differential rating, to encourage development of vacant land.

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LOCAL GOVERNMENT ACT REVIEW

Member Interests - Exemption from AASB 124

Elected Member obligations to declare interest are sufficiently inclusive that WALGA seeks an amendment to create an exemption under Regulation 4 of the Local Government (Financial Management) Regulations relating to AASB 124 'Related Party Transactions' of the Australian Accounting Standards (AAS).

RATES, FEES AND CHARGES

Imposition of Fees and Charges: Section 6.16

Position Statement	That a review be undertaken to remove fees and charges from legislation and Councils be empowered to set fees and charges for Local Government services.

Rating Exemptions – Charitable Purposes: Section 6.26(2)(g)

1. Amend the Local Government Act to clarify that Independent Living Units should only be exempt from rates where they qualify under the Commonwealth Aged Care Act 1997;

2. Either:

(a) amend the charitable organisations section of the Local Government Act 1995 to eliminate exemptions for commercial (non-charitable) business activities of charitable organisations; or

(b) establish a compensatory fund for Local Governments, similar to the pensioner discount provisions, if the State Government believes charitable organisations remain exempt from payment of Local Government rates; and

3. Request that a broad review be conducted into the justification and fairness of all rating exemption categories currently prescribed under Section 6.26 of the Local Government Act.

Rating Exemptions – Rate Equivalency Payments

Position Statement	Legislation should be amended so rate equivalency payments made by LandCorp and other Government Trading Entities are made to the relevant Local Governments instead of the State Government.

Rates or Service Charges Recoverable in Court: Section 6.56

Position Statement	That Section 6.56 be amended to clarify that all debt recovery action costs incurred by a Local Government in pursuing recovery of unpaid rates and services charges be recoverable and not be limited by reference to the 'cost of proceedings'.

Rating Restrictions – State Agreement Acts

Position Statement	Resource projects covered by State Agreement Acts should be liable for Local Government rates.

WALGA ADVOCACY POSITIONS
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ADMINISTRATIVE EFFICIENCIES

Control of Certain Unvested Facilities: Section 3.53

WALGA seeks consideration that Section 3.53 be repealed and that responsibility for facilities located on Crown Land return to the State as the appropriate land manager.

Local Government Grants Commission and Local Government Advisory Board

WALGA seeks inclusion of a proposal to allow electors of a Local Government affected by any boundary change or amalgamation proposal entitlement to petition the Minister for a binding poll under Schedule 2.1 of the Local Government Act

Schedule 2.1 – Proposal to the Advisory Board, Number of Electors

That Schedule 2.1 Clause 2(1)(d) be amended so that the prescribed number of electors required to put forward a proposal for change increase from 250 (or 10% of electors) to 500 (or 10% of electors) whichever is fewer.

Schedule 2.2 – Proposal to amend names, wards and representation, Number of Electors

That Schedule 2.2 Clause 3(1) be amended so that the prescribed number of electors required to put forward a submission increase from 250 (or 10% of electors) to 500 (or 10% of electors) whichever is fewer.

Transferability of employees between State & Local Government (Questions 82-84)

A General Agreement between State and Local Government should be established to facilitate the transfer of accrued leave entitlements (annual leave, sick leave, superannuation and long service leave) for staff between the two sectors of Government. This will benefit public sector employees and employers by increasing the skills and diversity of the public sector, and lead to improved collaboration between State and Local Government.

Proof in Vehicle Offences may be shifted: Section 9.13(6)

That Section 9.13 of the Local Government Act be amended by introducing the definition of 'responsible person' to enable Local Governments to administer and apply effective provisions associated with vehicle related offences.

COMPLAINTS MANAGEMENT

Querulous, Vexatious and Frivolous Complainants

The Complaints Management commentary contemplates the issue up to the point of unresolved complaints and then references the Ombudsman resources with regard to unreasonable complainants. WALGA seeks inclusion of commentary and questions relating to Local Governments adopting within their proposed complaints management framework, the capacity to permit a Local Government to declare a member of the public a vexatious or

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frivolous complainant, subject to the declaration relating to the nature of complaint and not to the person.

Amend the *Local Government Act 1995*, to:

- Enable Local Government discretion to refuse to further respond to a complainant where the CEO is of the opinion that the complaint is trivial, frivolous or vexatious or is not made in good faith, or has been determined to have been previously properly investigated and concluded, similar to the terms of section 18 of the *Parliamentary Commissioner Act 1971*.
- Provide for a complainant, who receives a Local Government discretion to refuse to deal with that complainant, to refer the Local Government's decision for third party review.
- Enable Local Government discretion to declare a member of the public a vexatious or frivolous complainant for reasons, including:
  - Abuse of process;
  - Harassing or intimidating an individual or an employee of the Local Government in relation to the complaint;
  - Unreasonably interfering with the operations of the Local Government in relation to complaint.

COUNCIL MEETINGS

Electors' General Meeting: Section 5.27

Position Statement	Section 5.27 of the Local Government Act 1995 should be amended so that Electors' General Meetings are not compulsory.

Special Electors' Meeting: Section 5.28

That Section 5.28(1)(a) be amended:

(a) so that the prescribed number of electors required to request a meeting increase from 100 (or 5% of electors) to 500 (or 5% of electors), whichever is fewer; and

(b) to preclude the calling of Electors' Special Meeting on the same issue within a 12 month period, unless Council determines otherwise.

Minutes, contents of: Regulation 11

Regulation 11 should be amended to require that information presented in a Council or Committee Agenda must also be included in the Minutes to that meeting.

Revoking or Changing Decisions: Regulation 10

That Regulation 10 be amended to clarify that a revocation or change to a previous decision does not apply to Council decisions that have already been implemented.

Elected Member attendance at Council meetings by technology

The current Local Government (Administration) Regulations 1996 allows for attendance by telephone, however only if approved by Council and in a suitable place. A suitable place is then defined as in a townsite as defined in the Land Administration Act 1997. This restricts an Elected Members ability to attend the meeting to a townsite in Western Australia.

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WALGA ADVOCACY POSITIONS
LOCAL GOVERNMENT ACT REVIEW

This requirement does not cater for remote locations or the ability to attend via teleconference whilst in another state or overseas. The regulations require amendment to consider allowing attendance at a meeting via technology from any location suitable to a Council.

INTERVENTIONS

Remedial intervention; Powers of appointed person; Remedial action process

In respect to remedial intervention, the appointed person should be a Departmental employee with the required qualifications and experience. This provides a connection back to the Department and its requirements.

The appointed person should only have an advice and support role. Funding of the remedial action should be by the Department where the intervention is mandatory. The Local Government to pay where the assistance is requested.

This area relates to the bigger picture of differentiating between Local Governments based on their size and scale. Suitable arrangements to determine a size and scale compliance regime should be prioritized.

ELECTIONS

Conduct of Postal Elections: Sections 4.20 and 4.61

Position Statement	The Local Government Act 1995 should be amended to allow the Australian Electoral Commission (AEC) and or any other third party provider to conduct postal elections.

Voluntary Voting: Section 4.65

Position Statement	Voting in Local Government elections should remain voluntary.

Method of Election of Mayor/President: Section 2.11

Position Statement	Local Governments should determine whether their Mayor or President will be elected by the Council or elected by the community.

On-Line Voting

That WALGA continue to investigate online voting and other opportunities to increase voter turnout.

Method of Voting - Schedule 4.1

Position Statement	Elections should be conducted utilising the first-past-the-post (FPTP) method of voting.

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WALGA ADVOCACY POSITIONS
LOCAL GOVERNMENT ACT REVIEW

Leave of Absence when Contesting State or Federal Election

Amend the Act to require an Elected Member to take leave of absence when contesting a State or Federal election, applying from the issue of Writs. The options to consider include:

(i) that an Elected Member remove themselves from any decision making role and not attend Council and Committee meetings; or

(ii) that an Elected Member take leave of absence from all aspects of their role as a Councillor and not be able to perform the role as specified in Section 2.10 of the Local Government Act.

14. PLANNING & DEVELOPMENT DIVISION ISSUES

14.1 (2018/MINUTE NO 0182) COCKBURN CENTRAL NORTH (MURIEL COURT) STRUCTURE PLAN AMENDMENT - LOTS 2, 7, 30 AND 31 MURIEL COURT, COCKBURN CENTRAL

Author(s)	R Pleasant
Attachments	1. Location Plan 2. Indicative Subdivision Concept 3. Existing and proposed Structure Plan Map 4. Schedule of Submissions
Location	Lots 2, 7, 30 and 31 Muriel Court, Cockburn Central
Owner	Cambert Nominees Pty Ltd
Applicant	Rowe Group
Application Reference	110/190

RECOMMENDATION
That Council

(1) adopts the Schedule of Submissions prepared in respect to the proposed Structure Plan;

(2) subject to comments to be received from the Department of Fire and Emergency Services, endorse the Bushfire Management Plan prepared by Smith Consulting Bush Fire Consultants in respect of the proposed Structure Plan dated May 2018 and modify Parts 1 and 2 of the Structure Plan if (and as) necessary;

(3) pursuant to Clause 20 of the Deemed Provisions of City of Cockburn Town Planning Scheme No. 3, recommend to the Western Australian Planning Commission that the proposed Structure Plan for Lots 2, 7, 30 and 31 Muriel Court, Cockburn Central be approved subject to the following modifications:

1. Amend the structure plan text to reflect the proposed structure plan map including Section 4.3.1 to ensure the text reflects no change to the developable area.

(4) advise the landowners within the Structure Plan area and those who made a submission of Council's recommendation accordingly.

COUNCIL DECISION
MOVED Cr M Separovich SECONDED Cr C Terblanche

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That the recommendation be adopted.

CARRIED 10/0

Background

The Cockburn Central North Structure Plan ("Structure Plan") previously referred to as the Muriel Court Structure Plan is located within Development Area 19 ("DA19") and has been earmarked for urban residential development since 1994.

The subject area is located in the locality of Cockburn Central; bound by North Lake Road, Semple Court, Verna Court, the Kwinana Freeway and Kentucky Court. The precinct is 79 ha in size and is located within the Cockburn Central Activity Centre. A Location Plan is included at Attachment 1.

Detailed planning of the subject area was undertaken by the City's Strategic Planning Department in late 2006 and culminated in the endorsement of the Structure Plan by the Western Australian Planning Commission ("WAPC") in February 2010.

Several amendments have been undertaken to the Structure Plan since 2010 including one relating to the adjustment of laneways for the subject lots in April 2018. The April 2018 amendment was the first of what is now 3 staged amendments to facilitate the delivery of attached town houses within the central area of the Structure Plan, largely relating to the adjustment of laneways to address block dimensions suitable for town houses. Noted is the second amendment relates to Lots 52-55 Muriel Court and is currently undergoing final assessment by the Western Australian Planning Commission.

Attachment 2 illustrates the subdivision concept plan currently being pursued by the applicant and landowner. The emerging development is currently being marketed by the developer as the Mojo Estate.

The current proposal was advertised for 28 days from 30 October to 26 November 2018.

The purpose of this report is to consider the proposed Structure Plan amendment in light of the advertising that has taken place. It is recommended that Council adopt the amended Structure Plan, and refer it to the WAPC for final approval.

Submission

N/A

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Report

Planning policy

The Structure Plan amendment was prepared and lodged by Rowe Group on behalf of the landowner of Lots 2, 7, 30 and 31 Muriel Court, Cockburn Central.

The land is zoned 'Urban' under the Metropolitan Region Scheme ("MRS") and 'Development' under City of Cockburn Town Planning Scheme No. 3 ("Scheme"). The land is located within Development Area 19 ("DA19") and Development Contribution Areas No. 11 and 13. DCA13 is the City wide community infrastructure development contribution plan. Whereas DCA 11 collects contributions specific to DA19 for several infrastructure items including the upgrade of Muriel Court, the Semple Court realignment and the development and embellishment of 3 central Public Open Space (POS) areas.

The Cockburn Central North (Muriel Court) Structure Plan is adopted across DA19 and largely provides for a range of residential densities, 3 large central Public Open Space areas and a local road network. Primarily residential codings provide for high density residential development within the south-east corner of the Structure Plan in proximity to the Cockburn Train Station. Medium to high density R60 to R80 residential coded lots are located within the central areas of the Structure Plan area including the subject lots. Beyond the central area, lots transition down to density R30 and R40 coded lots. Generally the intent of the Structure Plan in terms of residential densities and built form is to provide for the transition of bulk and height across the precinct from the higher density areas of the Town centre and transitioning down to lower densities to the west.

Supporting the Structure Plan is Local Planning Policy 4.2 Cockburn Central North (Muriel Court) Design Guidelines (LPP 4.2). LPP 4.2 when first adopted alongside the Structure Plan in 2010 envisaged a range of built form outcomes including grouped dwellings and multiple dwellings. Noted is that both the Structure Plan design in terms of block dimensions, in addition to the design guidance in LPP4.2, did not provide for the design needs of 2 storey townhouse developments proposed within the Mojo Estate. The required a site specific design response, including this structure plan amendment proposal.

The proposal

The proposed Structure Plan amendment seeks to increase the density code on 2 "cell end" lots from R60 to R80 and add 2 new mid-block laneways. The addition of the laneways is required to allow for rear laneways for town houses within the central alignment of 2 large "super blocks."

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The current and proposed Structure Plan amendment is at Attachment 3.

Recognising the transitional nature of proposed densities planned for across the precinct the City recognises the proposed built form of townhouses is consistent with the Structure Plan key objectives for the medium density central area. The delivery of town houses is expected to contribute to the diversity of medium density housing stock within an area dominated by apartments and single 3-4 bedroom dwellings.

Consideration of key issues

Planning and design guidance for townhouses

In the absence of design guidance for attached 2 storey town house built form, the City over the last 12 months has sought to work with the applicant to develop a Local Development Plan (LDP) specifically developed to assess attached town houses. This LDP will complement the existing LPP 4.2.

The first LDP for town houses is currently in the final assessment stages and addresses built form outcomes including key design considerations of:

- Private open space;
- Façade treatments (given the concentration of townhouses and the potential for repetition of similar frontages);
- Streetscape considerations;
- Privacy and overshadowing;
- Onsite drainage;
- Vehicle access, and;
- Roof form and design.

The intent is that the first refined LDP for town houses will be adopted for any further lots seeking to deliver town houses within DA19 and the Cockburn Central North Structure Plan area. This will include the wider development for the Mojo Estate inclusive of the area shown in Attachment 2.

Development contributions – DCA11

Schedule 12 of the Scheme details how development contributions within DCA11 are to be calculated based on the potential number of dwellings that can be constructed on each lot or lots, in accordance with specified lot sizes for each of the residential codes. These are:

- R60 lots at 166sqm, and;
- R80 lots at 125sqm.

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As a result any change in developable land (compared to non-developable land like roads), within the Structure Plan and DCA11, there are potential impacts on calculating DCA amounts. The City as a result has sought to identify an approach to the planning framework that will assist the applicant in delivering the desired town house developments without negatively impacting development contributions. Recognising that any reduction in the developable area of the subject lots would reduce the DCA requirement and potentially increase it across remaining land areas, there is a need to have a transparent and dependable way in which to deal with the invariable adjustments that occur as land parcels focus more closely on how development is set out.

As a result, and consistent with the City's advice, the applicant has amended the Structure Plan map by identifying new laneways with a 'grey line' which does not reduce any 'coloured' residential coded areas – in essence it enable structural changes without impacting development contributions. The City views this approach as a pragmatic way in which to facilitate the desired outcome for the applicant and to avoid offsetting further contribution requirements onto other landowners within DCA11.

Community consultation

The Structure Plan was advertised for 28 days from 30 October to 26 November 2018. Letters were sent to all affected stakeholders explaining the Structure Plan amendment.

A total of 2 submissions were received from Water Corporation and ATCO gas that provide their support for the Structure Plan amendment with no further comments.

All of the submissions are outlined and addressed in Attachment 4.

Strategic Plans/Policy Implications

City Growth

Ensure planning facilitates a desirable living environment and meets growth targets.

Ensure a variation in housing density and housing type is available to residents.

Budget/Financial Implications

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N/A

Legal Implications

Clause 20 (1) of the Deemed Provisions requires the City to prepare a report on the proposed structure plan amendment and provide it to the WAPC no later than 60 days following advertising.

Community Consultation

The Structure Plan amendment was advertised for 28 days from 30 October to 26 November 2018.

Risk Management Implications

If the amendment is not supported, it will prevent the delivery of town houses in this area to the extent that is desired by the applicant and landowner. This could be seen as a missed opportunity to deliver housing diversity in the area.

Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 13 December 2018 Ordinary Council Meeting.

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

Nil.

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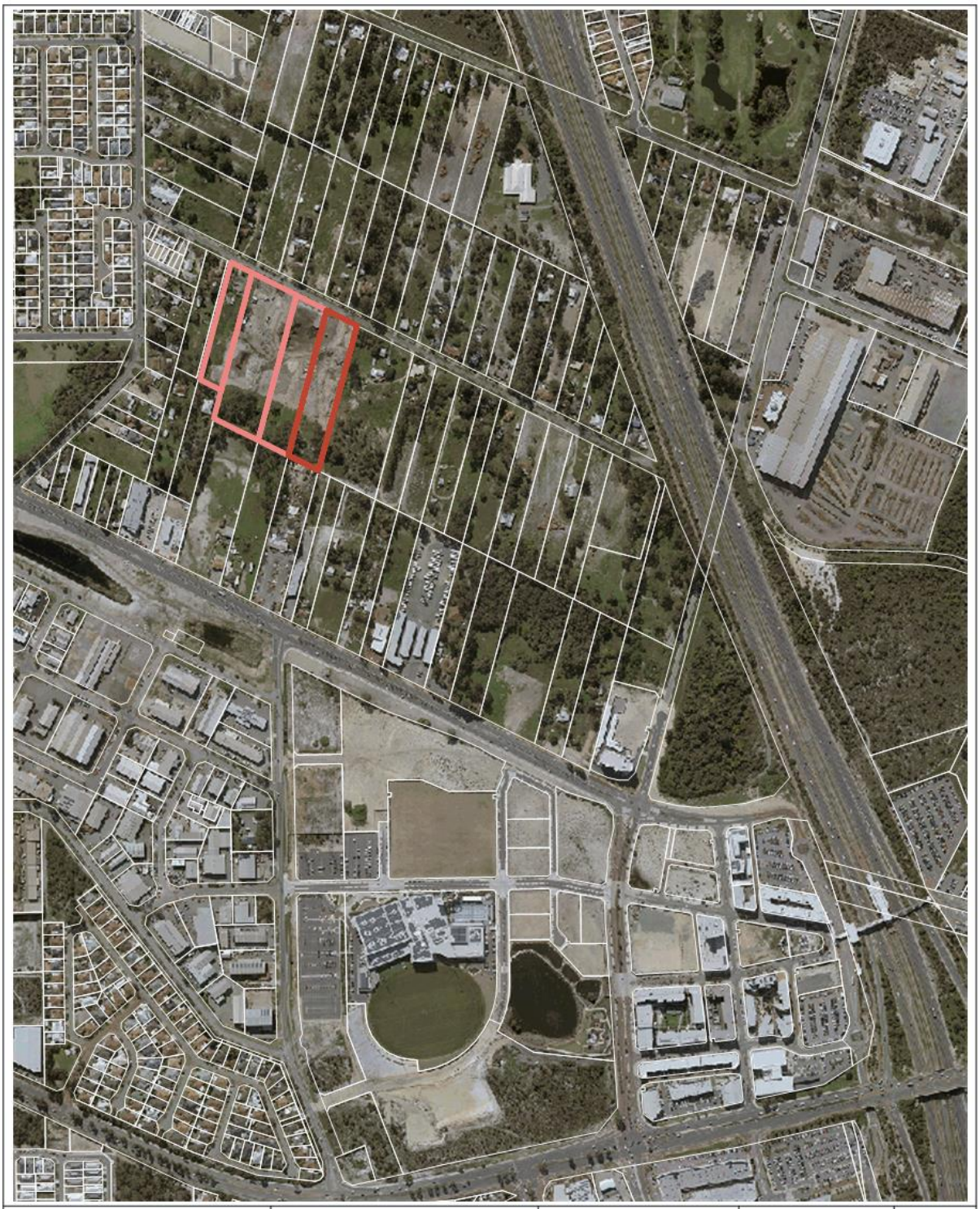

City of Cockburn G.I.S Services Department	Location Plan - Lots 2, 7, 30 and 31 Muriel Court, Cockburn Central	PRINTED ON: 6/11/2018	SCALE = 1:8242	NORTH
		DISCLAIMER - The City of Cockburn provides the information contained herein and bears no responsibility or liability whatsoever for any errors, faults, defects or omissions of information contained in this document.		

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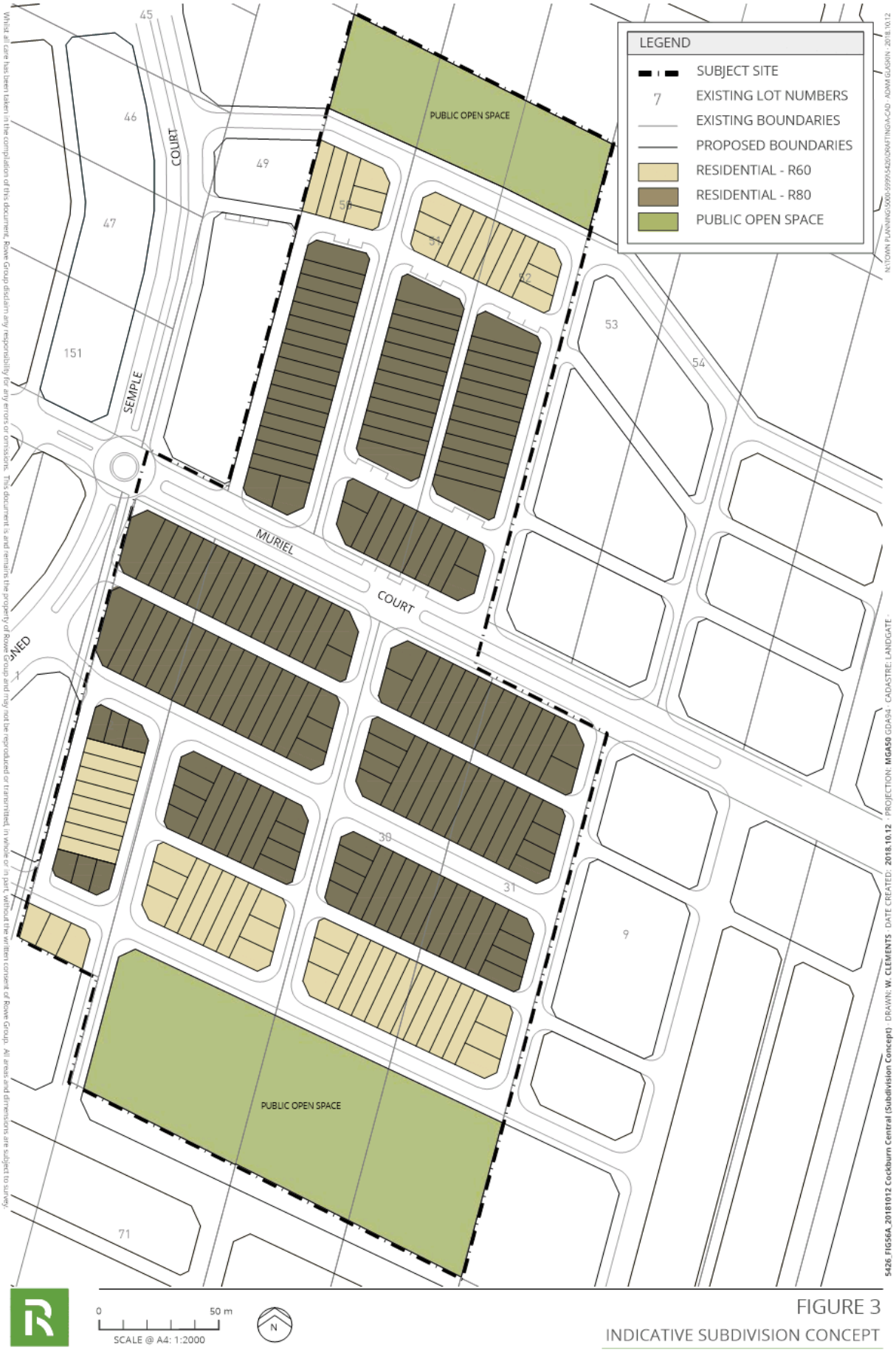

FIGURE 3
INDICATIVE SUBDIVISION CONCEPT

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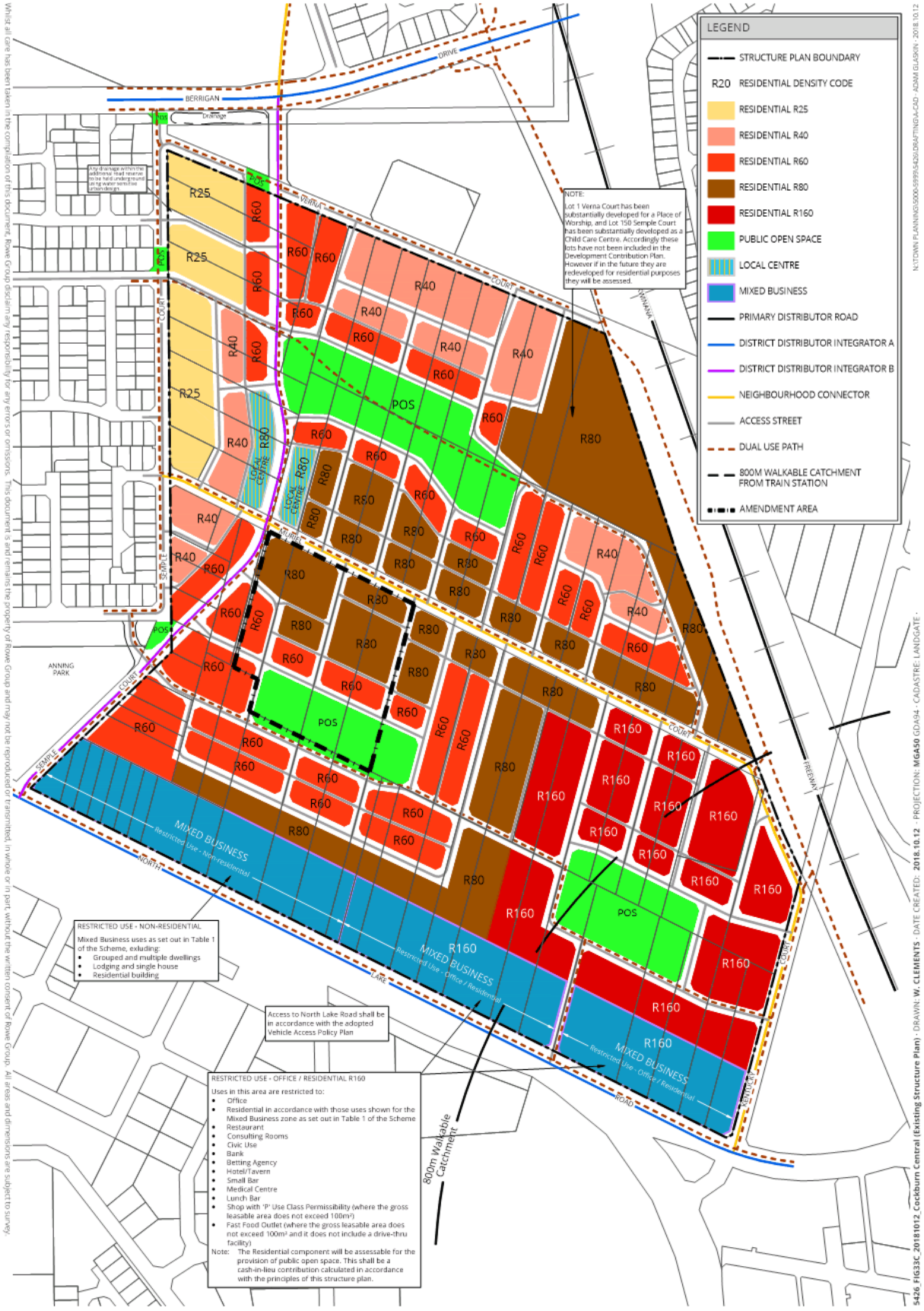

FIGURE 1
EXISTING STRUCTURE PLAN

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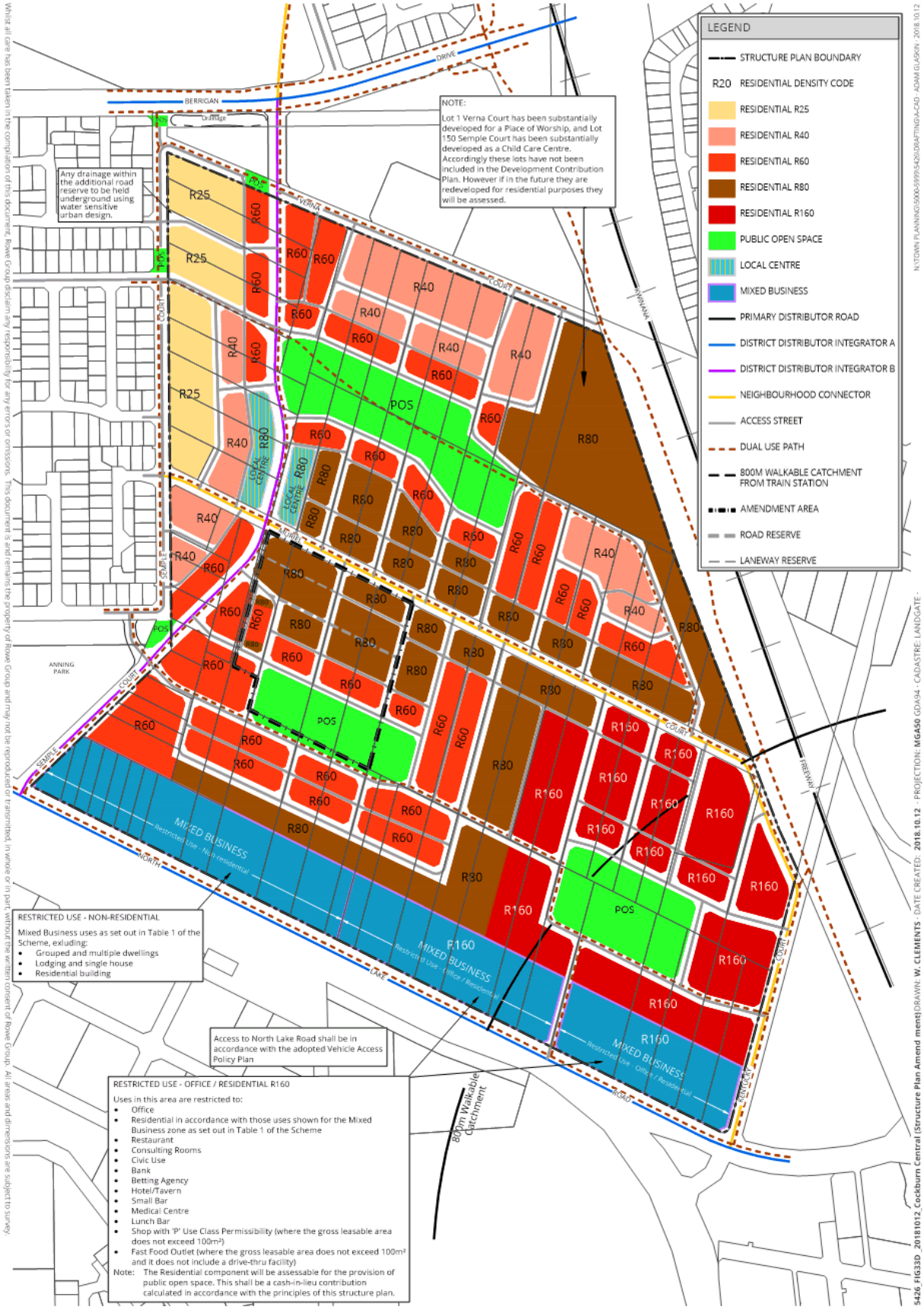

FIGURE 2

PROPOSED STRUCTURE PLAN AMENDMENT

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File No. 110/190

SCHEDULE OF SUBMISSIONS
PROPOSED STRUCTURE PLAN AMENDMENT–
LOTS 2,7,30 AND 31 MURIEL COURT, COCKBURN CENTRAL

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
1	Water Corporation	Thank you for your letter dated 26/10/2018 regarding the proposed variation to the structure plan. The Corporation advises the City that the proposed density changes and adjustments can be accommodated by the Corporation's current planning.	Noted
2	ATCO Gas	Thank you for your recent correspondence regarding the above mentioned amendment to the Structure Plan for the nominated Lots within Muriel Court, Cockburn Central, within the City of Cockburn. ATCO Gas Australia (ATCO) has no objection to the amendment No. 7 to the Structure Plan to facilitate the proposed change, based on the information provided. ATCO has proposed gas mains in design phase however these have not been finalised. ATCO will not be making a formal nor online submission regarding this Amendment to the Structure Plan. Please accept this email as ATCO's response.	Noted
3			

14.2 (2018/MINUTE NO 0183) SCHEME AMENDMENT NO. 137 - RATIONALISATION OF LOT 375 LYON ROAD, AUBIN GROVE - LOTS 24 & 27 LYON ROAD STRUCTURE PLAN

Author(s)	L Dunstan
Attachments	1. Lyon Road Structure Plan 2. Location Plan 3. Scheme Amendment Map
Location	Lot 375 Lyon Road, Aubin Grove
Owner	Antonio Joao Pereira De Araujo
Applicant	City of Cockburn
Application Reference	109/137

RECOMMENDATION
That Council:

(1) adopt Scheme Amendment No. 137 for final approval for the purposes of:

1. Rezoning Lot 375 Lyon Road, Aubin Grove within 'Development Area 11 – Lyon Road (Development Zone)' from 'Development' zone to 'Residential R20' as depicted in the Scheme Amendment Map (Attachment 3).

2. Deleting 'Development Area 11– Lyon Road (Development Zone)' from Lot 375 Lyon Road, Aubin Grove as depicted in the Scheme Amendment Map.

(2) note the amendment referred to in resolution (2) above is a 'standard amendment' as it satisfies the following criteria of Regulation 34 of the Planning and Development (Local Planning Schemes) Regulations 2015:

a) an amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve;

b) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;

c) an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;

d) an amendment that does not result in any significant environmental, social, economic or governance impacts on

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land in the scheme area;

(3) ensure the amendment documentation, be signed and sealed and then submitted to the Western Australian Planning Commission along with a request for the endorsement of final approval by the Hon. Minister for Planning.

COUNCIL DECISION
MOVED Cr M Separovich SECONDED Cr C Terblanche

That the recommendation be adopted.

CARRIED 10/0

Background

The Lot 24 & 27 Lyon Road Structure Plan ("Structure Plan") is located in Aubin Grove, and is generally bound by the Kwinana Freeway to the west, Lyon Road to the east and further residential development to the north and south.

The Structure Plan was endorsed by the WAPC on 21 August 2006 (see Attachment 1).

The endorsed Structure Plan has served its purpose in guiding subdivision and development of the area, and development in accordance with the Structure Plan has now occurred.

Scheme Amendment No. 136 proposes to rationalise the majority of the Structure Plan area zones and reserves into the Scheme. However, there is one lot, Lot 375 Lyon Road, which requires separate consideration due to its large size and potential to be further subdivided.

Lot 375 Lyon Road ("subject site") was created when the Structure Plan area was subdivided in 2006. The subject site was created as a 3,467m^2 balance lot containing an existing dwelling and outbuildings. The outbuildings have now been removed, while the existing dwelling remains along the southern boundary of the lot. The location of the subject site is depicted in Attachment 2.

The proposed Scheme Amendment now seeks to rationalise the Structure Plan as it relates to the subject site into the Scheme.

The Scheme Amendment was initiated at Council's Meeting on 9 August 2018 and subsequently advertised from 11 September-23

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October 2018. No submissions were received during the advertising period.

Submission

N/A

Report

Purpose

The purpose of this scheme amendment is to rationalise the Structure Plan as it applies to the subject site into the Scheme. This will remove an additional layer of planning added by the Structure Plan that is no longer required.

The majority of the Structure Plan area is being rationalised into the Scheme via a basic Amendment (Scheme Amendment No. 136).

The subject site however, requires separate consideration due to its large size and potential to still be subdivided and developed.

The Scheme Amendment Map is shown in Attachment 3.

Planning Background

The subject site is zoned 'Development' and included within DA 11 pursuant to the Scheme.

The purpose of the 'Development' zone is to require a Structure Plan to guide subdivision and development. The 'DA 11' provisions set out the requirement for subdivision and development within the Development Area to be in accordance with an approved Structure Plan and to provide for Residential development.

The Structure Plan has been approved in accordance with the 'DA 11' provisions of the Scheme. Future subdivision and development of the subject site is required to be in accordance with the Structure Plan which designates the subject site as 'Residential' at an R20 density coding. Thus, the 'DA 11' provisions serve no further purpose and are proposed to be deleted from the subject site.

It is noted that the provisions of 'DA 11' apply to various other structure plan areas outside of the subject site and will continue to apply to these areas except where proposed to be deleted as part of Scheme Amendment No. 136.

Proposal

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The proposed amendment will rezone the subject site from 'Development' zone and 'DA 11' to 'Residential R20' as currently designated on the Structure Plan map shown in Attachment 1.

The size and shape of the lot was designed at the time of subdivision to logically facilitate subdivision at an R20 coding in the future, if sought. Residential lots in the immediately vicinity of the subject site are coded R20, with higher codings of R30, R40 and R60 located adjacent to POS. Given the location of the subject site away from POS and within a predominately R20 coded area, the 'Residential R20' land use designation by the Structure Plan is considered appropriate. Thus, it is intended to rezone the subject site in accordance with this land use designation in order to rationalise the Structure Plan into the Scheme.

The proposed 'Residential R20' zoning directly correlates to the 'Residential R20' zoning pursuant to the Scheme. Therefore it is proposed that the lot is rezoned from the 'Development' zone accordingly, and that 'DA 11' be deleted from the subject site.

Due to the subject site being capable of further subdivision and development, the landowner was made aware of the proposal and invited to comment during the advertising period to ensure they understood the implications of the proposed rezoning. These implications will not change what the landowner is permitted to develop at the subject site, nor the minimum required size of the lots should the site be subdivided. The landowner did not provide a response to the referral letter and it is therefore assumed the landowner does not object to the proposal.

Conclusion

Proposed Scheme Amendment No. 137 will rationalise the 'Residential R20' land use designation over the subject site into the Scheme, rezoning the subject site from 'Development' to 'Residential R20' and removing a layer of planning that is no longer required.

In conjunction with Scheme Amendment No. 136, the proposed Amendment will enable the rationalisation of the Lots 24 & 27 Lyon Road Structure Plan, as well as the Lots 3-6, 5-7, 25 & 26 Lyon Road Structure Plans into the Scheme.

It is therefore recommended that Council adopt the Scheme Amendment for final approval and forward on to the Commission for final determination.

Strategic Plans/Policy Implications

City Growth

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Ensure planning facilitates a desirable living environment and meets growth targets.

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

The Scheme Amendment documentation has been prepared by Strategic Planning, and community consultation costs (letter to affected landowner, advertising in Cockburn Gazette) was funded from the Strategic Planning advertising budget.

Legal Implications

N/A

Community Consultation

The Scheme Amendment was advertised for 42 days in accordance with Part 5, Division 3, Regulation 47(4) of the *Planning and Development (Local Planning Schemes) Regulations*, beginning on 11 September 2018 and concluding on 23 October 2018.

No submissions were received in relation to the proposal.

Risk Management Implications

If the officer's recommendation is not adopted, an opportunity will be missed to simplify the planning framework over the subject site and remove additional layers of planning (the Structure Plan) that have served their purpose. The proposal provides the opportunity to keep the Scheme current.

Advice to Proponent(s)/Submitters

N/A

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

Nil.

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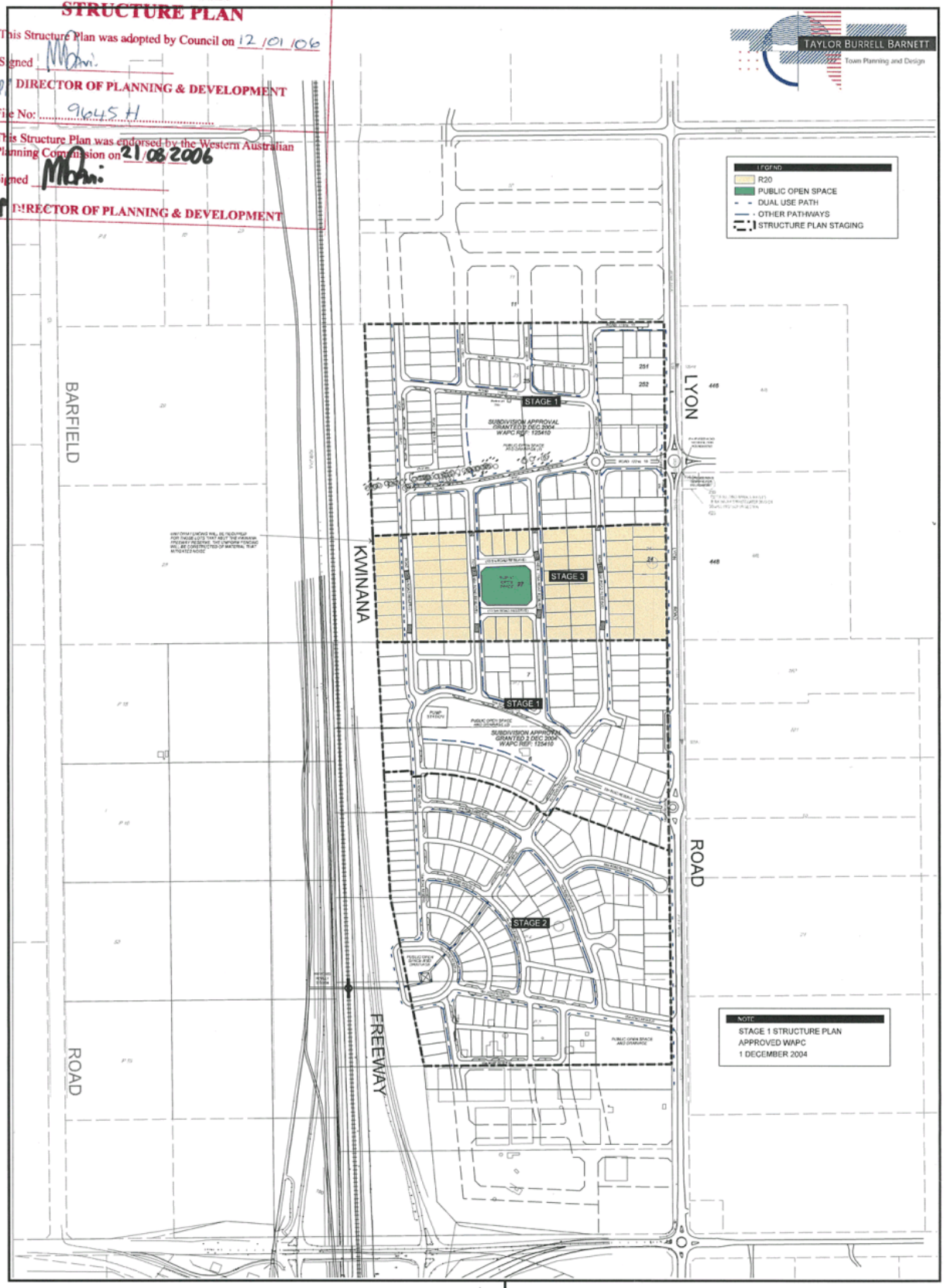
CITY OF COCKBURN
STRUCTURE PLAN
This Structure Plan was adopted by Council on 12/01/06
Signed
DIRECTOR OF PLANNING & DEVELOPMENT
File No: 9645 H
This Structure Plan was endorsed by the Western Australian Planning Commission on 21/08/2006
Signed
DIRECTOR OF PLANNING & DEVELOPMENT



PROPOSED LOCAL STUCTURE PLAN

PROPOSED LOCAL STRUCTURE PLAN
LOT 24 & 27 LYON ROAD - AUBIN GROVE (DA11)

Figure No.
7

City of Cockburn G.I.S Services Department	Attachment 2 – Location Plan (subject site outlined in red)	PRINTED ON: 10/07/2018	SCALE = 1:4000	NORTH
		DISCLAIMER - The City of Cockburn provides the information contained herein and bears no responsibility or liability whatsoever for any errors, faults, defects or omissions of information contained in this document.		

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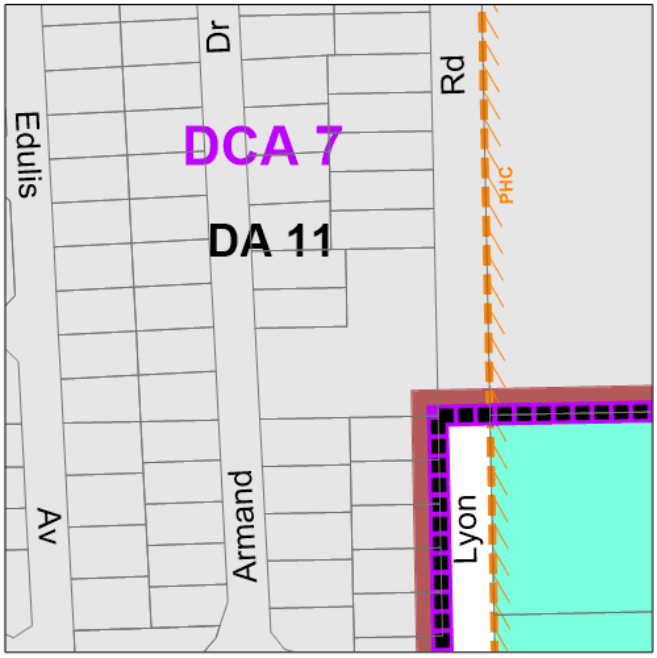
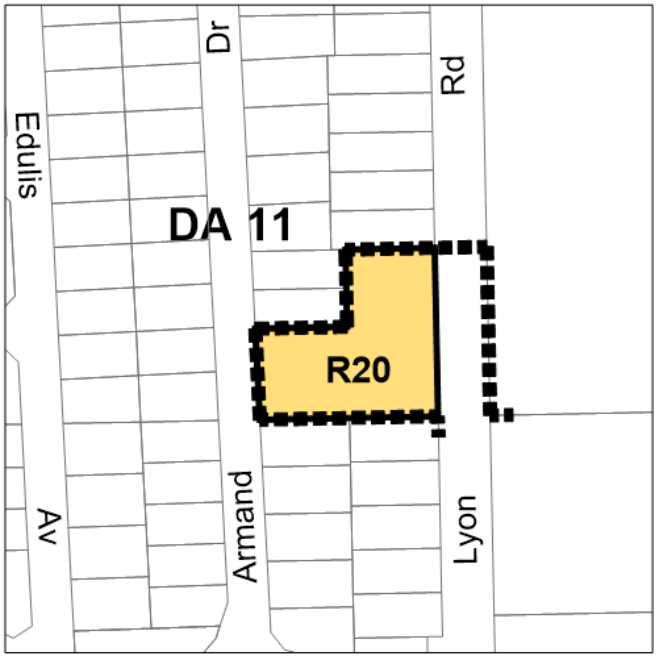


Existing Zoning



Proposed Zoning

GENERAL

- R20 — Residential Density Codes

SPECIAL CONTROL AREAS:

- DA 1 — Development Areas
- DCA 1 — Development Contribution Areas
- PHC — Peel-Harvey Coastal Plain Catchment Area

LOCAL RESERVES

- Local Road

ZONES

- Residential
- Development
- Resource

City of Cockburn

0 100m
Scale

Current Scheme Amendment Map

Town Planning Scheme No.3
Amendment No.137

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14.3 (2018/MINUTE NO 0184) DEVELOPMENT APPLICATION - SINGLE HOUSE - NO. 9A (LOT 23) CHELYDRA POINT, NORTH COOGEE

Author(s)	M Ball
Attachments	1. 9A Chelydra Point Location Plan 2. House Plans and 3D Perspectives 3. Applicants Justification Letter
Location	9A Chelydra Point, North Coogee
Owner	Semina Mujanovic
Applicant	Urbanista Town Planning
Application Reference	DA18/0440

RECOMMENDATION
That Council

(1) grant planning approval for a Single House at 9A (Lot 23) Chelydra Point, North Coogee, in accordance with the following conditions and advice notes:

<u>Conditions</u>

1. Development may be carried out only in accordance with the details of the application as approved herein and any approved plan.

2. As indicated in red on the approved plan:

   a) The third floor sitting room windows shall be altered to be compliant with Clause 5.4.1 of the Residential Design Codes (Visual Privacy).

   b) The front retaining, steps and fence shall be modified to be compliant with Clause 5.2.5 of the Residential Design Codes (Sight Lines).

   c) The pool shall be located outside of the 4m rear setback area.

   Amended plans shall be provided to the satisfaction of the City as part of the Building Permit application.

3. Walls, fences and landscape areas are to be truncated within 1.5 metres of where they adjoin vehicle access points where a driveway and/or parking bay meets a public street or limited in height to 0.75 metres.

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4. All service related hardware (air conditioning, condenser units, solar hot water units etc) are to be positioned in locations where they are not visible from adjoining properties and the public realm, or effectively screened to the satisfaction of the City.

5. The proposed crossover shall be located and constructed in accordance with the City's specification and satisfaction.

6. The surface finish of the boundary wall(s) abutting the adjoining lot/s shall be rendered the same colour as the external appearance of the subject dwelling unless otherwise agreed with the adjoining property owner/s to the satisfaction of the City.

7. The under croft area designated on the plans hereby approved as, and shall remain as a non-habitable space as defined by the Residential Design Codes of Western Australia.

8. The finished lot level of RL1.25mAHD within the 4.0m rear building setback area shall be maintained except for the specific purpose of access steps. No excavation associated with the provision of steps or landscaping shall take place below 0.75mAHD.

<u>Footnotes</u>

1. This is a Planning Approval only and does not remove the responsibility of the applicant/owner to comply with all relevant building, health and engineering requirements of the City, or with any requirements of the City of Cockburn Town Planning Scheme No. 3. Prior to the commencement of any works associated with the development, a building license may be required.

2. No activities causing noise and/or inconvenience to neighbours being carried out after 7.00pm or before 7.00am, Monday to Saturday, and not at all on Sunday or Public Holidays.

2. With regards to Condition 5, copies of crossover specifications are available from the City's Engineering Services or from the City's website www.cockburn.wa.gov.au

4. Any clothes drying and refuse and general storage areas and ground based water tanks are to be screened from public view.

5. Please be advised that as part of the transitioning of

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Australia to the National Broadband Network (NBN), it is recommended that you contact NBN Co on 1800 687 626 or newdevelopments@nbnco.com.au to ascertain requirements around future connections and the timing of infrastructure provision.

6. With regards to Condition 6, the surface finish of the boundary wall of the adjoining lot shall be to the satisfaction of the adjoining landowner(s) and is to be completed as part of the building permit. In the event of a dispute the boundary wall must be constructed with a rendered finish to the satisfaction of the City.

(2) notify the applicant and those who made a submission of Council's decision.

COUNCIL DECISION
MOVED Cr M Separovich SECONDED Cr C Terblanche

That the recommendation be adopted.

CARRIED 10/0

Background

The subject property is 477m^2 and abuts residential properties to the east and west, Chelydra Point to the north, and a waterway to the south. There is no existing development on the dry lot area, or the rear mooring area.

The proposal for a single house is being referred to Council for determination as five objections were received during the consultation period, which were unable to be resolved.

Submission

N/A

Report

Proposal

The proposed dwelling comprises a three storey dwelling with an undercroft. The third storey is contained within the roof form, however due to the design style of concealed roofs for the lower floors, presents as a third storey from some aspects. The applicant has noted that the

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proposal is consistent with a mansard roof; however this is discussed further in the Building Height section of the report.

Neighbour Consultation

The application was advertised to five nearby landowners for a period of 21 days. Five submissions were received, which were all objections. The objections related to the overall height of the dwelling, specifically the additional height required for the third storey element, side setbacks and boundary walls, loss of privacy and overall bulk. After significant discussion with the applicants, a set of modified plans was lodged and readvertised via email for a period of 14 days, with two additional objections received noting that the amended plans did not address the original concerns with the proposal. No comments were received from the remaining three objectors. The objections have been summarised below:

Objection from Advertising	**Council Response**
The height of the proposal is not compliant and will negatively impact adjoining properties/the streetscape. It is not consistent with the streetscape.	See justification provided in report below and applicants justification letter (attached).
Boundary walls and reduced side setback create bulk and will overshadow/enclose adjoining sites	See justification provided in report below and applicants justification letter (attached).
The proposal will reduce surrounding property values	Not a valid planning matter as property value is not addressed by the Residential Design Codes or Local Development Plan.
The proposal will cause loss of views	See justification provided in report below and applicants justification letter (attached).
The proposal will cause a loss of privacy due to overlooking	See visual privacy section of the report

Planning Framework

The site is zoned ‘Urban’ under the Metropolitan Region Scheme (MRS) and Residential R25 under the City of Cockburn’s Town Planning Scheme No. 3 (TPS 3). The objective of the Residential Zone is:

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"To provide for residential development at a range of densities with a variety of housing to meet the needs of different household types through the application of the Residential Design Codes."

The site is also subject to a Local Development Plan (Detailed Area Plan Stage 4A 'Peninsula Lots') (LDP), and the Port Coogee Design Guidelines.

Assessment

The assessment of the proposal is compliant with relevant planning framework other than the following items:

- Front Setback;
- Boundary Walls;
- Lot Boundary Setbacks;
- Building Height;
- Retaining/Fill;
- Finished Lot Level;
- Visual privacy; and
- Sight Lines/Visual Truncations.

The application has received the required endorsement from the estate architect Julie Harold, who noted that the 'loft' was consistent with *'the Port Coogee definition of a loft'* and noted other variations that have been addressed in the report. Whilst there is no objection from the estate architect, the proposal has been assessed as a three storey dwelling to ensure that a consistent approach is taken within the local area.

Front Setback

The LDP requires a minimum 1.5m and maximum 3m setback for dwellings in this locality. The proposal details a maximum setback of 9.34m for the below ground garage and 7.6m from the ground floor guest room.

As the proposal does not comply with the requirements of the LDP, the variation is assessed against the following design principles:

> *"Buildings set back from street boundaries an appropriate distance to ensure they:*

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- *contribute to, and are consistent with, an established streetscape;*
- *provide adequate privacy and open space for dwellings;*
- *accommodate site planning requirements such as parking, landscape and utilities; and*
- *allow safety clearances for easements for essential service corridors*

Buildings mass and form that:

- *uses design features to affect the size and scale of the building;*
- *uses appropriate minor projections that do not detract from the character of the streetscape;*
- *minimises the proportion of the façade at ground level taken up by building services, vehicle entries and parking supply, blank walls, servicing infrastructure access and meters and the like; and*
- *positively contributes to the prevailing development context and streetscape."*

Each floor provides an element up to the minimum 1.5m setback requirement, ensuring that a large portion of the building is pulled forward, contributing to a consistent streetscape. The larger setbacks are required to allow for vehicles to enter the under croft garage, which is consistent with several existing dwellings in the local area. The use of a single garage door further reduces the impact of the setback variation. There is no loss of privacy caused by the increased street setback and there is no requirement for rear access due to the allowance for boundary walls.

The use of retaining and garden beds within the setback area, combined with the smaller setback of the upper floor (within the required 1.5-3m zone) ensures that the proposal will provide a positive addition and appear consistent with the streetscape and development context.

<u>Boundary Walls</u>

The LDP permits double storey boundary walls to some portions of the side lot boundary; however they must still comply with the concealed roof height of 8m. Areas where a single storey boundary wall is permitted must comply with the 3m average and 3.5m maximum height permitted by the Residential Design Codes. Due to the slope of the site towards the rear, and the need to raise the finished floor level to allow for the under croft garage, several variations are present.

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The boundary wall variations proposed are:

- Ground Floor West Pool Screen up to a height of 4.3m in lieu of 3.5m max and 3m average height permitted;
- Ground Floor West Garage – WIR length up to a height of 4.4m in lieu of 3.5m max and 3m average height permitted;
- Ground Floor East Scullery – Terrace, located as a boundary wall up to a height of 6.1m, however should be setback 2m from the lot boundary.

It is noted that these variations are common within the canal lots due to the site constraints and slope towards the rear of the site.

As the proposal does not comply with the requirements of the LDP, the variation is assessed against the following design principles:

"Buildings set back from lot boundaries so as to:
- *reduce impacts of building bulk on adjoining properties;*
- *provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties; and*
- *minimise the extent of overlooking and resultant loss of privacy on adjoining properties.*

Buildings built up to boundaries (other than the street boundary) where this:
- *makes more effective use of space for enhanced privacy for the occupant/s or outdoor living areas;*
- *does not compromise the design principle contained in clause 5.1.3 P3.1;*
- *does not have any adverse impact on the amenity of the adjoining property;*
- *ensures direct sun to major openings to habitable rooms and outdoor living areas for adjoining properties is not restricted; and*
- *positively contributes to the prevailing development context and streetscape."*

The proposed boundary walls will not negatively impact the adjoining dwellings as other portions of the ground and upper floors are set back to provide articulation. The variations will not reduce solar access as the property is oriented north/south, and the setback of other elements will ensure that ventilation is not reduced, and the boundary walls do not create overlooking.

The use of boundary walls allow for a more effective use of the narrow site and will not reduce the amenity of the adjoining site as explained above. Due to the location of adjoining properties to the east and west

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of the subject site, there will be minimal loss of solar access when assessed in accordance with the Residential Design Codes.

Both adjoining sites are currently vacant. Given the similar constraints and lot sizes of the abutting sites, it is expected that similar developments will be proposed on these lots. The applicant has provided a detailed justification in the attached letter.

Lot Boundary Setback

Where the LDP notes that the setback shall be assessed as per the Residential Design Codes, or where the LDP is silent on setback requirements, setbacks shall be assessed in accordance with table 2a and 2b. The below setbacks do not comply with the LDP:

- Ground Floor West - Dining Room, 2m required, 1m proposed;
- First Floor West - Balcony – Stairs, 2.1m required, 1m provided (NOTE: would be compliant as a boundary wall);
- First Floor West - Void – Bed 3, 2m required, 1m proposed ;
- First Floor West – Bulk, 3.5m required, 2.3m proposed ;
- First Floor East - Bed 4 – Bath, 1.7m required, 1.03m proposed;
- First Floor East - Bed 4 – Hall, 2.4m required, 2.3m proposed;
- Upper Floor West – Bulk, 4m required, 2.4m proposed;
- Upper Floor East – Bulk, 4.5m required, 2.8m proposed.

As the proposal does not comply with the requirements of the LDP, the variation is assessed against the following design principles:

> *"Buildings set back from lot boundaries so as to:*
> - *reduce impacts of building bulk on adjoining properties;*
> - *provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties; and*
> - *minimise the extent of overlooking and resultant loss of privacy on adjoining properties."*

The proposed setbacks although less than required, will reduce the impact of bulk on adjoining properties through the use of articulation and minor openings in longer wall sections. There is no loss of privacy caused by the setbacks, as no major openings are present in the reduced setback walls. As above there will be no loss of solar access into adjoining buildings and open spaces as the adjoining properties are to the east and west of the subject site.

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Both adjoining sites are currently vacant. Given the similar constraints and lot sizes of the abutting sites, it is expected that similar developments will be proposed on these lots. The applicant has provided a detailed justification in the attached letter.

Building Height

The LDP permits a maximum height of 10m and a maximum built form of two storeys with a loft. The proposed dwelling presents as a three storey dwelling from some aspects.

As the proposal does not comply with the requirements of the LDP, the variation is assessed against the following design principles:

- *'Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape, including road reserves and public open space reserves; and where appropriate maintains:*
- *adequate access to direct sun into buildings and appurtenant open spaces;*
- *adequate daylight to major openings into habitable rooms; and*
- *access to views of significance.'*

The proposal is within the 10m height limit, however proposes a mansard style roof, which is considered as a third storey.

The upper floor/loft is setback 7.4m from the primary street and will not be visible from the pedestrian level due to the smaller setback of the ground/middle floor, screening the upper floor. Impact on solar access and access to daylight for habitable rooms has been addressed in the boundary wall/side setback sections above. The impact on views of significance would not be impacted any greater than a compliant 10m high pitched roof design, that would comply with the LDP and be exempt from planning approval. The proposed upper floor provides 2.4/2.8m setbacks from the side boundaries, and is setback from the front and rear boundaries; therefore the bulk of the height will be located toward the middle of the lot. This is consistent with the existing development context.

As demonstrated above the building height is compliant, and the varied design of the dwelling as three storeys in lieu of two storeys and a loft will not impact surrounding owners amenity any more than a compliant two storey dwelling with a loft. As such the variation is supported.

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Retaining/Fill

The Residential Design Codes permit a maximum retaining/fill height of up to 0.5m up to the lot boundary. The application does not comply with this as up to 1.9m is proposed to the western site boundary, and up to 1.3m is proposed to the eastern lot boundary.

As the proposal does not comply with the requirements of the LDP, the variation is assessed against the following design principles:

- "*Development that considers and responds to the natural features of the site and requires minimal excavation/fill.*
- *Where excavation/fill is necessary, all finished levels respecting the natural ground level at the lot boundary of the site and as viewed from the street.*
- *Retaining walls that result in land which can be effectively used for the benefit of residents and do not detrimentally affect adjoining properties and are designed, engineered and landscaped having due regard to clauses 5.3.7 and 5.4.1."*

Retaining within the front setback area is to facilitate pedestrian access and landscaping. The proposed retaining heights for landscaping are higher than generally permitted however contribute to a positive outcome, and also help to reduce the impact of the larger setback portions of the dwelling. The retaining considers the natural ground levels, however due to the need for the garage height; the entire dwelling/site must be raised. Due to the north/south orientation of the site, the additional height of the retaining walls will not reduce solar access or have undue impact on adjoining dwellings. The additional height of the dwelling complies with the overall height permitted in the area, and the variations that the increased fill over the site will cause has been justified in the setbacks and boundary wall section. It is noted that several other examples are present of houses with fill greater than 0.5m over a majority of the site on both Chelydra Point and Othello Quays, ensuring that the proposal is consistent with the developing streetscape.

Finished Lot Level

The finished lot level is required to be raised more than the maximum 0.5m allowed by the LDP (raised an average of 0.69m) to allow for sufficient ceiling height in the under croft garage. As this requirement is specific to the LDP, there are no design principles to assess the property against.

The variation is consistent with several other dwellings in the area (where additional fill has been allowed to permit below-ground parking), and the potential impacts on the adjoining owners have been justified in the retaining/fill section above and are acceptable.

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Visual Privacy and Sight Lines/Visual Truncations

The variations proposed will be conditioned to comply with the requirements of the LDP/Residential Design Codes, removing the variation. As such no justification is required.

Conclusion

The proposed single house is supported for the following reasons:

- The variations to the R-Codes and Local Development Plan have been justified and are consistent with the relevant design principles.
- The variations proposed will not negatively impact the streetscape, or the amenity of the adjoining owners and are consistent with the relevant design principles.

Strategic Plans/Policy Implications

City Growth

Ensure planning facilitates a desirable living environment and meets growth targets.

Ensure a variation in housing density and housing type is available to residents.

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Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

Community Consultation commenced on 23 July 2018. The consultation concluded on 13 August 2018, with five objections received. An amended set of plans was re-advertised via email to the 5 objectors on 25 October, 2018. This consultation concluded on 8 November 2018, with two objections received.

Risk Management Implications

Should the applicant lodge a review of the decision with the State Administrative Tribunal, there may be costs involved in defending the decision, particularly if legal Counsel is engaged.

Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 13 December 2018 Ordinary Council Meeting.

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

Nil

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City of Cockburn
G.I.S Services Department

PRINTED ON: 19/11/2018

SCALE = 1:1388

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NORTH

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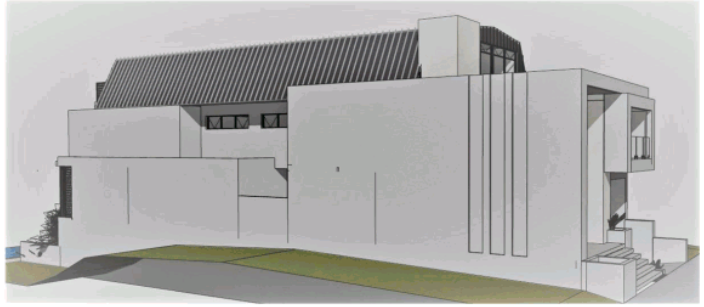

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Rev	Date	Notes
02	09.03.18	Concept 02
03	11.07.18	Issued For DA 02
04	26.07.18	Issued For DA 03
05	12.10.18	Issued For DA 03.1

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Client : .....
Date : .....
Client : .....
Date : .....
Builder : .....
Date : .....

Areas:

Store / Foyer Area	:	93.25 m²
Undercroft Garage Area	:	164.57 m²
Ground Floor Area	:	195.91 m²
Terrace Area	:	47.48 m²
Porch Area	:	7.43 m²
First Floor Area	:	237.55 m²
Balcony Area	:	11.10 m²
Second Floor Area	:	112.53 m²
Terrace 2 Area	:	33.79 m²
Total Area	:	895.81 m²

Client Name: Kuc

Site Address: Lot 23 (#9A) Chelydra Point North Coogee

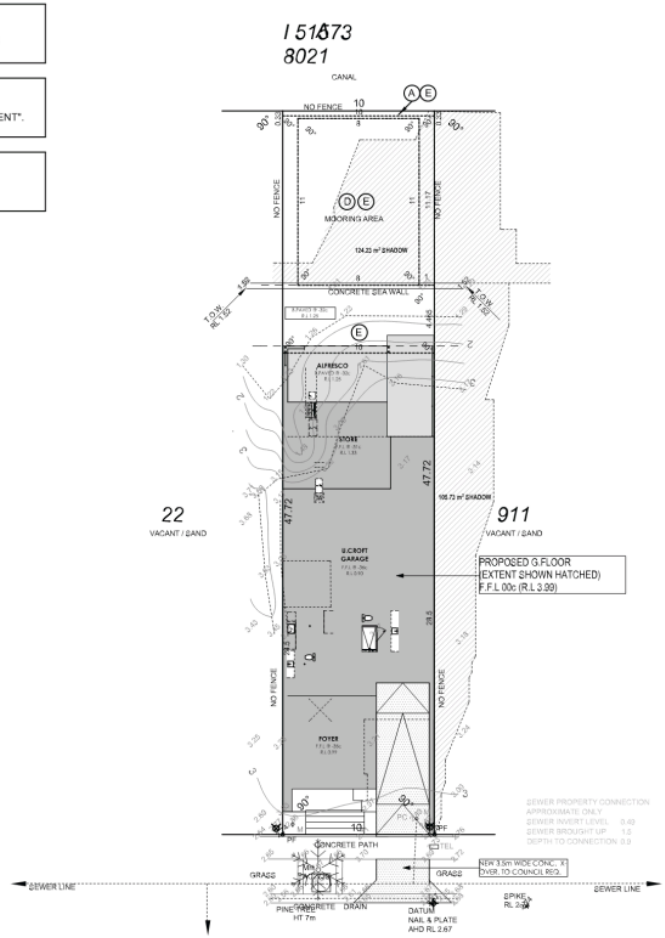
Job number:	Scale:
17-0566	
Drawn By: J.Magnaterra	Date Drawn 12.10.18
Revision No: 05	Sheet No: 00 OF 03

Drawing Name: 3D Front Perspectives

A = EASEMENT. BENEFIT TO THE CITY OF COCKBURN & THE PUBLIC AT LARGE.

D = RESTRICTIVE COVENANT (MOORING ENVELOPE). BENEFIT TO "SEE DOCUMENT".

E = EASEMENT. BENEFIT TO THE CITY OF COCKBURN.



NOTE:
APPROXIMATE AHD LEVEL DERIVED FROM SEWERAGE MANHOLE DC2739.

WARNING!
BOUNDARY RE-ESTABLISHMENT SURVEY REQUIRED TO CONFIRM LOT BOUNDARY POSITION AND DIMENSIONS.

SITE PLAN
SCALE 1:200

CHELYDRA POINT

N

LOT : 23 (# 9A) CHELYDRA POINT	DEPOSITED PLAN 73147	CLIENT : JAM BUILDING DESIGNS	
SUBURB : NORTH COOGEE	C/T : 2810 / 67	BUILDER :	
MAP REF : 460 14 16 (LANDGATE STREET SMART / MELWAY GREATER PERTH STREET DIRECTORY)	AUTHORITY : COCKBURN	SURVEYED ON : 29/09/2017	SURVEYOR : DJ / DRAFTER : NP

BUILDERS / CLIENTS

SITE SURVEY only. The information shown on this plan is current up at the date of survey. Boundary information, easements etc. to be verified from the Certificate of Title, Plan / Diagram or a Boundary Repeg. Boundary position approximate only. Location of boundary pegs or fences in relation to the boundary lines are not guaranteed. Sewer / Drainage may vary from schematic presentation, clearances to be checked on site. Services information to be confirmed with relevant AUTHORITIES. For underground services - ring "DIAL BEFORE YOU DIG" for confirmation of those services.

Land

PO Box 179, BELMONT WA 6064 Telephone (08) 9477 4477 Fax (08) 9477 4420 admin@landsurveys.net.au

SCALE : 1:200 (5 0 2.5 5 10 15)

JOB No : 1700989 - PLAN: FS - DRG: 001 - REV. A - SHEET 1 OF 1

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Areas:

Store / Foyer Area	:	93.25 m²
Undercroft Garage Area	:	164.57 m²
Ground Floor Area	:	195.91 m²
Terrace Area	:	47.48 m²
Porch Area	:	7.63 m²
First Floor Area	:	237.55 m²
Balcony Area	:	11.10 m²
Second Floor Area	:	112.53 m²
Terrace 2 Area	:	33.79 m²
Total Area	:	895.41 m²

Client Name: Kuc

Site Address: Lot 23 (#9A) Chelydra Point North Coogee

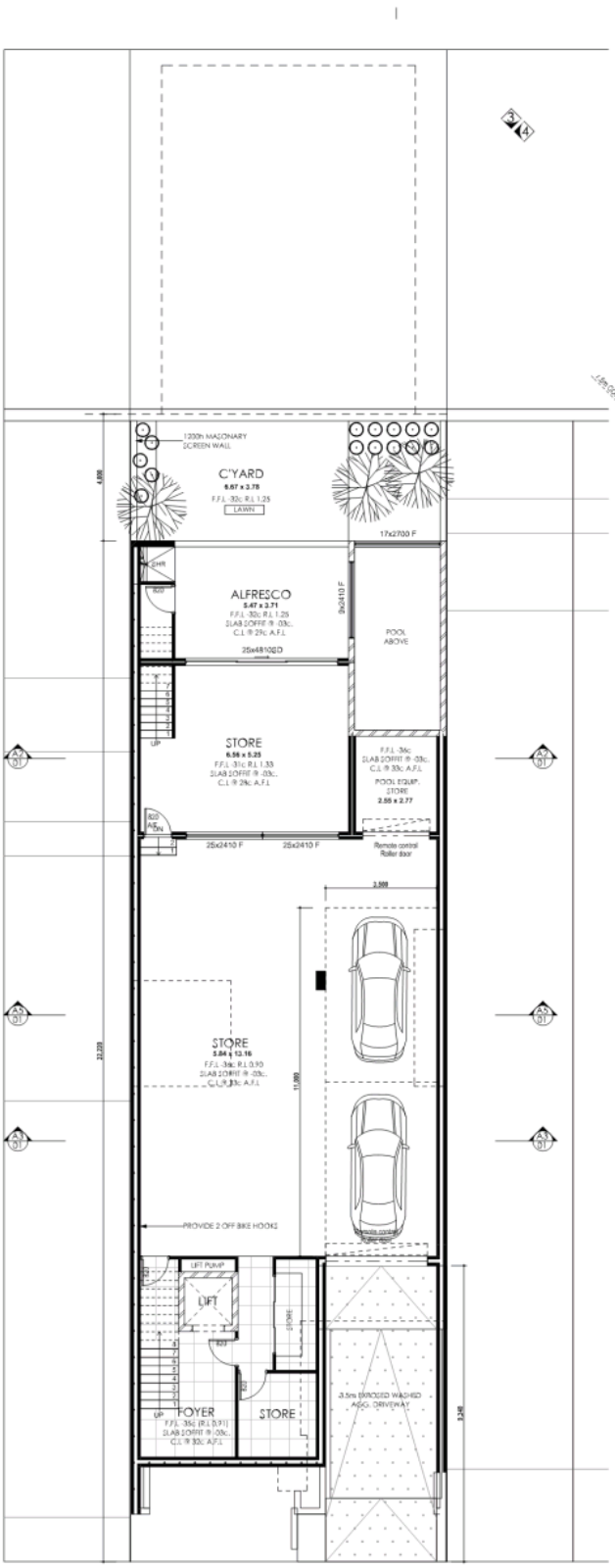
Job number: 17-0566	Scale: 1:200
Drawn By: J.Magnolera	Date Drawn 12.10.18
Revision No: 05	Sheet No: 01 OF 03

Drawing Name: SURVEY/STRATA/SITE

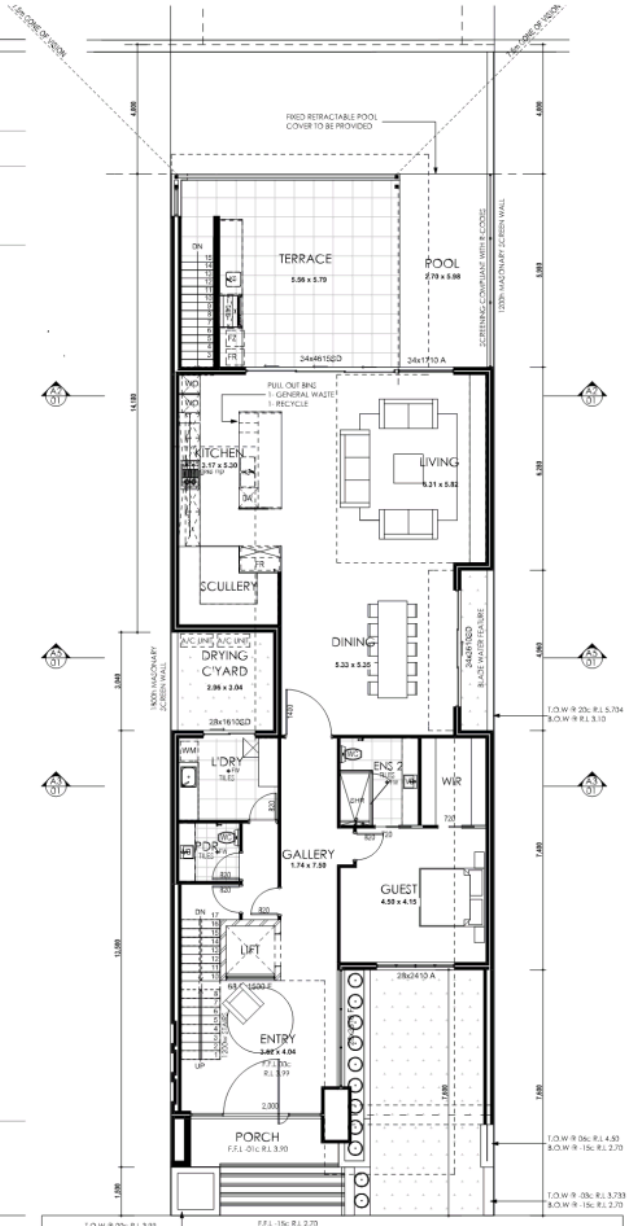
Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

Dianella revoluta

Landscape Legend		
	Botanical Name	Common Name
	Dianella revoluta	Blueberry Lily
	Orthrosanthus laxus	Morning Iris
	Anigozanthos Manglesii	Red & Green Kangaroo Paw
	Westringia dampieri	Native Rosmary
	Magnolia Kya Paris	



UNDERCROFT
SCALE 1:100



GROUND FLOOR PLAN
SCALE 1:100

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Date : .....
Client : .....
Date : .....
Builder : .....
Date : .....

Areas:

Store / Foyer Area	:	83.25 m²
Undercroft Garage Area	:	164.57 m²
Ground Floor Area	:	195.91 m²
Terrace Area	:	49.49 m²
Porch Area	:	7.63 m²
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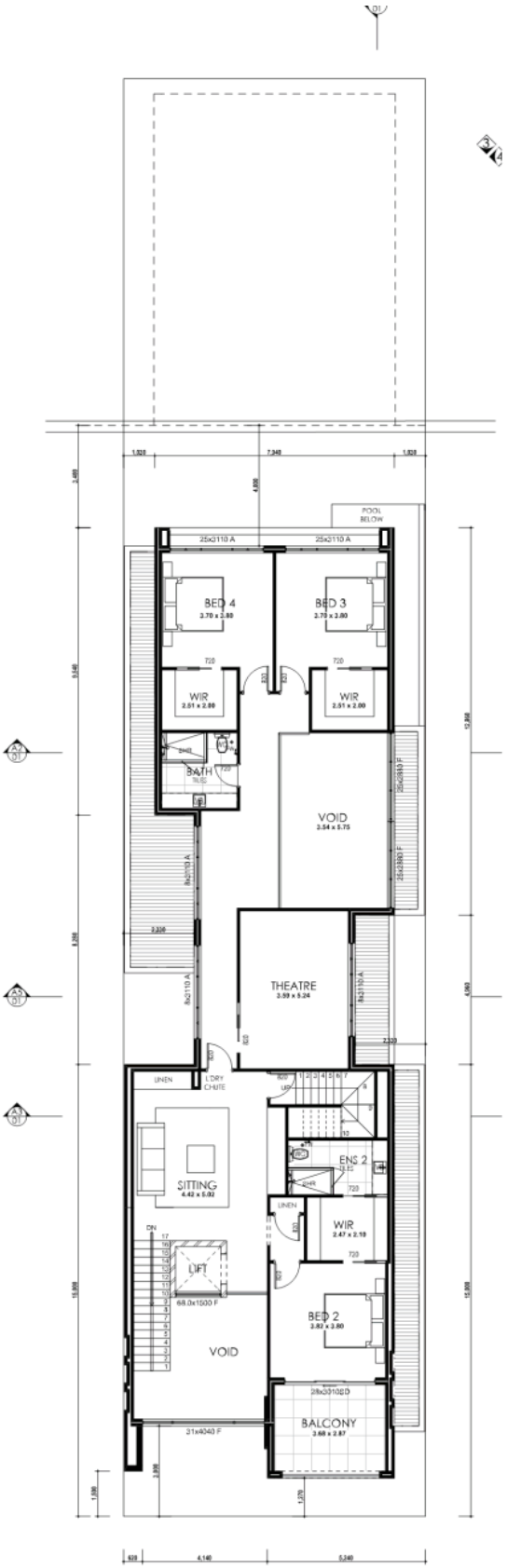
Terrace 2 Area	:	33.79 m²
Total Area	:	895.81 m²

Client Name: Kuc

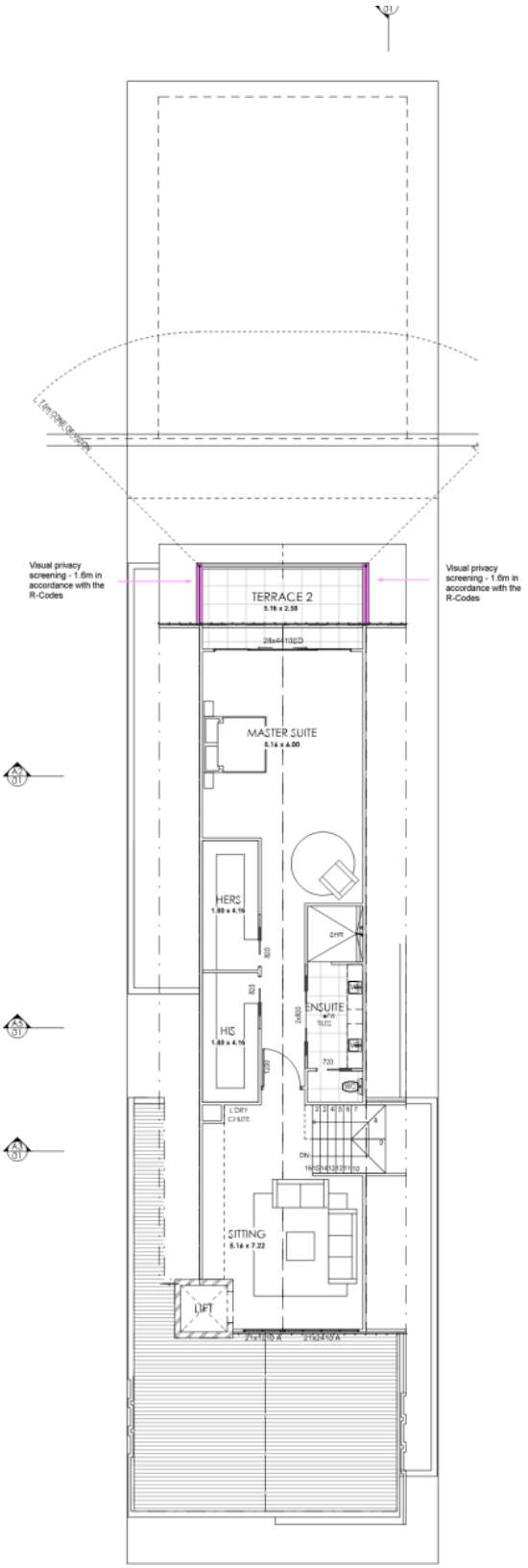
Site Address: Lot 23 (#9A) Chelydra Point North Coogee

Job number:	Scale:
17-0566	1:100
Drawn By: J.Magnaterra	Date Drawn 12.10.18
Revision No: 05	Sheet No: 02 OF 03

Drawing Name: U/CROFT & G.FLOOR



FIRST FLOOR PLAN
SCALE 1:100



LOFT PLAN
SCALE 1:100

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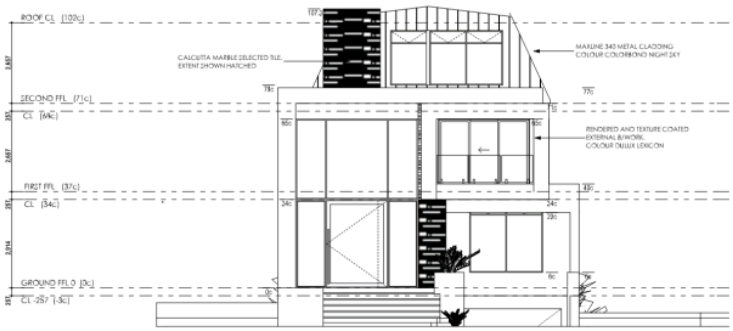
Total Area	:	895.81 m²

Client Name: Kuc

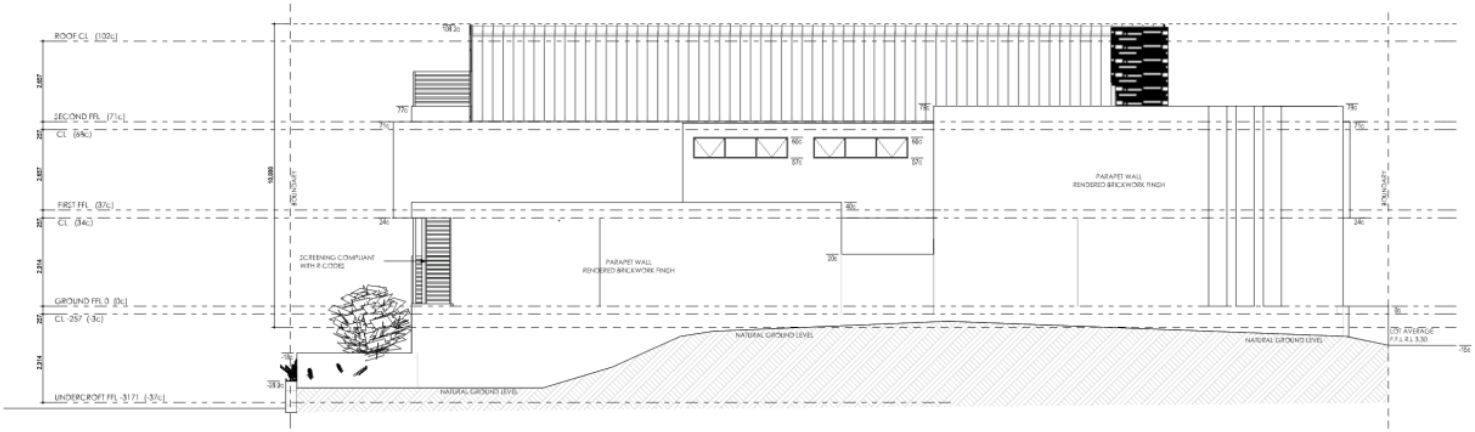
Site Address: Lot 23 (#9A) Chelydra Point North Coogee

Job number: 17-0566	Scale: 1:100
Drawn By: J.Magnolera	Date Drawn 12.10.18
Revision No: 05	Sheet No: 03.0F 03
Drawing Name: FIRST & LOFT FLOOR	

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019



ELEVATION 1
SCALE 1:100

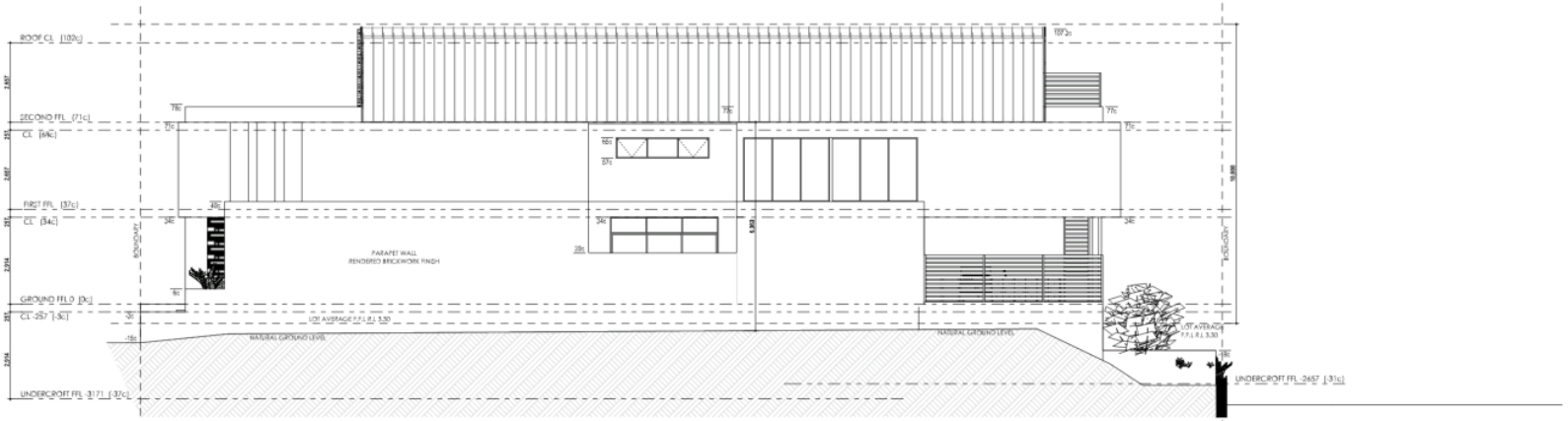


ELEVATION 2
SCALE 1:100

JAM BUILDING DESIGNS P.O Box 707, Inglewood, 6052 T: (08) 9271 8033 M: 0410 244 278 E: jason@jambd.com.au W: www.jambd.com.au	Rev / Date / Notes 02 09.03.18 Concept 02 03 11.07.18 Issued For DA 02 04 26.07.18 Issued For DA 03 06 12.10.18 Issued For DA 03.1 COPYRIGHT This plan shall remain the sole property of Jam Building Designs and must not be given, sent, resold or otherwise disposed without the permission in writing from Jam Building designs.	This is one of the drawings referred to in the building contract Client : ..... Date : ..... Client : ..... Date : ..... Builder : ..... Date :	Areas: Store / Foyer Area : 93.25 m² Undercroft Garage Area : 164.57 m² Ground Floor Area : 195.91 m² Terrace Area : 49.48 m² Porch Area : 7.63 m² First Floor Area : 237.55 m² Balcony Area : 11.10 m² Second Floor Area : 112.53 m² Terrace 2 Area : 33.79 m² Total Area : 895.81 m²

Client Name: Kuc	Job number: 17-0566	Scale: 1:100
	Drawn By: J.Magnolera	Date Drawn 12.10.18
Site Address: Lot 23 (#9A) Chelydra Point North Coogee	Revision No: 05	Sheet No: 03 OF 03
	Drawing Name: ELEVATIONS	

ELEVATION 3
SCALE 1:100



ELEVATION 4
SCALE 1:100

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Rev	Date	Notes
02	09.03.18	Concept 02
03	11.07.18	Issued For DA 02
04	26.07.18	Issued For DA 03
05	12.10.18	Issued For DA 03.1

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Client : .....
Date : .....
Client : .....
Date : .....
Builder : .....
Date : .....

Areas:

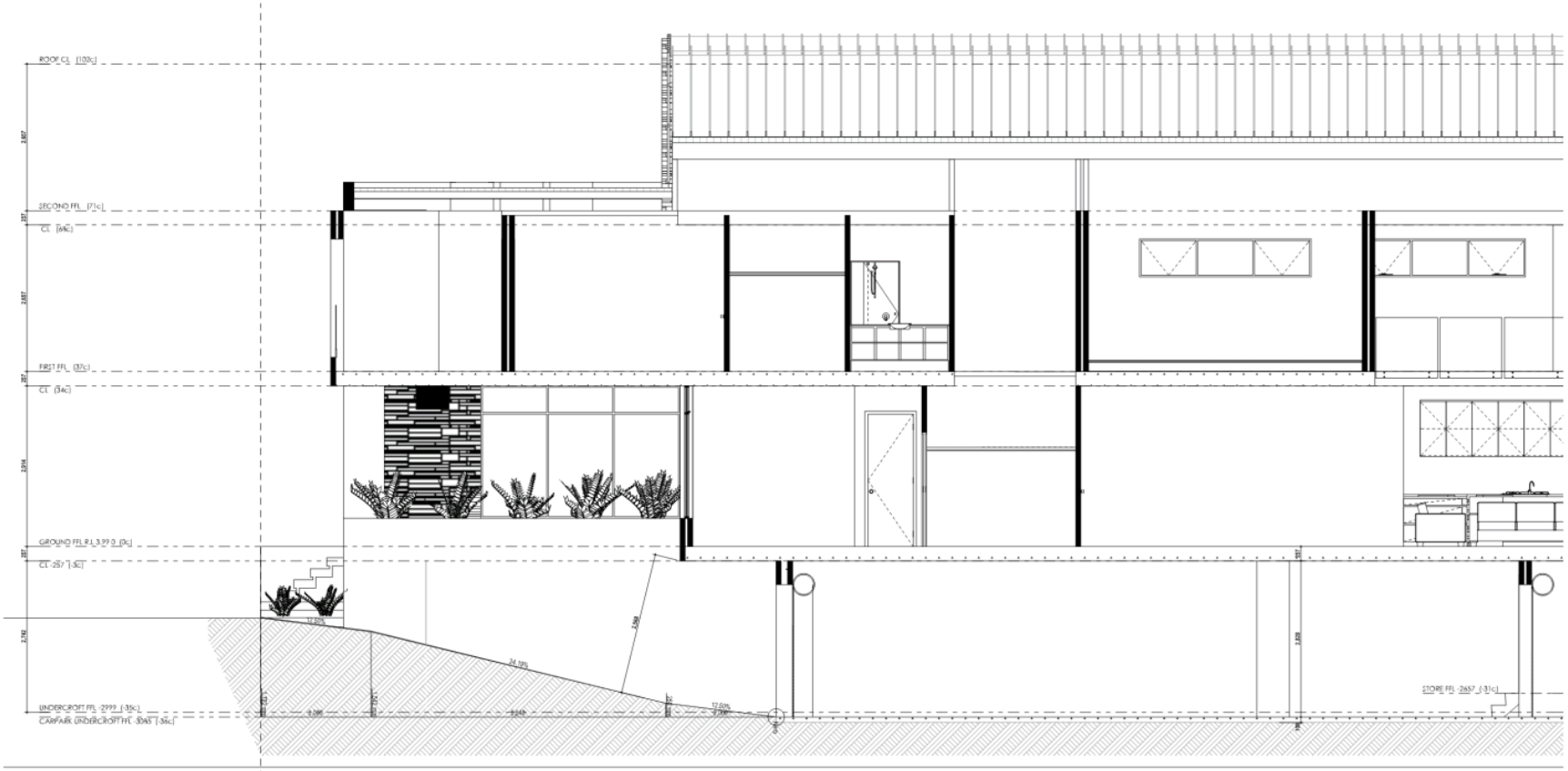
Store / Foyer Area	:	93.25 m²
Undercroft Garage Area	:	164.57 m²
Ground Floor Area	:	195.91 m²
Terrace Area	:	47.48 m²
Porch Area	:	7.63 m²
First Floor Area	:	237.55 m²
Balcony Area	:	11.10 m²
Second Floor Area	:	112.53 m²
Terrace 2 Area	:	33.79 m²
Total Area	:	895.81 m²

Client Name: Kuc

Site Address: Lot 23 (#9A) Chelydra Point North Coogee

Job number: 17-0566	Scale: 1:100
Drawn By: J.Magnaterra	Date Drawn 12.10.18
Revision No: 05	Sheet No: 04 OF 03
Drawing Name: ELEVATIONS	

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019



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Client : .....
Date : .....
Client : .....
Date : .....
Builder : .....
Date : .....

Areas:

Store / Foyer Area	:	93.25 m²
Undercroft Garage Area	:	164.57 m²
Ground Floor Area	:	195.91 m²
Terrace Area	:	49.48 m²
Porch Area	:	7.63 m²
First Floor Area	:	237.55 m²
Balcony Area	:	11.10 m²
Second Floor Area	:	112.53 m²
Terrace 2 Area	:	33.79 m²
Total Area	:	895.81 m²

Client Name: Kuc

Site Address: Lot 23 (#9A) Chelydra Point North Coogee

Job number: 17-0566	Scale: 1:50
Drawn By: J.Magnolera	Date Drawn 12.10.18
Revision No: 05	Sheet No: 06 OF 03
Drawing Name: SECTIONS	

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TOWN PLANNING

16 November 2018

Michael Ball
Statutory Planning Officer
City of Cockburn
P.O. Box 1215, Bibra Lake Delivery Centre, Bibra Lake, 6965
mball@cockburn.wa.gov.au

Dear Mr. Ball,

NO. 9A CHELYDRA POINT, PORT COOGEE – PROPOSED SINGLE HOUSE

Urbanista Town Planning have been engaged by the landowner(s) of No. 9A Chelydra Point, Port Coogee to submit the application for a proposed single house. This letter seeks to review the site and provide justification for the proposed departures in accordance with the Port Coogee Detailed Area Plan and Residential Design Codes.

SUBJECT SITE

The subject site is currently vacant and has a lot size of 477sqm, positioned within the City of Cockburn and the Port Coogee redevelopment area. The lot is zoned 'Urban' under the Metropolitan Region Scheme and zoned 'Residential R20 / R40' in accordance with the City of Cockburn's Town Planning Scheme No. 3. The site fronts Chelydra Point and has rear access to a water canal in which the lot extends into. The lot has a frontage of 10 metres and is located within Development Area No. 22 of the City's Town Planning Scheme No. 3. The site is subject to the provisions of the City's Detailed Area Plan and Fraser Property Design Guidelines of December 2015.

FIGURE 1 (ABOVE) FRONT PRIMARY STREET PERSPECTIVE. SOURCE: JAM BUILDING DESIGNS

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THE PROPOSAL

The subject development application is for the construction of a two-storey house with a loft and undercroft. The dwelling has been spaciously designed to provide separate living and bedroom areas alongside suitable provision of outdoor living areas.

PLANNING FRAMEWORK

STATUTORY PLANNING FRAMEWORK

State Planning Policy 3.1 Residential Design Codes

State Planning Policy 3.1 (R-Codes) is the primary planning control for residential development in Western Australia. The policy sets out design principles and deemed-to-comply criteria to be considered by people undertaking residential development which requires planning approval. The provisions and principles of the R-Codes can be amended, added-to, or replaced by provisions in a Local Government Authority's Local Planning Scheme, Local Planning Polices, Local Laws, or in the case of this development, the provisions of the Port Coogee detailed area plan.

City of Cockburn Town Planning Scheme No. 3

The City of Cockburn Town Planning Scheme No. 3 is a statutory planning document that provides guidance for the development and use of land and buildings in the City. The provisions and criteria of the Local Planning Scheme are largely replaced by the provisions of the Detailed Area Plan as detailed subsequently. Figure 3 following shows the current Scheme Map. The land is zoned Residential R25 and with development control area DA22 under the City of Cockburn Town Planning Scheme No. 3.

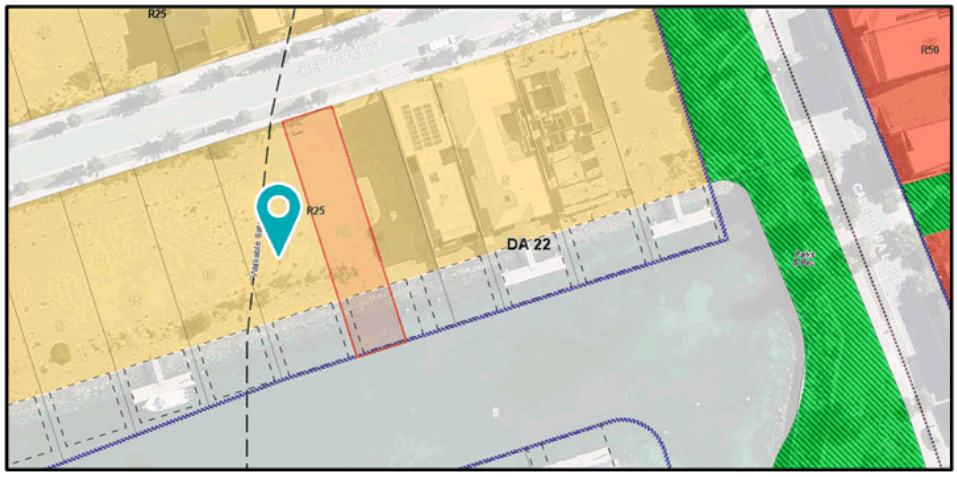

FIGURE 3: CITY OF COCKBURN TOWN PLANNING SCHEME NO. 3 SCHEME MAP. SOURCE: CITY OF COCKBURN.

DETAILED AREA PLAN — PENINSULA LOTS (STAGE 4A) PORT COOGEE

The proposed development is located in the Stage 4A area of Port Coogee. The Port Coogee detailed area plan replaces several sections of the deemed-to-comply requirements of the R-Codes. The detailed area plans are accompanied by the Port Coogee Design Guidelines.

A contemporary coastal architectural character will be actively encouraged with modern sophisticated homes responding to a relaxed seaside lifestyle. The contemporary architecture will be strongly influenced by the special qualities of the site. These include the colours of the landscape, the topography of the development and the micro-climate, with the need for adjustable indoor/outdoor spaces to create a balance between privacy and transparency.

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ASSESSMENT AND JUSTIFICATION

DETAILED AREA PLAN — PENINSULA LOTS (STAGE 4A) PORT COOGEE

The below tables detail the proposed variations and associated justification in accordance with Detailed Area Plan ('DAP' and 'LDP') – Peninsula Lots (Stage 4A) for Port Coogee (2008, 2010, 2015). In accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* all local development plans (formally detailed area plans) have a status of due regard, whereby variations can be considered on their merits.

1. Front Setback	
Requirement	Proposed
Front setback: minimum 1.5m and maximum 3m	Minimum 1.5m and maximum 3m - 7.6m.
Justification: The proposed maximum front setback is a result of the under croft level being setback 7.6m. This setback will be concealed and will not dominate the streetscape as the first floor proposes a 3m setback. The canter lever of the ground and first floors over the driveway prevents the 7.6m setback having a dominance on the streetscape and will continue the emerging rhythm with a 1.5m minimum and 3m maximum setback and should be supported accordingly.	

2. Side Setbacks – Ground Floor Western Elevation	
Requirement	Proposed
C3.2 **Walls** may be built up to a **lot boundary** behind the **street setback** (specified in **Table 1** and in accordance with clauses 5.1.2, 5.2.1 and 5.2.2), within the following limits and subject to the overshadowing provisions of clause 5.4.2 and **Figure Series 11**: i. in areas coded R30 and higher, walls not higher than 3.5m with an average of 3m or less, for two-thirds the length of the balance of the **lot boundary** behind the front **setback**, to one side boundary only; or	Living Room to Pool Screen 4.3m maximum height in lieu of required 3m/3.5m. Garage to WIR 4.4m maximum height in lieu of required 3m/3.5. Dining room wall setback required at 2m in lieu of 1m (proposed).
Justification: In the absence of design principles within the LDP, the following design principles are considered in relation to clause 5.1.3 of the R-Codes: "*P3.1 **Buildings** set back from **lot** boundaries or adjacent **buildings** on the same lot so as to:* • *reduce impacts of building bulk on **adjoining properties**;* • *provide adequate direct sun and ventilation to the building and **open spaces** on the **site** and adjoining properties; and* • *minimise the extent of overlooking and resultant loss of privacy on adjoining properties."* The minor setback variation to the dining room wall meets the design principles as follows: - The departure relates to a length of wall which is setback from the boundary compared to the remainder of the dwelling.	

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- The setback includes window treatments which reduces its overall perceived bulk.
- The variation relates to a single storey height wall.
- The variation will not undermine the adjoining future dwellings access to natural sunlight as the wall is setback.
- The proposal variation complies with the visual privacy requirements of the R-Codes.

With respect to the over height boundary walls, it is considered the variation meets the following design principles for the following reasons:

*P3.2 **Buildings** built up to boundaries (other than the **street boundary**) where this:*

- *makes more effective use of space for enhanced privacy for the occupant/s or **outdoor living areas**;*
- *does not compromise the **design principle** contained in clause 5.1.3 P3.1;*
- *does not have any adverse impact on the amenity of the adjoining property;*
- *ensures direct sun to **major openings** to **habitable rooms** and outdoor living areas for **adjoining properties** is not restricted; and*
- *positively contributes to the prevailing or future development context and streetscape as outlined in the **local planning framework**.*

The over height boundary walls are a direct result due to the finished floor level of the dwellings, as per the LDP. The boundary walls provide more effective use of space internally as the lot is narrow. They also provide increased privacy to the future adjoining dwelling and also enable the future dwelling to have the opportunity to be built up towards the boundary wall.

The height variations do not impact the adjoining property through decreased natural sunlight, as the wall is located on the western elevation and the primary shadow in winter sun falls to south in accordance with the R-Codes. Furthermore, the adjoining future dwelling will have an opportunity to access natural ventilation by setting their building back or by having access through the rear elevation due to the narrow nature of the sites, as per the proposed design.

The over height boundary walls will not compromise sunlight access to the adjoining dwellings future outdoor living areas as it is setback behind the rear setback line in accordance with the LDP.

The over height boundary walls will not impact on the streetscape as they will be concealed upon construction of adjoining dwellings, therefore having no impact to the prevailing and future built form of the streetscape.

In this instance the variations are considered to comply with the design principles.

3. Side Setbacks – Ground Floor Eastern Elevation	
Requirement	Proposed
C3.2 **Walls** may be built up to a **lot boundary** behind the **street setback** (specified in **Table 1** and in accordance with clauses 5.1.2, 5.2.1 and 5.2.2), within the following limits and subject to the overshadowing provisions of clause 5.4.2 and **Figure Series 11**: ii. in areas coded R30 and higher, walls not higher than 3.5m with an average	Scullery to terrace nil setback in lieu of 2m.

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of 3m or less, for two-thirds the length of the balance of the **lot boundary** behind the front **setback**, to one side boundary only; or	

Justification:
In the absence of design principles within the LDP, the following design principles are considered in relation to clause 5.1.3 of the R-Codes:

*"P3.1 **Buildings** set back from **lot** boundaries or adjacent **buildings** on the same lot so as to:*
- *reduce impacts of building bulk on **adjoining properties**;*
- *provide adequate direct sun and ventilation to the building and **open spaces** on the **site** and adjoining properties; and*
- *minimise the extent of overlooking and resultant loss of privacy on adjoining properties."*

The proposed boundary wall enables more effective use of internal living amenity due to the narrow nature of the site. The ground floor variation is unlikely to impact a future residential development as the wall is separated by an internal courtyard breaking up the 'bulk' of the length of wall. In addition to this, a future dwelling will have the ability to build up to the wall, facilitating better internal living amenity on the ground floor.

The variation relates to the eastern elevation and therefore does not result in any additional overshadowing in accordance with the R-Codes. Furthermore, the adjoining future dwelling can be constructed with a setback to facilitate natural sunlight, or access to natural sunlight will be achieved to the rear, where the views are also maintained.

The variation creates better privacy between adjoining development and complies with the visual privacy requirements of the R-Codes.

4. Side Setbacks – Upper Floor Western Elevation	
Requirement	Proposed
Dwelling upper levels shall be setback 2.0m from the western lot boundary beyond 15m of the front boundary (where indicated on the OAP). "For lots 21 - 23 and 50 only, dwelling upper levels shall be setback 2.0m from one side boundary only for a length of 15m from the front boundary less the required front setback."	Void to bedroom 3 wall – 1m in lieu of 2m Overall length of wall 2.3m in lieu of 3.5m

Justification:
In the absence of design principles within the LDP, the following design principles are considered in relation to clause 5.1.3 of the R-Codes:

"P3.1 **Buildings** set back from **lot** boundaries or adjacent **buildings** on the same lot so as to:
- reduce impacts of building bulk on **adjoining properties**;
- provide adequate direct sun and ventilation to the building and **open spaces** on the **site** and adjoining properties; and
- minimise the extent of overlooking and resultant loss of privacy on adjoining properties."

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The proposed setback variation of 1m in lieu of 2m relates to a length of wall of 12m. The overall setback relates to a portion of wall with a length of 4.96m and is setback to provide articulation to this elevation. Both variations will not impact the adjoining property through building bulk and the elevation includes varying setbacks and openings which attribute to a reduction in perceived bulk.

Given the variations relate to the western façade, they do not result in any los of direct sunlight to a future dwelling on the adjoining site, as the variations to do not result in increased overshadowing. In addition to this a 1m – 2.3m separation still provides sufficient corridor width against a future setback of an adjoining dwelling to facilitate access to natural ventilation.

The departures do not result in a variation to the deemed to comply visual privacy variations set out in the R-Codes.

In addition to the above, these lots are narrow due to a subdivision of the original parent lot. The requirement for increased setbacks would result in a reduced level of internal and external amenity of the dwellings. The objectives of the LDP is to influence modern architecture whilst providing dwellings with amenity.

In this instance the variations are considered to comply with the design principles.

5. Side Setbacks – Upper Floor Eastern Elevation	
Requirement	Proposed
Dwelling upper levels shall be setback 2.0m from the western lot boundary beyond 15m of the front boundary (where indicated on the OAP). "For lots 21 - 23 and 50 only, dwelling upper levels shall be setback 2.0m from one side boundary only for a length of 15m from the front boundary less the required front setback." Clause 5.1.3 of the R-Codes.	Bedroom 4 to Bathroom 1.03m setback in lieu of 1.7m Hallway 2.3m in lieu of 2.4m

Justification:
In the absence of design principles within the LDP, the following design principles are considered in relation to clause 5.1.3 of the R-Codes:

"P3.1 **Buildings** set back from **lot** boundaries or adjacent **buildings** on the same lot so as to:

- reduce impacts of building bulk on **adjoining properties**;
- provide adequate direct sun and ventilation to the building and **open spaces**

on the **site** and adjoining properties; and

- minimise the extent of overlooking and resultant loss of privacy on adjoining properties."

The proposed setback variation of 1.03m in lieu of 1.7m relates to a length of wall of 9.54m. The overall setback relates to a portion of wall with a length of 8.28m and is setback to provide articulation to this elevation. Both variations will not impact the adjoining property through building bulk as the elevation has three varying setbacks, two lengths of wall with no openings and a middle section with varying window treatments. These design features couples with the mansard roof form which aids in reducing the overall perceived bulk on adjoining properties. Furthermore, the departures will not be visible from the primary street as they are concealed by a boundary wall.

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The departures will not impact the adjoining properties access to direct sunlight as the variation does not result in overshadowing in accordance with the overshadowing provisions of the R-Codes. Furthermore, natural ventilation is maintained given the building is proposed to be setback as part of these variations providing a corridor for adjoining development. The departures do not result in a variation to the deemed to comply visual privacy variations set out in the R-Codes. In addition to the above, these lots are narrow due to a subdivision of the original parent lot. The requirement for increased setbacks would result in a reduced level of internal and external amenity of the dwellings. The objectives of the LDP is to influence modern architecture whilst providing dwellings with amenity. In this instance the variations are considered to comply with the design principles.

6. Rear Setback	
Requirement	Proposed
On lots 21 - 23, 50 - 51 and 906 - 923, the minimum rear dwelling setback shall be 4m from the dry lot boundary (as defined on the DAP). Any lightweight structure shall be setback a minimum of 2m from the rear dry lot boundary.	4m – first floor (3.4m architectural feature) 3.8m – loft balcony
Justification: The proposed variations are considered minor as the variations relates to architectural elements on the first floor. The minor encroachment of 0.2m-0.6m of the first floor and loft realte to the architectural features which frames the proposed windows and balconies. This creates additional interest and articulation along the rear façade reducing the dwellings overall perceived bulk and scale to the canal. It is not considered to undermine the rhythm of the rear setback. The variations are considered minor and should be supported accordingly.	

Loft Design

The City has advised that the loft includes setback variations, however the loft is contained within a mansard roof form and in accordance with the R-Codes, roof forms are not to be assessed against the lot boundary setback provisions. The overall design is contained within the overall height requirements of the LDP.

Furthermore, I refer to the State Administrative Tribunal decision of Archetype Designs Studios and Town of Claremont WASAT 181 of 2006. One of the preliminary issues with this matter was determining whether the 'unusual' style roof is in fact a roof and how it is defined. The Tribunal found that a "*classical mansard roof, which has a slope at the outer perimeter of the roof, which is quite steep, changing at the centre of the roof to an element of lower slope, but nevertheless rising to a pyramid in the centre*". This description of a classical mansard roof is what is being proposed with a steep outer form built into a lower angle pitch to the centre. The only deviation this proposal has compared to traditional style mansard roof, is dormer windows. Notwithstanding, structure is a roof, operates as a roof and appears as a roof. The proposed internal living areas are completely contained within the roof form. The only portion which does not fall within the roof form is the lift shaft, which protrudes on top of the first floor. However, it is proposed to be screened with a feature element and is within the height requirements. Notwithstanding, lift shafts are traditionally located above or co-located with roof structures.

In light of the above, the loft is a loft and setback provisions cannot be applied to the roof structure.

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DEEMED PROVISIONS — CLAUSE 67 OF THE REGULATIONS

In addition to the above, the proposed use has been considered in accordance with clause 67, schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (W.A.) as described in the following table.

Clause 67	Response
(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;	The proposal is for a residential dwelling which is a permitted use within the residential zone.
(b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving;	Nil.
(c) any approved State planning policy;	Nil.
(d) any environmental protection policy approved under the Environmental Protection Act 1986 section 31(d);	Nil.
(e) any policy of the Commission;	Nil.
(f) any policy of the State;	Nil.
(g) any local planning policy for the Scheme area;	Nil.
(h) any structure plan, activity centre plan or local development plan that relates to the development;	The proposal has been considered in accordance with the relevant local development plan as outlined within this letter.
(i) any report of the review of the local planning scheme that has been published under the Planning and Development (Local Planning Schemes) Regulations 2015;	Nil.
(j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;	Not applicable.
(k) the built heritage conservation of any place that is of cultural significance;	Not applicable.
(l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;	Not applicable.
(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;	The proposed development is consistent with the emerging built form along Chelydra Point, with a similar scale and bulk.
(n) the amenity of the locality including the following — *(i)* environmental impacts of the development; *(ii)* the character of the locality; *(iii)* social impacts of the development;	The development is consistent with the emerging built form along Chelydra Point and has been designed generally in accordance with the LDP which should consider the environmental, character and social impacts of the intended built form of this locality.

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Clause 67	Response
(o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;	Nil.
(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;	Not applicable.
(q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;	Nil.
(r) the suitability of the land for the development taking into account the possible risk to human health or safety;	The proposed development is unlikely to risk human health or safety.
(s) the adequacy of — *(i)* the proposed means of access to and egress from the site; and *(ii)* arrangements for the loading, unloading, manoeuvring and parking of vehicles;	The proposed car parking has been designed in accordance with AS2890.1
(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;	The proposed development is for a single house which is consistent with the intended development of the land whereby the associated infrastructure has been developed to support this type of development.
(u) the availability and adequacy for the development of the following — i. public transport services; ii. public utility services; iii. storage, management and collection of waste; iv. access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities); v. access by older people and people with disability;	The subject site is within a 400m walkable catchment area.
(v) The potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;	Nil.
(w) the history of the site where the development is to be located;	Nil.
(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals	Nil.
(y) any submissions received on the application;	Community consultation has not been undertaken.
(z) the comments or submissions received from any authority consulted under clause 66;	Community consultation has not been undertaken.
(aa) any other planning consideration the local government considers appropriate.	Nil.

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SUMMARY OF SUBMISSIONS

Neighbours Comment	Response
The third storey creates additional bulk, is not consistent with the streetscape, creates overlooking and reduces the amenity of the surrounding properties,	As detailed previously within this letter, the third floor is not a storey it is a loft, the internal living areas are contained within the mansard roof form. The roof is proposed in a darker colour to minimise bulk.
Visual privacy variations impact the amenity of adjoining properties,	The amended plans result in compliance against the visual privacy requirements of the R-Codes and the applicant raises no objection to a proposed condition.
Boundary wall heights and locations create additional bulk and reduce solar access to adjoining properties, they have a negative impact on the amenity of adjoining dwellings,	The boundary walls will not reduce solar access as they are located on the eastern and western elevations, respectively. In accordance with the R-Codes, solar access is measured during the peak of winter sun, whereby the shadow casts to the south. Therefore, limited impact will result from the boundary walls. Furthermore, the boundary walls will not be visible from the primary street when the adjoining properties are developed. Please refer to the development assessment section of this report.
Loss of views caused by the bulk of the additional storey, the increased boundary wall heights and reduced setbacks. It is not only the upper floor that causes this but also the location of non-compliant boundary walls to side boundaries.	Access to views is not a relevant planning consideration when the building height is compliant.
Overall setbacks and bulk are a negative addition to the streetscape and will reduce property values.	The loft will not be visible from a pedestrian view on the streetscape as demonstrated in the perspectives. The dwelling is accommodated on a narrow lot formed by a recent subdivision from a regular lot. As a result, departures from the requirements are necessary to provide quality built form outcomes that meet the respective design principles. Please refer to the development assessment section of this report.

CONCLUSION

In light of the above, the proposed development for a single house is consistent with the emerging built form within Port Coogee and more specifically Chelydra Point. The proposed variations are consistent with those sought by other similar developments within the streetscape however, they do not propose to unduly impact the streetscape rather elevate the design of the dwelling and internal living amenity. Accordingly, we request the City support the proposed development application with the subject variations.

Should you have any question in relation to the details provided in this submission, please contact Bianca Sandri from Urbanista Town Planning on 6441 9171 or bianca@urbanistaplanning.com.au.

Bianca Sandri | **Director**
Urbanista Town Planning | admin@urbanistaplanning.com.au | 231 Bulwer Street, Perth

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14.4 **(2018/MINUTE NO 0185) PROPOSED SCHEME AMENDMENT NO. 134 – REZONING OF LOT 850 PURVIS STREET, HAMILTON HILL (FORMER HAMILTON SENIOR HIGH SCHOOL SITE) TO DEVELOPMENT ZONE AND PROPOSED STRUCTURE PLAN**

Author(s)	D Di Renzo
Attachments	1. Proposed Structure Plan with recommended modifications annotated 2. Photograph of Tuart Tree (Purvis Street) and Oliver Park (Coolbellup) 3. Schedule of Submissions
Location	Lot 850 Purvis Street, Hamilton Hill (Crown Reserve 37938)
Owner	WA Land Authority (Landcorp)
Applicant	Landcorp
Application Reference	109/134

RECOMMENDATION
That Council:

(1) adopt Scheme Amendment No. 134 for final approval for the purposes of:

1. Including Lot 850 Purvis Street, Hamilton Hill within the boundaries of 'Development Area 42'.

2. Inserting a new 'Development Area 42' entry into Table 9 – Development Areas and incorporating provisions as follows:

REF NO.	AREA	PROVISIONS
DA 42	**HAMILTON SENIOR HIGH SCHOOL REDEVELOPMENT SITE** **(Lot 850 Purvis Street, Hamilton Hill)**	1. An approved Structure Plan together with all approved amendments shall be given due regard in the assessment of applications for subdivision and development in accordance with clause 27(1) of the Deemed Provisions. 2. Structure Plan is to provide an appropriate mix of residential densities, open space, and an appropriately scaled mixed

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		use, neighbourhood node.

3. Amending the Scheme Maps accordingly.

(2) note the amendment referred to in resolution (1) above is a 'standard amendment' as it satisfies the following criteria of Regulation 34 of the Planning and Development (Local Planning Schemes) Regulations 2015:

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

(3) adopts the Schedule of Submissions prepared in respect to the proposed Structure Plan and Scheme Amendment;

(4) endorse the Bushfire Management Plan) prepared by Strategen Environmental in respect of the proposed structure plan and dated 30/01/2018;

(5) pursuant to Schedule 2, Part 4, clause 20 of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, recommend to the Western Australian Planning Commission the proposed Structure Plan for Lot 850 Purvis Street, Hamilton Hill, be approved, subject to the following modifications:

1. Modification to the residential coding of Parcel 9 and 10 to 'R40', as shown in Attachment 1.

2. Inclusion of a roundabout at the Blackwood Avenue and Purvis Street intersection.

3. Addition of an 18m wide cul-de-sac head at the northern end of the north west road, or deletion of the road section and inclusion of a cul-de-sac head at the eastern end of the east west road as shown in Attachment 1.

4. Inclusion of a 15m road connection with a footpath and on street parking bays where possible along the eastern boundary adjacent to the 'pedestrian bridge' along the area designated as a pedestrian accessway, as shown in Attachment 1.

5. Inclusion of waste vehicle reversing/turnaround bay at the western end of the laneway, with addition of public parking bays as shown in Attachment 1.

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6. Retention of the Tuart tree adjacent to Purvis Street (shown in Attachment 1 and 2) within a landscaped/embellished public open space link that is at least 10m in width, demonstrating that the tree can be retained in a viable way through the subdivision and construction process and post development, with an appropriate interface to adjacent residential development.

7. Inclusion of appropriate threshold treatment to slow traffic along a section of road as shown on Attachment 1.

8. Inclusion of an additional provision under 1.4 'Subdivision and Development Requirements' also requiring Local Development Plans for corner lots, lots adjacent to public open space, and pedestrian accessways.

9. Inclusion under 1.4 'Subdivision and Development Requirement' that all street lights be solar powered lights, consistent with the sustainability principles underpinning design and delivery of development.

10. Inclusion of additional heading 'Management Plans' under 1.4 'Subdivision and Development Requirements', to include the following provision:

    (a) The Council shall recommend to the Western Australian Planning Commission that a condition be imposed on the grant of subdivision approval to respond to the following:

        i. The preparation, approval and implementation of a Bushland Management Plan to the satisfaction of the City.

        ii. The preparation, approval and implementation of an Urban Water Management Plan for the Structure Plan area.

        iii. The preparation, approval and implementation of a Tree Management Plan for the Structure Plan area, demonstrating the viable retention of identified significant trees, to the satisfaction of the City.

11. Inclusion of an additional heading 'Notification(s) on Title' under 1.4 'Subdivision and Development Requirements' to include the following provision:

    (a) The Council shall recommend to the Western Australian Planning Commission that a condition be imposed on the subdivision approval for a notification to be placed

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on the Certificate of Title to suitably respond to the following:

i. That lot(s) with a bushfire attack level (BAL) rating of 12.5 or higher is within a designated bushfire prone area and subject to a Bushfire Management Plan.

ii. To advise prospective purchasers of the potential for noise impacts to help with managing resident expectations. The area of land for which notification is required should be identified in the noise management plan and contain a description of major noise sources.

12. Inclusion of the following additional information in the Local Water Management Strategy:

(a) Confirmation that adequate groundwater is currently available for the proposed public open space, either through the amendment of an existing licence or the lodgement (or approval) of a groundwater licence application under the Rights in Water Irrigation Act 1914.

(b) Inclusion of further detail in Section 6: Stormwater Management including cross-sections, indicative diagrams and concept plans of proposed swales, rain gardens, tree pits and underground infiltration cells for all critical invert levels. The figures should illustrate inlets/outlets, any flush kerbing, base invert, top water levels for the small (first 15mm), minor and major (1% AEP) events, and demonstrate that the finished lot levels will be 0.3m above the 1% AEP level for the road drainage systems.

(6) advise those who made a submission on the Structure Plan and/or Scheme Amendment of Council's recommendation accordingly; and

(7) ensure the amendment documentation, be signed and sealed and then submitted to the Western Australian Planning Commission along with a request for the endorsement of final approval by the Hon. Minister for Planning.

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COUNCIL DECISION
MOVED Deputy Mayor L Smith SECONDED Cr C Sands

That the recommendation be adopted subject to Clause (5) 6 being amended as follows.

(5) 6. Retention of the Tuart tree adjacent to Purvis Street (shown in Attachment 1 and 2) within a landscaped/embellishment public open space link that is at least 20m in width, demonstrating that the tree can be retained in a viable way through the subdivision and construction process and post development, with an appropriate interface to adjacent residential development subject to a Tree Management Plan and investigation of heritage listing.

CARRIED 10/0

Reason for Decision

The public open space link should be increased from a minimum of 10m to a maximum of 20m to maximise the opportunities for the Tuart tree adjacent to Purvis Street, to be retained. In addition, investigations should be undertaken to determine whether the tree qualifies to be listed on the City's Significant Tree listing.

Background

In December 2014 the Minister for Education announced that Hamilton Senior High School and South Fremantle Senior School would close at the end of 2017 to be amalgamated in 2018 to form new Fremantle College (to be constructed on the South Fremantle Senior High School site).

It was the Department of Education's position that anticipated growth in the area had been fully assessed in the planning for this amalgamation, and that the new Fremantle Campus would have capacity to accommodate additional demand in future if it occurs.

The subject land has been identified as an 'Urban Expansion' area in the Perth and Peel South Metropolitan Peel Sub-regional Planning Framework.

In November 2017 the Western Australian Planning Commission ("WAPC") advertised Metropolitan Region Scheme Amendment ("MRS") Amendment No. 1330/57 to transfer the former Hamilton Senior High School Site (approximately 11.9 ha of land) from the 'Public Purposes – High School reservation' to the 'Urban' zone.

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Council considered the MRS Amendment at the Ordinary Meeting of 14 December 2017 and resolved to make a submission to the Western Australian Planning Commission ("WAPC") on the MRS Amendment as follows:

- Support Metropolitan Region Scheme Amendment No. 1330/57.
- Advise the WAPC that the City of Cockburn does not support the option of a concurrent rezoning of the land under section 126(3) of the *Planning and Development Act 2005*, as a separate local planning scheme amendment will be required to introduce the necessary Development Area and associated provisions to guide structure planning.

The amendment was subsequently approved by the Minister for Planning as advertised, and took effect on 8 June 2018.

In accordance with section 124 of the *Planning and Development Act 2005*, Council is now obliged to initiate action to amend its town planning scheme so that it is consistent with and will not impede the implementation of the MRS. An Amendment was initiated by Council at the 12 July 2018 Ordinary Meeting of Council.

It was referred to the Environmental Protection Authority ("EPA") as required by Section 81 of the *Planning and Development Act 2005*, and the EPA advised that the amendment is not subject to formal environmental assessment.

A proposed Structure Plan was submitted by Landcorp and advertised concurrently with the Scheme Amendment for a period of 42 days (the required advertising period for a 'standard amendment').

In accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015,* Structure Plans are no longer initiated for advertising by the Local Government. Instead, similar to development proposals, upon receipt of a Structure Plan it is checked for having all the required information, before being advertised in accordance with Clause 16(1) of the Regulations. The City's assessment is done during and following advertising of the proposed Structure Plan.

Submission

N/A

Report

The purpose of this report is for Council to consider the following proposals for the subject land, given that community consultation has now been undertaken:

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- An amendment to the City of Cockburn Town Planning Scheme No. 3 ("the Scheme") for the former Hamilton Hill Senior High School site to ensure the zoning is consistent with the MRS zoning of 'Urban'.

- A proposed Structure Plan to guide future subdivision and development of the land.

Proposed Scheme Amendment No. 134

The subject land was previously reserved 'Public Purpose – High School' pursuant to the Scheme, and is now 'unzoned' as a result of the change to the MRS zoning of the site.

Given the size of the subject land, and the complexity of land use issues to address, it was considered appropriate that the site requires a structure plan to coordinate future subdivision and development.

It is also noted that the subject land is identified as 'Other Urban Expansion/Investigation areas' in the South Metropolitan Peel Sub-Regional Planning Framework. These areas are identified as requiring further detailed planning before future urban development can occur, including but not limited to, investigations into significant environmental attributes, servicing, community and social infrastructure, movement networks and employment. A structure plan for the subject land will provide the opportunity to address these and other key issues.

In order to require a structure plan to coordinate development it is proposed that the subject land be rezoned 'Development' zone. The purpose of the 'Development' zone is to provide for future, inter alia, residential development to be guided by a comprehensive Structure Plan prepared under the Scheme.

It is also proposed that the subject land be included within a new 'Development' Area to allow the introduction of provisions in Table 9 of the Scheme.

The proposed amendment is considered to be a 'standard amendment' as it satisfies the following criteria of Regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*:

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

Proposed Structure Plan

A proposed Structure Plan for the subject land was prepared and submitted by Landcorp and the plan is included at Attachment 1.

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The proposed Structure Plan sets out the zonings and reservations for the subject land, in order to guide subdivision and development, primarily proposing the site be developed for residential purposes.

There are two mixed use sites proposed within the Structure Plan. The potential mixed use site on Purvis Street (Superlot 11) could accommodate a small convenience store, providing small scale retail within the 400m walkable catchment of the subject land. The benefit of this location is that it can capitalise on the embayed parking already provided on Purvis Street.

The second mixed use site is envisaged within Group Site 3 (Superlot 14) and could provide for a cafe, co-located with the central public open space ('POS') site, to provide residents with a local meeting place that fosters social interaction.

The Structure Plan identifies public open space to provide for the recreational needs of the existing and future community; establish the movement network; provide for tree retention, and demonstrate coordination of infrastructure for the site.

The table below outlines the proposed lot yield for the subject land.

Total Site Area 11.91 HA		
PAW	0.23 HA	(1% Coverage)
POS (incl. south)	2.04 HA	(17% Coverage)
Road Reserve	3.28 HA	(27% Coverage)
Total	**5.55 HA**	

Lot Mix

Lot Type	Lots	Dwellings	Area
Corner Lots	39	39	0.95 HA
Large Individual Lots	90	90	2.72 HA
Terrace Lots	94	94	1.73 HA
Group Dwellings	4	85*	1.04 HA
Total Development Area	**225**	**308**	**6.44 HA**

***Grouped Sites Dwelling Yield**

Site	QTY @ (R80)	Area
Group Site 1	29	0.35 HA
Group Site 2	22	0.27 HA
Group Site 3	7	0.09 HA
Group Site 4	27	0.33 HA
Total Dwellings	**85**	**1.04 HA**

The Structure Plan report addresses a comprehensive range of key issues such as bushfire management; environmental protection (including tree retention); noise impacts; water sensitive urban design;

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and measures to achieve an appropriate interface with the existing residential development.

Residential Development

The Structure Plan proposes 14 superlots, each of which has been assigned with either R40, R60 or R80 density codings. This range of residential densities is proposed to support a variety of housing and lot typologies.

The edges of the subject site primary propose a density coding of R40, however there are some small sections of R60, and a 3300sqm R80 grouped housing site in the south west corner of the site adjacent to land coded Residential R30. This is not considered to provide an appropriate interface with existing residential development, and this is discussed in further detail under 'Community Consultation'.

Movement Network

On the eastern section of the subject land, the proposed Structure Plan includes R60 lots with rear laneways that are configured in a way that will make waste vehicle movements difficult. The issue is that should there be an obstruction in a laneway, waste vehicles will be forced to reverse the length of the laneway and around a bend (or two bends) in a confined area, with such movements considered unsafe due to limited visibility. This poses a risk to property, parked cars and pedestrians.

Such movements are therefore not acceptable, and should be designed out of the Structure Plan to facilitate safe waste vehicle movements.

To address this issue, it is recommended that some modifications be made to the road network, with an additional road connection along the eastern boundary (area marked as a pedestrian accessway) eliminating the two problematic laneways (see annotations on Attachment 1). It is recommended that this be a 15m wide road reserve with a footpath, which will ensure pedestrian connectivity is maintained north south, and to the pedestrian bridge over Stock Road.

For the other laneway that is connected to a curved road, it is recommended that a waste vehicle reversing area be provided so that if the waste vehicle turns into the laneway and there is an obstruction it can use the reversing bay to safely exit in forward gear (shown in Attachment 1).

The City's Engineers have recommended that Blackwood Avenue intersection be controlled with a roundabout, as this is proposed to be a four way intersection with a new entry to the subject land.

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Part One – Implementation

Part One of the Structure Plan report does not reflect the range of issues to be addressed through subdivision and development, as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015 Structure Plan Framework*.

It is recommended that the following provisions be included under the heading 'Subdivision and Development Requirements' to reflect the recommendations contained within the Appendices and studies of the Structure Plan:

Requirements for notifications on titles relating to:

- Bushfire Management Plans and designated bushfire prone areas.
- Warning of the potential for noise impacts from major transport corridors to help with managing expectations.

To ensure the protection of the environmental values of the bushland, it is recommended that a Bushland Management Plan be required as a condition of subdivision.

To ensure the trees identified for protection are protected through the construction process, and in a viable way into the future it is also recommended that a condition be imposed requiring the preparation of a Tree Management Plan.

It is also recommended that in addition to the lots identified to have Local Development Plans (LDPs), that a provision be included requiring LDPs for lots adjacent to POS and corner lots to ensure appropriate built form outcomes and interface on these lots.

It is also recommended that Part One include general standard provisions relating to residential densities, zonings and land use permissibility, as required by the Structure Plan Framework.

Finally, consistent with the principles underpinning sustainable development, it is recommended that all street lights be solar powered lights. This forms a recommended provision under section 1.4.

Outcomes of Consultation

Community consultation was undertaken for a period of 42 days from 10 September 2018 until 23 October 2018. This included detailed letters and plans sent to 450 surrounding landowners, a newspaper advertisement, consultation through 'Comment on Cockburn', and consultation with community groups. The proposed Structure Plan and

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Scheme Amendment were also referred to government agencies for comment.

A total of 25 submissions were received from residents/members of the community, with one submission signed by 8 people/families, totalling 33 submissions.

There were 25 objections received from residents/members of the community; five submissions of support; and three submissions making comments.

All submissions are included and addressed in Attachment 3. The following key concerns were raised in the submissions:

- Insufficient public open space.
- Inappropriate residential codings interfacing existing housing.
- Concern regarding environmental impacts.
- Objection to removal of Tuart Tree at southern end of Purvis Street.
- Concerns regarding increased traffic and overdevelopment of the site.

Tuart Tree (southern end of Purvis Street)

Objections were received to the likely removal of a Tuart tree at the southern end of Purvis Street (photograph included at Attachment 2).

The Structure Plan is accompanied by a plan that shows trees to be retained or removed. The subject tree is identified as 'Potential Cockatoo habitat tree for retention subject to investigation'.

On site the tree appears to be located within the road reserve, however it is located on the subject land where residential lots are proposed. Therefore while the road reserve on Purvis Street will remain, under the current Structure Plan proposal it would likely be removed to accommodate the residential lots, and under the current design does not appear possible to retain.

This Tuart tree is highly valued by the community, and its location on the edge of the subject site means that it currently functions as a street tree, contributing significantly to the streetscape character.

Currently the streetscape of Purvis Street is characterised by a natural, green edge. Whilst it is acknowledged the development of the subject land will change that character, it is considered appropriate to retain this

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tree to minimise the impact of development of the subject land, and to retain some of this valued character.

Trees on the edge of the site are of particular importance because they are a valued part of the streetscape character, and contribute to the amenity of the area. It is considered appropriate that all efforts are made to retain these trees.

It is therefore recommended that the Tuart Tree be retained within a POS link in a similar manner to Oliver Park in Coolbellup (see Attachment 2). Oliver Park is a 10m wide POS link between residential dwellings with a retained Tuart Tree, a path, public art, seating and other landscaping.

This will also improve pedestrian connectivity for residents within the Purvis Street and Blackwood Avenue area to the proposed southern POS area.

It is therefore recommended that the Structure Plan be amended to retain this Tuart tree within a POS link that is at least 10m in width, demonstrating that the tree can be retained in a viable way through the construction process and post development.

Public Open Space

A number of submissions raised concerns regarding the quantity and functionality of POS in the proposed Structure Plan. The proposed Structure Plan provides 17 percent public open space, which is consistent with the *Liveable Neighbourhoods*.

The landscape master plan included within the Structure Plan demonstrates an extensive range of amenities proposed throughout the POS areas including BBQs, play space, picnic/bench seating, and sheltered community hub. It is considered that the range of POS along with the embellishments will provide for the recreational needs of the existing and new community.

Appropriate Residential Coding Interface

In accordance with *Liveable Neighbourhoods*, interfaces and edge treatments of new areas should transition into the existing urban character. The following Liveable Neighbourhoods provision is of particular relevance:

Q4. To ensure a site-responsive approach to urban development that supports and enhances the context in which it is located, strengthens local character and identity, integrates with its context and promotes a sense of community.

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The proposed density codings of Sites 9 and 10 are not considered to provide an appropriate interface with existing residential development of R30/40 and R30 in the south west corner of the site. Objections were received in relation to this.

The density codings of R60 and R80 have greater building heights and reduced setback requirements than R30 and R40. This means that the potential built form would be of a more significant bulk and scale, and relationship to the street would be of different character to existing and future development in the adjacent area under a coding of R30 and R30/40.

Due to this difference in built form character, this interface is not considered to respond and integrate with the local context.

It is therefore recommended that these two sites be coded R40 to ensure an appropriate interface is achieved, particularly in relation to building heights.

For grouped housing site 10 it is noted that the land under the power line easement is being included in the residential zone, therefore using this extra site area will ultimately result in a greater development potential than R40, however a coding of R40 will ensure appropriate building heights and built form outcomes.

Comments from Department of Water

The Department of Water made some comments requiring additional information to be included in the Local Water Management Strategy, as follows:

- Inclusion of additional information in the LWMS confirming that adequate groundwater is currently available for the proposed public open space, either through the amendment of an existing licence or the lodgement (or approval) of a groundwater licence application under the Rights in Water Irrigation Act 1914.

- Inclusion of further detail in Section 6: Stormwater Management including cross-sections, indicative diagrams and concept plans of proposed swales, rain gardens, tree pits and underground infiltration cells for all critical invert levels. The figures should illustrate inlets/outlets, any flush kerbing, base invert, top water levels for the small (first 15mm), minor and major (1% AEP) events, and demonstrate that the finished lot levels will be 0.3m above the 1% AEP level for the road drainage systems.

<u>Conclusion</u>

It is recommended that the proposed Scheme Amendment be adopted by Council and referred to the WAPC for final approval. It is

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recommended that Council recommend to the WAPC that the Structure Plan be adopted subject to the modifications outlined in this report and outlined in the recommendation.

Strategic Plans/Policy Implications

City Growth

Ensure planning facilitates a desirable living environment and meets growth targets.

Continue revitalisation of older urban areas to cater for population growth and take account of social changes such as changing household types.

Economic, Social & Environmental Responsibility

Improve water efficiency, energy efficiency and waste management within the City's buildings and facilities and more broadly in our community.

Budget/Financial Implications

The required fee for the Scheme Amendment has been calculated in accordance with the *Planning and Development Regulations 2009*, and paid by the applicant.

Legal Implications

N/A

Community Consultation

As per Part 5 of the *Planning and Development (Local Planning Schemes) Regulations*, there several amendment types: basic, standard and complex. These are defined in Part 5, Division 1, Regulation 34. A standard amendment (such as this) requires 42 days consultation.

The Scheme Amendment and proposed Structure Plan were advertised concurrently for a period of 42 days. This included detailed letters and plans sent to 450 surrounding landowners, a newspaper advertisement, consultation through 'Comment on Cockburn', and consultation with community groups. The proposed Structure Plan and Scheme Amendment were also referred to government agencies for comment.

In preparation of a proposed Structure Plan for the subject site Landcorp also undertook community consultation over the past 18 months, including the following:

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- Various presentations to the Hamilton Hill Community Group
- Community Forum (November 2016)
- Open forum for local Aboriginal Community (April 2017)
- Aboriginal Reference Group briefing (May 2017)
- Consultation with Year 10 – 12 students (April 2017)
- Community Information Session (August 2017)

Risk Management Implications

In accordance with section 124 of the *Planning and Development Act 2005*, Council is obliged to initiate action to amend its town planning scheme so that it is consistent with and will not impede the implementation of the MRS.

The officer's recommendation takes in to consideration all the relevant planning factors associated with this proposal. It is considered that the officer recommendation is appropriate in recognition of making the most appropriate planning decision to ensure a robust planning framework for the subject land.

Advice to Proponent(s)/Submitters

The Proponent and submitters have been advised that this matter is to be considered at the 13 December 2018 Ordinary Council Meeting.

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

Nil

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14 HAMILTON SENIOR HIGH SCHOOL - LOCAL STRUCTURE PLAN

Figure 1: Structure Plan Map

Recommended zoning changes

LANDCORP | Structure Plan Map | HAMILTON SENIOR HIGH SCHOOL REDEVELOPMENT | Scale: 1:1000 @ A1 | 0 — 80 | © Hames Sharley | North: | Project Number: 43711 | Revision: G | Date: 12/06/2018 | Hames Sharley

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Recommended modifications

Figure 24: Concept Plan

LANDCORP | Concept Plan
HAMILTON SENIOR HIGH SCHOOL REDEVELOPMENT

Scale: 1:1000 @ A1 | 0 — 80 | © Hames Sharley

North:

Project Number: 43711
Revision: C
Date: 08/06/2018

Hames Sharley

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TUART TREE – PURVIS STREET

Tuart Tree – Adjacent to Southern End of Purvis Street

Location of Tuart Tree

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Example of Tuart Tree retained within POS link – Hilory Street, Coolbellup (School site)

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SCHEDULE OF SUBMISSIONS
PROPOSED STRUCTURE PLAN AND SCHEME AMENDMENT NO. 134 – HAMILTON SENIOR HIGH SCHOOL

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
1	Kane Greer 186 Forrest Road Hamilton Hill	**CONCERN** As the property owner of 186 Forrest Road, I am concerned about the proposal of the R80 zoned dwellings (Group 4) bordering my property. I am not all that keen to have multistorey developments that may have windows or balconies facing/overlooking my property.	Agreed. The proposed R80 coded grouped housing site adjacent to R30 coded land is not considered to provide an appropriate interface, and it is recommended that a coding of R40 be included for parcels 9 and 10. The Residential Design Codes have privacy and overlooking provisions to protect the privacy of the adjacent residents.
2	Landowner	**SUPPORT WITH COMMENTS** We **support** the proposal but provide the following comment for consideration: COMMUNITY AND WELLBEING The centres of community focus points in terms of open spaces or community infrastructure could be better defined. ENVIRONMENTAL RESPONSIBILITY - LANDSCAPE CORRIDORS For public use the green spaces are discounted and not connected through out by green footprints. DESIGN EXCELLENCE Happy for high rise residential solutions but they should also support a degree of retail / hospitality / cafe on ground floors to support community cohesion. The development would also be improved I there was defined areas supporting Art and Playgrounds. ECONOMIC HEALTH & COMMUNITY COHESION As a local resident we recommend that City of Cockburn also consider changing zoning of Cutts, Dearle, Ralston and Purvis Street and Curven Rd to R 40 / R 60 zoning to better support community redevelopment, cohesion and developing a community centred focus leveraged from the HHHS development. Current R30 zoning in the area is not aligned with the HHHS community centre focus.	The proposed Structure Plan includes a landscape master plan that clearly defines the function of POS, and includes possible mixed use sites. It also demonstrates connectivity between the spaces. The residential zone can facilitate certain ground floor commercial uses, however in this location and with this scale of development it would be inappropriate to mandate this. Residential codings of the surrounding area were considered through the Hamilton Hill Revitalisation Strategy, and were generally upcoded from R20 to R30. Throughout the Hamilton Hill Revitalisation Strategy area, most existing residential lots were identified for an increase in coding to R30, with higher coded lots identified in areas with high accessibility to public transport and centres. The subject land is different because it of a

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		LANDSCAPE CORRIDORS - PEDESTRIAN AND CYCLE LINKAGES As a local resident it would be beneficial if the HHHS development was integrated / better connected the future development / use of the old Roe 8 land reserve in Coolbellup and also providing a connectivity to the Bibra Lake Playground and Reserve and wetlands.	scale to design in higher codings with appropriate lot sizes, road frontages, and access, that is more difficult in an infill situation with existing residential lots in different landownership.
3	Land Owner	**SUPPORT WITH COMMENTS** We support the proposal but provide the following comment for consideration: LANDSCAPE CORRIDORS For public use the green spaces are discounted and not connected through out by green footprints. It would beneficial during summer to be able to walk pets on green surfaces from one end of the HHHS to the other. As a local resident it would also be beneficial if the HHHS development was better connected the future development / use of the old Roe 8 land reserve in Coolbellup providing a connectivity to the Bibra Lake Playground and Reserve and wetlands. DESIGN EXCELLENCE Happy for high rise residential solutions but they should also support a degree of retail / hospitality / cafes on ground floors to support community cohesion. The HHS development would also be improved if there were defined areas supporting Art and Playgrounds. COMMUNITY COHESION As a local resident we recommend that City of Cockburn also consider changing zoning of Cutts, Dearle, Ralston and Purvis Street and Curven Rd to R 40 / R 60 zoning to better support community redevelopment, cohesion and developing a community centred focus leveraged from the HHHS development. Many of the houses in the area are old and the current general R30 zoning does not adequately support residential replacement or development.	The proposed Structure Plan includes a landscape master plan that clearly defines the function of POS, and includes possible mixed use sites. It also demonstrates connectivity between the spaces. The residential zone can facilitate certain ground floor commercial uses, however in this location and with this scale of development it would be inappropriate to mandate this. Residential codings of the surrounding area were considered through the Hamilton Hill Revitalisation Strategy, and were generally upcoded from R20 to R30. Throughout the Hamilton Hill Revitalisation Strategy area, most existing residential lots were identified for an increase in coding to R30, with higher coded lots identified in areas with high accessibility to public transport and centres. The subject land is different because it of a scale to design in higher codings with appropriate lot sizes, road frontages, and access, that is more difficult in an infill situation with existing residential lots in different landownership.

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4	Daniela A Guimaraes – 18 Halstead Street Hamilton Hill	**OBJECTION** Please find attached my feedback about the Proposed Scheme Amendment (No 134). Sorry I had to write on top of it as I didn't have a spare copy and couldn't find the form on the Cockburn website. I'm very sad by the way our suburb is becoming jammed for the satisfaction of developers. Our community feel and peaceful street is being compromised and it is a real shame. I bought my house because my street is quiet, most of my neighbours live in their big blocks for over 20 years and we all know and look after each other. I heard that all the HomeWest houses in Curven Road are already in the hands of developers that will squeeze as much houses as possible in each block, and now the Hamilton Senior High School development. Why can't we have a Manning Park on our side of Hammy Hill instead? I'm really sad with the idea of developing that land into residential area, one more suburb to be turn into a suburb without any character, jammed with small houses, a dream for developers. If my voice has any strength on this I say no to turning it into a residential development. I really don't appreciate the subdivision madness that is going on in our suburb. I heard that those Home West Blocks in Curven Road will give place to an excessive number of houses per block causing developers to be very satisfied financially at the expense of our quiet neighbourhood that will start to experience traffic problems and compromisation of our community feel. I would rather see the High School developed into a nice park and if this is not possible I would like to see bigger blocks/lesser houses with large streets and small parks in-between. That is what Hamilton Hill is about: Community Feel.	The subject land has been identified as an 'Urban Expansion' area in the Perth and Peel South Metropolitan Peel Sub-regional Planning Framework. The proposed Structure Plan seeks to provide variety of lot and dwelling sizes, and to increase the diversity of housing in Hamilton Hill generally. This is in line with the City's Housing Affordability and Diversity Strategy to provide more housing options, and better align the City's housing stock with projected future households. Local Development Plans for smaller lots will ensure good built form outcomes, including attractive interfaces to public open space. The landscape master plan included with the Structure Plan demonstrates an extensive range of amenities proposed throughout the POS areas including BBQs, play spaces, picnic/bench seating, and sheltered community hub.
5	Geoff Kirkwood – 116 Blackwood Avenue Hamilton Hill	**OBJECTION** Huge amount of properties/People = will mean more traffic on Blackwood/Purvis/Ralston and Forrest Rd. Looks like 222 Home sites + 3 "Group" sites – Q: How many people are to be crammed on this old school site.	The Traffic Impact Statement included with the Structure Plan demonstrates that the anticipated increased traffic can be accommodated by existing surrounding streets. However, it is recommended that some lower residential codings be included for the land in the south west corner of the site adjacent to existing residential development, to ensure an appropriate interface is

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			achieved.
6	Louise Fogarty – Snr Transport Planner/Integrated Transport Planning/Dept of Transport – Level 8, 140 William Street Perth WA 6000	Our ref: DT/15/05054 The Department of Transport (DoT) suggests that provision is made for shared paths, as a minimum on the eastern and southern sides of the site, in order to facilitate linking the development with the broader area.	Noted.
7	Simon Attenborough – 182 Forrest Road Hamilton Hill	**OBJECTION** My main objection to this proposal is that there is not enough public open space to facilitate the projected number of people moving to this site. Even though there is an allocation for approx. 17% public open space, it is made up of small areas that cannot be utilised by people wanting to kick a ball, walk the dog or anything else like this. We require a larger allotment of land rather than patchy smaller areas for the whole community and wildlife to enjoy together.	The 17 percent provision is greater than the required 10 per cent, and a kick-about area has been included in the southern area of POS. The landscape master plan included with the Structure Plan demonstrates an extensive range of amenities proposed throughout the POS areas including BBQs, play spaces, picnic/bench seating, and sheltered community hub.
8	Public Transport Authority Att: Harriet Farminer – Service Planning Officer Transperth, Regional & School Bus Services – PO Box 8125 Perth Business Centre WA 6849	The PTA finds the proposed Draft Hamilton Senior High School Structure Plan and Scheme Amendment to be generally conducive to the operation and growth of the Transperth network. Chapter 3.1.2 Movement of the Draft Local Structure Plan report states that access to the Hamilton Senior High School site is predominantly achieved by a private vehicle due to the site having a lack of access to public transport. The PTA does not support this statement as the Hamilton Senior High School site has a significant level of public transport accessibility provided by the existing Transperth bus network. Although, a railway station is not in close vicinity of the subject site the existing bus services provide access to Murdoch, Fremantle, Cockburn and Elizabeth Quay Stations. Additionally, the existing services provide direct access to a number of surrounding significant destinations, including the Perth CBD. Furthermore, the PTA believes that it is vital that the Structure Plan encourages a high level of pedestrian connectivity to the existing Transperth bus services (Routes 115, 513, 520 and 531)	Noted.

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		to enhance accessibility to these services. Should there be any queries in respect to the above comments, please contact me on 9326 2411.	
9	ATCO Gas – 81 Prinsep Road Jandakot	**NO OBJECTION** Our Reference: LM18429 Thank you for your recent correspondence regarding the above mentioned draft Structure Plan for the nominated 850 Purvis Street Hamilton Hill, within the City of Cockburn. ATCO Gas Australia (ATCO) has no objection to the proposed Structure Plan to facilitate the future opportunity for development of the nominated Lot 850, based on the information provided. The content of Section 4.3.3 (Gas) of the Hamilton Senior High School Redevelopment Local Structure Plan documentation prepared by the Hames Sharley (June 2018) and the Infrastructure Report Section 11 prepared by Tabec Civil Engineering Consultants is consistent with our gas infrastructure in the adjacent road reserves. There is an existing AL40 commercial gas meter set (MTS211) still registered to the property (Lot 850) and a live connection that will need to be disconnected and removed prior to any ground disturbance or demolition commencing. ATCO will not be making a formal nor online submission regarding this Draft Structure Plan and Scheme Amendment. Please accept this email as ATCO's response.	Noted.
10	Annabelle & Julian Lewis – 36 Burridge Way Hamilton Hill	**OBJECTION** Proposed outline does not allow for:- 1. Open and adequate public spaces, meaning local parks will become highly populated. 2. Adequate traffic management in that the "dog leg" road currently in use at the top of Blackwood & O'Connell will be highly congestive, with even more congestion at the Winterfold/Stock lights. This is unfair on local residence! 3. You appear to be building on bushland surrounding the current high school. What about all the fauna & flora that is currently established there?	The landscape master plan included with the Structure Plan demonstrates an extensive range of amenities proposed throughout the POS areas including BBQs, play spaces, picnic/bench seating, and sheltered community hub. The Traffic Impact Statement demonstrates that traffic can be accommodated with existing road network, and the City will continue to monitor traffic in the area.

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			A large area of bushland to the south of the site is proposed to be retained, and a Bushland Management Plan will be required to ensure the environmental values of the site are protected.
11	Laura Jeanes & Christopher Millen – 10 Ralston Street Hamilton Hill	**OBJECTION** • There is not enough public space, such as park/playground/BBQ area to utilise. This could be done at 1R40, 12R80, 11R40 (Ralston) Purvis. • The layout seems too crowded. • Limited mixed use sites. • The bushland on the south end should remain untouched, with no extension to the current boundary or addition of the easement. • Strongly opposed to the removal of any potential cockatoo habitat trees.	1. The proposal includes 17 percent public open space, above the required 10 percent. 2. The proposed residential densities seek a to facilitate a diversity of housing types. 3. Given the location of the subject land, it is not considered feasible to have a greater area of 'mixed use' zoning, as it has a limited catchment and passing trade. 4. It is recommended that the potential Cockatoo habitat tree adjacent to Purvis Street be retained in POS, and a Tree Management Plan will be required to ensure trees identified for retention are protected.
12	Land Owner	As a long-time resident of Hami Hill I believe I have strong feel for the community. I have now moved to Coolbellup and even though different suburbs they are connected with a common community identify and wellbeing. I fully support the proposal, a great idea to continue the revitalisation of Hamilton Hill. **I would also like the City of Cockburn to consider my following thoughts:** - The Hill School development would benefit from a more structure elements of design for a centres of focus and community. The school developments in Coolbellup even though nice did not really get the model right in terms of defining the area through new local shops, cafes or open space. - the high school development of the green corridor needs to be better connected and I would go as far to say connected to the Roe 8 reserve if it becomes a parkland, and even as the Bibra Lake playground. It would be great to be one community connected via a green / parkland corridor. - the other area that does not seem to be done well of the structure plan is defined pedestrian, cycle and pet linkages. When I am walking my dog I like to be on grassed areas of possible and not hot concrete paths during summer. The green foot print should be full connected and not separate green areas linked by only concrete pathways. –	The subject land is not considered to be an appropriate location for a 'town centre' with local shops and cafes. The proposed 'mixed use' site will provide the opportunity for such uses if appropriate. It is also important to note that zoning the land for commercial uses does not guarantee that they will be proposed, and it is more likely that such land would be developed for residential because of the location of the site. This is demonstrated on a number of 'Mixed business' and 'Local Centre' zoned sites which have been developed for residential uses. The southern area of POS and bushland

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		I also would support limited high rise development if it would help defined a greater sense of community wellbeing and identity. - and last my houses I have owned in both Hamilton Hill ,and now in Coolbellup are old and R30 just does not really support either subdivision and retaining the existing house or subdividing and building new. My request is that for Hamilton Hill high school redevelopment, as well as for the green corridor which could also include the Roe 8 Reserve, is to up-zone adjacent and linked streets to R40 or even R60. This increased zoning would help further revitalise the area and support community wellbeing and identity.	lends itself to connectivity to the Roe Highway reserve. Residential codings of the surrounding area were considered through the Hamilton Hill Revitalisation Strategy, and were generally upcoded from R20 to R30. Throughout the Hamilton Hill Revitalisation Strategy area, most existing residential lots were identified for an increase in coding to R30, with higher coded lots identified in areas with high accessibility to public transport and centres. The subject land is different because it of a scale to design in higher codings with appropriate lot sizes, road frontages, and access, that is more difficult in an infill situation with existing residential lots in different landownership.
13	Land Owner	SUPPORT I am a long term resident of Coolbellup, and artist, I have always considered Hami Hill and Coobi one community. I support the above proposal, but would request City of Cockburn consider the following comments: It would be good if you could learn from the Coobi schools developments and place a great emphasis on community cohesion, not just for the development site, but also for the surrounding linking streets and linked greens spaces. Also missed in the Coobi school development was the presence of art to draw the community together. Hopefully art will form part of the development, particularly for open spaces. As a local resident we recommend that City of Cockburn also consider changing zoning of linking streets to R 40 / R 60 zoning to better support community redevelopment, cohesion and developing a community centred focus.	There is an intention to provide public art to assist with placemaking and heritage interpretation, and potential locations are shown on the landscape master plan. As outlined in the Structure Plan, the public art within the development will look to reflect a number of attributes of the site and adjacent community with a focus on the local Indigenous and European cultural heritage, local flora/fauna and the former school and its history. There may be an opportunity to engage with current HSHS students, teachers and alumni, as well as local art groups in Cockburn and not-for-profit organisations, to develop and create the art pieces.

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		Many of the local houses around the Hami Hill school are very old and have only R30 zoning, and to make it viable for owners to invest or develop the zoning needs to be upgraded. This would help the community feel they are part of the same journey. It would also be good to make sure there is a defined green corridor between Hami Hill High School and Coolbellup, with consideration for the Roe 8 reserve if it ever becomes park. The other area that the High School development should ensure is that there are meeting places such as cafes or meeting points such as barbeques under the big trees.	The public art will aim to embrace a range of mediums including mosaic, metalwork, print, timber carving and utilise locally sourced or repurposed materials that are vandal resistant and durable. Public art was included in the Coolbellup School sites redevelopment. The southern area of POS and bushland lends itself to connectivity to the Roe Highway reserve.
14	Water Corp – Brett Coombes, Senior Urban Planner, Development Services – PO Box 100 Leederville WA 6902	**NO OBJECTION** Thank you for your letter of 10 September 2018 inviting comments on the above structure plan and amendment. The Water Corporation has no objections to the proposed rezoning of the site and the advertised Local Structure Plan. The Corporation has had ongoing liaison with the proponent's consulting engineers TABEC regarding water and wastewater planning for the future subdivision and development of the site, as well as the requirements for the protection and accommodation of the large water distribution main that is located inside the eastern boundary of the site. The Corporation's conceptual infrastructure planning is well reflected in the Engineering Infrastructure Report accompanying the structure plan. The land servicing and pipe protection requirements will need to be further examined and designed in detail and implemented at the subdivision stage. If you have any queries or require further clarification on any of the above issues, please contact me on Tel. 9420-3165.	Noted.
15	Land Owner	**OBJECTION** Hamilton Hill has traditionally been a low-density housing area. However Cockburn Council seem determined to squeeze as many residents into high-density blocks throughout the entire area. The Hamilton Hill Senior School Site Draft Structure Plan is suggesting over 200 new dwellings on this site. The traffic management plan is unclear:	The proposed Structure Plan seeks to provide variety of lot and dwelling sizes, and to increae the diversity of housing in Hamilton Hill generally. This is in line with the City's Housing Affordability and Diversity

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		how to deal with the proximity to Stock Rd, the lack of clarity regarding the future development of Stock Rd and Forrest Road, and how the increase in traffic may affect the area. For the number of dwellings, there is very little real green or recreational area, and there appears to be little concern regarding the amenities for the residents of this new proposal. As is apparent with much of the rezoning of Hamilton Hill, and the Cockburn Central Area, there appears to be little consideration for the long term vision of the future of our residential area, while allowing Cockburn Council and the building developers to continue maximising their profits.	Strategy to provide more housing options, and better align the City's housing stock with projected future households. Local Development Plans for smaller lots will ensure good built form outcomes, including attractive interfaces to public open space. The landscape master plan included with the Structure Plan demonstrates an extensive range of amenities proposed throughout the POS areas including BBQs, play spaces, picnic/bench seating, and sheltered community hub. The proposed Structure Plan includes over 10 percent public open space, as required, and will accommodate a variety of recreational activities. The southern area of POS includes a kick about area, and nature play, and will also function as a recreational link. The Traffic Impact Statement demonstrates that traffic can be accommodated with existing road network, and the City will continue to monitor traffic in the area.

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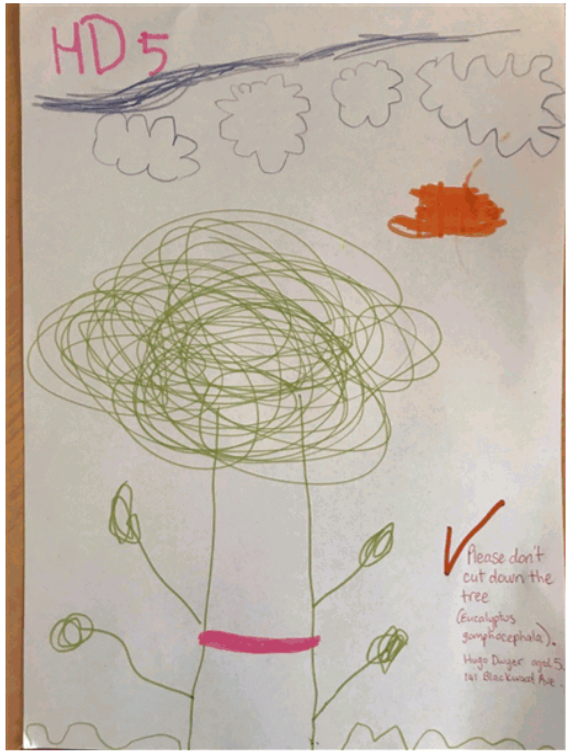
16	Hugo Dwyer (5 yrs old) – (Nicole Dwyer – Mother) – 141 Blackwood Avenue Hamilton Hill	Hugo Dwyer is lodging his submission in regards to Lot 850 Purvis Street Hamilton Hill, the Hamilton Senior High School site redevelopment. Although Hugo believes his concerns are universal to all the children in our streets, the property he represents is 141 Blackwood Avenue, Hamilton Hill. Hugo identifies the tree as the "one with the pink tape around it" as depicted in his drawing. Hugo's concern for the development is outlined below. Kind regards, Hugo Dwyer (See attached drawing) 	Noted. It is recommended that the Structure Plan be modified to include retention of this Tuart tree adjacent to Purvis Street within POS.

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17	Anja Graf – 3 England Street Hamilton Hill	**OBJECTION** I am very disappointed that the Council allows to take trees out which are potential Cockatoo habitat – especially after all the ROE8 damage. I don't like the extension of the property into the nearest bush land. I think there is enough land to build on. Too many residential areas, not enough community space, playground space, bbq space etc. Too many other trees getting knocked down.	The southern area of the site and the adjacent area will remain as an area of bushland for wildlife and walking, with other facilities such as a kickabout areas and nature play. The landscape master plan included with the Structure Plan demonstrates an extensive range of amenities proposed throughout the POS areas including BBQs, play space, picnic/bench seating, and sheltered community hub. It is also recommended that the Structure Plan be modified to include retention of this Tuart tree adjacent to Purvis Street within POS.
18	Carre' P Wylder 44 Burridge Way Hamilton Hill	**OBJECTION** The proposal shows very little public open space and sadly, almost nothing for birds really. Having a few trees dotted about is just not enough – why not give residents a lovely big natural wildlife area to walk in? Also, you've got all these new houses, all these people and nowhere for anyone to socialise, no family park, no BBQ's, no dog walk area, no cafes, no picnic area, no playground area. You have an opportunity to do something other than cram much housing in as possible.	The southern area of the site and the adjacent area will remain as an area of bushland for wildlife and walking, with other facilities such as a kickabout areas and nature play. The landscape master plan included with the Structure Plan demonstrates an extensive range of amenities proposed throughout the POS areas including BBQs, play space, picnic/bench seating, and sheltered community hub. It is also recommended that the Structure Plan be modified to include retention of this Tuart tree adjacent to Purvis Street within POS.
19	Mark Dorril 3/22 Dearle Street, Hamilton Hill	**OBJECTION** I write to object to the proposals as outline in the proposals for the scheme amendment as per the plans lodged by Landcorp dated 12.06.18. I would state that I am wholly in favour of the site being developed however my objections are:-	The proposed Structure Plan seeks to provide variety of lot and dwelling sizes, and to increae the diversity of housing in Hamilton Hill generally. This is in line with the City's Housing Affordability and Diversity

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		1. The local neighbourhood is zoned R30/40 therefore R80 is inappropriate and not in context with the local character. Whilst I fully appreciate the requirement for densification, a well-designed housing layout of R40 could provide higher density than the local area whilst not being out of character. 2. There is insufficient public open space as per the requirements of council policy. If as per the state and council policy the area of open public space in bushland and over service easements is discounted the public open space within the dwelling area is less than 10% of the developable land. The area of bushland adjacent to Forrest Road and the Main Roads reserve is an important part of the bushlands corridor extending up from Bibra Lake and is therefore should not be used as general amenity public space. A large percentage of the POS is traversed by bicycle routes and is of insufficient size to be useful open space. In the local area adjacent to the development site, in particular the streets of Ralston Road are further than 800m to a usable sports ground as per the recommended average as defined in state policy. 3. The plot layout is poorly planned for environmentally designed housing with many plots facing due south, with no noise buffers to Stock Road and plot layouts that do not work with the existing topography. 4. There is no proposed mitigation for the effect of the increased traffic generated on the local roads particularly in view of the proposed amendment to the Stock Road/Ralston Road junction. I would like to emphasise that I am fully supportive of the school site being developed and was looking forward to the additional amenity in the neighbourhood. However, I am disappointed that the structure plan is a standard housing development layout with an inappropriate density and lacking in useful public space.	Strategy to provide more housing options, and better align the City's housing stock with projected future households. It is however noted that some R60 and R80 coded areas in the south west corner of the site do not provide an appropriate interface, and accordingly a coding of R40 is recommended for those areas. The proposed roads dictate to some degree the lot layout and orientation, and have attempted to follow the contours of the land. The proposed Traffic Impact Statement demonstrates that the increased traffic can be accommodated with the current road configuration of the surrounding area.
20	Dr Claire Silvester 13 Purvis Street Hamilton Hill	**OBJECTION** We, the undersigned below residents, are lodging this joint submission in regards to Lot 850 Purvis St Hamilton Hill, the Hamilton Senior High School site redevelopment. Though we believe our concerns are universal to the majority of those in our community, the properties we represent and may be adversely affected along Purvis St and Blackwood avenue are detailed below with our details. We have four main areas of concern and our proposed amendments, these are outlined below. 1. Public Open Space/ Green Space Whilst we realise that the plans show more than the required 10% public open space we believe this is not enough given the proposed increase in population density. Page 41 of the document tells us that the population of Hamilton Hill is roughly ten thousand people in	1. The Structure Plan includes 17 per cent POS, and the landscape master plan included with the Structure Plan demonstrates an extensive range of amenities proposed throughout the POS areas including BBQs, play space, picnic/bench seating, and sheltered community hub. A key place space is also proposed in the southern POS area. It is considered that this range of POS and the embellishments will meet the

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		an area of 660 hectares, on page 74, 6.1 Land use and urban form, it is estimated that eight hundred people will be dwelling in that HSHS 12-hectare space. This development will increase Hamilton Hill's population by 8% but compensates with only 2 hectares of Public Open Space (POS). This also doesn't account for the roughly one hundred existing surrounding residents that have been advised the POS is also provided for their amenity. We were given indications through preceding community consultation that there would be a large open space where the surrounding community could gather, connect and enjoy the view. The current plans only show a very small space, barely enough for a few families to gather and it appears to omit the toddler playground originally suggested would be built in that area. Children need space, people need space, if you want families and professionals to move into these small blocks then you need to provide enough public aesthetic space. In addition, we feel that the residents of numbers 9 to 21 Purvis St and those who live to the south down Blackwood Avenue do not gain much benefit from the proposed public space as there is more than one soon to be very busy road for children and elderly to navigate across in order to get there, the public open space seems to be designed solely for the use of the residents of the development and is not that inclusive of the current residents. 2. Zoning The Hamilton Senior High School redevelopment local structure plan dated June 2018 states on page 67 and 70 in the concept plan that there will be a "neighbourly edge", "reflecting the existing urban pattern" and in section 6.1.2 on page 76 that the lots "located opposite existing residential areas will be zoned R40 to provide a coherent street scape." Though we appreciate that this has been done with sections 1 and 11, we strongly object to the zoning of section 9 as R60 and section 10 as R80 and believe it goes against your concept plans. We have serious concerns about section 10 being zoned R80, firstly because it backs onto existing properties which are zoned R40 and therefore does not at all adhere to the above statements from the plan document. Secondly, we are extremely worried about the housing density in that location. The current design shows this high-density development (section 10} tucked away in a corner that lacks flow and has far less connection to the community, if not built and designed of a high standard we fear there is potential for these lots to be bought up by investors to be rented, creating a socially neglected and a potentially antisocial environment that spills into the neighbouring proposed children's adventure nature playground. The existing cul-de-sac already experiences such problems. We also feel it should be noted that most of the houses on Purvis, Blackwood and Ralston are currently still large blocks 600m2 to 950m2 and we believe there should be a better buffer and transition than what will be essentially R20 lots next to R60 and 80. In addition, the summary table in the contents section of the plan document it states that only 1.04 hectares are zoned R80 however, the map on page 14 shows sections 10 (0.33hec), 12	recreational needs of the existing and future community. 2. Agreed. It is recommended that parcels 9 and 10 be modified to a coding of R40 to provide an appropriate interface (including building heights). 3. It is recommended that the Structure Plan be modified to include retention of this Tuart tree adjacent to Purvis Street within POS. This modification will also introduce an additional safe pedestrian linkage for residents of the southern Purvis Street and Blackwood Avenue area. It is noted that the Engineering Infrastructure Report (TABEC Pty Ltd) includes details regarding siteworks and tree retention, and these are to be elaborated upon in a Tree Management Plan. Given the distance of proposed dwellings on the subject land from dwellings on Purvis Street (separated by a road), overshadowing is not considered to be a significant issue. Setbacks on Ralston and Purvis Street will be in accordance with the R-Codes, and given the majority of this is a similar coding (with the City's recommended modifications) this is considered appropriate. The Structure Plan indicates the intention to maximise opportunities for street trees and planting on private property. At subdivision

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		(0.35 heel, 13 (0.74 hec) and 14 (0.46hec) this equates to 1.88 hectares in total. We noted in the structure plan document that four-storey buildings may be possible, we were previously told that three would be the maximum height and we strongly oppose four-storey dwellings. 3. Setbacks, trees and green space There are four trees on the plans near sections 9 and 10, these are labelled "potential cockatoo habitat tree for retention." These trees are current cockatoo habitat trees and even more so now following the Roe 8 destruction of so many mature trees. Furthermore, these are ancient trees, some are Tuarts, they not only provide habitat for the wildlife but shade that will reduce island heat effects, aesthetics, tranquillity and a sense of belonging for the current residents and our children. We above all else object to the removal of these trees and any building works not conducted with care that may lead to their subsequent death. We also appreciate that some of the Banksia woodland will be preserved but having seen how indiscriminate and careless demolition and earthworks can be at other sites, we would like to know that those processes are either being supervised and penalties are in place if there is neglectful destruction of these native plants due to lack of care. We would like more information about how you plan to ensure developers/residents adhere to the plan of planting trees on private properties. Will there be incentives, planning legislation and will it be enforceable? We have concerns about the three-storey buildings blocking sunlight to the existing dwellings at the southern end of Purvis St and Blackwood Ave. The morning sunlight infiltrates our homes and gardens with soft natural light enriching our lives and losing it will affect our future property value as well as our own well-being. We would like more information about the proposed green corridors as the zoned R80 and R60 lots do not allow reasonable setback. Though the pictures, graphic and designs in the 116 page local structure plan document give us hope and keep us optimistic, we would like to know more about the streetscape and lot landscape plans, verge and path widths. We would also like to know if those lots on Purvis and Ralston streets will have matching setback to the current housing there. The pictures on page 78 make us think it will be a beautiful winding street with trees and little benches, is this a realistic depiction given the verge space and limited setbacks in these corridors? 4. Traffic With eight hundred new residents this will provide an enormous increase in traffic and we have huge concerns about this additional 2000 vehicles per day stated on page 84, 6.2.3 findings and recommendations. There is already significant issues with people who speed	stage the City will ensure further details are provided regarding location of street trees to ensure they can be accommodated when crossover locations and on street parking bays are known. 4. The traffic can be accommodated on existing roads, and it is acknowledged that this will be different in nature to the school traffic. It is not anticipated that he section of Purvis Street south of Blackwood Avenue will experience any remarked increase in traffic. Comments in response to proposed amendments: 1. Retention of the largest Tuart Tree on Purvis Street is recommended, and a Tree Management Plan will be required for the site. 2. At this stage no substantial changes to Purvis Street are proposed, however verge improvements will be considered. It is not anticipated that the section of Purvis Street south of Blackwood Avenue will experience any remarked increase in traffic. 3. The proposed POS is considered to provide for a wide range of recreational and community needs, and no modifications are recommended with the exception of an additional POS link with the Tuart Tree, which will also better connect residents in the southern end of Purvis Street and Blackwood

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		and even do burnouts down Ralston, onto Purvis and cut corners down Blackwood to get from Stock to Forest rd. We understand that a traffic analysis has been done and that it states there would not be any more traffic than that of the school traffic but this seems unlikely given there were only 800 cars per day when it was open and 400 of which were estimated to be school traffic according to the data provided on page 84. Additionally, school traffic is slow and only for a brief period of time each weekday, whilst increasing the population by that amount and allowing their main access to be these local streets will turn this already problematic route into a highway. We will be locking our gates for fear of our children getting near those streets and no one will venture out to meet up with neighbours. Proposed amendments 1. Retention and lifelong protection of at the very least the large majestic Eucalyptus gomphocephela (Tuart tree) that is currently on the verge at the south end of Purvis Street. But we are calling for the retention of all four habitat trees in sections 9 & 10 and strongly recommend all the potential trees to be retained. Since European settlement the ecology of the area has already been greatly altered, with more than 80% of Tuart woodland now lost forever. The community no longer accepts destruction of these trees to ill-considered development plans. The preservation of as many of these important large trees as possible for local fauna and local people is now the wide-held values of the community. This is not twenty years ago where ancient healthy habitat trees are destroyed for profit, we are in an age that sees wonderful ecologically sound developments like this to be the cornerstone for the future of the Australian housing industry. Not only that but it will break our hearts and reduce our property value to lose these beautiful ancient habitat trees in our borrowed landscapes and we will not accept the destruction of the existing Tuart tree currently on the verge. Please don't tarnish this fantastic project with the death of an irreplaceable priceless member of our ecology. We would also like to see strict supervision to prevent accidentally destruction of native bush land and trees and reassurance that all care will be taken. 2. We propose that Purvis St, both the North and South sections, be turned into a child friendly street. We suggest that the current wide road created by the old school bus parking, coupled with the large verge to the school fence boundary, be utilised to create a narrow lane that is very winding with one-way chicanes like on Progress Drive, Bibra Lake but with more paths and trees. We want the space created by the winding road to be populated with large shading street trees and vegetation, so you can walk your dog, even with some park benches like in the pictures on page 78. This will not only significantly slow the extra 2000 estimated vehicles per day using the road but it will discourage the large amount of current people who use it as a speedway and burnout track. Over on Ralston whilst we realise it is a bus route and therefore not much can be done structurally, we think populating the street with trees and vegetation is important. As a side note, people who live South and West of Forest Rd really should be using the Forest and Stock intersection,	Avenue with the southern area of POS. Landcorp will seek to encourage trees on private land through a variety of mechanisms yet to be determined in detail. 4. Agreed. It is recommended that parcels 9 and 10 be modified with a coding of R40. 5. A road link to Forrest Road is not considered necessary or appropriate from a traffic management point of view, and would also result in substantial loss of high quality bushland. 6. Within the current planning and building framework it is not practical to mandate such requirements, however all best efforts will be made to ensure such measures are implemented through the available mechanisms.

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		perhaps more could be done to improve that intersection to make it easier for local residents to use the major arterial routes? At the south end of Purvis St where there is a cul-de-sac, we'd like the current wide verge to be extended slightly to include and protect the Tuart Tree that is currently on the verge space, we want a small grassed green open space to be created for the children of the street to gather and play to ensure the vast number of local children who currently use this space for play are not disadvantaged by the loss of their play space. We are not asking for much, only a little more than what is already there, or really only the small amount extra which would be needed anyway to save the Tuart Tree on that verge. We would also ask that there be single lane access to the south end of Purvis St to make it a safe cul-de-sac to play in. If necessary, POS can be borrowed from around the non-native proposed Fig Tree Park. These changes, especially if they were the first part of the development to be undertaken, will help us feel like we have regained some of the green open space, tree and skyscape we are losing through this development. It will help reduce our concerns about the huge impact the extra traffic and population will have on our future happiness in our homes and community and if action were taken right away it would help to compensate for the disruption of the build and loss of the oval's use. Ultimately these changes will also help integrate the old with the new and remove one of the busy street barriers for current residents to access the POS in the development. 3. We need the POS to population issue to be addressed, we would like the central space to be larger so that a whole street Christmas party could attend like they have in west Hamilton Hill on Mortlock St, Bakers Square. There is safety in areas where more people congregate and children can play together, this is the central park where community is formed as neighbours meet up and new friendships are formed. This should be where children come out from their houses to play with their new friends, centrally. This is where grandparents who went to the school can sit and watch their grandkids play while they get to enjoy that view from their youth, it is vital that this space be made larger and more accommodating. Additionally, we would like the enclosed toddler playground back in the Central park as originally suggested, the proposed Fig Tree Park is too near busy Stock Rd to take toddlers to, young children maybe but not that young. As stated above, there is just not enough open space for the population. We also feel that though we highly value the bush land and would like to preserve as much as possible, it should not be at the cost of POS, but in addition. 4. Change the zoning of section 9 to R40 and section 10 to R40 or 60. We have stated above our concerns regarding social issues and to help alleviate that, we believe there needs to be access to Forrest Rd from the corner where it meets section 10 corner. If this is not possible then we would like to be closely consulted with in regards to design of the	

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		buildings and he demographic that will be attracted to purchase these lots. We also propose it be legislated that buildings are a maximum of three-storeys, no four-storey developments. 5. Given the large population of this small area we think, as stated above, that there should be a direct road link between Forest Rd and the development. This will connect people directly with the more major road and significantly reduce the traffic impact on the current residents. This will also allow a third access for the development as well which will create betti:?r access for emergency services and security as well. 6. We would like there to be building regulations and design specification that are quite strict and enforceable. We know that there were incentives to put large trees in at the White Gum Valley (WGV) site but this is not enforceable and a recent drive through shows the street scapes are quite unkempt while some residence have expressed concerns with a lack of space. We like most of the housing that has been depicted in the plans, with large balconies where residents in apartments have their own personal open space and can dry clothes to save energy, we like the diverse natural building materials, creative architecture with split levels, extra trees, green native verges and sustainability aims. We need reassurance that all these pretty pictures and ideas that make us believe it will be as good as the concept suggests, are not just there to win us over and then builders and owners are not held to these high standards. We want the development to attract people into our community who want to live in the sort of community orientated environments depicted in the plans, not just investors looking to make easy rent from low cost, poorly designed and zoned living that is not safe and does not ensure all residence feel pride of place. 7. We would like to suggest that in the design process there be better use of the roof space, as in European One Planet Development designs in the R80 lots, places to hang washing, outdoor bbqs and seating to gather to enjoy the views with small groups of friends along with communal vegetable/herb gardens on the roof tops. These design considerations have the potential to increase the livability of the spaces and the overall design excellence of the development. Every opportunity to maximise the superb 360 degree views should be taken. 8. There are some drawings in the plans depicting the angle of the sun, showing how dwellings will have ·access to sunshine. We would like similar analysis done for our properties to see what degree the development will affect the morning sunshine that reaches the houses along Purvis St and Blackwood Ave. This information will be used by the existing residence so they can effectively plan for their gardens and future housing design considerations. Although we accept there is little we can do to change the outcome of our existing skyscape and treed vista with a soon to be vista of buildings we would be grateful for the opportunity to be informed of the true extent of this vista change to our	

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		home and lives. We are grateful Landcorp and its partners like Josh Byrne are developing this land, overall we like what they have achieved at the White Gum Valley site in their efforts to generate a more sustainable housing development. We like many of the pictured proposed dwelling design concepts, their diversity and character, we feel it's important as it reflects the community it stands in. We are not against the development, we hope to embrace it and though we know there will be difficulties for us personally with so many years of construction on our doorsteps we are generally excited about the vision for the project and the new neighbours it will bring to enrich our community. We are however very concerned about the points we raised and would like our propositions to be taken under advisement and to be kept informed. Kind regards, 9 Purvis St Hamilton Hill Douglas Collins Landscape Designer Amy Collins B.A. Edu. Sm Family Daycare Hamish Collins 11 Purvis St Hamilton Hill Tosh Sutcliffe Adv Dip. Eng. (Civilj. Dip Eng. (Structural). Dip Mgmt. 13 Purvis St Hamilton Hill Dr Claire Silvester B.Sc. (Vet. Bio.) B.V.M.S Alex Barry Plumber and Small Business owner 15 Purvis St Hamilton Hill Julie Morriss B. App. Sc. (OT) 141 Blackwood Avenue Hamilton Hill Nicole Dwyer B.Sc. (Hons. Cons. Bio.), Peter Dwyer B.Sc. (Meng.) B. Sust. Jack, Hugo and Clay Dwyer 142 Blackwood avenue Hamilton Hill Dr Ingrid Hillmer B.Sc. (MEng). Wayne Hillmer Small Business owner, Cassandra and Yolanda Hillmer 139 Blackwood Ave Hamilton Hill Azmah Anuarul James Edwards Suraya Edwards Jamilia Edwards Aidth Edwards 3 Ralston Street Hamilton Hill Alia Leadabrand & Jon Plant	
21	Brett Dunn – Program Manager - Land Use Planning –	Thank you for referring the proposed structure plan and scheme amendment for the Hamilton Senior High School site received 26 September 2018. The Department of Water and Environmental Regulation (DWER) has reviewed the proposal, including the associated Local Water Management Strategy (LWMS) and wishes to provide the	Noted. Changes recommended accordingly.

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	Peel Region 107 Breakwater Pde, Mandurah Ocean Marina, Mandurah	following advice. Better Urban Water Management Consistent with Better Urban Water Management (BUWM) (WAPC, 2008) and policy measures outlined in State Planning Policy 2.9: Water Resources, the proposed scheme amendment and structure plan should be supported by an approved LWMS prior to finalising and supporting the structure plan. DWER has reviewed Local Water Management Strategy – Hamilton Senior High School Redevelopment (Josh Byrne & Associates, April 2018) and amendments are required – see Attachment 1. It is recommended that the structure plan should not be finalised in the absence of a LWMS approved by the City of Cockburn and DWER, in accordance with BUWM. Attachment 1 Comments for Local Water Management Strategy – Hamilton Senior High School Redevelopment Section 5.2.2 Community Bore Endorsement of a structure plan and associated LWMS is reliant on the site having a confirmed non-potable water source sufficient for POS irrigation requirements, or there being substantial groundwater allocation available. This LWMS must confirm that adequate groundwater is currently available for the proposed POS, either through the amendment of an existing licence or the lodgement (or approval) of a groundwater licence application under the Rights in Water Irrigation Act 1914 and provided within the appendices. Section 6 Stormwater Management Strategy Appendix A – The LWMS Checklist indicates cross-sections were included, however they are absent from the strategy. Further detail is required to gain an understanding of stormwater system. Please include cross-sections, indicative diagrams and concept plans of proposed swales, rain gardens, tree pits and underground infiltration cells for all critical invert levels. The figures should illustrate inlets/outlets, any flush kerbing, base invert, top water levels for the small (first 15mm), minor and major (1% AEP) events, and demonstrate that the finished lot levels will be 0.3m above the 1% AEP level for the road drainage systems. The levels and designs can be further refined for the future urban water management plan. Figures As described above, include a stormwater plan for the minor events (previously known as the 5-year ARI events) to demonstrate the provision of serviceability, amenity and road safety.	

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22	Hamilton Hill Community Group – Tobias Busch – Chair Hamilton Hill Community Group	SUPPORT The following is a submission by the Hamilton Hill Community Group in support of the proposed amendment of Town Planning Scheme 3 and the Structure Plan for the Hamilton Senior High School site. ABOUT THE HAMILTON HILL COMMUNITY GROUP The Hamilton Hill Community Group (HHCG) is a not-for-profit community association. Our aims are to build community and to advocate for changes that reflect the aspirations of our community, are evidence based, have positive environmental, urban and social impacts and make our suburb a great place to live, work and play. HHCG has a committee of 9 and a membership base of over 50 residents and business owners. Our reach (on social media) extends to over 1,800 locals, and we include as many residents as possible in the process of consulting and drafting submissions such as these. We believe that the views stated here reflect the interests of our wider community. GENERAL COMMENTS HHCG commend Landcorp and its design team comprising Hames Sharley Architects and Josh Byrne Associates (JBA) for preparing a Structure Plan which incorporates a vision that we feel represent the interests and aspirations of our community. We also commend Landcorp on the inclusive and thorough community engagement that has occured over the past 12 months to get to this stage. We are excited about the prospect of a development that has the potential to be a leading example of good urban infill. We are particularly supportive of the opportunities that this structure plan offers for: - the retention of existing trees, the proposed urban forest strategy and the rehabilitation and integration with existing bushland; - the above average provision of public open space, which is distributed throughout the site to create opportunities for multiple uses and provides green corridors throughout the site; - The opportunity for cafe and shops to be integrated into the proposed development; - The opportunity for housing diversity offered by a range of medium - high density R-Coding; - The proposed water management strategy. In consultation with our members, we have reviewed the proposed vision and structure plan, and make the following comments. TOWN PLANNING SCHEME AMENDMENT We believe that the location and density of the proposed structure plan area can support a level of low intensity commercial and cottage industry uses. Hamilton Hill has a growing number of artisans, small businesses and makers. There is however a lack of space	Comments of support noted. Many of these measures are being considered as part of the Structure Plan and will carry through to the Local Development Plans. However, measures such as mandating 2 storey development can impact housing affordability and are not considered appropriate across the whole site. Matters relating to the land use permissibility of home businesses, home occupations etc. is not something that is considered appropriate to deal with for the subject land in isolation. Such matters will be considered as part of the preparation of the new Local Planning Strategy and Scheme to determine whether it is appropriate to change the permissibility of such uses. It should be noted that the requirement for planning approval provides the opportunity for the City to comprehensively assess the appropriateness of a home business/occupation/office use to ensure it will not negatively impact on the residential amenity, particularly parking. For example, to exempt a 'Home Office' use from planning approval that employs three people could create a parking problem if there is insufficient parking for these staff members. This is even more of an issue with smaller lots. The images include in the Structure Plan are intended to be indicative only. The Structure Plan has been referred to the

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		suitable to accommodate their business or activities, without obtaining additional permits or onerous alterations to existing properties. Many of these residents therefore gravitate towards Fremantle, where there is a wider diversity of available space. We also believe that the distance to other commercial areas means that this is an opportunity to create a low intensity activity hub. HHCG propose that a third provision is added to the proposed DA42 that enables office and other commercial use without additional applications. The wording could be along the lines of: 'Notwithstanding the requirements of Table 1 - Zoning Table, an Office use will be permitted in Residential developments where the use meets the following: (i) The gla of the Office use does not exceed 80m2 ; (ii) The Office use is operated by an occupier of the household; and (iii) The Office use does not employ more than three employees (not including any occupiers of the household); The office use mentioned in clause 2 above and the uses home occupation, home office, home business and home store shall, notwithstanding the provisions of Zoning Table - Table 1 and Table 2 - Residential Use Classes - Vehicle Parking, be considered 'P' uses as per clause 3.3.3.' This would go a long way towards creating a liveable, vibrant, diverse and connected neighbourhood and securing its economic health. This suggestion was previously raised at a presentation with Landcorp, the design team, which the Deputy Mayor and other councillors attended, and it was considered generally positively received by everyone at the meeting. PUBLIC OPEN SPACE HHCG are supportive of the overall strategy for Public Open Space (POS) proposed by the structure plan, in particular its distribution throughout the site to form green corridors for wildlife and residents to use. The feedback from our members has shown that this approach - which also permits the retention of more existing trees - is preferential to a large sports oval. SUSTAINABLE DESIGN HHCG requests that the City implement measures to ensure that the objectives of and commitments to the sustainability strategy outlined in the structure plan will be passed on to future builders and homeowners. We urge council to include requirements for researching and implementing future guidelines, Local Planning Policies or Local Development Plan to guide future developments and achieve the stated objectives.	Department of Biodiversity, Conservation and Attractions and they had no comments.

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		TRAFFIC HHCG note that the infrastructure report submitted with the structure plan refers to a traffic impact assessment carried out by Transcore (Traffic Engineers). The assessment notes that 'traffic patterns generated by the development are consistent and compatible with existing residential land uses surrounding the High School site. Residents in adjacent streets have considerable concern that the development will increase the traffic in their area dramatically. We recommend that the City and developer consult with the residents to address these concerns and develop an action plan on how to deal with changes to the volume and flow of traffic. This should at least include residents of Purvis St, Ralson St, O'Connell St, Carmody St and Redmond St. The traffic assessment also addresses the impact of the development on the wider traffic network. A particular concern is the closure of the Ralston Street and Stock Road intersection proposed by Main Roads WA. The developer does not see this as a requirement of the proposed residential subdivision and the traffic assessment states that 'the closure would result in significant redistribution of existing traffic flows in the area. The traffic volumes on the local road network would reduce, however there would be traffic increases on Blackwood Avenue (to the west) and Redmond Road (to the north) as alternate routes to Stock Road.' The proposed interim solution is to modify the Ralston/Stock intersection to a 'left-in/left-out' system. Given that plans to widen Stock Rd and build a interchange on the Forrest/Stock intersection are not currently proposed, we support this approach and strongly advocate against the complete closure of the intersection. DENSITY/BUILDING HEIGHT HHCG are generally supportive of the proposed R-coding, with a few caveats outlined below. Our reasons for this position are as follows: 1. Perth has traditionally been a City characterised by urban sprawl, which requires unsustainable infrastructure, fragments rural areas, decimates the biodiversity of the Swan Coastal Plain and creates housing options that lack diversity. 2. The school site is a unique opportunity to contribute to the urban infill required to halt urban sprawl. Other methods that are far less effective include the Hamilton Hill Revitalisation Strategy, which has seen other areas of Hamilton Hill rezoned. The effect has been poor infill that does not address or improve the streetscape, are misaligned with the suburb's character and residents aspirations, and a complete loss of urban tree canopy on developed land. This development is an opportunity to 'design' urban infill, achieve a good outcome and at the same time relieve the pressure to infill established areas of our suburb. 3. Increasing the density and population of the suburb will also increase the capacity to support infrastructure such as retail, higher frequency bus routes etc, and its economic	

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		health. 4. The site's density allows the developer to integrate sustainability measures that would not be feasible in a lower density development. However our support of the density is conditional on measures taken to control the type and quality of future developments. We request that the developer and council amend the Town Planning Scheme and implement Local Planning Policies that: 1. Allow residents to carry out a small trade or have a home office as part of their dwelling without having to apply for further permits or approvals. The precedence has been set by the City of Fremantle in the 'Knutsford' development, and has been very successful. 2. Require developments to include soft landscaping and minimum 'deep root zones' to allow larger trees to be established not only on public open space, but also on private land. 3. Mandate or incentivise developers to integrate sustainable technology and passive solar design into all buildings, for example by offering subsidies or contributions for these technologies, or by limiting sites to a lower R-Code until minimum sustainable criteria have been met (eg. an R60 or 80 site may be allowed an additional storey if the developer installs rainwater tanks, solar panels, native landscaping, etc and can demonstrate exceptional or innovative design) 4. Crossovers from existing streets is restricted to a single garage width and car access to dwellings is preferably encouraged to be via a rear laneway (this will also make the existing streets more attractive, better surveilled and safer) 5. All multiple housing should be designed in line with the 'Design WA' apartment guidelines, irrespective of whether they have become policy by the time the development is designed. We also suggest that a minimum height of 2 stories is implemented for all development, to ensure that the Lots area are not overdeveloped by a large single story building footprint, leaving little or no space for landscaping. We believe that the impact of this on the surrounding houses would be minimal. Taking Purvis St as an example: Existing housing is setback by 6m or more. The street reserve appears to be around 18m (including the roadway and verges on both sides). At R40 coding, any new dwelling has to be set back by 4m from the property boundary. This means that the separation of houses along Purvis St will be around 28m. BUILT FORM CHARACTER Although the images selected to represent the built form character in Section 6.1.3 of the structure plan are 'benign' examples of buildings at the relevant R-Codes, they are not characteristic of Hamilton Hill. We request that they are replaced by images that reflect out suburb's style and character, or that instead they display a higher level of aesthetic and	

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		architectural design aspiration. RETENTION OF BUSHLAND We have been made aware that the Cockburn Community Wildlife Corridor (CCWC) group have raised concerns regarding a portion of Banksia bushland that will be cleared for this development. HHCG generally oppose clearing of all remnant bushland within our suburb. We believe that the opinion of local stakeholders and the research conducted by the CCWC should be carefully considered in taking this action. SUMMARY HHCG are generally supportive of the proposed structure plan, however we are of the opinion that the City and developer need to ensure that the stated outcomes of the development are met by future builders and developers. We welcome the opportunity to continue working with the City, Landcorp and the community to guide the vision and ensure that is implemented. If any of the above require further elaboration or information, please do not hesitate to contact Tobias Busch, Chair of the HHCG on 0408 959 236 or email us at hello@hhcg.com.au The Hamilton Hill Community Group Committee Tobias Busch, Chair Christine Duckham Phoebe Corke, Deputy Chair Jozina De Ruiter Paul Chauvel Jill Wilkinson Alicia Krueger	
23	Master Jack Dwyer (7yrs old) – Mother – Nicole Dwyer – 141 Blackwood Ave, Hamilton Hill	**OBJECTION** Jack Dwyer is lodging his submission in regards to Lot 850 Purvis St Hamilton Hill, the Hamilton Senior High School site redevelopment. Although Jack believes his concerns are universal to all the children in our streets, the property he represents is 141 Blackwood Avenue, Hamilton Hill. Jack's concern for the development is outlined and depicted below. I don't like your idea of cutting the tree down and now I am going to give you 3 reasons of why I hate that idea. 1 there are bird's nests in there. 2 it is a lovely tree that we love. If you cut that tree down I will give to all my friends a poster to put around telling the people DO NOT LIVE HERE. 3 My friends and I love to play around it and we would be very sad if it was gone.	Noted. It is recommended that the Structure Plan be modified to include retention of this Tuart tree adjacent to Purvis Street within POS.

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		Kind regards, Jack Dwyer 7 years old	

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		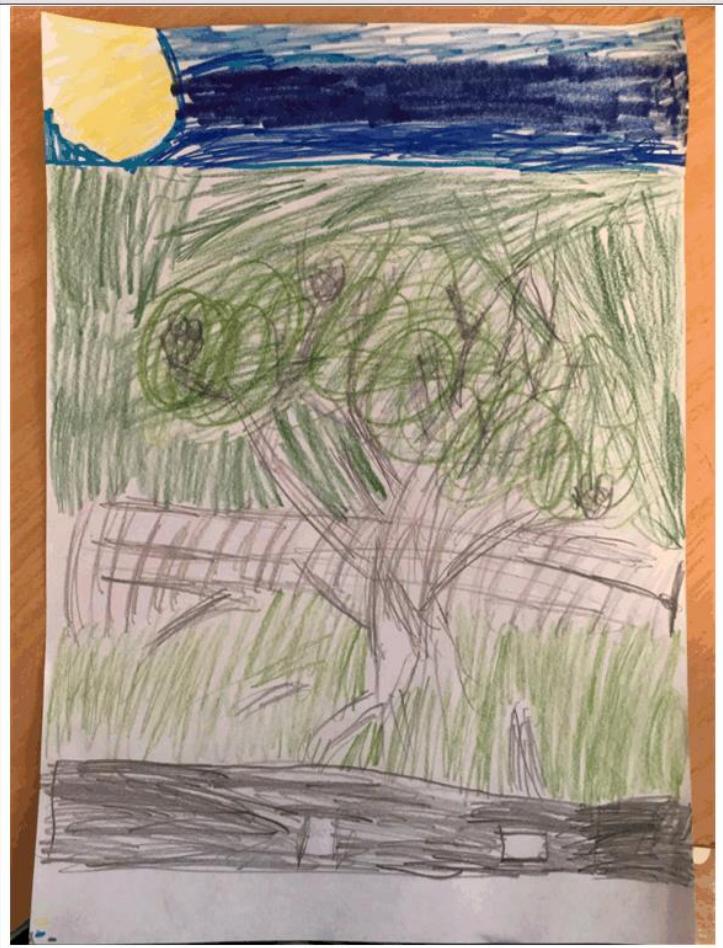	

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24	Yolanda Cook (7yrs) – 142 Blackwood Ave, Hamilton Hill	Property impacted - 142 Blackwood Avenue, Hamilton Hill **Save the tree** I want the large native tree at the southernmost point on Purvis Street to be kept. The lovely tree brings memories to me. At its feet lie dead animals that I remember. It also brings shade. If the tree is cut the area will look bare. In the tree's soul birds are nesting and living. It provides a home for birds and animals and it gives food to them. The tree is good for climbing and also it is hard to climb but it is good to find ways to climb it. Trees around this area give us oxygen and this tree is one of them. If you are walking in the streets, like a pedestrian does, it might be raining or be really hot and this tree might prevent the hotness or the water getting to you. The tree is connected to the world and it has blood all over it of the world. That tree is really nice to listen to when it is windy – it howls. It is really nice being in the long grass staring at the tree. Keep the tree it's connected to us. Yolanda Cook, age 7.	Noted. It is recommended that the Structure Plan be modified to include retention of this Tuart tree adjacent to Purvis Street within POS.
25	Wayne Cook – 142 Blackwood Ave, Hamilton Hill	**Hamilton Hill School Site Submission** Like: • Cycle route through the site connecting to the Stock Road pedestrian crossing that flows through to Coolbellup • The • The retention of old trees on the site • The public open space located at the top of the hill that **should** ensure that residents in the area can have a sea view. • The potential of a cafe • Nature play playground for children in the area • That Landcorp is the developer as the White Gum Valley site is a positive demonstration about what is possible as a modern day development. • The discussion with Warren Phillips at the recent Landcorp consultation night about the rehabilitation of the bush at the southern section of the site. Dislike: • Recent information at the Landcorp meeting that the large native tree (far south end of Purvis Street) may **not** be kept due to it's roots effecting the building potential. • The potential increase of traffic on Blackwood, Purvis and Ralston Streets. Recommendations: • Retention of the large native tree (far south end of Purvis Street). If this tree is not retained now then there is no potential for a large old native tree to be in the neighbourhood. Hamilton Hill has been an area identified to experience high levels of heat stress. Tree of this stature assist with negating what is already a heat stressed	Noted. It is recommended that the Structure Plan be modified to include retention of this Tuart tree adjacent to Purvis Street within POS. A roundabout is recommended at the corner of Purvis Street and Blackwood Avenue. Lower densities are proposed in the south west corner of the site to ensure an appropriate building height interface.

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		suburb. The tree has cooling, aesthetic and real estate value for the people living in the neighbourhood. • traffic calming in Purvis Street and Blackwood Avenue as currently car speed, spin their tyres and cut the corner of Purvis St. and Blackwood Ave. • Fix the maximum number of storey to 3 storeys. Submission by Wayne Cook, Small Business Owner, 142 Blackwood Avenue, Hamilton Hill	
26	Cassandra Cook (9 yrs) – 142 Blackwood Ave Hamilton Hill	I oppose the cut of the big tree at the end of Purvis Street. I want to keep it because: 1. It has memories 2. The tree provides shade to us 3. it is part of the neighbourhood 4. Birds sit in the tree and sing which is lovely 5. Birds nest in the tree 6. I walk my cat around the tree trunk 7. I love thinking of ways to cling the tree 8. It would be a bare neighbourhood without the tree and just house and houses and houses 9. If I look outside my window I see the big tree standing there 10. it always feels magic under the big branches of this tree 11. it provides a gentle breeze and the sound of the branches moving in the wind relaxes me 12.On rainy days I like to stare at the tree 13. I have daydreams looking at the tree	Noted. It is recommended that the Structure Plan be modified to include retention of this Tuart tree adjacent to Purvis Street within POS.
27	Ingrid Hillmer 142 Blackwood Ave, Hamilton Hill	**Hamilton Hill School Site Submission** Like: • That Landcorp is the developer as the White Gum Valley site is a positive demonstration of a urban development that demonstrate understanding of environmental and social values • Cycle route through the site connecting to the Stock Road pedestrian crossing that flows through to Coolbellup • I acknowledge the effort made in keeping of old trees on the site and provide green	Noted. It is recommended that the Structure Plan be modified to include retention of this Tuart tree adjacent to Purvis Street within POS. A roundabout is recommended at the corner of Purvis Street and Blackwood Avenue. Lower densities are proposed in the south west corner of the site to ensure an

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		areas • Nature play playground for children in the area • The discussion with Warren Phillips at the recent Landcorp consultation night about the rehabilitation of the bush at the southern section of the site. Dislike: • Recent information at the Landcorp meeting that the large native tree (far south end of Purvis Street) may **not** be kept due to it's roots effecting the building potential. • The potential increase of traffic on Blackwood, Purvis and Ralston Streets. • The public open space located at the top of the hill at the end of the extended Blackwood Ave seems rather small. The locations has a lot of potential and it could be designed to provide a nice open space for the community with a sea view to enjoy a sunset while having a picnic, having community meetings, etc. the park will be behind houses with the potential of being 2 storey houses that could potentially block the views. Recommendation 1. Retention of the large native tree (far south end of Purvis Street). If this tree is not retained now then there is no potential for a large old native tree to be in the neighbourhood. This tree is iconic, and has an important role in the neighbourhood from environmental to aesthetic reasons. A tree of this size is capturing carbon, is realising oxygen, is providing habitat for cockatoos, is providing shade, is providing a visual attraction and connection with nature for the ones living around it. Nowadays, it is important to acknowledge the value of a tree of this age, size and type. And as a society we are now understanding the negative consequences of pushing for development and progress without considering environmental and social constraints. Cutting this tree would be a real lost. Hamilton Hill has been an area identified to experience high levels of heat stress. Tree of this stature assist with negating what is already a heat stressed suburb. The tree has cooling, aesthetic and real estate value for the people living in the neighbourhood. This tree could be make part of a small green area away from buildings. 2. Traffic calming in Purvis Street and Blackwood Avenue as currently car speed, spin their tyres and cut the corner of Purvis St. and Blackwood Ave. 3. Fix the maximum number of storey to 3 storeys. 4. The Green area at the end of Blackwood Ave needs to be designed to provide a nice space with a sea view directly for a good amount of people to use it at the same time. A place like that would add value to the area and could have a beneficial effect on mental health of people:	appropriate building height interface.

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		provided a place to meet, provides a place to enjoy a great view, provides a place to relax.	
28	Cheech Yeo & Robin Woodward	**COMMENTS** We attended the comment and information session at the hall. We spoke to Kathryn and Nadia, about the plan for Hamilton High. As locals, we live just around the corner and walk our dog around the school every day – mostly in the bushland behind the school. The area and bushland is very precious to us and we were glad to see Landcorp also had an ethos of sustainability and up-cycling. We agreed that the trees be kept but mourn the destruction of others. It is our sincere hope that Landcorp does adhere to their ethos in their policy and delivery of the plan, rather than pay lip-service to please local opinion. The reintegration of materials such as timber and bricks in the new buildings is ambitious and also a nod to the desire that locals still have the heritage and history of Hamilton High. In particular, the tree roots, which we hope are not just turned into mulch. We would like to express interest in taking these tree roots off the hands of Landcorp if they are going to dispose of them anyway.	Noted.
29	Lyndon Mutter – Dept of Biodiversity Conservation & Attractions	**NO COMMENTS** The Department of Biodiversity Conservation and Attractions has **no comments** on the Draft Structure Plan and Scheme Amendment.	Noted.
30	Kathleen Platts – 65B Redmond Road, Hamilton Hill	**OBJECTION** 1. Proposed density is far too high for what could be a beautiful residential area. The sizes of some blocks are incredibly small – 29m x 6m, 25m x 6m, 20m x 8m – with minimal private outdoor space. Slums of the future? 2. Squashing as many lots as possible on site is no guarantee of a good financial return. For example – 19 Purvis St where 6 units were built on a block zoned R30/40. After over two years and considerable reduction in asking price, only 2 units have been sold. Children housed in 2 Dept of Housing units have no private space to play in and have to play on the street verge or intrude into neighbouring properties. 3. If you are going to persist with the proposed density, more public open space is required in the centre of the site within easy reach of all homes. – Large enough for children to kick a ball and play freely. The only sizeable open area in the existing plan is remote from most units, limited in its use, close to a busy main road, and overhead power lines. 4. Past developments undertaken by Cockburn City have included beautiful open	The proposed Structure Plan seeks to provide variety of lot and dwelling sizes, and to increase the diversity of housing in Hamilton Hill generally. This is in line with the City's Housing Affordability and Diversity Strategy to provide more housing options, and better align the City's housing stock with projected future households. Local Development Plans for smaller lots will ensure good built form outcomes, including attractive interfaces to public open space. The landscape master plan included with the Structure Plan demonstrates an extensive range of amenities proposed throughout the POS areas including BBQs, play spaces, picnic/bench seating, and sheltered community hub.

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		parklands. Please don't lower your standards now!! Ratepayer and resident of Hamilton Hill for over 54 years (22/10/2018)	
31	Western Power – James Widenbar Network Team Leader Safety,Environ, Quality &Trng	I refer to the aforementioned draft Structure Plan relating to the Hamilton Hill Senior High School redevelopment. Following assessment of the proposal Western Power provides the below comments for further consideration prior to final approval: (i) An existing 132 kV transmission line is located within the structure plan area. In the context of the overall redevelopment, including the proposed grouped dwelling site and ancillary land use designations (access and parking), Western Power requests further consideration of development within and adjacent to the network assets prior to adoption of the structure plan. Figure 1 - Structure plan area including transmission line overlay (in red) (ii) The structure plan, future subdivision and development processes must protect the transmission line corridor and associated assets from encroachment , mitigating public safety or network reliability risks and ensuring there is no impediment to routine and emergency land access to the network . (iii) Prior to subdivision or development, Western Power will need to review, assess and provide prior written consent to any proposals within the transmission corridor : • Landscaping plans (including mature heights and location of species); • Ground level changes; • Permanent structures; • Drainage plans; • Conservation controls. (iv) The proponent should submit detailed design plans for the land use and drainage proposed within the electricity infrastructure corridor to allow determination of its suitability in respect to public safety , routine and emergency land access and future network plans. Regarding public safety assessment, the requirements of the detailed study are summarised below and are required to form part of the servicing strategy: • Soil Resistivity Report outlining on-site measurement of the soil resistivity, using the Wenner method. • An Earth Potential Rise study to determine touch, step and transfer potentials, including documentation of all calculations. • A Low Frequency Induction study to investigate the effects of induced voltages from the power line for step, touch and transfer potenti als , during both construction and operation of the sit e. • An Electrostatic Induction study to investigate the potential of hazardous charging of	

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		metallic objects in the vicinity of the line, such as fences , gates and other services. • An Electromagnetic Field Study to determine the impacts of Electric and Magnetic Fields as per ARPANSA guidelines. The studies should identify any mitigation required and be submitted to Western Power for review, record-keeping and to confirm the appropriateness of the proposed land use prior to subdivision or development. Please be advised that Western Power can provide data to assist in the preparation of the report, which will attract a fee. Costs will be estimated and funds must be received prior to assessment commencing. Generally assessments will take between three to five weeks, from receipt of funds. (v) Western Power requires the following additional provisions to be included on the Structure Plan for consideration at the subdivision and development stages: • Registration of easements on the titles of those lots immediately adjacent to the transmission line as part of the future statutory planning process. Calculation of easement widths must be undertaken prior to a subdivision application being submitted to the Western Australian Planning Commission. • Provision of Section 70A Notifications on all proposed lots adjoining the existing transmission line corridor , prior to subdivision clearance advising prospective purchasers that they are in close proximity to power infrastructure which will be maintained, upgraded and expanded on a regular basis . Note: The above advice should not be construed as Western Power's support or otherwise of the land use or development proposed in the existing electricity corridor. Further detailed studies will be required to be completed at the proponents cost to determine the suitability of proposed structure planning, subdivision and development within the corridors.	
32	Kati and Hayden (no further NAME/ADDRESS details given)	**OBJECT** We strongly disagree with ANY cutting of the trees on the property of Hamilton Hill Senior High. We are aware there has already been tree cutting as we can see the stumps of trees around and we used to not see the High School so clearly from our windows as it was slightly behind the trees. With these Black Cockatoo numbers already being threaten we do not understand why it would even be an option to remove further trees. There are three species of Black Cockatoos in WA and ALL of them are THREATENED TO EXTINCTION! These Black Cockatoos that live, breed and eat in the areas of Hamilton Hill Senior High are Carnaby's Cockatoos. These majestic birds are ENDEMIC and NATIVE to Western Australia and loss of native habitat, native food sources are among the top reasons which threatens these birds. These birds are already running out of places to breed and feed. We see a flock of about 10 Carnaby's Cockatoos on a daily/weekly basis flying and feeding around the High School and the nearby houses. These flock sizes are decreasing due to a large scale clearing in Perth	The Structure Plan includes a substantial area of bushland to the south, and a number of trees have been identified for retention. It is also recommended that the Structure Plan be modified to include retention of this Tuart tree adjacent to Purvis Street within POS. The Structure Plan has been referred to the Department of Biodiversity, Conservation and Attractions and they had no comments.

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NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		area. Numbers of these birds have rapidly declined over the past 50 years and they are now listed as ENDANGERED. Now locally extinct in many parts of the Wheatbelt. This is why we cannot comprehend why anyone would clear more land at the old Hamilton Hill High School site and cut down the mature home trees of Carnaby's Cockatoos. We are happy to provide pictures and video of the flock as we have been observing them and their behaviour during the past months. Beautiful clever birds, who deserve to keep their home and breeding trees.	
33	Land Owner	**OBJECT** Given the high density housing on the proposed plan, there seems to be limited open space , almost all of the proposed open space is taken up by quite large trees. This limits areas for play and pathways for walking and riding. My other concern is that there are only two roads that exit the area, which could give rise to congestion especially at Ralston Street heading onto Stock Road. It is already very busy at Stock Road, even when turning left heading to the Fremantle direction.	The southern area of the site and the adjacent area will remain as an area of bushland for wildlife and walking, with other facilities such as a kickabout areas and nature play. The landscape master plan included with the Structure Plan demonstrates an extensive range of amenities proposed throughout the POS areas including BBQs, play space, picnic/bench seating, and sheltered community hub. The Traffic Impact Statement demonstrates that traffic can be accommodated with existing road network, and the City will continue to monitor traffic in the area.

14.5 (2018/MINUTE NO 0186) PROPOSED STRUCTURE PLAN - LOT 51 MAYOR ROAD, MUNSTER

Author(s)	L Santoriello
Attachments	1. Location Plan 2. Structure Plan Map 3. Schedule of Submissions
Location	Lot 51 Mayor Road, Munster
Owner	Michael Ivan Tomasich
Applicant	Element
Application Reference	110/192

RECOMMENDATION

That Council, in pursuance of Clause 20(2)(e) of the Deemed Provisions, recommends to the Western Australian Planning Commission the approval of the proposed Structure Plan for Lot 51 Mayor Road, Munster; subject to the following modifications:

(1) Part One to be modified as follows:

1. Section 4 to be amended to require a footpath to be built around the periphery of the wetland as a condition of subdivision. Additionally, a separate subdivision requirement that the developer provides a landscape embellishment plan to rehabilitate the portion of the wetland in question prior to vesting (refer to submission 4 for details).

2. Section 4 to be amended to reflect the need for possible contamination on site to be addressed at subdivision stage (refer to submission 5 for details).

3. Section 4.3 (4) – to be modified as follows; *"This lot is in close proximity to the Munster Pump Station No. 2 waste water pumping station and may be adversely affected by virtue of odour emissions from that facility."*

4. The Structure Plan map to be modified to provide for R-MD-R40 (as per the applicant's request) consistent with the Department of Planning Lands and Heritage Planning Bulletin 112/2016 and under the City of Cockburn's' Local Planning Policy No. 1.16. Additionally Part 1 (text) is to be updated to reference the City's LPP 1.16.

(2) Appendix A – Bushfire Management Plan to be updated consistent with the details identified by the Department of Fire

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and Emergency Services (refer to submission 9 for details). (3) endorse the Schedule of submissions prepared in respect of the proposed Structure Plan; (4) advise the proponent and those persons who made a submission of Council's recommendation; and (5) pursuant to Clause 22(7) of the Deemed Provisions request the Commission provides written notice of its decision on the proposed Structure Plan.
COUNCIL DECISION MOVED Cr M Separovich SECONDED Cr C Terblanche That the recommendation be adopted. **CARRIED 10/0**

Background

The proposed Structure Plan was lodged with the City on 3 August 2018. Following subsequent discussions with the applicant the proposal was later advertised for 28 days, from 2 October 2018 to 30 October 2018.

Council received a total of 14 submissions in response to the proposal during the advertising period which were generally in support of the proposal.

Submission

N/A

Report

The proposed Structure Plan relates to Lot 51 Mayor Road, Munster ("subject site").

Planning Background

The subject site is approximately 1.4161 ha in area with frontages to Mayor Road to the north and Erie Lane and Monger Road to the south. The surrounding land is progressively being redeveloped for residential purposes to the south east and Bindjar Reserve (formerly Market Garden Swamp No. 3) is located approximately 100m to the south-west.

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The subject land contains an existing shed but no dwellings. The majority of the subject land is zoned 'Urban' under the Metropolitan Region Scheme ("MRS") with a 2m wide strip of land along the northern boundary reserved as 'Other Regional Roads' for the future widening of Mayor Road.

The subject area is zoned 'Development' under the City of Cockburn Town Planning Scheme No.3 ("Scheme") and is located within Development Area 5 ("DA 5"), Development Contribution Area No. 13 ("DCA 13") and No. 6 ("DCA 6").

Structure plans have been approved and development has begun over Lot 150 Mayor Road and Lot 20 Rockingham Road. A structure plan has been approved over Lot 21 Rockingham Road however no subdivision in accordance with this structure plan has been undertaken.

To the west of the subject site Lot 52 has been structure planned with an associated subdivision approval. The owner of lot 52 has not yet commenced works on the ground however that is anticipated to commence shortly. The proposed Structure Plan design and layout is required to respond and assimilate with adjacent approved structure plans, which has been achieved under the proposal.

Bushfire

The subject property is identified as being within the State designated bushfire prone area. As such, and in accordance with State Planning Policy No. 3.7, the applicant has provided a Bushfire Management Plan ('BMP') which is included in the proposal under Appendix A.

The BMP was referred to the Department of Fire and Emergency Services ('DFES') whom has requested modifications to the BMP. These modifications are considered to be minor in nature. Notwithstanding, this has been included as a recommendation to satisfy DFES (at the discretion of the Department of Planning Lands and Heritage).

Previous Council consideration

On 8 December 2016 under item 15.5 Council considered and recommended approval for a structure plan for Lot 22 and 51 Mayor Road, Munster. This recommendation included a number of suggested changes to the proposal. Since this time the applicant has withdrawn that proposal (for two lots) and submitted the proposed plan for Lot 51 only. The proposed Structure Plan has been assessed under the State and local planning framework as well as being considered by the various stakeholders including nearby residents, State government agencies and service providers.

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Public Open Space ('P.O.S')

The proposed Structure Plan as identified under Attachment No. 2 identifies two areas for P.O.S. The southern area is proposed to adjoin the existing wetland to the south west and the eastern P.O.S is proposed to adjoin the P.O.S which will be provided by the approved structure plans to the east over Lot 21 and Lot 20. This therefore provides for a consolidated larger area of P.O.S which will be more central to the needs of the existing and future community.

Strategic Plans/Policy Implications

City Growth

Ensure planning facilitates a desirable living environment and meets growth targets.

Ensure a variation in housing density and housing type is available to residents.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

The Proposed Structure Plan was lodged with the City on 3 August 2018. Following subsequent discussions with the applicant the proposal was later advertised for 28 days, from 2 October 2018 to 30 October 2018.

Advertising included letters to the adjacent property owners and to various government agencies and service providers. Advertising was also undertaken via a notice in the local newspaper with all correspondence directing submitters to the City's website where the full report and subsidiaries were located.

Council received a total of 14 submissions in response to the proposal during the advertising period which were generally in support of the proposal. The specifics of the submissions are identified under Attachment 3 of this report "schedule of submissions". Each of these submissions are responded to under the said schedule.

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Risk Management Implications

There are no obvious risks from the City's perspective in implementing the recommendation. Should Council consider not implementing the recommendation the City could be faced with a suboptimal planning outcome.

Each of the above mentioned recommendations relate to separate components of the proposal and each is to be considered separately.

The recommendations might not entail financial risks to the Council, should they not be supported, however the associated risks in that regard relate to suboptimal social, bushfire mitigation and environmental outcomes. Accordingly, in light of the above, it is respectfully suggested Council recommend to the WAPC the above suite of conditions.

Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 13 December 2018 Ordinary Council Meeting.

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

Nil.

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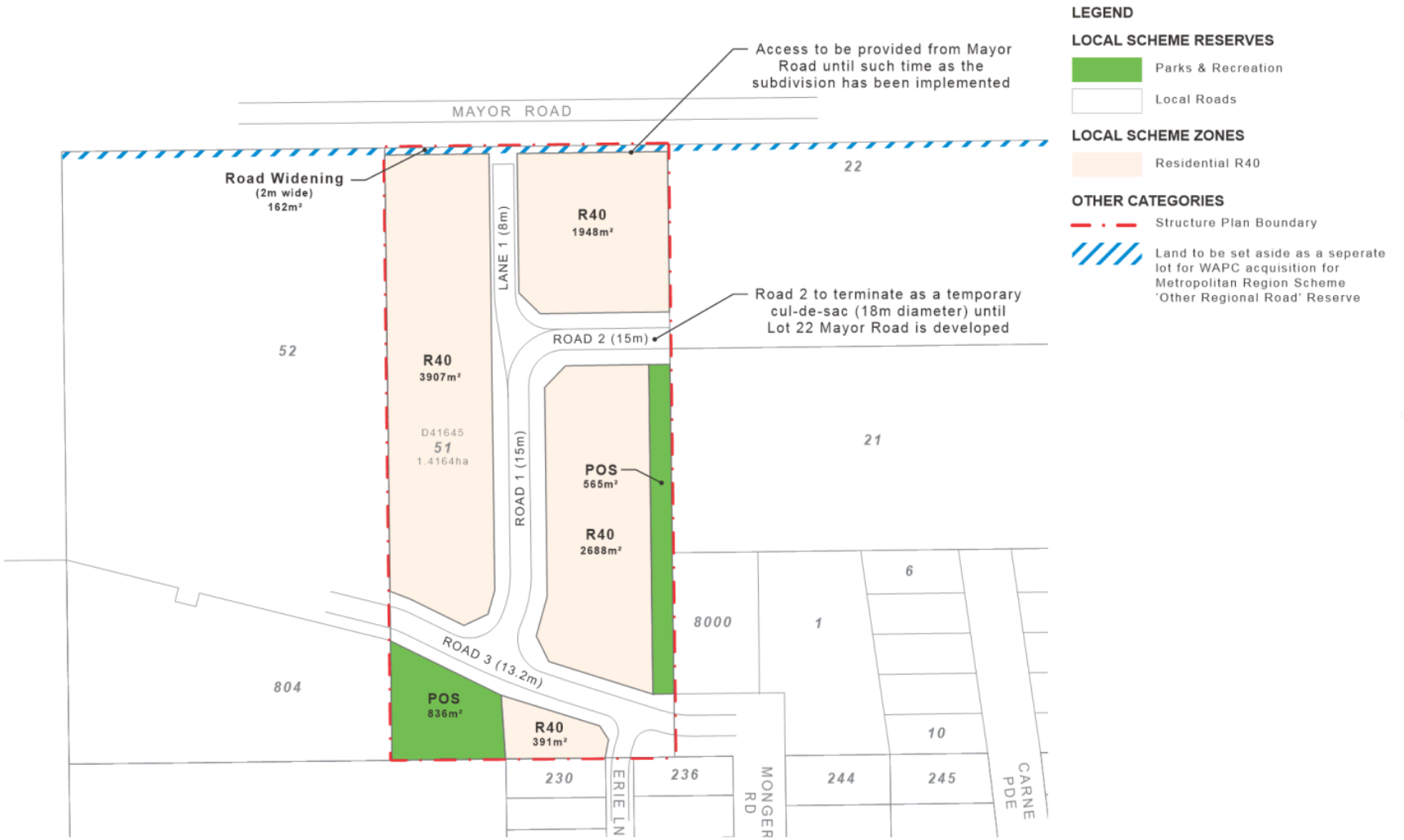
City of Cockburn G.I.S Services Department	Attachment 1: Location Plan Lot 51 Mayor Road, Munster Structure Plan Proposal	PRINTED ON: 23/11/2018	SCALE = 1:2000	NORTH
		DISCLAIMER - The City of Cockburn provides the information contained herein and bears no responsibility or liability whatsoever for any errors, faults, defects or omissions of information contained in this document.		



Plan 1: Structure Plan

Lot 51 Mayor Road, Munster

element.

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File No. 110/192

SCHEDULE OF SUBMISSIONS
PROPOSED STRUCTURE PLAN – LOT 51 MAYOR ROAD, MUNSTER

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
1	Public Transport Authority	**SUPPORT** The PTA finds the proposed Structure Plan to be generally conducive to the operation and growth of the Transperth network. It is Transperth's long term intention to continue to operate the Route 530, 531, 532 and 549 bus services along roads in close vicinity of the structure plan site inclusive of, Mayor Road, Beeliar Drive and Rockingham Road. Furthermore, as outlined in the Structure Plan report the PTA believes that it is vital that the Structure Plan encourages a high level of pedestrian connectivity to the existing bus services. It should be noted that the existing Route 530, 531, 532 and 549 bus services are operating on a long term alignment, however with the continued development of the area, a review of patronage and funding availability it is highly likely that there will be opportunities for increased frequency of these routes.	Noted and supported.
2	Main Roads Western Australia	**SUPPORT** Main Roads has now had the opportunity to review the information provided and has no objection to the proposed Structure Plan. Advice Notes: 1. Main Roads would like to note that a number of developments are being undertaken in the surrounding area which is intensifying the land use. Individually, these impacts are negligible, however there needs to be consideration for the potential impact overall. 2. Main Roads suggests the City undertake a transport analysis to evaluate any potential effects to the surrounding network with consideration for all the development proposed in the area.	Noted. The City is continually working towards a transport analysis to evaluate any potential effects to the surrounding network with consideration for all the development proposed in the area. The City's engineers are satisfied with the proposal within that context.

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
3	Department of Planning Lands and Heritage – Heritage Services	**NO COMMENT** The amendment to the Local Structure Plan has been considered for its potential impact on heritage places within and adjacent to the subject place. The site of the proposed Structure Plan is in close proximity but not adjacent to the State Registered Place, Three Lime Kilns Group, Cockburn. As such we have no comment to make in relation to the amendment.	Noted.
4	Department of Planning Lands and Heritage – Lands Use Planning Policy Team	**SUPPORT – SUBJECT TO MODIFICATION** The intent of the Structure Plan is to guide the subdivision and development of the subject site for residential purposes, including the provision of 3 new public roads and 2 separate reserves for local parks and recreation. The proposed development is partially adjacent to Bush Forever site 429 – Market Garden Swamps, which contains a resource enhancement wetland (REW). The REW exists to the southwest of the site. It is noted that no modification or clearing of Bush Forever site 429 will be required in the process of establishing the subdivision. **Bush Forever** LUP Policy recommends that a footpath be built between the proposed new residential lots (development interface) and Bush Forever prior to subdivision. It may also be appropriate to include uniform fencing between the Bush Forever boundary and footpath. The Department of Biodiversity, Conservation and Attractions (DBCA) and Guidance Statement 33 recommend that a minimum 50m buffer is necessary to protect wetlands. It is noted that vegetation within 50m of the REW at the south west corner of the subject site will be retained for the purposes of wetland protection. A landscape management plan is necessary in this regard, however has not been included in the Structure Plan Report.	Noted. It is recommended that the Structure Plan is amended under Part 1 to incorporate the need for a footpath to be installed around the wetland as a condition of subdivision. Footpaths are generally required as a subdivision condition and as such there would be no mechanism to require the said footpath "prior to subdivision". The recommendation for uniform fencing is not supported on the basis there is currently no fence surrounding this wetland as follows; Requiring a fence for a small section of the wetland would serve little to no purpose and is therefore not supported. A landscape management plan is not considered to be necessary for the wetland section as this portion of land

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		It is stated in the Structure Plan Report that the REW currently receives surface run off from the subject site. This is also Bush Forever area 429. Direct drainage is generally not supported within a Bush Forever area. It is recommended that the matter of stormwater runoff from Lot 51 and potential discharge to the adjacent REW and Bush Forever area be referred to DBCA, particularly as the subject site was a former market garden and has not been investigated for contamination. **Bush Fire** The subject site has a total land area of 14, 164 m2. The estimated area of Public Open Space given over to Local parks is 1401 m2. POS has been located along the southwest boundary of the subject site so as to mitigate the bushfire risk associated with bushland areas within the adjoining REW. State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP3.7) applies to all land which has been designated as bush fire prone by the Commissioner for Fire and emergency Services. It is recommended that the Structure Plan proposal and supporting Bushfire Management Plan be referred to DFES for assessment prior to WAPC determining the structure plan. Please note this correspondence provides comment with respect to LUP Policy only and does not collate comment from other branches within the Department of Planning, Lands and Heritage or provide a formal position on the proposal by the Western Australian Planning Commission, which may need to be consulted.	would need to be subdivided and given to the crown at subdivision stage and therefore it would no longer be managed by the owner. The portion of the wetland would not be managed in isolation rather the full wetland would be managed as a single wetland by the relevant government agency. What might be appropriate however is that the developer provides a landscape embellishment plan to rehabilitate the portion of the wetland in question prior to vesting. This should be reflected in Part 1 of the Structure Plan. With regard to the Stormwater management please note the below submission from Department of Water and Environmental Regulation who has no objections to the proposed structure Plan.
5	Department of Water and Environmental Regulation	**SUPPORT** Consistent with Better Urban Water Management (BUWM) (WAPC, 2008) and policy measures outlined in State Planning Policy 2.9: Water Resources, the proposed structure plan should be supported by an approved Local Water Management Strategy (LWMS) prior to finalising the structure plan.	Noted. Based on this advice it is recommended that the Structure Plan Part 1 is amended to reflect the need for possible contamination on site to be addressed at subdivision stage.

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		DWER has previously reviewed and endorsed the Local Water Management Strategy Lots 22 & 51 Mayor Rd and Lots 18, 19 & 25 Rockingham Road, Munster (Emerge, July 2016) that included Lot 51 and was deemed suitable. Thus the Department has no objections to the proposed structure Plan. Please note that the site has been identified as possibly contaminated and this is to be addressed at the future subdivision stage.	
6	Water Corporation	**SUPPORT** <u>Water</u> Reticulated water is currently available to the subject Lot with the extension of existing water mains as outlined in the servicing report that accompanied this Structure Plan. All water main extensions, required for the development site, must be laid within the existing and proposed road reserves, on the correct alignment and in accordance with the Utility Providers Code of Practice. <u>Wastewater</u> Reticulated sewerage is currently available to the subject area with the extension of existing wastewater gravity mains as outlined in the servicing report that accompanied this Structure Plan, fill will be required in the Southwest corner of the site. All sewer main extensions, required for the development site, should be laid within the existing and proposed road reserves, on the correct alignment and in accordance with the Utility Providers Code of Practice. <u>General Comments</u> The principle followed by the Water Corporation for the funding of subdivision or development is one of user pays. The developer is expected to provide all water and sewerage reticulation if required. A contribution for Water, Sewerage and Drainage headworks may also be required. In addition the developer may be required to fund new works or the upgrading of existing works and protection of all works. Any temporary works needed are required to be fully funded by the	Noted. The developer will be made aware of these requirements through this schedule of submissions table (which was publically displayed on the City's website/ agenda as an attachment to the Council consideration/ recommendation).

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<table>
<tr><th>NO.</th><th>NAME/ADDRESS</th><th>SUBMISSION</th><th>RECOMMENDATION</th></tr>
<tr><td></td><td></td><td>developer. The Water Corporation may also require land being ceded free of cost for works.</td><td></td></tr>
<tr><td>7</td><td>Department of Education</td><td>SUPPORT

The Department has reviewed the document and advises that it has no objection to this proposal to have these Lots zoned residential. The anticipated student yield can be accommodated at the Coogee Primary School.</td><td>Noted.</td></tr>
<tr><td>8</td><td>Department of Transport</td><td>SUPPORT

The Department of Transport has no comment to provide for the proposal.</td><td>Noted.</td></tr>
<tr><td>9</td><td>Department of Fire and Emergency Services</td><td>It should be noted that this advice relates only to State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7) and the Guidelines for Planning in Bushfire Prone Areas (Guidelines). It is the responsibility of the proponent to ensure that the proposal complies with all other relevant planning policies and building regulations where necessary. This advice does not exempt the applicant/proponent from obtaining necessary approvals that may apply to the proposal including planning, building, health or any other approvals required by a relevant authority under other written laws.

<u>Assessment</u>

1. Policy Measure 6.3 a) (ii) Preparation of a BAL Contour Map

<table>
<tr><th>Issue</th><th>Assessment</th><th>Action</th></tr>
<tr><td>BAL Contour Map Input Table</td><td>BAL Assessment – insufficient information
The BAL assessment undertaken cannot be validated as all of the inputs (i.e. lots,</td><td>Modification required</td></tr>
</table>
</td><td>Noted. It is understood the lots are identified on page 19 of the FMP under figure 8. Vegetation is identified on page 9 section 3 of the FMP. Classification is identified on page 16 figure 5 of the FMP. It is understood DFES has requested a modification under assessment point 1. Should the Department of Planning Lads and Heritage seek to request these modifications it is suggested that the DPLH condition this as a requirement under the determination of this Structure Plan. The City understands that DFES is suggesting this information should be put within a single table under the FMP. This is recommended to be amended to the satisfaction of DFES at the discretion of the DPLH.</td></tr>
</table>

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<table>
<tr><th>NO.</th><th>NAME/ADDRESS</th><th>SUBMISSION</th><th>RECOMMENDATION</th></tr>
<tr><td></td><td></td><td>
<table>
<tr><td></td><td>vegetation classification(s), effective slope, actual separation distance) used to determine the BAL ratings have not been provided.</td><td></td></tr>
</table>
2. Policy Measure 6.3 c) Non-compliance with the Bushfire Protection Criteria
<table>
<tr><th>Issue</th><th>Assessment</th><th>Action</th></tr>
<tr><td>Element 1: Location</td><td>A1.1 – not demonstrated
The BAL ratings cannot be validated as described in the table above.</td><td>Resolve issues in the table above to ensure compliance to Element 1.</td></tr>
<tr><td>Element 2: Siting & Design</td><td>A2.1 – not demonstrated
The BAL ratings applied cannot be validated as described in the table above.</td><td>Resolve issues in the table above to ensure compliance to Element 2.</td></tr>
</table>
<u>Recommendation – insufficient information</u>

It is critical that the bushfire management measures within the BMP are confirmed, to ensure they are accurate and can be implemented to reduce the vulnerability of the development to bushfire.

If the above bushfire management measures cannot be confirmed the outcomes within the BMP may be inaccurate.
</td><td></td></tr>
<tr><td>10</td><td>Marija Garbin landowner of Lot 230 Erie Lane and Lot 236 Monger Road in</td><td>SUPPORT SUBJECT TO CONDITIONS

I am the landowner of Lot 230 Erie Lane and Lot 236 Monger Road in</td><td>Noted. The City's engineers have reviewed the proposal</td></tr>
</table>

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NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	Munster	Munster. The two lots are adjacent to the southern boundary of Lot 51 Mayor Road, Munster (as shown on the plan below) and are within the subdivided land of former Lot 19 Rockingham Road, Munster. There is a Temporary Drainage Sump currently situated on Lot 230 Erie Lane, which has acted as a temporary drainage solution for the Lot 19 subdivision. When the subdivision of Lot 51 Mayor Road is implemented, the stormwater from Erie Lane and a section of Monger Road will continue to run in a northerly direction into Road 3 and then in a westerly direction along Road 3 to its lowest point - from there it will run into a stormwater drainage system, with any excess water piped to the existing Bubble-Up Pit situated just west of Lot 230. This drainage design has been outlined in the previously approved joint LWMS for Lot 51 and Lot 19, which forms part of the Lot 51 Structure Plan Report. The LWMS document has been approved by the City of Cockburn and the Department of Water. For the above mentioned drainage design to be able to be implemented, Erie Lane must continue to run downhill in a northerly direction to the point where it forms a t-junction with Road 3. To enable this to happen, the short section of Road 3 running from Monger Road down to this t-junction where Erie Lane meets Road 3, will need to be constructed at a fairly steep gradient. The proposed earthworks levels have been outlined in the Preliminary Earthworks Plan for Lot 51, which I believe forms part of the Lot 51 Proposed Structure Plan. With consideration given to the above, I am willing to support the Lot 51 Proposed Structure Plan on the condition that the gradient for the section of Road 3 as described above, has been considered and deemed acceptable by the relevant engineering and traffic departments within the City of Cockburn.	and they are satisfied with the details at this stage of the (future) development. Further refinement of the proposal will be undertaken at the subdivision stage where the slopes and drainage will be set to acceptable levels.
11	ATCO Gas	**SUPPORT** We wish to advise that ATCO Gas Australia (ATCO) has Medium Pressure (DN100PVC MP 70kPa) gas mains and gas infrastructure in the immediate vicinity of the identified Lot within the road reserve of Mayor Road, and medium pressure gas mains of varying sizes within the road reserves of Monger Road and Erie Lane, Munster	Noted. The developer will be made aware of this suggestion through this schedule of submissions table (which was publically displayed on the City's website/ agenda as an attachment to the Council consideration/ recommendation).

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NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		ATCO has no objection to the proposed Structure Plan. ATCO recommends early consultation during the developer's preliminary design stage for gas availability, cost estimates if required and potential network design.	
12	Fran Silich	**SUPPORT** (No further details provided)	Noted.
13	Owner (details confidential)	**SUPPORT** (No further details provided)	Noted.
14.	Owner (details confidential)	**SUPPORT** As long as we have more footpaths and safe for walking and children. At the moment there are not enough footpaths and it is not safe.	Noted. The proposal will result in improvements to walkability as well as passive surveillance which will assist with perceptions of safety. The POS areas will also be further embellished to provide more passive recreation for the community.

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14.6 (2018/MINUTE NO 0187) CONSIDERATION OF SALE OF LAND - LOT 100 (NO. 29) MARCH STREET, SPEARWOOD AND LOT 100 (NO. 27) CLARA ROAD, HAMILTON HILL

Author(s) B D'Sa and A Trosic

Attachments 1. Contract for Sale of Land - 29 March St, Spearwood

RECOMMENDATION

That subject to no objections being received during the statutory advertising pursuant to section 3.58 of the *Local Government Act 1995,* Council:

(1) accept the offer of $1m (inc GST) from 'Dimitrious Georgiou Pty Ltd and A & S Torre Pty Ltd' to purchase Lot 110 (No. 29) March Street, Spearwood;

(2) accept the offer of $0.239m (inc GST) from 'Matthew Ronald Wilson' to purchase Lot 100 (No. 27) Clara Road, Hamilton Hill; and

(3) transfer the funds from the sale of the land parcels to the Land Development and Investment Fund Reserve.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COUNCIL DECISION

MOVED Cr M Separovich SECONDED Cr S Pratt

That the recommendation be adopted.

CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 9/1

Background

The City of Cockburn ('City') owns in freehold:

1. Lot 110 (No. 29) March Street, Spearwood which is an area of 3073m^2, zoned Residential R40, and has the potential to be developed into an 11 unit site.

2. Lot 100 (No. 27) Clara Road, Hamilton Hill which is an area of 378m^2, zoned Residential R30, and has the potential to be developed for a single house.

These land parcels are shown following:

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Offers have been received to purchase the land parcels. This report considers the offers, and recommends they be accepted subject to no objections being received during the statutory advertising pursuant to section 3.58 of the *Local Government Act 1995.*

Submission

An offer from 'Dimitrious Georgiou Pty Ltd and A & S Torre Pty Ltd' has been received for Lot 110 March Street. An offer from 'M. R. Wilson' has been received for Lot 100 Clara Road.

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Report

Lot 110 (No. 29) March Street, Spearwood

This land is well-positioned adjacent to the Phoenix Shopping Centre, in close proximity to the Spearwood Public Library and City of Cockburn Administration Office, and a short distance from accessible services and amenities such as medical centres, national banks and the post office.

One of the constraints of the land is its irregular triangular shape, which may limit the number of residential unit developments that will fit on the site, and results in undevelopable spaces in the corners of the triangle block. Also the development of the land will need to provide an appropriate acoustic wall treatment to the western adjoining Woolworths loading dock, which adds further cost to development of the land. These risks and additional development costs account for the offer the prospective purchaser has made for the land, being slightly below the indicative valuation range provided by the City's valuer.

The Land was identified in the City's Land Management Strategy 2017 – 2022 as having potential to be sold in the short to medium term (rolling five year timeframe), in conjunction with the demand for such funds.

In the 1970s, a community facility (the Jess Thomas Child Health Centre) was constructed on the lot and it was firstly leased to the Department of Education as a pre-primary centre, to the Department of Health for the purpose of a child health clinic and later leased as the Cockburn Toy Library. In 2013, due to the poor condition of the building, the Department of Health commenced its plans to relocate the child health clinic and the two health nurses to another one of the City's community facilities (Starling Street Clinic). This provided the City with the opportunity to demolish the building and consider disposing of the vacant property for residential development.

Council, at its ordinary meeting on 13 November 2014, adopted a scheme amendment to rezone the land from 'public purpose (pre-school)' to 'Residential R40'. The R40 density coding permits the property to be developed with a medium density residential development, given its dual frontage to March Street and Olinda Court to the south. This also accounts for its designation as part of the Phoenix Activity Centre.

The City has routinely received inquiries over the last few years in this site, with the current offer of $1m (including GST) from Dimitrious Georgiou Pty Ltd and A & S Torre Pty Ltd jointly being the highest offer to date. The City has exercised a high degree of patience in the market in search of a competitive offer, timing with the construction of the new ALDI within the Phoenix Shopping Centre.

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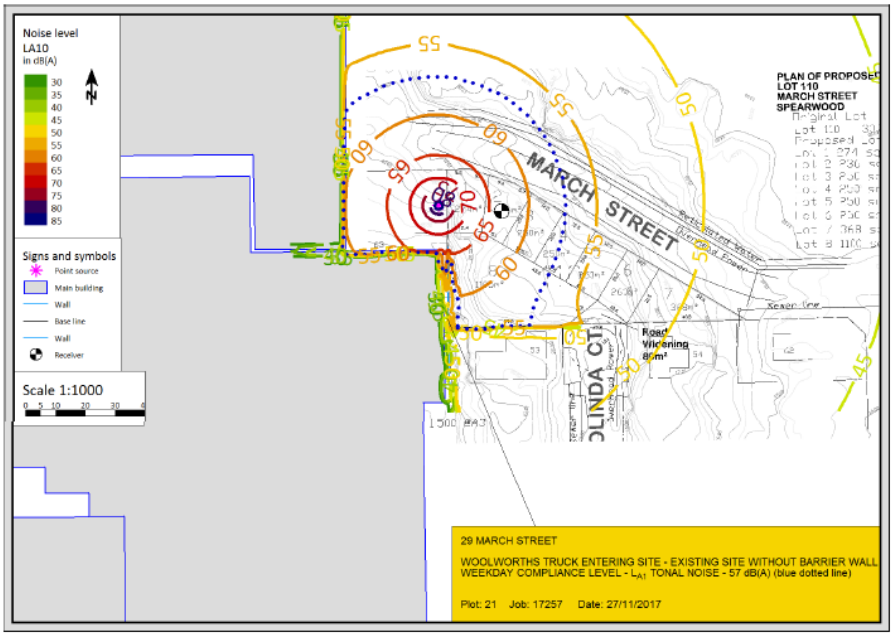
A recent market valuation by an independent licensed valuer indicated a valuation range of $1.17m to $1.29m (inc GST). While it is noted that the offer is less than the market valuation, the City has taken into account that the land is being sold ‘as is’ and will be subject to a number of conditions of planning approval and subdivision, which will potentially have substantial financial outlays for any purchasers. These include the construction of an acoustic wall treatment to the western adjoining loading dock, subdivision costs and the triangular points of the land which limit the development capacity in these tight corners.

In respect of the noise issues, the image following shows the Noise Contour Plots for the Land:



It has been suggested by an acoustic consultant that the construction of a 4m acoustic barrier wall on the east side of the existing loading dock ramp is expected to block the visibility of trucks accessing the loading dock. Further, the construction of a barrier wall perpendicular to the front boundary 6m in length, 3m in height and setback 4m from the front kerb may also be required. The construction cost of the noise wall is estimated to be in excess of $100,000.

In addition to the constraint of the triangular shape of the land and the loading dock noise concerns, there is also an easement burden relating to Phoenix Shopping Centre site being permitted to retain their encroaching wall and its footings and foundations on a portion of the subject land on the lot’s western perimeter. The purchaser is aware of the easement and accepts the land ‘as is’.

Taking in to account these constraints, it is recommended that the offer be accepted subject to no objection being received during the statutory advertising period.

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Lot 100 (No. 27) Clara Road, Hamilton Hill

This site formally comprised a drainage sump that was inefficiently located in the middle of the subject lot, as shown in the following aerial image taken in 2010.

Consistent with the City's Drainage Strategy and Hamilton Hill Revitalisation Strategy, the City analysed the possibility of reconfiguring the sump in order to create a residential development parcel (single lot) at the front of the land, with the rear portion being retained as a reconfigured sump.

Through collaboration between the City's Engineering and Strategic Planning Business Units, it was determined that the sump could be reconfigured and the front portion of land rezoned in order to release the front part of the land for development. The aerial image below shows the reconfiguration works taking place in late 2014/early 2015.

The City's practice is not to sell land the surplus land immediately following any drainage reconfiguration, rather to monitor the area in

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order to ensure the reconfigured sump functions effectively. In this respect, the officers are satisfied that the reconfigured sump performs to its required function and therefore this now enables the front portion of land to be rezoned, and released for development.

The offer received of $0.239m reflects a valuation received for the land from a local real estate agent. While a relatively small land sale, it is a good example of proactive work by the City to add value to its land assets in order to sell land and secure an ongoing rateable land parcel following this sale.

It is also recommended Council accept this offer, subject to no objection being received during the statutory advertising period.

Strategic Plans/Policy Implications

City Growth

Ensure growing high density living is balanced with the provision of open space and social spaces.

Continue revitalisation of older urban areas to cater for population growth and take account of social changes such as changing household types.

Economic, Social & Environmental Responsibility

Create opportunities for community, business and industry to establish and thrive.

Leading & Listening

Ensure sound long term financial management and deliver value for money.

Budget/Financial Implications

Proceeds of the sale will be transferred to the Land Development and Investment Fund Reserve. The only costs the City will incur will be associated with be the settlement costs for the sale and transfer process, which will be relatively minor.

Legal Implications

Provisions of Section 3.58 of the *Local Government Act 1995* apply.

Community Consultation

Details of the proposed sale will be advertised in a newspaper for State wide publication, for a period of two weeks, as required by Section 3.58

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of the *Local Government Act 1995*. The resolution includes protection to ensure the offers only proceed if no objections are received during the advertising period.

Risk Management Implications

The risk to Council is the potential loss of an offer and the risk of receiving a lesser offer in the future. It will be a risk to not embrace an opportunity to realise upon the land to generate funds to drive new strategic land and community infrastructure investment.

Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 13 December 2018 Ordinary Council Meeting.

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

Nil.

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contract for sale of land or strata title by offer and acceptance

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Harcourts Realty Plus

NOTICE: Contracts must be lodged with the Office of State Revenue for duty assessment within two (2) months of the date the last person executes the Contract
WARNING - If the Buyer is not an Australian Citizen or Permanent Resident or a New Zealand Citizen then FIRB approval (and a special condition to this Contract) may be required.
WARNING - If the Purchase Price is $750,000 or more, Withholding Tax **may** apply to this Contract (see 2018 General Condition 3.7).
WARNING - If GST is relevant to this transaction then the relevant GST provision should be outlined in the Special Conditions or in an attached GST Annexure, which forms part of this Contract.

TO: Tralgo Pty Ltd (RA60522) t/as Harcourts Realty Plus
ABN: 50-140-431-661 ACN: 140-431-661
10A/2 Lancaster Street, Spearwood WA 6163
PH: 08 9337 9909 FAX: 08 9337 9908
Licensed Real Estate & Business Agents

As Agent for the Seller / ~~Buyer~~

THE BUYER (FULL NAME AND ADDRESS)

DIMITRIOUS GEORGIOU PTY LTD
A & S TORRE PTY LTD
2 LUKIN RD HILLARYS · 28 BALLART WAY DIANELLA

EMAIL: The Buyer consents to Notices being served at: STORREGIGPOND.NET.AU DEMITRIOUSGEORGIOU@GIGPOND.COM

OFFERS TO PURCHASE (as joint tenants/tenants in common specifying the undivided shares) the Land and Property Chattels set out in the Schedule ("the Property") with vacant possession unless stated otherwise in the Special Conditions at the Purchase Price on the terms set out in the Schedule, the Conditions and the Special Conditions.

SCHEDULE

The Property at: 29 MARCH ST SPEARWOOD

Lot 110 Deposited/Survey/Strata/Diagram/Plan 35801 Whole / Part Vol 138 Folio 122A

A deposit of $ 10 000.00 of which $ — is paid now and $ 10000 to be paid within 2 days of acceptance

to be held by HARCOURTS REALTY PLUS TRUST ACCOUNT

("the Deposit Holder"). The balance of the Purchase Price to be paid on the Settlement Date.

Purchase Price ~~$750000.00~~ $1 000 000.00 10.11.18

Settlement Date WITHIN 21 DAYS FROM ALL CONDITIONS SATISFIED

Property Chattels including NIL

GST WITHHOLDING

1. Is this Contract concerning the taxable supply of new residential premises or potential residential land as defined in the GST Act? ☑ YES ☐ NO
2. If NO is ticked or no box is ticked (in which case the answer is deemed to be NO), then the Buyer is not required to make a payment under section 14-250 of the Taxation Administration Act 1953 (Cth).
3. If YES is ticked, then the 'GST Withholding Annexure' should be attached to this Contract.

FINANCE CLAUSE IS APPLICABLE	FINANCE CLAUSE IS NOT APPLICABLE
LENDER (NB. If blank can be any Lender)	Signature of the Buyer if Finance Clause IS NOT applicable
LATEST TIME: 4pm on:	D Georgiou
AMOUNT OF LOAN:	Maria Torre
SIGNATURE OF BUYER	

SPECIAL CONDITIONS

1. ANNEXURE 'A' FORMS PART OF THE CONTRACT
2. SUBJECT TO THE SELLER COMPLETING ALL REQUIREMENTS OF SECTION 3.58 OF THE LOCAL GOVERNMENT ACT 1995 WITHIN 21 DAYS FROM ACCEPTANCE OF OFFER.
3. SELLER TO CONFIRM PRIOR TO SETTLEMENT THAT LOT SIZE BEING 3073 M2 AND ZONED R40.
4. ANNEXURE 'B' FORMS PART ON THE CONTRACT
5. ~~ANNEXURE 'C' COUNCIL TO APPROVE EITHER PLAN WHEN SUBMITTED FOR APPROVAL~~
6. ~~COUNCIL TO WAIVER HARDWORKS OR CONTRIBUTION FEES TO DEVELOPMENT ETC.~~

NOTE: IF THIS DOCUMENT IS ON SEPARATE PAGES OR IS TO BE FAXED THEN ALL PARTIES SHOULD SIGN ALL PAGES.

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contract for sale of land or strata title by offer and acceptance

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CONDITIONS

1. **SUBJECT TO FINANCE**
If the Buyer signs the "Finance Clause is not Applicable" box in the Schedule, or if no information is completed in the 'Finance Clause is Applicable' box in the Schedule, then this Clause 1 does not apply to the Contract.
If any information is completed in or the Buyer signs the 'Finance Clause is Applicable' box in the Schedule then this Clause 1 applies to the Contract.

1.1 Buyer's Obligation to Apply for Finance and Give Notice to the Seller
(a) The Buyer must:
(1) immediately after the Contract Date make a Finance Application to the Lender using, if required by the Lender, the Property as security; and
(2) use all best endeavours in good faith to obtain Finance Approval.
(b) If the Buyer does not comply with Clause 1.1(a) or 1.1(c)(1) then the Contract will not come to an end under Clause 1.2 and the Buyer may not terminate the Contract under Clause 1.3. The rights of the Seller under this Clause 1.1 will not be affected if the Buyer does not comply with Clause 1.1.
(c) The Buyer must immediately give to the Seller or Seller Agent:
(1) an Approval Notice if the Buyer obtains Finance Approval; or
(2) a Non Approval Notice if the Finance Application is rejected;
at any time while the Contract is in force and effect.

1.2 No Finance Approval by the Latest Time: Non Approval Notice Given
This Contract will come to an end without further action by either Party if on or before the Latest Time:
(a) written Finance Approval has not been obtained or the Finance Application has been rejected; and
(b) the Buyer gives a Non Approval Notice to the Seller or Seller Agent.

1.3 No Finance Approval by the Latest Time: No Notice Given
If by the Latest Time:
(a) the Buyer has not given an Approval Notice to the Seller or Seller Agent; and
(b) the Buyer has not given a Non Approval Notice to the Seller or Seller Agent;
then this Contract will be in full force and effect unless and until either the Seller gives written Notice of termination to the Buyer or the Buyer terminates this Contract by giving a Non-Approval Notice to the Seller or Seller Agent.

1.4 Finance Approval: Approval Notice Given
If by the Latest Time, or if Clause 1.5 applies, before the Contract is terminated:
(a) Finance Approval has been obtained; and
(b) the Buyer has given an Approval Notice to the Seller or Seller Agent;
then this Clause 1 is satisfied and this Contract is in full force and effect.

1.5 Notice Not Given by Latest Time: Sellers Right t'o Terminate
If by the Latest Time the Buyer has not given an Approval Notice or a Non Approval Notice to the Seller or Seller Agent then at any time until an Approval Notice or a Non Approval Notice is given, the Seller may terminate this Contract by written Notice to the Buyer.

1.6 Buyer Must Keep Seller Informed: Evidence
(a) If requested in writing by the Seller or Seller Agent the Buyer must:
(1) advise the Seller or Seller Agent of the progress of the Finance Application; and
(2) provide evidence in writing of the making of a Finance Application in accordance with Clause 1.1 (a) and of any loan offer made, or any rejection; and
(3) if applicable, advise the Seller or Seller Agent of the reasons for the Buyer not accepting any loan offer.
(b) If the Buyer does not comply with the request within 2 Business Days then the Buyer authorises the Seller or Seller Agent to obtain from the Lender the information referred to in Clause 1.6(a).

1.7 Right To Terminate
If a Party has the right to terminate under this Clause 1, then:
(a) termination must be effected by written Notice to the other Party;
(b) Clauses 23 and 24 of the 2018 General Conditions do not apply to the right to terminate;
(c) upon termination the Deposit and any other monies paid by the Buyer must be repaid to the Buyer;
(d) upon termination neither Party will have any action or claim against the other for breach of this Contract, except for a breach of Clause 1.1 by the Buyer.

1.8 Waiver
The Buyer may waive this Clause 1 by giving written Notice to the Seller or Seller Agent at any time before the Latest Time, or if Clause 1.5 applies, before the Contract is terminated. If waived this Clause is deemed satisfied.

1.9 Definitions
In this Clause:
Amount of Loan means either the amount referred to in the Schedule or any lesser amount of finance referred to in the Finance Application. If the amount referred to in the Schedule is blank, then the amount will be an amount equivalent to the Purchase Price.
Approval Notice means a Notice in writing given by the Buyer or the Lender to the Seller, or Seller Agent to the effect that Finance Approval has been obtained.
Finance Application means an application made by or on behalf of the Buyer to the Lender to lend any monies payable under the Contract.
Finance Approval means:
(a) a written approval by the Lender of the Finance Application or a written offer to lend or a written notification of an intention to offer to lend made by the Lender; and
(b) for the Amount of Loan; and
(c) which is unconditional or subject to terms and conditions:
(1) which are the Lender's usual terms and conditions for finance of a nature similar to that applied for by the Buyer; or
(2) which the Buyer has accepted by written communication to the Lender, but a condition which is in the sole control of the Buyer to satisfy will be treated as having been accepted for the purposes of this definition; or
(3) which, if the condition is other than as referred to in paragraphs (1) and (2) above includes:
(i) an acceptable valuation of any property;
(ii) attaining a particular loan to value ratio;
(iii) the sale of another property; or
(iv) the obtaining of mortgage insurance;.
and has in fact been satisfied.
Latest Time means:
(a) the time and date referred to in the Schedule; or
(b) if no date is nominated in the Schedule, then 4pm on the day falling 15 Business Days after the Contract Date.
Lender means:
(a) the lender nominated in the Schedule; or
(b) if no lender is nominated in the Schedule, any bank, building society, credit union or other institution which makes loans and in each case carries on business in Australia.
Non Approval Notice means a Notice in writing given by the Buyer or the Lender to the Seller, or Seller Agent to the effect that the Finance Application has been rejected or Finance Approval has not been obtained.

2. Acceptance of this offer will be sufficiently communicated to the Buyer if verbal or written notification is given by the Seller or Seller's Agent to the Buyer that the acceptance has been signed by the Seller.
3. The 2018 General Conditions are incorporated into this Contract so far as they are not varied by or inconsistent with the Conditions or Special Conditions of this Contract.
4. The parties consent to the information in this Contract being used/disclosed by REIWA and the Seller Agent in accordance with the privacy collection notices pursuant to the Australian Privacy Principles that appear on the REIWA and Seller Agent's websites.

BUYER [If a corporation, then the Buyer executes this Contract pursuant to the Corporations Act.]

Signature	Date	Signature	Date
	16.11.18		
	16.11.18		16.11.18

THE SELLER (FULL NAME AND ADDRESS) ACCEPTS the Buyer's offer

CITY OF COCKBURN
9 COLEVILLE CR SPEARWOOD

EMAIL: The Seller consents to Notices being served at:

[If a corporation, then the Seller executes this Contract pursuant to the Corporations Act.]

Signature	Date	Signature	Date
	13/11/2018		

RECEIPT OF DOCUMENTS
The Buyer acknowledges receipt of the following documents:
1. This offer and acceptance
2. Form 28 and its attachments (if a strata lot)
3. 2018 General Conditions
4. Other

Signature Signature

RECEIPT OF DOCUMENTS
The Seller acknowledges receipt of the following documents:
1. This offer and acceptance
2. 2018 General Conditions
3. Other

Signature Signature

CONVEYANCER The Parties appoint their Representative below to act on their behalf and consent to Notices being served on that Representative's email address.

	BUYER'S REPRESENTATIVE	SELLER'S REPRESENTATIVE
Name	CBD SETTLEMENTS	McLEODS.
Signature		

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due diligence investigations and enquiries REIWA REAL ESTATE INSTITUTE OF WESTERN AUSTRALIA APPROVED BY THE REAL ESTATE INSTITUTE OF WESTERN AUSTRALIA (INC.) COPYRIGHT © REIWA 2012 FOR USE BY REIWA MEMBERS Harcourts Realty Plus

ANNEXURE (A)

DUE DILIGENCE INVESTIGATIONS AND ENQUIRIES

This Annexure forms part of the Contract for the Sale of Land and or Strata Title for the Property at

29 MARCH ST SPEARWOOD.

(1) This Contract is conditional upon the Buyer undertaking due diligence investigations and enquiries about the Property and all related matters and being satisfied with the results of those enquiries including but not limited to:

(a) a survey of the Property;
(b) a building inspection;
(c) an engineer's report as to the structural soundness of the Property;
(d) the zoning and lawful use of the Property;
(e) the legality of all structures located upon the Property;
(f) the requirements of any Authority that may affect the Property;
(g) a timber pest inspection report;
(h) ascertaining any encroachments to or from the Property;
(i) soil test;
(j) any safety or health issues concerning the Property including asbestos;
(k) any other matter that the Buyer may consider relevant.

(2) All due diligence enquiries are made at the expense of the Buyer. The Seller agrees to give the Buyer access to the Property at all reasonable times to undertake the due diligence enquiries.

(3) If the Buyer does not notify the Seller within ~~15~~ 50 Business Days of the Contract Date that it is satisfied with the due diligence enquiries then this Contract shall terminate without any Party giving notice to the other and the Deposit and any other monies paid by the Buyer to the Seller shall be repaid to the Buyer. This clause is for the benefit of both Parties.

Buyer(s)	Buyer(s)	Seller(s)	Seller(s)
Date ~~4.11.18~~ 10.11.18.	Date ~~4.11.18~~ 10.11.18	Date 13/11/2018	Date

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GST WITHHOLDING ANNEXURE 'B'

(Pursuant to the Tax Administration Act 1953)

Property:

29 MARCH ST SPEARWOOD

insert address

Clauses 1 to 3 will determine whether clauses 4 to 11 apply to this Contract

1. (a) Is this Contract concerning the taxable supply of new residential premises or potential residential land as defined in the GST Act?

   ☑ YES ☐ NO

   (b) If NO is ticked or no box is ticked (in which case the answer is deemed to be NO) then the rest of this Annexure does not apply to this Contract.

   (c) If YES is ticked, then go to clause 2.

2. (a) Is this Contract concerning the sale of new residential premises that are commercial residential premises as defined in the GST Act or that are only new residential premises due to substantial renovations?

   ☐ YES ☑ NO

   (b) If YES is ticked, then the rest of this Annexure does not apply to this Contract.

   (c) If NO is ticked or no box is ticked (in which case the answer is deemed to be NO) then go to clause 3.

3. (a) Is this Contract for the sale of potential residential land and either is the Buyer registered for GST and acquiring the Land for a creditable purpose, or does the land contain a building that is used for commercial purposes?

   ☑ YES ☐ NO

   (b) If YES is ticked, then the rest of this Annexure does not apply to this Contract.

   (c) If NO is ticked or no box is ticked (in which case the answer is deemed to be NO), then clauses 4 to 11 apply to this Contract.

If, by virtue of clause 1, 2 or 3, the rest of this Annexure does not apply to this Contract, the Seller gives notice that the Buyer is not required to make a payment under section 14-250 of the Taxation Administration Act 1953 (Cth). Otherwise, clauses 4 to 11 set out the GST withholding regime.

4. The Seller gives notice that the Buyer is required to make a payment under section 14-250 of the *Taxation Administration Act 1953* (Cth) (**GST Withholding Law**) in relation to the sale of the Property and details of the payment are set out in clause 6.

5. The Seller gives notice to the Buyer that the Seller's details (or details for the entity liable for GST) are set out below:

	Seller – Supplier 1	Seller – Supplier 2
(1) Name of Seller (or entity liable for GST – eg GST group member responsible):		
(2) ABN:		
(3) Address:		
(4) Phone Number:		
(5) Proportion of withholding amount:		

If there are several suppliers who comprise the Seller, insert details for each supplier (or the relevant GST group member) and the proportion of the withholding amount applicable to each supplier.

If there are more than 2 suppliers who comprise the Seller (or the relevant GST group member) please attach an additional page with details for each additional supplier.

6. The Seller gives notice that: (*delete one, if there is no deletion then (b) is deemed to apply)

   (a) the Margin Scheme applies to this Contract and the Buyer must, pursuant to the GST Withholding Law withhold and pay to the Commissioner, the amount equal to 7% of the Purchase Price being $ _____ at Settlement; or.

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Harcourts Realty Plus

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GST WITHHOLDING ANNEXURE

(b) the Margin Scheme does not apply to this Contract and the Buyer must, pursuant to the GST Withholding Law, withhold and pay to the Commissioner the amount equal to one eleventh (1/11th) of the Purchase Price being $ _____ at Settlement,

(the relevant amount being the GST Withholding Amount) and the Buyer is not required to pay that part of the Purchase Price equal to the GST Withholding Amount to the Seller at Settlement.

7. (a) The Seller may direct the Buyer to, or the Buyer may elect to, satisfy the Buyer's obligation under clause 6, by providing to the Seller at Settlement, a bank cheque payable to the Commissioner for the GST Withholding Amount.

   (b) The Buyer must, before Settlement, provide the Seller with the Commissioner's payment reference number and the lodgement reference number 2.

8. The Buyer must comply with the Buyer's obligations under the GST Withholding Law to lodge a notice with the Commissioner in the form approved under the GST Withholding Law:

   (a) as soon as practicable after the Contract Date, notifying the Commissioner of the transaction under this Contract and the GST Withholding Amount; and

   (b) on the day on which Settlement occurs, notifying the Commissioner that Settlement has occurred.

9. If the Purchase Price is payable by instalments then, despite clause 6, the Buyer must pay the GST Withholding Amount on the date of the payment of the first instalment (excluding the Deposit) instead of at Settlement.

10. If the Buyer does not provide to the Seller at Settlement a bank cheque payable to the Commissioner under clause 7(a), the Buyer is treated as having given an irrevocable authority and direction to the Buyer Representative to pay the GST Withholding Amount to the Commissioner immediately following Settlement.

11. The Seller must promptly provide to the Buyer all information reasonably requested by the Buyer to enable the Buyer to comply with the Buyer's obligations under clause 8.

Seller

Buyer

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14.7 (2018/MINUTE NO 0188) DEVELOPMENT APPLICATION - PROPOSED RESTAURANT/TAVERN (FORMER COOGEE HOTEL AND POST OFFICE) - MODIFICATION TO DA18/0417 - NO. 371 (LOT 1512) COCKBURN ROAD COOGEE

Author(s)	P Andrade
Attachments	1. Location Plan 2. Development Plans 3. Acoustic Report - July 2018 4. Original Traffic Impact Statement 5. Applicant's Report
Location	371 (Lot 1512) Cockburn Road COOGEE
Owner	Eurela Nominees Pty Ltd, Hamlet Properties Pty Ltd, Yalaba Pty Ltd
Applicant	Michael Patroni (Space Agency)
Application Reference	DA18/0910

RECOMMENDATION
That Council:

(1) grant planning approval for a Restaurant/Tavern at 371 (Lot 1512) Cockburn Road, Coogee, in accordance with the attached plans and subject to the following conditions and footnotes:

Conditions

1. This approval varies the previous approval DA18/0417 issued on 14 September 2018 to the extent of the works shown on the development plans hereby approved only. The conditions of DA18/0417 remain valid and continue to have effect.

2. Prior to the issue of a Building Permit, a revised plan shall be submitted reflecting a revised relocation of the rainwater tank, to the satisfaction of the City.

Footnotes

1. The current location of the rainwater tank adjacent to the former Coogee Post Office is deemed as intrusive and is to be relocated as to not obstruct any elevation/façade or fabric of the building.

(2) requests officers undertake a review of OLDP33 Local Planning Scheme No.3 – Development Control, in respect to the exercise of delegated authority for Category “A” Heritage Places, where

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the proposal is supported by the State Heritage Office.
COUNCIL DECISION MOVED Cr M Separovich SECONDED Cr C Terblanche That the recommendation be adopted. **CARRIED 10/0**

Background

At its Ordinary Meeting held on 10 May 2018, Council approved a planning application for the redevelopment of the former Coogee Hotel and Post Office site at 371 Cockburn Road, Coogee into a Restaurant/Tavern.

Council then approved a planning application for the modification of the original approval at its Ordinary Meeting held on 13 September 2018. This modification permitted both the increase of persons on-site from 180 persons to 215 and an increase of the car bays on-site from 40 car bays to 47 car bays.

The subject site is 6,663m² in area and is bound by existing residential development to the north and east, Beach Road to the south and Cockburn Road to the west. Currently the lot contains the heritage-listed Coogee Hotel (fmr) & Coogee Post Office (fmr) which have been vacant for a number of years.

The buildings were refurbished in 2016 by the former owner (Main Roads) to bring the buildings to their current state and form. The former Coogee Hotel is situated to the south west of the lot, adjacent to Cockburn Road and approximately 550m² in size. The former Coogee Post Office is approximately 49m² in size, situated adjacent to Cockburn Road to the north west of the lot. There is existing access/crossover off Cockburn Road onto the site.

This proposal seeks to modify the existing previous approval and is being presented to Council for determination as the City's officers do not have delegated authority to determine applications for category "A" Heritage Places within the City of Cockburn Heritage List, the former Coogee Hotel and former Coogee Post Office being Category "A" Heritage Places.

Submission

N/A

Report

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Proposal

The applicant seeks the following modifications:

1. The internal layout of the tavern and restaurant uses previously approved within the Coogee Hotel (fmr) building to accommodate:

    i. The agglomeration of previous small tavern/bar areas into one larger bar adjacent to the external alfresco area.

    ii. An overall expansion of floor area of approximately 18m²; and

    iii. Restaurant dining to replace previously approved small tavern/bar areas, given the aforementioned agglomeration.

2. Internal openings within the Coogee Hotel (fmr) building including the retention and/or removal of additional walls to accommodate the internal reconfiguration of the uses mentioned in point 1.

3. The existing north western verandah so that it is universally accessible.

4. The external alfresco pavilion and terrace area to the northeast of the Coogee Hotel (fmr) building to incorporate a singular skillion style patio.

5. The external back of house components adjacent to the Post Office (fmr) building and surrounding area, this includes relocating the greenhouse.

6. A new swale and fence along the western lot boundary (Cockburn Road).

Planning Framework

Zoning and Use

The subject site is zoned 'Urban' under the Metropolitan Region Scheme (MRS) and 'Development' under the City of Cockburn Town Planning Scheme No. 3 (TPS 3).

A Local Structure Plan approved in 2017 splits the land into three zones being: 'Residential-R25', 'Residential-R40/Mixed use' and 'Local Centre'.

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The objective of the Local Centre Zone in TPS 3 is:

> *'To provide for convenience retailing, local offices, health, welfare and community facilities which serve the local community, consistent with the local - serving role of the centre.'*

Local Government Inventory and City of Cockburn Heritage List

Both the Coogee Hotel (fmr) and Coogee Post Office (fmr) are included on the City of Cockburn Local Government Inventory (LGI) as a 'Management Category A', and both are included on the Heritage List (Heritage Place No's. 007 & 008) pursuant to TPS 3.

The 'Statement of Significance' for the Coogee Hotel (fmr) heritage place, set out in the LGI Place record is:

> *'Coogee Hotel (fmr) is a rare example of a single-storey purpose built 'honeymoon' hotel, surviving in close to the city locations and is a surviving component of a precinct which was a destination for visitors and holiday makers for the first two decades of the 20th century.*
>
> *Coogee Hotel (fmr) has significance as an Anglican children's holiday camp from 1930 until the middle of World War II, after which it became a permanent children's home from the end of World War II until 1967. Coogee Hotel (fmr) is a landmark on the coastal road between Fremantle and Rockingham.'*

The Statement of Significance for the Coogee Post Office (fmr) heritage place, set out in the LGI Place record is:

> *'Coogee Post Office (fmr) is representative of places which served the rural areas near Perth but which have gradually been engulfed by urban development. Coogee Post Office (fmr) has aesthetic value as a simple limestone building, with some landmark value on Cockburn Road.'*

The Structure Plan approved for the site lists the following Design Guidelines relevant to this proposal:

- No vehicular access permitted to Cockburn Road and part of Beach Road.
- A single, shared access arrangement to Beach Road for any development or use on-site.
- Development shall be designed to facilitate waste vehicles within the site.
- A maximum height of 10 metres to the pitch of the roof and 7 metres to the wall.

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- Visual and open linkage between the Coogee Hotel and Post Office.

The Structure Plan mandates that the Local Centre provide an adaptive re-use of the Coogee Hotel and encourage tourist-orientated commercial uses that support job creation. The Coogee Post Office is also noted to be used for a commercial purpose. The proposal is consistent with the approved Local Structure Plan.

Consultation

External Agency Referrals

The revised plans were referred to the Department of Planning, Lands and Heritage (DPLH) which includes the State Heritage Office (SHO) for comments.

The DPLH noted that that on balance the proposal is neutral with retention of more internal fabric. DPLH also note that the modifications are minor, contemporary and consistent with the conservation policies in place. The SHO's initial recommendation of the original application remains current, that further details on the final colour and materials be submitted for consideration prior to the application for a building permit.

Community Consultation

The previously approved applications were both advertised extensively. As the changes within this proposal only affect the subject site, the uses remain as is and the changes will not detract from the amenity of the neighbours or the streetscape, these modifications have not been advertised.

Assessment

Land Use

The use of the site as a Restaurant and Tavern has already been approved in accordance with the relevant planning framework and this proposal to reconfigure the internal layout and change some external components does not change this. All modifications proposed do not affect the use of the buildings or adjoining area, previously approved.

Amenity

In terms of noise and odour, the City's Environmental Health Department have assessed the proposed changes and foresee no changed impact on the surrounding properties as a result of this amendment.
The Coogee Hotel and Post Office Structure Plan mandates a maximum height of 10 metres to the pitch of any roof and 7 metres to the wall. The skillion patio proposed is 11.3m high representing a 1.3m

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variation to the height contemplated in the structure plan. The patio is setback 24m from the closest property boundary (east) and the proposed skillion patio will sit 1.1m below the current maximum height seen on-site, which is the pitched roof of the Coogee Hotel (fmr) building (12.4m) high. As the visual amenity impact is minor, the patio height is supported.

The relocated greenhouse provides a 1.5m setback from the adjoining north eastern property, which would comply with Residential Design Codes of WA for a wall up to 3.5m high with no major openings and is therefore supported.

Heritage

Internally, the removal of eight walls of various sizes to the Coogee Hotel (fmr) building has been previously approved. This proposal to reconfigure the internal layout of the uses seeks to retain two of the walls previously approved for demolition, whilst now proposing to remove part of a new wall to the north east of the building for the sole purpose of increasing the window size for an enhanced restaurant dining experience.

These modifications are positive and allow the restaurant and tavern to operate effectively; it also keeps the heritage significance of the place intact. No internal modifications are proposed to the Coogee Post Office (fmr).

Externally, both Heritage Places propose some further additions; the northern alfresco area of the Coogee Hotel building is proposed to be modified to the extent of joining the outdoor pavilions into one larger single outdoor terrace/patio. The new proposal incorporates an additional 18m² covered area. The existing verandah along the north western side of the building is also proposed to be modified so that it is universally accessible.

The area adjacent to the Post Office (fmr) is proposed to no longer contain back of house facilities that were previously approved, like that of the sea containers. The proposal instead incorporates a rainwater tank to the northern side of the building. As there is ample space to place a rainwater tank on-site, the location proposed which is adjacent to the original fabric/façade of the Post Office is not warranted. The location of the rainwater tank is intrusive of the heritage conservation retention. Should Council approve the proposal, a condition should be imposed requiring relocation of the rainwater tank away from the northern elevation of the heritage listed Post Office (fmr) building; east, further towards the rear of the building.

Another external addition proposed is a wooden fence along the western boundary towards Cockburn Road. The fence will be erected at

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the bottom of a new swale; this ensures the barrier along the site is kept low as to not visually detract from the heritage buildings.

Noting the above rainwater tank relocation, the internal and external modifications proposed to both Heritage Places provide an acceptable heritage planning outcome and comply with the relevant planning framework and are supported by the State Heritage Office. They are complimentary in nature in terms of distinguishability and they respect the existing roof pitch, form and colour of the place.

Conclusion

In conclusion it is recommended that the proposal to modify the previous approval, subject to the relocation of the rainwater tank, is supported for the following reasons:

- This amendment remains consistent with the planning framework applicable to the site.
- This amendment is supported by the State Heritage Office.
- This amendment will not detract from an excellent adaptive reuse of the heritage buildings and the site.
- This amendment is minor in nature and is considered appropriate within the context of the site and area.
- This amendment will not unreasonably affect the amenity of surrounding residents.
- This amendment will not detract from the underlying heritage significance of the site and the originally approved proposal will enhance the enjoyment of the heritage places: Coogee Hotel (fmr) (Heritage Place No. 007) & Coogee Post Office (fmr) (Heritage Place No. 008).

It is also recommended that a review be undertaken of OLDP33 Local Planning Scheme No.3 – Development Control, in respect to the exercise of delegated authority for Category “A” Heritage Places, where the proposal is supported by the State Heritage Office.

Strategic Plans/Policy Implications

Community, Lifestyle & Security

Provide safe places and activities for residents and visitors to relax and socialise.

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Economic, Social & Environmental Responsibility

Create opportunities for community, business and industry to establish and thrive.

Continue to recognise and celebrate the significance of cultural, social and built heritage including local indigenous and multicultural groups.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

This application was not advertised as the modification proposes no adversity onto any adjoining property.

Risk Management Implications

Should the applicant lodge a review of the decision with the State Administrative Tribunal, there may be costs involved in defending the decision, particularly if legal Counsel is engaged.

Advice to Proponent(s)/Submitters

The Proponent(s) have been advised that this matter is to be considered at the 13 December 2018 Ordinary Council Meeting.

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

Nil.

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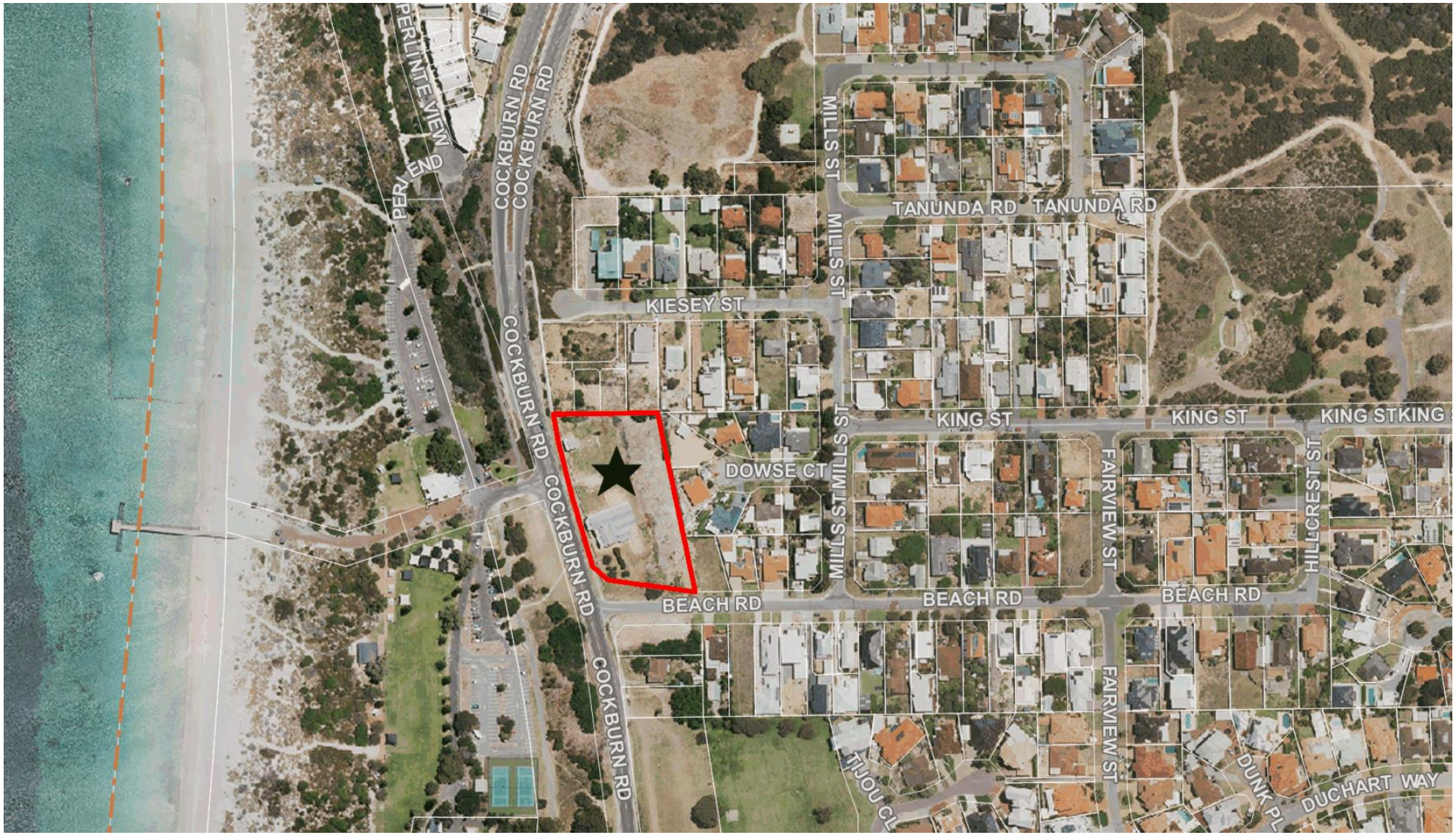
PERLINTE VIEW
PER END
COCKBURN RD
COCKBURN RD
COCKBURN RD
COCKBURN RD
COCKBURN RD
MILLS ST
MILLS ST
MILLS ST
TANUNDA RD
TANUNDA RD
KIESEY ST
KING ST
KING ST
KING ST
KING
DOWSE CT
FAIRVIEW ST
FAIRVIEW ST
HILLCREST ST
BEACH RD
BEACH RD
BEACH RD
TIJOU CL
DUNK PL
DUCHART WAY

Existing Site Plan
1:500

Notes
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N

0 5 10 20m

Revisions in current issue

Rev	Description	Date
01	DEVELOPMENT APPLICATION	12/03/18

DEVELOPMENT APPLICATION

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Project
Coogee Hotel
371 Cockburn Road Coogee WA 6166
Client
Hamlet Properties Pty Ltd

Project Number 1709

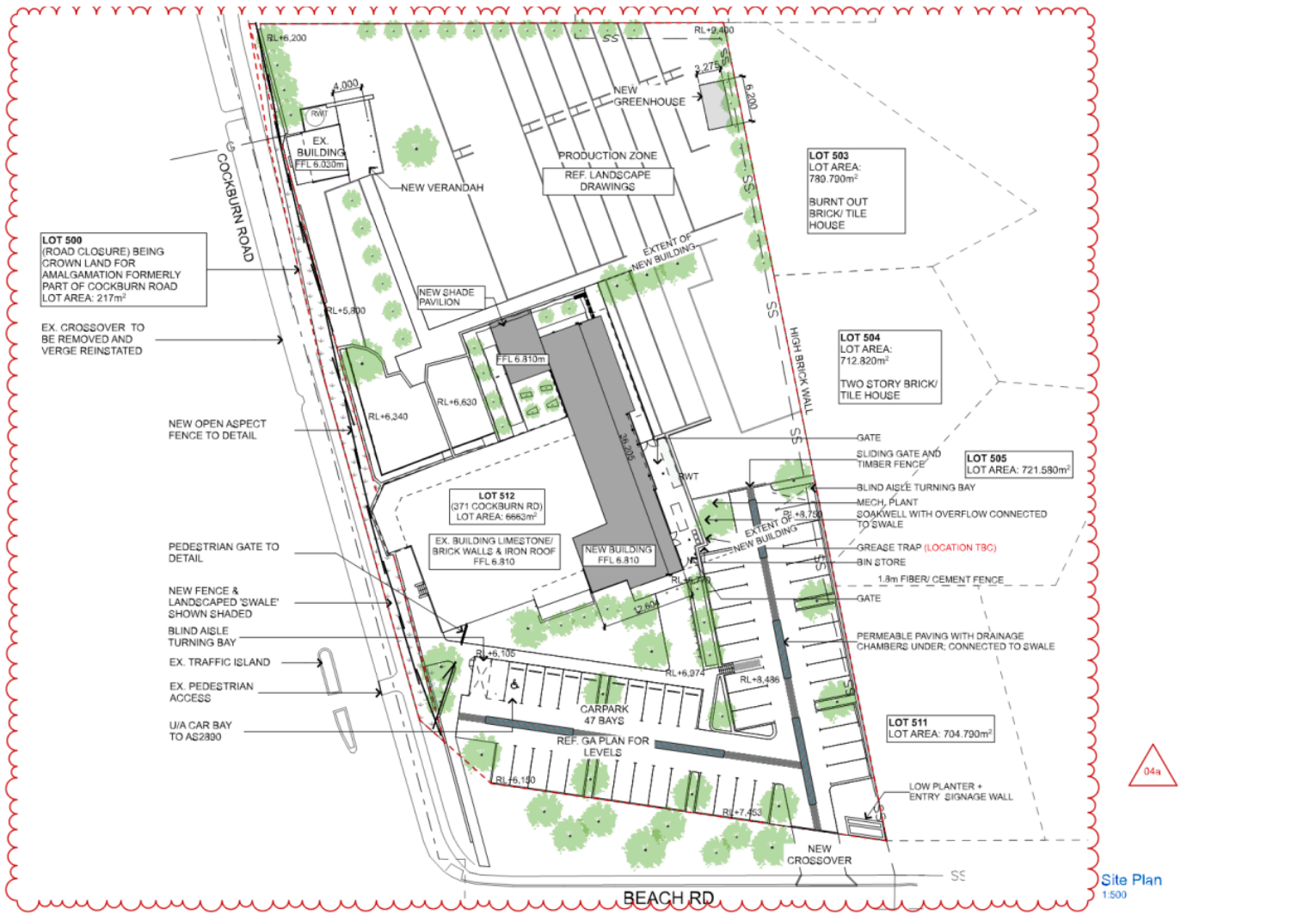
Drawing Name
Existing Site Plan

Drawing Number
DA000

Date 7/11/18
Drawn
Reviewed
Scale 1:500

Revision
01

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019



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04a General Design Revisions to New Building and Landscaping

Revisions in current issue

Rev	Description	Date
04	DEVELOPMENT APPLICATION AMENDMENT	7/11/18
03	FOR APPROVAL	21/05/18
02	FOR APPROVAL	12/02/18
01	DEVELOPMENT APPLICATION	12/02/18

DEVELOPMENT APPLICATION

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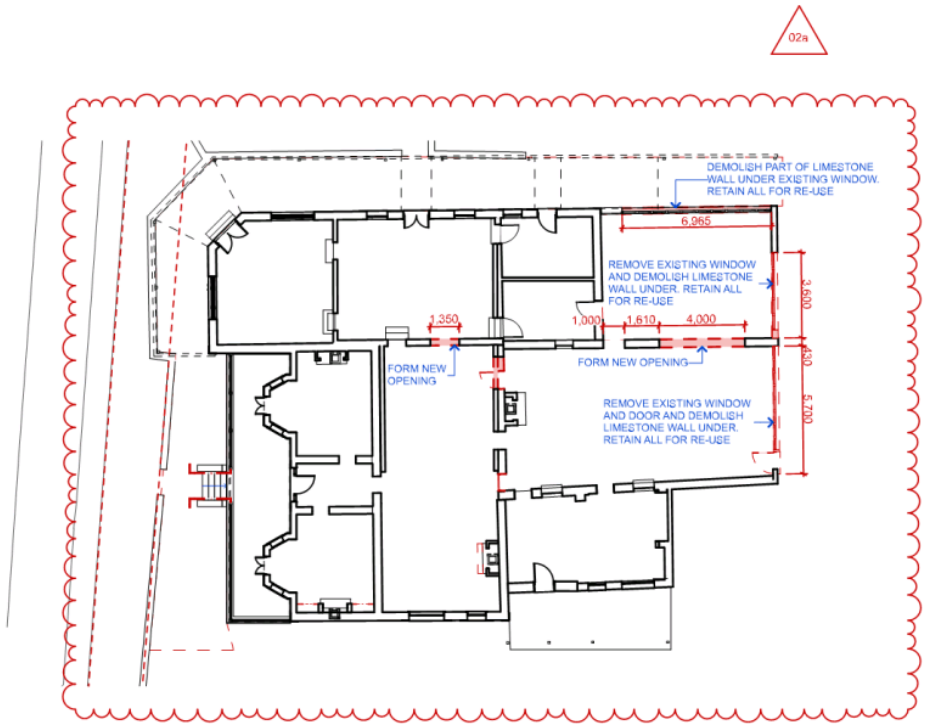
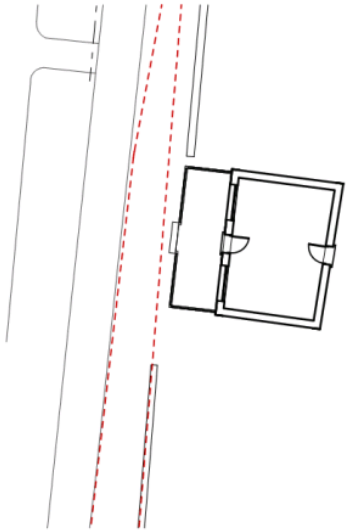
Project: Coogee Hotel
Project Number: 1709
371 Cockburn Road Coogee WA 6166
Client: Hamlet Properties Pty Ltd

Drawing Name: Site Plan
Drawing Number: DA002
Date: 7/11/18
Drawn
Reviewed
Scale: 1:500
Revision: 04



COOGEE HOTEL DEMOLITION GROUND FLOOR PLAN
1:200



COOGEE POST OFFICE EXISTING GROUND FLOOR PLAN
1:200

Note: No Demolition Works Are Proposed
To Existing Post Office Ground Floor Plan

Notes
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Rev	Description	Date
02a	Modifications to Proposed Openings in Ex. Building	

Revisions in current issue

Rev	Description	Date
02	DEVELOPMENT APPLICATION AMENDMENT	7/11/18
01	DEVELOPMENT APPLICATION	12/02/18

DEVELOPMENT APPLICATION

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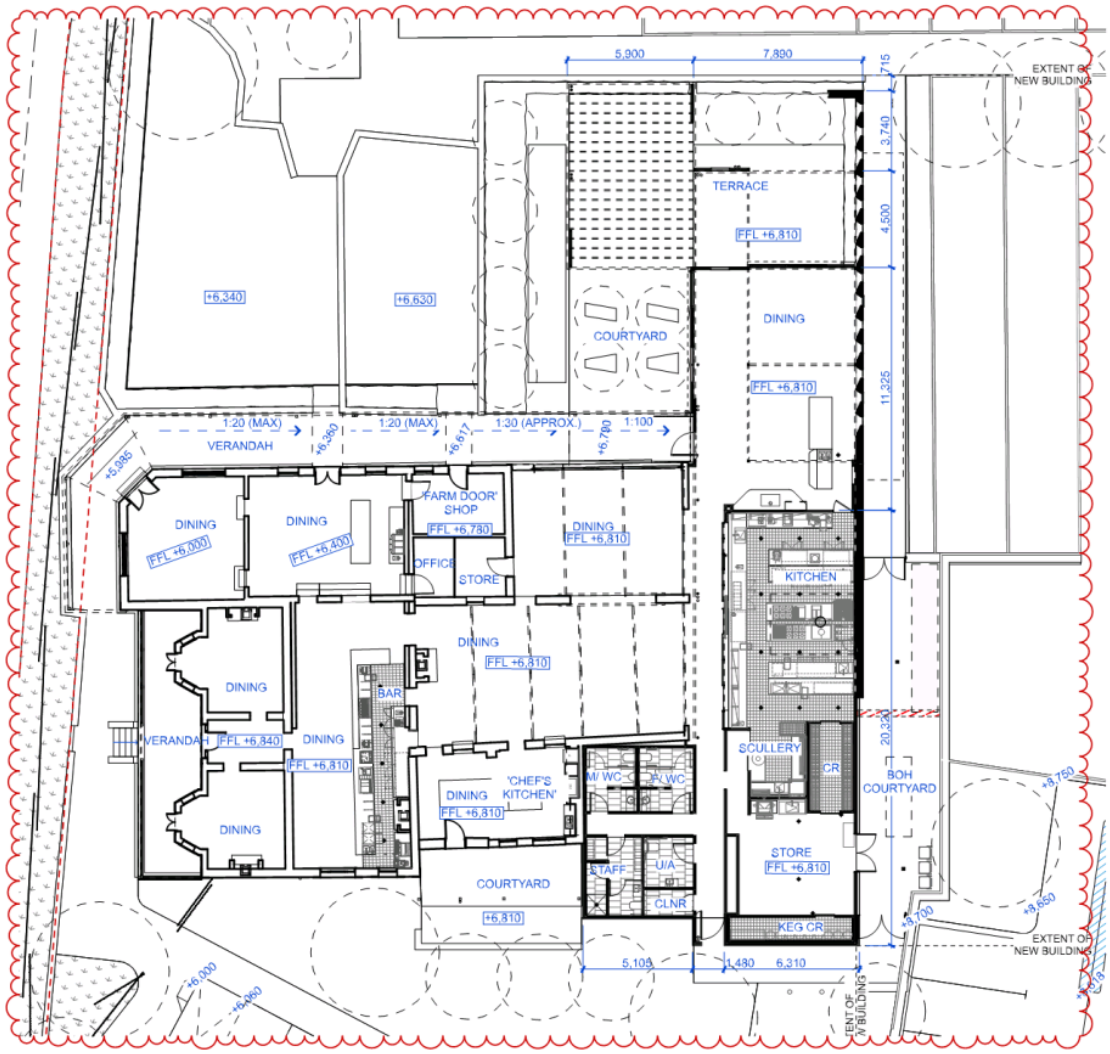
Project: Coogee Hotel
Project Number: 1709
371 Cockburn Road Coogee WA 6166
Client: Hamlet Properties Pty Ltd

Drawing Name: Demolition Ground Floor Plans
Drawing Number: DA101
Date: 7/11/18
Drawn
Reviewed
Scale: 1:200
Revision: 02

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019



Ground Floor Plan
1:200

Notes
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Rev	Description	Date
02a	Modifications to Levels for Universal Access and Internal Planning Changes	
02	DEVELOPMENT APPLICATION AMENDMENT	7/11/18
01	DEVELOPMENT APPLICATION	12/02/18

Revisions in current issue

DEVELOPMENT APPLICATION

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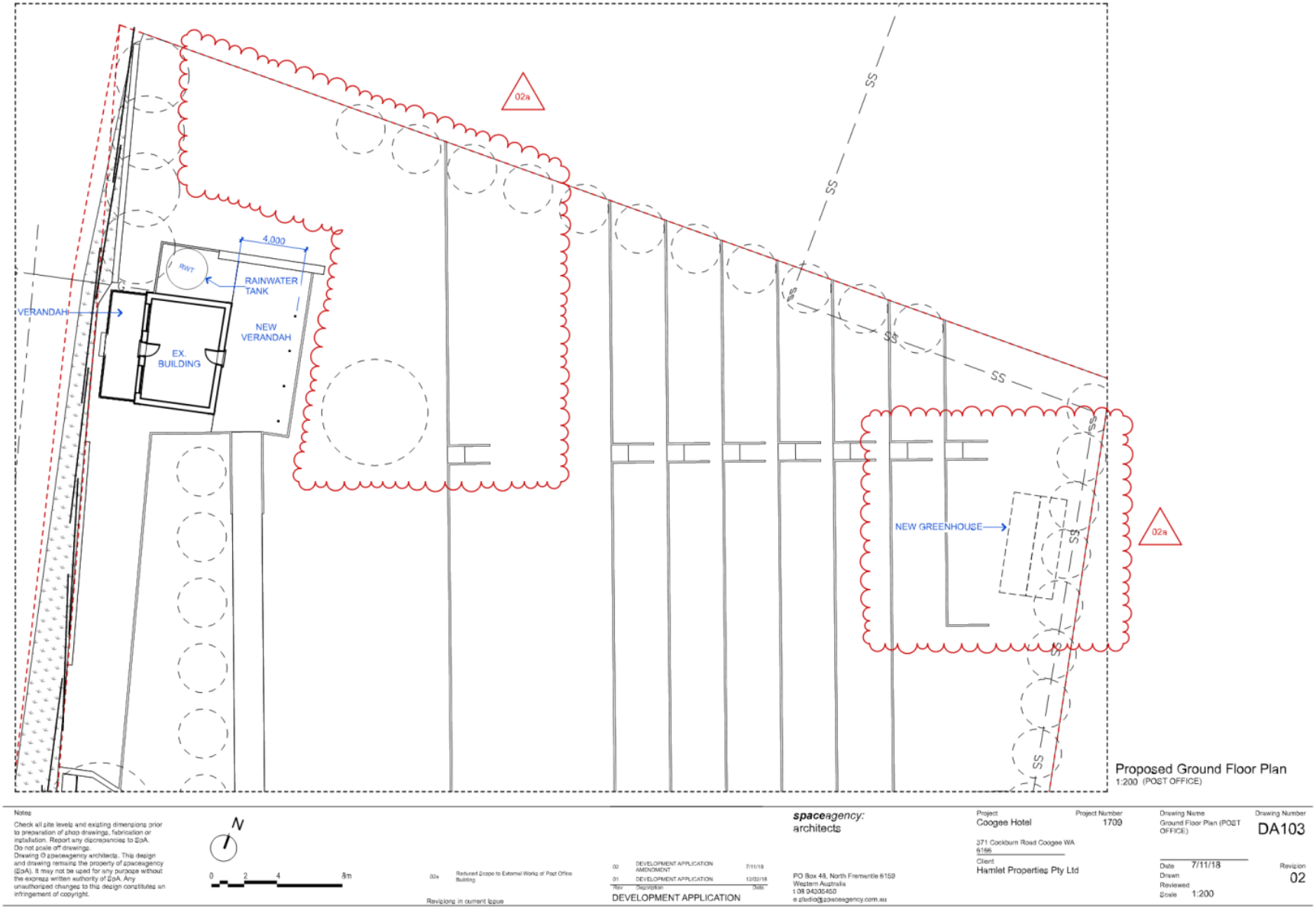
Project: Coogee Hotel
Project Number: 1709
371 Cockburn Road Coogee WA 6166
Client: Hamlet Properties Pty Ltd

Drawing Name: Ground Floor Plan
Drawing Number: DA102
Date: 7/11/18
Drawn
Reviewed
Scale: 1:200
Revision: 02



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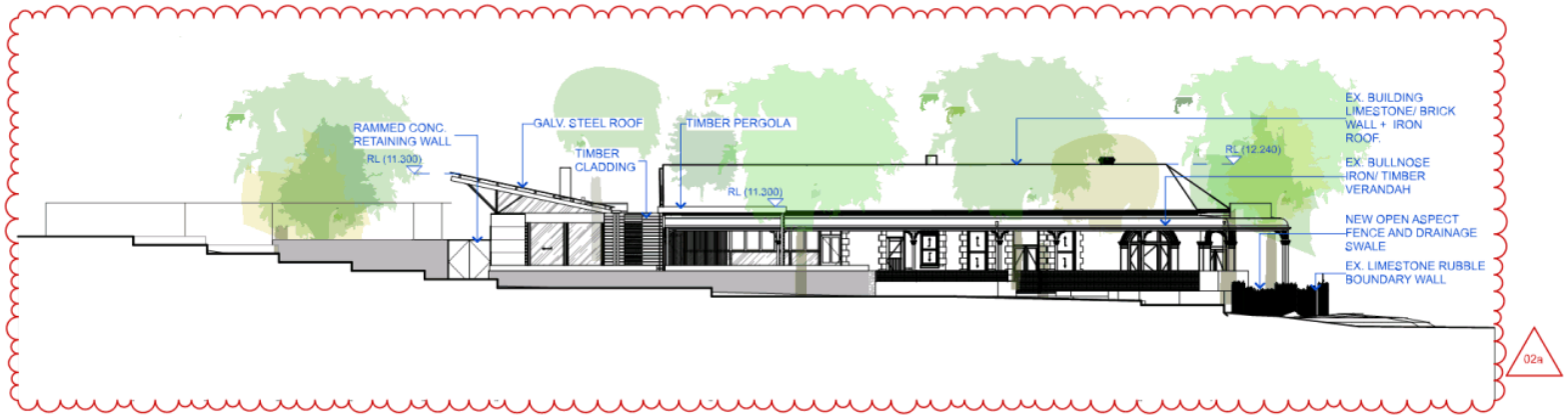
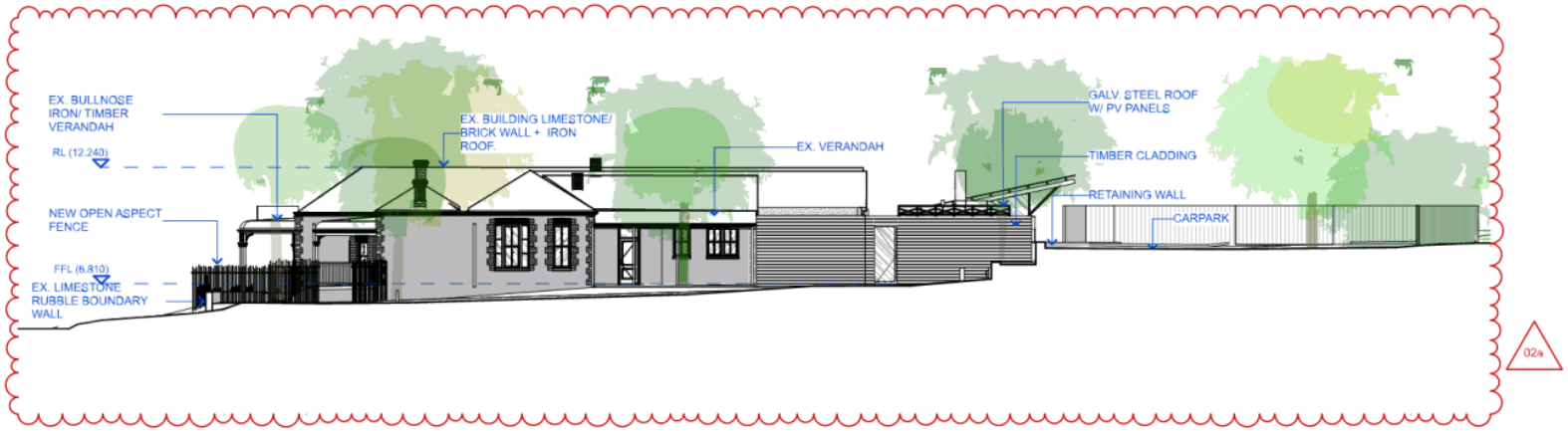
Version: 1, Version Date: 07/03/2019



North Elevation
1:200



South Elevation
1:200

Notes
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Revisions in current issue

Rev	Description	Date
02a	General Design Revisions to New Building and Landscaping	
02	DEVELOPMENT APPLICATION AMENDMENT	7/11/18
01	DEVELOPMENT APPLICATION	12/02/18

DEVELOPMENT APPLICATION

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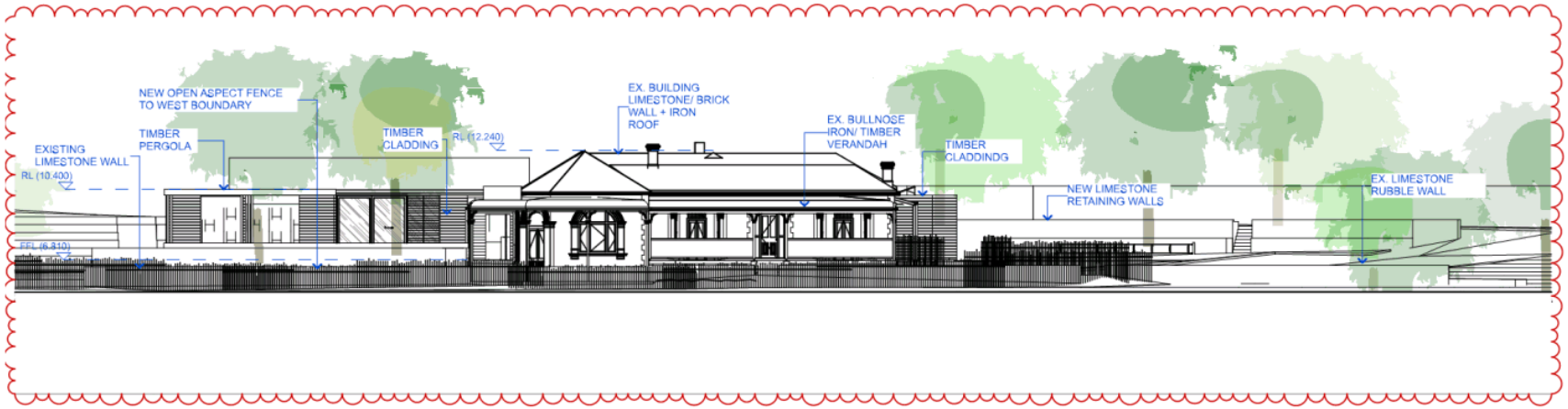
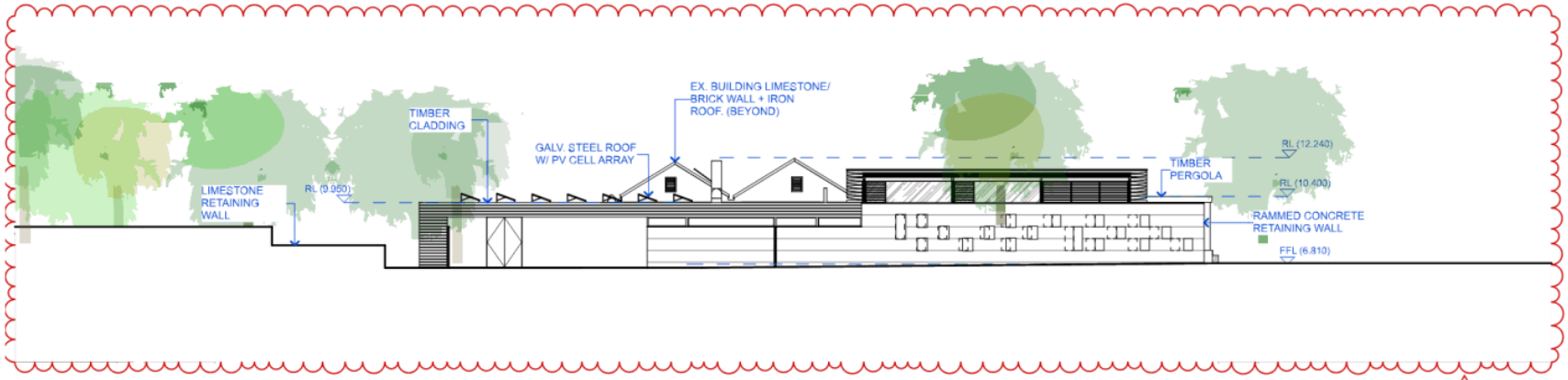
Project: Coogee Hotel
Project Number: 1709
371 Cockburn Road Coogee WA 6166
Client: Hamlet Properties Pty Ltd

Drawing Name: North + South Elevations
Drawing Number: DA200
Date: 7/11/18
Drawn
Reviewed
Scale: 1:200
Revision: 02



West Elevation
1:200

02b



East Elevation
1:200

02a

Notes
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0 2 4 8m

Rev	Description	Date
02a,02b	General Design Revisions to New Building and Landscaping,Open Aspect Fence Added	

Revisions in current issue

Rev	Description	Date
02	DEVELOPMENT APPLICATION AMENDMENT	7/11/18
01	DEVELOPMENT APPLICATION	12/02/18

DEVELOPMENT APPLICATION

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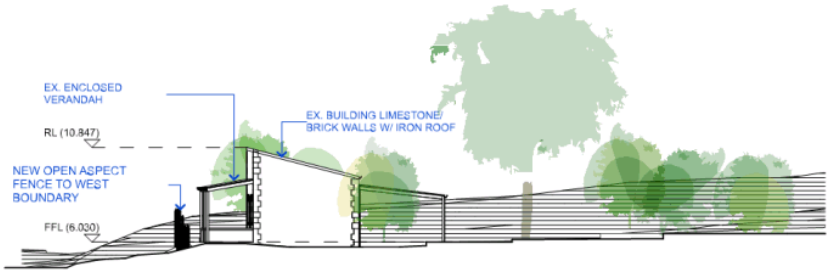
Project: Coogee Hotel
Project Number: 1709
371 Cockburn Road Coogee WA 6166
Client: Hamlet Properties Pty Ltd

Drawing Name: West + East Elevations
Drawing Number: DA201
Date: 7/11/18
Drawn
Reviewed
Scale: 1:200
Revision: 02

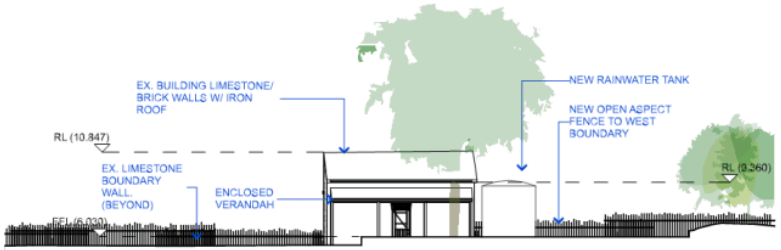
Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

02a

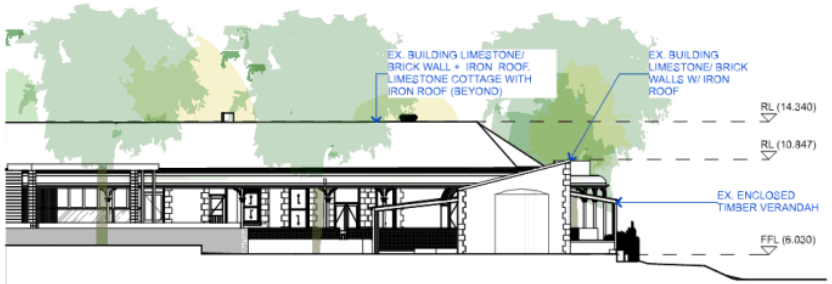
Post Office West Elevation
1:200



Post Office South Elevation
1:200



Post Office East Elevation
1:200



Post Office North Elevation
1:200

Notes
Check all site levels and existing dimensions prior to preparation of shop drawings, fabrication or installation. Report any discrepancies to SpA.
Do not scale off drawings.
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Rev	Description	Date
02a	Reduced Scope to External Works of Post Office Building	
02	DEVELOPMENT APPLICATION AMENDMENT	7/11/18
01	DEVELOPMENT APPLICATION	12/02/18

Revisions in current issue

DEVELOPMENT APPLICATION

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Project Number: 1709
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Client: Hamlet Properties Pty Ltd

Drawing Name: Post Office Elevations
Drawing Number: DA202
Date: 7/11/18
Drawn
Reviewed
Scale: 1:200
Revision: 02

HERRING STORER ACOUSTICS

ELEMENT WA

COOGEE HOTEL
COCKBURN

ACOUSTIC ASSESSMENT

JULY 2018

OUR REFERENCE: 23319-1-18013-02

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COCKBURN

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COOGEE HOTEL DEVELOPMENT

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APPENDICIES

A	DEVELOPMENT APPLICATION PLANS

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EXECUTIVE SUMMARY

Herring Storer Acoustics have been commissioned by Coogee Hotel Pty Ltd to carry out a preliminary acoustical assessment of noise emissions associated with the re-development of the Old Coogee Hotel in Cockburn.

This preliminary assessment considers noise levels associated with the alfresco area of the proposed development, as the construction of the building is considered readily able to constrain noise levels within the building itself, with the detail design phase of the project proposed to address this issue.

Noise levels associated with the carpark for the proposed development have also been calculated and assessed against the relevant Assigned Noise levels in accordance with the Regulations.

Noise level emissions associated with the alfresco area and carpark are able to comply with the Regulations at all noise sensitive premises considered.

Noise levels emissions associated with the mechanical plant have not been addressed at this stage. The selection and location of such equipment is not known at this preliminary stage of the project, however, give the location of the development, and areas within the development that could house mechanical plant, designing for compliance with the *Environmental Protection (Noise) Regulations 1997* is not considered to be an onerous task.

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1.0 INTRODUCTION

Herring Storer Acoustics have been commissioned by Coogee Hotel Pty Ltd, to carry out an acoustical assessment of noise emissions associated with the proposed development of the Old Coogee Hotel, Cockburn.

The objectives of the study were to:

- Construct a predictive noise model for noise levels of associated with the proposed venue.
- Assess the predicted noise levels received at the closest noise sensitive premises, for compliance with the *Environmental Protection (Noise) Regulations 1997*.
- If exceedances are predicted, investigate possible noise control options that will reduce noise emissions to achieve compliance with the regulations.

The work was commissioned to accompany the development application.

2.0 CRITERIA

The *Environmental Protection (Noise) Regulations 1997* stipulate the allowable noise levels at any noise sensitive premises from other premises. The allowable noise level is determined by the calculation of an influencing factor, which is added to the baseline criteria set out in Table 1 of the Regulations. The baseline assigned noise levels are listed in Table 2.1.

TABLE 2.1 – ASSIGNED NOISE LEVELS

Premises Receiving Noise	Time of Day	Assigned Level (dB)		
		$L_{A\ 10}$	$L_{A\ 1}$	$L_{A\ max}$
Noise sensitive premises within 15 metres of a dwelling	0700 - 1900 hours Monday to Saturday	45 + IF	55 + IF	65 + IF
	0900 - 1900 hours Sunday and Public Holidays	40 + IF	50 + IF	65 + IF
	1900 - 2200 hours all days	40 + IF	50 + IF	55 + IF
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and Public Holidays	35 + IF	45 + IF	55 + IF

Note: The L_{A10} noise level is the noise that is exceeded for 10% of the time.
The L_{A1} noise level is the noise that is exceeded for 1% of the time.
The L_{Amax} noise level is the maximum noise level recorded.

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It is a requirement that noise from the site be free of annoying characteristics (tonality, modulation and impulsiveness) at other premises, defined below as per Regulation 9.

"impulsiveness" means a variation in the emission of a noise where the difference between L_{Apeak} and $L_{Amax\ Slow}$ is more than 15dB when determined for a single representative event;

"modulation" means a variation in the emission of noise that –

(a) is more than 3dB $L_{A\ Fast}$ or is more than 3dB $L_{A\ Fast}$ in any one-third octave band;
(b) is present for more at least 10% of the representative assessment period; and
(c) is regular, cyclic and audible;

"tonality" means the presence in the noise emission of tonal characteristics where the difference between –

(a) the A-weighted sound pressure level in any one-third octave band; and
(b) the arithmetic average of the A-weighted sound pressure levels in the 2 adjacent one-third octave bands,

is greater than 3 dB when the sound pressure levels are determined as $L_{Aeq,T}$ levels where the time period T is greater than 10% of the representative assessment period, or greater than 8 dB at any time when the sound pressure levels are determined as $L_{A\ Slow}$ levels.

Where the above characteristics are present and cannot be practicably removed, the following adjustments are made to the measured or predicted level at other premises.

TABLE 2.2 – ADJUSTMENTS FOR ANNOYING CHARACTERISTICS

Where tonality is present	Where modulation is present	Where impulsiveness is present
+ 5 dB	+ 5 dB	+ 10 dB

Where the noise emission is music, then any measured level is adjusted according to Table 2.3 below.

TABLE 2.3 – ADJUSTMENTS TO MEASURED MUSIC NOISE LEVELS

Where **impulsiveness** is not present	Where **impulsiveness** is present
+10 dB(A)	+15 dB(A)

The area surrounding the proposed development is understood to be primarily residential premises.

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FIGURE 1 – DEVELOPMENT LOCATION AND SURROUNDS

The influencing factor at the identified noise sensitive premises has been determined, with the calculation based on the following:

Commercial Premises within Inner Circle	
20%	+ 1 dB
Major Road within Inner Circle	
Cockburn Road	+ 6 dB

Hence, influencing factor = 7 dB

Therefore, the assigned noise levels are listed in Tables 2.4.

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TABLE 2.4 - ASSIGNED OUTDOOR NOISE LEVELS

Premises Receiving Noise	Time of Day	Assigned Level (dB)		
		L_{A10}	L_{A1}	L_{Amax}
Noise sensitive premises within 15 metres of a dwelling	0700 - 1900 hours Monday to Saturday	52	62	72
	0900 - 1900 hours Sunday and Public Holidays	47	57	72
	1900 - 2200 hours all days	47	57	62
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and Public Holidays	42	52	62

Note: L_{A10} is the noise level exceeded for 10% of the time.
L_{A1} is the noise level exceeded for 1% of the time.
L_{Amax} is the maximum noise level.

3.0 NOISE MODELLING AND RESULTS

From information provided, a noise model was developed of the proposed development.

Noise levels associated with the alfresco area have been included in the model.

Noise levels within the alfresco area has been assumed to be in the order of 60 dB(A)/m^2 sound power level. This noise level is representative of restaurant area noise levels, which is understood to be the desired use of the space.

Any music in these areas has been considered to be ambient only, and not significantly contributing to the noise emission at neighbouring premises.

Noise levels within the building have been assumed to be contained within the building structure. The design of the structure, in terms of materials to be utilised to achieve this aim is proposed to be undertaken during the detailed design phase of the project. Given the orientation and location of the building, it is considered to be practical to design a suitable building.

Noise emissions associated with the proposed carpark were also calculated, with the noise level emissions based on the sound power levels listed in Table 3.1.

TABLE 3.1 – CARPARK SOUND POWER LEVELS

Item	Sound Power Noise Level, dB(A)
Car Starting	85
Car Moving in Car Park	76
Door Closing	87

Locations considered in our assessment include both undeveloped locations (i.e. empty blocks) and existing premises. All locations considered in our assessment have been assumed to be two storey premises – noting that only “R3” and “R7” are both currently present and two stories in height.

Noise levels at the identified noise sensitive premise associated with the alfresco area are listed below in Table 3.2. Table 3.3 and 3.4 list the calculated noise levels for the carpark noise sources.

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TABLE 3.2 – CALCULATED NOISE LEVELS AT NOISE SENSITIVE PREMISES ALFRESCO NOISE EMISSIONS (L_{A10} NOISE SOURCES)

Location	Floor	Calculated Noise Level dB(A)
R1*	Ground*	20
	First*	23
R2	Ground	31
	First*	32
R3	Ground	34
	First	36
R4	Ground	36
	First*	38
R5	Ground	32
	First*	34
R6*	Ground*	33
	First*	35
R7	Ground	16
	First	16
R8*	Ground*	15
	First*	16

(*) Denotes that the receiving point does not currently exist

TABLE 3.3 – CALCULATED NOISE LEVELS AT NOISE SENSITIVE PREMISES CAR MOVEMENT NOISE EMISSIONS (L_{A1} NOISE SOURCES)

Location	Floor	Calculated Noise Level dB(A)
R1*	Ground*	34 (39)
	First*	44 (49)
R2	Ground	29 (34)
	First*	36 (41)
R3	Ground	45 (50)
	First	46 (51)
R4	Ground	39 (44)
	First*	39 (44)
R5	Ground	34 (39)
	First*	34 (39)
R6*	Ground*	22 (27)
	First*	32 (37)
R7	Ground	41 (46)
	First	43 (48)
R8*	Ground*	41 (46)
	First*	44 (49)

(*) Denotes that the receiving point does not currently exist
( ) Denotes adjustment for tonality

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TABLE 3.4 – CALCULATED NOISE LEVELS AT NOISE SENSITIVE PREMISES CAR STARTS AND DOOR CLOSING NOISE EMISSIONS (L_{AMAX} NOISE SOURCES)

Location	Floor	Calculated Noise Level dB(A)	
		Car Starts	Car Door Closing
R1*	Ground*	37 (42)	37 [47]
	First*	47 (52)	48 [58]
R2	Ground	33 (38)	33 [43]
	First*	42 (47)	41 [51]
R3	Ground	46 (51)	46 [56]
	First	51 (56)	51 [61]
R4	Ground	43 (48)	42 [52]
	First*	43 (48)	44 [54]
R5	Ground	42 (47)	41 [51]
	First*	41 (46)	40 [50]
R6*	Ground*	22 (27)	23 [33]
	First*	36 (41)	36 [46]
R7	Ground	43 (48)	43 [53]
	First	43 (48)	43 [53]
R8*	Ground*	42 (47)	42 [52]
	First*	44 (49)	44 [54]

(*) Denotes that the receiving point does not currently exist
( ) Denotes adjustment for tonality
[ ] Denotes adjustment for impulsiveness

4.0 ASSESSMENT

Noise levels associated with the alfresco area are to be limited to patron noise only, with background music to be restricted to a level such that it does not significantly contribute to the noise emissions of the development.

Hence, no adjustment to the calculated noise levels are applicable in accordance with the *Environmental Protection (Noise) Regulations 1997*.

Therefore, Tables 4.1 to 4.4 summarises the assessment of the calculated noise levels against the pertinent Assigned Noise Levels.

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TABLE 4.1 – ASSESSMENT – PATRON NOISE

Location	Floor	Assessable Noise Level, dB(A)	Applicable Times of Day	Applicable L_{A10} Assigned Level (dB)	Exceedance to Assigned Noise Level (dB)
R1*	Ground*	20	Day	52	Complies
			Sunday / Public Holiday Day Period	47	Complies
			Evening	47	Complies
			Night	42	Complies
	First*	23	Day	52	Complies
			Sunday / Public Holiday Day Period	47	Complies
			Evening	47	Complies
			Night	42	Complies
R2	Ground	31	Day	52	Complies
			Sunday / Public Holiday Day Period	47	Complies
			Evening	47	Complies
			Night	42	Complies
	First*	32	Day	52	Complies
			Sunday / Public Holiday Day Period	47	Complies
			Evening	47	Complies
			Night	42	Complies
R3	Ground	34	Day	52	Complies
			Sunday / Public Holiday Day Period	47	Complies
			Evening	47	Complies
			Night	42	Complies
	First	36	Day	52	Complies
			Sunday / Public Holiday Day Period	47	Complies
			Evening	47	Complies
			Night	42	Complies
R4	Ground	36	Day	52	Complies
			Sunday / Public Holiday Day Period	47	Complies
			Evening	47	Complies
			Night	42	Complies
	First*	38	Day	52	Complies
			Sunday / Public Holiday Day Period	47	Complies
			Evening	47	Complies
			Night	42	Complies
R5	Ground	32	Day	52	Complies
			Sunday / Public Holiday Day Period	47	Complies
			Evening	47	Complies
			Night	42	Complies
	First*	34	Day	52	Complies
			Sunday / Public Holiday Day Period	47	Complies
			Evening	47	Complies
			Night	42	Complies

R6*	Ground*	33	Day	52	Complies
			Sunday / Public Holiday Day Period	47	Complies
			Evening	47	Complies
			Night	42	Complies
	First*	35	Day	52	Complies
			Sunday / Public Holiday Day Period	47	Complies
			Evening	47	Complies
			Night	42	Complies
R7	Ground	16	Day	52	Complies
			Sunday / Public Holiday Day Period	47	Complies
			Evening	47	Complies
			Night	42	Complies
	First	16	Day	52	Complies
			Sunday / Public Holiday Day Period	47	Complies
			Evening	47	Complies
			Night	42	Complies
R8*	Ground*	15	Day	52	Complies
			Sunday / Public Holiday Day Period	47	Complies
			Evening	47	Complies
			Night	42	Complies
	First*	16	Day	52	Complies
			Sunday / Public Holiday Day Period	47	Complies
			Evening	47	Complies
			Night	42	Complies

TABLE 4.2 – ASSESSMENT – CARPARK CAR MOVEMENTS – LA1 NOISE SOURCE

Location	Floor	Assessable Noise Level, dB(A)	Applicable Times of Day	Applicable L_{A1} Assigned Level (dB)	Exceedance to Assigned Noise Level (dB)
R1*	Ground*	39	Day	62	Complies
			Sunday / Public Holiday Day Period	57	Complies
			Evening	57	Complies
			Night	52	Complies
	First*	49	Day	62	Complies
			Sunday / Public Holiday Day Period	57	Complies
			Evening	57	Complies
			Night	52	Complies
R2	Ground	34	Day	62	Complies
			Sunday / Public Holiday Day Period	57	Complies
			Evening	57	Complies
			Night	52	Complies
	First*	41	Day	62	Complies
			Sunday / Public Holiday Day Period	57	Complies
			Evening	57	Complies
			Night	52	Complies

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R3	Ground	50	Day	62	Complies
			Sunday / Public Holiday Day Period	57	Complies
			Evening	57	Complies
			Night	52	Complies
	First	51	Day	62	Complies
			Sunday / Public Holiday Day Period	57	Complies
			Evening	57	Complies
			Night	52	Complies
R4	Ground	44	Day	62	Complies
			Sunday / Public Holiday Day Period	57	Complies
			Evening	57	Complies
			Night	52	Complies
	First*	44	Day	62	Complies
			Sunday / Public Holiday Day Period	57	Complies
			Evening	57	Complies
			Night	52	Complies
R5	Ground	39	Day	62	Complies
			Sunday / Public Holiday Day Period	57	Complies
			Evening	57	Complies
			Night	52	Complies
	First*	39	Day	62	Complies
			Sunday / Public Holiday Day Period	57	Complies
			Evening	57	Complies
			Night	52	Complies
R6*	Ground*	27	Day	62	Complies
			Sunday / Public Holiday Day Period	57	Complies
			Evening	57	Complies
			Night	52	Complies
	First*	37	Day	62	Complies
			Sunday / Public Holiday Day Period	57	Complies
			Evening	57	Complies
			Night	52	Complies
R7	Ground	46	Day	62	Complies
			Sunday / Public Holiday Day Period	57	Complies
			Evening	57	Complies
			Night	52	Complies
	First	48	Day	62	Complies
			Sunday / Public Holiday Day Period	57	Complies
			Evening	57	Complies
			Night	52	Complies
R8*	Ground*	46	Day	62	Complies
			Sunday / Public Holiday Day Period	57	Complies
			Evening	57	Complies
			Night	52	Complies
	First*	49	Day	62	Complies
			Sunday / Public Holiday Day Period	57	Complies
			Evening	57	Complies
			Night	52	Complies

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TABLE 4.3 – ASSESSMENT – CARPARK CAR STARTS – LAMAX NOISE SOURCE

Location	Floor	Assessable Noise Level, dB(A)	Applicable Times of Day	Applicable L_{AMAX} Assigned Level (dB)	Exceedance to Assigned Noise Level (dB)
R1*	Ground*	42	Day	72	Complies
			Sunday / Public Holiday Day Period	72	Complies
			Evening	62	Complies
			Night	62	Complies
	First*	52	Day	72	Complies
			Sunday / Public Holiday Day Period	72	Complies
			Evening	62	Complies
			Night	62	Complies
R2	Ground	38	Day	72	Complies
			Sunday / Public Holiday Day Period	72	Complies
			Evening	62	Complies
			Night	62	Complies
	First*	47	Day	72	Complies
			Sunday / Public Holiday Day Period	72	Complies
			Evening	62	Complies
			Night	62	Complies
R3	Ground	51	Day	72	Complies
			Sunday / Public Holiday Day Period	72	Complies
			Evening	62	Complies
			Night	62	Complies
	First	56	Day	72	Complies
			Sunday / Public Holiday Day Period	72	Complies
			Evening	62	Complies
			Night	62	Complies
R4	Ground	48	Day	62	Complies
			Sunday / Public Holiday Day Period	57	Complies
			Evening	57	Complies
			Night	52	Complies
	First*	48	Day	62	Complies
			Sunday / Public Holiday Day Period	57	Complies
			Evening	57	Complies
			Night	52	Complies
R5	Ground	47	Day	72	Complies
			Sunday / Public Holiday Day Period	72	Complies
			Evening	62	Complies
			Night	62	Complies
	First*	46	Day	72	Complies
			Sunday / Public Holiday Day Period	72	Complies
			Evening	62	Complies
			Night	62	Complies

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R6*	Ground*	27	Day	72	Complies
			Sunday / Public Holiday Day Period	72	Complies
			Evening	62	Complies
			Night	62	Complies
	First*	41	Day	72	Complies
			Sunday / Public Holiday Day Period	72	Complies
			Evening	62	Complies
			Night	62	Complies
R7	Ground	48	Day	72	Complies
			Sunday / Public Holiday Day Period	72	Complies
			Evening	62	Complies
			Night	62	Complies
	First	48	Day	72	Complies
			Sunday / Public Holiday Day Period	72	Complies
			Evening	62	Complies
			Night	62	Complies
R8*	Ground*	47	Day	72	Complies
			Sunday / Public Holiday Day Period	72	Complies
			Evening	62	Complies
			Night	62	Complies
	First*	49	Day	72	Complies
			Sunday / Public Holiday Day Period	72	Complies
			Evening	62	Complies
			Night	62	Complies

TABLE 4.4 – ASSESSMENT – CARPARK CAR DOOR CLOSING – LAMAX NOISE SOURCE

Location	Floor	Assessable Noise Level, dB(A)	Applicable Times of Day	Applicable L_{AMAX} Assigned Level (dB)	Exceedance to Assigned Noise Level (dB)
R1*	Ground*	47	Day	72	Complies
			Sunday / Public Holiday Day Period	72	Complies
			Evening	62	Complies
			Night	62	Complies
	First*	58	Day	72	Complies
			Sunday / Public Holiday Day Period	72	Complies
			Evening	62	Complies
			Night	62	Complies
R2	Ground	43	Day	72	Complies
			Sunday / Public Holiday Day Period	72	Complies
			Evening	62	Complies
			Night	62	Complies
	First*	51	Day	72	Complies
			Sunday / Public Holiday Day Period	72	Complies
			Evening	62	Complies
			Night	62	Complies

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R3	Ground	56	Day	72	Complies
			Sunday / Public Holiday Day Period	72	Complies
			Evening	62	Complies
			Night	62	Complies
	First	61	Day	72	Complies
			Sunday / Public Holiday Day Period	72	Complies
			Evening	62	Complies
			Night	62	Complies
R4	Ground	52	Day	62	Complies
			Sunday / Public Holiday Day Period	57	Complies
			Evening	57	Complies
			Night	52	Complies
	First*	54	Day	62	Complies
			Sunday / Public Holiday Day Period	57	Complies
			Evening	57	Complies
			Night	52	Complies
R5	Ground	51	Day	72	Complies
			Sunday / Public Holiday Day Period	72	Complies
			Evening	62	Complies
			Night	62	Complies
	First*	50	Day	72	Complies
			Sunday / Public Holiday Day Period	72	Complies
			Evening	62	Complies
			Night	62	Complies
R6*	Ground*	33	Day	72	Complies
			Sunday / Public Holiday Day Period	72	Complies
			Evening	62	Complies
			Night	62	Complies
	First*	46	Day	72	Complies
			Sunday / Public Holiday Day Period	72	Complies
			Evening	62	Complies
			Night	62	Complies
R7	Ground	53	Day	72	Complies
			Sunday / Public Holiday Day Period	72	Complies
			Evening	62	Complies
			Night	62	Complies
	First	53	Day	72	Complies
			Sunday / Public Holiday Day Period	72	Complies
			Evening	62	Complies
			Night	62	Complies
R8*	Ground*	52	Day	72	Complies
			Sunday / Public Holiday Day Period	72	Complies
			Evening	62	Complies
			Night	62	Complies
	First*	54	Day	72	Complies
			Sunday / Public Holiday Day Period	72	Complies
			Evening	62	Complies
			Night	62	Complies

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As can be seen from the above tables, noise levels associated with the proposed development – specifically the alfresco area and carpark area complies with the Assigned Noise Levels at all times and locations.

5.0 CONCLUSION

Noise level emissions associated with the alfresco area, comply with the Regulations.

Noise level emissions associated with the carpark area, comply with the Regulations.

Control measures may be necessary on music noise levels; however, this is proposed to be addressed during the detailed design phase of the project. Given the area of impact with the proposed alfresco area, it is considered that background music for the alfresco area would be able to be utilised without significant noise impact upon premises in the area.

Noise level emissions associated with mechanical plant would also be addressed during the detailed design phase of the development, and are considered likely development approval conditions.

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APPENDIX A

PLANS

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flyt

Coogee Hotel and Post Office Development

TRAFFIC IMPACT STATEMENT REPORT

email: info@flyt.com.au twitter.com/flytplan web: www.flyt.com.au

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PROJECT	Coogee Hotel 81113-304			
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1. INTRODUCTION

1.1 Development Introduction

This Transport Impact Statement (TIS) has been prepared by Flyt in support of the proposed Coogee Hotel and Post Office development, located at Lot 1512 Cockburn Road, Coogee. As set out within the supporting report which accompanied the Development Application (*The Coogee Hotel and Post Office Development Approval Report, February 2018*), the proponent of the development is the Coogee Partnership.

The location of the proposed development is on the north-eastern corner of the intersection of Cockburn Road and Beach Road in Coogee, as shown in Figure 1. The site is located in the City of Cockburn.

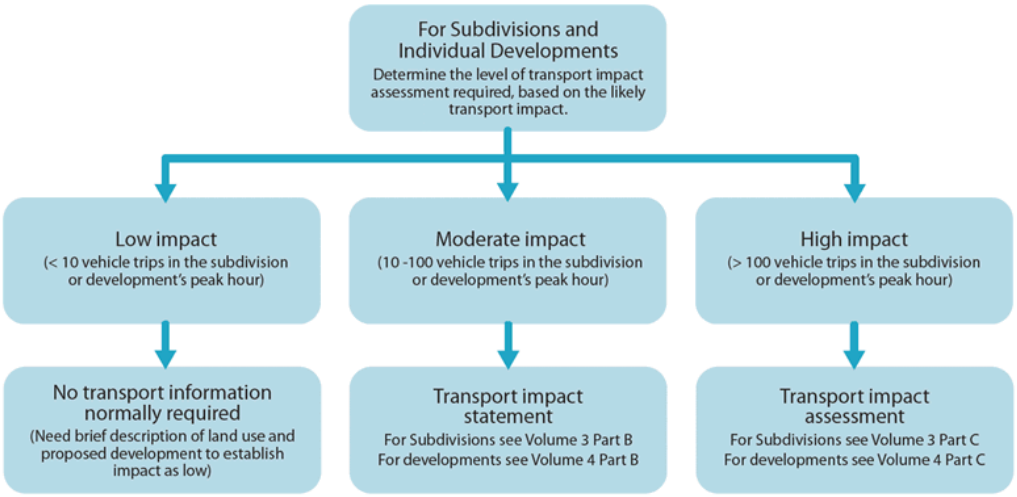
Figure 1 Development site context (source: Google Maps)

1.2 Transport Impact Statement

The report has been prepared in accordance with the WA Planning Commission's (WAPC) Transport Impact Assessment Guidelines (Volume 4 – Individual Developments). The Guidelines promote a three level assessment process, where the required level of assessment is dependent on the likely level of impact, as follows (and as shown in Figure 2):

- Low impact – less than 10 peak hour trips, no assessment required;
- Moderate impact – between 10 and 100 peak hour trips, Transport Impact Statement required; and
- High impact – more than 100 peak hour trips, full Transport Impact Assessment required.

Figure 2 Level of transport impact assessment required (source: WAPC Transport Impact Assessment Guidelines, 2016)



The traffic attributable to the proposed development has been determined to be less than 100 vehicle trips in the operating peak hour, therefore the required level of assessment is a Traffic Impact Statement.

1.3 Purpose and Prior Responses

This assessment has also been completed in support of the application on the basis of a request from the City of Cockburn and Main Roads WA. Supporting information for the Development Application has already been submitted to Council. This material is referenced and expanded upon in this TIS where required. The initial assessment covered four key issues that were of interest to Council:

- Provision of parking on site and spatial implications
- Usage profile
- Management measures
- Total parking provision.

In addition to these four items of interest, Main Roads provided initial advice to Council establishing a number of issues that were required to be addressed. These issues have been examined and are included within the analysis set out in this report.

1.4 Report Structure

The report is structured as required by the Transport Impact Assessment Guidelines, with the following sections:

- Proposed development
- Vehicle access and parking
- Provision for service vehicles
- Hours of Operation
- Daily traffic volumes and vehicle types
- Traffic management on frontage streets
- Public transport access
- Pedestrian access
- Cycle access
- Site specific issues
- Safety issues.

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2. PROPOSED DEVELOPMENT

2.1 Development Site

The Coogee Hotel and Post Office are located at 371 Cockburn Road, Coogee. The site is approximately 200m to the east of Coogee Beach, bordered by Cockburn Road to the west, Beach Road to the south and by existing low density residential development to the north and east. The development site is shown in Figure 1, while an aerial image of the site showing the location of the two buildings on site is shown in Figure 3.

Figure 3 – Location of buildings within site (source: Nearmap)

The development includes the following, as shown in Figure 4 and Figure 5:

- converting the Coogee Hotel building into a restaurant with limited bar facilities;
- a new building to contain the kitchen, back of house, toilets and alfresco dining areas;
- retaining the post office building as part of a pavilion garden;
- site landscaping with plants, orchards and vegetable gardens;
- access via Beach Road at the eastern edge of the site, with car parking for 35 vehicles.

The restaurant and bar area will occupy approximately 684m^2 and, as submitted to Council in respect of revisions to the proposed use, will be limited to a maximum capacity of 180 guests. The assessment within this TIS has been completed on this basis.

Figure 4 – Development proposals (source SeeDesign Studio)

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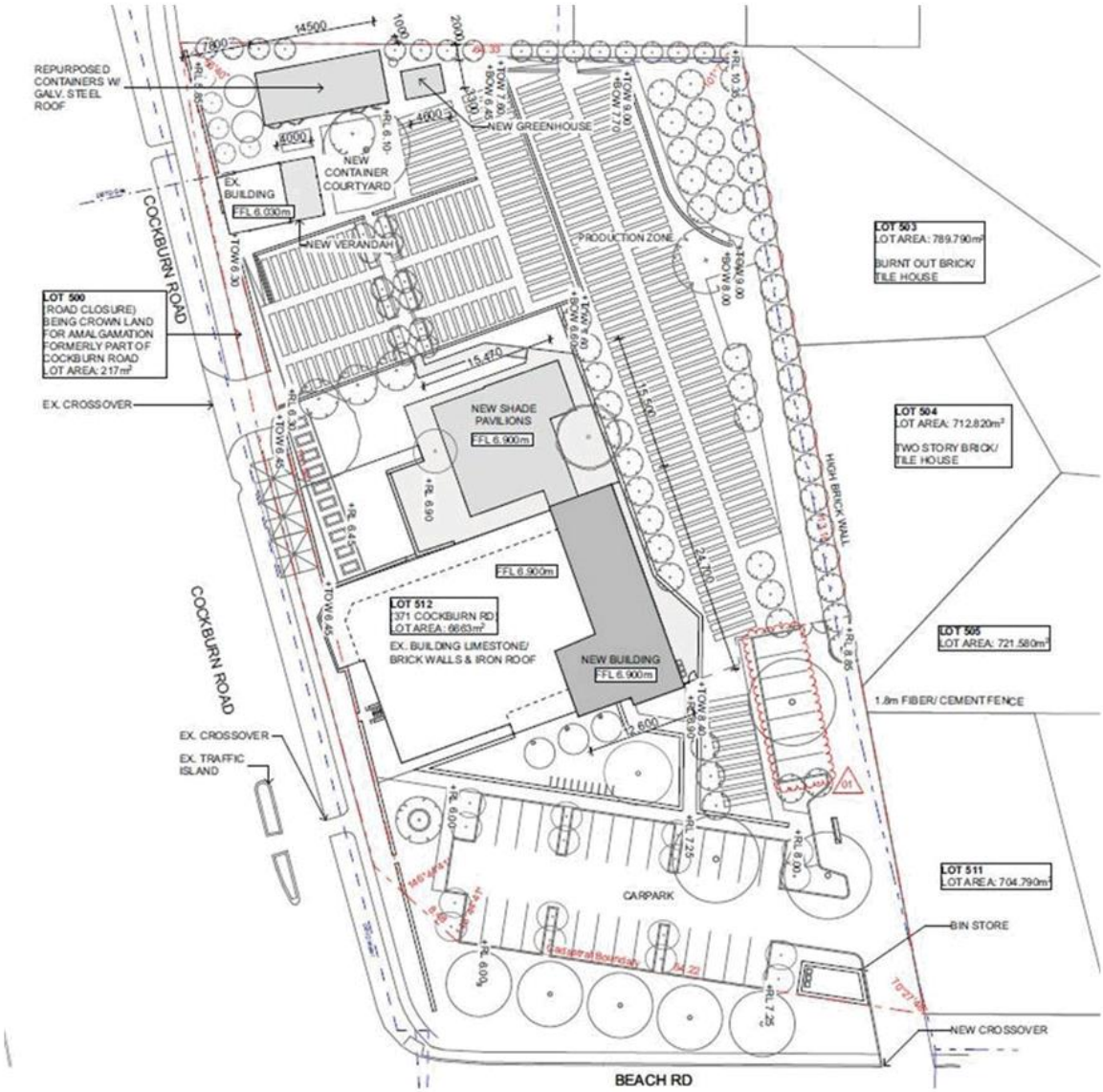
Figure 5 – Proposed Site Plan (source Spaceagency Architects)



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3. VEHICLE ACCESS AND PARKING

3.1 Vehicle Access

The site will have a single access to Beach Road, from a proposed crossover to be located at the eastern boundary of the site, approximately 57m to the east of the intersection with Cockburn Road. The location of the access crossover is shown in Figure 6. The location of the crossover has been designed to ensure that it is as far away from the intersection of Cockburn Road as possible to reduce any actual or perceived impacts.

The existing crossover to Cockburn Road, located opposite the intersection with Powell Road, will be closed. There will be no vehicle or pedestrian access from along the Cockburn Road frontage to address key safety issues that have been raised by Main Roads WA in the design and development application process.

Figure 6 – Location of proposed access crossover (source: Nearmap)

3.2 Parking

Parking for customers and employees will be located in the southern portion of the site, as shown in the site plan in Figure 5. The parking bays will be designed to comply with Australian Standards 2890.1 which is expected to be a condition of approval.

There will be a drop off bay near the access point and a service vehicle bay behind a secure gate. In addition, 12 cycle parking bays will be provided adjacent to the customer car park.

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The on-site car parking provision of 36 bays (35 plus service bay area) is equivalent to 1 bay for every 5 visitors (based on the maximum capacity of 180 guests).

The parking requirement based on the provisions of the City of Cockburn Town Planning Scheme No. 3 (TPS3) is one bay for every four people to be accommodated. However, given the heritage value of the site and the amenity the development outcome offers to local residents, the layout of parking on site combined with a reduced number of patrons on the site (down from the initial DA proposal from 250 to 180), is proposed as a variation to the provisions of the scheme.

The level of parking proposed, when taken into account in context with overall peak traffic generation of the site determined in section 6.2, will be adequate to cater for the movement of vehicles to and from the site during the peak usage periods.

4. PROVISION FOR SERVICE VEHICLES

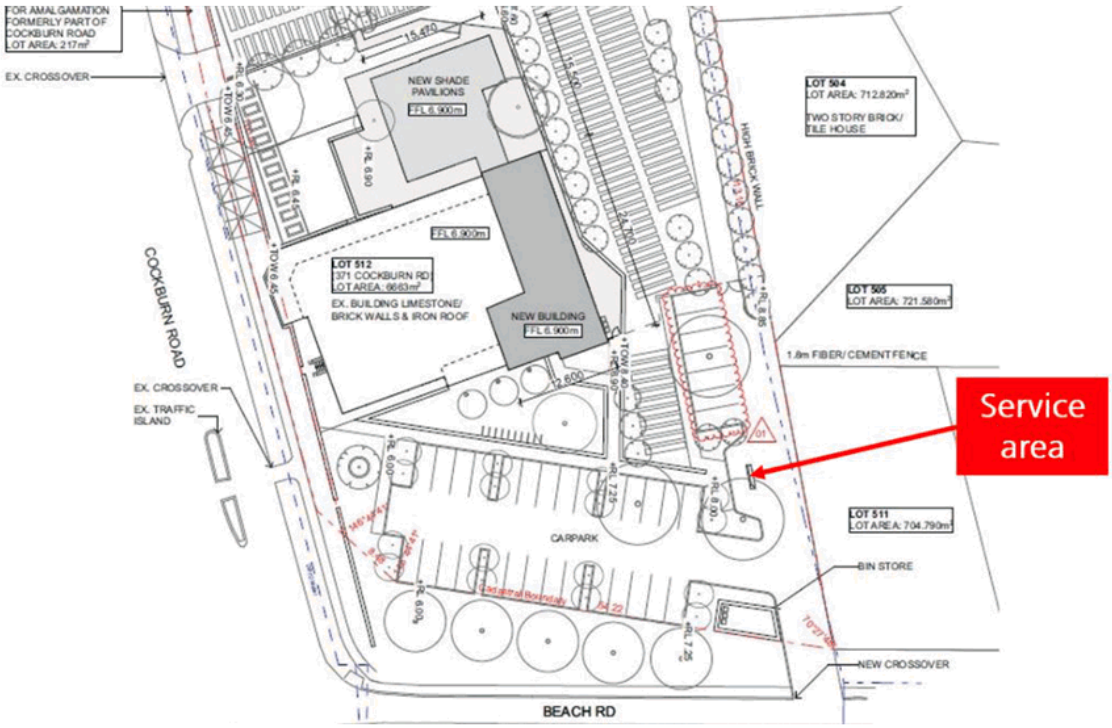
4.1 Service Vehicles

As set out in the DA Report, there will be a range of service movements associated with the site. Access for service and delivery vehicles, employees and customer parking is located on the south-east corner of the site and will be facilitated by the single crossover into the site from Beach Road. The location of the service bay is shown in Figure 7.

Rubbish collection will occur on Beach Road. The proposed bin store area is a short distance from Beach Road and bins will be transported between the bin store area and the Beach Road verge on collection days. At this stage, it is contemplated that either the City of Cockburn or a private contractor will be used. Collection frequency will be determined by the storage area capacity and the amount of material being recovered and collected.

For bin movements on site, will be a clear pathway from the back of house areas to the bin storage via the carpark. Movement of waste and/or bins to the bin storage area will be managed by the restaurant and employees will be trained on recycling requirements and initiatives. The restaurant management team will be responsible for accountable and consistent waste management and recycling. The restaurant management will work together with the horticulturist to ensure the maximisation of waste reuse and recycling throughout the Site.

Figure 7 Location of service area



5. HOURS OF OPERATION

5.1 Operation

The site will operate throughout the week however the primary movement of people to and from the site for use of the hospitality functions of the site will be on evenings from Thursday-Saturdays. Staff will attend to the orchard and vegetable garden throughout the day, starting from 7:00am.

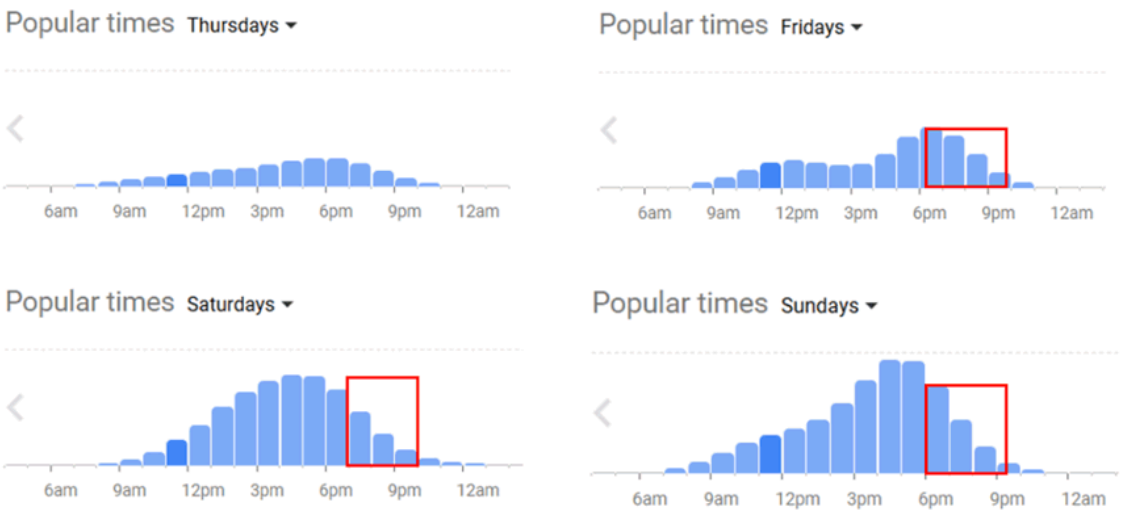
In prior submission to Council on the Development Application, a review of the usage profile of the adjoining area was undertaken using Google. This profile information is set out in the following section.

5.2 Usage Profile

The indicative hours of operation of the development will generally compliment other trips associated with Coogee Beach and the adjoining café development – this is a common place situation at beaches around Perth where food and dining options are available. Examples where there is similar small scaled agglomeration of activity that works are Leighton Beach, Swanbourne Beach and numerous places along the Swan River foreshore.

For the majority of the opening hours during the week, there will be no overlap in peak usage of the proposed development and the adjoining beach area. The key usage times for the overall area are on the Friday evening and weekends, as indicated by the usage and visitation profile to Coogee Beach taken from Google data sources, as shown in Figure 8.

Figure 8 Google usage profile for Coogee Beach



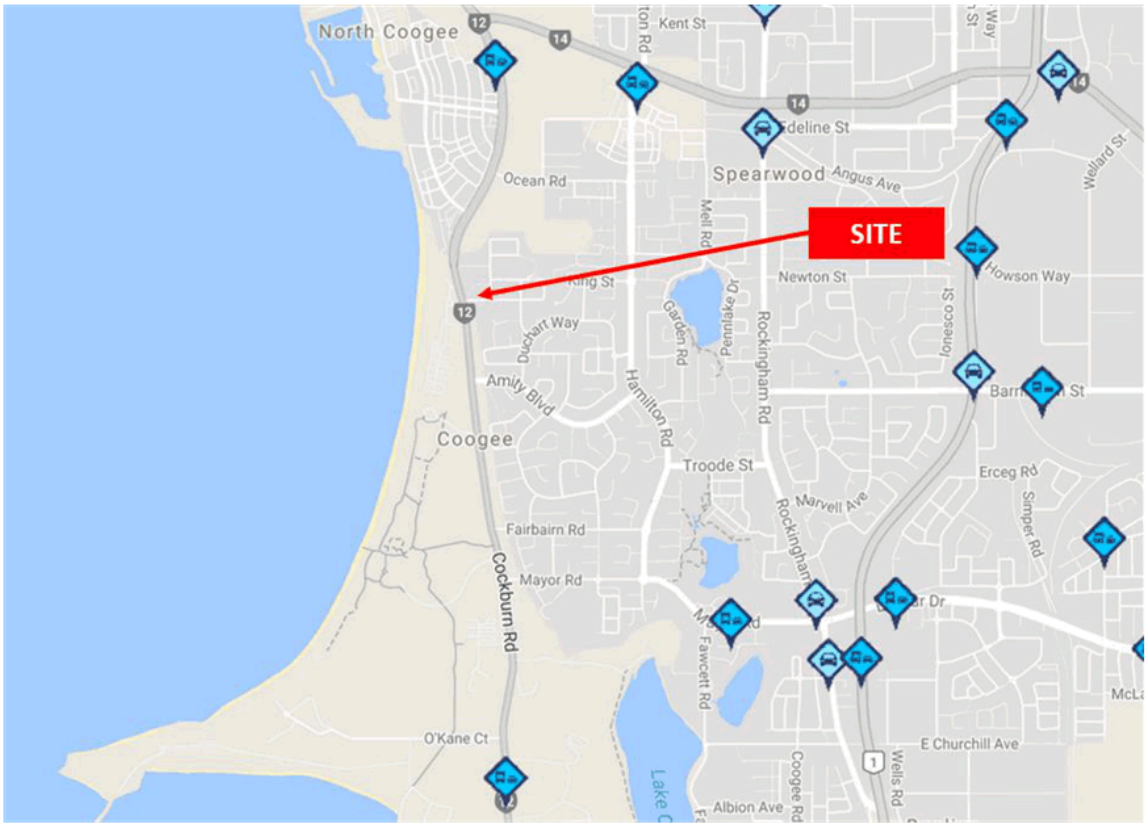
Detailed analysis of the traffic impact of the site relative to the usage profile is set out in section 6.2.

6. DAILY TRAFFIC VOLUMES & VEHICLE TYPES

6.1 Traffic Volumes

Traffic volume information was extracted from the Main Roads WA Traffic Count map. Information available for Cockburn Road north and south of the site was available for October and November 2016. This information, including volume, composition and speed data, has formed the basis for this assessment. The location of the count sites are shown in Figure 9.

Figure 9 Main Roads WA count sites



The differences in total volumes between the two recording sites on Cockburn Road is shown in Table 1.

Table 1 Traffic volume count profile and differences

Year	Southern Site		Northern Site		Difference	
	Daily volume	Heavy vehicle %	Daily volume	Heavy vehicle %		
2014/15	13836	8%	19454	12%	5618	29%
2013/14	12891	8%	17081	9%	4190	25%
2012/13	11952	10%	16202	9%	4250	26%
2011/12	12499	9%	16385	7%	3886	24%
2009/10	11427	10%	14930	8%	3503	23%

In general, the volume of traffic north of the site is around 25-30% higher closer to Spearwood Road. The northern count site would also record traffic from North Coogee. For the purposes of this assessment, the total volumes recorded were reduced by 5% to reflect the level of traffic generated through North Coogee. This assumption is supported by the traffic count information provided in the TIS for the Lot 512 Structure Plan which noted a count adjacent to the site of 16,059 vehicles per day in 2013 – around 1,000 less vehicles per day than the Main Roads WA counts.

The TIS for the Lot 512 Structure Plan also provided local counts for Beach Road which were 1,486 daily vehicle movements per day. This count is from 2007 so it would be expected that this volume may have changed. Applying a 1% growth rate per year results in 1,658 vehicles per day. An 8% peak hour two-way flow equates to 133 vehicles.

6.2 Traffic Generated by the Development

Trips generated by the development will be dependent on the operating hours of the site. For the large part, when staff are operating on site, the overall trip generation will be minimal. For the purposes of this assessment, two sources were utilised to detail the impact of trips generated by the site, these were:

- The Transport Impact Statement completed for the Lot 512 Cockburn Road Structure Plan that was developed on behalf of the State Heritage Office who were responsible for the Structure Plan on the site that ultimately led to the sale of the site by Main Roads WA
- WAPC Transport Impact Assessment guidelines (2016) Technical Volume.

6.2.1 Structure Plan Assessment

The assessment undertaken for the Structure Plan assessed a different mix of land uses relative to the approval provided. The trip generation for the Structure Plan was based on Residential Units and Offices being in situ, as opposed to a range of development options that could have been pursued for the site relative to its Local Centre zoning.

Some applicable developments have a higher rate of trip development during peak periods, for instance a Child Care Centre, which is a P use in a Local Centre, could have far higher volume of vehicle trips associated with it in a morning peak period given the area of the site.

Notwithstanding this, the assessment for the Structure Plan established the trip generation set out in Table 2.

Table 2 Trip Generation - Lot 512 Approved LSP TIS

Land Use	WAPC Guidelines	Yield	Daily Traffic Generation	Peak Hour Traffic Generation
Residential Units	5.5 vehicle trips per unit (Peak 0.85 vehicle trips per unit)	6 Units	33VPD	6 VPH
Office	10 vehicular trips per 100m2 of GFA (PM Peak - 2 per 100m2 of GFA)	800m2	80 VPD	16 VPH

The TIS completed for the Lot 512 LSP concludes that for the 22 peak hour vehicle trips generated "the subject site will have a low to negligible impact on the existing road network".

6.2.2 WAPC Guidelines

For trip generation associated with Restaurants, the Technical Guidance states:

"*The RTA guide indicates that rates can vary significantly for this land use type and gives an average peak hour rate of five trips per 100 m2 GFA, or 10 trips per 100 seats (based on two m2 GFA per person). For most developments of this type, the peak hour(s) are likely to be outside the normal AM and PM peak hours. Professional judgement should therefore be used when selecting the hours for assessment, appropriate trip rates and in/out splits*".

Therefore, applying both rates to the site results in the following peak generation, as shown in Table 3.

Table 3 Trip Generation

Measurement		Rate	Vehicle Trips (Peak)
Site Gross Floor Area	684m²	5 per 100m²	34
Seats	180 seats	10 per 100 seats	18

Therefore, applying the rates set out in the WAPC Guidelines, the site would have a trip generation during a peak hour of between 18 and 34 vehicle trips.

6.3 Impact on Surrounding Road Network

This analysis of the impact on the surrounding road network has applied the same methodology as the TIS completed for the approved Lot 512 Local Structure Plan, to ensure that Council has a consistent approach between the stages of development. The TIS for the Local Structure Plan set out the trip distribution as:

"*Based on our analysis of employment opportunities, location of schools, shopping centres and preferred locations for social and recreational activities we believe the traffic attracted to and generated from the LSP would be distributed onto the adjacent road network as follows: -*

- *100% (113 VPD / 22 VPH) from (crossover) to Beach Road*
    - *80% (90 VPD / 18 VPH) turn right onto Beach Road – west;*
        - *60% (54 VPD / 11 VPH) turn left onto Cockburn Road – north*
        - *40% (36 VPD / 7 VPH) turn right onto Cockburn Road – south*
- *20% (23 VPD / 4 VPH) turn right onto Beach Road – east".*

This assumes the outbound movement of traffic being the predominant movement. Given the nature of the site use, we have applied a peak movement trip distribution of:

Inbound:

- 80% of total trips
- 70% of inbound trips coming from the North along Cockburn Road (expanding Coogee Beach areas)
- 15% of trips from the south along Cockburn Road
- 15% of trips from east along Beach Road.

Outbound:

- 20% of all trips
- 80% of all trips turning right from the site and right on to Cockburn Road
- 10% of trips turning right form the site and left on to Cockburn Road
- 10% of all trips turning left from the site and along Beach Road.

Based on the trip generation using the standard WAPC and RTA rates, as well as application of information from the approved LSP TIS for Lot 512 Cockburn Road, the trip generation for a peak hour of this site is shown in Figure 10.

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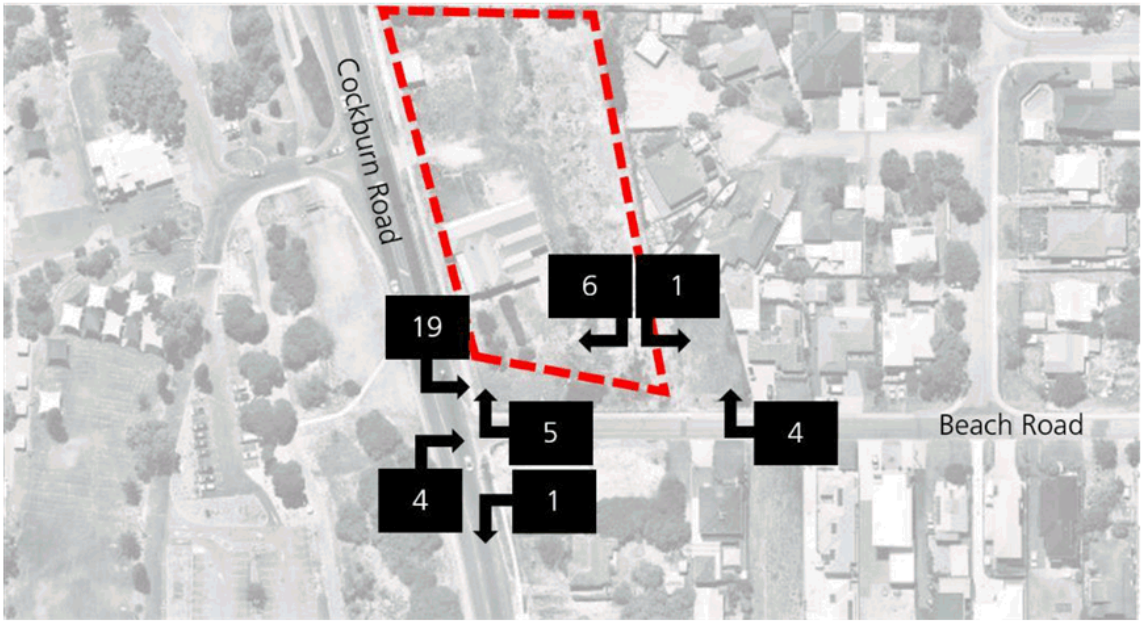
Figure 10 Peak hour generation



The volume of additional trips would not be considered a meaningful or measurable impact on the surrounding road network. This is illustrated through an examination of peak traffic flows generated by the site over the peak periods that are proposed for the operation of the site. A maximum, and consistent 29 vehicle trips per hour were applied to the 2016 recorded values for Cockburn Road discussed in section 6.1.

The results show that there is a consistently low volume of traffic generated by the site, even with largely unrealistic and consistent peak vehicles trips being generated on all days from Thursday to Sunday.

Given this assessment, the impact of the traffic generated by the site is considered to have a low to negligible impact on the existing road network, in particular relative to Cockburn Road.

Table 4 Assessment of trip generation impacts over 24-hour period

Hour	Thurs Flows	Peak Trip Gen	% of 2016 Flow	Friday Flows	Peak Trip Gen	% of 2016 Flow	Sat Flows	Peak Trip Gen	% of 2016 Flow	Sun Flows	Peak Trip Gen	% of 2016 Flow
12am	64			93			120			219		
1am	34			36			59			112		
2am	36			25			57			67		
3am	39			47			38			58		
4am	106			107			66			63		
5am	450			430			203			111		
6am	1006			965			440			347		
7am	1507			1463			645			693		
8am	1516			1531			1010	29	3%	744	29	4%
9am	1105			1068			1286	29	2%	1045	29	3%
10am	988			1058			1391	29	2%	1276	29	2%
11am	1013			1097			1458	29	2%	1254	29	2%
12pm	1043			1183	29	3%	1566	29	2%	1380	29	2%
1pm	1025			1189	29	3%	1376	29	2%	1317	29	2%
2pm	1236			1371	29	2%	1388	29	2%	1159	29	3%
3pm	1522			1688	29	2%	1374	29	2%	1103	29	3%
4pm	1646	29	2%	1683	29	2%	1317	29	2%	977	29	3%
5pm	1547	29	2%	1518	29	2%	1252	29	2%	906	29	3%
6pm	929	29	3%	1059	29	3%	1078	29	3%	659	29	5%
7pm	526	29	6%	588	29	5%	773	29	4%	465	29	7%
8pm	376	29	8%	495	29	6%	450	29	7%	327	29	9%
9pm	283			396			395			175		
10pm	184			348			388			139		
11pm	100			257			291			83		

7. TRAFFIC MANAGEMENT ON FRONTAGE STREETS

7.1 Frontage Streets

The site is bordered by Cockburn Road to the west, Beach Road to the south and by existing low density residential development to the north and east. The road hierarchy surrounding the development site is shown in Figure 11 and the speed zoning is shown in Figure 12.

Figure 11 – Road hierarchy surrounding development site (source: MRWA)

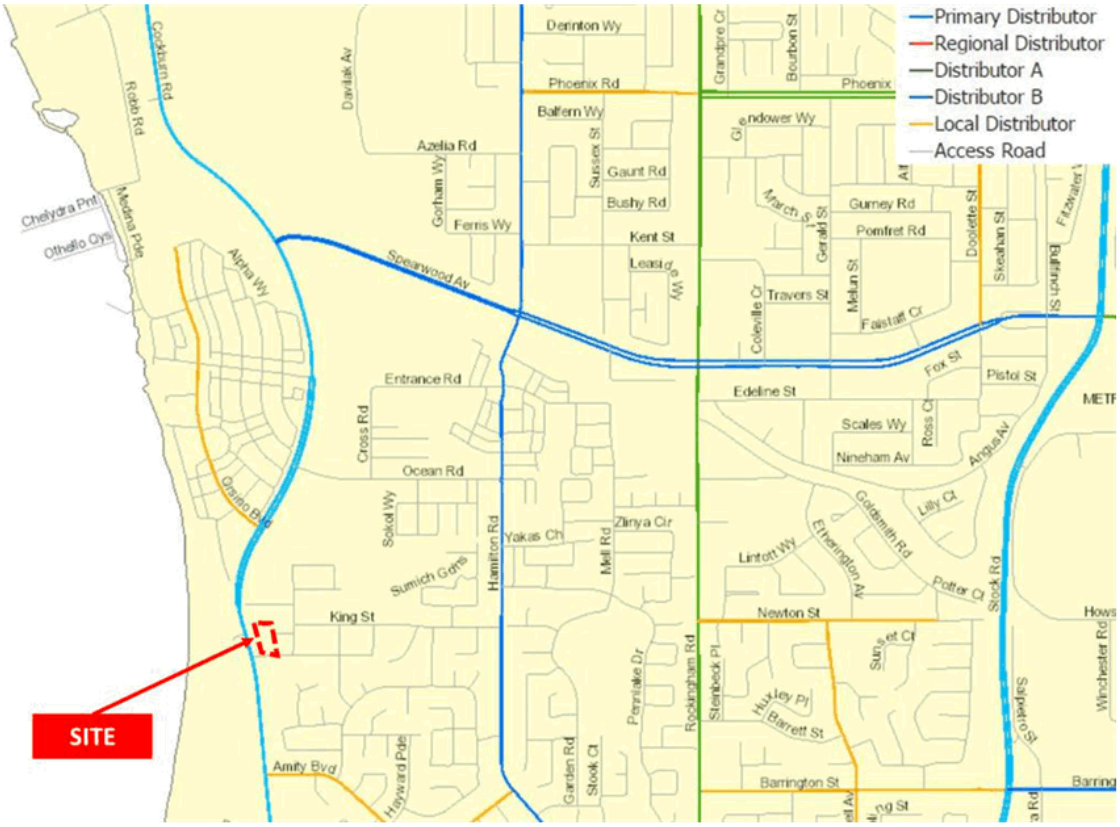
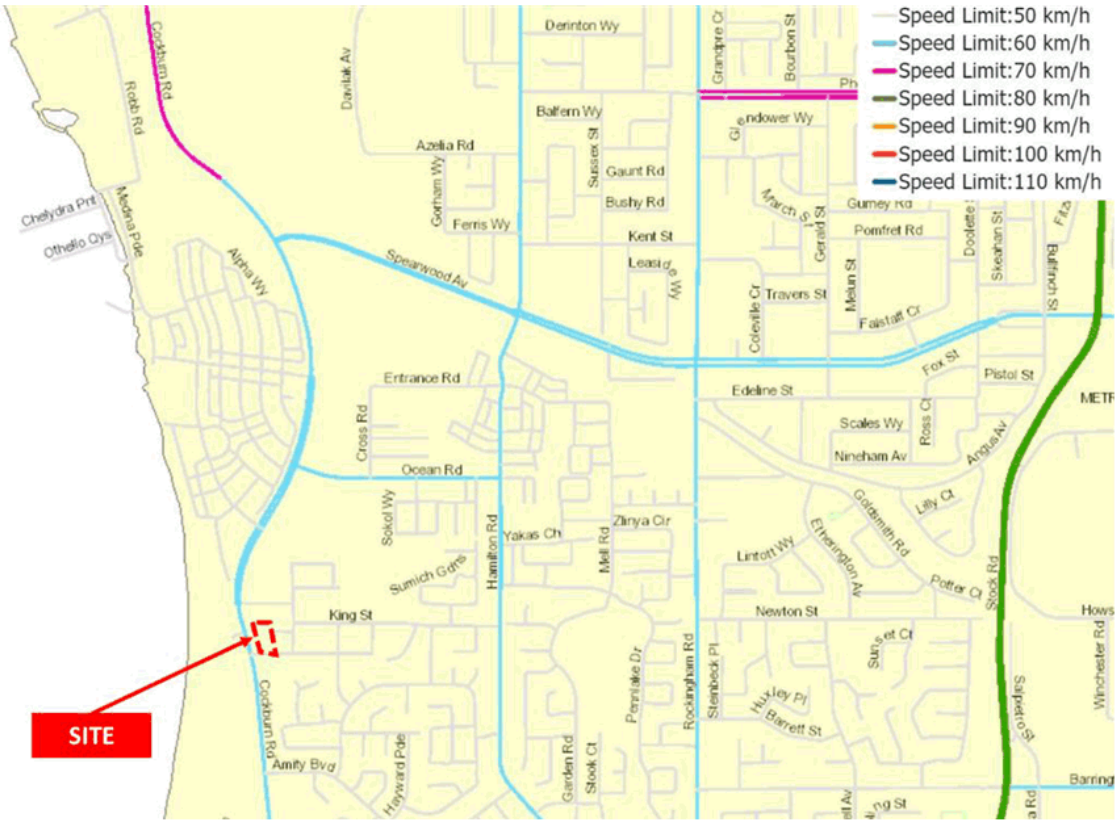


Figure 12 – Speed zoning surrounding development site (source: MRWA)



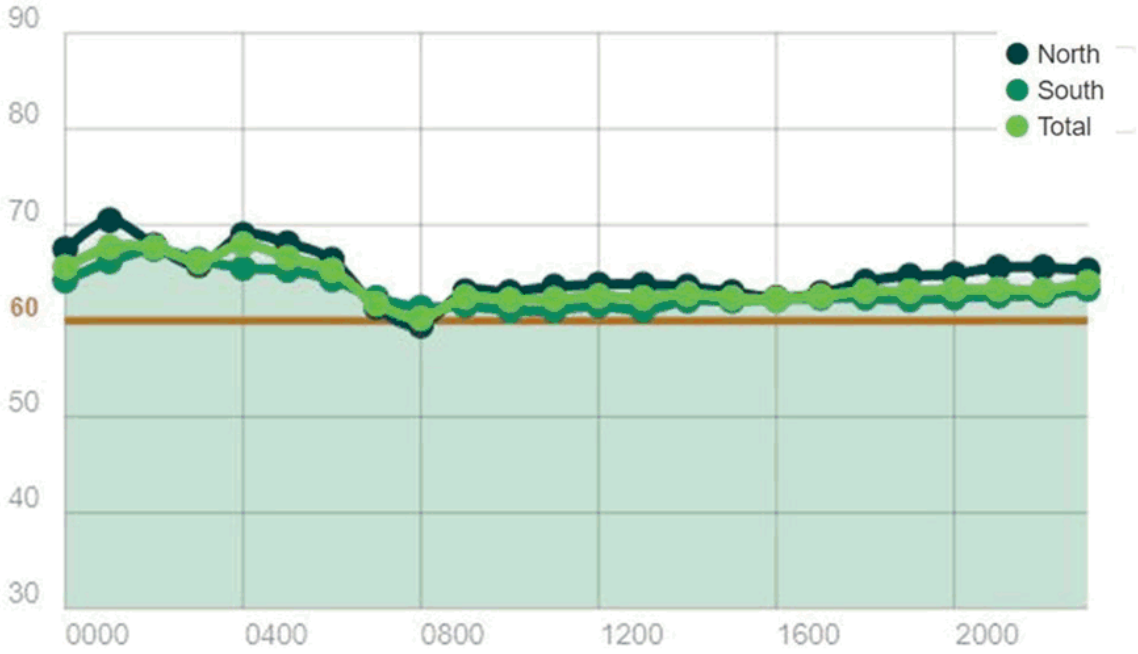
Cockburn Road is classified as a Primary Distributor and is under the control of Main Roads WA. Cockburn Road provides a coastal north-south connection between Fremantle and Kwinana. Cockburn Road is constructed as two 3.5m wide lanes separated by a 3m painted median, reducing to a 2m solid median in the vicinity of a pedestrian crossing facility, approximately 30m north of the intersection with Beach Road. South of the pedestrian crossing there is no median, painted or solid. The cross section of Cockburn Road, showing the various median treatments is shown in Figure 13.

North of Powell Road, Cockburn Road has 1.5m sealed shoulders which serve as on-road cycle lanes. A footpath is located along Cockburn Road site frontage, 1.8m in width to the north of Powell Road and 1.2 wide between Powell Road and Beach Road. A 3m wide shared path is located on the western side of Cockburn Road, however to the south of Powell Street this is set back from the street by distance of 30m.

Figure 13 – Cockburn Road cross section looking north (source: Google Street View)

Cockburn Road has a posted speed limit of 60km/h. Speed data extracted from Main Road WA's Traffic Map reveals that actual travel speeds along Cockburn Road are higher than the posted speed limit. The variation in median vehicle speed throughout a typical weekday for the most recent traffic data collected in November 2016 is shown in Figure 14. The median vehicle speed is the speed that 50% of vehicles travel slower than, and 50% of vehicles will exceed. As a rough guide, speed limits are usually set to match 85th percentile vehicles speeds (exceeded by only 15% of drivers).

Figure 14 – Median speed data for Cockburn Road south of Spearwood Road (source: Main Roads WA)



Beach Road is classified as an Access Street. It is constructed to a width of 6m, with a single lane of travel in each direction. The posted speed limit is 50km/h. There is a 1.5m footpath along the northern side of Beach Road, along the development frontage. The cross section of Beach Road is shown in Figure 15.

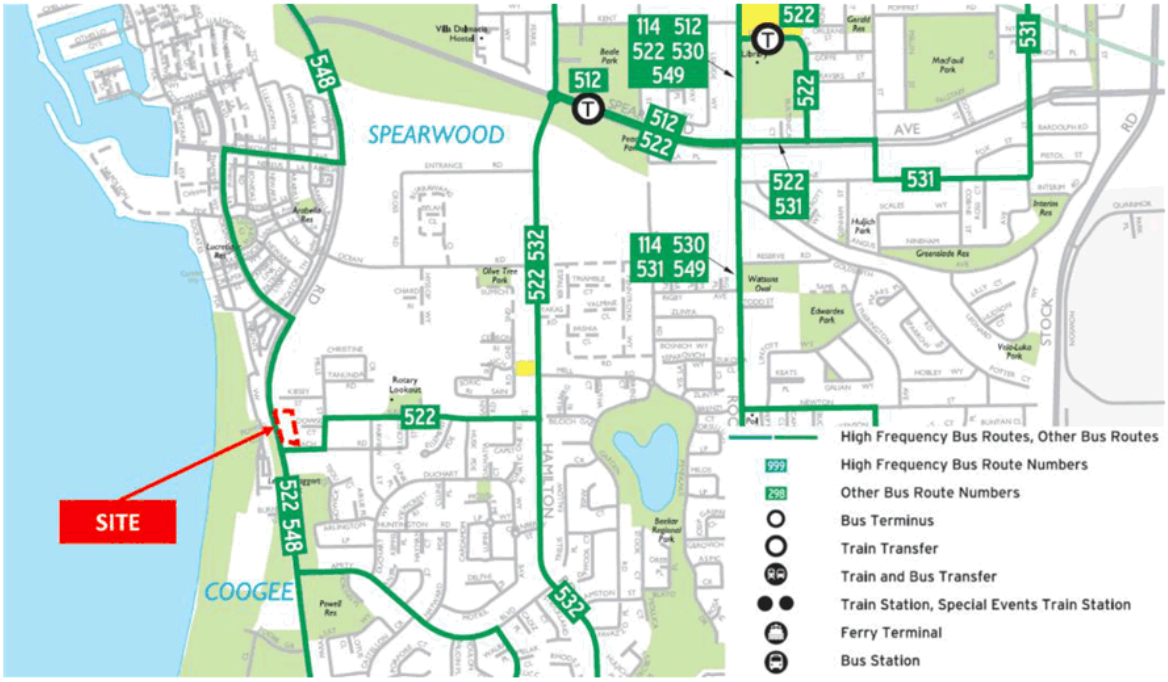
Figure 15 – Beach Road cross section looking west (source: Google Street View)

8. PUBLIC TRANSPORT ACCESS

8.1 Services

The site is serviced by bus routes 522 and 548, as shown in Figure 16.

Figure 16 – Adjacent bus routes (source: Transperth)



Route 548 is a service between Fremantle Station and Rockingham Station, via Cockburn Road and Rockingham Road. The closest bus stops on Cockburn Road are located 60m to the south of Beach Road (for services to Rockingham) and 150m to the north of Beach Road (for services to Fremantle). It operates on a 20-minute frequency in the weekday peak periods (between 7am and 9am and between 4pm and 6pm), and at hourly frequencies at other times.

Route 522 is a service between Cockburn Central Station and Spearwood, running 3 times per weekday. The closest bus stops are located immediately to the east of the site on Beach Road (for services to Spearwood) and along Cockburn Road 60m to the south of Beach Road (for services to Cockburn Central).

Further detail of bus services is provided in Table 5.

Table 5 – Bus frequency and service numbers

Route	Direction	Weekday Summary		Saturday Summary	Sunday/ Public Holiday Summary
		No. Services	AM/ PM Peak Frequency		
548	To Fremantle Station	26	20 minutes /hourly	Hourly	No services
	To Rockingham	27	Hourly/ 20 minutes	Hourly	No services
522	To Spearwood	2	2 hourly	No services	No services
	To Cockburn Central	1	No services	No services	No services

9. PEDESTRIAN ACCESS

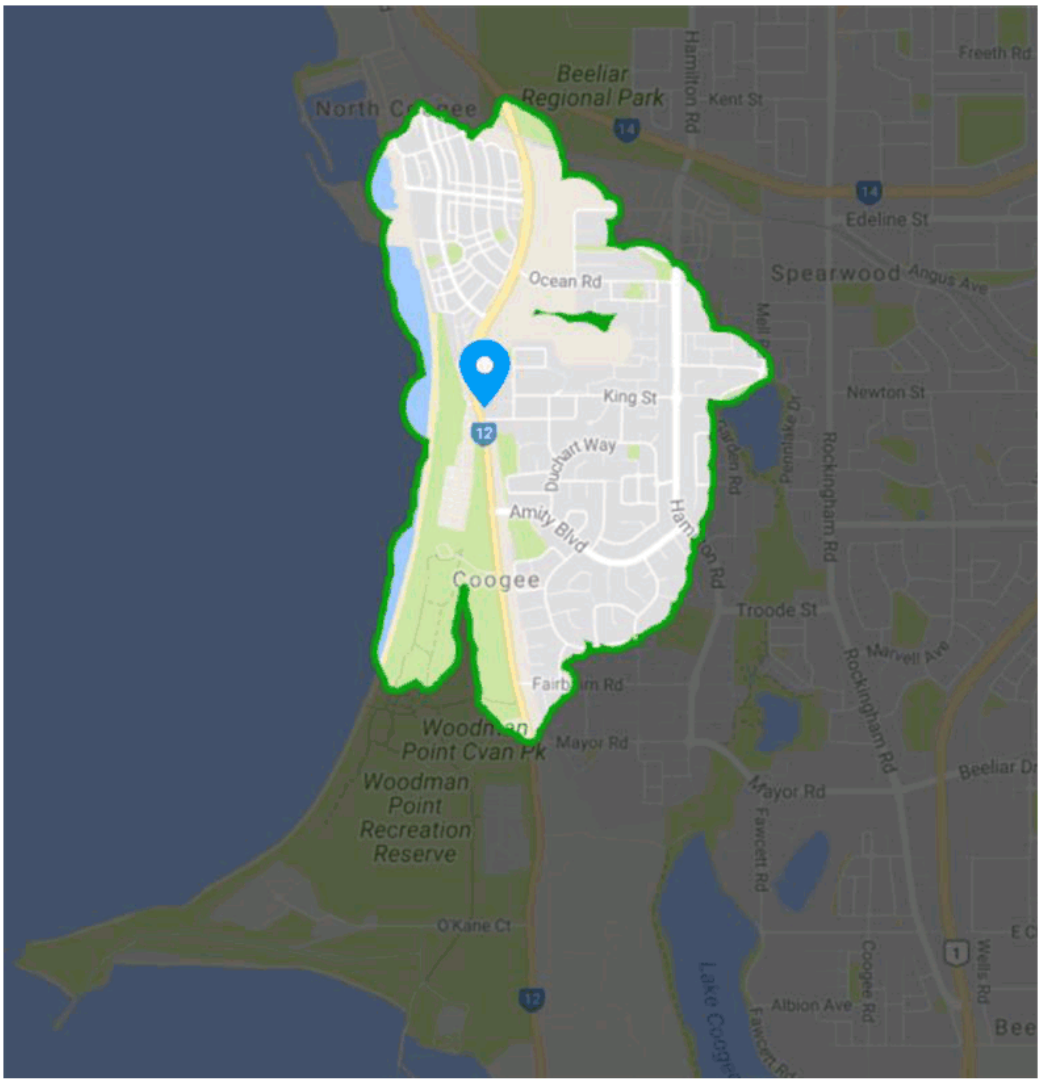
9.1 Existing Pedestrian Network

There is a 3m wide asphalt shared path along the western side of Cockburn Road and a concrete footpath of 1.2-1.8m on the eastern side, adjacent to the subject site. There is a 1.5m footpath along the northern side of Beach Road.

A pedestrian crossing facility with median refuge is provided at Cockburn Road approximately 30m north of Beach Road. This facility requires pedestrians to cross 4m (northbound lane and shoulder) and 5m (southbound lane and shoulder).

The WalkScore walkability assessment tool considers the development site to be car dependent, with a walk score of 13 out of 100. The 20-minute walkable catchment is shown in Figure 17.

Figure 17 – Walkable catchment in 20 minutes (source: WalkScore)



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9.2 Development Proposals

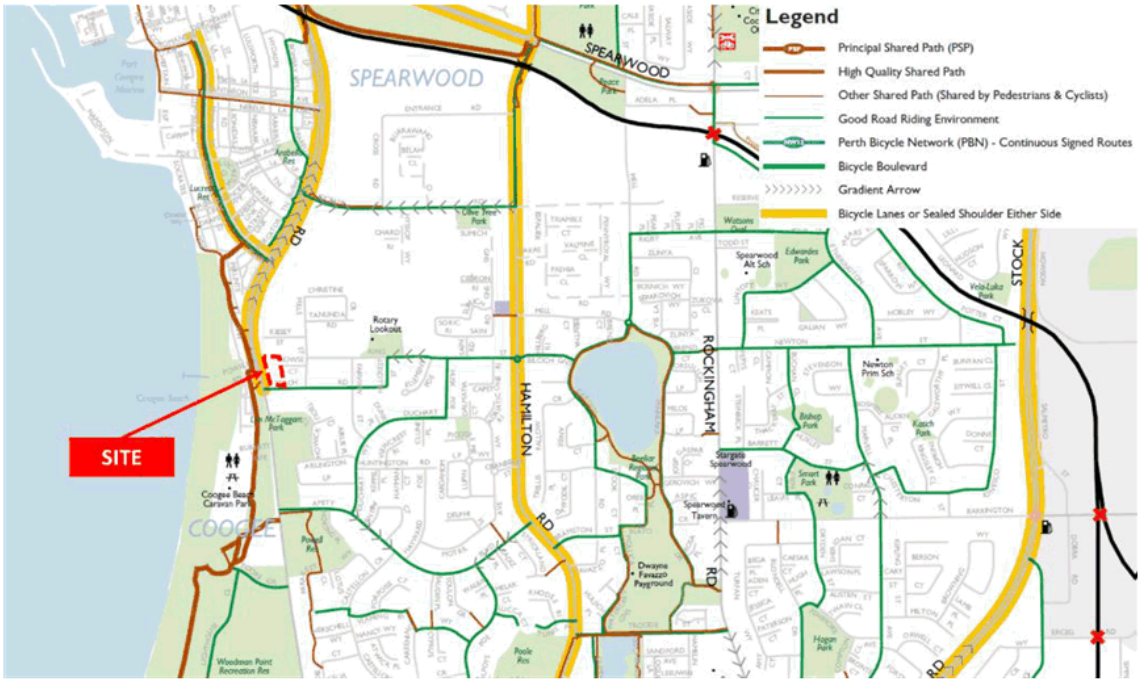
Pedestrian access to the development will be via the proposed crossover at Beach Road. There is no direct pedestrian access to Cockburn Road, with alterations made to the DA plans to ensure that pedestrian movements into and from the site are from the access road frontage.

10. CYCLE ACCESS

10.1 Existing Cycle Network

The site has a reasonable level of cycle accessibility, with the existing cycle network shown in Figure 18. There is a 3m wide asphalt shared path along the western side of Cockburn Road, however to the south of Powell Street this is set back from the street by distance of 30m. In addition, there are 1.5m on-road cycling lanes along Cockburn Road (north of Powell Road) and Beach Road is rated as a good on-road riding environment.

Figure 18 – Cyclist network surrounding development site (source: Department of Transport)



10.2 Development Proposals

Cycle access to the development will be via the proposed crossover at Beach Road.

The development proposes 12 cycle parking bays adjacent to the customer car park. In addition, staff facilities will include a shower and there is adequate space for appropriate end of trip facilities.

The development will encourage alternative transport modes and it is anticipated many local residents may choose to walk or cycle to the venue.

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11. SITE SPECIFIC ISSUES

11.1 Specific Issues

During the consideration of the initial Development Application by Council, the application details were referred to Main Roads WA, the original owner of the site, for comment. On the basis of the information provided, Main Roads WA raised a number of concerns relating to access and parking.

The concerns set out by Main Roads WA have been addressed by the revisions to the DA (reduction of capacity from 250 to 180 and the removal of any direct pedestrian access on to Cockburn Road) and through details included within this TIS which addresses parking provision, traffic impacts of the site and removal of all accesses to Cockburn Road.

This report covers the requirements of the WAPC Guidelines relating to the transport impacts of the site. It concludes that, in keeping with the outcomes of the Transport Impact Statement completed for the approved Local Structure Plan, there is a minimal impact on the overall transport network.

12. SAFETY ISSUES

12.1 Safety

The safety issues raised in the prior assessment of the site were related to the movement of vehicles into and out of the site. The LSP established that the crossover into the site be located 30 metres away from the intersection of Cockburn Road and Beach Road. The proposed crossover location for the DA is located along the eastern boundary of the lot, as far from the intersection as practical – around 57m from the intersection.

The assessment for the approved LSP also sets out a detailed assessment of crash statistics, noting that "the volume of incidents at the intersection of Cockburn Road and Beach Road is not significant given the volumes of traffic on Cockburn Road. All access and egress to Cockburn Road has been removed from this site to limit the interaction with Cockburn Road and therefore to improve safety".

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13. CONCLUSIONS

13.1 Transport Impact Statement Conclusions

This report has been prepared by Flyt in support of the proposed Coogee Hotel and Post Office development, located at Lot 1512 Cockburn Road, Coogee. As set out within the supporting report which accompanied the Development Application (*The Coogee Hotel and Post Office Development Approval Report, February 2018*), the proponent of the development is the Coogee Partnership. The development comprises:

- converting the Coogee Hotel building into a restaurant with limited bar facilities
- a new building to contain the kitchen, back of house, toilets and alfresco dining areas
- retaining the post office building as part of a pavilion garden
- site landscaping with plants, orchards and vegetable gardens
- access via Beach Road at the eastern edge of the site, with car parking for 35 vehicles.

The restaurant and bar area will occupy approximately 684m^2 GFA and, as submitted to Council in respect of revisions to the proposed use, will be limited to a maximum capacity of 180 guests. The assessment within this TIS has been completed on this basis.

This Transport Impact Statement has been prepared in accordance with the WA Planning Commission's *Transport Impact Assessment Guidelines (August 2016) Volume 4 – Individual Development*. The assessment also considered the prior assessment of the wider area implications through the approved Local Structure Plan for Lot 512 Cockburn Road. The Transport Impact Statement completed for the site concluded that the land uses would "*have a low to negligible impact on the existing road network*". The conclusion is supported by this assessment, albeit the form of development considered within the DA stage of the planning process varies from the LSP assessment.

During the consideration of the initial Development Application by Council, the application details were referred to Main Roads WA, the original owner of the site, for comment. On the basis of the information provided, Main Roads WA raised a number of concerns relating to access and parking.

The concerns set out by Main Roads WA have been addressed by the revisions to the DA (reduction of patronage capacity from 250 to 180 and the removal of any direct pedestrian access on to Cockburn Road) and through details included within this TIS which addresses parking provision, traffic impacts of the site and removal of all accesses to Cockburn Road.

The DA has evolved to incorporate a more applicable ratio of on-site parking bays for peak demands, removing pedestrian access to Cockburn Road and ensuring that the capacity of the site is reflective of use. Concerns relative to the impact on the surrounding street network, in particular parking during peak periods, has also been addressed.

13.2 Transport Impact Statement Checklist

The checklist from the WAPC Guidelines for Transport Impact Statements is set out on the following page.

Item	Status	Comments/Proposals
Proposed development		
- proposed land uses	Included	Section 2
- existing land uses	Included	Section 2
- context with surrounds	Included	Section 2
Vehicular access and parking		
- access arrangements	Included	Section 3 and 4
- public, private, disabled parking set down / pick up	N/A	N/A
Service vehicles		
- access arrangements	Included	Section 3 and 4
- on/off-site loading facilities	Included	Section 4
Hours of Operation	Included	Section 5
Traffic volumes and vehicle types		
- daily or peak traffic volumes	Included	Section 6
- type of vehicles (e.g. cars, trucks)	Included	Section 6
Traffic management on frontage streets	Included	Section 7
Public transport access		
- nearest bus/train routes	Included	Section 8
- nearest bus stops/train stations	Included	Section 8
- pedestrian/cycle links to bus stops / train station	Included	Section 8
Pedestrian access/facilities		
- existing pedestrian facilities	Included	Section 9
- proposed pedestrian facilities	Included	Section 9
- existing pedestrian facilities on surrounding roads	Included	Section 9
- proposals to improve pedestrian access	Included	Section 12
Cycle access/facilities		
- existing cycle facilities	Included	Section 10
- proposed cycle facilities	Included	Section 10
- existing cycle facilities on surrounding roads	Included	Section 10
- proposals to improve cycle access	N/A	
Site specific issues	Addressed	Section 11
Safety issues		
- identify issues	Addressed	Section 12
- remedial measures	Addressed	Section 12

Proponents Name	**Company**	**Signed/Date**
Coogee Partnership		

Transport Assessors Name	**Company**	**Signed/Date**
Chris Swiderski	Flyt Pty Ltd	12/04/18

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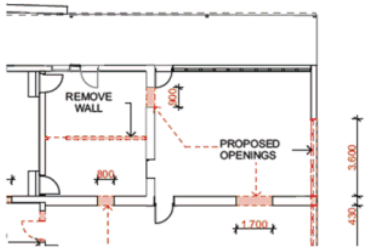
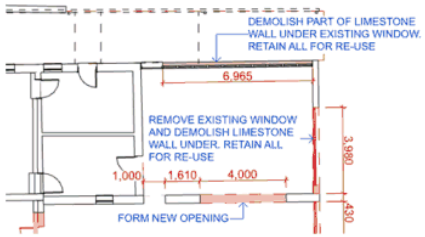
AMENDMENT TO EXISTING DEVELOPMENT APPLICATION - COOGEE HOTEL - 7 NOV 2018 PAGE 1

	EXPLANATION	APPROVED DA 14//09/2018	PROPOSED AMENDMENTS 7/11/2018
DA 101 Demolition Ground Floor Plan	**EXISTING BUILDING - NORTH EAST EXTERNAL WINDOW** **PROPOSED AMENDMENTS:** • Retain existing window, demolish part limestone wall under and form new window below in contemporary detail. **JUSTIFICATION:** • This room was formally proposed as a bar area and is now intended to be a dining room - the existing height of window is too high - when seated you are unable to see out of it. • New window allows view into garden from dining space. • Contemporary detailing - visually distinguish new from existing.	 	

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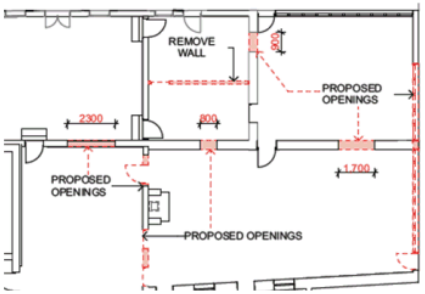
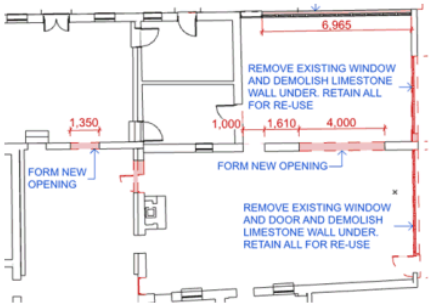
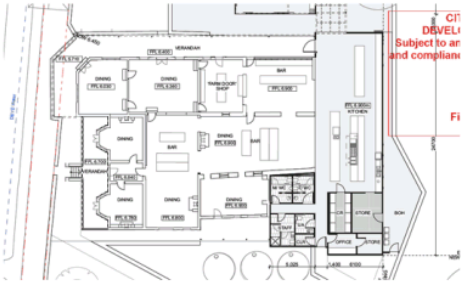
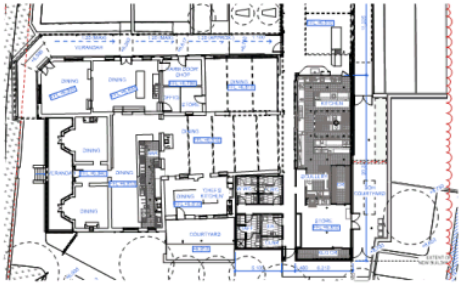
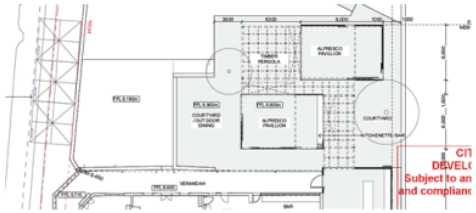
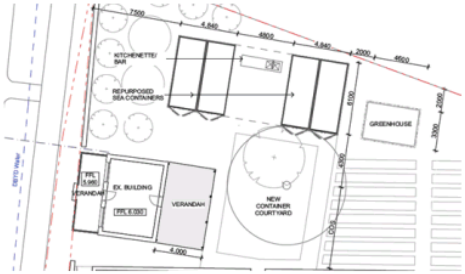
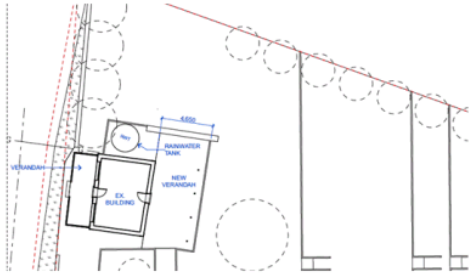
AMENDMENT TO EXISTING DEVELOPMENT APPLICATION - COOGEE HOTEL - 7 NOV 2018 **PAGE 2**

	EXPLANATION	APPROVED DA 14//09/2018	PROPOSED AMENDMENTS 7/11/2018
DA 101 Demolition Ground Floor Plan	**EXISTING BUILDING - INTERNAL LAYOUT** **PROPOSED AMENDMENTS:** • Modifications to approved openings in existing walls. See plans adjacent for extent of modifications, some openings made larger, some made smaller and some are omitted entirely. **JUSTIFICATION:** • Amendments are driven by design evolution and the subsequent changes to internal planning.		
DA 102 Ground Floor Plan	**GENERAL LAYOUT** **PROPOSED AMENDMENTS:** • Internal planning changes • Consolidation of multiple smaller bars into one centrally located main bar. Areas previously occupied by smaller bars are now dining. • Existing verandah ramp modified to achieve universal access gradients. **JUSTIFICATION:** • Amended ramp levels allow universal access gradients to be achieved without need for handrails and the like. • All existing verandah details to be retained, new ramp to be expressed in a contemporary language - visually distinguish between new and existing.		

AMENDMENT TO EXISTING DEVELOPMENT APPLICATION - COOGEE HOTEL - 7 NOV 2018 PAGE 3

	EXPLANATION	APPROVED DA 14//09/2018	PROPOSED AMENDMENTS 7/11/2018
DA 102 Ground Floor Plan	TERRACE DINING / ALFRESCO PAVILION PROPOSED AMENDMENTS: • Re configuration of terrace dining/alfresco pavilion space, within the approved envelope. • Creation of a courtyard between the existing verandah and new shade structure. JUSTIFICATION: • Re configuration of this space results in an improved dialogue between the existing building and the new structure.		
DA 103 Ground Floor Plan Post Office	POST OFFICE PROPOSED AMENDMENTS: • Reduced scope to external works of Post Office and surrounds • Proposed outdoor kitchenette/bar removed • Greenhouse relocated JUSTIFICATION: • Reduced scope is due to zoning restrictions to the northern part of the site.		

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14.8 (2018/MINUTE NO 0189) CONSIDERATION OF OFFER TO PURCHASE LAND - LOT 1300 (NO. 10) GOLDSMITH STREET, SPEARWOOD

Author(s) A Trosic
Attachments N/A

RECOMMENDATION
That subject to no objections being received during the statutory advertising pursuant to section 3.58 of the *Local Government Act 1995,* Council:

(1) accept the offer of $450,000 (inc GST) from 'S. and G. Carcione and Anors' to purchase Lot 1300 (No. 10) Goldsmith Street, Spearwood subject to the purchaser covering all costs associated with the preparation of the necessary easement document to protect the drainage function on the northwest portion of the property; and

(2) transfer the funds from the sale of the land parcel to the Land Development and Investment Fund Reserve.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COUNCIL DECISION
MOVED Cr C Reeve-Fowkes SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED BY ANABSOLUTE MAJORITY OF COUNCIL10/0

Background

The City of Cockburn ('City') owns in freehold Lot 1300 (No. 10) Goldsmith Street, Spearwood. It is 3,128sqm in total area, however the northwest portion of the property (1,068sqm) contains below ground drainage infrastructure which needs protecting via a drainage easement. Essentially the developable portion of the land is 2,060sqm, which is zoned Residential R20. The non-developable portion, containing the drainage infrastructure is reserved as Local Parks and Recreation.

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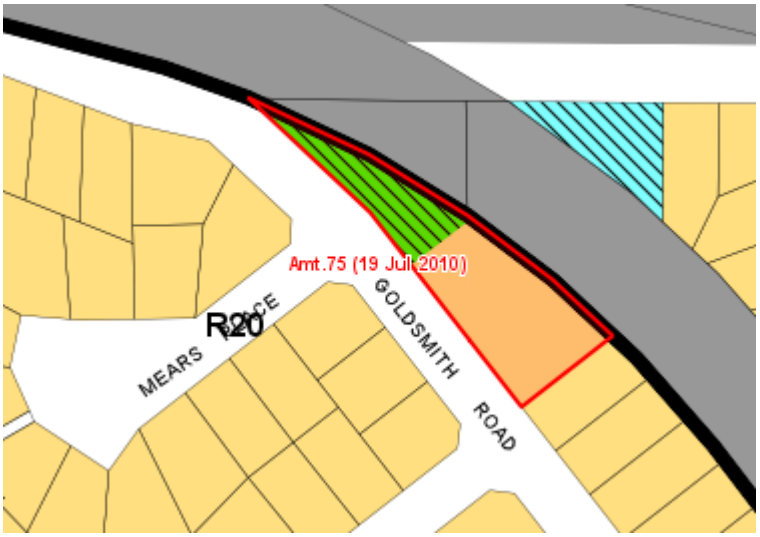

The City has received an offer to purchase the subject property. This report considers the offer, and recommends it be accepted subject to no objections being received during the statutory advertising pursuant to section 3.58 of the *Local Government Act 1995.*

Submission

An offer from 'S. and G. Carcione and Anors' has been received for Lot 1300 (No. 10) Goldsmith Street, Spearwood.

Report

This site formally comprised a drainage sump that was configured at the southeast end of the land. Through drainage analysis, it was found that the drainage function could be shifted and placed below ground at the northwest triangular end of the land, enabling a portion of the land to be zoned for development.

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While adjoining the freight line, it was still an efficient way of optimising a freehold land asset for the City and delivering a development outcome through sale of the land.

Thus, consistent with the City's Drainage Strategy and Phoenix Central Revitalisation Strategy, reconfiguration of the drainage infrastructure and rezoning processes under the Scheme enables the land to now be sold for development, subject to protection of the drainage elements by way of easement.

The City's practice is not to sell land the surplus land immediately following any drainage reconfiguration, rather to monitor the area in order to ensure the reconfigured sump functions effectively. In this respect, the officers are satisfied that the reconfigured drainage performs to its required function and therefore this now enables the land to be sold, subject to protection of the below ground drainage infrastructure by way of easement.

The offer received of $450,000 inc GST is slightly below the City's market valuation of $485,000 inc GST. This accounts for the need to construct a noise wall along the railway, and to also undertake filling of the land to enable development. Factoring these costs, an offer of $450,000 is considered acceptable.

It is also recommended Council accept this offer, subject to no objection being received during the statutory advertising period.

Strategic Plans/Policy Implications

City Growth

Ensure growing high density living is balanced with the provision of open space and social spaces.

Continue revitalisation of older urban areas to cater for population growth and take account of social changes such as changing household types.

Leading & Listening

Ensure sound long term financial management and deliver value for money.

Budget/Financial Implications

Proceeds of the sale will be transferred to the Land Development and Investment Fund Reserve. The only costs the City will incur will be associated with be the settlement costs for the sale and transfer process, which will be relatively minor. The purchaser will need to fund

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the appropriate documentation to secure the drainage easement, including survey costs.

Legal Implications

Provisions of Section 3.58 of the *Local Government Act 1995* apply.

Community Consultation

Details of the proposed sale will be advertised in a newspaper for State wide publication, for a period of two weeks, as required by Section 3.58 of the *Local Government Act 1995*. The resolution includes protection to ensure the offer only proceeds if no objections are received during the advertising period.

Risk Management Implications

The risk to Council is the potential loss of an offer and the risk of receiving a lesser offer in the future. It will be a risk to not embrace an opportunity to realise upon the land to generate funds to drive new strategic land and community infrastructure investment.

Advice to Proponent(s)/Submitters

The Proponent(s) has been advised that this matter is to be considered at the 13 December 2018 Ordinary Council Meeting.

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

Nil.

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15. FINANCE & CORPORATE SERVICES DIVISION ISSUES

15.1 (2018/MINUTE NO 0190) LIST OF PAYMENTS MADE FROM MUNICIPAL AND TRUST FUND - OCTOBER 2018

Author(s) N Mauricio

Attachments
1. Payments Summary - October 2018
2. Payments Listing - October 2018

RECOMMENDATION That Council receive the List of Payments made from the Municipal and Trust Funds for October 2018, as attached to the Agenda.
COUNCIL DECISION MOVED Cr M Separovich SECONDED Cr C Terblanche That the recommendation be adopted. **CARRIED 10/0**

Background

Council has delegated its power to make payments from the Municipal or Trust fund to the CEO and other sub-delegates under LGAFCS4.

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

Submission

N/A

Report

A listing of payments made during October 2018 totalling $14,966,005.33 is attached to the Agenda for review. Listed are the details of 788 individual payments made by the City for goods and services received, as well as summarised payment totals for credit card, payroll and bank fee transactions.

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes

Ensure sound long term financial management and deliver value for money

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Budget/Financial Implications

All payments made have been provided for within the City's annual budget as adopted and amended by Council.

Legal Implications

This item ensures compliance with S 6.10(d) of the *Local Government Act 1995* and Regulations 12 & 13 of the *Local Government (Financial Management) Regulations 1996.*

Community Consultation

N/A

Risk Management Implications

Council is receiving the list of payments already made by the City in meeting its contractual requirements. This is a statutory requirement and allows Council to review and question any payment made.

Advice to Proponent(s)/Submissioners

N/A

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

Nil

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OCTOBER PAYMENTS SUMMARY

CHEQUE PAYMENTS - Nil

ELECTRONIC FUNDS TRANSFER PAYMENT – 788

EF115878– EF116665

CANCELLED PAYMENTS

EF115326
EF115422
EF115331
EF115432
EF115662
EF115435
EF115895

VOIDED PAYMENTS - Nil

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OCTOBER PAYMENTS LISTING

MUNICIPAL & TRUST FUND

Payment Ref.	Account No.	Account/Payee	Date	Value $
EF115878	26673	**PROJECT 3 PTY LTD** EVENT AND MARKETING AGENCY	3/10/2018	11,000.00
EF115879	26987	**CTI RISK MANAGEMENT** SECURITY - CASH COLLECTION	3/10/2018	1,536.55
EF115880	10152	**AUST SERVICES UNION** PAYROLL DEDUCTIONS	8/10/2018	1,089.70
EF115881	10154	**AUSTRALIAN TAXATION OFFICE** PAYROLL DEDUCTIONS	8/10/2018	433,588.00
EF115882	10305	**CHILD SUPPORT AGENCY** PAYROLL DEDUCTIONS	8/10/2018	3,531.48
EF115883	10733	**HOSPITAL BENEFIT FUND** PAYROLL DEDUCTIONS	8/10/2018	79.80
EF115884	10888	**LJ CATERERS** CATERING SERVICES	8/10/2018	1,154.78
EF115885	11001	**LOCAL GOVERNMENT RACING & CEMETERIES EMPLOYEES UNION LGRCEU** PAYROLL DEDUCTIONS	8/10/2018	143.50
EF115886	11857	**CHAMPAGNE SOCIAL CLUB** PAYROLL DEDUCTIONS	8/10/2018	475.61
EF115887	11860	**45S CLUB** PAYROLL DEDUCTIONS	8/10/2018	18.00
EF115888	18553	**SELECTUS PTY LTD** PAYROLL DEDUCTIONS	8/10/2018	15,436.86
EF115889	19726	**HEALTH INSURANCE FUND OF WA** PAYROLL DEDUCTIONS	8/10/2018	1,264.00
EF115890	25987	**TOYOTA FLEET MANAGEMENT** PAYROLL DEDUCTIONS - NOVATED LEASE	8/10/2018	608.14
EF115891	10244	**BUILDING & CONST INDUSTRY TRAINING FUND** LEVY PAYMENT	9/10/2018	58,240.28
EF115892	10484	**DEPT OF MINERALS & ENERGY** INDUSTRY REGULATION AND SAFETY	9/10/2018	53,559.11
EF115893	26987	**CTI RISK MANAGEMENT** SECURITY - CASH COLLECTION	9/10/2018	1,846.90
EF115894	99997	**JAIDEN WILKINSON** LGACS9 - JUNIOR SPORT TRAVEL ASSISTANCE	9/10/2018	400.00
EF115895	99997	**CHARLEY WEHR** LGACS9 - JUNIOR SPORT TRAVEL ASSISTANCE	9/10/2018	400.00
EF115896	99997	**DALE WESLEY** BIBRA LAKE FUN RUN PRIZEMONEY	9/10/2018	100.00
EF115897	99997	**TONY STOCK** C081 PEN SURRENDER	9/10/2018	28,027.41
EF115898	99997	**GEOFF REYNOLDS** PEN SURRENDER E172	9/10/2018	14,690.00
EF115899	99997	**GERARD COELHO** SENIOR SECURITY SUBSIDY SCHEME	9/10/2018	300.00
EF115900	99997	**ADAM J STEEL** PURCHASE O F ROAD LAND LOT12/120JANDAKOT	9/10/2018	75,000.00
EF115901	27492	**SUPERCHOICE SERVICES PTY LIMITED** PAYROLL DEDUCTIONS	18/10/2018	513,984.56
EF115902	10597	**FLEXI STAFF PTY LTD** EMPLOYMENT SERVICES	16/10/2018	14,135.37
EF115903	10611	**FORPARK AUSTRALIA** PLAYGROUND EQUIPMENT	16/10/2018	14,118.50
EF115904	10944	**MCLEODS** LEGAL SERVICES	16/10/2018	3,265.18
EF115905	11208	**QUICK CORPORATE AUSTRALIA PTY LTD** STATIONERY/CONSUMABLES	16/10/2018	160.68
EF115906	11308	**BOSS INDUSTRIAL FORMALLY SBA SUPPLIES** HARDWARE SUPPLIES	16/10/2018	322.17
EF115907	11403	**SOUTH LAKE CHILD CARE CENTRE** REIMBURSEMENTS	16/10/2018	1,500.00
EF115908	11625	**TOTAL EDEN PTY LTD** RETICULATION SUPPLIES	16/10/2018	6,786.88
EF115909	23250	**DEPARTMENT OF PLANNING, LANDS & HERITAGE** DAP APPLICATIONS & DAP FEES	16/10/2018	241.00
EF115910	24736	**ZENIEN** CCTV CAMERA LICENCES	16/10/2018	6,195.15
EF115911	25262	**CARABINER PTY LTD** ARCHITECTURAL SERVICES	16/10/2018	3,465.00

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EF115912	26029	**AUTOSWEEP WA** SWEEPING SERVICES	16/10/2018	880.00
EF115913	26303	**GECKO CONTRACTING TURF & LANDSCAPE MAINTENANCE** TURF & LANDSCAPE MAINTENANCE	16/10/2018	79,592.24
EF115914	26354	**ELECTROFEN** REPAIR SERIVCES - SECURITY FENCES	16/10/2018	687.50
EF115915	26614	**MARKETFORCE PTY LTD** ADVERTISING	16/10/2018	641.32
EF115916	26901	**ALYKA PTY LTD** DIGITAL CONSULTANCY AND WEB DEVELOPMENT	16/10/2018	1,155.00
EF115917	26939	**UDLA PTY LTD** LANDSCAPE ARCHITECTURE AND URBAN DESIGN	16/10/2018	594.00
EF115918	26987	**CTI RISK MANAGEMENT** SECURITY - CASH COLLECTION	16/10/2018	1,235.34
EF115919	27293	**BASKETBALL WA** SPORTING EVENTS	16/10/2018	1,955.00
EF115920	27312	**SECUREWORKS AUSTRALIA PTY LTD.** IT - SECURITY SERVICES	16/10/2018	8,316.00
EF115921	27362	**THE MIGHTY BOOTHS** PHOTOBOOTH	16/10/2018	1,438.00
EF115922	27513	**MICROPOWER PTY LTD** SOFTWARE	16/10/2018	1,314.06
EF115923	27529	**WA LIBRARY SUPPLIES** LIBRARY SUPPLIES & FURNITURE	16/10/2018	143.90
EF115924	27592	**HEY JAY FIX IT!! HOME MAINTENANCE SERVICE** HOME MAINTENANCE	16/10/2018	5,566.00
EF115925	88888	**FENCING WA** ARC MEMBERSHIP REFUND	16/10/2018	1,800.00
EF115926	88888	**G & A MELLING** BOND REFUND	16/10/2018	1,000.00
EF115927	88888	**DREAMTIME** BOND REFUND	16/10/2018	5,000.00
EF115928	88888	**SIMON CALVERT** BOND REFUND	16/10/2018	15,000.00
EF115929	99997	**CHARLEY WEHR** LGACS9 - JUNIOR SPORT TRAVEL ASSISTANCE	16/10/2018	400.00
EF115930	99997	**CHRISTINE GREEN** IN HOME CARE EDUCATOR F/E 07/10/18	16/10/2018	618.99
EF115931	10047	**ALINTA ENERGY** NATURAL GAS & ELECTRCITY SUPPLY	16/10/2018	2,497.55
EF115932	11794	**SYNERGY** ELECTRICITY USAGE/SUPPLIES	16/10/2018	358,283.65
EF115933	12025	**TELSTRA CORPORATION** COMMUNICATIONS SERVICES	16/10/2018	7,139.95
EF115934	10152	**AUST SERVICES UNION** PAYROLL DEDUCTIONS	22/10/2018	1,089.70
EF115935	10154	**AUSTRALIAN TAXATION OFFICE** PAYROLL DEDUCTIONS	22/10/2018	423,937.00
EF115936	10305	**CHILD SUPPORT AGENCY** PAYROLL DEDUCTIONS	22/10/2018	3,365.20
EF115937	10733	**HOSPITAL BENEFIT FUND** PAYROLL DEDUCTIONS	22/10/2018	79.80
EF115938	10888	**LJ CATERERS** CATERING SERVICES	22/10/2018	8,929.01
EF115939	11001	**LOCAL GOVERNMENT RACING & CEMETERIES EMPLOYEES UNION LGRCEU** PAYROLL DEDUCTIONS	22/10/2018	143.50
EF115940	11857	**CHAMPAGNE SOCIAL CLUB** PAYROLL DEDUCTIONS	22/10/2018	470.80
EF115941	11860	**45S CLUB** PAYROLL DEDUCTIONS	22/10/2018	18.00
EF115942	19726	**HEALTH INSURANCE FUND OF WA** PAYROLL DEDUCTIONS	22/10/2018	1,438.80
EF115943	25987	**TOYOTA FLEET MANAGEMENT** PAYROLL DEDUCTIONS - NOVATED LEASE	22/10/2018	608.14
EF115944	99997	**KALINA BARTLETT** DIRECT PAYMENT FOR STAFF RE-IMBURSEMENT	22/10/2018	598.50
EF115945	18553	**SELECTUS PTY LTD** PAYROLL DEDUCTIONS	23/10/2018	14,671.36
EF115946	25063	**SUPERIOR PAK PTY LTD** VEHICLE MAINTENANCE	23/10/2018	2,304.05
EF115947	25795	**FREMANTLE PRISON (DEPARTMENT OF PLANNING, LANDS & HERITAGE)** TRANSFER OF LAND - LOT 2718 BENEDICK RD	23/10/2018	34,000.00
EF115948	26987	**CTI RISK MANAGEMENT** SECURITY - CASH COLLECTION	23/10/2018	1,874.65

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EF115949	27277	**DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION** QUARTERLY LAND FILL LEVY	26/10/2018	927,952.84
EF115950	26987	**CTI RISK MANAGEMENT** SECURITY - CASH COLLECTION	30/10/2018	877.25
EF115951	25096	**TECHNICAL RECIPES LTD** CONSULTANCY SERVICES	30/10/2018	100.00
EF115952	11867	**KEVIN JOHN ALLEN** MONTHLY COUNCILLOR ALLOWANCE	31/10/2018	6,440.27
EF115953	12740	**MAYOR LOGAN HOWLETT** MONTHLY COUNCILLOR ALLOWANCE	31/10/2018	14,825.83
EF115954	19059	**CAROL REEVE-FOWKES** MONTHLY COUNCILLOR ALLOWANCE	31/10/2018	6,113.67
EF115955	20634	**LEE-ANNE SMITH** MONTHLY COUNCILLOR ALLOWANCE	31/10/2018	8,000.51
EF115956	23339	**STEPHEN PRATT** MONTHLY COUNCILLOR ALLOWANCE	31/10/2018	6,113.67
EF115957	25353	**PHILIP EVA** MONTHLY COUNCILLOR ALLOWANCE	31/10/2018	6,113.67
EF115958	26696	**CHAMONIX TERBLANCHE** MONTHLY COUNCILLOR ALLOWANCE	31/10/2018	6,113.67
EF115959	27326	**MICHAEL SEPAROVICH** MONTHLY COUNCILLOR ALLOWANCE	31/10/2018	6,113.67
EF115960	27327	**CHONTELLE SANDS** MONTHLY COUNCILLOR ALLOWANCE	31/10/2018	6,113.67
EF115961	27475	**LARA KIRKWOOD** MONTHLY COUNCILLOR ALLOWANCE	31/10/2018	6,113.67
EF115962	10363	**COCKBURN SENIOR CITIZENS ASSOCIATION** GRANTS/DONATIONS	31/10/2018	10,166.00
EF115963	23250	**DEPARTMENT OF PLANNING, LANDS & HERITAGE** DAP APPLICATIONS & DAP FEES	31/10/2018	2,390.00
EF115964	88888	**GRANT RUSTAND** BOND REFUND	31/10/2018	471.49
EF115965	88888	**PHILLIP WHELLENS** BOND REFUND	31/10/2018	3,300.00
EF115966	88888	**DAVE THOMAS** BOND REFUND	31/10/2018	500.00
EF115967	99997	**JOHN FIORUCCI** CROSSOVER CONTRIB 2 FLORESTA RISE, YANGE	31/10/2018	300.00
EF115968	99997	**JOHN FIORUCCI** CROSSOVER REBATE 47 YANGEBUP RD	31/10/2018	300.00
EF115969	99997	**ROBERT MCDONALD** SENIOR SECURITY SUBSIDY SCHEME	31/10/2018	100.00
EF115970	99997	**IVAN JAKOVICH** SENIOR SECURITY SUBSIDY SCHEME	31/10/2018	40.00
EF115971	99997	**BRIAN D'CRUZ** SENIOR SECURITY SUBSIDY SCHEME	31/10/2018	300.00
EF115972	99997	**MICHAEL BLADE** SENIOR SECURITY SUBSIDY SCHEME	31/10/2018	200.00
EF115973	99997	**BIBRA LAKES RESIDENTS ASSOCIATION** COCKBURN CREATES	31/10/2018	7,000.00
EF115974	99997	**J MALES** CROSSOVER REBATE - JANE MALES	31/10/2018	300.00
EF115975	99997	**GARRY HAFTKA** COMPOST BIN REBATE - G HAFTKA	31/10/2018	50.00
EF115976	99997	**BELINDA WOLARCZUK** COMPOST BIN REBATE - B WOLARCZUK	31/10/2018	50.00
EF115977	99997	**JOANNE ALLEN** REIMB WELLNESS COMMITTEE JOANNE ALLEN	31/10/2018	39.00
EF115978	99997	**CHRISTINE DEVEREUX** REIMB WELLNESS C DEVEREUX LONG BLOODY WA	31/10/2018	40.00
EF115979	99997	**ADRIAN MCLEAN** COMPOST BIN REBATE ADRIAN MCLEAN	31/10/2018	25.00
EF115980	99997	**KAREN DOUGLASS** REIMB MEDICAL F KAREN DOUGLASS	31/10/2018	137.50
EF115981	99997	**SANDRA STRUDWICKE** CONFERENNCE REIMBURSEMENT	31/10/2018	169.65
EF115982	99997	**COOGEE BEACH CARAVAN RESORT SOCIAL CLUB** DELEGATED AUTHORITY LGACS2	31/10/2018	65.00
EF115983	99997	**ST JEROMES SENIORS** DELEGATED AUTHORITY LGACS2	31/10/2018	65.00
EF115984	99997	**THOMAS SIMS** COMPOST BIN REBATE THOMAS SIMS	31/10/2018	50.00
EF115985	99997	**PAUL JAY** COMPOST BIN REBATE PAUL JAY	31/10/2018	41.50

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EF115986	99997	**RONITA HENNIGHAN** COMPOST BIN REBATE RONITA HENNIGHAN	31/10/2018	50.00
EF115987	99997	**FCAWA** YEARLY CONFERENCE COST	31/10/2018	450.00
EF115988	99997	**PHOENIX PARK LITTLE ATHLETICS CLUB INC** KIDSPORT INV KS025695 1 CHILD	31/10/2018	150.00
EF115989	99997	**PHOENIX PARK LITTLE ATHLETICS CLUB INC** KIDSPORT INV KS025691 2 CHILDREN	31/10/2018	180.00
EF115990	99997	**LEEMING LITTLE ATHLETICS CLUB** KIDSPORT INV KS025682 1 CHILD	31/10/2018	150.00
EF115991	99997	**JANDAKOT FLYERS LITTLE ATHLETICS CLUB** KIDSPORT INV KS025680 1 CHILD	31/10/2018	150.00
EF115992	99997	**PHOENIX PARK LITTLE ATHLETICS CLUB INC** KIDSPORT INV KS025698 1 CHILD	31/10/2018	150.00
EF115993	99997	**KWINANA LITTLE ATHLETICS CENTRE** KIDSPORT INV KS025590 - X 4	31/10/2018	600.00
EF115994	99997	**COOGEE BEACH SLSC INC** KIDSPORT INV KS025572 - I COUBROUGH	31/10/2018	110.00
EF115995	99997	**WINTHROP NETBALL CLUB INC** KIDSPORT INV KS025683 1 CHILD	31/10/2018	150.00
EF115996	99997	**YANGEBUP KNIGHTS JUNIOR BALL CLUB INC** KIDSPORT INV KS025711 1 CHILD	31/10/2018	100.00
EF115997	99997	**BRYN FUNNEKOTTER** BIRD BATH REBATE BRYN FUNNEKOTTER	31/10/2018	27.50
EF115998	99997	**COOGEE BASKETBALL CLUB INC** KIDSPORT INV KS025852, 1 CHILD	31/10/2018	45.00
EF115999	99997	**SPEARWOOD HAWKS JUNIOR BASKETBALL CLUB** KIDSPORT INV KS025834 - 2 X HAGARTY	31/10/2018	300.00
EF116000	99997	**COOGEE BASKETBALL CLUB INC** KIDSPORT INV KS025720, 1 CHILD	31/10/2018	150.00
EF116001	99997	**TFWAP & CYC INC FREMANTLE** KIDSPORT INV KS025719, 2 CHILDREN	31/10/2018	330.00
EF116002	99997	**UWA CITY BEACH WATER POLO CLUB** KIDSPORT INV KS025813, 1 CHILD	31/10/2018	165.00
EF116003	99997	**PHOENIX PARK LITTLE ATHLETICS CLUB INC** KIDSPORT INV KS025864, 3 CHILDREN	31/10/2018	450.00
EF116004	99997	**COCKBURN BASKETBALL ASSOCIATION INC** KIDSPORT INV KS025863, 1 CHILD	31/10/2018	165.00
EF116005	99997	**TFWAPCYC FREMANTLE** KIDSPORT INV KS025855, 1 CHILD	31/10/2018	165.00
EF116006	99997	**PHOENIX BEELIAR JUNIOR CRICKET CLUB INC.** KIDSPORT INV KS025856, 3 CHILDREN	31/10/2018	348.00
EF116007	99997	**MR GEORGE HIGGS** REQUEST TO PAY GEORGE HIGGS	31/10/2018	8.00
EF116008	99997	**ANTONY SVILICICH** BIRD BATH REBATE ANTONY SVILICICH	31/10/2018	10.00
EF116009	99997	**NICHOLAS ROBSON** YOUTH NOISE 1ST PLACE WINNER $300	31/10/2018	300.00
EF116010	99997	**ZUZURICH AUSTRALIAN INSURANCE LTD** CLAIM NO: 8023106 INV: 638023106	31/10/2018	1,000.00
EF116011	99997	**CHRISTINE PALMIOTTI** SENIOR SECURITY SUBSIDY SCHEME	31/10/2018	300.00
EF116012	99997	**MIRIAM BANKS** SENIOR SECURITY SUBSIDY SCHEME	31/10/2018	300.00
EF116013	99997	**PETER COOPER** SENIOR SECURITY SUBSIDY SCHEME	31/10/2018	300.00
EF116014	99997	**YANGEBUP LAKES LITTLE ATHLETICS CLUB** KIDSPORT INV KS025934, 1 CHILD	31/10/2018	150.00
EF116015	99997	**LAKESIDE LIGHTNING BASKETBALL CLUB** KIDSPORT INV KS025969, 1 CHILD	31/10/2018	60.00
EF116016	99997	**HARLEQUINS NETBALL CLUB** KIDSPORT INV KS025872, 1 CHILD	31/10/2018	90.00
EF116017	99997	**PERTH AQUILE FUTSAL CLUB** KIDSPORT INV KS025871, 1 CHILD	31/10/2018	150.00
EF116018	99997	**BULLETS BASKETBALL CLUB (INC.)** KIDSPORT INV KS025724, 1 CHILD	31/10/2018	150.00
EF116019	99997	**PHOENIX PARK LITTLE ATHLETICS CLUB INC** KIDSPORT INV KS026000, 1 CHILD	31/10/2018	150.00
EF116020	99997	**YANGEBUP KNIGHTS JUNIOR BALL CLUB** KIDSPORT INV KS026115 - C PRZYTULA	31/10/2018	100.00
EF116021	99997	**JANDAKOT FLYERS LITTLE ATHLETICS CLUB** KIDSPORT INV KS026108 - H COLLARD	31/10/2018	150.00
EF116022	99997	**SPEARWOOD HAWKS JUNIOR BASKETBALL CLUB** KIDSPORT INV KS026014, 1 CHILD	31/10/2018	150.00

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EF116023	99997	**PORTSIDE BOULDERS** KIDSPORT INV: KS026132 X 3 CHILDREN	31/10/2018	495.00
EF116024	99997	**THE FEDERATION OF WA PCYC - FREMANTLE** KIDSPORT INV: KS026131 X 2 CHILDREN	31/10/2018	286.00
EF116025	99997	**THE DANCE COLLECTIVE** KIDSPORT INV KS026159, 1 CHILD	31/10/2018	165.00
EF116026	99997	**YOUNGMI JU** COMPOST BIN REBATE YOUNGMI JU	31/10/2018	50.00
EF116027	99997	**KARLEE ANNE WALKER** CROSSOVER CONTRIBUTION - 12 GARNET ROAD	31/10/2018	300.00
EF116028	99997	**KUMAR GAURAV** CROSSOVER REBATE KUMAR GAURAV 5/241 WANN	31/10/2018	300.00
EF116029	99997	**ALLY TRIGG** C/OVER CONTRIB 15 MANGROVE ST, TREEBY	31/10/2018	300.00
EF116030	99997	**NUNO DIONISIO AND ANA GUERREIRO** CROSSOVER CLAIM - N DE SOUSA DIONISIO	31/10/2018	300.00
EF116031	99997	**CHUN CHIA** CROSSOVER CONTRIBUTION - C CHIA	31/10/2018	300.00
EF116032	99997	**DYANN PADBERG** BIRD BATH REBATE: DYANN PADBERG	31/10/2018	45.00
EF116033	99997	**TARA LEE REID** BIRD BATH REBATE: TARA-LEE REID	31/10/2018	45.00
EF116034	99997	**TRACEY BROWN** COMPOST BIN REBATE - TRACEY BROWN	31/10/2018	50.00
EF116035	99997	**TIMEZONE AUSTRALIA PTY LTD** GROUP BOOKING FOR 26 PACKS @ $18PP ON 01	31/10/2018	468.00
EF116036	99997	**LOUISE NICOLE ERCEG** CROSSOVER REBATE - 26B BATTEN ST, COOLBE	31/10/2018	300.00
EF116037	99997	**SOUTH COOGEE BUSHFIRE BRIGADE** REIMB SOUTH COOGEE BFB	31/10/2018	1,760.30
EF116038	99997	**TELLEAUH THATCHER** CANCELLED WEDDING 27/10/18 - SMART PARK	31/10/2018	50.00
EF116039	99997	**WA ASSOCIATION FOR MENTAL HEALTH** GST OF SPONSORSHIP INV00001507	31/10/2018	1,000.00
EF116040	99997	**JOSEPH OOI** C/OVER REBATE 17 MARBLE ST, TREEBY	31/10/2018	300.00
EF116041	99997	**MICHAEL LINDSAY** COMPOST BIN REBATE - M LINDSAY	31/10/2018	50.00
EF116042	99997	**DEPARTMENT OF HUMAN SERVICES - CENTREPA** TRANSACTION CHARGES FOR CENTREPAY	31/10/2018	216.81
EF116043	99997	**CHRISTOPHER SCOPA** BIRD BATH REBATE: CHRISTOPHER SCOPA	31/10/2018	50.00
EF116044	99997	**ANTHONY STOCK** REFUND C/OVER PEN C081 PORT COOGEE MARIN	31/10/2018	1,463.00
EF116045	99997	**LEON HODGES** C/OVER PEN C085 PORT COOGEE MARINA	31/10/2018	2,417.00
EF116046	99997	**TIMETRACKERS** INV 5859 - DNA AND FAMILY HISTORY WORKSH	31/10/2018	500.00
EF116047	99997	**LORRAINE LORESCO** BOND REFUND LESS SECURITY CALL OUT	31/10/2018	920.00
EF116048	99997	**SUZANNE IKONOMOU** CROSSOVER CONTRIBUTION - A IKONOMOU	31/10/2018	300.00
EF116049	99997	**SHANNON KEARING** CULTURAL WORKSHOP MAKING CREAMS AND LOTI	31/10/2018	600.00
EF116050	99997	**BRETT RICHARD KELLY** SOUNDS STUDIO PERFORMANCE COCKBURN YOUTH	31/10/2018	150.00
EF116051	99997	**FARID MOUSAVI** SOUNDS STUDIO PERFORMANCE COCKBURN YOUTH	31/10/2018	150.00
EF116052	99997	**LOUIS RANDO DRUM TUITION** 1 DRUM DEMONSTRATION 4 / 10 / 18	31/10/2018	150.00
EF116053	99997	**KEVIN MUIR** REIMB KEVIN MUIR MEDICAL CHECK UP	31/10/2018	65.00
EF116054	99997	**KAT TODD** BIRD BATH REBATE KAT TODD	31/10/2018	34.50
EF116055	99997	**KATHRYN GEORGE** SOCIAL CLUB STAFF LUNCH EXP K GEORGE	31/10/2018	122.20
EF116056	99997	**MARIE JORDAN** REIMB MARIE JORDAN	31/10/2018	129.36
EF116057	99997	**JORG EASTON** CROSSOVER REBATE 101 SORBONNE TURN, AUBI	31/10/2018	300.00
EF116058	99997	**KAREN BYRNES** COMPOST BIN REBATE: KAREN BYRNES	31/10/2018	40.92
EF116059	99997	**JANDAKOT FLYERS LITTLE ATHLETICS CLUB** KIDSPORT INV KS026191, 1 CHILD	31/10/2018	150.00

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EF116060	99997	**ANNA LEE** REIMB ANNA LEE	31/10/2018	24.80
EF116061	99997	**JOSEPHINE BOOTH** SOCIAL CLUB STAFF LUNCH EXP J BOOTH	31/10/2018	87.60
EF116062	99997	**REBECCA BOWEN** REIMBURSEMENT REBECCA BOWEN	31/10/2018	28.90
EF116063	99997	**MARIA LECA** PAYMENT OF UNSPENT HOME CARE FUNDS	31/10/2018	1,593.17
EF116064	99997	**DANIELA ALVIM GUIMARAES** IS GRANT APP 18 HALSTEAD ST DA GUIMARAES	31/10/2018	500.00
EF116065	99997	**TIMETRACKERS** DNA AND FAMILY HISTORY WORKSHOP OCTOBER	31/10/2018	500.00
EF116066	99997	**COOGEE BEACH PROGRESS ASSOCIATION** DELEGATED AUTHORITY LGACS7	31/10/2018	417.90
EF116067	99997	**ANTE STRK** SENIOR SECURITY SUBSIDY SCHEME	31/10/2018	300.00
EF116068	99997	**JEAN HAYES** SENIOR SECURITY SUBSIDY SCHEME	31/10/2018	300.00
EF116069	99997	**HAMILTON HILL COMMUNITY GROUP** COCKBURN CREATES	31/10/2018	7,956.00
EF116070	99997	**DIANNE HINGGSTON** SENIOR SECURITY SUBSIDY SCHEME	31/10/2018	300.00
EF116071	99997	**ALLAN MCKELL** SENIOR SECURITY SUBSIDY SCHEME	31/10/2018	300.00
EF116072	99997	**FRANCES DE MARCHI** SENIOR SECURITY SUBSIDY SCHEME	31/10/2018	300.00
EF116073	99997	**ABBEY HICKS** LGACS9 - JUNIOR SPORT TRAVEL ASSISTANCE	31/10/2018	400.00
EF116074	99997	**AMBER VOST PORT COOGEE COMMUNITY ASSOC** SMALL EVENTS SPONSORSHIP	31/10/2018	3,000.00
EF116075	99997	**COOGEE BEACH SURF LIFE SAVING CLUB INC.** SMALL EVENTS SPONSORSHIP	31/10/2018	3,267.00
EF116076	99997	**SABBR** 1ST PRIZE AWARDED FOR THE BEST STALL AT	31/10/2018	200.00
EF116077	99997	**COCKBURN COUGARS SOFTBALL CLUB** SPORTS EQUIPMENT GRANT #103	31/10/2018	1,000.00
EF116078	99997	**MATER CHRISTI CATHOLIC PRIMARY SCHOOL** MATER CHRISTI CATHOLIC PRIMARY SCHOOL DO	31/10/2018	200.00
EF116079	99997	**AUBIN GROVE PRIMARY SCHOOL** LGACS2 - TOURNAMENTS OF MINDS TEAM	31/10/2018	200.00
EF116080	99997	**COOGEE BEACH CARAVAN RESORT SOCIAL CLUB** DELEGATED AUTHORITY LGACS2	31/10/2018	65.00
EF116081	99997	**COOLBELLUP COMMUNITY ASSOCIATION** NEWSLETTER SUBSIDY LGACS7	31/10/2018	1,106.90
EF116082	99997	**RALPH & LYNNE NEWTON** C/OVER PEN SUR E166 R&L NEWTON	31/10/2018	31,669.00
EF116083	99997	**COOGEE BEACH SLSC** KIDSPORT INV KS026109, 1 CHILD	31/10/2018	150.00
EF116084	99997	**BENJAMIN ARCHIBALD** PEN LIC D137 PORT COOGEE MARINA	31/10/2018	3,287.52
EF116085	99997	**TARA ROSS** WATER WISE VERGE TARA ROSS	31/10/2018	500.00
EF116086	99997	**EMMA HASSETT** COMPOST BIN REBATE EMMA HASSETT	31/10/2018	50.00
EF116087	99997	**ALLISON LAMB** COMPOST BIN REBATE ALLISON LAMB	31/10/2018	50.00
EF116088	99997	**YANGEBUP FAMILY CENTRE** COCKBURN CREATES	31/10/2018	12,953.60
EF116089	99997	**KOTAHI SPORTS CLUB INC** KIDSPORT INV KS026289, 1 CHILD	31/10/2018	100.00
EF116090	99997	**HILTON PARK JUNIOR CRICKET CLUB** KIDSPORT INV KS026116, 1 CHILD	31/10/2018	140.00
EF116091	99997	**RAJVOSA MARTIAL ARTS** KIDSPORT INV KS026099, 1 CHILD	31/10/2018	150.00
EF116092	99997	**COCKBURN COUGARS SOFTBALL & SPORTING** KISPORT INV KS026285, 6 CHILDREN	31/10/2018	720.00
EF116093	99997	**COCKBURN COMMUNITY MEN'S SHED** DONATION - MEN'S SHED 2018-19 FIRST INST	31/10/2018	30,000.00
EF116094	99997	**COCKBURN CRICKET CLUB** DONATION - COCKBURN CRICKET CLUB INSURAN	31/10/2018	1,500.00
EF116095	99997	**HILTON PARK JUNIOR CRICKET CLUB** KIDSPORT INV:KS026198 - THOMAS PUSHMAN	31/10/2018	150.00
EF116096	99997	**KWINANA LITTLE ATHLETICS CENTRE** KIDSPORT INV:KS026166 X2 CHILDREN	31/10/2018	300.00

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EF116097	99997	**SOUTH BEACH COMMUNITY GROUP** NEWSLETTER SUBSIDY	31/10/2018	60.00
EF116098	99997	**ANGELA GIBB** STAFF RE IMBURSEMENT - F ENDORSEMENT	31/10/2018	110.10
EF116099	99997	**MAXIM PISKUNOV** COMPOST BIN REBATE - M PISKUNOV	31/10/2018	50.00
EF116100	99997	**BRIAN F HOSKIN** COMPOST BIN REBATE - B HOSKIN	31/10/2018	50.00
EF116101	99997	**MATTHEW HOLST** COMPOST BIN REBATE - M HOLST	31/10/2018	40.92
EF116102	99997	**PORT COOGEE COMMUNITY ASSOCIATION** LGACS7	31/10/2018	1,000.00
EF116103	99997	**EAST HAMILTONHILL PRIMARY SCHOOL P&C** SMALL EVENTS SPONSORSHIP	31/10/2018	2,230.00
EF116104	99997	**WIND WANDERER** SPRING FAIR ONE TIME ENTERTAINER PAYMENT	31/10/2018	700.00
EF116105	99997	**JARRAH CELTS BAND** SPRING FAIR ONE TIME ENTERTAINER PAYMENT	31/10/2018	880.00
EF116106	99997	**JOSHUA DAVIDSON** SPRING FAIR ONE TIME ENTERTAINER PAYMENT	31/10/2018	1,250.00
EF116107	99997	**ROCKINGHAM RUGBY UNION FOOTBALL CLUB** KIDSPORT INV KS026018, 1 CHILD	31/10/2018	165.00
EF116108	99997	**THE FWAPCYC INC FREMANTLE** KIDSPORT INV KS026308, 1 CHILD	31/10/2018	165.00
EF116109	99997	**FREMANTLE PCYC** KIDSPORT INV KS026332	31/10/2018	159.50
EF116110	99997	**KIDS SPORT FOR LIFE INC** KIDSPORT INV KS026333	31/10/2018	300.00
EF116111	99997	**SEVILLE DRAGONS JUNIOR BASKETBALL CLUB** KIDSPORT INV KS026327	31/10/2018	165.00
EF116112	99997	**KIDS SPORT FOR LIFE INC** KIDSPORT INV KS026335	31/10/2018	150.00
EF116113	99997	**LAKESIDE RECREATION CENTRE** KIDSPORT INV KS026341	31/10/2018	50.00
EF116114	99997	**SHIATSU MASSAGE PERTH** SHIATSU MASSAGE - TEDDY BEARS PICNIC	31/10/2018	240.00
EF116115	99997	**COOGEE BASKETBALL CLUB** KIDSPORT INV KS026437 - J HOLMES	31/10/2018	150.00
EF116116	99997	**PAULINE HARRIS** WELNESS COMMITEE REIMB - PAULINE HARRIS	31/10/2018	39.00
EF116117	99997	**CHRIS MCENIERY** EMPLOYEE REIMBURSEMENT - PERTH RUNNING F	31/10/2018	39.00
EF116118	99997	**BEELIAR COMMUNITY VOICE** NEWSLETTER SUBSIDY	31/10/2018	413.18
EF116119	99997	**EMMA AUSTEN** CROSSOVER REBATE - E AUSTEN	31/10/2018	300.00
EF116120	99997	**DEAN DENIS** CROSSOVER REBATE - D DENIS	31/10/2018	300.00
EF116121	99997	**CHRISTINE DEVEREUX** EMPLOYEE REIMBURSEMENT - C DEVEREUX	31/10/2018	39.00
EF116122	99997	**CATHERINE WHITTEN** MASSAGES - TEDDY BEARS PICNIC	31/10/2018	240.00
EF116123	99997	**KAREN MOULTON** NEWSLETTER SUBSIDY	31/10/2018	337.50
EF116124	99997	**BEELIAR COMMUNITY VOICE** SMALL EVENTS SPONSORSHIP	31/10/2018	2,916.00
EF116125	99997	**NICOLE CAMARDA** MELBOURNE CUP PREPARATION - ACTIVITIES	31/10/2018	77.79
EF116126	99997	**GREG SMITH** REFUND REQUEST - GREG SMITH	31/10/2018	164.46
EF116127	99997	**TAI KEAT CALVIN TENG** CROSSOVER REBATE - TAI TEAT CALVIN TENG	31/10/2018	300.00
EF116128	99997	**YANGEBUP PRIMARY SCHIOOL** REIMBURSMENT OF BUS TRIP TO INTERSCHOOL	31/10/2018	260.00
EF116129	99997	**SOUTH COOGEE PRIMARY SCHOOL** SOUTH COOGEE PRIMARY SCHOOL	31/10/2018	291.50
EF116130	99997	**COOLBELLUP COMMUNITY SCHOOL** ACS7 BUS REIMBURSMENT TO INTERSCOOL CARN	31/10/2018	230.00
EF116131	11794	**SYNERGY** ELECTRICITY USAGE/SUPPLIES	31/10/2018	69,638.47
EF116132	12025	**TELSTRA CORPORATION** COMMUNICATIONS SERVICES	31/10/2018	16,513.15
EF116133	10035	**ADVENTURE WORLD WA PTY LTD** ENTERTAINMENT SERVICES	31/10/2018	896.00

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EF116134	10058	**ALSCO PTY LTD** HYGIENE SERVICES/SUPPLIES	31/10/2018	5,348.21
EF116135	10071	**AUSTRALASIAN PERFORMING RIGHT ASSOC. LTD** LICENCE - PERFORMING RIGHTS	31/10/2018	6,526.42
EF116136	10086	**ARTEIL WA PTY LTD** ERGONOMIC CHAIRS	31/10/2018	1,372.80
EF116137	10097	**BLACKWOODS ATKINS** ENGINEERING SUPPLIES	31/10/2018	4,395.39
EF116138	10118	**AUSTRALIA POST** POSTAGE CHARGES	31/10/2018	51,691.34
EF116139	10160	**DORMA AUSTRALIA PTY LTD** AUTOMATIC DOOR SERVICES	31/10/2018	5,124.15
EF116140	10170	**MACRI PARTNERS** AUDITING SERVICES	31/10/2018	744.70
EF116141	10184	**BENARA NURSERIES** PLANTS	31/10/2018	2,562.68
EF116142	10201	**BIG W DISCOUNT STORES** VARIOUS SUPPLIES	31/10/2018	15.00
EF116143	10207	**BOC GASES** GAS SUPPLIES	31/10/2018	1,224.10
EF116144	10219	**BOUSFIELDS MENSWEAR** CLOTHING SUPPLIES	31/10/2018	321.00
EF116145	10221	**BP AUSTRALIA LIMITED** DIESEL/PETROL SUPPLIES	31/10/2018	27,144.56
EF116146	10226	**BRIDGESTONE AUSTRALIA LTD** TYRE SERVICES	31/10/2018	24,715.05
EF116147	10246	**BUNNINGS BUILDING SUPPLIES PTY LTD** HARDWARE SUPPLIES	31/10/2018	2,905.15
EF116148	10247	**BUNZL AUSTRALIA LTD** PAPER/PLASTIC/CLEANING SUPPLIES	31/10/2018	1,573.15
EF116149	10250	**BW PLASTICS PTY LTD** PLASTIC SUPPLIES	31/10/2018	1,741.30
EF116150	10255	**CABCHARGE AUSTRALIA PTY LTD** CABCHARGES	31/10/2018	212.83
EF116151	10279	**CASTROL AUSTRALIA PTY LTD** GREASE/LUBRICANTS	31/10/2018	4,818.24
EF116152	10346	**COATES HIRE OPERATIONS PTY LTD** EQUIPMENT HIRING SERVICES	31/10/2018	229.02
EF116153	10354	**COCKBURN COMMUNITY AND CULTURAL COUNCIL** POSTER BOARDS	31/10/2018	890.00
EF116154	10357	**COCKBURN ICE ARENA PTY LTD** ENTERTAINMENT SERVICES	31/10/2018	5,000.00
EF116155	10368	**COCKBURN WETLANDS EDUCATION CENTRE** COMMUNITY GRANT	31/10/2018	500.00
EF116156	10375	**VEOLIA ENVIRONMENTAL SERVICES** WASTE SERVICES	31/10/2018	6,275.19
EF116157	10384	**PROGILITY PTY LTD** COMMUNICATION SERVICES	31/10/2018	34,592.32
EF116158	10459	**DAVID GRAY & CO PTY LTD** MOBILE GARBAGE BINS	31/10/2018	231.99
EF116159	10483	**LANDGATE** MAPPING/LAND TITLE SEARCHES	31/10/2018	7,070.80
EF116160	10526	**E & MJ ROSHER PTY LTD** MOWER EQUIPMENT	31/10/2018	4,593.70
EF116161	10528	**EASIFLEET MANAGEMENT** VEHICLE LEASE	31/10/2018	2,730.99
EF116162	10535	**WORKPOWER INCORPORATED** EMPLOYMENT SERVICES - PLANTING	31/10/2018	9,362.02
EF116163	10537	**EDUCATIONAL ART SUPPLIES CO** ART/CRAFT SUPPLIES	31/10/2018	245.47
EF116164	10580	**FC COURIERS** COURIER SERVICES	31/10/2018	2,263.32
EF116165	10589	**FINES ENFORCEMENT REGISTRY** FINES ENFORCEMENT FEES	31/10/2018	1,841.50
EF116166	10597	**FLEXI STAFF PTY LTD** EMPLOYMENT SERVICES	31/10/2018	41,043.80
EF116167	10609	**FORESTVALE TREES P/L** PLANTS - TREES/SHRUBS	31/10/2018	594.00
EF116168	10641	**GALVINS PLUMBING SUPPLIES** PLUMBING SERVICES	31/10/2018	477.77
EF116169	10655	**GHD PTY LTD** CONSULTANCY SERVICES	31/10/2018	4,510.00
EF116170	10692	**AECOM AUSTRALIA PTY LTD** CONSULTANCY SERVICES	31/10/2018	6,908.00

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EF116171	10732	**HORIZONS WEST BUS & COACHLINES** TRANSPORTATION SERVICES	31/10/2018	1,314.50
EF116172	10778	**IWF FENCING** FENCING REPAIRS/MAINTENANCE	31/10/2018	2,500.38
EF116173	10783	**JANDAKOT METAL INDUSTRIES** METAL SUPPLIES	31/10/2018	1,278.20
EF116174	10787	**JANDAKOT ACCIDENT REPAIR CENTRE** PANEL BEATING SERVICES	31/10/2018	3,307.61
EF116175	10794	**JASON SIGNMAKERS** SIGNS	31/10/2018	1,980.00
EF116176	10814	**JR & A HERSEY PTY LTD** SAFETY CLOTHING SUPPLIES	31/10/2018	1,781.70
EF116177	10879	**LES MILLS AEROBICS** INSTRUCTION/TRAINING SERVICES	31/10/2018	1,517.55
EF116178	10888	**LJ CATERERS** CATERING SERVICES	31/10/2018	1,483.02
EF116179	10892	**LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA** SUBSCRIPTION	31/10/2018	1,263.25
EF116180	10893	**LOCAL GOVT SUPERVISORS ASSOC OF WA INC** CONFERENCE/SEMINARS	31/10/2018	984.50
EF116181	10900	**LO-GO APPOINTMENTS** EMPLOYMENT SERVICES	31/10/2018	3,326.99
EF116182	10912	**M2 TECHNOLOGY PTY LTD** MESSAGING SERVICES	31/10/2018	396.00
EF116183	10913	**BUCHER MUNICIPAL PTY LTD** PURCHASE OF NEW PLANT / REPAIR SERVICES	31/10/2018	13,335.26
EF116184	10923	**MAJOR MOTORS PTY LTD** REPAIRS/MAINTENANCE SERVICES	31/10/2018	892.82
EF116185	10938	**MAXWELL ROBINSON & PHELPS** PEST & WEED MANAGEMENT	31/10/2018	484.57
EF116186	10942	**MCGEES PROPERTY** PROPERTY CONSULTANCY SERVICES	31/10/2018	8,250.00
EF116187	10944	**MCLEODS** LEGAL SERVICES	31/10/2018	18,547.65
EF116188	10991	**BEACON EQUIPMENT** MOWING EQUIPMENT	31/10/2018	18,071.35
EF116189	11022	**NATIVE ARC** GRANTS & DONATIONS	31/10/2018	499.99
EF116190	11028	**NEVERFAIL SPRINGWATER LTD** BOTTLED WATER SUPPLIES	31/10/2018	654.46
EF116191	11036	**NORTHLAKE ELECTRICAL** ELECTRICAL SERVICES	31/10/2018	72,092.77
EF116192	11039	**NOVUS AUTO GLASS** WINDSCREEN REPAIR SERVICES	31/10/2018	905.00
EF116193	11077	**P & G BODY BUILDERS PTY LTD** PLANT BODY BUILDING SERVICES	31/10/2018	2,046.00
EF116194	11177	**PITNEY BOWES AUSTRALIA PTY LTD** GIS SOFTWARE	31/10/2018	16,005.00
EF116195	11182	**PREMIUM BRAKE & CLUTCH SERVICE** BRAKE SERVICES	31/10/2018	3,390.86
EF116196	11205	**QUALITY TRAFFIC MANAGEMENT PTY LTD** TRAFFIC CONTROL SERVICES	31/10/2018	107,587.62
EF116197	11208	**QUICK CORPORATE AUSTRALIA PTY LTD** STATIONERY/CONSUMABLES	31/10/2018	8,828.94
EF116198	11231	**REDOX CHEMICALS PTY LTD** CHEMICALS	31/10/2018	330.00
EF116199	11244	**RESEARCH SOLUTIONS PTY LTD** RESEARCH SERVICES	31/10/2018	3,191.99
EF116200	11284	**ROYAL LIFE SAVING SOCIETY AUSTRALIA** TRAINING SERVICES	31/10/2018	1,650.00
EF116201	11307	**SATELLITE SECURITY SERVICES PTY LTD** SECURITY SERVICES	31/10/2018	2,628.96
EF116202	11308	**BOSS INDUSTRIAL FORMALLY SBA SUPPLIES** HARDWARE SUPPLIES	31/10/2018	2,063.90
EF116203	11331	**SHAWMAC PTY LTD** CONSULTANCY SERVICES - CIVIL	31/10/2018	5,131.50
EF116204	11334	**SHENTON ENTERPRISES PTY LTD** POOL EQUIPMENT/SERVICES	31/10/2018	2,502.50
EF116205	11337	**SHERIDANS FOR BADGES** NAME BADGES & ENGRAVING	31/10/2018	1,995.47
EF116206	11375	**SLATER-GARTRELL SPORTS** SPORT SUPPLIES	31/10/2018	1,658.80
EF116207	11387	**BIBRA LAKE SOILS** SOIL & LIMESTONE SUPPLIES	31/10/2018	5,695.00

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EF116208	11403	**SOUTH LAKE CHILD CARE CENTRE** REIMBURSEMENTS	31/10/2018	980.01
EF116209	11425	**SOUTHERN METROPOLITAN REGIONAL COUNCIL** WASTE DISPOSAL GATE FEES	31/10/2018	531,901.96
EF116210	11447	**SPEARWOOD DALMATINAC CLUB INC** COMMUNITY GRANT	31/10/2018	2,463.00
EF116211	11459	**SPEARWOOD VETERINARY HOSPITAL** VETERINARY SERVICES	31/10/2018	267.00
EF116212	11469	**SPORTS TURF TECHNOLOGY** TURF CONSULTANCY SERVICES	31/10/2018	4,356.00
EF116213	11483	**ST JOHN AMBULANCE AUST WA OPERATIONS** FIRST AID COURSES	31/10/2018	440.00
EF116214	11493	**SAI GLOBAL LTD** PUBLICATIONS - STANDARDS	31/10/2018	2,839.10
EF116215	11496	**STANLEE WA LTD** CATERING EQUIPMENT/SUPPLIES	31/10/2018	1,533.07
EF116216	11502	**STATE LAW PUBLISHER** ADVERTISING SERVICES	31/10/2018	190.08
EF116217	11512	**STATEWIDE CLEANING SUPPLIES PTY LTD** CLEANING SUPPLIES/SERVICE	31/10/2018	166.65
EF116218	11546	**T FAULKNER & CO** INSTALLATIONS/SUPPLY OF HAND RAILS	31/10/2018	3,575.00
EF116219	11554	**TAYLOR MARINE** MARINE EQUIPMENT	31/10/2018	714.21
EF116220	11557	**TECHNOLOGY ONE LTD** IT CONSULTANCY SERVICES	31/10/2018	13,582.80
EF116221	11625	**TOTAL EDEN PTY LTD** RETICULATION SUPPLIES	31/10/2018	7,349.29
EF116222	11635	**TOWN OF KWINANA** CONTRIBUTION TO LSL & ADVERTISING	31/10/2018	27,500.00
EF116223	11651	**TREE WATERING SERVICES** TREE WATERING SERVICES	31/10/2018	20,512.00
EF116224	11658	**TRUGRADE MEDICAL SUPPLIES** MEDICAL SUPPLIES	31/10/2018	730.40
EF116225	11667	**TURFMASTER FACILITY MANAGEMENT** TURF & MOWING SERVICES	31/10/2018	43,300.95
EF116226	11699	**VERNON DESIGN GROUP** ARCHITECTURAL SERVICES	31/10/2018	6,848.05
EF116227	11701	**VIBRA INDUSTRIAL FILTRATION A/ASIA** FILTER SUPPLIES	31/10/2018	745.80
EF116228	11702	**VILLA DALMACIA ASSOCIATION INC.** SPCIAL CLUB ACTIVITIES	31/10/2018	1,700.00
EF116229	11708	**VITAL PACKAGING PTY LTD** PACKAGING SUPPLIES	31/10/2018	4,151.40
EF116230	11710	**VOLUNTEERING WA** SUBSCRIPTIONS	31/10/2018	1,127.50
EF116231	11722	**WA HINO SALES & SERVICE** PURCHASE OF NEW TRUCKS / MAINTENANCE	31/10/2018	3,509.42
EF116232	11726	**WA LIMESTONE** LIMESTONE SUPPLIES	31/10/2018	4,987.08
EF116233	11738	**WA RANGERS ASSOCIATION INC** CONFERENCES/SEMINARS	31/10/2018	1,350.00
EF116234	11739	**WA SPIT ROAST COMPANY** CATERING SERVICES	31/10/2018	6,455.40
EF116235	11742	**WACKER NEUSON PTY LTD** HARDWARE/EQUIPMENT SUPPLIES	31/10/2018	123.75
EF116236	11749	**WARRENS EARTHMOVING CONTRACTORS** EARTHMOVING SERVICES	31/10/2018	1,045.00
EF116237	11773	**WESFARMERS LANDMARK LIMITED** CHEMICAL SUPPLIES	31/10/2018	2,712.92
EF116238	11787	**DEPT OF TRANSPORT** VEHICLE SEARCH FEES	31/10/2018	275.40
EF116239	11789	**WALGA** ADVERTISING/TRAINING SERVICES	31/10/2018	8,240.00
EF116240	11793	**WESTERN IRRIGATION PTY LTD** IRRIGATION SERVICES/SUPPLIES	31/10/2018	58,413.37
EF116241	11806	**WESTRAC PTY LTD** REPAIRS/MTNCE - EARTHMOVING EQUIPMENT	31/10/2018	7,174.55
EF116242	11810	**ABAXA PREVIOUSLY WH LOCATIONS** LOCATING SERVICES	31/10/2018	4,818.00
EF116243	11835	**WURTH AUSTRALIA PTY LTD** HARDWARE SUPPLIES	31/10/2018	976.63
EF116244	11841	**YANGEBUP FAMILY CENTRE INC** VENUE HIRE / GRANTS & DONATIONS	31/10/2018	1,637.00

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EF116245	11854	**ZIPFORM** PRINTING SERVICES	31/10/2018	9,030.53
EF116246	11873	**WATTLEUP TRACTORS** HARDWARE SUPPLIES	31/10/2018	2,339.90
EF116247	12014	**TUTT BRYANT EQUIPMENT BT EQUIPMENT PTY LTD T/AS** EXCAVATING/EARTHMOVING EQUIPMENT	31/10/2018	4,052.65
EF116248	12018	**O'CONNOR LAWNMOWER & CHAINSAW CENTRE** MOWING EQUIPMENT/PARTS/SERVICES	31/10/2018	26.00
EF116249	12024	**ACCESS OFFICE INDUSTRIES** FURNITURE - STORAGE	31/10/2018	1,808.40
EF116250	12153	**HAYS PERSONNEL SERVICES PTY LTD** EMPLOYMENT SERVICES	31/10/2018	5,973.94
EF116251	12219	**PARKS AND LEISURE AUSTRALIA** SUBSCRIPTION RENEWAL	31/10/2018	924.00
EF116252	12394	**MP ROGERS & ASSOCIATES PTY LTD** CONSULTANCY SERVICES - MARINE	31/10/2018	10,696.79
EF116253	12589	**AUSTRALIAN INSTITUTE OF MANAGEMENT** TRAINING SERVICES	31/10/2018	2,976.00
EF116254	12621	**SETON AUSTRALIA** SIGN SUPPLIES	31/10/2018	225.50
EF116255	12672	**NORMAN DISNEY & YOUNG** CONSULTANCY SERVICES	31/10/2018	1,078.00
EF116256	12811	**SPORTS CIRCUIT LINEMARKING** SPORTS LINE MARKING SERVICES	31/10/2018	8,321.50
EF116257	12996	**ACCESSIBLE TRANSIT SPECIALISTS** REPAIRS/MAINTENANCE SERVICES	31/10/2018	2,073.50
EF116258	13037	**PPCA LTD** LICENCE FEE - SOUND & MUSIC	31/10/2018	3,458.00
EF116259	13056	**CLEANDUSTRIAL SERVICES PTY LTD** CLEANING SERVICES	31/10/2018	82,441.04
EF116260	13325	**MARTINS ENVIRONMENTAL SERVICES** WEED SPRAYING SERVICES	31/10/2018	67,650.00
EF116261	13462	**ATI-MIRAGE PTY LTD** TRAINING SERVICES	31/10/2018	738.00
EF116262	13563	**GREEN SKILLS INC** EMPLOYMENT SERVICES	31/10/2018	13,732.07
EF116263	13670	**HISCO PTY LTD** HOSPITALITY SUPPLIES	31/10/2018	49.50
EF116264	13671	**WINC AUSTRALIA PTY LTD** OFFICE/STATIONERY SUPPLIES	31/10/2018	61.42
EF116265	13779	**PORTER CONSULTING ENGINEERS** ENGINEERING CONSULTANCY SERVICES	31/10/2018	1,617.00
EF116266	13849	**MCMULLEN NOLAN & PARTNERS SURVEYORS P/L** SURVEYING SERVICES	31/10/2018	4,246.00
EF116267	13860	**KRS CONTRACTING** WASTE COLLECTION SERVICES	31/10/2018	58,901.43
EF116268	14311	**BBC ENTERTAINMENT** ENTERTAINMENT SERVICES	31/10/2018	605.00
EF116269	14350	**BAILEYS FERTILISERS** FERTILISER SUPPLIES	31/10/2018	17,661.45
EF116270	14593	**AUSTREND INTERNATIONAL PTY LTD** ALUMINIUM SUPPLIES	31/10/2018	4,088.45
EF116271	14631	**WASTE GAS RESOURCES PTY LTD** POWER GENERATION	31/10/2018	5,791.85
EF116272	14667	**APPEALING SIGNS** SIGNS	31/10/2018	473.00
EF116273	15271	**PLE COMPUTERS PTY LTD PLE CORPORATE IT** COMPUTER HARDWARE	31/10/2018	281.13
EF116274	15393	**STRATAGREEN** HARDWARE SUPPLIES	31/10/2018	519.52
EF116275	15588	**NATURAL AREA HOLDINGS PTY LTD** WEED SPRAYING	31/10/2018	15,090.13
EF116276	15609	**CATALYSE PTY LTD** CONSULTANCY SERVICES	31/10/2018	550.00
EF116277	15786	**AD ENGINEERING INTERNATIONAL PTY LTD** SIGNS - ELECTRONIC	31/10/2018	132.00
EF116278	15850	**ECOSCAPE** ENVIRONMENTAL CONSULTANCY	31/10/2018	6,795.25
EF116279	15868	**CARDNO (WA) PTY LTD** CONSULTANCY SERVICES - ENGINEERING	31/10/2018	10,198.10
EF116280	15914	**T-QUIP** MOWING EQUIPMENT	31/10/2018	2,353.45
EF116281	16064	**CMS ENGINEERING PTY LTD** AIRCONDITIONING SERVICES	31/10/2018	9,501.32

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EF116282	16107	**WREN OIL** WASTE DISPOSAL SERVICES	31/10/2018	33.00
EF116283	16396	**MAYDAY EARTHMOVING** ROAD CONSTRUCTION MACHINE HIRE	31/10/2018	35,783.55
EF116284	16574	**JONATHON DE HADLEIGH** ENTERTAINMENT SERVICES	31/10/2018	1,550.00
EF116285	16846	**ACTION GLASS & ALUMINIUM** GLAZING SERVICES	31/10/2018	6,541.38
EF116286	16940	**RAC SECURITY SERVICES** SECURITY SERVICES	31/10/2018	200.00
EF116287	16985	**WA PREMIX** CONCRETE SUPPLIES	31/10/2018	6,172.32
EF116288	17097	**VALUE TISSUE** PAPER PRODUCTS	31/10/2018	372.24
EF116289	17279	**AUSSIE COOL SHADES** SHADE SAILS & AWNINGS	31/10/2018	20,210.30
EF116290	17469	**AUSTRALIAN TEMPORARY FENCING PTY LTD** FENCING	31/10/2018	1,224.63
EF116291	17471	**PIRTEK (FREMANTLE) PTY LTD** HOSES & FITTINGS	31/10/2018	3,140.25
EF116292	17555	**MAIA FINANCIAL PTY LTD** EQUIPMENT LEASE PAYMENTS	31/10/2018	710.05
EF116293	17600	**ERECTIONS (WA)** GUARD RAILS	31/10/2018	1,276.00
EF116294	17790	**CPA AUSTRALIA LTD** CONFERENCES & SEMINARS	31/10/2018	4,395.00
EF116295	17827	**NILSEN (WA) PTY LTD** ELECTRICAL SERVICES	31/10/2018	8,378.32
EF116296	17925	**COCKBURN CITY TEEBALL & BASEBALL CLUB** REGISTRATIONS	31/10/2018	600.00
EF116297	18126	**DELL AUSTRALIA PTY LTD** COMPUTER HARDWARE	31/10/2018	1,694.00
EF116298	18203	**NATSYNC ENVIRONMENTAL** PEST CONTROL	31/10/2018	2,331.00
EF116299	18272	**AUSTRACLEAR LIMITED** INVESTMENT SERVICES	31/10/2018	53.45
EF116300	18533	**FRIENDS OF THE COMMUNITY INC.** DONATION	31/10/2018	2,188.50
EF116301	18695	**MYAREE CRANE HIRE** CRANE HIRE	31/10/2018	3,115.75
EF116302	18734	**P & R EDWARDS** ENTERTAINMENT SERVICES	31/10/2018	565.00
EF116303	18763	**LOCAL COMMUNITY INSURANCE SERVICES** COMMUNITY INSURANCE POLICIES	31/10/2018	13,740.10
EF116304	18801	**FREMANTLE BIN HIRE** BIN HIRE - SKIP BINS	31/10/2018	1,260.00
EF116305	18941	**ALLSTAMPS** STATIONERY	31/10/2018	10.75
EF116306	18962	**SEALANES (1985) P/L** CATERING SUPPLIES	31/10/2018	1,333.98
EF116307	19093	**FAIRY QUEEN CAROLINE** ENTERTAINMENT SERVICES	31/10/2018	1,320.00
EF116308	19133	**INNOVA GROUP PTY LTD** FURNITURE	31/10/2018	19,682.58
EF116309	19502	**WORLEYPARSONS SERVICES PTY LTD** ENGINEERING CONSULTANCY SERVICES	31/10/2018	18,324.91
EF116310	19533	**WOOLWORTHS LTD** GROCERIES	31/10/2018	2,313.31
EF116311	19541	**TURF CARE WA PTY LTD** TURF SERVICES	31/10/2018	110,146.36
EF116312	19673	**WA INTERPRETERS PTY LTD** TRANSLATION/INTERPRETING	31/10/2018	275.00
EF116313	20000	**AUST WEST AUTO ELECTRICAL P/L** AUTO ELECTRICAL SERVICES	31/10/2018	23,358.12
EF116314	20236	**PROTECTION 1 PTY LTD** SECURITY SYSTEMS/SERVICES	31/10/2018	21,562.64
EF116315	20315	**DAVID BEYER TRADING AS ACTIVESUSTAINABILITY** CONSULTANCY	31/10/2018	4,400.00
EF116316	20321	**RIVERJET P/L** EDUCTING-CLEANING SERVICES	31/10/2018	21,994.50
EF116317	20399	**CODE GROUP** BUILDING SURVEYING SERVICES	31/10/2018	2,145.00
EF116318	20549	**A1 CARPET, TILE & GROUT CLEANING** CLEANING SERVICES - TILES/CARPET	31/10/2018	6,638.50

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EF116319	20867	**FARM INFORMATION SERVICES** TRAINING/INSTRUCTION	31/10/2018	2,875.00
EF116320	21120	**SHOREWATER MARINE PTY LTD** MARINE CONSTRUCTION SERVICES	31/10/2018	4,447.41
EF116321	21127	**JOANNA AYCKBOURN (VOICES IN SINC)** INSTRUCTION - SINGING	31/10/2018	400.00
EF116322	21291	**CHITTERING VALLEY WORM FARM** ENVIRONMENTAL EDUCATION	31/10/2018	4,865.00
EF116323	21294	**CAT HAVEN** ANIMAL SERVICES	31/10/2018	5,459.00
EF116324	21371	**LD TOTAL SANPOINT PTY LTD** LANDSCAPING WORKS/SERVICES	31/10/2018	19,959.09
EF116325	21463	**CAPITAL FINANCE AUSTRALIA LTD** FINANCIAL SERVICES - LEASE FINANCES	31/10/2018	3,708.54
EF116326	21469	**JOHN HUGHES VOLKSWAGON** PURCHASE OF NEW VEHICLE	31/10/2018	17,472.25
EF116327	21627	**MANHEIM PTY LTD** IMPOUNDED VEHICLES	31/10/2018	352.00
EF116328	21665	**MMJ REAL ESTATE (WA) PTY LTD** PROPERTY MANAGEMENT SERVICES	31/10/2018	19,125.89
EF116329	21672	**MEGA MUSIC AUSTRALIA** MUSICAL INSTRUMENTS/SOUND EQUIPMENT	31/10/2018	2,595.00
EF116330	21678	**IANNELLO DESIGNS** GRAPHIC DESIGN	31/10/2018	1,452.00
EF116331	21697	**ICT EXPRESS PTY LTD** CONSULTANCY SERVICES - IT	31/10/2018	6,088.50
EF116332	21744	**JB HI FI - COMMERCIAL** ELECTRONIC EQUIPMENT	31/10/2018	11,400.00
EF116333	21747	**UNICARE HEALTH** WHEELCHAIR HIRE	31/10/2018	1,837.00
EF116334	21915	**ECOWATER SERVICES PTY LTD** MAINTENANCE SERVICES - WASTE SYSTEMS	31/10/2018	211.40
EF116335	21946	**RYAN'S QUALITY MEATS** MEAT SUPPLIES	31/10/2018	1,355.40
EF116336	22106	**INTELIFE GROUP** SERVICES - DAIP	31/10/2018	3,688.47
EF116337	22192	**VANESSA PAGET - BUSH WISDOM SURVIVAL** EDUCATION/ENTERTAINMENT	31/10/2018	462.00
EF116338	22308	**DEPARTMENT OF AGRICULTURE & FOOD** WEED CONTROL SERVICES/LAB ANALYSIS	31/10/2018	14,596.50
EF116339	22339	**EDITH COWAN UNIVERSITY** EDUCATIONAL SERVICES - TERTIARY	31/10/2018	2,200.00
EF116340	22348	**MAL ATWELL LEISURE GROUP** AMUSEMENT, ENTERTAINMENT	31/10/2018	2,890.00
EF116341	22511	**JOHNNY'S TILING** TILING SERVICES	31/10/2018	750.00
EF116342	22541	**SURFING WESTERN AUSTRALIA INC.** TRAINING SERVICES - SURFING	31/10/2018	375.00
EF116343	22553	**BROWNES FOOD OPERATIONS** CATERING SUPPLIES	31/10/2018	897.99
EF116344	22569	**SONIC HEALTH PLUS PTY LTD** MEDICAL SERVICES	31/10/2018	7,865.54
EF116345	22602	**DENSFORD CIVIL PTY LTD** CIVIL & ELECTRICAL WORKS	31/10/2018	164,650.16
EF116346	22613	**VICKI ROYANS** ARTISTIC SERVICES	31/10/2018	450.00
EF116347	22619	**KSC TRAINING** TRAINING SERVICES	31/10/2018	660.00
EF116348	22623	**LANDMARK PRODUCTS LTD** LANDSCAPE INFRASTRUCTURE	31/10/2018	4,229.50
EF116349	22624	**AUSSIE EARTHWORKS PTY LTD** EARTHWORKS	31/10/2018	18,644.86
EF116350	22639	**SHATISH CHAUHAN** TRAINING SERVICES - YOGA	31/10/2018	1,000.00
EF116351	22681	**ABBEY BLINDS PTY LTD** BLINDS	31/10/2018	477.40
EF116352	22682	**BEAVER TREE SERVICES PTY LTD** TREE PRUNING SERVICES	31/10/2018	96,169.35
EF116353	22752	**ELGAS LIMITED** GAS SUPPLIES	31/10/2018	489.92
EF116354	22806	**PUMA ENERGY (AUSTRALIA) FUELS PTY LTD** FUEL SUPPLIES	31/10/2018	145,846.64
EF116355	22864	**SUPA COOL REFRIGERATION & AIR CONDITIONING** AIR CONDITIONING	31/10/2018	2,200.00

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EF116356	22903	**UNIQUE INTERNATIONAL RECOVERIES LLC** DEBT COLLECTORS	31/10/2018	345.60
EF116357	22913	**AUSTRALIAN OFFICE LEADING BRANDS.COM.AU** ENVELOPES	31/10/2018	342.10
EF116358	22967	**BLUECHIP TIMING PTY LTD** COMPUTER SOFTWARE	31/10/2018	7,103.97
EF116359	23253	**KOTT GUNNING** LEGAL SERVICES	31/10/2018	15,919.64
EF116360	23288	**ARIANE ROEMMELE** AMUSEMENT - CHILDREN'S ACTIVITIES	31/10/2018	605.00
EF116361	23332	**WRIGHTS HEAVY RECOVERY** TOWING SERVICES	31/10/2018	1,320.00
EF116362	23351	**COCKBURN GP SUPER CLINIC LIMITED T/A COCKBURN INTEGRATED HEALTH** LEASING FEES	31/10/2018	2,972.02
EF116363	23450	**CLEVER DESIGNS** UNIFORMS	31/10/2018	747.00
EF116364	23457	**TOTALLY WORK WEAR FREMANTLE** CLOTHING - UNIFORMS	31/10/2018	1,751.46
EF116365	23549	**WEST OZ WILDLIFE** AMUSEMENT PARK ENTRY FEES	31/10/2018	1,160.50
EF116366	23570	**A PROUD LANDMARK PTY LTD** LANDSCAPE CONTRUCTION SERVICES	31/10/2018	47,833.50
EF116367	23579	**DAIMLER TRUCKS PERTH** PURCHASE OF NEW TRUCK	31/10/2018	6,496.50
EF116368	23780	**VANGUARD PRESS** PRINTING SERVICES	31/10/2018	16,384.50
EF116369	23808	**QUIK CORP PTY LTD** CONTROLLER BOOM KITS	31/10/2018	28,324.23
EF116370	23848	**GREENBASE PTY LTD** ENVIROMENTAL CONSULTANCY	31/10/2018	3,212.00
EF116371	23864	**NATIONAL CENTRE FOR SUICIDE PREVENTION TRAINING (WA) INC.** TRAINING	31/10/2018	1,040.00
EF116372	23971	**FIND WISE LOCATION SERVICES** LOCATING SERVICES - UNDERGROUND	31/10/2018	2,949.10
EF116373	24155	**DS AGENCIES PTY LTD** IRRIGATION SUPPLIES	31/10/2018	2,761.00
EF116374	24156	**MASTEC AUSTRALIA PTY LTD** PURCHASE OF NEW BINS	31/10/2018	66,445.60
EF116375	24272	**AFLEX** AQUATIC SUPPLIES	31/10/2018	6,244.70
EF116376	24275	**TRUCK CENTRE WA PTY LTD** PURCHASE OF NEW TRUCK	31/10/2018	3,431.19
EF116377	24506	**AMARANTI'S PERSONAL TRAINING** PERSONAL TRAINING SERVICES	31/10/2018	600.00
EF116378	24557	**AVELING** CONSULTANCY SERVICES	31/10/2018	1,600.00
EF116379	24599	**POOLWERX SPEARWOOD** ANALYTICAL SERVICES	31/10/2018	1,881.40
EF116380	24610	**ALL FLAGS SIGNS & BANNERS** SIGNS, FLAGS, BANNERS	31/10/2018	346.50
EF116381	24655	**AUTOMASTERS SPEARWOOD** VEHICLE SERVICING	31/10/2018	4,012.00
EF116382	24727	**3 MONKEYS AUDIO VISUAL** AUDIO VISUAL EQUIPMENT	31/10/2018	11,441.79
EF116383	24736	**ZENIEN** CCTV CAMERA LICENCES	31/10/2018	18,534.37
EF116384	24748	**PEARMANS ELECTRICAL & MECHANICAL SERVICES P/L** ELECTRICAL SERVICES	31/10/2018	24,343.74
EF116385	24864	**FREMANTLE FOOTBALL CLUB** MERCHANDISE STOCK FOR RETAIL SALE	31/10/2018	2,411.53
EF116386	24974	**SCOTT PRINT** PRINTING SERVICES	31/10/2018	10,363.10
EF116387	24976	**SNAP PRINTING - COCKBURN CENTRAL** PRINTING SERVICES	31/10/2018	749.25
EF116388	24978	**AMBIUS** PLANTS SUPPLIES	31/10/2018	519.56
EF116389	25002	**BRAIN AMBULANCE MENTAL HEALTH EDUCATION** EDUCATION SERVICES	31/10/2018	2,514.60
EF116390	25063	**SUPERIOR PAK PTY LTD** VEHICLE MAINTENANCE	31/10/2018	1,146.75
EF116391	25092	**LINKS MODULAR SOLUTIONS PTY LTD** SOFTWARE - ANNUAL SUPPORT & UPGRADES	31/10/2018	1,138.50
EF116392	25102	**FREMANTLE MOBILE WELDING** WELDING SERVICES	31/10/2018	16,731.70

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EF116393	25115	**FIIG** INVESTMENT MANAGEMENT SERVICES	31/10/2018	2,330.82
EF116394	25121	**IMAGESOURCE DIGITAL SOLUTIONS** BILLBOARDS	31/10/2018	8,557.95
EF116395	25128	**HORIZON WEST LANDSCAPE & IRRIGATION P/L** LANDSCAPING SERVICES	31/10/2018	42,114.69
EF116396	25201	**J TAGZ PTY LTD** WRISTSTRAPS	31/10/2018	2,239.60
EF116397	25264	**ACURIX NETWORKS PTY LTD** WIFI ACCESS SERVICE	31/10/2018	4,770.70
EF116398	25415	**JANDAKOT STOCK & PET SUPPLIES** PET SUPPLIES	31/10/2018	279.55
EF116399	25418	**CS LEGAL** LEGAL SERVICES	31/10/2018	9,503.70
EF116400	25586	**ENVIROVAP PTY LTD** HIRE OF LEACHATE UNITS	31/10/2018	3,712.50
EF116401	25644	**DYMOCKS GARDEN CITY** PURCHASE OF BOOKS	31/10/2018	4,567.18
EF116402	25713	**DISCUS ON DEMAND THE TRUSTEE FOR DISCUS ON DEMAND UNIT TRUST** PRINTING SERVICES	31/10/2018	2,625.37
EF116403	25733	**MIRACLE RECREATION EQUIPMENT** PLAYGROUND INSTALLATION / REPAIRS	31/10/2018	14,784.00
EF116404	25736	**BLUE TANG (WA) PTY LTD (THE TRUSTEE FOR THE REEF UNIT TRUST) EMERGE ASSOCIATE** CONSULTANCY SERVICES	31/10/2018	4,675.00
EF116405	25737	**THE TRUSTEE FOR SARB ENTERPRISES HYBRID TRUST T/A DATABASE CONSULTANTS AUS** CONSULTANCY SERVICES	31/10/2018	1,650.00
EF116406	25771	**INTEGRAL DEVELOPMENT ASSOCIATES PTY LTD** TRAINING COURSES	31/10/2018	1,402.50
EF116407	25812	**ACTIVE GAMES & ENTERTAINMENT** ENTERTAINMENT SERVICES	31/10/2018	605.00
EF116408	25832	**EXTERIA** STREET AND PARK INFRASTRUCTURE	31/10/2018	48,548.50
EF116409	25940	**LEAF BEAN MACHINE** COFFEE BEAN SUPPLY	31/10/2018	800.00
EF116410	25962	**ALL LINES** LINEMARKING SERVICES	31/10/2018	440.00
EF116411	26029	**AUTOSWEEP WA** SWEEPING SERVICES	31/10/2018	4,587.00
EF116412	26067	**SPRAYKING WA PTY LTD** CHEMICAL WEED CONTROL SERVICES	31/10/2018	7,887.26
EF116413	26110	**DASH CIVIL CONTRACTING** CONCRETING SERVICES	31/10/2018	38,065.50
EF116414	26114	**GRACE RECORDS MANAGEMENT** RECORDS MANAGEMENT SERVICES	31/10/2018	1,369.95
EF116415	26195	**PLAY CHECK** CONSULTING SERVICES	31/10/2018	495.00
EF116416	26211	**AMCOM PTY LTD** INTERNET/DATA SERVICES	31/10/2018	11,123.05
EF116417	26251	**HEALING INDIA CREATIVE ARTS** FACILITATION SERVICES - WORKSHOPS	31/10/2018	150.00
EF116418	26257	**PAPERBARK TECHNOLOGIES** ARBORICULTURAL CONSULTANCY SERVICES	31/10/2018	745.00
EF116419	26261	**LEARNING SEAT** TRAINING SERVICES	31/10/2018	2,200.00
EF116420	26303	**GECKO CONTRACTING TURF & LANDSCAPE MAINTENANCE** TURF & LANDSCAPE MAINTENANCE	31/10/2018	118,107.00
EF116421	26314	**CPE GROUP** TEMPORARY EMPLOYMENT SERVICES	31/10/2018	3,659.24
EF116422	26330	**KENNARDS HIRE - BIBRA LAKE** EQUIPMENT HIRE	31/10/2018	558.59
EF116423	26369	**ALL RETAINING SYSTEMS** CONSTRUCTION SERVICES	31/10/2018	2,860.00
EF116424	26403	**CHES POWER GROUP** ENGINEERING SOLUTIONS / BACK UP GENERATO	31/10/2018	1,283.40
EF116425	26442	**BULLANT SECURITY PTY LTD KEY WEST LOCK SERVICE & SALES** LOCKSMITH & SECRUITY SERVICES	31/10/2018	2,967.01
EF116426	26460	**KISS PHOTOBOOTHS** PHOTOBOOTH HIRE	31/10/2018	450.00
EF116427	26470	**SCP CONSERVATION AND LAND MANAGEMENT** FENCING SERVICES	31/10/2018	41,140.00
EF116428	26574	**EVA BELLYDANCE** ENTERTAINMENT - BELLY DANCING	31/10/2018	250.00
EF116429	26576	**WIZARD TRAINING SOLUTIONS** TRAINING SERVICES	31/10/2018	3,300.00

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EF116430	26586	**WA TEMPORARY FENCING SUPPLIES** FENCING - TEMPORARY	31/10/2018	3,300.00
EF116431	26588	**SOURCE SEPARATION SYSTEMS P/L** PROVIDING WASTE AND RECYCLING BINS	31/10/2018	4,182.38
EF116432	26591	**VALUATIONS WA** VALUATION SERVICES	31/10/2018	825.00
EF116433	26606	**ENVIRO INFRASTRUCTURE PTY LTD** CONSTRUCTION& FABRICATION	31/10/2018	67,484.06
EF116434	26610	**TRACC CIVIL PTY LTD** CIVIL CONSTRUCTION	31/10/2018	469,175.52
EF116435	26614	**MARKETFORCE PTY LTD** ADVERTISING	31/10/2018	13,578.36
EF116436	26618	**GLOBAL SPILL CONTROL PTY LTD** ROAD SAFETY PRODUCTS	31/10/2018	2,006.40
EF116437	26620	**GRA PARTNERS** CONSULTING/ADVISORY	31/10/2018	11,000.00
EF116438	26625	**ANDOVER DETAILERS** CAR DETAILING SERVICES	31/10/2018	990.00
EF116439	26655	**WORLDWIDE PRINTING SOLUTIONS EAST PERTH** PRINTING SERVICES	31/10/2018	3,364.00
EF116440	26656	**ENVIRONMENTAL HEALTH AUSTRALIA (WESTERN AUSTRALIA) INC.** MEMBERRSHIP, CONFERENCES AND TRAINING FO	31/10/2018	395.00
EF116441	26667	**TANGELO CREATIVE** GRAPHIC DESIGN	31/10/2018	1,144.00
EF116442	26673	**PROJECT 3 PTY LTD** EVENT AND MARKETING AGENCY	31/10/2018	20,130.00
EF116443	26709	**TALIS CONSULTANTS PTY LTD** WASTE CONSULTANCY	31/10/2018	5,329.50
EF116444	26721	**QUAD SERVICES PTY LTD** CLEANING SERVICES	31/10/2018	19,290.53
EF116445	26735	**SHANE MCMASTER SURVEYS** SURVEY SERVICES	31/10/2018	11,660.00
EF116446	26739	**KERB DOCTOR** KERB MAINTENANCE	31/10/2018	10,445.60
EF116447	26743	**STATEWIDE TURF SERVICES** TURF RENOVATION	31/10/2018	129,341.57
EF116448	26745	**EMBROIDME MYAREE** EMBROIDERY	31/10/2018	739.20
EF116449	26747	**BELL-VISTA FRUIT & VEG** FRUIT AND VEGETABLES.	31/10/2018	372.50
EF116450	26752	**MG GROUP WA** CONSTRUCTION	31/10/2018	14,107.72
EF116451	26754	**INSIGHT CALL CENTRE SERVICES** CALL CENTRE SERVICES	31/10/2018	12,330.90
EF116452	26756	**TRENCHBUSTERS PTY LTD** EARTHMOVING	31/10/2018	480.00
EF116453	26757	**INCREDIBLE CREATURES MOBILE FARM** BRINGING ANINALS TO SHOWS FOR PUBLIC INT	31/10/2018	655.00
EF116454	26772	**DEVELOPING SKILLS** TRAINING SERVICES	31/10/2018	1,001.00
EF116455	26773	**LASER CORPS COMBAT ADVENTRUES** ENTRY FEES	31/10/2018	1,014.00
EF116456	26780	**METROPOLITAN OMNIBUS COMPANY** BUS HIRE	31/10/2018	506.00
EF116457	26782	**SOFT LANDING** RECYCLING SERVICES	31/10/2018	33,826.87
EF116458	26789	**RAECO** SUPPLIER OF LIBRARY SHELVING AND FURNITU	31/10/2018	190.38
EF116459	26791	**MONSTERBALL AMUSEMENT & HIRE** AMUSEMENT HIRE	31/10/2018	2,354.00
EF116460	26800	**THE GOODS** RETAIL	31/10/2018	40.70
EF116461	26811	**ROMERI MOTOR TRIMMERS** UPHOLSTERY REPAIR	31/10/2018	165.00
EF116462	26818	**THE MAZE** AMUSEMENT	31/10/2018	480.00
EF116463	26824	**WEB KEY IT PTY LTD** WEBSITE CONSULTANCY	31/10/2018	17,962.93
EF116464	26839	**BOKASHI COMPOSTING AUSTRALIA PTY LTD** COMPOSTING SYSTEMS	31/10/2018	3,696.52
EF116465	26842	**ONYA LIFE** SUPPLIER OF WASTE-FREE LIFESTYLE PRODUCT	31/10/2018	94.75
EF116466	26843	**ERGOLINK** ERGONOMIC OFFICE FURNITURE	31/10/2018	2,536.16

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EF116467	26845	**BARKING WOLF PTY LTD** VIDEO PRODUCTION	31/10/2018	880.00
EF116468	26867	**EINSTEINS TOP SECRET SCIENCE** CHILDRENS WORKSHOPS	31/10/2018	300.00
EF116469	26883	**GTA CONSULTANTS** TRANSPORT PLANNING	31/10/2018	2,750.00
EF116470	26884	**PEOPLE ON BICYCLES** TRAINING - BICYCLE CLASSES	31/10/2018	720.00
EF116471	26897	**AUSTRALIAN MEDICAL SUPPLIES PTY LTD** MEDICAL EQUIPMENT AND CONSUMABLES	31/10/2018	239.69
EF116472	26898	**SPANDEX ASIA PACIFIC PTY LTD** SIGNAGE SUPPLIER	31/10/2018	1,604.66
EF116473	26900	**BG & E PTY LTD** CONSULTING ENGINEERING	31/10/2018	1,100.00
EF116474	26901	**ALYKA PTY LTD** DIGITAL CONSULTANCY AND WEB DEVELOPMENT	31/10/2018	3,850.00
EF116475	26904	**GREEN SERVICES** SUSTAINABILITY EDUCATION FOR HOUSEHOLDS	31/10/2018	4,800.00
EF116476	26909	**WEST COAST PROFILERS PTY LTD** ROAD PLANING COLD SERVICES	31/10/2018	175,267.93
EF116477	26911	**HARVEY NORMAN OCONNOR** RETAIL	31/10/2018	333.00
EF116478	26913	**MIRANDA KISSELL CONTRACTING** CARPENTRY SERVICES	31/10/2018	1,320.00
EF116479	26916	**ROCKY BAY INC** DISABILITY SERVICES PROVIDER	31/10/2018	416.90
EF116480	26917	**CIRRUS NETWORKS PTY LTD** IT NETWORK & TELEPHONY SERVICES	31/10/2018	16,878.57
EF116481	26923	**WOODLANDS DISTRIBUTORS & AGENCIES PTY LTD** RUBBISH COLLECTION EQUIPMENT	31/10/2018	2,067.34
EF116482	26929	**ELAN ENERGY MATRIX PTY LTD** RECYCLING SERVICES	31/10/2018	438.73
EF116483	26946	**AV TRUCK SERVICES PTY LTD** TRUCK DEALERSHIP	31/10/2018	488.22
EF116484	26950	**WALCON MARINE AUSTRALASIA PTY LTD** MARINE SERVICES	31/10/2018	2,183.94
EF116485	26964	**SOUTH METROPOLITAN TAFE** EDUCATION	31/10/2018	173.20
EF116486	26974	**MISTER MAGNETS** PROMOTIONAL PRODUCTS - MAGNETS	31/10/2018	2,498.00
EF116487	26977	**THE YOUNG BOXING WOMAN PROJECT** TRAINING/MENTORING	31/10/2018	1,000.00
EF116488	26984	**COMMERCIAL AQUATICS AUSTRALIA PTY LTD** POOL EQUIPMENT	31/10/2018	73,722.00
EF116489	26987	**CTI RISK MANAGEMENT** SECURITY - CASH COLLECTION	31/10/2018	2,139.40
EF116490	26989	**P & M AUTOMOTIVE EQUIPMENT** SERVICE & MAINTENANCE MECHANICAL	31/10/2018	114.40
EF116491	27002	**COCKBURN PARTY HIRE** HIRE SERVICES	31/10/2018	2,978.50
EF116492	27010	**QUANTUM BUILDING SERVICES PTY LTD** BUILDING MAINTENANCE	31/10/2018	20,241.38
EF116493	27015	**INTELLI TRAC** GPS TRACKING	31/10/2018	2,073.50
EF116494	27018	**MARK NORMAN CONSULTING** CONSULTANCY - ELECTRICAL	31/10/2018	660.00
EF116495	27031	**DOWNER EDI WORKS PTY LTD** ASPHALT SERVICES	31/10/2018	698,660.78
EF116496	27044	**GRAFFITI SYSTEMS AUSTRALIA** GRAFFITI REMOVAL & ANTI-GRAFFITI COATING	31/10/2018	5,563.27
EF116497	27046	**TFH HIRE SERVICES PTY LTD** HIRE FENCING	31/10/2018	363.00
EF116498	27047	**FREMANTLE ASBESTOS REMOVAL** ASBESTOS REMOVAL	31/10/2018	11,110.00
EF116499	27052	**EVENT MARQUEES** MARQUEE HIRE	31/10/2018	2,499.60
EF116500	27054	**VOCUS PTY LTD** TELECOMMUNICATIONS	31/10/2018	2,323.20
EF116501	27059	**FRONTLINE FIRE AND RESCUE EQUIPMENT** MANUFACTURE-FIRE VEHICLES/EQUIPMENT	31/10/2018	2,353.18
EF116502	27061	**BON LEISURE** CONSULTANCY	31/10/2018	6,416.66
EF116503	27065	**WESTBOOKS** BOOKS	31/10/2018	5,644.18

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EF116504	27069	**HART SPORT** SPORTS EQUIPMENT	31/10/2018	2,013.70
EF116505	27072	**NORDIC FITNESS EQUIPMENT** FITNESS EQUIPMENT	31/10/2018	1,225.00
EF116506	27082	**KULBARDI PTY LTD** STATIONERY SUPPLIES	31/10/2018	2,211.00
EF116507	27093	**MAGNETIC AUTOMATION PTY LTD** GATES/BARRIERS	31/10/2018	1,056.00
EF116508	27106	**DAVE LANFEAR CONSULTING** CONSULTANCY - SPORT & LEISURE	31/10/2018	6,586.25
EF116509	27110	**RISKWEST** MANAGEMENT CONSULTANT	31/10/2018	5,429.60
EF116510	27119	**MONITORED SECURITY SYSTEMS PTY LTD** SECURITY	31/10/2018	11,201.67
EF116511	27131	**WEST COAST COMMERCIAL INDUSTRIES** LOCKERS	31/10/2018	3,892.38
EF116512	27134	**AUSTRALIAN MULTI LINGUAL SERVICES PTY LTD** TRANSLATION SERVICES	31/10/2018	1,808.40
EF116513	27143	**EMBROIDME SUCCESS** EMBROIDERY SERVICES	31/10/2018	1,220.69
EF116514	27154	**SUEZ RECYCLING & RECOVERY PTY LTD** WASTE SERVICES	31/10/2018	16,280.87
EF116515	27168	**NIGHTLIFE MUSIC PTY LTD** MUSIC MANAGEMENT	31/10/2018	1,031.22
EF116516	27174	**PERTH GEOTECHNICS** ENGINEERING AND GEOTECHNICAL CONSULTANT	31/10/2018	5,214.00
EF116517	27177	**INITIAL HYGIENE** HYGIENE	31/10/2018	2,560.29
EF116518	27187	**NEVE CONTRACTING** DESIGN SERVICES	31/10/2018	1,815.00
EF116519	27189	**HEALTHSTRONG PTY LTD** HOME CARE	31/10/2018	792.00
EF116520	27195	**ALLFLOW INDUSTRIAL** OIL WATER SEPARATORS	31/10/2018	320.05
EF116521	27197	**TURFCARE AUSTRALIA PTY LTD** CHEMICAL SUPPLIES	31/10/2018	269.50
EF116522	27198	**GREEN PROMOTIONS PTY LTD** PROMOTIONAL SUPPLIES	31/10/2018	781.00
EF116523	27212	**A&L SAUNA & STEAM WA** CARPENTRY - SAUNA	31/10/2018	220.00
EF116524	27215	**METAL WORKS PERTH** SIGNAGE	31/10/2018	12,833.70
EF116525	27217	**CROTHERS CONSTRUCTION PTY LTD** BUILDING CONSTRUCTION SERVICES	31/10/2018	7,236.58
EF116526	27226	**SHOWTIME ATTRACTIONS PTY LTD** ENTERTAINMENT	31/10/2018	5,995.00
EF116527	27231	**CIVIL SURVEY SOLUTIONS PTY LTD** CONSULTANCY - ENGINEERING	31/10/2018	539.00
EF116528	27234	**GO2CUP** REUSABLE CUPS	31/10/2018	525.00
EF116529	27238	**AUTO INGRESS PTY LTD** SERVICE AUTO DOORS	31/10/2018	1,375.00
EF116530	27241	**LANDSCAPE ELEMENTS PTY LTD** LANDSCAPING SERVICES	31/10/2018	46,159.03
EF116531	27242	**KP ELECTRIC (AUSTRALIA) PTY LTD** ELECTRICAL SERVICES	31/10/2018	3,259.42
EF116532	27246	**VEALE AUTO PARTS** SPARE PARTS MECHANICAL	31/10/2018	1,648.10
EF116533	27250	**TREVOR PHILLIPS & ASSOCIATES** SURVEYING	31/10/2018	800.00
EF116534	27257	**BLACKWELL & ASSOCIATES** LANDSCAPE ARCHITECTS	31/10/2018	9,258.15
EF116535	27269	**INTEGRAPAY PTY LTD** PAYMENT PROCESSING	31/10/2018	12,303.94
EF116536	27270	**SALMAT MEDIAFORCE PTY LTD** DISTRIBUTION SERVICES	31/10/2018	2,680.59
EF116537	27274	**FORTH CONSULTING PTY LTD** ENGINEERING SERVICES	31/10/2018	2,475.00
EF116538	27275	**HOSPITALITY TOTAL SERVICES** HOSPITALITY CONSULTANTS	31/10/2018	8,401.25
EF116539	27286	**METROCON PTY LTD** BUILDING CONSTRUCTION SERVICES	31/10/2018	17,152.91
EF116540	27287	**ECLIPSE DRIVING SCHOOL** TRAINING/INSTRUCTION	31/10/2018	360.00

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EF116541	27298	**MY MEDIA INTELLIGENCE PTY LTD** MEDIA MONITORING	31/10/2018	1,112.99
EF116542	27308	**JATU CLOTHING & PPE PTY LTD** CLOTHING PPE	31/10/2018	1,647.24
EF116543	27317	**RAWURBAN CONSTRUCTIONS** BUILDING CONSTRUCTION	31/10/2018	4,856.50
EF116544	27319	**NATURE CALLS PORTABLE TOILETS** HIRE - PORTABLE LOOS	31/10/2018	531.00
EF116545	27324	**BEBBCART PTY LTD** CARTOGRAPHIC AND DRAFTING SERVICES	31/10/2018	924.00
EF116546	27334	**WESTCARE PRINT** PRINTING SERVICES	31/10/2018	3,616.80
EF116547	27335	**BRIGHTEN INTERIORS** CABINET MAKING SERVICES	31/10/2018	5,225.00
EF116548	27341	**MEGA OFFICE SUPPIES** STATIONERY	31/10/2018	842.63
EF116549	27345	**BELLROCK PROTECTIVE SECURITY SERVICES** SECURITY SERVICES	31/10/2018	531.11
EF116550	27351	**PROGRAMMED PROPERTY SERVICES** PROPERTY MAINTENANCE	31/10/2018	4,455.00
EF116551	27362	**THE MIGHTY BOOTHS** PHOTOBOOTH	31/10/2018	849.00
EF116552	27377	**ACCIDENTAL HEALTH AND SAFETY - PERTH** FIRST AID SUPPLIES	31/10/2018	294.49
EF116553	27381	**FIT FOR LIFE EXERCISE PHYSIOLOGY** EXERCISE CLASSES	31/10/2018	1,760.00
EF116554	27384	**SIFTING SANDS** SAND CLEANING	31/10/2018	3,212.83
EF116555	27392	**AXIS MAINTENANCE SERVICES PTY LTD** MAINTENANCE	31/10/2018	1,459.18
EF116556	27396	**ANKEET MEHTA SPEARWOOD NEWSPAPER ROUND DELIVERY** NEWSPAPER DELIVERY	31/10/2018	379.47
EF116557	27401	**EMPRISE MOBILITY PTY LTD** MOBILITY EQUIPMENT	31/10/2018	2,495.00
EF116558	27403	**FREEDOM FAIRIES PTY LTD** AMUSEMENT	31/10/2018	330.00
EF116559	27404	**K2 AUDIOVISUAL** AUDIO VISUAL EQUIPMENT	31/10/2018	1,207.25
EF116560	27409	**GREEN AND GOLD HIAB** TRANSPORT	31/10/2018	520.30
EF116561	27410	**THE KIT BAG** PPE CLOTHING	31/10/2018	260.00
EF116562	27416	**INCLUSION SOLUTIONS LIMITED** EDUCATION/CONSULTING	31/10/2018	966.37
EF116563	27419	**SPICE DIGITAL IMAGING PTY LTD** SINGAGE	31/10/2018	385.00
EF116564	27423	**MECHANICAL PROJECT SERVICES PTY LTD** AIRCONDITIONING SERVICES	31/10/2018	5,879.50
EF116565	27431	**UNITED DIAMOND TOOLS** TOOLS	31/10/2018	1,980.00
EF116566	27438	**ERTECH PTY LTD** ENGINEERING CIVIL	31/10/2018	985,488.48
EF116567	27439	**PUMPENG PTY LTD** PUMPS	31/10/2018	5,417.50
EF116568	27444	**VEEV GROUP PTY LTD** CONSULTANCY	31/10/2018	2,403.50
EF116569	27446	**BENCHMARK INFRASTRUCTURE SOLUTIONS PTY LTD** ANTI CLIMB DEVICES	31/10/2018	5,709.00
EF116570	27451	**SAFEWAY BUILDING & RENOVATIONS PTY LTD** ROOFING	31/10/2018	5,182.50
EF116571	27455	**SITE PROTECTIVE SERVICES** CCTV PARTS	31/10/2018	21,408.20
EF116572	27456	**SECUREPAY PTY LTD** PAYMENT SOLUTIONS	31/10/2018	352.00
EF116573	27462	**OCTAGON LIFTS PTY LTD** LIFT INSTALLATION, SERVICE AND REPAIRS	31/10/2018	2,438.46
EF116574	27465	**LEADING AGE SERVICES AUSTRALIA LTD** TRAINIG	31/10/2018	550.00
EF116575	27478	**J&R PRESSURE CLEAN** PRESSURE CLEANING	31/10/2018	385.00
EF116576	27479	**VITAL INTERPRETING PERSONNEL** TRANSLATING SERVICES	31/10/2018	196.90
EF116577	27497	**TAYCON GROUP PTY LTD** BUILDING SURVEYING	31/10/2018	4,257.00

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EF116578	27500	**ABSOLUTE BALANCE** FITNESS PROGRAMMES	31/10/2018	2,150.50
EF116579	27507	**TJS SERVICES GROUP PTY LIMITED** CLEANING SERVICES	31/10/2018	50,470.59
EF116580	27511	**CFAB PTY LTD** FABRICATION SERVICES	31/10/2018	3,718.00
EF116581	27512	**AGENT SALES & SERVICES PTY LTD** POOL CHEMICALS	31/10/2018	6,498.25
EF116582	27523	**ROBERT LAWRENCE TOOHEY** HIGH PRESSURE CLEANING	31/10/2018	5,096.50
EF116583	27525	**CASTLEDINE GREGORY** LAW AND MEDIATION	31/10/2018	5,852.00
EF116584	27527	**GM MICROTUNNELLING** MICROTUNNELLING	31/10/2018	98,874.05
EF116585	27532	**NQPETRO WA PTY LTD** FUEL EQUIPMENT SPECIALIST	31/10/2018	139,223.21
EF116586	27534	**RALPH & BEATTIE BOSWORTH PTY LTD** QUANTITY SURVEY	31/10/2018	2,090.00
EF116587	27535	**THE FOREVER PROJECT PTY LTD** CONSULTANCY	31/10/2018	619.30
EF116588	27536	**PAPERCLIP DESIGNS** GRAPHIC DESIGN	31/10/2018	198.00
EF116589	27539	**JASMIN CARPENTRY & MAINTENANCE** CARPENTRY	31/10/2018	5,058.19
EF116590	27542	**KEEPCUP PTY LTD** REUSABLE CUP	31/10/2018	1,595.00
EF116591	27546	**BPA ENGINEERING** CONSULTANCY - ENGINEERING	31/10/2018	7,034.50
EF116592	27547	**IMPRESSIONS CATERING** CATERING	31/10/2018	6,251.85
EF116593	27548	**STANDING FORK** CATERING	31/10/2018	2,306.00
EF116594	27550	**ECOSTAR CONSULTING** SUSTAINABILITY TRAINING	31/10/2018	280.50
EF116595	27553	**TUNA BLUE PTY**	31/10/2018	3,931.05
EF116596	27556	**LEWIS FORTESCUE GROUP** CONSULTANCY - HEALTH CARE	31/10/2018	3,311.00
EF116597	27557	**CHSA** SUSTAINABILITY AND ENERGY AUDITS	31/10/2018	300.00
EF116598	27558	**ENCHANTED CHARACTERS** STILTWALKING	31/10/2018	5,434.00
EF116599	27562	**POLYTECH PLASTICS AUSTRALASIA** MANUFACTURE PLASTIC PRODUCTS	31/10/2018	21,780.00
EF116600	27566	**THUROONA SERVICES** ASBESTOS REMOVAL	31/10/2018	1,185.80
EF116601	27570	**2XM FINANCE PTY LTD** RECRUITMENT	31/10/2018	7,795.44
EF116602	27571	**SELECTED PLUMBING PTY LTD** PLUMBING	31/10/2018	9,597.50
EF116603	27574	**THE THREADED WALL** ARTISTIC SERVICES	31/10/2018	1,000.00
EF116604	27575	**SHRED X SECURE DESTRUCTION** DOCUMENT DESTRUCTION	31/10/2018	20.24
EF116605	27576	**ZUMBA FITNESS WITH TRACY** ZUMBA FITNESS CLASSES	31/10/2018	480.00
EF116606	27578	**VORGEE PTY LTD** SWIMWEAR	31/10/2018	572.74
EF116607	27579	**TRAVIS HAYTO PHOTOGRAPHY** PHOTOGRAPHY SERVICES	31/10/2018	412.50
EF116608	27581	**BNG NGO SERVICES ONLINE** COMPUTER SOFTWARE	31/10/2018	1,732.50
EF116609	27586	**PROBUILD TECHNOLOGIES** FENCING SERVICES	31/10/2018	15,613.27
EF116610	27587	**NEW GROUND WATER SERVICES PTY LTD** IRRIGATION/RETICULATION	31/10/2018	27,845.40
EF116611	27588	**TRUE BLUE CONTAINERS** HIRE, SALES - CONTAINERS	31/10/2018	8,497.50
EF116612	27590	**ENGAGEMENT PLUS** COMMUNITY ENGAGEMENT TRAINING	31/10/2018	2,686.20
EF116613	27599	**DOCKPRO PTY LTD** SALES, SERVICING & INSTALLATION OF DRY D	31/10/2018	8,908.00
EF116614	27603	**IRENE OSBORNE DIP.FA** ARTIST	31/10/2018	6,000.00
EF116615	10747	**IINET LIMITED**	31/10/2018	619.85

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		INTERNET SERVICES		
EF116616	11758	**WATER CORP UTILITY ACCOUNT ONLY - PLEASE REFER TO 11760 WHEN RAISING PO**	31/10/2018	48,636.65
		WATER USAGE / SUNDRY CHARGES		
EF116617	11760	**WATER CORPORATION**	31/10/2018	753.89
		SEWER EASEMENT		
EF116618	99996	**COMPLETE APPROVALS**	31/10/2018	147.00
		RATE REFUNDS		
EF116619	99996	**STAR INVESTMENTS (WA) P/L T/A METAMORPHI**	31/10/2018	296.40
		RATE REFUNDS		
EF116620	99996	**ZVONKO FURESH**	31/10/2018	15.00
		RATE REFUNDS		
EF116621	99996	**NICOLE JADE HARRISON**	31/10/2018	150.00
		RATE REFUNDS		
EF116622	99996	**BOTTEGA CAFE**	31/10/2018	477.00
		RATE REFUNDS		
EF116623	99996	**TANGENT NOMINEES PTY LTD**	31/10/2018	1,416.87
		RATE REFUNDS		
EF116624	99996	**DWA CONSULTING PTY LTD**	31/10/2018	2,085.50
		RATE REFUNDS		
EF116625	99996	**LRY GROUPOF COMPANIES PTY LTD**	31/10/2018	147.00
		RATE REFUNDS		
EF116626	99996	**JIANGSONG ZHENG**	31/10/2018	201.99
		RATE REFUNDS		
EF116627	99996	**JAUNITA WARREN**	31/10/2018	1,396.60
		RATE REFUNDS		
EF116628	99996	**HUGH AND KRONTHIP HYLAND**	31/10/2018	45.76
		RATE REFUNDS		
EF116629	99996	**A & R PILLINGER**	31/10/2018	283.18
		RATE REFUNDS		
EF116630	99996	**KERRY STREET COMMUNITY SCHOOL**	31/10/2018	590.00
		RATE REFUNDS		
EF116631	99996	**PERTH PATIO DESIGNS**	31/10/2018	147.00
		RATE REFUNDS		
EF116632	99996	**SU LYN LEONG**	31/10/2018	150.00
		RATE REFUNDS		
EF116633	99996	**NINO MONACO**	31/10/2018	800.00
		RATE REFUNDS		
EF116634	99996	**ORACLE SURVEYS**	31/10/2018	30.00
		RATE REFUNDS		
EF116635	99996	**OFFICE OF STATE REVENUE**	31/10/2018	7.60
		RATE REFUNDS		
EF116636	99996	**HOUSING AUTHORITY**	31/10/2018	443.12
		RATE REFUNDS		
EF116637	99996	**MOMENTUM WEALTH**	31/10/2018	381.00
		RATE REFUNDS		
EF116638	99996	**TELSTRA CORPORATION LTD**	31/10/2018	736.65
		RATE REFUNDS		
EF116639	99996	**HOUSING AUTHORITY**	31/10/2018	509.75
		RATE REFUNDS		
EF116640	99996	**HOUSING AUTHORITY**	31/10/2018	513.51
		RATE REFUNDS		
EF116641	99996	**HOUSING AUTHORITY**	31/10/2018	246.15
		RATE REFUNDS		
EF116642	99996	**ROCKINGHAM PARK PTY LTD**	31/10/2018	37.50
		RATE REFUNDS		
EF116643	99996	**STEPHEN EVES**	31/10/2018	1,630.35
		RATE REFUNDS		
EF116644	99996	**SHARON COLLINS**	31/10/2018	980.00
		RATE REFUNDS		
EF116645	99996	**LJUBICA GIBALO**	31/10/2018	72.46
		RATE REFUNDS		
EF116646	99996	**ALISON TABORSKY**	31/10/2018	300.14
		RATE REFUNDS		
EF116647	99996	**BAFC SETTLEMENT**	31/10/2018	422.46
		RATE REFUNDS		
EF116648	99996	**LIU XIAOLING**	31/10/2018	780.54
		RATE REFUNDS		
EF116649	99996	**OWNERS OF 7 COOLIBAH WAY SP30312**	31/10/2018	916.00
		RATE REFUNDS		
EF116650	99996	**W T PARTNERS**	31/10/2018	1,544.51
		RATE REFUNDS		
EF116651	99996	**JH PROPERTY DEVELOPMENT**	31/10/2018	6,687.79
		RATE REFUNDS		
EF116652	99996	**HOUSING AUTHORITY**	31/10/2018	37.50
		RATE REFUNDS		
EF116653	99996	**HOUSING AUTHORITY**	31/10/2018	513.51
		RATE REFUNDS		
EF116654	99996	**HOUSING AUTHORITY**	31/10/2018	513.51
		RATE REFUNDS		
EF116655	99996	**YICHAO RUI**	31/10/2018	497.62
		RATE REFUNDS		
EF116656	99996	**C & R LAW**	31/10/2018	2,093.26

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		RATE REFUNDS		
EF116657	99996	**DAVID REARDON**	31/10/2018	75.00
		RATE REFUNDS		
EF116658	99996	**OLIVER CAMPBELL**	31/10/2018	147.00
		RATE REFUNDS		
EF116659	99996	**101 RESIDENTIAL PTY LTD**	31/10/2018	1,068.90
		RATE REFUNDS		
EF116660	99996	**SOPHIE HASKETT**	31/10/2018	80.00
		RATE REFUNDS		
EF116661	99996	**SOPHIE HASKETT**	31/10/2018	80.00
		RATE REFUNDS		
EF116662	99996	**KARUN BHUSAL**	31/10/2018	280.00
		RATE REFUNDS		
EF116663	99996	**JESSIKA SUWINDIA**	31/10/2018	150.00
		RATE REFUNDS		
EF116664	99996	**BENEDICT WOODLEY**	31/10/2018	980.00
		RATE REFUNDS		
EF116665	99996	**LYNETTE SMITH**	31/10/2018	11,979.00
		RATE REFUNDS		
		LESS CANCELLED PAYMENTS:		
EF115326		CHARLEY WEHR	1/10/2018	-400.00
EF115422		GEOFF REYNOLDS	1/10/2018	-14,690.00
EF115331		TECHNICAL RECIPES LTD	3/10/2018	-100.00
EF115432		TONY STOCK	3/10/2018	-28,027.41
EF115662		CHARLEY WEHR	4/10/2018	-400.00
EF115435		DALE WESLEY	5/10/2018	-100.00
EF115895		JAIDEN WILKINSON	11/10/2018	-400.00
		PAYMENT LIST TOTAL		**10,581,746.10**
		BANK FEES AND CREDIT CARD PAYMENTS:		
		BANK FEES		
		MERCHANT FEES COC		
		MERCHANT FEES SLLC		
		MERCHANT FEES ARC		
		MERCHANT FEES VARIOUS OUT CENTRES		
		NATIONAL BPAY CHARGE		6,776.74
		RTGS/ACLR FEE		
		NAB TRANSACT FEE		915.24
		MERCHANDISE / OTHER FEES		
		CBA CREDIT CARD PAYMENT		78,578.40
				86,270.38
		FAMILY DAY CARE AND IN HOME CARE PAYMENTS:		
		FDC PAYMENTS		133,882.01
		IHC PAYMENTS		55,435.69
				189,317.70
		PAYROLL PAYMENTS:		
		COC02/10/18 Pmt 000124742708 City of Cockburn	3/10/2018	1,362,511.87
		COC05/10/18 Pmt 000124902122 City of Cockburn	5/10/2018	168.16
		COC05/10/18 Pmt 000125139504 City of Cockburn	10/10/2018	4,291.33
		COC16/10/18 Pmt 000125554935 City of Cockburn	17/10/2018	1,344,735.81
		COC18/10/18 Pmt 000125650404 City of Cockburn	18/10/2018	4,947.12
		COC19/10/18 Pmt 000125728498 City of Cockburn	19/10/2018	932.51
		COC16/10/18 Pmt 000125995215 City of Cockburn	25/10/2018	8,729.52
		COC25/10/18 Pmt 000126371316 City of Cockburn	31/10/2018	19,520.44
		COC30/10/18 Pmt 000126382900 City of Cockburn	31/10/2018	1,362,834.39
				4,108,671.15
		TOTAL PAYMENTS		**14,966,005.33**

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15.2 (2018/MINUTE NO 0191) STATEMENT OF FINANCIAL ACTIVITY AND ASSOCIATED REPORTS - OCTOBER 2018

Author(s) N Mauricio

Attachments 1. Financial Activity Statement - Oct18 NEW

RECOMMENDATION

That Council:

(1) adopt the Statement of Financial Activity and associated reports for October 2018, as attached to the Agenda; and

(2) amend the 2018/19 Municipal Budget in accordance with the detailed schedule attached as follows:

Increase opening municipal funds b/fwd from $11,855,223 to $11,967,494	Increase	(112,271)
Revenue	Increase	(262,028)
Expenditure	Increase	308,771
Transfer from Reserve	Increase	(9,872)
Transfer to Reserve	Increase	112,271
Budget Contingency Account	Decrease	(36,871)
Net impact on Municipal budget surplus		Nil

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COUNCIL DECISION

MOVED Cr C Reeve-Fowkes SECONDED Cr C Sands

That the recommendation be adopted.

CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 10/0

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:–

1. Details of the composition of the closing net current assets (less restricted and committed assets).

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2. Explanation for each material variance identified between YTD budgets and actuals.
3. Any other supporting information considered relevant by the local government.

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

The regulations require the information reported in the statement to be shown either by nature 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.

Local Government (Financial Management) Regulations - Regulation 34 (5) states "Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances."

This regulation requires Council to annually set a materiality threshold for the purpose of disclosing budget variances within monthly financial reporting and Council adopted at the July 2018 meeting to continue with a materiality threshold of $200,000 for the 2018/19 financial year.

Detailed analysis of budget variances is an ongoing exercise, with necessary budget amendments either submitted to Council each month (via this report) or included in the City's mid-year budget review, as deemed appropriate.

Submission

N/A

Report

Opening Funds

The City brought forward $11.97 million in opening funds from the previous year (confirmed by audit), which included $9.56 million of municipal funding committed to carried forward works and projects. The remaining uncommitted $2.41 million was $410,382 above the $2.0 million surplus estimate in the 2018/19 adopted budget. Any uncommitted end of year surplus is required to be transferred to the City's financial reserves in accordance with budget policy and Council has previously adopted a transfer of $298,111 for this purpose. As this has now increased to $410,382 following audit completion, another $112,271 will be sent to the Community Infrastructure Reserve.

Closing Funds

The City's actual closing funds position for the month of $88.62 million was $8.81 million higher than the YTD budget. This result included the annual rates revenue raised in July and also reflected budget variances across the operating and capital programs as further detailed in this report.

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The 2018/19 revised budget is showing a closing surplus of $110,877 up from $15,400 in the adopted budget. A reconciliation of the changes is included at note 3 to the financial report.

Operating Revenue

Operating revenue of $119.69 million was ahead of YTD budget by $1.10 million. A significant portion of the City's operating revenue is recognised in July upon the issue of annual rates and charges. The remaining revenue, largely comprising service fees, operating grants and contributions and interest earnings from investments flows uniformly over the remainder of the year.

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

Nature or Type Classification	Actual Revenue $M	Revised Budget YTD $M	Variance to Budget $M	FY Revised Budget $M
Rates	100.70	100.60	0.10	103.70
Specified Area Rates	0.44	0.45	(0.01)	0.45
Fees & Charges	11.86	11.75	0.11	29.00
Operating Grants & Subsidies	4.02	3.52	0.51	10.42
Contributions, Donations, Reimbursements	0.50	0.35	0.14	1.25
Interest Earnings	2.18	1.92	0.26	4.99
Total	119.70	118.59	1.11	149.82

Material variance identified for the month included:

- Interest earnings on investments were $0.21 million ahead of YTD budget
- Grant funding of $0.39 million for the Roe 8 rehabilitation project has been received ahead of the YTD budget setting.
- A milestone payment of $0.28 million for the Better Bins program received from the Department of Water & Environmental Regulation is not currently budgeted. This relates to the roll out of the third bin project.

Operating Expenditure

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Operating expenditure (including asset depreciation) of $46.93 million was under the YTD budget by $3.86 million.

The following table shows the operating expenditure budget variance at the nature and type level. The internal recharging credits reflect the amount of internal costs capitalised against the City's assets:

Nature or Type Classification	Actual Expenses $M	Revised Budget YTD $M	Variance to Budget $M	FY Revised Budget $M
Employee Costs - Direct	18.43	19.03	0.60	55.18
Employee Costs - Indirect	0.27	0.35	0.08	1.57
Materials and Contracts	12.39	15.21	2.83	44.69
Utilities	1.59	1.83	0.24	5.46
Interest Expenses	0.07	0.00	(0.07)	0.71
Insurances	0.96	0.98	0.01	1.49
Other Expenses	3.00	3.00	0.00	9.14
Depreciation (non-cash)	10.37	10.37	0.00	31.12
Amortisation (non-cash)	0.38	0.38	0.00	1.14
Internal Recharging-CAPEX	(0.54)	(0.36)	0.19	(0.99)
Total	46.93	50.80	3.87	149.51

- Material and Contracts was collectively $2.83 million under the YTD year budget with the identified significant variances being:
  - Coastal Engineering Services was underspent $0.43 million against YTD budget mainly from a delayed start to the Port Coogee sand bypassing works.
  - Environmental area management was also underspent by $0.58 million mainly due to a $0.36 million underspend against the Roe 8 rehabilitation budget.
  - Cockburn ARC was showing a $0.30 million underspend across their business for various service contracts and material costs.
- Employee Costs – Direct: Parks salaries were $0.20 million (13.2%) under the YTD budget.

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Capital Expenditure

The City's adopted budget capital budget of $40.92 million increased to $64.70 million with the addition of carried forward works and projects. To the end of the month, actual spending was $10.56 million, being $1.43 million under the YTD budget setting. It should be noted that this under spend is much lower than last month's reported $9.55 million as the result of a review of cash flow budgets for significant projects completed recently.

The following table details this budget variance by asset class:

Asset Class	YTD Actuals $M	YTD Budget $M	YTD Variance $M	Revised Budget $M	Commit Orders $M
Roads Infrastructure	4.73	4.50	(0.23)	21.36	6.59
Drainage	0.23	0.22	(0.01)	1.90	0.14
Footpaths	0.42	0.42	0.00	1.89	0.07
Parks Infrastructure	2.04	2.15	0.12	13.25	1.67
Landfill Infrastructure	0.03	0.04	0.00	0.54	0.07
Freehold Land	0.04	0.23	0.19	0.70	0.00
Buildings	2.17	2.14	(0.03)	16.94	1.38
Furniture & Equipment	0.01	0.02	0.01	0.05	0.00
Information Technology	0.35	0.81	0.46	2.28	0.11
Plant & Machinery	0.15	1.01	0.86	4.33	1.75
Marina Infrastructure	0.39	0.44	0.06	1.55	0.15
Total	**10.56**	**11.99**	**1.43**	**64.79**	**10.25**

Due to the budget cash flow review, there were no significant project budget variances recorded for the month. The following program spending variances are highlighted:

- Plant & Machinery (under by $0.86 million) –
  - Light fleet replacement program was $0.58 million under the YTD budget. A review will be undertaken next month to realign the cash flow budget to the timing of replacements.
- Information Technology (under by $0.46 million) –

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- IT related software and hardware project initiatives were collectively $0.50 million below YTD budget.

Capital Funding

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

Material variances for the month included:

- Capital Grants & Subsidies - MRWA funding for the Spearwood Ave duplication and bridge works of $3.92 million has been received ahead of YTD budget. This is partially offset by $0.44 million not yet received for North Lake Road/Phoenix Road project works (construct second right turning lane and rehabilitation of North Lake Rd).
- Non-Government Capital Contributions – net variance of $77k over YTD budget but includes following significant variances:
  - POS cash in lieu for parks projects of $0.29 million not yet allocated from the Trust Fund. Cash flow timings will be reviewed and adjusted next month.
  - Developer contribution towards the commissioning of the marina fuel facilities of $0.45 million received ahead of the YTD budget.
  - Developer Contribution Schemes – Revenue of $1.14 million from the Community Infrastructure Scheme was $0.36 million below the YTD budget. However, contributions for Success North roads infrastructure were $0.20 million ahead of YTD budget.

Reserve Transfers

- Transfers from reserves were $1.43 million below YTD budget. This mainly comprised funding for capital projects being behind by $1.50 million primarily due to the underspending within the plant replacement and IT project programs.

Cash & Investments

The closing cash and financial investment holding at month's end totalled $191.73 million, up from $180.14 million due to the second rates instalment falling due within the month.

$123.44 million of this balance was held for the City's financial reserves. The remaining $68.29 million represented the cash funds available to meet operational liquidity requirements.

Investment Performance, Ratings and Maturity

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The City's investment portfolio yielded a weighted annualised return of 2.76 percent for the month, up slightly on the 2.75 percent reported last month. Interest earnings on the investment portfolio were $1.58 million YTD against the full year budget of $4.30 million.

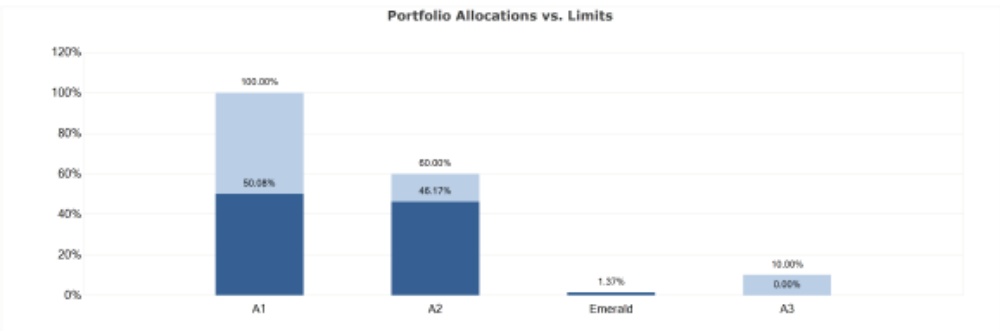
The cash rate was most recently reduced at the August 2016 meeting of the Reserve Bank of Australia (by 25bp to 1.50 percent). Markets are indicating that the next move in interest rates will most likely be up, but not until late 2019 or even early 2020 due to prevailing economic conditions.

The majority of investments are currently held in term deposit (TD) products placed with highly rated APRA (Australian Prudential Regulation Authority) regulated Australian and foreign owned banks. All current investments comply with the Council's Investment Policy, other than those made under previous statutory provisions (grandfathered by the updated legislation).

The City's TD investments fall within the following Standard and Poor's short term risk rating categories. During the month, the A-2 holding decreased from 52.9 percent to 46.17 percent, comfortably below the policy limit of 60 percent. The investment portfolio met all Council policy compliance requirements at month end.

Compliant
City of Cockburn
31 Oct 2018

FIIG Portfolio Limits



Category	Item	Limit Type	Limit	Actual	Variance	Test
Group						
	A1	Maximum	100.00%	50.08%	49.92%	Compliant
	A2	Maximum	60.00%	46.17%	13.83%	Compliant
	Emerald	Maximum	1.37%	1.37%	0.00%	Compliant
	A3	Maximum	10.00%	0.00%	10.00%	Compliant

Figure 1: Portfolio allocations compared to Investment Policy limits

The current investment strategy seeks to secure the highest possible rate on offer (up to 12 months for term deposits), subject to cash flow planning and investment policy requirements. Best value is currently being derived within the six to nine month investment range.

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The City's TD investment portfolio had an average duration of 172 days or 5.7 months, slightly down from 178 days the previous month. The maturity profile of the City's TD investments is graphically depicted below, showing sufficient maturities in the zero-90 days range to meet liquidity requirements:

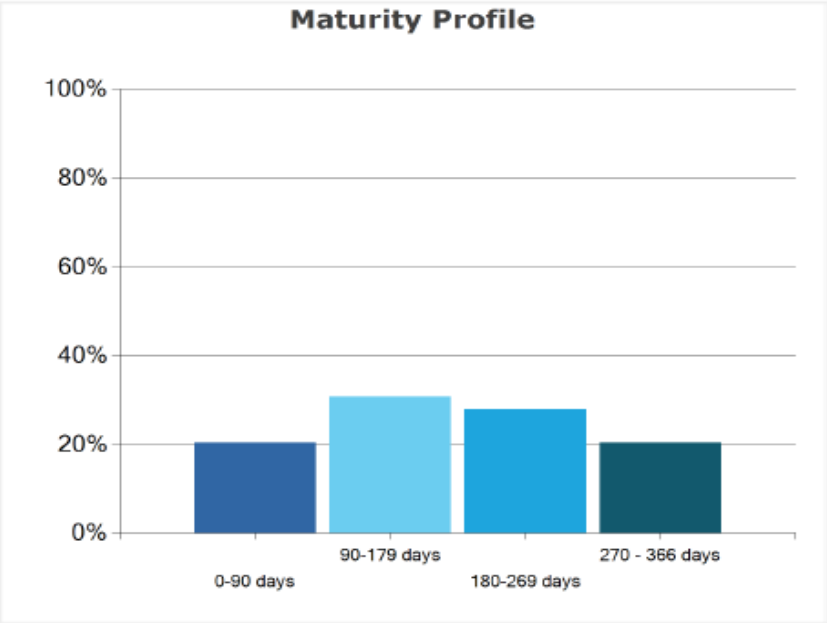

Figure 2: Council Investment Maturity Profile

Investment in Fossil Fuel Free Banks

At month end, the City held 52 percent ($98.0 million) of its TD investment portfolio with banks deemed free from funding fossil fuel related industries. This was down from 59 percent ($104.5 million) the previous month and fluctuates in line with policy limits and deposit rates available at time of placement.

Rates Debt Recovery

At month's end, the City had collected $85.43 million (68.1 percent) of the $125.42m levied (inclusive of prior year balances and YTD part year rating), with $40.0 million still to collect from remaining instalments and *payment arrangements.*

Budget Amendments

There were a number of minor budget amendments identified during the month that require Council adoption. These items are:

- Additional $142,028 for traffic safety management projects from increased Main Roads funding.
- Increase opening funds brought forward from 2017/18 by $112,271 and transfer these to the Community Infrastructure Reserve.

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- Provide operational funding of $49,360 for new parks acquired in the Shoreline development area (funded from the budget contingency account, Specified Area Rate reserve and other parks accounts).
- New funding of $10,000 towards a Bibra Lake Sewer Plan (funded from the budget contingency account).
- Allocate additional $30,000 in HACC funding for the transition to the Commonwealth Home Support Program (CHSP).
- Budget for $90,000 in contributions and costs for the Growth Areas Perth and Peel (GAPP) alliance.

The financial report attached includes a detailed schedule of the proposed budget changes and the associated funding sources.

Description of Graphs & Charts

There is a bar graph tracking Business Unit operating expenditure against budget. This provides a 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).

Trust Fund

At month end, the City held $11.43 million within its trust fund. $6.12 million was related to POS cash in lieu and another $5.31 million in various cash bonds and refundable deposits.

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Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes

Listen to and engage with our residents, business community and ratepayers with greater use of social media

Budget/Financial Implications

The 2018/19 revised budget surplus of $110,877 remains unchanged following the adoption of the budget amendments contained in this report.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

Council's adopted budget for revenue, expenditure and closing financial position will be misrepresented if the recommendation amending the City's budget is not adopted.

Advice to Proponent(s)/Submissioners

N/A

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

Nil

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STATEMENT OF FINANCIAL ACTIVITY

for the period ended 31 October 2018

	Actuals	YTD Revised Budget	Variance to YTD Budget	$ Variance to YTD Budget		Revised Budget	Adopted Budget
	$	$	%	$		$	$
Operating Revenue							
Financial Services	104,018,492	103,673,045	0%	345,447	√	111,499,815	113,414,800
Information Services	909	500	82%	409		1,500	1,500
Human Resource Management	104,307	97,331	7%	6,976		292,000	292,000
Library Services	17,719	18,115	-2%	(396)		54,346	54,346
Recreation & Community Safety	4,185,270	4,171,199	0%	14,071		13,225,760	13,184,010
Community Development & Services	3,281,610	3,509,331	-6%	(227,721)	X	8,564,146	8,500,008
Corporate Communications	7,309	12,200	-40%	(4,891)		120,865	120,865
Governance & Risk	1,366	267	412%	1,099		800	800
Statutory Planning	366,134	305,667	20%	60,467		977,000	977,000
Strategic Planning	1,230,989	1,310,806	-6%	(79,817)		3,096,944	3,087,944
Building Services	563,294	543,001	4%	20,293		1,263,000	1,263,000
Environmental Health	242,063	252,000	-4%	(9,937)		323,500	323,500
Waste Services	4,728,653	4,282,303	10%	446,350	√	8,130,049	8,130,049
Parks & Environmental Services	443,489	5,828	7510%	437,661	√	1,019,080	1,019,080
Engineering Services	67,003	68,903	-3%	(1,900)		286,709	286,709
Infrastructure Services	288,240	339,735	-15%	(51,494)		961,000	961,000
	119,695,018	118,590,231	1%	1,104,787		149,816,514	151,616,611
Total Operating Revenue	**119,695,018**	**118,590,231**	**1%**	**1,104,787**		**149,816,514**	**151,616,611**
Operating Expenditure							
Governance	(1,318,064)	(1,074,969)	23%	(243,095)	X	(3,445,201)	(3,660,479)
Strategy & Civic Support	(334,117)	(331,658)	1%	(2,459)		(1,146,001)	(1,146,001)
Financial Services	(2,466,646)	(2,278,425)	8%	(188,221)		(6,165,893)	(6,082,779)
Information Services	(1,987,144)	(2,182,508)	-9%	195,364		(5,634,507)	(5,627,001)
Human Resource Management	(984,472)	(955,820)	3%	(28,652)		(2,947,112)	(2,853,188)
Library Services	(1,303,199)	(1,386,976)	-6%	83,777		(3,918,933)	(3,896,274)
Recreation & Community Safety	(4,872,932)	(5,640,527)	-14%	767,596	√	(16,425,634)	(16,391,491)
Community Development & Services	(3,825,772)	(4,390,226)	-13%	564,453	√	(13,087,305)	(12,429,539)
Corporate Communications	(969,562)	(1,177,194)	-18%	207,633	√	(3,990,774)	(3,880,774)
Governance & Risk	(44,910)	(168,904)	-73%	123,994		(479,330)	(479,330)
Statutory Planning	(415,600)	(461,577)	-10%	45,977		(1,435,141)	(1,435,141)
Strategic Planning	(698,681)	(612,011)	14%	(86,670)		(1,956,008)	(1,941,496)
Building Services	(533,908)	(543,227)	-2%	9,318		(1,637,643)	(1,637,643)
Environmental Health	(593,616)	(681,368)	-13%	87,752		(1,929,160)	(1,923,740)
Waste Services	(6,530,258)	(6,744,031)	-3%	213,773	√	(19,941,355)	(19,593,906)
Parks & Environmental Services	(4,087,610)	(5,140,276)	-20%	1,052,666	√	(15,361,797)	(15,210,682)
Engineering Services	(2,720,679)	(2,681,857)	1%	(38,822)		(7,937,632)	(7,881,865)
Infrastructure Services	(3,033,034)	(3,943,020)	-23%	909,986	√	(10,794,778)	(10,664,608)
	(36,720,204)	**(40,394,574)**	**-9%**	**3,674,370**		**(118,234,204)**	**(116,735,938)**

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STATEMENT OF FINANCIAL ACTIVITY

for the period ended 31 October 2018

	Actuals	YTD Revised Budget	Variance to YTD Budget	$ Variance to YTD Budget		Revised Budget	Adopted Budget
	$	$	%	$		$	$
Less: Net Internal Recharging	543,951	355,002	53%	188,949		986,570	986,570
Add: Depreciation & Amortisation on Non-Current Assets							
Computer Equipment	(336,872)	(336,872)	0%	-		(1,010,616)	(1,010,616)
Furniture and Equipment	(126,588)	(126,588)	0%	-		(379,764)	(379,764)
Plant & Machinery	(1,066,252)	(1,068,325)	0%	2,073		(3,197,550)	(3,197,550)
Buildings	(2,052,112)	(2,052,112)	0%	-		(6,156,336)	(6,156,336)
Infrastructure - Roads	(3,789,740)	(3,789,740)	0%	-		(11,369,220)	(11,369,220)
Infrastructure - Drainage	(869,468)	(869,468)	0%	-		(2,608,404)	(2,608,404)
Infrastructure - Footpaths	(470,120)	(470,120)	0%	-		(1,410,360)	(1,410,360)
Infrastructure - Parks Equipment	(1,332,120)	(1,332,120)	0%	-		(3,996,360)	(3,996,360)
Landfill Infrastructure	(379,760)	(379,760)	0%	-		(1,139,280)	(1,139,280)
Marina Infrastructure	(331,036)	(331,036)	0%	-		(993,108)	(993,108)
	(10,754,068)	**(10,756,141)**	**0%**	**2,073**		**(32,260,998)**	**(32,260,998)**
Total Operating Expenditure	**(46,930,321)**	**(50,795,713)**	**-8%**	**3,865,392**		**(149,508,632)**	**(148,010,366)**
Change in Net Assets Resulting from Operations	**72,764,697**	**67,794,518**	**7%**	**4,970,179**		**307,881**	**3,606,245**
Non-Operating Activities							
Profit/(Loss) on Assets Disposal							
Plant and Machinery	96,894	(170,424)	-157%	267,318	√	(376,772)	(410,272)
Freehold Land	1,138,017	1,200,000	-5%	(61,983)		9,046,400	2,170,000
Buildings	-	-	0%	-		-	-
	1,234,910	**1,029,576**	**20%**	**205,334**		**8,669,628**	**1,759,728**
Capital Expenditure							
Computer Equipment	(347,453)	(807,760)	-57%	460,307	√	(2,282,000)	(1,063,280)
Furniture and Equipment	(13,950)	(24,000)	-42%	10,050		(50,000)	(30,000)
Plant & Machinery	(152,001)	(1,011,000)	-85%	858,999	√	(4,330,000)	(4,161,000)
Land	(40,765)	(239,860)	-83%	199,095		(707,387)	-
Buildings	(2,171,727)	(2,140,872)	1%	(30,856)		(16,935,020)	(9,362,800)
Infrastructure - Roads	(4,731,800)	(4,500,472)	5%	(231,328)	X	(21,358,537)	(14,162,636)
Infrastructure - Drainage	(230,352)	(223,312)	3%	(7,040)		(1,899,312)	(1,218,300)
Infrastructure - Footpaths	(415,626)	(417,069)	0%	1,443		(1,893,461)	(1,187,072)
Infrastructure - Parks Equipment	(1,542,870)	(1,667,599)	-7%	124,729		(10,757,698)	(5,847,000)
Infrastructure - Parks Landscaping	(495,978)	(486,702)	2%	(9,277)		(2,491,510)	(1,980,000)
Landfill Infrastructure	(33,547)	(35,546)	-6%	1,999		(538,083)	(360,000)
Note 1.	**(10,562,430)**	**(11,997,344)**	**-12%**	**1,434,914**		**(64,793,008)**	**(40,922,088)**

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STATEMENT OF FINANCIAL ACTIVITY

for the period ended 31 October 2018

		Actuals	YTD Revised Budget	Variance to YTD Budget	$ Variance to YTD Budget		Revised Budget	Adopted Budget
		$	$	%	$		$	$
Add: Land - Vested in Crown		-	-	0%	-		-	-
Add: Transfer to Reserves		(14,872,148)	(14,966,154)	-1%	94,005		(48,260,530)	(31,528,907)
Add Funding from								
Non-Operating Grants and Subsidies		4,665,887	792,067	489%	3,873,820	√	10,162,419	7,341,695
Non-Government Contributions		492,855	415,453	19%	77,401		5,118,105	2,792,000
Developers Contributions Plans: Cash		1,473,294	1,729,978	-15%	(256,683)	X	5,910,000	5,910,000
Proceeds on Sale of Assets		1,234,910	1,512,000	-18%	(277,090)	X	10,796,900	3,887,000
Reserves		10,482,039	11,914,866	-12%	(1,432,828)	X	39,252,888	17,168,457
		18,348,985	**16,364,364**	**12%**	**1,984,620**		**71,240,312**	**37,099,152**
Non-Cash/Non-Current Item Adjustments								
Depreciation on Assets		10,374,308	10,376,381	0%	(2,073)		31,121,718	31,121,718
Amortisation on Assets		379,760	379,760	0%	-		1,139,280	1,139,280
(Profit)/Loss on Assets Disposal		(1,234,910)	(1,029,576)	20%	(205,334)	√	(8,669,628)	(1,759,728)
Loan Repayments		-	-	0%	-		(2,500,000)	(2,500,000)
Non-Current Leave Provisions		179,625	-	0%	179,625		-	-
Deferred Pensioners Adjustment		39,792	-	0%	39,792		-	-
		9,738,575	**9,726,565**	**0%**	**12,010**		**21,091,370**	**28,001,270**
Opening Funds		11,967,494	11,855,223	1%	112,271		11,855,223	2,000,000
Closing Funds	**Note 2, 3.**	**88,620,082**	**79,806,746**	11%	8,813,336		**110,877**	**15,400**
		-	-	-	-		-	-

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Notes to Statement of Financial Activity

Note 1.

Additional information on the capital works program including committed orders at end of month:

Assets Classification	Actuals	Commitments at Month End	Commitments & Actuals YTD	YTD Revised Budget	Full Year Revised Budget	Uncommitted at Month End
	$	$			$	$
Computer Equipment	(347,453)	(112,201)	(459,654)	(807,760)	(2,282,000)	1,822,346
Furniture and Equipment	(13,950)	-	(13,950)	(24,000)	(50,000)	36,050
Plant & Machinery	(152,001)	(1,746,987)	(1,898,988)	(1,011,000)	(4,330,000)	2,431,012
Land	(40,765)	-	(40,765)	(239,860)	(707,387)	666,622
Buildings	(2,171,727)	(1,378,266)	(3,549,994)	(2,140,872)	(16,935,020)	13,385,026
Infrastructure - Roads	(4,731,800)	(6,592,402)	(11,324,202)	(4,500,472)	(21,358,537)	10,034,335
Infrastructure - Drainage	(230,352)	(138,298)	(368,650)	(223,312)	(1,899,312)	1,530,662
Infrastructure - Footpaths	(415,626)	(65,129)	(480,755)	(417,069)	(1,893,461)	1,412,706
Infrastructure - Parks Equipment	(1,542,870)	(1,452,026)	(2,994,896)	(1,667,599)	(10,757,698)	7,762,802
Infrastructure - Parks Landscaping	(495,978)	(220,119)	(716,097)	(486,702)	(2,491,510)	1,775,413
Landfill Infrastructure	(33,547)	(69,421)	(102,968)	(35,546)	(538,083)	435,115
Marina Infrastructure	(386,361)	(148,029)	(534,390)	(443,153)	(1,550,000)	1,015,610
	(10,562,430)	(11,922,879)	(22,485,308)	(11,997,344)	(64,793,008)	42,307,700

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	190,711,283	209,292,353	113,947,104	126,585,931
Rates Outstanding	41,238,925	3,500,000	3,500,000	3,500,000
Rubbish Charges Outstanding	184,409	-	-	-
Sundry Debtors	3,060,516	3,200,000	3,200,000	3,200,000
GST Receivable	79,575	-	-	-
Prepayments	182,780	-	-	-
Accrued Debtors	832,784	-	-	-
Stock on Hand	18,982	-	-	-
	236,309,254	215,992,354	120,647,104	133,285,931
Current Liabilities				
Creditors	(15,120,584)	(7,500,000)	(7,898,311)	(7,898,311)
Income Received in Advance	(1,475,089)	(1,400,000)	(1,400,000)	(1,400,000)
GST Payable	(1,930,455)	-	-	-
Witholding Tax Payable	-	-	-	-
Provision for Annual Leave	(4,127,089)	(4,000,000)	(4,000,000)	(4,000,000)
Provision for Long Service Leave	(2,609,004)	(2,400,000)	(2,400,000)	(2,400,000)
	(25,262,221)	(15,300,000)	(15,698,311)	(15,698,311)
Net Current Assets	211,047,033	200,692,354	104,948,792	117,587,620
Add: Non Current Investments	1,017,763	1,100,000	1,100,000	1,100,000
	212,064,796	201,792,354	106,048,792	118,687,620
Less: Restricted/Committed Assets				
Cash Backed Reserves #	(123,444,714)	(121,985,607)	(127,941,962)	(118,672,220)
Deposits & Bonds Liability *	-	-	-	-
	88,620,082	79,806,746	(21,893,169)	15,400
Closing Funds (as per Financial Activity Statement)	**88,620,082**	**79,806,746**	**(21,893,169)**	**15,400**

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)**				**15,400**
GL	235	Cockburn Parenting Service - minor income	OCM13/9/18	Income		500		**15,900**
GL	105	Increased in FAGS grant	OCM11/10/18	Income		85,977		**101,877**
OP	6,830	Lease income from 159 Phoenix Road	OCM08/11/18	Income		9,000		**110,877**
				Closing Funds Surplus (Deficit)	**0**	**95,477**	**0**	**110,877**

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Statement of Comprehensive Income *by Nature and Type*

for the period ended 31 October 2018

		Actual	Amended YTD Budget	$ Variance to YTD Budget	Forecast	Amended Budget	Adopted Budget
		$	$	$	$	$	$
OPERATING REVENUE							
01 Rates		100,696,437	100,600,000	96,437	103,796,437	103,700,000	103,700,000
02 Specified Area Rates		438,074	450,000	(11,926)	438,074	450,000	450,000
05 Fees and Charges	Note 1	11,856,521	11,746,577	109,944	29,108,056	28,998,112	28,988,612
10 Grants and Subsidies		4,023,734	3,518,595	505,139	10,929,384	10,424,245	12,233,842
15 Contributions, Donations and Reimbursements		496,943	354,464	142,478	1,392,167	1,249,689	1,249,689
20 Interest Earnings		2,183,309	1,920,594	262,715	5,257,182	4,994,467	4,994,467
25 Other revenue and Income		-	-	-	-	-	-
Total Operating Revenue		**119,695,018**	**118,590,231**	**1,104,787**	**150,921,300**	**149,816,514**	**151,616,611**
OPERATING EXPENDITURE							
50 Employee Costs - Salaries & Direct Oncosts	Note 2	(18,434,261)	(19,032,641)	598,380	(54,579,814)	(55,178,194)	(55,123,882)
51 Employee Costs - Indirect Oncosts		(266,612)	(345,967)	79,355	(1,494,792)	(1,574,147)	(1,571,447)
55 Materials and Contracts	Note 3	(12,386,222)	(15,212,340)	2,826,118	(41,860,627)	(44,686,745)	(43,245,692)
65 Utilities		(1,591,847)	(1,830,189)	238,342	(5,222,444)	(5,460,785)	(5,460,583)
70 Interest Expenses		(73,668)	-	(73,668)	(782,613)	(708,945)	(708,945)
75 Insurances		(964,150)	(975,000)	10,850	(1,474,150)	(1,485,000)	(1,485,000)
80 Other Expenses		(3,003,443)	(2,998,437)	(5,007)	(9,145,395)	(9,140,388)	(9,140,388)
85 Depreciation on Non Current Assets		(10,374,308)	(10,376,381)	2,073	(31,119,645)	(31,121,718)	(31,121,718)
86 Amortisation on Non Current Assets		(379,760)	(379,760)	-	(379,760)	(1,139,280)	(1,139,280)
Add Back: Indirect Costs Allocated to Capital Works		543,951	355,002	188,949	1,175,519	986,570	986,570
Total Operating Expenditure		**(46,930,321)**	**(50,795,713)**	**3,865,392**	**(144,883,720)**	**(149,508,632)**	**(148,010,366)**
CHANGE IN NET ASSETS RESULTING FROM OPERATING ACTIVITIES		**72,764,697**	**67,794,518**	**4,970,179**	**6,037,580**	**307,881**	**3,606,245**
NON-OPERATING ACTIVITIES							
L1, 16 Non-Operating Grants, Subsidies and Contributions		5,158,741	1,207,520	3,951,221	19,231,745	15,280,524	10,133,695
18 Developers Contributions Plans: Cash		1,473,294	1,729,978	(256,683)	5,653,317	5,910,000	5,910,000
95 Profit/(Loss) on Sale of Assets		1,234,910	1,029,576	205,334	1,234,910	8,669,628	1,759,728
Total Non-Operating Activities		**7,866,946**	**3,967,074**	**3,899,872**	**26,119,972**	**29,860,152**	**17,803,423**
NET RESULT		**80,631,642**	**71,761,591**	**8,870,051**	**32,157,552**	**30,168,033**	**21,409,668**

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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
	$	$	$	$
Recreation & Community Safety				
Recreational Services	163,847	197,860	593,580	593,580
Law and Public Safety	257,444	130,493	465,596	465,596
Cockburn ARC	3,512,111	3,603,207	11,152,830	11,152,830
	3,933,402	3,931,560	12,212,006	12,212,006
Waste Services:				
Waste Collection Services	2,594,275	2,517,322	2,647,216	2,647,216
Waste Disposal Services	1,847,229	1,763,799	5,479,288	5,479,288
	4,441,504	4,281,121	8,126,504	8,126,504
Infrastructure Services:				
Port Coogee Marina	265,318	337,735	955,000	955,000
	265,318	337,735	955,000	955,000
	8,640,224	8,550,416	21,293,509	21,293,509

Note 2.

Additional information on Salaries and Direct On-Costs by each Division.

	Actual	Amended YTD Budget	Amended Budget	Adopted Budget
	$	$	$	$
Executive Services	(1,045,105)	(848,039)	(2,451,261)	(2,451,261)
Finance & Corporate Services Division	(2,624,631)	(2,601,288)	(7,531,029)	(7,437,105)
Governance & Community Services Divisi	(6,739,566)	(7,197,228)	(20,957,840)	(20,997,452)
Planning & Development Division	(1,887,606)	(1,990,778)	(5,754,016)	(5,754,016)
Engineering & Works Division	(6,137,354)	(6,395,308)	(18,484,048)	(18,484,048)
	(18,434,261)	(19,032,641)	(55,178,194)	(55,123,882)

Note 3

Additional information on Materials and Contracts by each Division.

	Actual	Amended YTD Budget	Amended Budget	Adopted Budget
	$	$	$	$
Executive Services	(534,071)	(496,644)	(1,861,055)	(2,076,333)
Finance & Corporate Services Division	(1,556,059)	(1,574,899)	(4,043,270)	(3,952,650)
Governance & Community Services Divisi	(3,401,474)	(4,540,686)	(13,520,198)	(12,658,920)
Planning & Development Division	(330,773)	(276,152)	(1,033,323)	(1,013,391)
Engineering & Works Division	(6,563,846)	(8,323,958)	(24,228,899)	(23,544,399)
Not Applicable	0	0	0	0
	(12,386,222)	(15,212,340)	(44,686,745)	(43,245,692)

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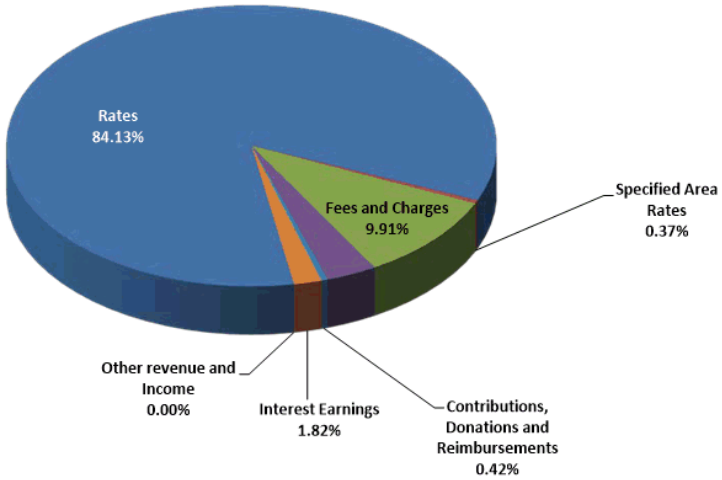
City of Cockburn - Reserve Funds

Financial Statement for Period Ending 31 October 2018

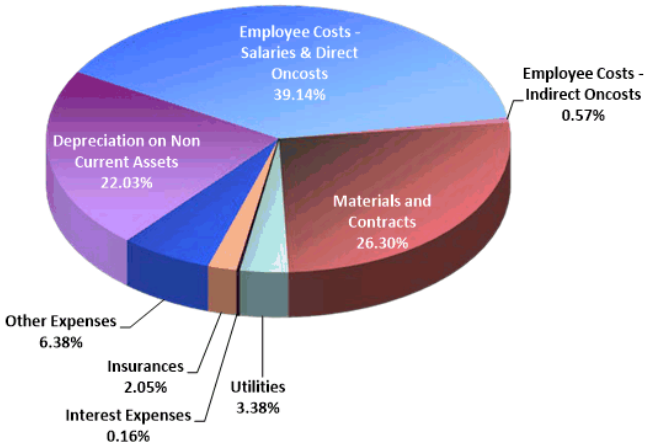
Account Details	Opening Balance		Interest Received		t/f's from Municipal		t/f's to Municipal		Closing Balance	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Council Funded										
Bibra Lake Management Plan	601,791	601,791	11,324	4,768	-	-	(100,000)	-	513,115	606,559
Carry Forward Projects	3,618,392	3,618,392	-	-	9,557,112	9,557,112	(10,938,249)	(4,107,897)	2,237,255	9,067,608
Cockburn ARC Building Maintenance	2,010,608	2,010,608	53,573	15,931	-	-	-	-	2,064,181	2,026,539
Cockburn Coast SAR	897	897	-	7	-	13,921	-	-	897	14,825
Community Infrastructure	14,879,832	14,879,832	127,034	117,272	7,298,111	298,111	(5,525,836)	(382,081)	16,779,141	14,913,134
Community Surveillance	903,958	903,958	23,842	6,909	200,000	-	(359,238)	(82,867)	768,562	828,000
Environmental Offset	304,512	304,512	8,033	2,413	-	-	-	-	312,545	306,924
Greenhouse Action Fund	420,432	420,432	10,790	3,331	200,000	-	(60,000)	-	571,222	423,764
HWRP Post Closure Management & Contaminatec	2,324,206	2,324,206	50,489	18,414	-	-	(135,000)	(307)	2,239,695	2,342,312
Information Technology	206,565	206,565	8,388	1,589	200,000	-	(121,250)	(26,681)	293,703	181,473
Insurance	1,246,137	1,262,819	8,801	11,113	550,000	550,000	(75,000)	(698)	1,729,938	1,823,234
Land Development and Investment Fund	3,756,615	3,756,615	256,447	30,210	9,986,201	1,292,172	(3,006,899)	(79,369)	10,992,364	4,999,629
Major Building Refurbishment	13,093,407	13,093,407	147,574	103,743	1,500,000	-	(175,000)	-	14,565,981	13,197,150
Municipal Elections	79,037	79,037	2,977	626	-	-	-	-	82,014	79,663
Naval Base Shacks	1,078,013	1,078,013	24,153	8,541	30,635	-	-	-	1,132,801	1,086,555
Plant & Vehicle Replacement	9,373,858	9,354,672	115,183	73,820	3,350,000	-	(3,539,500)	(116,982)	9,299,541	9,311,510
Port Coogee Marina Assets Replacement	285,423	285,423	-	2,261	1,000,000	-	-	-	1,285,423	287,684
Port Coogee Special Maintenance - SAR	1,629,721	1,418,130	28,417	12,017	380,000	354,153	(206,833)	(145,774)	1,831,305	1,638,526
Port Coogee Waterways - SAR	92,022	92,022	8,852	894	70,000	70,000	(50,000)	-	120,874	162,916
Port Coogee Waterways - WEMP	1,763,151	1,763,151	43,009	13,934	-	-	(593,533)	(31,031)	1,212,627	1,746,053
Roads & Drainage Infrastructure	15,446,223	15,446,223	81,300	119,595	2,000,000	-	(5,069,894)	(1,269,911)	12,457,629	14,295,907
Staff Payments & Entitlements	1,709,732	1,709,732	47,023	12,994	125,000	-	(190,000)	(135,000)	1,691,755	1,587,726
Waste & Recycling	14,136,202	14,136,202	363,713	111,733	1,100,000	-	(598,083)	(25,822)	15,001,832	14,222,113
Waste Collection	2,092,296	2,092,296	66,093	16,387	1,400,000	-	(91,207)	(88,201)	3,467,182	2,020,482
Welfare Redundancies	42,634	42,634	797	338	-	-	-	-	43,431	42,971
POS Cash in Lieu (Restricted Funds)	-	-	-	-	-	-	-	-	-	-
	91,095,664	**90,881,570**	**1,487,812**	**688,840**	**38,947,059**	**12,135,469**	**(30,835,522)**	**(6,492,621)**	**100,695,013**	**97,213,258**
Grant Funded										
Aged and Disabled Asset Replacement	191,003	191,003	8,628	1,513	-	-	-	-	199,631	192,517
CIHCF Building Maintenance	6,150,813	6,150,813	5,641	49,360	1,456,941	381,557	-	-	7,613,395	6,581,729
Family Day Care Accumulation Fund	30,674	30,675	-	198	-	-	-	-	30,674	30,873
Naval Base Shack Removal	528,000	528,000	10,822	4,184	56,000	-	-	-	594,822	532,183
Restricted Grants & Contributions	4,398,719	4,532,938	-	-	-	-	(3,934,870)	(3,991,241)	463,849	541,697
Underground Power - Service Charge	-	0	-	-	-	-	-	-	-	0
Welfare Projects Employee Entitlements	506,148	708,130	9,223	5,239	-	-	(11,510)	-	503,861	713,370
	11,805,357	**12,141,558**	**34,314**	**60,495**	**1,512,941**	**381,557**	**(3,946,380)**	**(3,991,241)**	**9,406,232**	**8,592,369**
Development Cont. Plans										
Cockburn Coast DCP14	(112,255)	(112,255)	-	(889)	-	-	(40,961)	-	(153,216)	(113,144)
Community Infrastructure DCP 13	5,714,253	5,714,253	231,370	50,166	4,500,000	1,142,440	(4,370,495)	-	6,075,128	6,906,859
Hammond Park DCP	2,742,378	2,742,378	24,032	21,829	500,000	32,994	(6,885)	-	3,259,525	2,797,201
Munster Development	1,260,069	1,260,069	21,830	9,984	80,000	-	(8,321)	-	1,353,578	1,270,053

Muriel Court Development Contribution	257,613	257,613	179	2,041	350,000	-	(11,738)	-	596,054	259,654
Packham North - DCP 12	15,021	15,021	1,146	153	100,000	17,474	(9,379)	-	106,788	32,649
Solomon Road DCP	639,757	639,757	16,500	5,069	-	-	(5,511)	-	650,746	644,826
Success Nth Development Cont. Plans	3,282,848	3,282,848	40,540	26,011	30,000	202,432	(3,776)	-	3,349,612	3,511,291
Thomas St Development Cont. Plans	13,262	13,262	294	105	-	-	-	-	13,556	13,367
Wattleup DCP 10	17,141	17,141	3,394	509	250,000	63,389	(6,885)	-	263,650	81,038
Yangebup East Development Cont. Plans	1,422,610	1,422,610	18,907	11,332	-	14,565	(3,656)	-	1,437,861	1,448,506
Yangebup West Development Cont. Plans	780,602	780,602	10,212	6,185	100,000	-	(3,376)	-	887,438	786,787
	16,033,299	**16,033,299**	**368,404**	**132,494**	**5,910,000**	**1,473,294**	**(4,470,986)**	**-**	**17,840,717**	**17,639,087**
Total Reserves	**118,934,320**	**119,056,427**	**1,890,530**	**881,829**	**46,370,000**	**13,990,320**	**(39,252,888)**	**(10,483,861)**	**127,941,962**	**123,444,714**

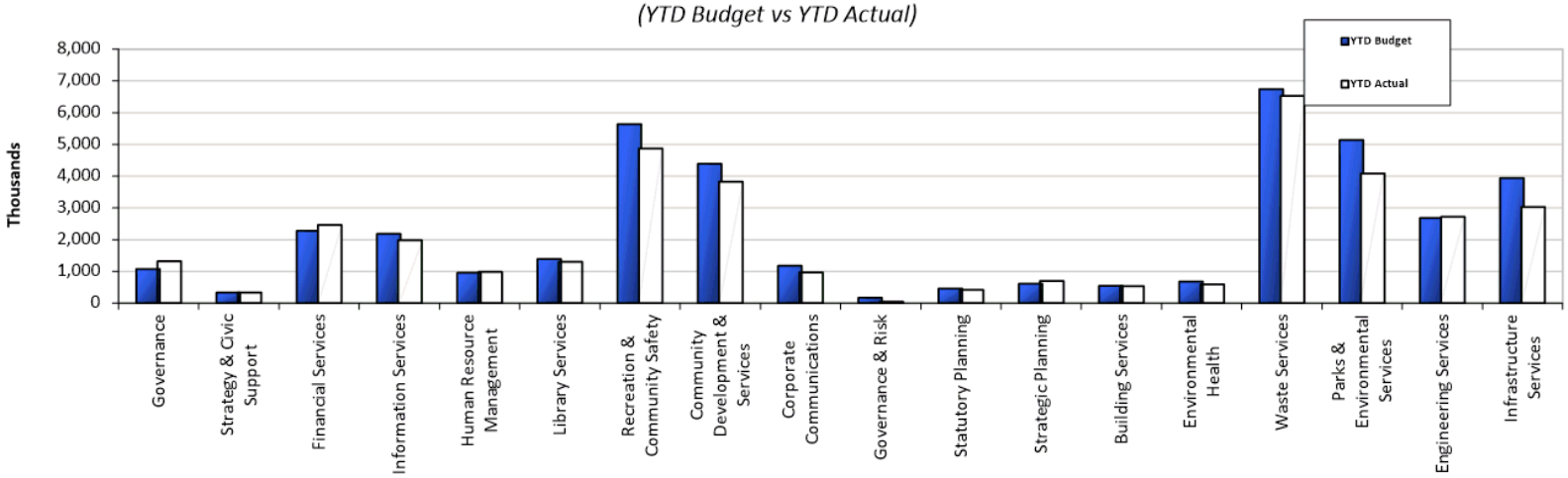
Operating Income by Nature and Type
(YTD Actual)

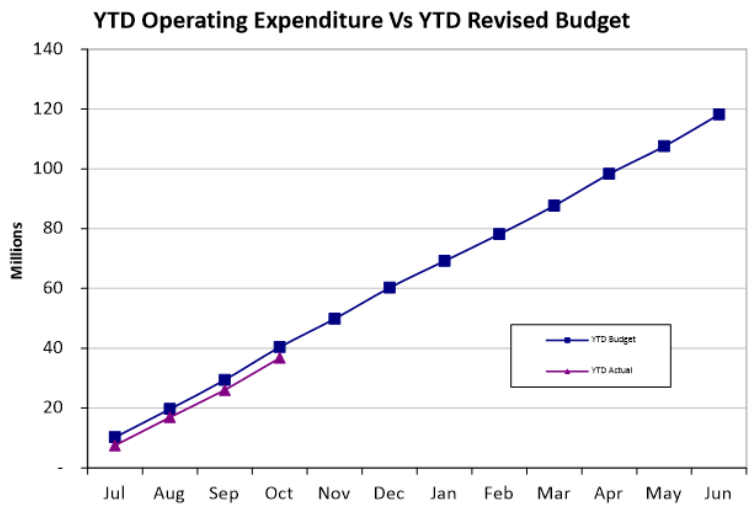


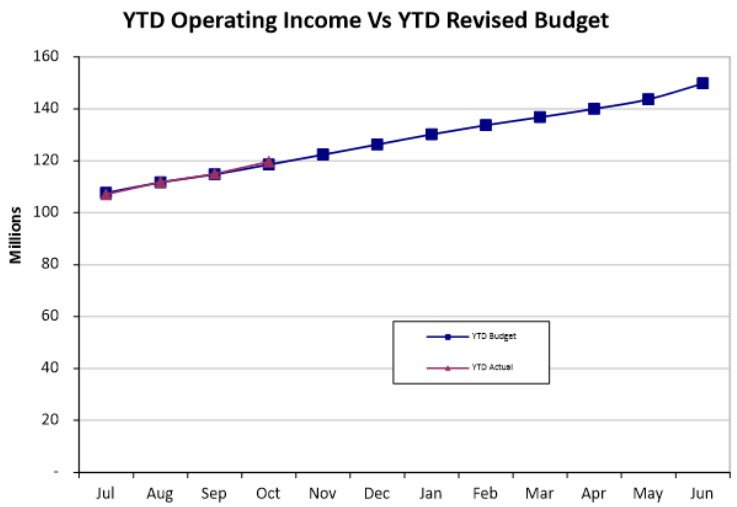
Operating Expenditure by Nature and Type
(YTD Actual)

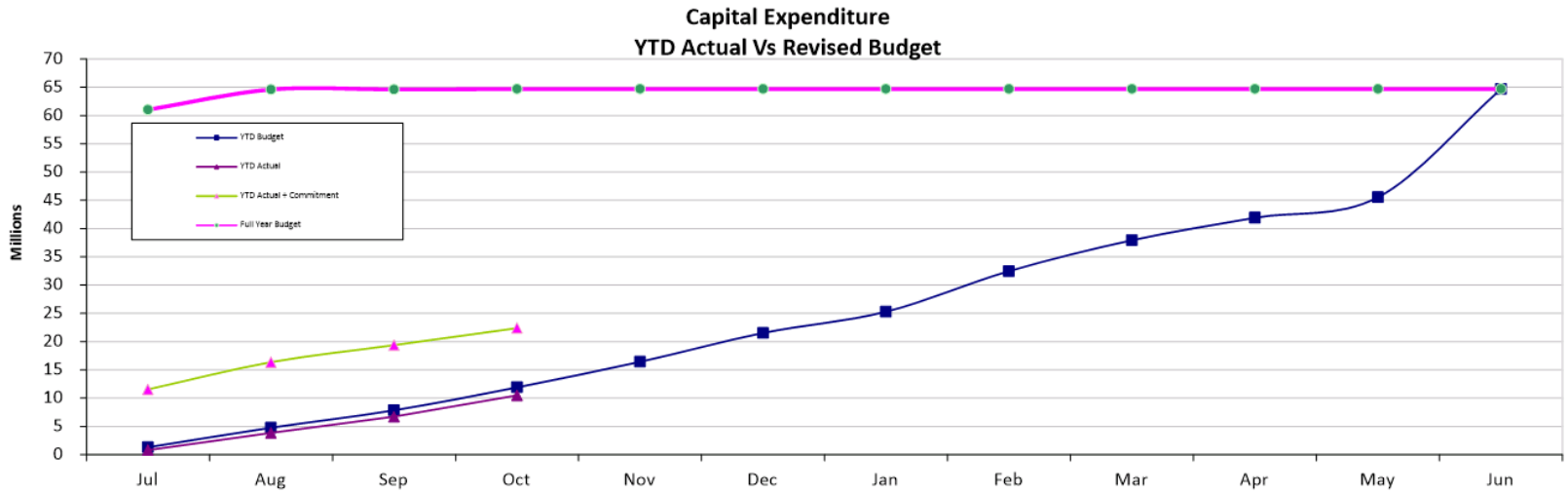


Operating Expenditure by Business Unit
(YTD Budget vs YTD Actual)









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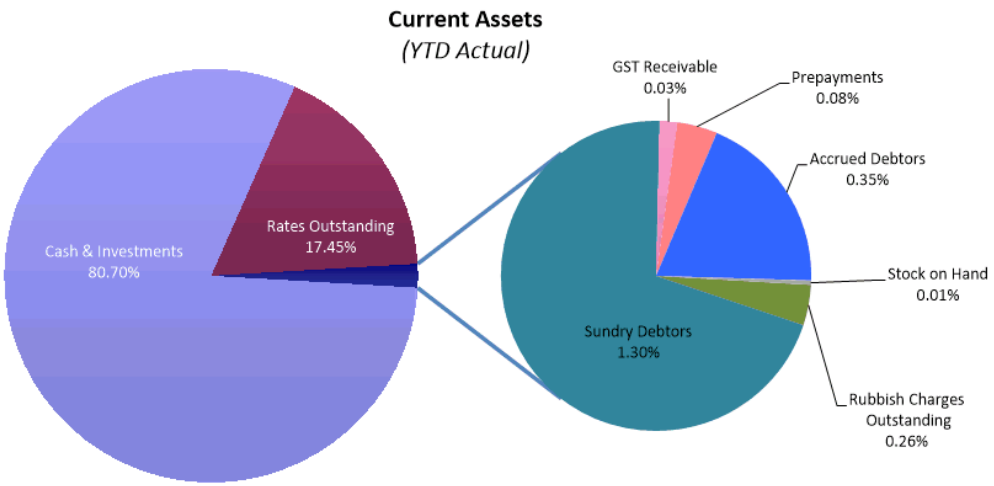
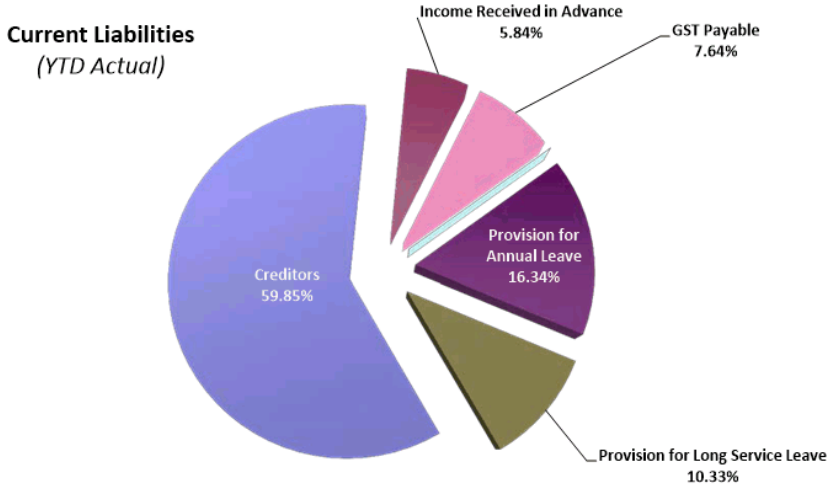
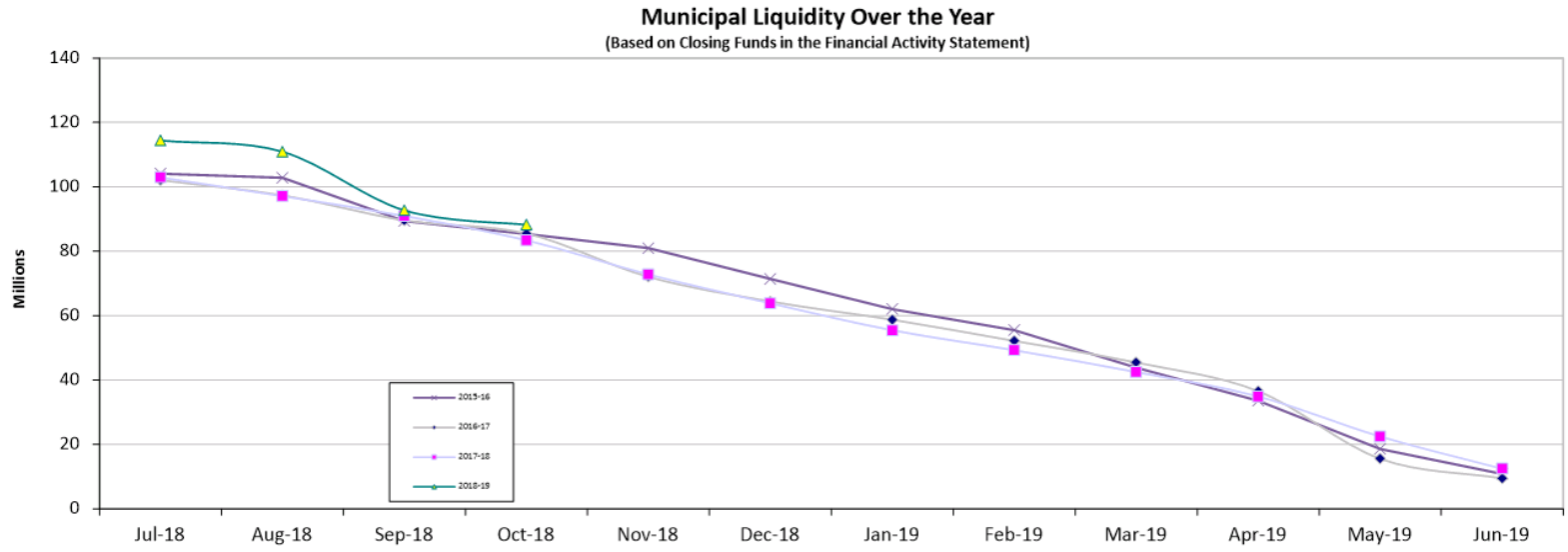
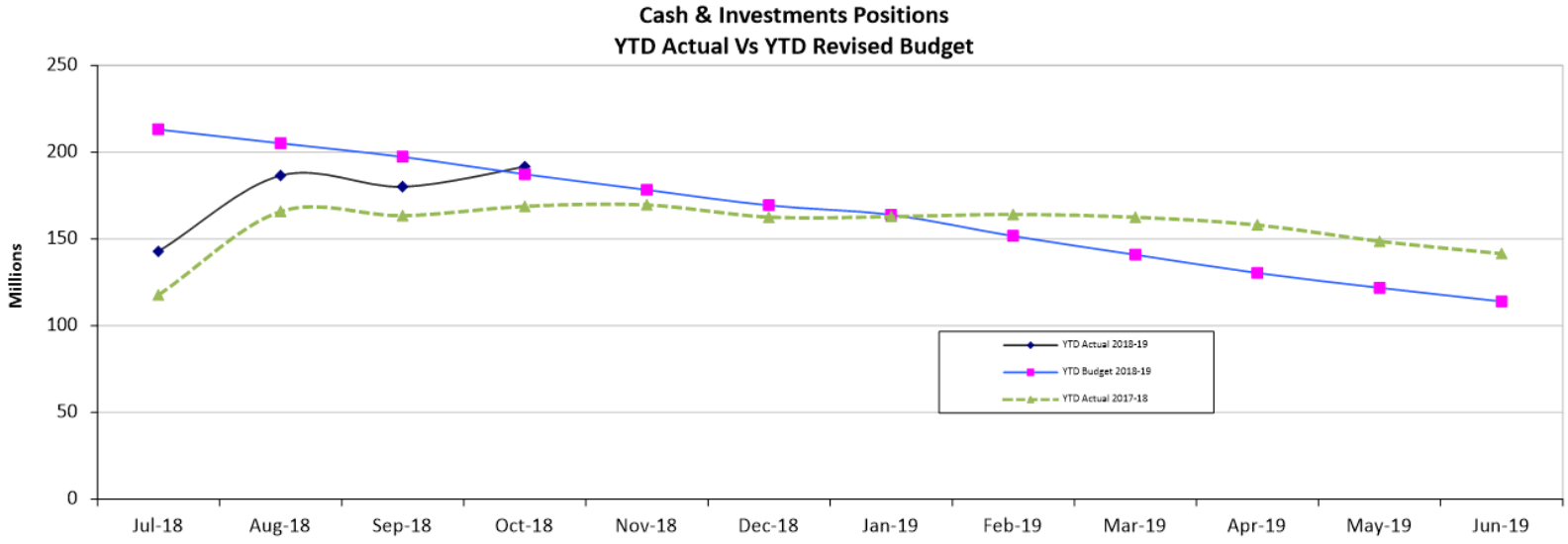

Current Assets
(YTD Actual)
Cash & Investments
80.70%
Rates Outstanding
17.45%
GST Receivable
0.03%
Prepayments
0.08%
Accrued Debtors
0.35%
Stock on Hand
0.01%
Sundry Debtors
1.30%
Rubbish Charges
Outstanding
0.26%


Current Liabilities
(YTD Actual)
Income Received in Advance
5.84%
GST Payable
7.64%
Provision for
Annual Leave
16.34%
Creditors
59.85%
Provision for Long Service Leave
10.33%





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DETAILED BUDGET AMENDMENTS REPORT

for the period ended 31 October 2018

PROJECT/ACTIVITY LIST		DESCRIPTION	ADD/LESS	EXPENDITURE	TF TO RESERVE	FUNDING SOURCES			
						RESERVE	EXTERNAL	MUNICIPAL	NON-CASH
GL 960	Reserve Transfers	Increase in opening funds and transfer to the Community Infrastructure Reserve			112,271				(112,271)
CW5928	Tangle Park	Transfer budget to Parks OP projects to fund the new parks and streescapes gifted by developers	LESS	(5,000)				5,000	
CW5885	Ronsard Park Playground Renewal	Transfer budget to Parks OP projects to fund the new parks and streescapes gifted by developers	LESS	(7,617)		7,617			
CW2375	Traffic Safety Management	Increase funding	ADD	142,028			(142,028)		
OP8272	EM Budget Contingency	Transfer budget to Parks OP projects to fund the new parks and streescapes gifted by developers	LESS	(26,871)				26,871	
Parks OP's	Various Parks OP's for new parks and streetscapes	Maintenance of new parks and streetscapes funded from other Parks CW's Cockburn SAR Reserve and contingency	ADD	49,360		(17,489)		(31,871)	
OP8974	Bibra Lake Sewer Plan	Updated plan funded by Contingency	ADD	10,000				(10,000)	
OP8272	EM Budget Contingency	Funding Bibra Lake Sewer Plan	LESS	(10,000)				10,000	
OP8976	HACC Transitional Funding	Received funding for transition from HACC to CHSP	ADD	30,000			(30,000)		
OP9281	Growth Alliance Membership Costs	Reimbursement received for GAPP membership	ADD	90,000			(90,000)		
				271,900	**112,271**	**(9,872)**	**(262,028)**	**0**	**(112,271)**

16. ENGINEERING & WORKS DIVISION ISSUES

16.1 (2018/MINUTE NO 0192) GRASSTREE LANE, SUCCESS - TEMPORARY ROAD CLOSURE

Author(s) J Kiurski

Attachments
1. WAPC Development Approval
2. Grasstree Lane Location Map
3. Grasstree Lane travel distance map
4. Grasstree Lane Consultation letter
5. Consultation Analysis Grasstree Lane Nov 2018

RECOMMENDATION
That Council

(1) receives the report,

(2) in accordance with Section 3.50 of the Local Government Act 1995 removes the temporary closure of Grasstree Lane Success at the intersection with Palladium Road,

(3) monitor traffic speed and volume on Grasstree Lane to assess the safe operation of the road until Palladium Road is extended to Darlot Avenue; and

(4) notify all submitters of Council's decision.

COUNCIL DECISION
MOVED Cr M Separovich SECONDED Cr C Terblanche

That the recommendation be adopted.

CARRIED 10/0

Background

Lot 1 and 761 Gadd Street Success development was granted planning approval for subdivision in 2015, which is valid for four years (refer Attachment 1).

The development is being undertaken by Property Nominees Pty Ltd and the Stage 1A of development work has commenced. The Stage 1B development works are scheduled to commence in March 2019 and is due to be completed by October 2019.

Submission

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Residents who live in Grasstree Lane, Success submitted a complaint of large numbers of construction vehicles using this lane as an access to the development west of Palladium Road. They requested Council to implement procedures to temporarily close Grasstree Lane at the intersection of Grasstree Lane and Palladium Road until Palladium Road has been extended to Darlot Avenue.

Report

Grasstree Lane Success is a 110 meter long laneway with an east-west alignment, linking Conference Drive in the east to Palladium Road in the west. The land use along the road is high density residential with blocks up to 12 meters wide.

Liveable Neighbourhoods Street Layout, Design and Traffic Management Guidelines describe a Laneway as:

> *'a narrow local street type without a verge located along the rear and/or side property boundary, typically used in more dense residential areas when smaller lot layouts justify rear garaging, and where alternative vehicle access is needed for lots fronting busy streets or parks'.*

Grasstree Lane is a narrow laneway designed and constructed for access to garages of 20 houses, where six of these houses are still under construction. An aerial photograph of the laneway and surrounding area of Success is included as Attachment 2.

Traffic volumes influence the movement and function of the road and thereby the space provided for vehicle travel, parked cars and other road users.

Traffic volumes recommended by the Liveable Neighbourhoods Street Layout, Design and Traffic Management Guidelines for a laneway is up to 1000v/day and operating speed of 50km/h.

To investigate the complaint about the volume of traffic using Grasstree Lane to access the Stage 1A subdivision (which comprises 24 Lots that are now mostly under construction with new homes), a site inspection was conducted and the volume of traffic calculated based on the number of lots located to the west of Palladium Road and the number of trips generated per lot.

Number of Lots	Trip Generated per Lot	Total Volume of Traffic
24	7*	168v/day

*Trips per household – 7 trips per household as recommended by the Western Australian Planning Commission.

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The estimated volume of traffic (168v/day) on Grasstree Lane without temporary closure was consistent with the approved road function.

The calculated volume of traffic will be increased by the construction vehicles when the next Stage 1B subdivision commences. The Stage 1B development works are scheduled to commence in March 2019 and should be completed by October 2019, when a direct access to Hammond Road will be provided via the extension of Palladium Road to Darlot Avenue.

At the moment, Grasstree Lane provides the most convenient and shortest access to Palladium Road for all the construction vehicles as the only other access is via Branch Circus and Gadd Street to the west of the subdivision works area.

The travel distance has been calculated for an access to Grasstree Lane traveling from the north by using Hammond Road and Branch Circus access (refer Attachment 3).

There is approximately 300m extra traveling distance by using Branch Circus for vehicles coming from the north and more than 2.5 km for vehicles coming from the south.

In response to community requests, the City closed Grasstree Lane at the intersection with Palladium Road for a trial period of four weeks, starting on Monday 12 November. A local authority in Western Australia has powers to temporarily close a public thoroughfare to vehicles for a period of up to four weeks under section 3.50 of the Local Government Act 1995.

To determine the level of community support for the extension of the road closure, community consultation was undertaken. A copy of the letter sent to the residents and owners of properties along the road is included as Attachment 4. The City complied with the required notification procedure in section 3.50 of the Local Government Act 1995.

The level of online engagement depends on:

- The topic of the consultation (impact on community)
- Extent of communications and promotion (awareness)
- Opportunities to get involved
- Perceived ability to influence the outcome

The graph below shows the number of respondents who click on the project (Aware), read through the pages (Informed) and complete surveys (Engaged). Out of 100 visitors, 60 looked but did not do anything, 22 clicked on something and another 5 became engaged in one of the tools.

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The City received 5 responses to the consultation with two of the responses received supporting the temporary closure. The three responses from the new owners of the 24 titled lots and the two emails received from developer Property Nominees Pty Ltd representing the other lot owners on the adjacent land are strongly opposed to any extended closure of Grasstree Lane.

A copy of the consultation analysis is included as Attachment 5.

Although the two residents from Grasstree Lane supported the temporary closure, the new owners of the 24 titled lots on the adjacent land, are strongly object to any future closure of Grasstree Lane.

Furthermore, the developer Property Nominees Pty Ltd confirmed that the Stage 1B development works are scheduled to commence in March 2019 and should be completed by October 2019, when a direct access to Hammond Road will be provided via the extension of Palladium Road to Darlot Avenue.

Whilst the closure of Grasstree Lane is not recommended, follow-up traffic surveys will be carried out on that road, to ensure that there have been no resulting negative impacts of the Stage 1B development works.

Strategic Plans/Policy Implications

City Growth

Maintain service levels across all programs and areas.

Moving Around

Improve connectivity of transport infrastructure.

Community, Lifestyle & Security

Provide for community facilities and infrastructure in a planned and sustainable manner.

Leading & Listening

Provide for community and civic infrastructure in a planned and sustainable manner, including administration, operations and waste management.

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Budget/Financial Implications

City officers have estimated a cost of $5000 to implement the temporary Grasstree Lane closure. Funds are available in the current budget in Account Number WC00217 Traffic Safety Management, which will also cover the cost of ongoing monitoring of the traffic operation on Grasstree Lane.

Legal Implications

The City has complied with the public notification requirements of Section 3.50 of the Local Government Act 1995.

Community Consultation

Results of the public consultation carried out as described above have been analysed and presented in Attachment 5.

Risk Management Implications

The level of risk for the current operation of Grasstree Lane without the temporary closure has been assessed as moderate. Risk management is proposed for the remainder of the construction period of the adjacent land development works by monitoring the speed and volume of traffic and implementing traffic controls if necessary.

Advice to Proponent(s)/Submitters

All who responded to the consultation or made a submission will be notified that the temporary lane closure proposal will be considered at the December 2018 Ordinary Council Meeting.

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

Nil.

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Attachment 1

Western Australian Planning Commission

CITY OF COCKBURN
DOC No
29 APR 2014
SUBJECT 052/001
RETENTION 37.3.1PP
PROPERTY 5509580
APP SU14/0010
ACTION 003/001

Your Ref : SU14/0010
Enquiries : Regan Douglas (Ph 65519289)

Chief Executive Officer
City of Cockburn
P O Box 1215
BIBRA LAKE WA 6965

Approval Subject To Condition(s)
Freehold (Green Title) Subdivision

Application No : 149430

Planning and Development Act 2005

Applicant	:	R P S Planning P O Box 465 SUBIACO WA 6904
Owner	:	Vitantonio Girardi 240 Healy Road HAMILTON HILL WA 6163, Rosina Gasbarro 124 Forrest Road HAMILTON HILL WA 6163
Application Receipt	:	28 January 2014

Lot Number	:	760
Diagram / Plan	:	Deposited Plan 202610
Location	:	-
C/T Volume/Folio	:	1662/280, 1319/688
Street Address	:	Gadd Street, Success
Local Government	:	City of Cockburn

The Western Australian Planning Commission has considered the application referred to and is prepared to endorse a deposited plan in accordance with the plan date-stamped 28 January 2014 once the condition(s) set out have been fulfilled.

This decision is valid for three years from the date of this advice, which includes the lodgement of the deposited plan within this period.

The deposited plan for this approval and all required written advice confirming that the requirement(s) outlined in the condition(s) have been fulfilled must be submitted by 23 April 2017 or this approval no longer will remain valid.

140 William Street, Perth, Western Australia 6000, Locked Bag 2506 Perth, 6001
Tel: (08) 6551 9000; Fax: (08) 6551 9001; Infoline: 1800 626 477
e-mail: corporate@planning.wa.gov.au; web address http://www. planning.wa.gov.au
ABN 35 482 341 493

Document Set ID: 8194825
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Western Australian Planning Commission

Reconsideration - 28 days

Under section 151(1) of the *Planning and Development Act 2005*, the applicant/owner may, within 28 days from the date of this decision, make a written request to the WAPC to reconsider any condition(s) imposed in its decision. One of the matters to which the WAPC will have regard in reconsideration of its decision is whether there is compelling evidence by way of additional information or justification from the applicant/owner to warrant a reconsideration of the decision. A request for reconsideration is to be submitted to the WAPC on a Form 3A with appropriate fees. An application for reconsideration may be submitted to the WAPC prior to submission of an application for review. Form 3A and a schedule of fees are available on the WAPC website: http://www.planning.wa.gov.au

Right to apply for a review - 28 days

Should the applicant/owner be aggrieved by this decision, there is a right to apply for a review under Part 14 of the *Planning and Development Act 2005*. The application for review must be submitted in accordance with part 2 of the *State Administrative Tribunal Rules 2004* and should be lodged within 28 days of the date of this decision to: the State Administrative Tribunal, 12 St Georges Terrace, Perth, WA 6000. It is recommended that you contact the tribunal for further details: telephone 9219 3111 or go to its website: http://www.sat.justice.wa.gov.au

Deposited plan

The deposited plan is to be submitted to the Western Australian Land Information Authority (Landgate) for certification. Once certified, Landgate will forward it to the WAPC. In addition, the applicant/owner is responsible for submission of a Form 1C with appropriate fees to the WAPC requesting endorsement of the deposited plan. A copy of the deposited plan with confirmation of submission to Landgate is to be submitted with all required written advice confirming compliance with any condition(s) from the nominated agency/authority or local government. Form 1C and a schedule of fees are available on the WAPC website: http://www.planning.wa.gov.au

Condition(s)

The WAPC is prepared to endorse a deposited plan in accordance with the plan submitted once the condition(s) set out have been fulfilled.

The condition(s) of this approval are to be fulfilled to the satisfaction of the WAPC.

The condition(s) must be fulfilled before submission of a copy of the deposited plan for endorsement.

The agency/authority or local government noted in brackets at the end of the condition(s) identify the body responsible for providing written advice confirming that the WAPC's requirement(s) outlined in the condition(s) have been fulfilled. The written advice of the agency/authority or local government is to be obtained by the applicant/owner. When the written advice of each identified agency/authority or local government has been obtained, it should be submitted to the WAPC with a Form 1C and appropriate fees and a copy of the deposited plan.

140 William Street, Perth, Western Australia 6000, Locked Bag 2506 Perth, 6001
Tel: (08) 6551 9000; Fax: (08) 6551 9001; Infoline: 1800 626 477
e-mail: corporate@planning.wa.gov.au; web address http://www. planning.wa.gov.au
ABN 35 482 341 493

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Western Australian Planning Commission

If there is no agency/authority or local government noted in brackets at the end of the condition(s), a written request for confirmation that the requirement(s) outlined in the condition(s) have been fulfilled should be submitted to the WAPC, prior to lodgement of the deposited plan for endorsement.

Prior to the commencement of any subdivision works or the implementation of any condition(s) in any other way, the applicant/owner is to liaise with the nominated agency/authority or local government on the requirement(s) it considers necessary to fulfil the condition(s).

The applicant/owner is to make reasonable enquiry to the nominated agency/authority or local government to obtain confirmation that the requirement(s) of the condition(s) have been fulfilled. This may include the provision of supplementary information. In the event that the nominated agency/authority or local government will not provide its written confirmation following reasonable enquiry, the applicant/owner then may approach the WAPC for confirmation that the condition(s) have been fulfilled.

In approaching the WAPC, the applicant/owner is to provide all necessary information, including proof of reasonable enquiry to the nominated agency/authority or local government.

The condition(s) of this approval, with accompanying advice, are:

CONDITIONS:

1. The landowner/applicant contributing towards development infrastructure provisions pursuant to the City of Cockburn Town Planning Scheme No.3. (Local Government)

2. Arrangements being made to the satisfaction of the Western Australian Planning Commission and to the specification of Western Power for the provision of an underground electricity supply to the lot(s) shown on the approved plan of subdivision. (Western Power)

3. The transfer of land as a Crown reserve free of cost to Western Power for the provision of electricity supply infrastructure. (Western Power)

ADVICE:

1. In regard to Condition 2, Western Power provides only one underground point of electricity supply per freehold lot.

2. Proposed Lot 9000 is to be set aside for future purchase for conservation purposes by the Western Australian Planning Commission. For further information in this regard, you are advised to contact the Western Australian Planning Commission.

T. Hillyard

Tim Hillyard
Secretary
Western Australian Planning Commission
23 April 2014

140 William Street, Perth, Western Australia 6000, Locked Bag 2506 Perth, 6001
Tel: (08) 6551 9000; Fax: (08) 6551 9001; Infoline: 1800 626 477
e-mail: corporate@planning.wa.gov.au; web address http://www. planning.wa.gov.au
ABN 35 482 341 493

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Attachment 2

City of Cockburn
G.I.S Services Department

Grasstree Lane Location Map

PRINTED ON: 16/11/2018

SCALE = 1:2000

DISCLAIMER - The City of Cockburn provides the information contained herein and bears no responsibility or liability whatsoever for any errors, faults, defects or omissions of information contained in this document.

NORTH

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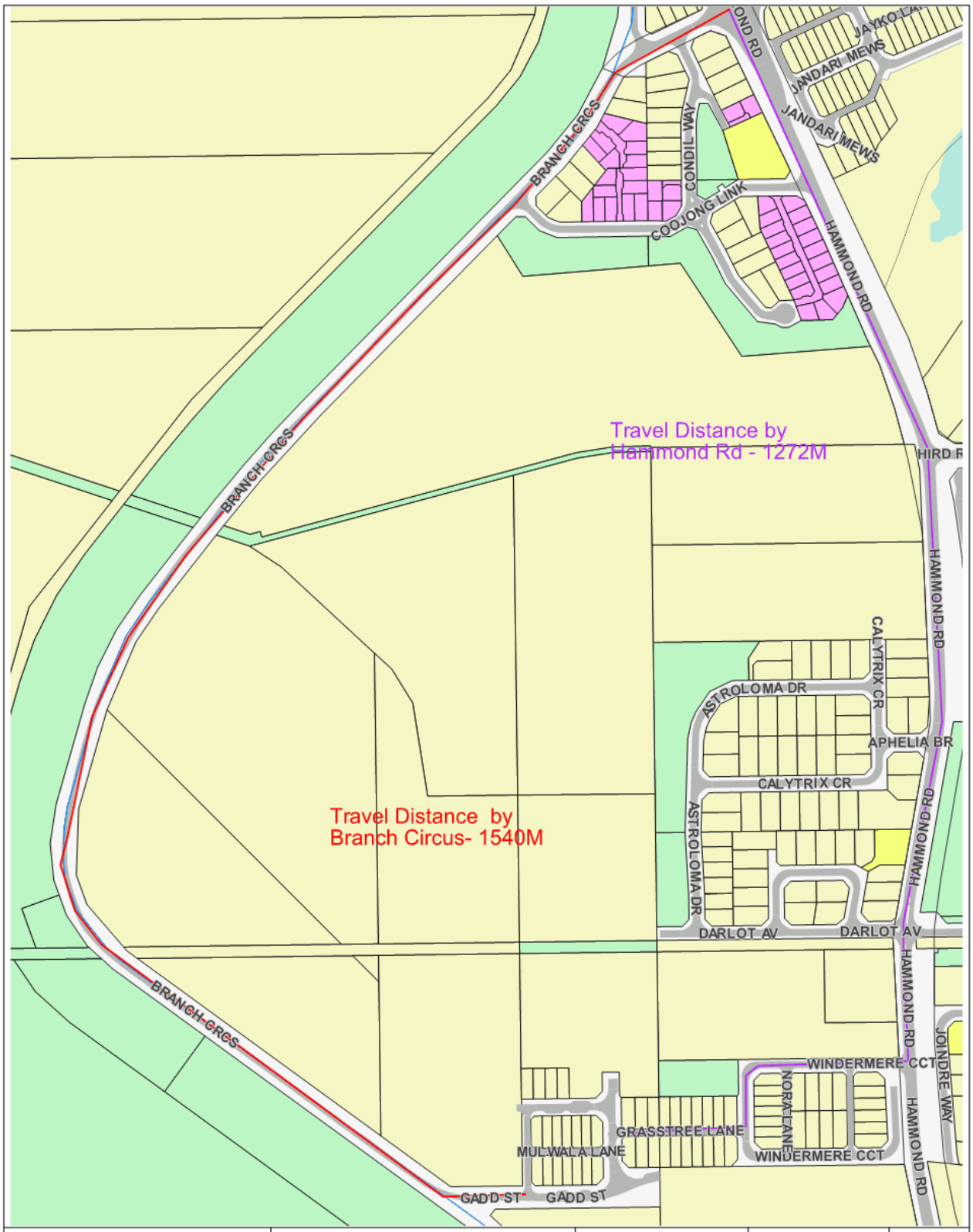
Attachment 3



City of Cockburn G.I.S Services Department	Travel Distance from the North to Grasstree Lane	PRINTED ON: 21/11/2018	SCALE = 1:3100
		DISCLAIMER - The City of Cockburn provides the information contained herein and bears no responsibility or liability whatsoever for any errors, faults, defects or omissions of information contained in this document. Water, Sewer, Street Lighting/Power and Water Resource information supplied by the Water Corporation, Alinta Gas, Western Power Corporation and Waters and Rivers Commission, respectively. Dial 1100 before you dig.	NORTH

Attachment 3

Enquiries: David Fu 94113444
Our Ref: 2301

30 October 2018

To The Resident
Grasstree Lane
SUCCESS WA 6164

Dear Sir/Madam

TEMPORARY ROAD CLOSURE OF GRASSTREE LANE, SUCCESS FOR FOUR WEEKS

In response to community requests, the City will close Grasstree Lane at the intersection with Palladium Road for four weeks, starting on Monday 12 November for a trial period.

Residents have reported a high number of construction vehicles using this lane to access the development west of Palladium Road, Success. They asked the City to temporarily close Grasstree Lane at intersection with Palladium Road.

After the trial period, the issue will be raised at the Ordinary meeting of Council on 13 December 2018 for a full discussion.

We value your feedback. Please provide your comments by Friday 30 November by:

- Email to comment@cockburn.wa.gov.au
- Completing the online survey at https://comment.cockburn.wa.gov.au/
- Completing the attached survey and returning it in the reply paid envelope.
- Phone to Senior Traffic Engineer David Fu at 94113444

A map of the temporary closure and a copy of the survey are included with this letter.

Thank you for your cooperation and understanding.

Regards,

Jadranka Kiurski

Manager Engineering

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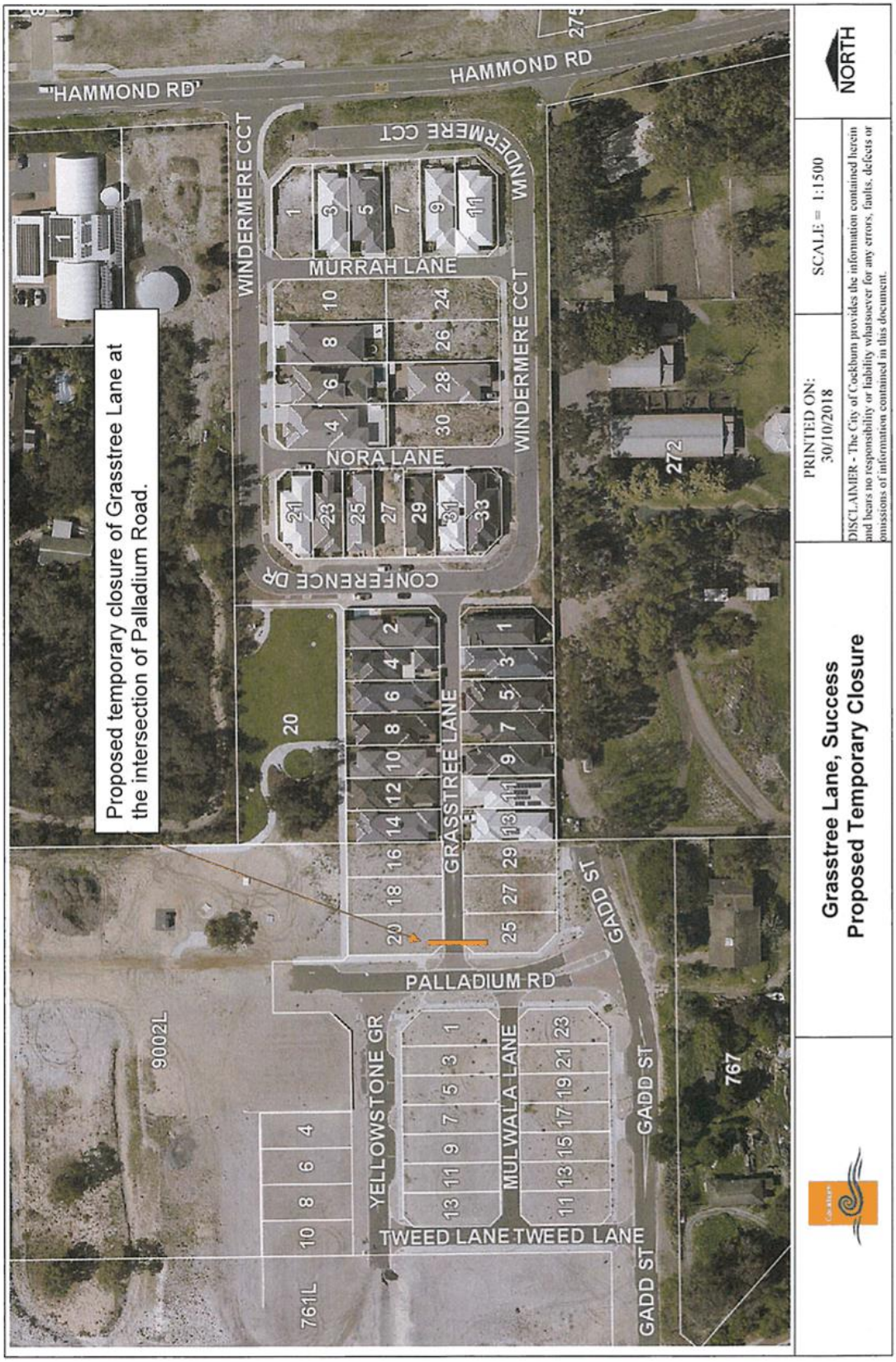

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Version: 1, Version Date: 07/11/2018

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

Grasstree Lane

November 2018
Consultation Analysis

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

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2. Background 3
3. Methodology 3
4. Engagement Summary 6
5. Feedback 7

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1. Executive Summary

Following a resident's concern, the City temporarily closed Grasstree Lane for four weeks. The concerns related to construction traffic for a nearby housing development using the lane and creating an alleged dust and noise nuisance for Grasstree Lane homes.

2. Background

Grasstree Lane is located in Success, next to a new housing development known as Success Gardens. This development is still under construction. Residents have contacted the City's Engineering team, asking for assistance to reduce the impact on construction traffic on their amenity.

3. Methodology

In November 2018, the City wrote to 20 Grasstree Lane residents, stating that the Lane would be temporarily closed to traffic for four weeks and asking for their input into future use of the road.

Stakeholders could provide feedback by:

- Sending an email to comment@cockburn.wa.gov.au
- Phoning the engineering team on 94113444
- Finding out more information on Comment on Cockburn.
- Completing a written or online survey

Consultation closed on 30 November 2018.

Consultation letter:

Dear Sir/Madam

TEMPORARY ROAD CLOSURE OF GRASSTREE LANE, SUCCESS FOR FOUR WEEKS

In response to community requests, the City will close Grasstree Lane at the intersection with Palladium Road for four weeks, starting on Monday 12 November for a trial period.

Residents have reported a high number of construction vehicles using this lane to access the development west of Palladium Road, Success. They asked the City to temporarily close Grasstree Lane at the intersection with Palladium Road.

After the trial period, the issue will be raised at the Ordinary meeting of Council on 13 December 2018 for a full discussion.

We value your feedback. Please provide your comments by Friday 30 November by:

- Email to comment@cockburn.wa.gov.au
- Completing the online survey at https://comment.cockburn.wa.gov.au/
- Completing the attached survey and returning it in the reply paid envelope.
- Phone to Senior Traffic Engineer David Fu at 94113444

A map of the temporary closure and a copy of the survey are included with this letter.

Thank you for your cooperation and understanding.

Regards,

Jadranka Kiurski

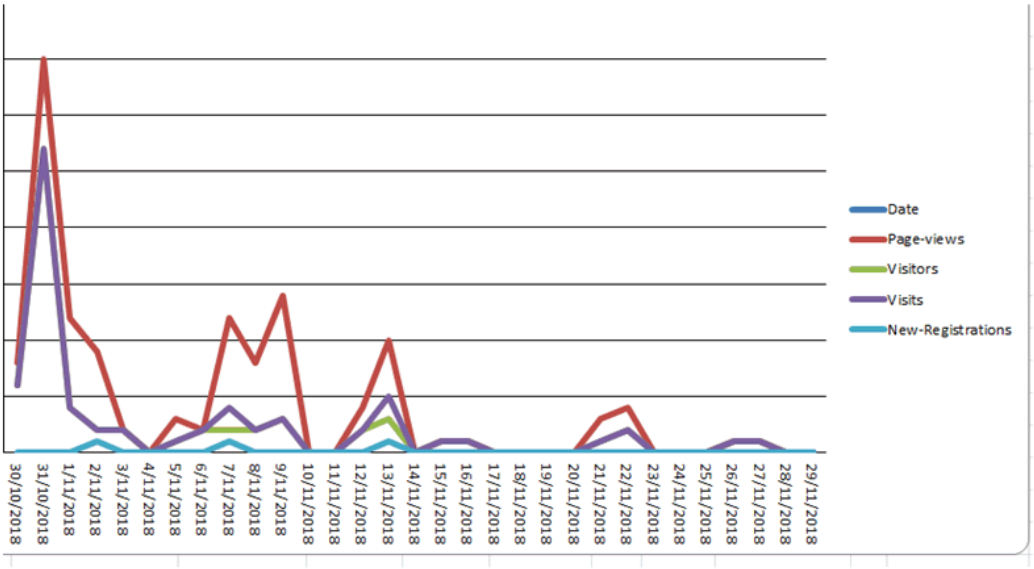
Manager Engineering

Comment on Cockburn statistics

Highlights

TOTAL VISITS	MAX VISITORS PER DAY	NEW REGISTRATIONS
67	27	3

ENGAGED VISITORS	INFORMED VISITORS	AWARE VISITORS
5	22	60



4. Engagement Summary

Engagement summary	
We asked whether Grasstree Lane should be closed for longer than four weeks	You said: "Since the closure, trucks have continually come down the road and then had to reverse back up and as of today are still doing so." "We're nearing completion with our build and I drive down to the house each afternoon to see progress." "We do not believe you can legally close Grasstree Lane."
Key points raised: • **Presence of trucks** • **Objection from the developers** • **Suggestion that the road be limited to local traffic only** • **Lower the speed limit**	
	You participated **Letters sent to 20 homes** **Surveys completed: 5**
Next steps	
We are now reviewing all community input.	

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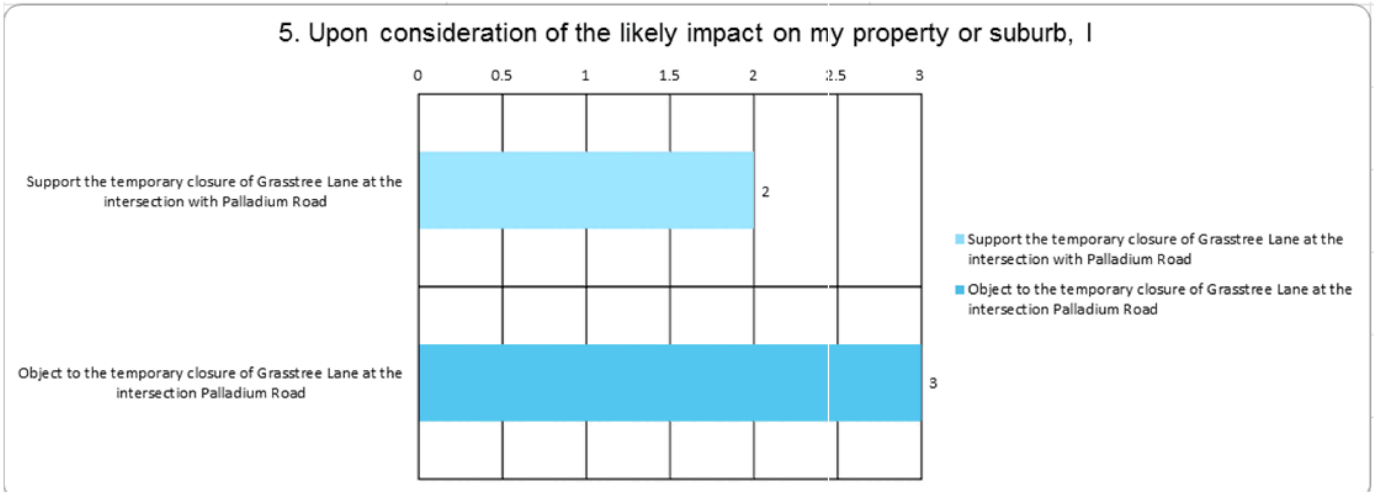
5.Feedback



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	Email Comments
1	Since the closure, trucks have continually come down the road and then had to reverse back up and as of today are still doing so. On 15 November the 'road closed' sign was actually pushed aside letting vehicles through. This remained like this until 19 November. Today (29 November) the sign is again moved allowing vehicles through. On 21 November between 6:30am and 7am, I counted 5 trucks coming down our lane. Since living here we have had no bin collection outside our home. No Parking signs have now gone up on our street. Very little parking is allocated. Parking space could be made available at an angel adjacent to Nora and Murrah as the road is wide enough and it would not impact on the road itself. Our rates do not reflect what we currently receive and what with the noise, dust and constant traffic feel that the rates are way too high.
2	Support the temporary closure until Palladium Road is connected to Darlot Avenue.
3	Council should place a sign at the entrance. Strictly Local Traffic only. A new developing area with new owners building their new homes. Palladium will soon be accessed from Darlot Ave.
4	Please consider a permanent closure at this same intersection. Thank you.
5	Nearing completion with our build at Gadd Street, Success. I work at the local primary school in Baningan Avenue and drive down to the house each afternoon to see progress. If the closure is enforced, I would be made to drive a long loop each day rather then literally just down the road. I understand the neighbours' frustrations with construction vehicles (trucks, concrete trucks etc), but cars should be an exemption.
6	From developer: We act as the project managers for Property Nominees Pty Ltd who are developing the adjacent Success Gardens subdivision which adjoins Grasstree Lane. We have completed the initial Stage 1A subdivision which comprises 24 Lots which are now mostly under construction with new homes. At the moment Grasstree Lane provides the most convenient and desirable access to Palladium Road for all the builders vehicles as the only other access is the long way round via Branch Circus and Gadd Street. Our next Stage 1B

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	subdivision will extend Palladium Road to Darlot Avenue which will provide direct access to Hammond Road. The Stage 1B development works are scheduled to commence in March 2019 and should be completed by October 2019. This means that we will continue to need direct access for our builders and residents to Stage 1A via Grasstree Lane for about 12 months. We therefore object very strongly to any closure of Grasstree Lane. Grasstree Lane is a public road which forms an integral part of the adopted Planning Scheme for the area and we do not believe you can legally close Grasstree Lane. The most practical approach to the increased traffic in Grasstree Lane would be to impose a speed limit of only 20 kilometers per hour until all the development works have been completed in about twelve months' time. This speed limit would reduce the noise and improve the safety for the benefit of the existing residents over the next 12 months until we have extended Palladium Road through to Darlot Avenue.
	Email from developer: Thank you for your letter of 22 November and for a copy of the Local Government Act. Page 66 Clause 3.50 certainly appears to give you the right to make a temporary closure of up to four weeks of any road or thoroughfare without any particular reason. A few complaints from other owners of land in Grasstree Lane about an increase in traffic would hardly seem to justify the closure of the Lane. Property Nominees Pty Ltd and all the new owners of the 24 titled lots on the adjacent land have an undisputed legal right to also use this Lane as a thoroughfare. By blocking access to this laneway you are discriminating against Property Nominees Pty Ltd and the other lot owners and ignoring their legal rights of access. As soon as your 4 week temporary closure has expired can you please remove your bollards immediately. Please note that we also strongly object to any future closure of this thoroughfare by your Council and we will insist on imposing our legal right to have permanent access through Grasstree Lane.

City of Cockburn
9 Coleville Crescent, Spearwood WA 6193
PO Box 1215, Bibra Lake DC Western Australia 6965
T: 08 9411 3444 F: 08 9411 3333
E: comment@cockburn.wa.gov.au
cockburn.gov.wa.au

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16.2 (2018/MINUTE NO 0193) CITY OF COCKBURN DISTRICT TRAFFIC STUDY - REPORT FOR PUBLIC COMMENT

Author(s) J Kiurski

Attachments
1. City of Cockburn District Traffic Study Report
2. Regional and Major Roadworks 2016-2030 - V9
3. Regional and Major Roadworks 2018-2031 - V11

RECOMMENDATION
That Council

(1) receives the City of Cockburn District Traffic Study and Draft Regional & Major Roadworks 2018 – 2031 V11;

(2) releases the City of Cockburn District Traffic Study and Draft Regional & Major Roadworks 2018 – 2031 V11 (Attachments 1 & 3) for the purposes of public comment until the end of February 2019 ; and

(3) requests that the City of Cockburn District Traffic Study and Regional & Major Roadworks 2018 – 2031 V11, together with the results of community feedback received during the public comment period are reported to Council in April 2019.

COUNCIL DECISION
MOVED Cr C Sands SECONDED Cr C Reeve-Fowkes

That the recommendation be adopted.

CARRIED 8/2

Background

In March 2013, the City completed a review of the City of Cockburn District Traffic Study (DTS), which was developed in 2006 to provide a framework for the future road network planning of the City of Cockburn. The study also assists in assessing road upgrade priorities and timing. A core focus of the study has been the development of a robust tool to forecast road network traffic demand into the future.

The City also made a commitment to review the DTS every five years as a maximum. Engineering consultants ARUP WA were commissioned to carry out the review which was completed in September 2018. The DTS report has since been revised following consultation with Elected Members and is now presented to Council for adoption to advertise for public comment (a copy of the DTS is included as Attachment 1).

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Submission

N/A

Report

The objectives of this study were to:

- Update the District Traffic Study completed in 2013 to facilitate the Council's current major road planning identified in the Plan for the District.
- Prepare traffic forecasts for 2021 and 2031 including the development plans for all areas.
- Adjust traffic generation and attractions where considered necessary.
- Give specific attention to development west of Stock Road, the Cockburn Central area, Fiona Stanley Precinct, Jandakot Airport Development, Latitude 32, Australian Marine Complex and Cockburn Coast Development .
- Include specific road network upgrades (including the current major projects being undertaken by Main Roads WA).

The report summarises the process of developing the main outputs from the City of Cockburn strategic transport model. The strategic model is referred to as the Cockburn district traffic model (CDTM). It covers the entire City of Cockburn area utilising more than 100 traffic model zones.

The zoning system is adapted from the zoning system used for the Main Roads Western Australia Regional Operations Model (ROM). The zoning structure from the ROM was refined with some zones split to better reflect land use based on current land use data and future land use changes as reflected in the Metropolitan Regional Scheme, the City of Cockburn Town Planning Scheme and approved structure plans.

The CDTM is a two-step model encompassing demand generation and assignment. A 2016 base year model was developed to calibrate with parameters using existing traffic count information to confirm that the model is fit for purpose.

Once calibrated and validated the model was used to forecast future changes to traffic volumes associated with changes to land use. Forecast demand on the City of Cockburn's road network is considerable to 2021 and 2031.

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There is considerable development planned within the City of Cockburn boundaries that will generate significant traffic demand. In order to determine the point at which more capacity is required to allow more traffic to pass through a road or intersection, the volume to capacity ratio is used.

The levels of service range from A to F, which relate to volume to capacity ratios and are defined by qualitative measures describing operational conditions within a traffic stream.

Without any changes to the road network by 2021, the model shows widespread congestion with many north-south and east-west links operating at a capacity of 80% or higher. The levels of congestion are expected to be similar between the morning and afternoon peak periods.

Key locations expected to operate at over 80% capacity include:

- North Lake Road (various stretches)
- Phoenix Road
- Rockingham Road
- Cockburn Road (just south of Rockingham Road)
- Stock Road
- Berrigan Drive

Two future year scenarios – 2021 and 2031 have been analysed. The year 2031 is the standard horizon adopted for road network planning in Western Australia and consistent with the MRWA strategic model, ROM24.

For each future year scenarios, two road network scenarios have been modelled:

- Do nothing – the road network is as per year 2016.
- Do minimum – current network plus Main Roads committed road improvements.
- Do Something 1 - City of Cockburn Preferred Network as per the City of Cockburn Regional & Major Roadworks 2016 – 2030 V9 (Attachment 2) and Main Roads committed road improvements projects.
- DoSomething 2 – additional scenarios requested to be investigated by City of Cockburn.

Implications of no further upgrades indicate that the Kwinana Freeway between 2021 and 2031will remain a congestion issue for its entirety throughout the City of Cockburn. Approaches to the freeway at Farrington Road, South Lake Road, Beeliar Drive and Gibbs Road are also expected to operate close to capacity.

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Other locations which were identified to have congestion issues in 2021, where no subsequent road network upgrades are planned, clearly continue to operate at or close to capacity.

City of Cockburn has requested additional option testing to determine the optimal Major Roadworks Plan to 2031. Initially, it was determined that the following options need to be tested:

- Network with/without the Forest Road Link.
- Network with and without Hammond Road extension (Beeliar Drive to Berrigan Drive).
- Network with and without Rockingham Road downgrading from four to two lanes
- Network with and without the Farrington Road duplication.
- Network with and without Russell Road duplication.
- Network with and without the Bartram Road Bridge over the Freeway.

The outcomes of this analysis indicated several findings:

1. Without the Forest Road Link the network still operates at acceptable levels with many links still within capacity. It is recommended that the project number 53 included in the City of Cockburn Regional & Major Roadworks 2016 – 2030 V9 be removed from the program.
2. Hammond Road extension shows it contributes to higher congestion at surrounding intersections and therefore degrades the overall performance of the network in the area. It is recommended that the project number 36 included in the City of Cockburn Regional & Major Roadworks 2016 – 2030 V9 be removed from the program.
3. Narrowing Rockingham Road between Phoenix Road and Spearwood Avenue from four lanes to two lanes will have a minor increase in congestion in surrounding network but generally volume capacity ratios between scenarios are very similar. The network still performs within road capacity so the reduction from four to two lanes in this section of Rockingham Road is recommended.
4. Modelling results of scenario with Farrington Road Duplication indicated that the road performance is still over capacity after duplication, because duplication attracts almost double the volume to Farrington Road. It is recommended not to duplicate the reminder of Farrington Road.
5. Modelling results of the scenario with Rowley Road duplication and with Russell Road duplication indicated a decrease in congestion on Russell Road between Henderson Road and Rockingham Road, and major decrease in congestion on Russell Road between

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Frankland Avenue and Kwinana Freeway. Both projects are recommended.

6. Modelling results of the scenario without Bartram Road Bridge crossing of the Freeway shows a high congestion around Wentworth Parade, Hammond Road, Beeliar Drive, Tapper Road and Kwinana Freeway. This project is recommended through the Main Roads WA program. A report will be brought to Council at the February 2019 OCM on this subject as a response to a matter for Investigation. In summary, the Main Roads WA does not have the project on their 2031 plan but do have it on their 2041 plan.

The outputs from this DTS inform the review of the City of Cockburn Regional & Major Roadworks 2016 – 2030 V9 program by outlining short, medium and long-term upgrades and actions. The Draft Regional & Major Roadworks 2018 – 2031 V11 has been developed and is included as Attachment 3.

The DTS analysis has shown significant increases in traffic demand and travel times without any road network upgrades. Even with the proposed upgrades there are sections which are forecast to operate over the available road network capacity.

This indicates that additional road network demand management measures will be required beyond road network upgrades. These could include but not be limited to the following:

- Public transport improvements to rail and bus routes and infrastructure.
- Further encouraging pedestrian and cycle transport modes.
- Examining the impact of peak spreading on road infrastructure requirements.
- Examining the timing and sequencing of development.
- Increasing implementation of Intelligent Transport Systems.

Strategic Plans/Policy Implications

<u>City Growth</u>

Ensure planning facilitates a desirable living environment and meets growth targets.

<u>Moving Around</u>

Reduce traffic congestion, particularly around Cockburn Central and other activity centres.

Improve connectivity of transport infrastructure.

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Community, Lifestyle & Security

Provide for community facilities and infrastructure in a planned and sustainable manner.

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

The timing for all future major road projects is dependent on external funding from State and Federal grants as well as municipal funding. There is also a requirement for land acquisition on most of the major road projects that also has an impact on project delivery times.

The concept cost estimates for the major road projects must also be incorporated into the next revision of the City Long Term Financial Plan.

Legal Implications

No legal implications at this time.

Community Consultation

The DTS will be available for public access following the Ordinary Council Meeting to be held on 13 December 2018 as an electronic copy, which will be posted on the City's website for comment until the end of February 2019.

During the public consultation period, resident groups will also be briefed on the results of the DTS and comments sought on the proposed Regional & Major Roadworks 2018 – 2031as part of the community engagement plan.

Risk Management Implications

The implication of not providing stakeholders with the opportunity to engage with Council on the DTS report and proposed Regional & Major Roadworks 2018 – 2031 is being non-compliant with the City of Cockburn Community Engagement – SC2 Policy.

Advice to Proponent(s)/Submitters

N/A

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

Nil

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City of Cockburn

2018 District Traffic Study

Final | 29 November 2018

This report takes into account the particular instructions and requirements of our client.

It is not intended for and should not be relied upon by any third party and no responsibility is undertaken to any third party.

Job number 259590-00

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ARUP

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Appendices

Appendix A

Assigned volumes

Appendix B

Stock Road and Cockburn Road Widening Scenarios

Appendix C

Additional Scenarios

Appendix D

Demographic data

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1 Introduction

Arup was engaged by the City of Cockburn to undertake an update of the 2013 District Traffic Study (DTS). The study involves updating the forecast traffic volumes throughout the City to assist decision making for future road network improvements and management of the local government controlled road network. This report summarises the process of updating and enhancing the Cockburn District Traffic Model (CDTM) and provides the main outputs from the model.

Our analysis covers three forecast year scenarios; base year (2016), medium term (2021) and long term (2031). The outputs from this study will inform the preparation of a road network work program by outlining short, medium and long-term upgrades and actions.

1.1 Background and scope

In 2006 the City undertook a District Traffic Study aimed at developing traffic forecasts for the years 2016 and 2031. This District Traffic Study was then updated in 2013 to consider future transport conditions in years 2020 and 2031 based on anticipated growth in land use, employment and population but additionally through traffic trips as forecast by the Main Roads Regional Operations Model (ROM). The CDTM took into account forecasted trips from significant development including Cockburn Central area, Murdoch Activity Centre, Jandakot Airport Development, Latitude 32, Australian Marine Complex and Cockburn Coast development. The CDTM was used to test future possible road network upgrades such as the North Lake Road Bridge across Kwinana Freeway, Bartram Road overpass of Kwinana Freeway and Roe Highway Stage 8 extension.

The 2013 CDTM uses the CUBE Voyager which is the same platform as the current Main Roads Regional Operations Model (ROM). Since this time, ROM has been upgraded to include peak period modelling and produces these outputs. This updated version of ROM is known as ROM24.

The 2018 CDTM uses the Aimsun software which gives more flexibility in order to transition from strategic model to microsimulation model if more detailed analysis might be required in the future.

The specific scope of this current commission is as follows:

- Update CDTM completed in 2013 to facilitate the Council's current major road planning identified in the City of Cockburn Regional and Major Roadworks Plan using Aimsun software.
- Prepare traffic forecasts for 2021 and 2031 including the development plans for all areas
- Adjust traffic generation and attractions due to review of demographic data

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- Include scenarios with / without road network upgrades such as:
  - Stock Road Widening
  - Cockburn Road Widening

1.2 Glossary

The following terms and abbreviations have been used throughout this document:

Cockburn District Traffic Model	CDTM
Traffic Modelling Software	Aimsun
District Traffic Study	DTS
Integrated Transport Strategy	ITS
Main Roads Western Australia	Main Roads
Metropolitan Region Scheme	MRS
Passenger Car Units	PCU
Regional Operations Model (Main Roads Traffic Model)	ROM24 (current) ROM (previous version)
Town Planning Scheme	TPS
Volume Capacity Ratio	VCR
Assigned Volumes	AV
Roads and Martie Services	RMS

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2 Modelling methodology and enhancements

Cockburn District Traffic Model has been built as a strategic model in order to capture the vast area of City of Cockburn. In order to build a feasible strategic model a subarea network and matrices have been extracted from the ROM24 model owned by Main Roads. Both network and matrices were utilised and updated in the Aimsun software. Aimsun is a modelling tool capable of modelling a single intersection to the whole transport network of large cities. The software allows to build both static and dynamic simulations of the environment. It also has a capability to transfer from strategic model into a microsimulation model for more detailed analysis if required in the future. The Cockburn District Traffic model has been modelled using the static assignment method and is considered a strategic model due to the size of the modelled area.

2.1 Modelled area and zoning system

A map showing the modelled area and zoning system used in CDTM is provided in Figure 1. This zoning system is adapted from the zoning system used for the Main Roads Western Australia's ROM24 as shown in Figure 2. The zoning structure from the current ROM24 was refined with some zones split to better reflect land use based on current land use data and future land use changes as reflected in the approved structure plans, Main Roads WA Infrastructure Delivery Plan and City of Cockburn Regional and Major Roadworks Plan and the City Town Planning Scheme. Final zone system used for City of Cockburn District Study has been shown on Figure 3.

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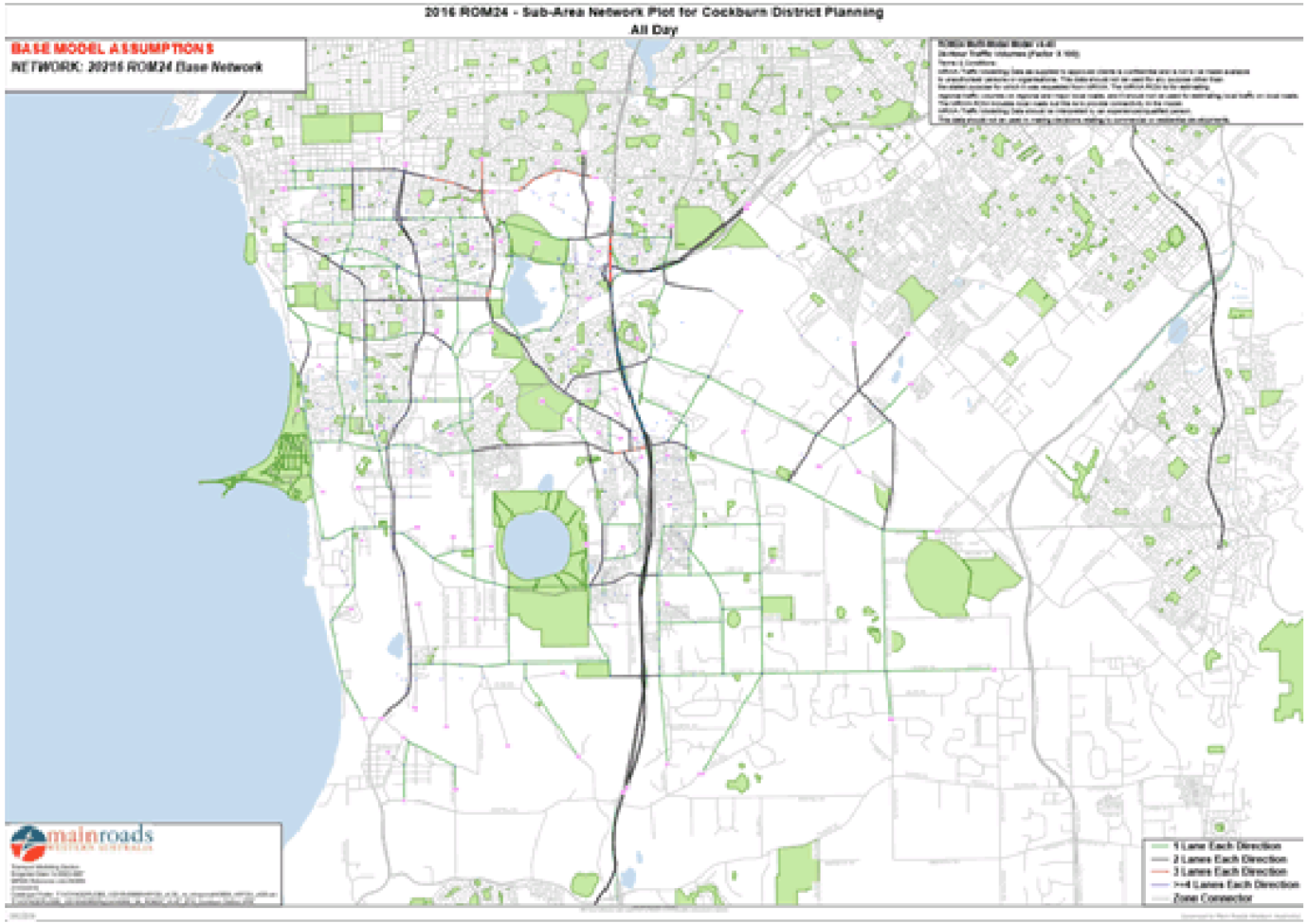

Figure 1 - Cockburn ROM24 Sub-Area Zone System

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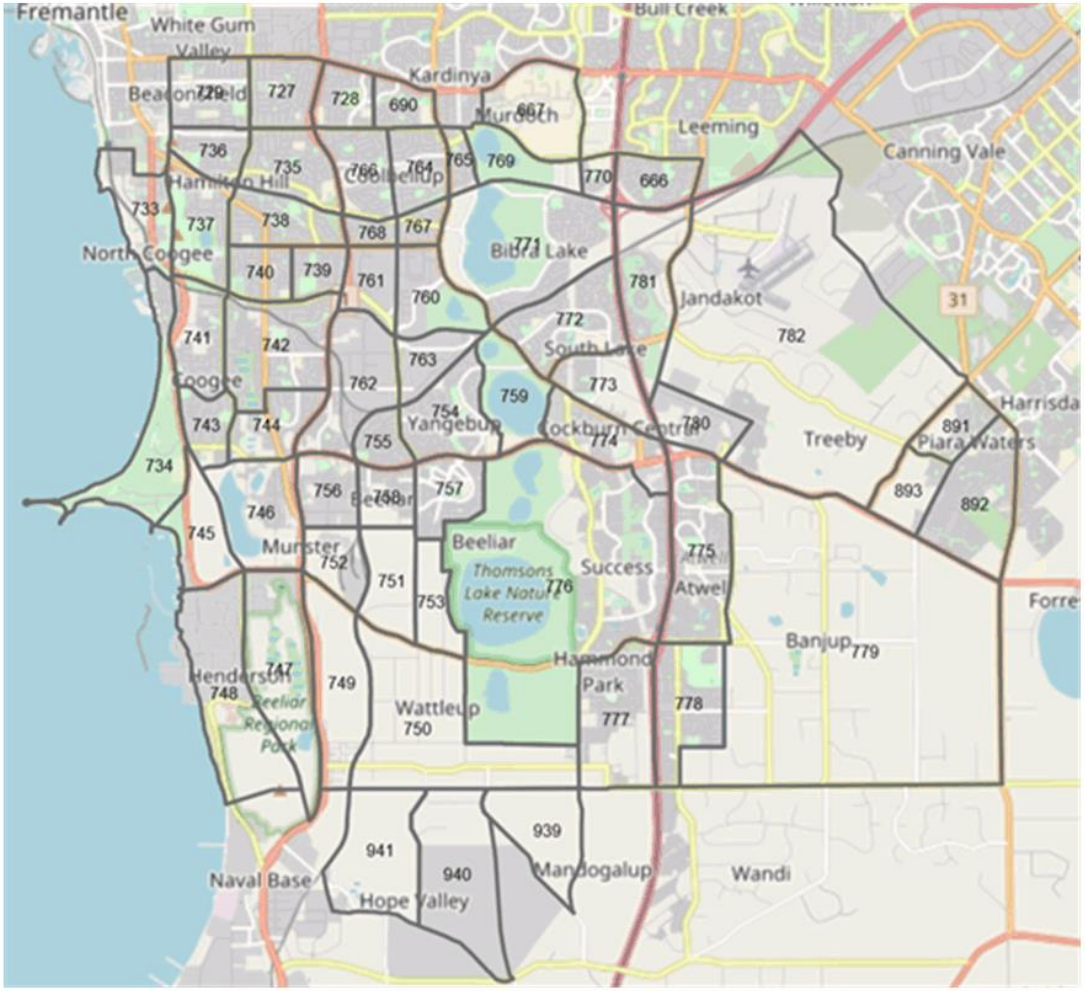

Figure 2 – ROM24 zones for demographic data

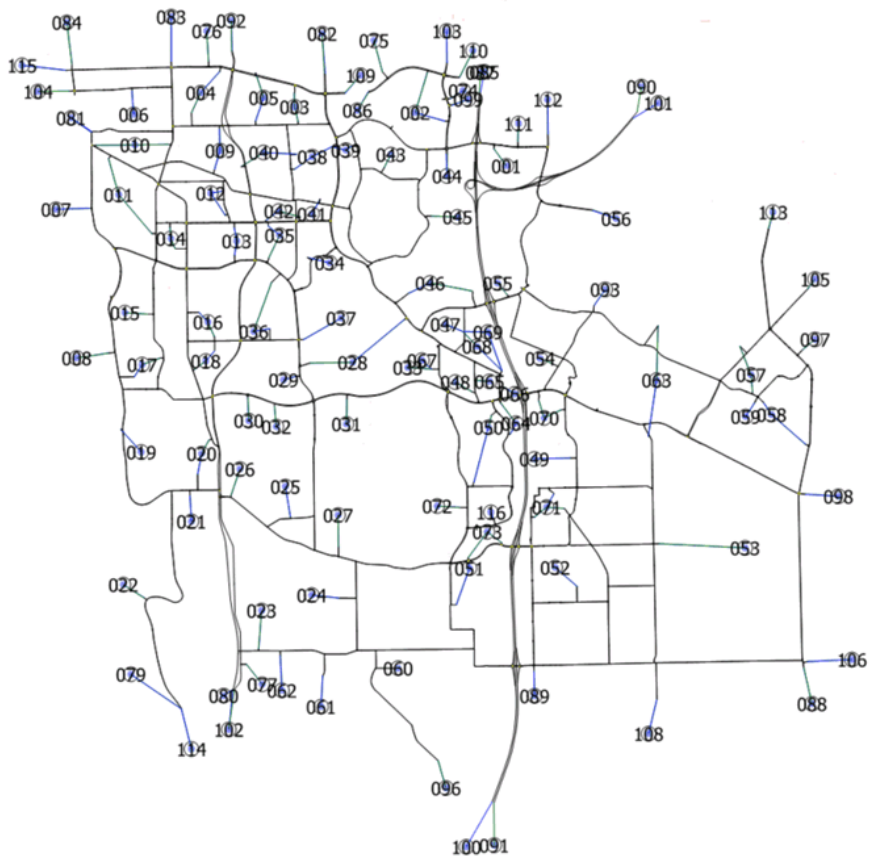

Figure 3 – Modelled Aimsun zone layout

The relationship between the original supplied ROM24 data and the updated data is summarised in Table 1.

Table 1 - Zone breakdown between ROM24 and CDTM

Zone Set	2011	2016	2020	2021	2031
Previous CDTM Internal Zones	77		77		77
Previous CDTM External Zones	23		25		27
Previous CDTM Dummy Zones for Growth	13		13		13

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Zone Set	2011	2016	2020	2021	2031
Previous CDTM Total Zones	113		115		117
ROM24 Internal Zones		59		59	59
ROM24 External Zones		48		50	52
ROM24 Total Zones		107		109	111
CDTM Internal Zones		60		60	60
CDTM External Zones		48		50	52
CDTM Total Zones		108		110	112

The final CDTM has one more zone representing the City of Cockburn area than the ROM24. This slight increase has been made to enhance the accuracy of the forecast around the Wentworth Parade area. The increase in CDTM external zones between 2016, 2021 and 2031 are as a result of additional links from the external network as new corridors in and out of the City of Cockburn area are constructed. The zone system is different to the previous study completed as the zones were reflective of the years 2011, 2020 and 2031.

2.2 Demand matrix

The traffic demand matrix was derived using a sub-matrix from ROM24, with similar parameters to what was used for the existing Cockburn District Traffic Model such as demographics and trip generation confirmed with the city. Table 2 indicates the matrix totals used in the 2016, 2021 and 2031 models.

Table 2 - Demand Matrix Totals

Vehicle	2016		2021		2031	
	AM	PM	AM	PM	AM	PM
Cars	113,632	131,721	135,410	164,271	170,974	201,322
Trucks	12,369	12,835	15,011	18,178	18,959	22,292
Total	126,001	144,556	150,421	182,449	189,933	223,614

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2.3 Review of Main Roads zoning, network and key developments

The review of the number of zones was undertaken to understand the detailed development areas along with a review of centroid connectors to better reflect access locations. Zones internal to the Cockburn sub-model were reviewed. This method ensures that road improvements such as roads identified or planned in Structure Plans, the City's future major road works and Main Roads WA planning for the projects such as Armadale Road, North LakeRoad Bridge, southern connection road to the Murdoch Activity Centre, Kwinana Freeway Widening, Karel Avenue Projects and other improvements within the State road network are taken into consideration.

The development of the model demographics, based on those supplied by Main Roads as part of the ROM24 model, was guided by the City of Cockburn officers. Figure 4 shows the major development areas as outlined by the City of Cockburn Regional and Major Roadworks diagram, version 9, dated March 2017.

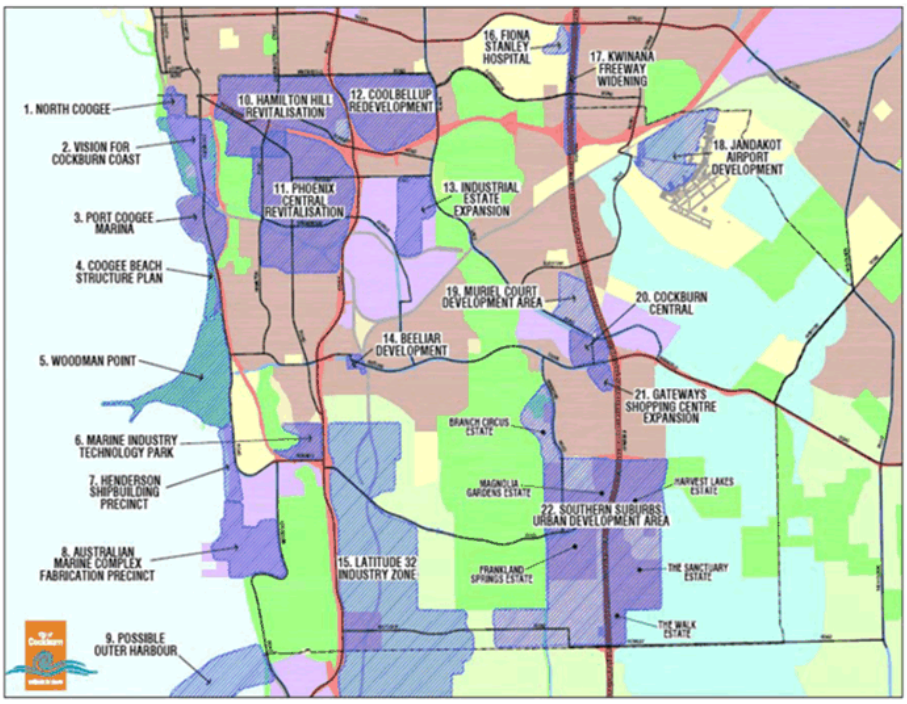

Figure 4 - Major development areas

Source: A Plan for the District 2010 - 2020, City of Cockburn

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2.4 Demographic data review

Demographic data was obtained from the City of Cockburn, the Department of Planning, Lands and Heritage, and the Department of Education to review the ROM matrix outputs for the year 2016 for suitability. The three key demographic attributes used to validate the matrices were dwellings, employment and education as they were deemed to be significant factors impacting trip generation.

Total dwellings by zone was sourced from the City of Cockburn 2016 census data, and was adjusted to match the ROM24 zones to directly compare the total dwelling count from both data sets. Appendix D displays the ROM24 numbers and the City of Cockburn census numbers, and the final revised dwelling numbers.

Total local workers by zone was sourced from the City of Cockburn 2016 census data, and was adjusted to match the ROM24 zones to directly compare the total employment numbers from both data sets. These data sets were then compared against survey data retrieved from the Department of Planning, Lands and Heritage which identify the key "complexes" within the City of Cockburn and the levels of employment they generate accordingly. The survey is of all commercial, industrial, public purpose and recreation/open space land uses, with key data including how many people work at each activity centre.

As they are survey results, they were used to validate findings rather than in calibrating the initial ROM24 and City of Cockburn datasets. Once the 2016 employment rates were determined, the 2021 and 2031 predicted employment levels were determined using the growth rates determined from the ROM24 land use data. Appendix D displays the ROM24 input employment numbers, the City of Cockburn census data and the final revised employment numbers.

The total amount of students by zone was validated using student enrolment numbers sourced from the Department of Education, for schools within the City of Cockburn. Once the 2016 employment levels were validated, the ROM growth factors were used to determine 2021 and 2031 education levels. This is also shown in Appendix D.

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Table 3 - Key development area yield assumptions in the supplied ROM24 land use files (source: Main Roads)

Development Area	ROM Zone Nos	ROM Demographic Zones (2016)	Dwellings			Employment			Education		
			2016	2021	2031	2016	2021	2031	2016	2021	2031
Cockburn Central	774	48	123	414	352	300	1181	836	0	0	0
Fiona Stanley Precinct	External to model 667	2	287	270	385	2703	10904	19257	12876	14039	16504
Jandakot Airport Development	782	56	143	196	198	1605	1705	1741	29	14	0
Latitude 32	749, 750, 751, 752, 753, 939, 940 & 941	23, 24, 25, 26, 27, 60, 61 & 62	416	432	468	686	5139	16820	138	135	135
Australian Marine Complex	748	22	7	7	6	3953	4054	4315	457	487	513
Cockburn Coast Development	733	47	255	2510	4849	364	1642	2791	0	250	500

Table 4 - Key development area yield assumptions in the revised CDTM

Development Area	ROM Zone Nos	ROM Demographic Zones (2016)	Dwellings			Employment			Education		
			2016	2021	2031	2016	2021	2031	2016	2021	2031
Cockburn Central	774	48	144	476	634	3305	13008	9205	0	0	0
Fiona Stanley Precinct	External to model 667	2	287	270	385	2703	10904	19257	12876	14039	16504
Jandakot Airport Development	782	56	151	1593	2743	5112	5431	5544	29	14	0
Latitude 32	749, 750, 751, 752, 753, 939, 940 & 941	23, 24, 25, 26, 27, 60, 61 & 62	343	990	1612	614	3936	13744	138	135	135
Australian Marine Complex	748	22	5	6	7	5439	5578	5937	457	487	513
Cockburn Coast Development	733	47	269	1250	3751	516	2328	3958	0	200	500

Table 3 summarises demographic data from ROM 24 in key development areas within City of Cockburn and Table 4 shows demographic data after review. Both demographic data assumes similar growth in a number of the key development areas as shown in Table 3 and 4. In terms of employment growth, Fiona Stanley Precinct, Latitude 32 area and Cockburn Coast Development show the most significant growth compared

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to 2016 employment levels. The Jandakot Airport Development area and Cockburn Coast Development show the most significant dwelling growth from 2016 dwelling levels.

From the demographic review process, no employment forecasts for 2021 and 2031 were provided within the city of Cockburn, so the 2016 values were determined for each zone and factored up using the ROM24 forecasted increases.

Latitude 32 is identified as an industrial development area which reflects the significant job growth, however due to the nature of the ROM24 zoning boundaries, some of the surrounding residential areas to the north were captured within this area. This accounts for the dwelling growth identified in Latitude 32 the area.

2.5 Trip generation

Revised trip generation equations were applied to match previous work (City of Cockburn District Traffic Study, 2013) and latest available trip generation information. Research into trip generation trends was also undertaken to review how these may change into the future. The updated 'internal to internal' trip matrices were combined with the 'external to internal'; 'internal to external'; and 'external to external' trip matrices from the ROM24 to produce overall demand matrices for light and heavy vehicles for 2021 and 2031. Interpolation was used for years that do not align with ROM24 forecast years.

Trip generation rates are applied to the yields for each zone in order to establish the quantum of traffic generated by each zone. Trip generation rates were determined for both households and for employment based on a review of first principles data and similar transport model parameters. The trip generation rates for employment were based on a review of modelling practice in Western Australia and within Australia. Employment was divided into three categories:

- Retail
- Commercial
- Industry

Some adjustments were made based on the more detailed breakdown of these categories to adjust the trip rates so they were more relevant to the modelled area. Despite the adjustment residential trip generation rates are conservative and consistent with rates that are traditionally accepted by the Western Australian Planning Commission when assessing new development applications and structure plans.

The trip rates are vehicular trips and are as follows:

- 7 trips per household
- 1 trip per school student
- 9.3 trips per retail employee
- 3.0 trips per commercial employee
- 2.6 trips per industrial employee.

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Additionally, trip generation rates were calibrated against total vehicle trips generated in the ROM24 on a zone by zone basis.

2.6 Time period

In a difference to the 2013 DTS, the model was updated to reflect that ROM24 can now provide a breakdown of matrices into peak periods (not available in 2013). This means that the time period splits were undertaken in ROM24 rather than the CDTM. As a result, two time periods have been modelled, morning peak (between 07:00-09:00) and evening peak (between 16:00-18:00). Modelling results are presented for 2 hour peaks throughout the report.

2.7 Mode split

Matrices have been developed based on ROM24 to reflect the mode split to allow for assessment of car/light and heavy vehicle impacts on the network. These rates have been validated against the traffic counts collected from the Main Roads traffic counts mapping tool and traffic counts provided by the City of Cockburn.

It is envisaged that some sensitivity testing on modal share factors may need to be undertaken by the City to mimic greater non-car mode share if a more detailed traffic assessment is required; currently outside of this scope.

2.8 Trip assignment

A key advantage of the Aimsun platform is its ability to undertake the assignment of matrix demand to the road network in a simple robust manner.

A multiclass volume static origin-destination matrix adjustment assignment was undertaken with car/light and heavy vehicles. This approach provided the following:

- Better modelling of the impact of heavy vehicles on road capacity given the mix of freight and non-freight routes in the study area
- Ability to better model the mix of heavy vehicle types and their impact on road capacity
- Volume averaging approach consistent with future upgrade of explicit modelling of intersection operations
- Converges to a stable and consistent result more readily than other assignment techniques

Model network and initial matrices have been extracted from ROM24 and therefore major parameters have been brought from ROM24 into Aimsun. That allowed DTS model consistency with Main Roads strategic modelling.

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3 Cockburn district traffic model

The CDTM is a macroscopic Aimsun model derived from ROM24 demand matrices and validated against available count data. Mode share is divided into car/light and heavy vehicles based off the ROM24 matrices and 'furnessed' to count data to accurately represent existing situation. According to Main Roads Operational Modelling Guidelines furnessing is defined as follow:

"The Furness method of matrix updating is an iterative process to derive matrices that result in the best match to trip end count data. Trip end totals for each zone should be formed from external link survey data, internal link survey data and other filler zones with the values based on surveys, surrounding land use or the number of individual households. Within this, individual OD pairs should be fixed to known survey values or established during the calibration process."

The public transport data has not been included at this stage of the modelling. Figure 5 and Figure 6 depict the process of the base model development and future model development.

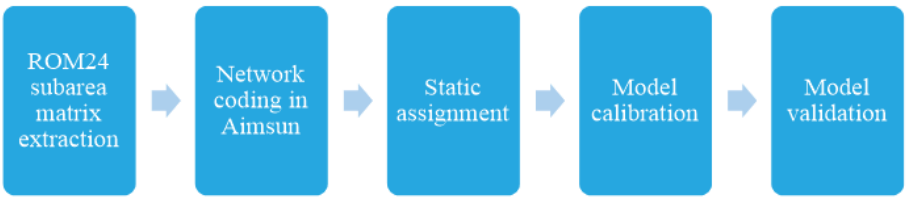

Figure 5 - Base model development

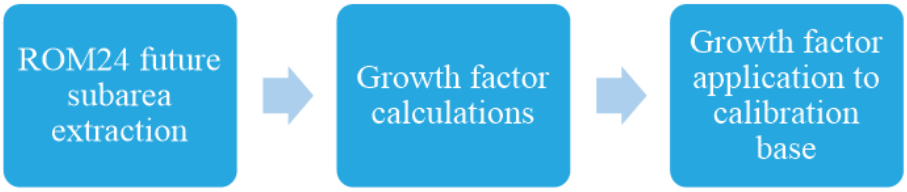

Figure 6 - Future model development

3.1 2016 base year

A 2016 base year model was developed and calibrated with parameters using existing traffic count information to confirm that the model is fit for purpose. Once calibrated and validated the model was used to forecast future changes to traffic volumes associated with changes to land use.

Based on the traffic data available for the study and correlation with the ROM24 data to observed daily traffic counts within the City of Cockburn, the CDTM calibrates to well within industry accepted standards at a daily level and satisfactory for peak periods.

The desirable industry standards extracted from NSW Road and Maritime Services Traffic Modelling Guidelines version 1 and Main Roads OMeGA guidelines are contained in Table 5.

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Table 5 - Link Validation Measures

Link Calibration Measure	Desirable Value
GEH < 5	85%
Link Validation Measure	**Desirable Value**
Coefficient of Determination (R^2)	>0.90

Source: "Traffic Modelling Guidelines" Version 1, NSW Road and Marine Services

Additional measures such as GEH have been included as these are required for the Aimsun strategic modelling based on the local Main Roads modelling guidelines.

3.1.1 Base model calibration – GEH statistic

The criteria from Roads and Martie Services (RMS) guidelines for model calibration are based on statistics formula called GEH. As RMS states:

"the formula is a form of Chi-square statistic that is designed to be tolerant of largest errors in low flows. The reason for introducing such a statistic is the inability of either the absolute difference or the relative difference to cope over a wide range of flows."

The GEH equation is as follows:

$$GEH = \sqrt{\frac{(V_o - V_m)^2}{0.5\,(V_o + V_m)}}$$

Where:

V_o is the observed flow in vehicles per hour

V_m is the modelled flow in vehicles per hour

According to RMS, turn volumes calibration is achieved when" 85 per cent of individual turn volumes to have a GEH ≤ 5.0".

3.1.2 Base model calibration results

The calibration has shown a very good model performance against observed flows. All time periods were calibrated above the required 85% margin as shown in Table 6.

Table 6 - GEH results

GEH Results	GEH Range	Car	Heavy Vehicles
AM Peak Hour	=<5	86%	93%
	5 to 10	10%	7%
	>10	4%	0%
PM Peak Hour	=<5	85%	94%
	5 to 10	14%	6%
	>10	1%	0%

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3.1.3 Validation plots – peak periods

The scatter plot validates well against 2016 average peak period traffic volumes with parameters meeting the industry acceptable standard. To demonstrate the model validation scatter plots of 240 traffic count locations versus 2016 CDTM volumes are shown in Figure 7 and Figure 8 for AM peak and PM peak time periods respectively.

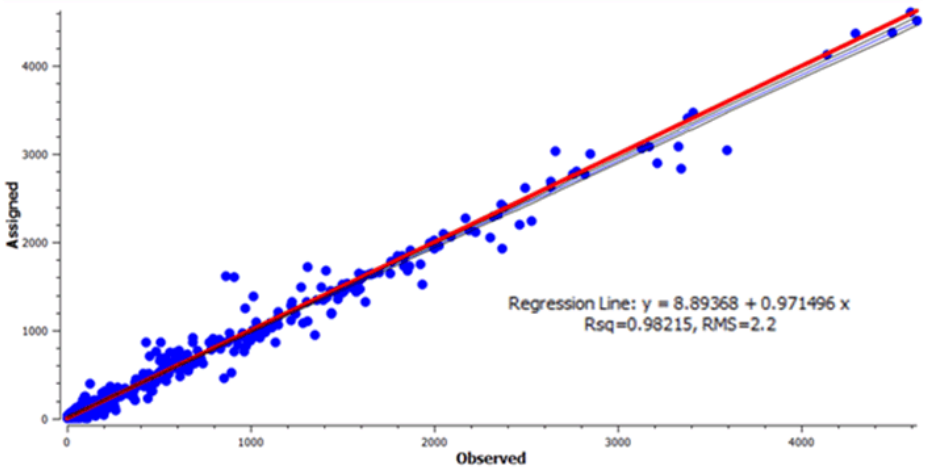

Figure 7 – AM Peak period validation plot

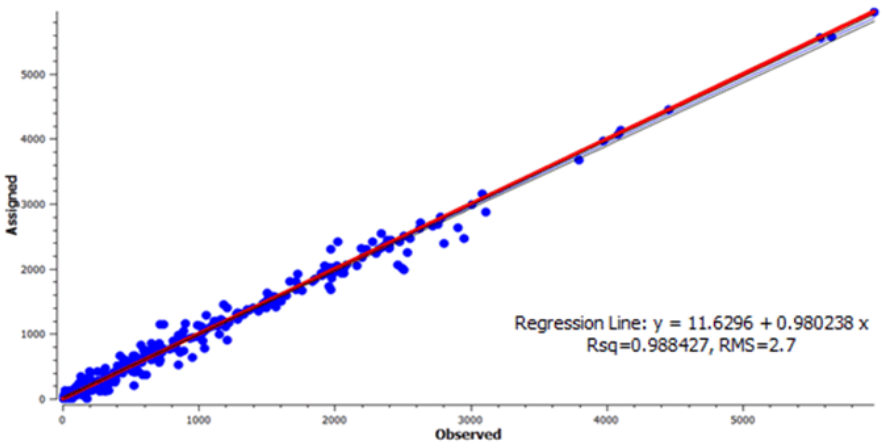

Figure 8 – PM Peak period validation plot

The AM and PM peak periods validate very well to the guideline standards which shows a very good model robustness and fit for purpose. As a result, both modelled peak periods provide a useful guide in understanding peak period traffic, operation including directional bias and traffic growth under congested conditions.

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3.1.4 Model convergence

The 2016 base model was run with 50 iterations to ensure it converged appropriately. The AM peak had a relative gap of 3.37% and the PM peak had a relative gap of 2.05%. Model is considered converged when relative gap is lower than 5%, therefore results of both model calibrations show very good model convergence.

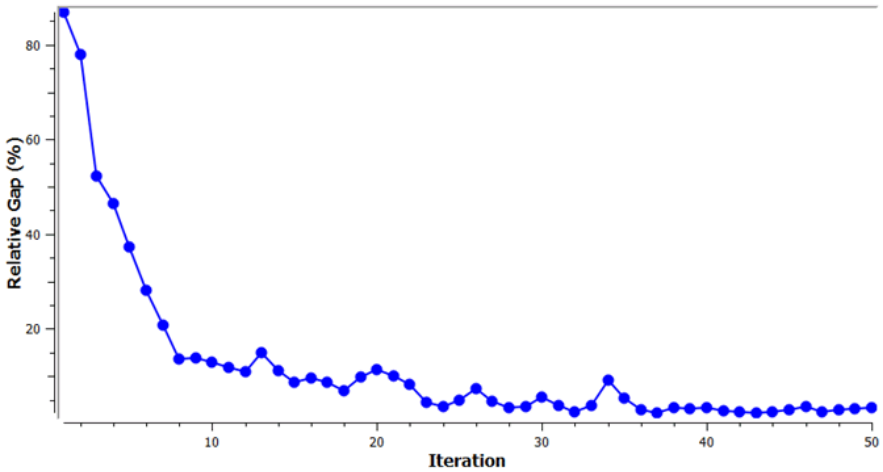

Figure 9 – AM Peak period convergence plot

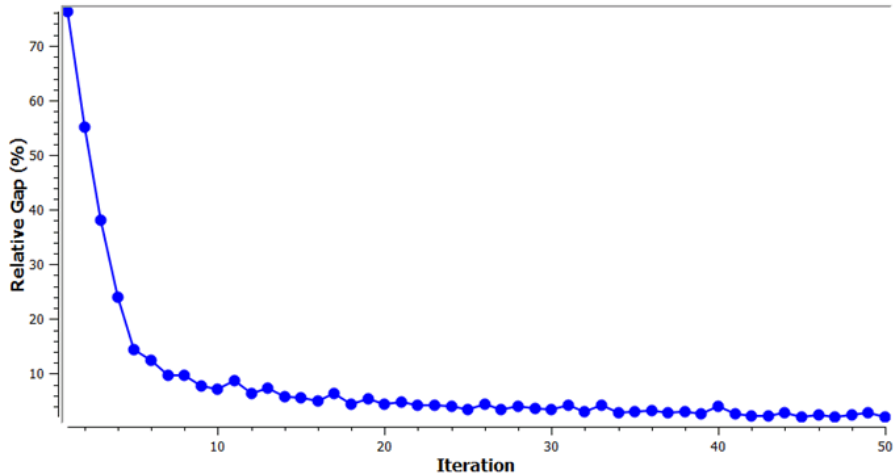

Figure 10 – PM Peak period convergence plot

3.1.5 Validation summary

Overall, the CDTM provides a sound basis for the future modelling of the transport network in and the City of Cockburn area. From a review of the 2016 peak traffic volumes supplied from the Main Roads and City of Cockburn, the CDTM validates very well against requires industry standards. Both coefficient of determination (r-square) are over required 0.95%. The R-Square (R2) is a

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statistical measure of the correlation between the entire count data set and the predicted model volumes. Unlike the GEH statistic (which applies to individual flows and screenlines), the R-Square (R2) applies to the entire comparison data set and is expressed as a single value.

As with any transport model, the CDTM will be enhanced through project application in the future to improve performance at a detailed level. As it currently stands, the CDTM would appear to provide the best available tool to understand strategic transport flows on the majority of roads within the City of Cockburn area. A summary of the level of validation for each time period is shown in Table 7.

Table 7 - Validation summary

Link Validation Measure	Desirable Value	AM Peak	PM Peak
Coefficient of Determination (R^2)	>0.90	0.98	0.98

3.2 Use of CDTM

The use of the CDTM output should be treated in a similar manner as other strategic models. Whilst suitable as a strategic network analysis tool, it is recommended that forecast traffic volumes used for design be verified against actual count data collected specifically to each project.

In general, the process for determining forecast traffic volumes should be as follows:

1. Obtain 2016 and forecast year traffic flows from CDTM
2. Calculate growth rate to the required design year based on the CDTM link growth data.
3. Apply traffic growth from the CDTM to existing traffic counts
4. Review the forecast volumes to ensure reasonable in the context of surrounding development and traffic growth

Where new links and intersections are under construction, unmodified CDTM output will require additional scrutiny to ensure reasonable for design purposes such as analysis at intersections.

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4 Base modelling results

4.1 Volume capacity ratio

Link capacities are often referred to as the mid-block capacity and when calculated take into account the characteristics of a link between two points, usually intersections. Different methods for calculating road capacities are used for different road environments and flow characteristics.

According to AustRoads document "*Level of Service Metrics (for Network Operations Planning)* ", capacity is defined as the maximum hourly rate at which vehicles can reasonably be expected to traverse a point or uniform section of a lane or roadway during a given time period under the prevailing roadway, traffic and control conditions.

In order to determine the point at which more capacity is required to allow more traffic to pass through a road or intersection, the volume to capacity ratio is used.

The levels of service are calculated based on the assigned volumes produced by strategic model and mid-bloc capacity coded in the network.

The volume to capacity ratios range from A to F and are defined by qualitative measures describing operational conditions within a traffic stream and their perception by motorists and/ or passengers.

The level of service range and corresponding volume to capacity ratios used in the DTS model are indicated in Table 8.

Table 8 - Volume to capacity ratios governing midblock level of service

Volume Capacity Ratio	Level of Service					
	A	B	C	D	E	F
100km/h	32%	50%	72%	92%	100%	>100%
90km/h	30%	47%	68%	89%	100%	>100%
80km/h	28%	44%	64%	85%	100%	>100%
70km/h	26%	41%	59%	81%	100%	>100%

Source: AustRoads 2009

In order to reflect modelling results a unified LOS range has been determined for better visualisation, as shown in Table 9, and used in the peak hour volume plots for the AM and PM peak for the base year 2016, as shown in Figure 11 and Figure 12.

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Table 9 – Volume to capacity ratios used in model to govern level of service

Volume Capacity Ratio	Level of Service					
	A	B	C	D	E	F
Unified Speed Range	29%	46%	60%	80%	100%	>100%

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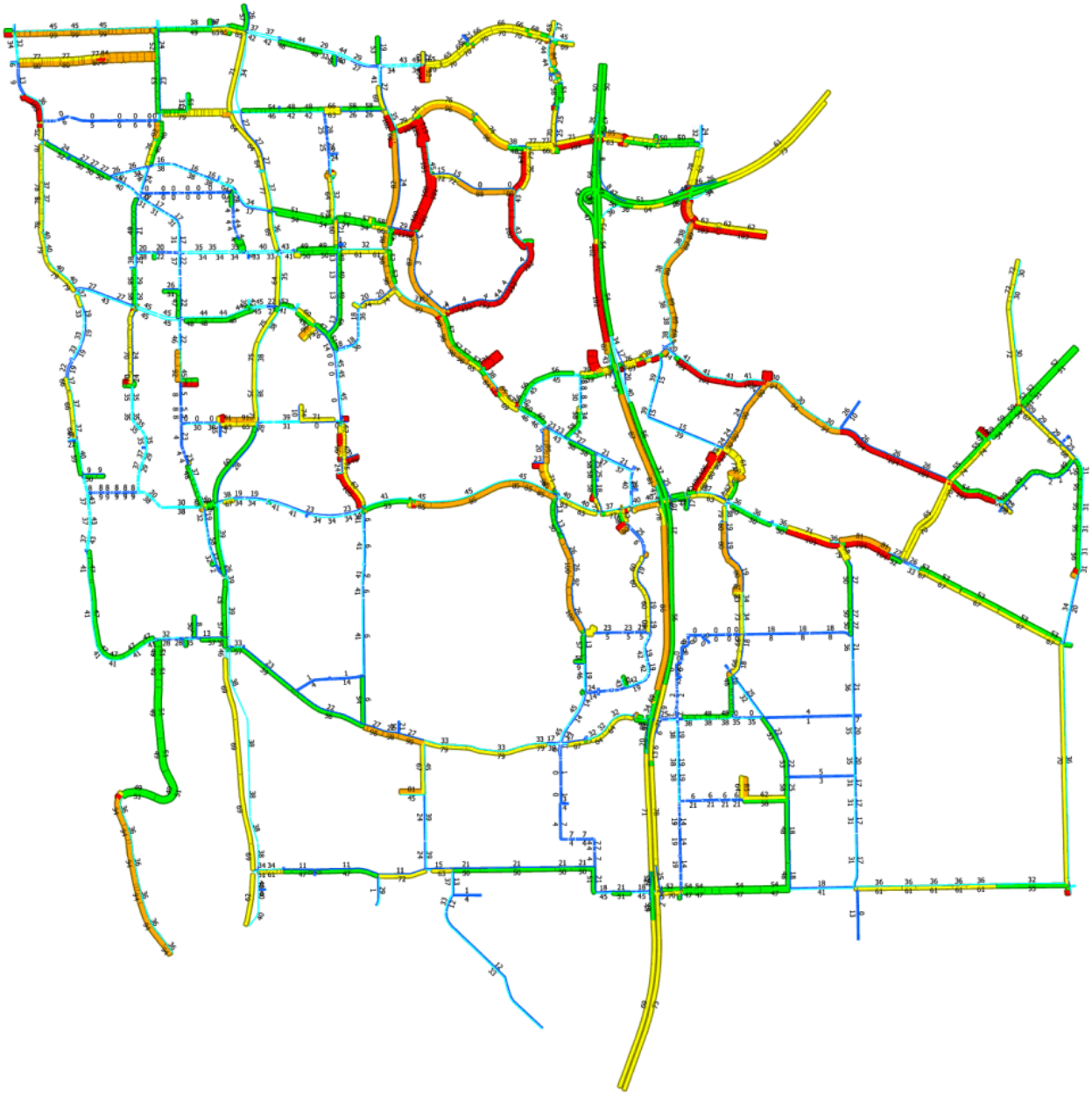

V/C Ratio
- 0 to 29
- 29 to 46
- 46 to 60
- 60 to 80
- 80 to 100
- 100 to 800

Figure 11 - Volume Capacity Ratio - AM Peak, year 2016

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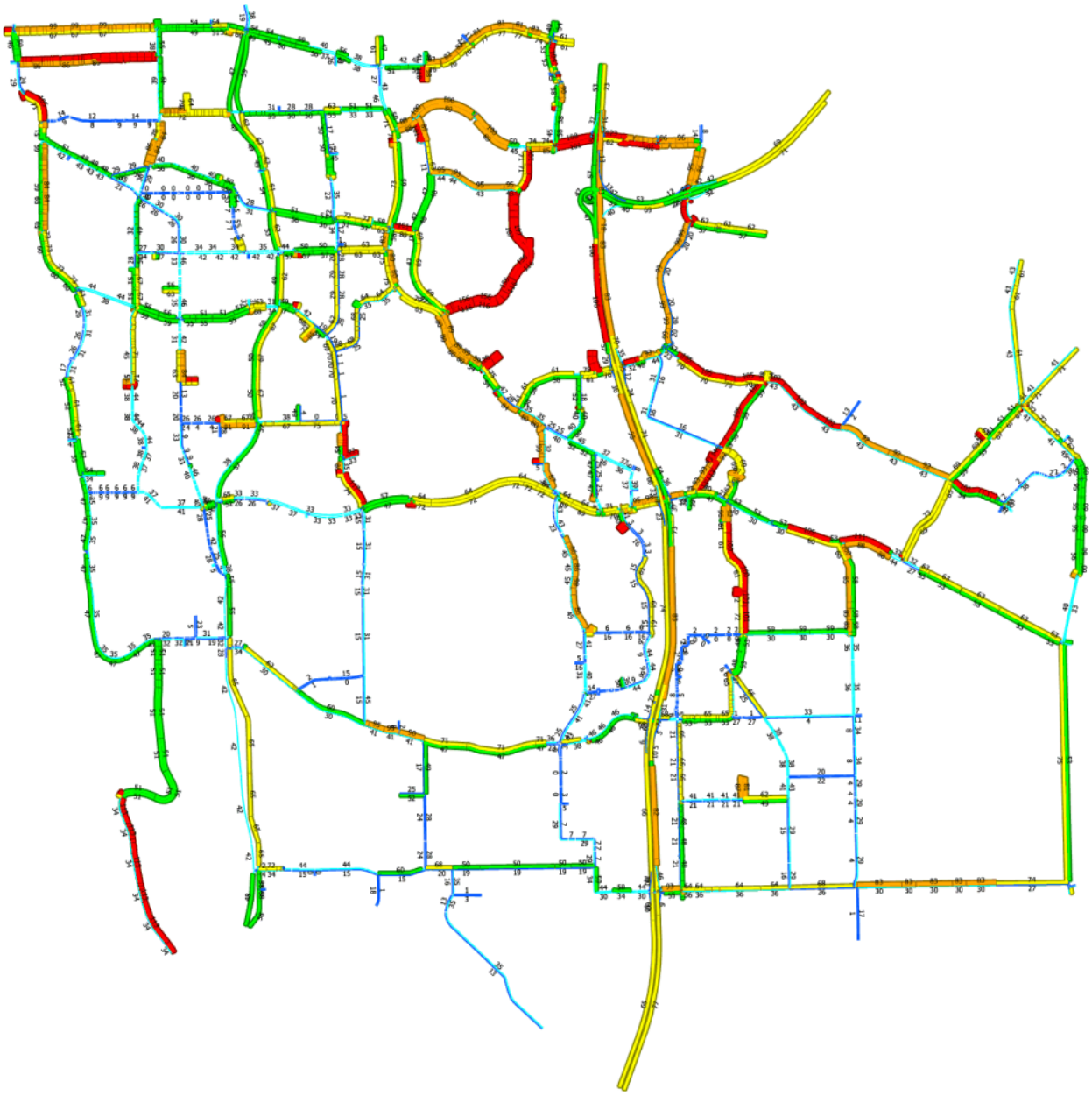

V/C Ratio
- 0 to 29
- 29 to 46
- 46 to 60
- 60 to 80
- 80 to 100
- 100 to 800

Figure 12 - Volume Capacity Ratio - PM Peak, year 2016

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The 2016 model run confirms known congestion hotspots in the City where the modelled volume capacity is over 100%. Most notably sections of the following roads as displayed in Table 10 and Figure 13.

Table 10 - Roads with a volume capacity ratio exceeding 100% in both peak periods.

Reference Number	Road Type	Road Name
1	Primary Distributor	Kwinana Freeway
2	Primary Distributor	Armadale Road
3	Primary Distributor	Farrington Road
4	Regional Distributor	Jandakot Road
5	Regional Distributor	Russell Road
6	Distributor A	Cockburn Road
7	Distributor A	Spearwood Avenue
8	Distributor A	Beeliar Drive
9	Distributor A	Berrigan Drive
10	Distributor A	Karel Avenue
11	Distributor B	Bibra Drive
12	Distributor B	Hammond Road
13	Local Distributor	Tapper Road

Figure 13 depicts the corridor hotspots on the Cockburn network for 2016.

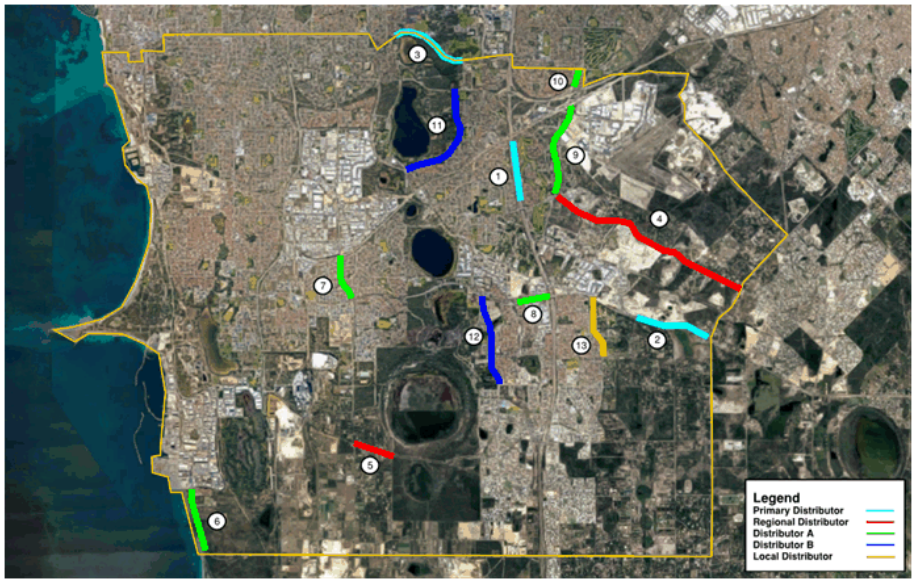

Figure 13 – 2016 corridor hotspots

Some features (eg wetlands/lakes, Jandakot Airport) restrict the permeability of the road network in locations which results in short sections of roads operating close to capacity including Farrington Rd (north of Bibra Lake) and Berrigan Drive (Jandakot Airport).

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4.2 Assigned volumes

As part of the strategic modelling exercise model outputs assigned volumes plots. As mentioned in section 4.1 assigned volumes are an output from strategic model, often used for calculation of level of service. Figure 14 shows AM Peak plot and Figure 15 shows PM peak plots. Appendix A shows all remaining assigned volumes plots for all modelled scenarios.

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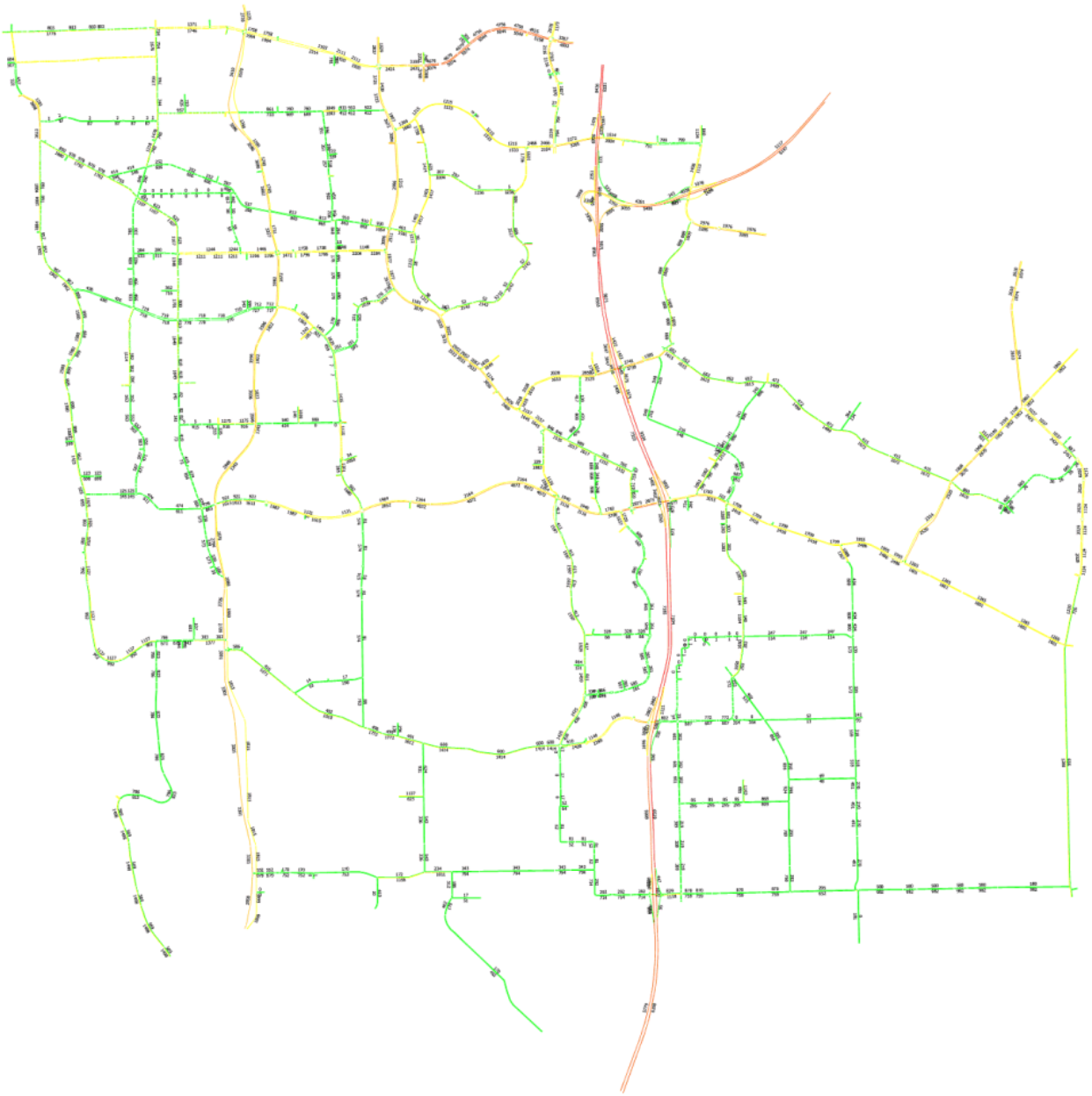

Assigned Volume
- 0 to 1000
- 1000 to 2500
- 2500 to 4500
- 4500 to 6500
- 6500 to 11000
- 11000 to 25000

Figure 14 - Assigned Volumes - AM Peak, year 2016

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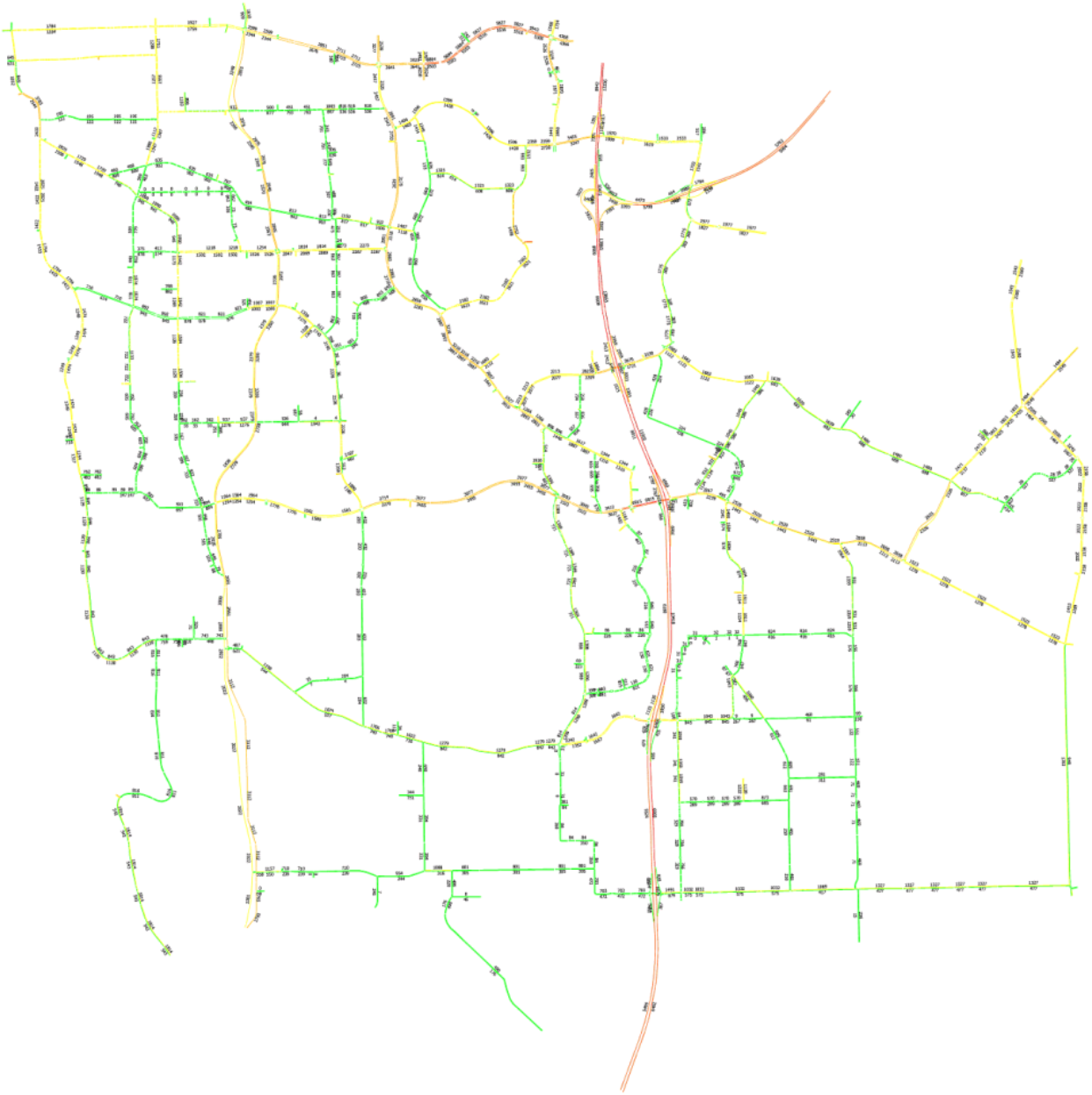

Assigned Volume
- 0 to 1000
- 1000 to 2500
- 2500 to 4500
- 4500 to 6500
- 6500 to 11000
- 11000 to 25000

Figure 15 - Assigned Volumes - PM Peak, year 2016

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4.3 Base traffic conditions in Cockburn

Given its location in the south-western suburbs of Perth, the City of Cockburn experiences pronounced peak traffic conditions during weekday commuter peaks and in the lead up to long weekends as people travel south along the Kwinana Freeway to the south west. Combined with this demand, is the east west heavy vehicle flows between the industrial areas in the west e.g. Henderson and Fremantle and industrial areas near Perth Airport/ Forrestfield/ Kewdale. Given the level of forecast development, it may be difficult and unsustainable to provide road infrastructure upgrades to accommodate unconstrained peak hour vehicle demand in the future. However, network planning needs to be cognisant of these peak conditions and make some allowances for appropriate traffic management measures to manage peak demand scenarios.

The assessment assumes average weekday peak conditions (i.e. model output); however, it is recommended that capacity targets are kept relatively optimistic (e.g. LoS D) so at least some capacity is kept in reserve for future growth (beyond the forecast horizon of 2031) or if funding constraints result in particular projects being delayed. This desirable level of service will be more applicable to trunk routes such as Rockingham Road; a reduced LoS should generally be considered in the activity centres, where traffic management measures may be better applied and the needs of non-car modes should take greater precedence improving average speeds for motorists.

4.4 Impact of network capacity on non-car modes

It is noted that the adoption of target LoS (Volume Capacity Ratio) can have impacts on non-car modes of transport. Along trunk routes, increased capacity, traffic flows (e.g. added lanes) and higher speed limits generally diminish the attractiveness and safety of the route for walking and cycling trips. Pedestrian crossing movements away from controlled locations (e.g. under/ overpasses or traffic/ pedestrian signals) also become less safe and attractive. In addition, public transport services may be detrimentally affected by route upgrades when opportunities to perform turning movements and manoeuvre in and out of stops are diminished with increased traffic flows. It is important the LoS is chosen with respect to all the modes using road corridors. Further detailed analysis might be required when planning road improvements on individual locations.

Where segregated facilities for walking and cycling trips exist such as along Kwinana Freeway and selected arterial roads in the City, the level of service of the road network has less impact on the experience and safety of pedestrian and cycle movements.

Roads with a low classification within the functional road hierarchy that service activity centres, should afford a high priority to alternative modes to the car, reducing the focus of road network planning on level of service. For example, within Cockburn Central, it is recommended that a lower LoS is accepted to increase opportunities for pedestrians and cyclists to undertake trips safely and with higher amenity. This may be facilitated through:

- Appropriate signal phasing

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- Limiting road capacity to one lane in each direction rather than duplication
- Avoiding installation of turning pockets slip lanes at intersections where there are high crossing demands
- Adopting posted speed limits of 50kph or less subject to Main Roads approval

It is recommended to adopt a sliding LoS scale in the first instance, based on the status of each modelled link and its location within the sub-region. The target LoS would be subject to change based on the future land use and network scenarios that are tested.

5 Forecast scenarios

Two future year scenarios – 2021 and 2031 have been analysed. The year 2031 is the standard horizon adopted for road network planning in Western Australia and consistent with the Main Roads strategic model, ROM24. For each year, two road network scenarios have been modelled:

- Do nothing – the road network is as per year 2016
- Do minimum – current network plus Main Roads committed road improvements
- Do Something 01 - City of Cockburn Preferred Network – Main Roads committed road improvements plus network upgrades as identified in current City of Cockburn planning
- Do Something 02 – additional widening scenarios requested to be investigated by City of Cockburn, such as Stock Road and Cockburn Road. These scenarios have been modelled as additional assessment.

The 'do nothing' scenario helps to support a case for road network upgrades and identify priority investment locations. This scenario needs to be considered given some of the proposed upgrade projects are unfunded and therefore there is no firm commitment to proceed with the upgrades.

Forecasting for the 2021 and 2031 scenarios was undertaken based on "furnessing" the base 2016 matrix with growth in the trip ends based on the internal zone trip generation rates.

For this commission, Arup undertook modelling of three network scenarios summarised in Table 11.

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Table 11 - Scenario Matrix

Scenario	Existing (2016)	Short Term (2021)	Long Term (2031)
Do Nothing - Existing Network	Existing Network	No improvements	No improvements
Do Minimum		ROM24 road improvements	ROM24 road improvements
Do Something		City of Cockburn identified road improvements	City of Cockburn identified road improvements
Stock Road Widening			City of Cockburn identified road improvements with Stock Road widened
Cockburn Road Widening			City of Cockburn identified road improvements with Cockburn Road widened

5.1 Mode share assumptions

The City of Cockburn DTS model has been based on the Main Roads mode share in order to keep consistency with Main Roads strategic model. The adopted mode share is assumed to remain constant at 2016 levels over the modelled future years. This is a conservative approach in light of increased road network congestion.

5.2 Network assumptions

Arup conducted a policy review to understand the potential timings for road network upgrades within the City of Cockburn. The road network upgrades adopted in the modelling are detailed in Figure 16 and Table 12. City of Cockburn structure plans, Table 13, Main Roads projects (Table 14) were also taken into consideration to update the road network and zoning. These timings are as per the Main Roads ROM24, a review of the 2013 City of Cockburn District Traffic Study and final confirmation from the City of Cockburn. As discussed earlier, the inclusion of these projects does not infer a funding commitment to the listed upgrades.

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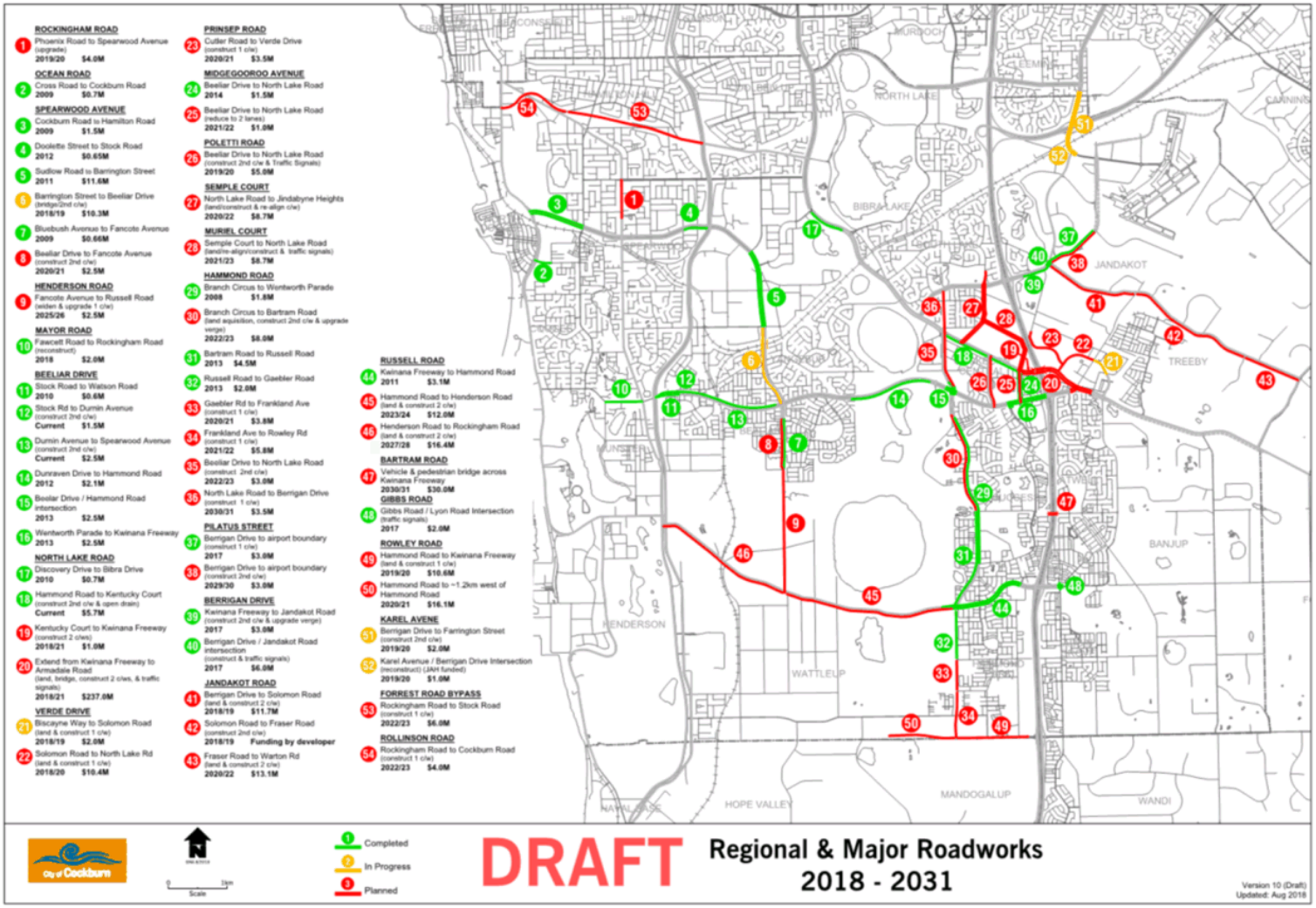

Figure 16 – City of Cockburn Regional and Major Roadworks diagram, version 10, August 2018

Table 12 - City of Cockburn Road Network Upgrades

Road Network Upgrade	2021	2031	Comment regarding assumption basis
Rockingham Road – Phoenix Road to Spearwood Avenue reconstruction (to 1 lane each way)		✓	Not reflected in ROM model
Spearwood Avenue - Barrington Street to Beeliar Drive (bridge / 2nd c/w)	✓	✓	Not reflected in ROM model
Spearwood Avenue – Beeliar Drive to Fancote Avenue (construct 2nd c/w)	✓	✓	Not reflected in ROM model
Henderson Road – Fancote Avenue to Russell Road (widen and upgrade 1 c/w)		✓	Not applicable for strategic modelling
Beeliar Drive – Fawcett Road to Stock Road (reconstruction)	✓	✓	Not applicable for strategic modelling
North Lake Road / Discovery Drive intersection (traffic signals)	✓	✓	Not applicable for strategic modelling
North Lake Road – Kentucky Court to Kwinana Freeway (construct 2 c/ws)		✓	In ROM 2021 & 2031
North Lake Road – Extend from Kwinana Freeway to Armadale Road (land, bridge, construct 2 c/ws, & traffic signals)		✓	In ROM 2021 & 2031
Verde Drive – Biscayne Way to Solomon Road (land & construct 1 c/w)	✓	✓	In ROM 2021 & 2031
Verve Drive – Solomon Road to North Lake Road (land & construct 1 c/w)	✓	✓	In ROM 2021 & 2031
Prinsep Road – Cutler Road to Verde Drive (construct 1 c/w)	✓	✓	Not reflected in ROM model
Midgegooroo Avenue – Beeliar Drive to North Lake Road (reduce to 2 lanes)		✓	
Poletti Road – Beeliar Drive to North Lake Road (construct 2nd c/w & traffic signals)	✓	✓	Not reflected in ROM model
Semple Court – North Lake Road to Jindabyne Heights (land / construct & re-align c/w)		✓	No impact on network layout
Muriel Court – Semple Court to North Lake Road (land / re-align / construct & traffic signals)		✓	No impact on network layout
Hammond Road – Branch Circus to Bartram Road (construct 2nd c/w & upgrade verge)		✓	Not reflected in ROM model
Hammond Road – Gaebler Road to Frankland Avenue (construct 1 c/w)	✓	✓	Existing
Hammond Road – Frankland Avenue to Rowley Road (construct 1 c/w)	✓	✓	Not reflected in ROM model
Hammond Road – Beeliar Drive to North Lake Road (construct second c/w)	✓	✓	Not in ROM 2021 & in ROM 2031
Hammond Road – North Lake Road to Berrigan Drive (construct 1 c/w)	✓	✓	Not reflected in ROM model
Pilatus Street – Berrigan Drive to airport boundary (construct 2nd c/w)		✓	In ROM 2021 & 2031

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Road Network Upgrade	2021	2031	Comment
Jandakot Road – Berrigan Drive to Solomon Road (land & construct 2 c/w)	✓	✓	In ROM 2021 & 2031
Jandakot Road – Solomon Road to Fraser Road (construct 2nd c/w)	✓	✓	In ROM 2021 & 2031
Jandakot Road – Fraser Road to Warton Road (land & construct 2 c/w)		✓	In ROM 2021 & 2031
Russell Road - Hammond Road to Henderson Road (land & construct 2 c/w)		✓	Not reflected in ROM model
Russell Road – Henderson Road to Rockingham Road (land & construct 2 c/w)		✓	Not reflected in ROM model
Bartram Road – Vehicle & pedestrian bridge across Kwinana Freeway		✓	Not in ROM 2021 & not in ROM 2031, potentially in 2041
Rowley Road – Hammond Road to Kwinana Freeway (land & construct 1 c/w)	✓	✓	Not in ROM 2021 & in ROM 2031
Rowley Road – Hammond Road to ~1.2km west of Hammond Road	✓	✓	Not in ROM 2021 & in ROM 2031
Karel Avenue – Berrigan Drive to Farrington Street (construct 2nd c/w)		✓	In ROM 2021 & 2031
Forrest Road Bypass – Rockingham Road to Stock Road (construct 1 c/w)	✓	✓	Not Modelled
Rollinson Road – Rockingham Road to Cockburn Road (construct 1 c/w)		✓	Not Modelled

Source: City of Cockburn Regional and Major Roadworks diagram, version 10, August 2018

Approved City of Cockburn District Structure Plans are included in Table 13.

Table 13 - Approved City of Cockburn District Structure Plans

Approved District Structure Plans	2021	2031
Southern Suburbs Stage 3 – Hammond Park west of the Freeway and south of Gaebler Road	✓	✓
Packham North	✓	✓
Branch Circus	✓	✓
Cockburn Coast	✓	✓
Treeby (released December 2017)	✓	✓

Source: Approved Structure Plans on the City of Cockburn website

Main Roads Western Australia (Main Roads) future major works in the Main Roads Infrastructure Delivery Plan 2016-2019 are included in Table 14.

Table 14 - Main Roads WA Infrastructure Delivery Plan Projects

Infrastructure Delivery Plan Projects	2021	2031
Armadale Road – Dual Carriageway – North Lake Road to Tapper Road (Commenced)	✓	✓
Murdoch Drive Connection to Kwinana Freeway and Roe Highway (extension of Murdoch Drive which joins onto Farrington Road) (Commenced)	✓	✓
Kwinana Freeway Northbound Widening – Russell Road to Roe Highway (Commenced)	✓	✓
Stock Road / Beeliar Drive Intersection Upgrade (Development)	✓	✓
Karel Avenue upgrades (Procurement)	✓	✓

Source: Main Roads WA Infrastructure Delivery Plan last updated 22 November 2017

6 Future modelling results

The traffic volumes for the forecast years for key routes are represented in the network plots in Appendix A. Figure 21 to Figure 24 illustrate the volume to capacity ratio of the Do Nothing, for 2021 and 2031 network upgrades for the AM and PM peak periods.

The results of the future scenario modelling are discussed below.

6.1 Network statistics

The summary network statistic for each development year for the 'do nothing' and the upgraded network scenarios (as per Table 12) are shown in Table 15. Those statistics allow identify impact of upgrades on overall travel time and travel distance.

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Table 15 - Forecast scenario assignment summary statistics

Network Variable	Base	Do Nothing		Do Something	
	2016	2021	2031	2021	2031
Vehicle Hours (AM Peak)	96,917	2,126,083	2,521,283	1,876,583	1,028,405
Vehicle Kilometres (AM Peak)	763,311	911,291	1,220,820	912,039	1,244,320
Vehicle Hours (PM Peak)	113,826	1,758,417	2,204,200	1,677,867	1,492,047
Vehicle Kilometres (PM Peak)	860,180	1,089,200	1,363,730	1,149,940	1,474,940

The summary of network statistics has also been shown on the Figure 17 and Figure 18.

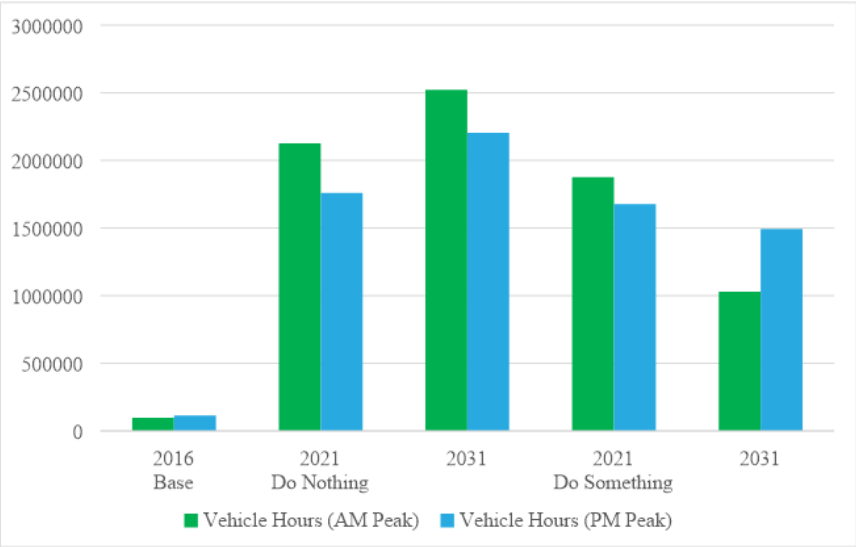

Figure 17 - Vehicle hours travelled across Cockburn road network

Figure 17 indicates significant increase in vehicle hours travelled due to decrease of accessibility to local roads which are result of increased congestion. This is a network wide statistic which includes all the roads modelled within the network. Future models show higher travel times which are result of some minor roads not performing as well. Additionally, results show significant growth in travel time if no network upgrades materialise (i.e. do nothing). However, it also shows a significant decrease in vehicle hours compared to 2021 if planned road improvements are implemented by year 2031.

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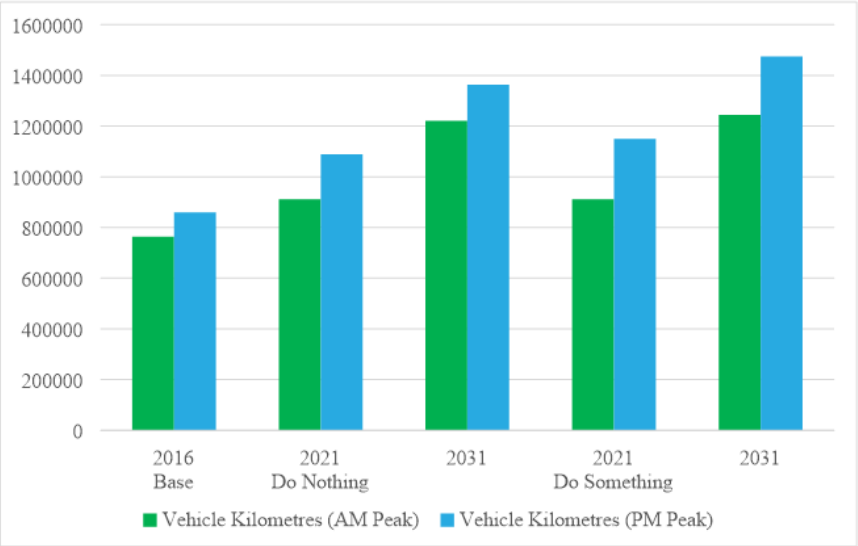

Figure 18 – Vehicle kilometres travelled across Cockburn road network

Vehicle distance travelled in kilometres further confirms need for road improvements but also shows similar pattern of growth between 2021 and 2031.

6.2 Road capacity results – year 2021

Without any changes to the road network, the model shows widespread congestion with many north-south and east-west links operating at a capacity of 95% or higher. The levels of congestion are expected to be similar during both the AM and PM peak periods.

The model shows that many of these congestion issues would be overcome with the introduction of the planned improvements as shown on Figure 21 to Figure 24. With these improvements, Kwinana Freeway is expected to continue to experience congestion with the road operating at over 95% capacity during both peaks. This is despite the planned upgrade to three lanes in each direction north of Russell Road. Table 16 and Figure 19 shows other roads on the network that are expected to operate at over 95% capacity.

Additionally, based on the Do Nothing results of roads with VCR over 85% for roads which are expected to be upgraded (see Table 18) it was indicated that all improvements planned to be implemented before year 2021 are required.

This is a large suite of upgrade options, most of which are understood to be unfunded and there is therefore no guarantee that all upgrades will be implemented within the year 2021 timeframe. Additionally, the analysis also highlights that some of the options planned post year 2021, are warranted at an earlier stage.

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Table 16 - 2021 Do nothing roads with a volume capacity exceeding 100% in both peak periods.

Reference Number	Road Type	Road Name
1	Primary Distributor	Kwinana Freeway
2	Primary Distributor	Cockburn Road
3	Primary Distributor	Armadale Road
4	Primary Distributor	Farrington Road
5	Regional Distributor	Jandakot Road
6	Regional Distributor	Rowley Road
7	Distributor A	Cockburn Road
8	Distributor A	Russell Road
9	Distributor A	Beeliar Drive
10	Distributor A	Karel Avenue
11	Distributor A	Spearwood Avenue
12	Distributor A	Berrigan Drive
13	Distributor B	Hammond Road
14	Distributor B	Midgegooroo Avenue
15	Local Distributor	Gibbs Road
16	Local Distributor	Lyon Road
17	Local Distributor	Liddelow Road
18	Local Distributor	Wentworth Parade
19	Local Distributor	Tapper Road

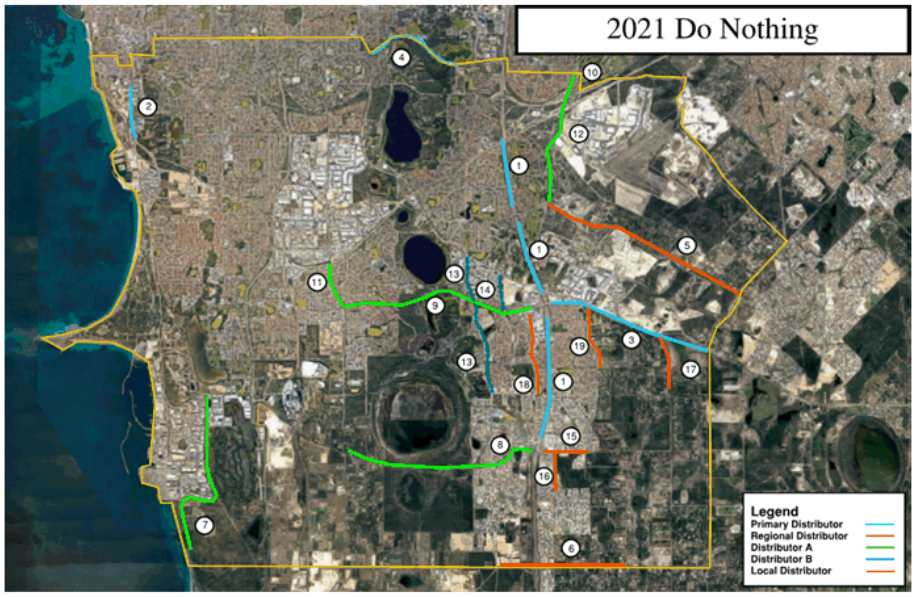

Figure 19 - Heat map of 2031 do nothing scenario of major roads with volume capacity ratios exceeding 100%

Table 17 - 2021 Do something roads with a volume capacity exceeding 100% in both peak periods.

Reference Number	Road Type	Road Name
1	Primary Distributor	Kwinana Freeway
2	Primary Distributor	Cockburn Road
3	Primary Distributor	Farrington Road
4	Regional Distributor	Rowley Road
5	Distributor A	Cockburn Road
6	Distributor A	Russell Road
7	Distributor A	Beeliar Drive
8	Distributor B	Hammond Road
9	Distributor B	Midgegooroo Avenue
10	Local Distributor	Lyon Road
11	Local Distributor	Liddelow Road
12	Local Distributor	Wentworth Parade
13	Local Distributor	Tapper Road

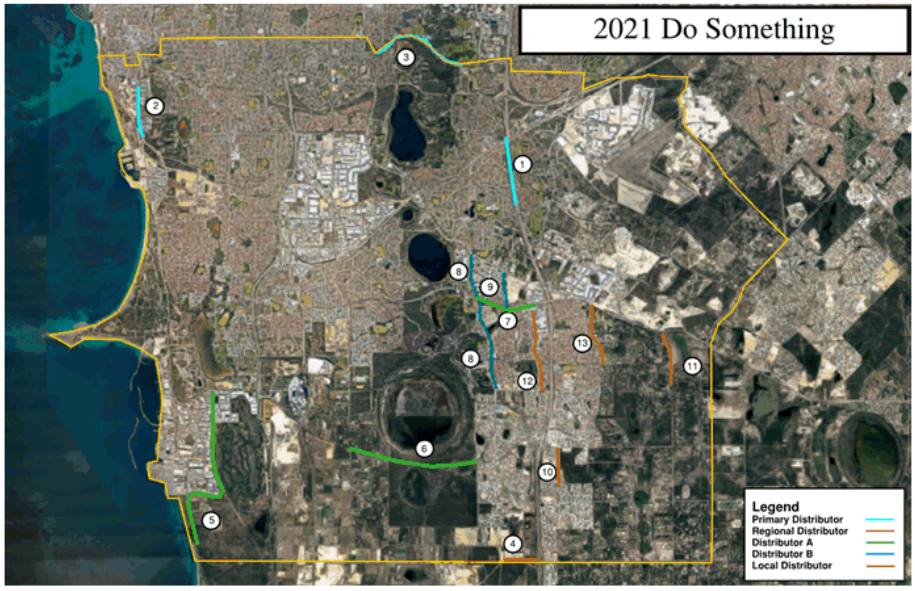

Figure 20 - 2021 Do something roads with a volume capacity exceeding 100%

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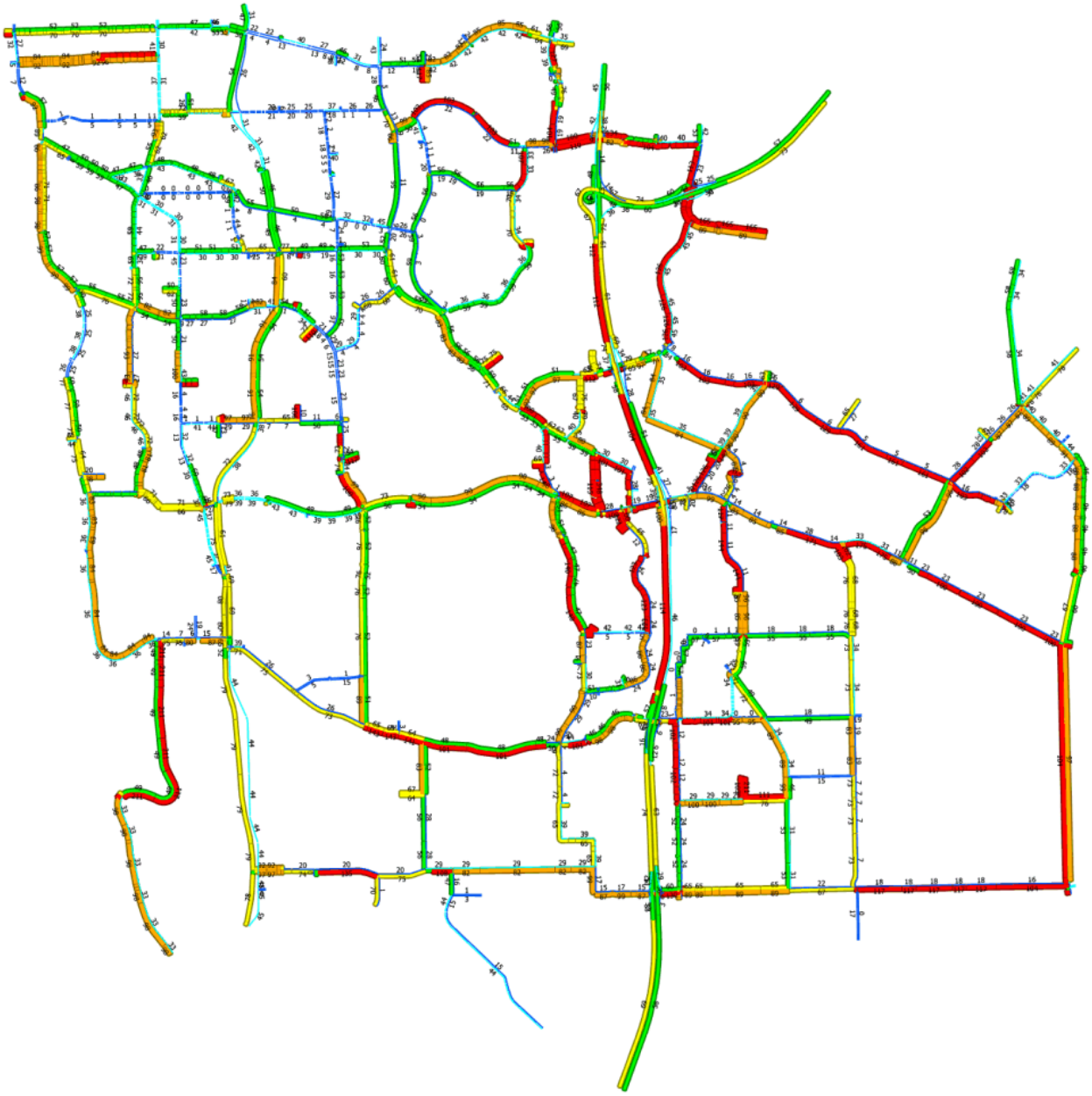
Table 18 - Roads with Volume Capacity Ratio above 85% in Do Nothing (Year 2021) in both peak periods.

Implementation Plan	Planned Upgrade				Sections	Direction	Planned Upgrades Based on Modelling Results by 2021
	City of Cockburn		Main Roads				
Road Network Upgrade	2021	2031	2021	2031			
Spearwood Avenue - Barrington Street to Beeliar Drive (bridge / 2nd c/w)	✓	✓			Beeliar Drive to Mainsail Terrace	Northbound	upgrade
						Southbound	upgrade
					Mainsail Terrace to Yangebup Road	Northbound	upgrade
						Southbound	upgrade
					Yangebup Road to Barrington Street	Northbound	upgrade
						Southbound	upgrade
Henderson Road – Fancote Avenue to Russell Road (widen and upgrade 1 c/w)		✓			Russell Road to Holmes Road	Northbound	upgrade
						Southbound	not required
Midgegooroo Avenue – Beeliar Drive to North Lake Road (reduce to 2 lanes)		✓			Beeliar Drive to Signal Terrace	Northbound	upgrade
						Southbound	not required
					Signal Terrace to North Lake Road	Northbound	upgrade
						Southbound	not required
Poletti Road – Beeliar Drive to North Lake Road (construct 2nd c/w & traffic signals)	✓	✓			Beeliar Drive to Cooper Road	Northbound	not required
						Southbound	upgrade
					Cooper Road to Davison Road	Northbound	upgrade
						Southbound	upgrade
					Davison Road to North Lake Road	Northbound	upgrade
						Southbound	upgrade
Semple Court – North Lake Road to Jindabyne Heights (land / construct & re-align c/w)		✓			North Lake Road to Muriel Court	Northbound	upgrade
						Southbound	upgrade
Hammond Road – Branch Circus to Bartram Road (construct 2nd c/w & upgrade verge)	✓	✓			Bartram Road to Branch Circus	Northbound	upgrade
						Southbound	upgrade
Hammond Road – Frankland Avenue to Rowley Road (construct 1 c/w)	✓	✓			Rowley Road to Wattleup Road	Northbound	upgrade
						Southbound	upgrade
Hammond Road – Beeliar Drive to North Lake Road (construct second c/w)	✓	✓		✓	Beeliar Drive to Blackly Row	Northbound	upgrade
						Southbound	upgrade
					Blackly Row to North Lake Road	Northbound	upgrade
						Southbound	upgrade
Jandakot Road – Berrigan Drive to Solomon Road (land & construct 2 c/w)	✓	✓	✓	✓	Solomon Road to Berrigan Drive	Eastbound	upgrade
						Westbound	upgrade
Jandakot Road – Solomon Road to Fraser Road (construct 2nd c/w)	✓	✓	✓	✓	Fraser Road to Solomon Road	Eastbound	upgrade
						Westbound	upgrade
Jandakot Road – Fraser Road to Warton Road (land & construct 2 c/w)		✓	✓	✓	Warton Road to Fraser Road	Eastbound	upgrade
						Westbound	upgrade
Russell Road - Hammond Road to Henderson Road (land & construct 2 c/w)		✓			Henderson Road to Pearse Road	Eastbound	upgrade
						Westbound	upgrade
					Pearse Road to Hammond Road	Eastbound	upgrade
						Westbound	upgrade
Rowley Road – Hammond Road to Kwinana Freeway (land & construct 1 c/w)	✓	✓		✓	Hammond Road to Kwinana Freeway	Eastbound	upgrade
						Westbound	upgrade
Karel Avenue – Berrigan Drive to Farrington Street (construct 2nd c/w)		✓	✓	✓	Berrigan Drive to Roe Highway	Northbound	upgrade
						Southbound	upgrade
					Roe Highway Bridge	Northbound	upgrade
						Southbound	upgrade
					Roe Highway to Farrington Street	Northbound	upgrade
						Southbound	upgrade
Cockburn Road - Rockingham Road South to Rockingham Road North	✓	✓			Rockingham Road South to Nautical Drive	Northbound	upgrade
						Southbound	upgrade
	✓	✓			Nautical Drive to Russell Road	Northbound	upgrade
						Southbound	upgrade
	✓	✓			Mayor Road to Spearwood Avenue	Northbound	not required
						Southbound	upgrade
	✓	✓			Spearwood Avenue to Rockingham Road North	Northbound	upgrade
						Southbound	upgrade
Stock Road - Rockingham Road to Garling Street	✓	✓			Rockingham Road to Beeliar Drive	Northbound	not required
						Southbound	upgrade
	✓	✓			Barrington Street to Spearwood Avenue	Northbound	upgrade
						Southbound	upgrade
	✓	✓			Spearwood Avenue to Phoenix Road	Northbound	not required
						Southbound	upgrade



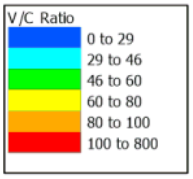


Figure 21 - Do Nothing - Volume Capacity Ratio – AM Peak, year 2021

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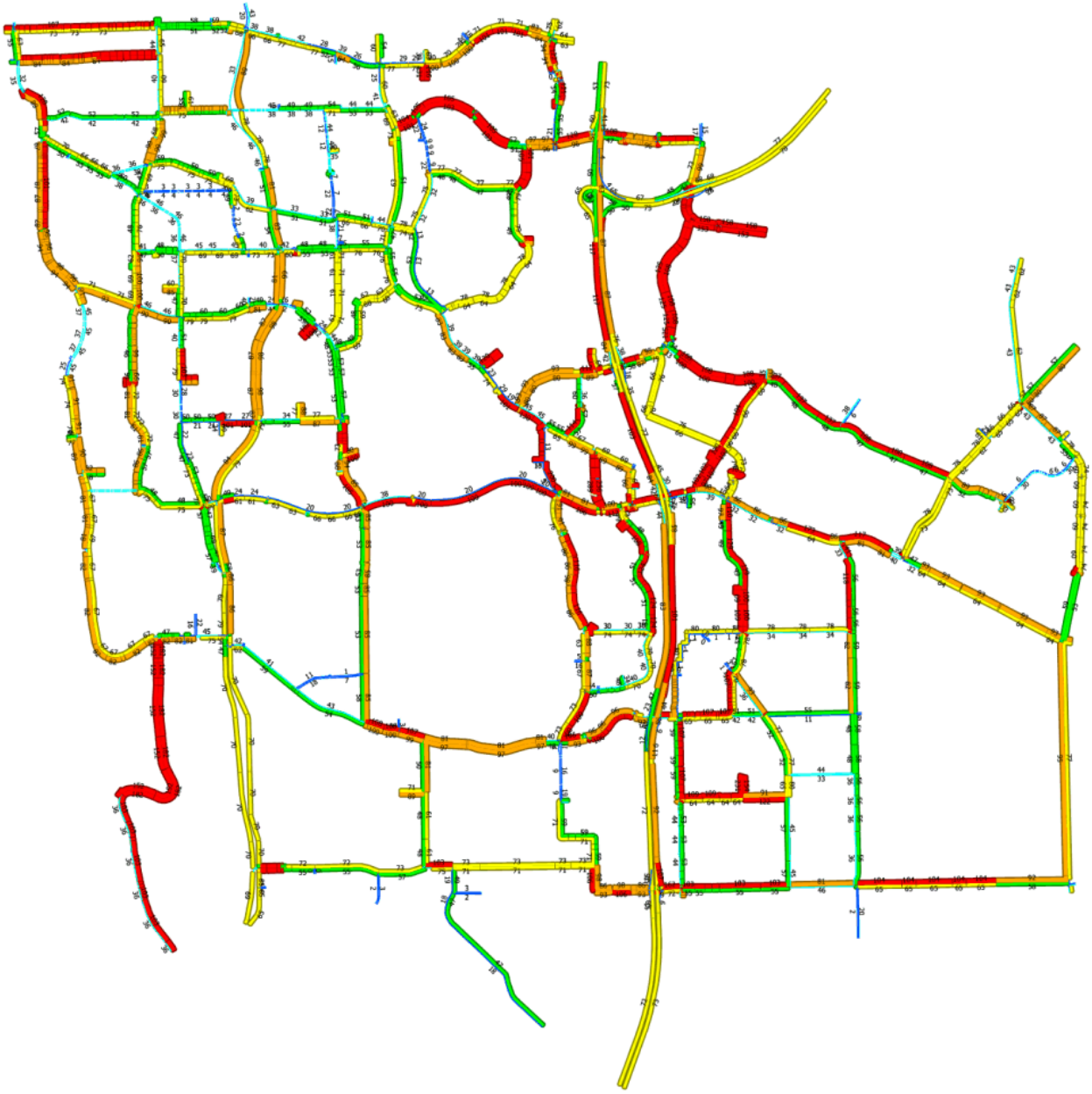

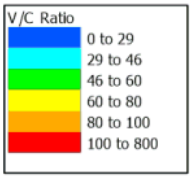

Figure 22 - Do Nothing - Volume Capacity Ratio – PM Peak, year 2021

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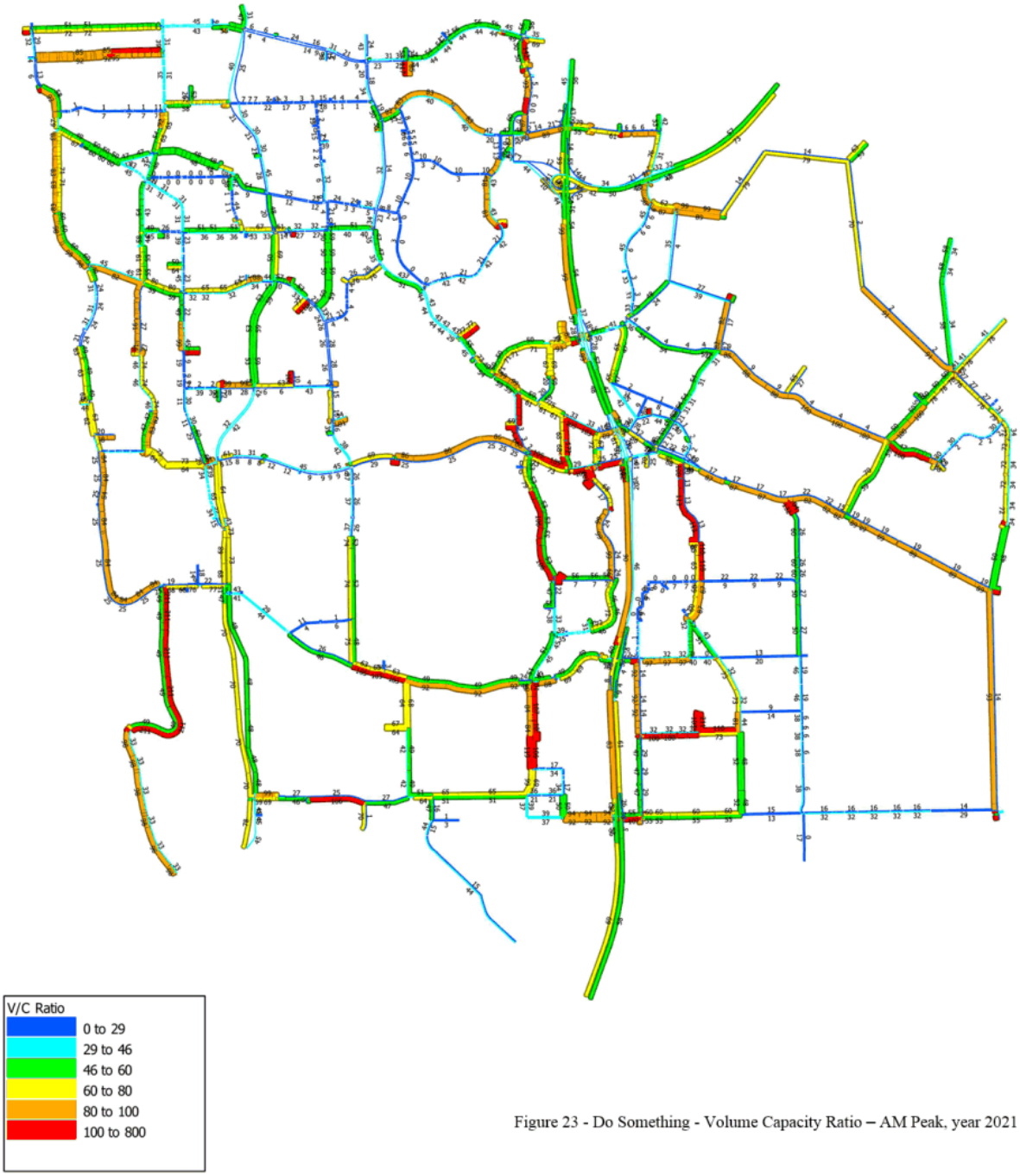

Figure 23 - Do Something - Volume Capacity Ratio – AM Peak, year 2021

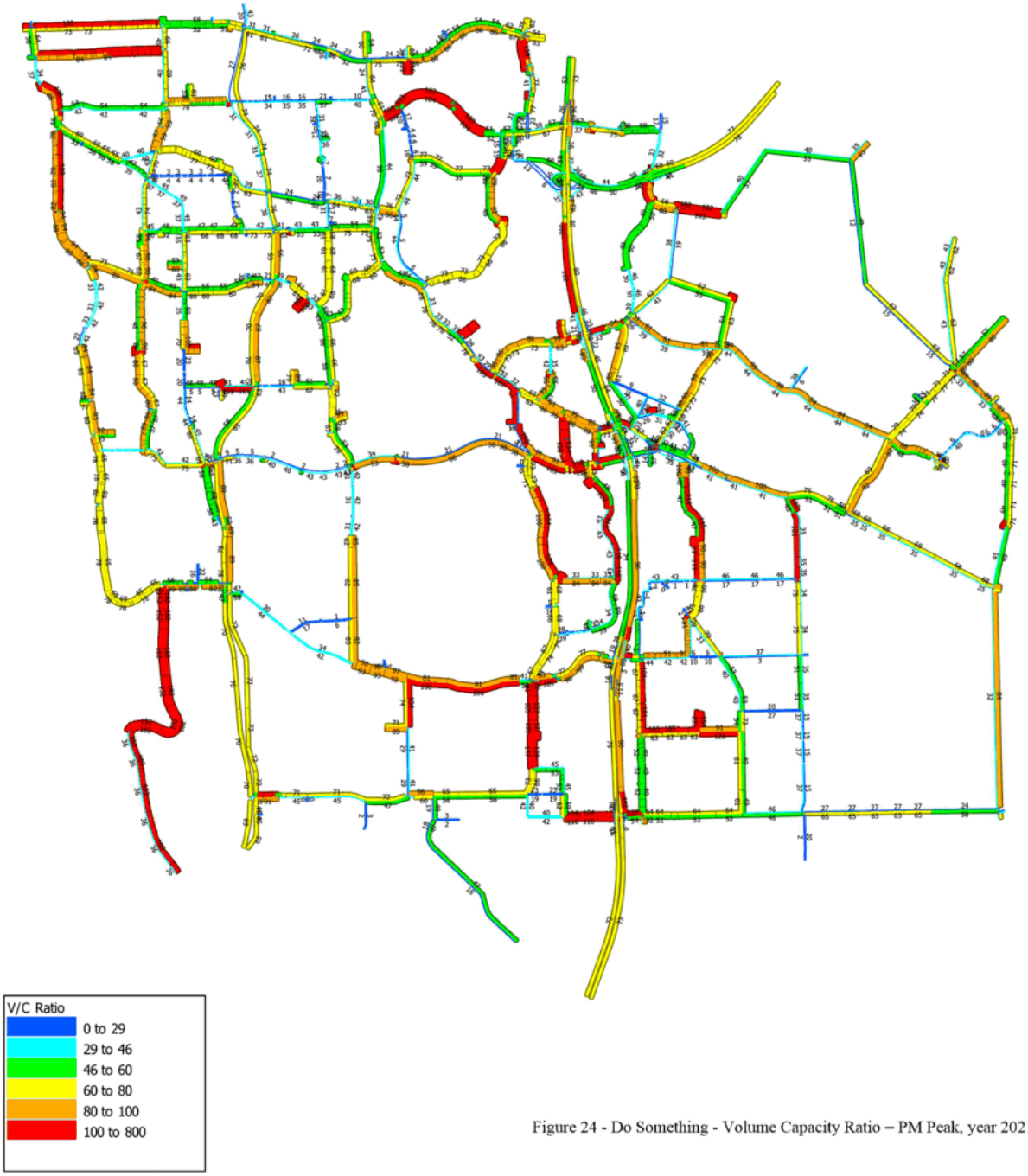

Figure 24 - Do Something - Volume Capacity Ratio – PM Peak, year 2021

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A comparison of 2016 results and 2021 results (assuming upgrades are in place as per the Road Improvements Plan), shows that some locations will experience capacity issues well into the future.

6.3 Road capacity results – year 2031

A 'do nothing' scenario for 2031 year has shown widespread growth with more links expected to operate within 95% to 100% of their capacity in the PM peak compared to the AM peak as shown in Table 19 and Figure 25.

No further upgrades have been assumed for Kwinana Freeway between 2021 and 2031 and consequently, it remains a congestion issue at several locations throughout City of Cockburn. Approaches to the freeway at Farrington Road, Roe Highway, and Beeliar Drive are also expected to operate close to capacity.

Table 19 - 2031 Do nothing roads with a volume capacity exceeding 100% in both peak periods.

Reference Number	Road Type	Road Name
1	Primary Distributor	Kwinana Freeway
2	Primary Distributor	Cockburn Road
3	Primary Distributor	Rockingham Road
4	Primary Distributor	Armadale Road
5	Primary Distributor	Stock Road
6	Primary Distributor	Farrington Road
7	Regional Distributor	Jandakot Road
8	Regional Distributor	Rowley Road
9	Regional Distributor	Wattleup Road
10	Distributor A	Cockburn Road
11	Distributor A	Russell Road
12	Distributor A	Beeliar Drive
13	Distributor A	Hope Road
14	Distributor A	Karel Avenue
15	Distributor A	Spearwood Avenue
16	Distributor A	Berrigan Drive
17	Distributor B	Spearwood Avenue
18	Distributor B	Hamilton Road
19	Distributor B	Hammond Road
20	Distributor B	Midgegooroo Avenue
21	Local Distributor	Henderson Road
22	Local Distributor	Gibbs Road
23	Local Distributor	Lyon Road
24	Local Distributor	Liddelow Road
25	Local Distributor	Wentworth Parade
26	Local Distributor	Tapper Road
27	Local Distributor	Prinsep Road

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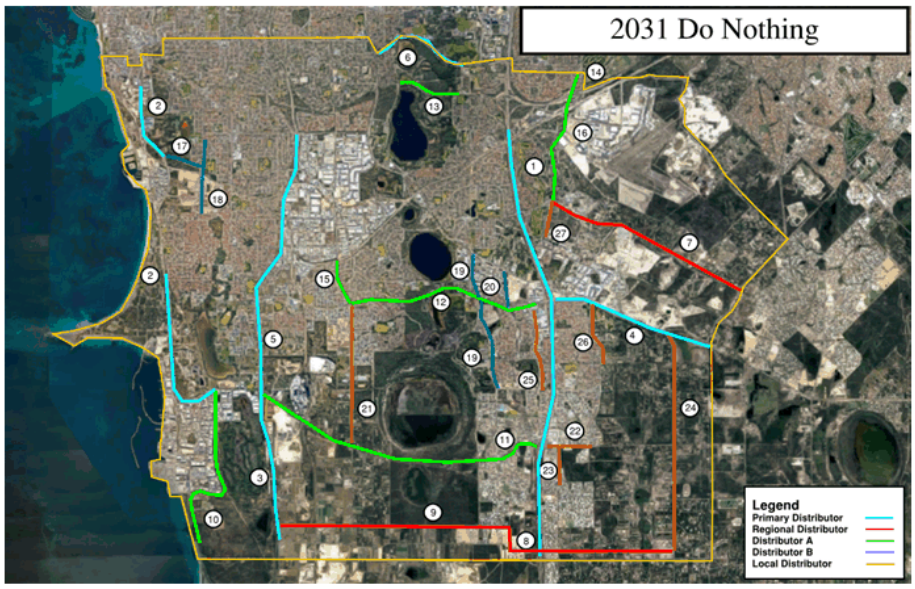

Figure 25 – Heat map of 2031 do nothing scenario of major roads with volume capacity ratios exceeding 100%

Modelling results with planned upgrades has indicated reduction in congestion in several locations. It can be seen in Table 20 and Figure 25 that the degree of congestion has reduced to smaller sections of each road identified in "do nothing" scenario as congestion issue. It was determined that all necessary upgrades listed in Table 21 are recommended to be implemented by 2031.

Table 20 - 2031 Do something major roads with volume capacity exceeding 100% in both peak periods.

Reference Number	Road Type	Road Name
1	Primary Distributor	Kwinana Freeway
2	Primary Distributor	Cockburn Road
3	Primary Distributor	Rockingham Road
4	Primary Distributor	Armadale Road
5	Primary Distributor	Stock Road
6	Primary Distributor	Farrington Road
7	Regional Distributor	Jandakot Road
8	Regional Distributor	Rowley Road
9	Distributor A	Cockburn Road
10	Distributor A	Russell Road
11	Distributor A	Beeliar Drive
12	Distributor A	Hope Road
13	Distributor A	Karel Avenue
14	Distributor B	Spearwood Avenue
15	Distributor B	Hamilton Road
16	Distributor B	Hammond Road
17	Distributor B	Midgegooroo Avenue
18	Local Distributor	Henderson Road

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19	Local Distributor	Gibbs Road
20	Local Distributor	Lyon Road
21	Local Distributor	Liddelow Road
22	Local Distributor	Wentworth Parade
23	Local Distributor	Tapper Road
24	Local Distributor	Prinsep Road

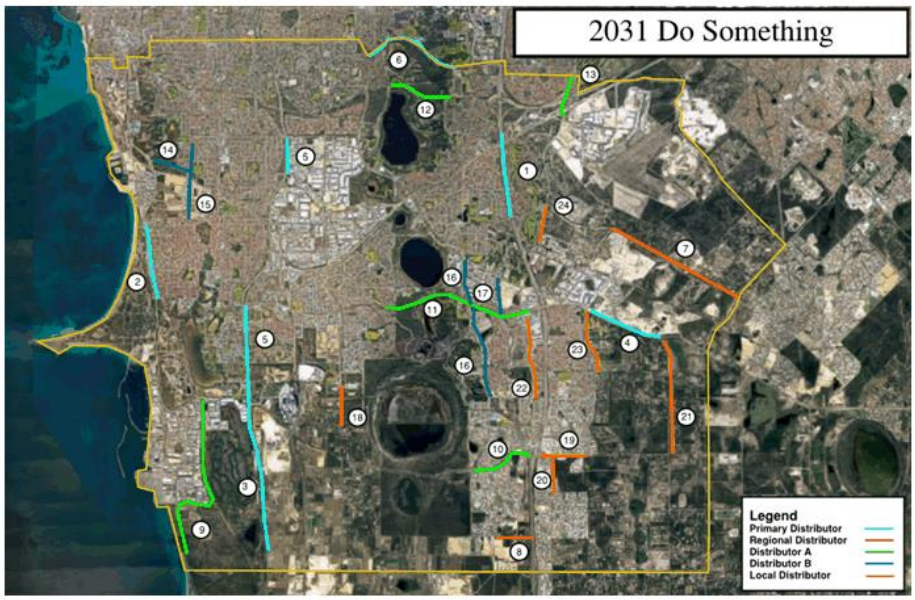

Figure 26 - Heat map of 2031 do something scenario of major roads with volume capacity ratios exceeding 100%

Other locations which were identified to have congestion issues in 2021, where no subsequent road network upgrades are planned, clearly continue to operate at close or over the capacity as shown in Figure 27 to Figure 30.

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Table 21 - Implications of planned road network upgrades (Year 2031) in both peak periods.

Implementation Plan	Planned Upgrade				Sections	Direction	Planned Upgrades Based on Modelling Results by 2031
	City of Cockburn		Main Roads				
Road Network Upgrade	2021	2031	2021	2031			
Rockingham Road – Phoenix Road to Spearwood Avenue reduction (1 lane each way)	✓	✓	✓	✓	Phoenix Road to Spearwood Ave	Northbound	not required
						Southbound	upgrade
Spearwood Avenue - Barrington Street to Beeliar Drive (bridge / 2nd c/w)	✓	✓			Beeliar Drive to Mainsail Terrace	Northbound	upgrade
						Southbound	upgrade
					Mainsail Terrace to Yangebup Road	Northbound	upgrade
						Southbound	upgrade
					Yangebup Road to Barrington Street	Northbound	upgrade
						Southbound	upgrade
Spearwood Avenue – Beeliar Drive to Fancote Avenue (construct 2nd c/w)	✓	✓			Beeliar Drive to Fancote Avenue	Northbound	upgrade
						Southbound	upgrade
Henderson Road – Fancote Avenue to Russell Road (widen and upgrade 1 c/w)		✓			Russell Road to Holmes Road	Northbound	upgrade
						Southbound	upgrade
					Holmes Road to Fancote Avenue	Northbound	upgrade
						Southbound	upgrade
Beeliar Drive – Fawcett Road to Stock Road (reconstruction)	✓	✓			Fawcett Road to Rockingham Road	Eastbound	upgrade
						Westbound	upgrade
					Rockingham Road to Stock Road	Eastbound	upgrade
						Westbound	upgrade
Midgegooroo Avenue – Beeliar Drive to North Lake Road (reduce to 2 lanes)		✓			Beeliar Drive to Signal Terrace	Northbound	upgrade
						Southbound	not required
					Signal Terrace to North Lake Road	Northbound	upgrade
						Southbound	not required
Poletti Road – Beeliar Drive to North Lake Road (construct 2nd c/w & traffic signals)	✓	✓			Beeliar Drive to Cooper Road	Northbound	not required
						Southbound	upgrade
					Cooper Road to Davison Road	Northbound	upgrade
						Southbound	upgrade
					Davison Road to North Lake Road	Northbound	upgrade
						Southbound	upgrade
Semple Court – North Lake Road to Jindabyne Heights (land / construct & re-align c/w)		✓			North Lake Road to Muriel Court	Northbound	upgrade
						Southbound	upgrade
					Muriel Court to Berrigan Drive	Northbound	upgrade
						Southbound	not required
Hammond Road – Branch Circus to Bartram Road (construct 2nd c/w & upgrade verge)	✓	✓			Bartram Road to Branch Circus	Northbound	upgrade
						Southbound	upgrade
Hammond Road – Gaebler Road to Frankland Avenue (construct 1 c/w)	✓	✓	✓	✓	Frankland Avenue to Gaebler Road	Northbound	not required
						Southbound	upgrade
Hammond Road – Frankland Avenue to Rowley Road (construct 1 c/w)	✓	✓			Rowley Road to Wattleup Road	Northbound	upgrade
						Southbound	upgrade
					Wattelup Road to Frankland Avenue	Northbound	not required
						Southbound	upgrade
Hammond Road – Beeliar Drive to North Lake Road (construct second c/w)	✓	✓		✓	Beeliar Drive to Blackly Row	Northbound	upgrade
						Southbound	upgrade
					Blackly Row to North Lake Road	Northbound	upgrade
						Southbound	upgrade
Jandakot Road – Berrigan Drive to Solomon Road (land & construct 2 c/w)	✓	✓	✓	✓	Solomon Road to Berrigan Drive	Eastbound	upgrade
						Westbound	upgrade
Jandakot Road – Solomon Road to Fraser Road (construct 2nd c/w)	✓	✓	✓	✓	Fraser Road to Solomon Road	Eastbound	upgrade
						Westbound	upgrade
Jandakot Road – Fraser Road to Warton Road (land & construct 2 c/w)		✓	✓	✓	Warton Road to Fraser Road	Eastbound	upgrade
						Westbound	upgrade
Russell Road - Hammond Road to Henderson Road (land & construct 2 c/w)		✓			Henderson Road to Pearse Road	Eastbound	upgrade
						Westbound	upgrade
					Pearse Road to Hammond Road	Eastbound	upgrade
						Westbound	upgrade

Implementation Plan	Planned Upgrade				Sections	Direction	Planned Upgrades Based on Modelling Results by 2031
	City of Cockburn		Main Roads				
Road Network Upgrade	2021	2031	2021	2031			
Russell Road – Henderson Road to Rockingham Road (land & construct 2 c/w)		✓			Rockingham Road to Holmes Road	Eastbound	not required
						Westbound	upgrade
					Holmes Road to Henderson Road	Eastbound	not required
						Westbound	upgrade
Rowley Road – Hammond Road to Kwinana Freeway (land & construct 1 c/w)	✓	✓		✓	Hammond Road to Kwinana Freeway	Eastbound	upgrade
						Westbound	upgrade
Karel Avenue – Berrigan Drive to Farrington Street (construct 2nd c/w)		✓	✓	✓	Berrigan Drive to Roe Highway	Northbound	upgrade
						Southbound	upgrade
					Roe Highway Bridge	Northbound	upgrade
						Southbound	upgrade
					Roe Highway to Farrington Street	Northbound	upgrade
						Southbound	upgrade
Cockburn Road - Rockingham Road South to Rockingham Road North	✓	✓			Rockingham Road South to Nautical Drive	Northbound	upgrade
						Southbound	upgrade
	✓	✓			Nautical Drive to Russell Road	Northbound	upgrade
						Southbound	upgrade
	✓	✓			Russell Road to Mayor Road	Northbound	upgrade
						Southbound	upgrade
	✓	✓			Mayor Road to Spearwood Avenue	Northbound	upgrade
						Southbound	upgrade
	✓	✓			Spearwood Avenue to Rockingham Road North	Northbound	upgrade
						Southbound	upgrade
Stock Road - Rockingham Road to Garling Street	✓	✓			Rockingham Road to Beeliar Drive	Northbound	upgrade
						Southbound	upgrade
	✓	✓			Beeliar Drive to Barrington Street	Northbound	upgrade
						Southbound	upgrade
	✓	✓			Barrington Street to Spearwood Avenue	Northbound	upgrade
						Southbound	upgrade
	✓	✓			Spearwood Avenue to Phoenix Road	Northbound	upgrade
						Southbound	upgrade
	✓	✓			Phoenix Road to Forrest Road	Northbound	not required
						Southbound	upgrade
	✓	✓			Forrest Road to Winterfold Road	Northbound	upgrade
						Southbound	upgrade
	✓	✓			Winterfold Road to South Street	Northbound	not required
						Southbound	upgrade

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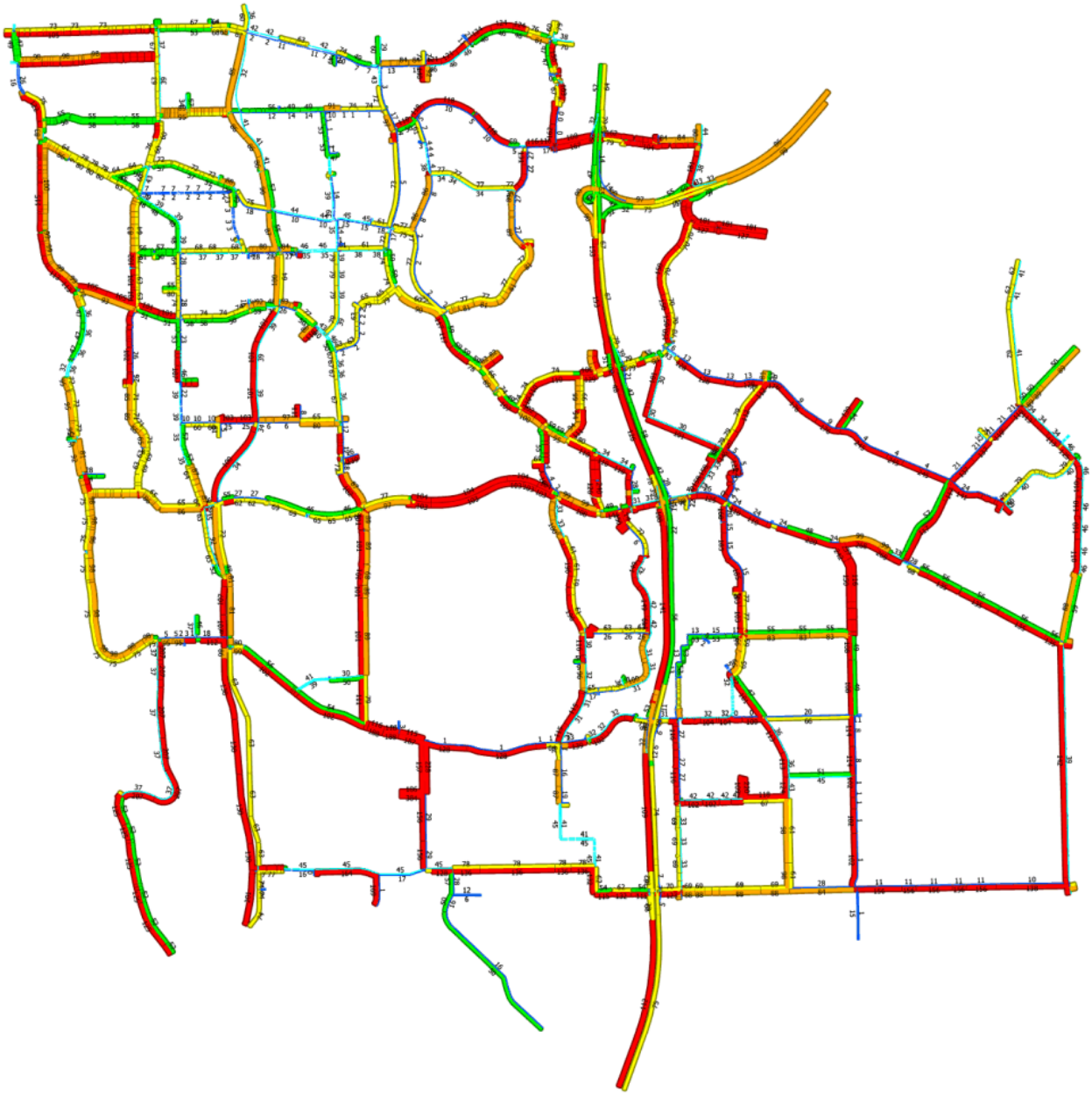

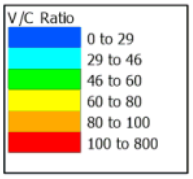

Figure 27 - Do Nothing - Volume Capacity Ratio – AM Peak, year 2031

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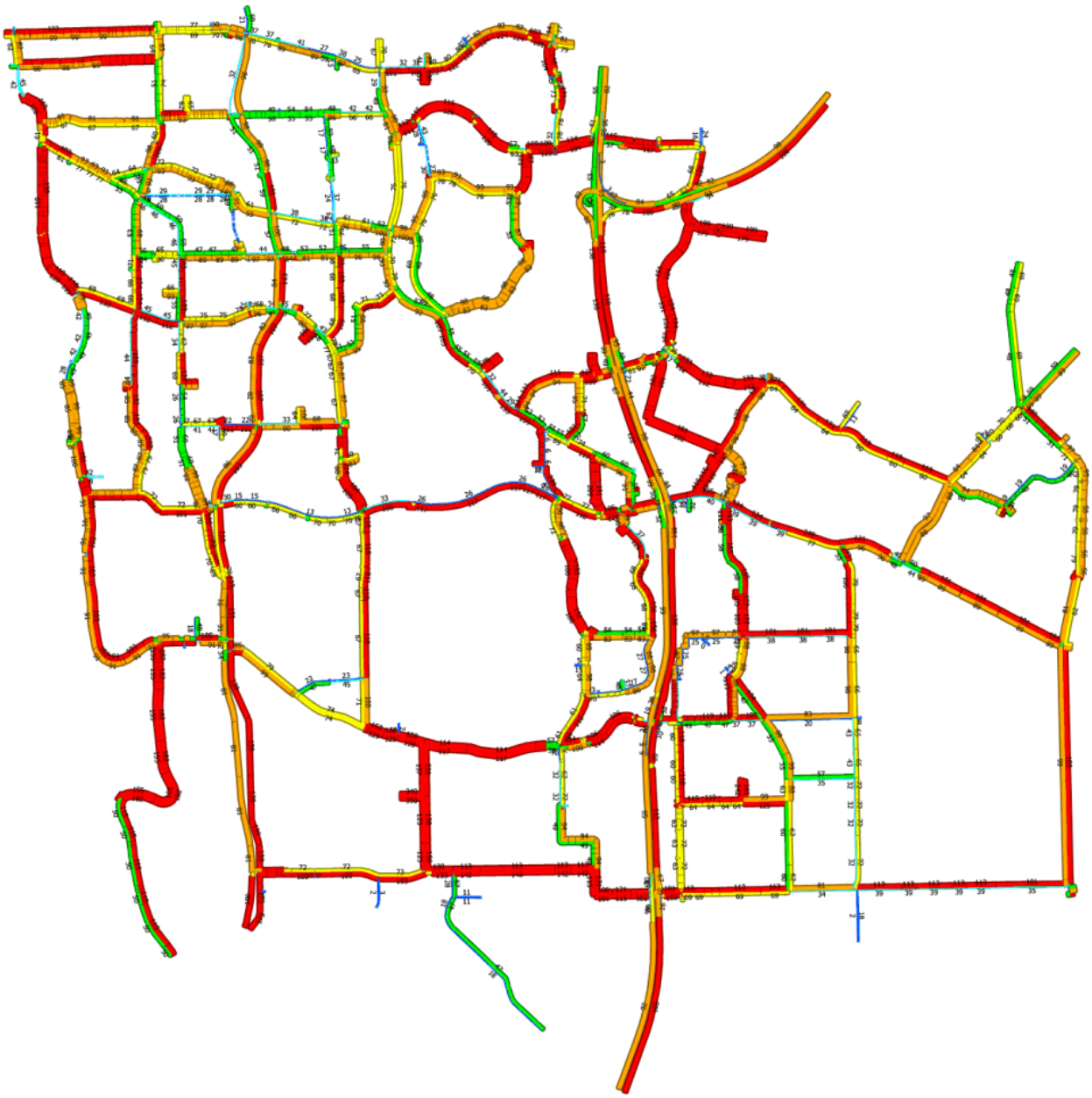

V/C Ratio
- 0 to 29
- 29 to 46
- 46 to 60
- 60 to 80
- 80 to 100
- 100 to 800

Figure 28 - Do Nothing - Volume Capacity Ratio – PM Peak, year 2031

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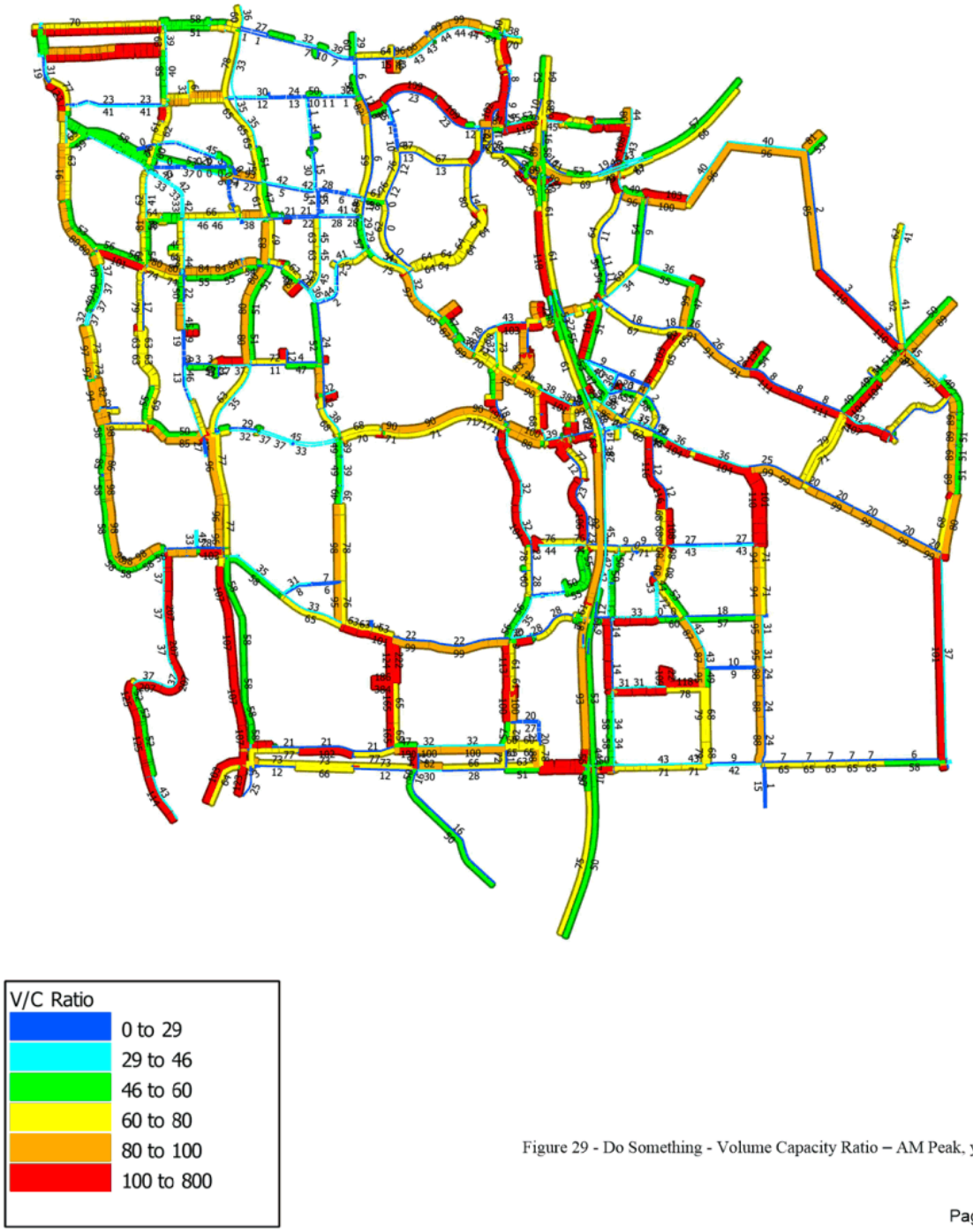

Figure 29 - Do Something - Volume Capacity Ratio – AM Peak, year 2031

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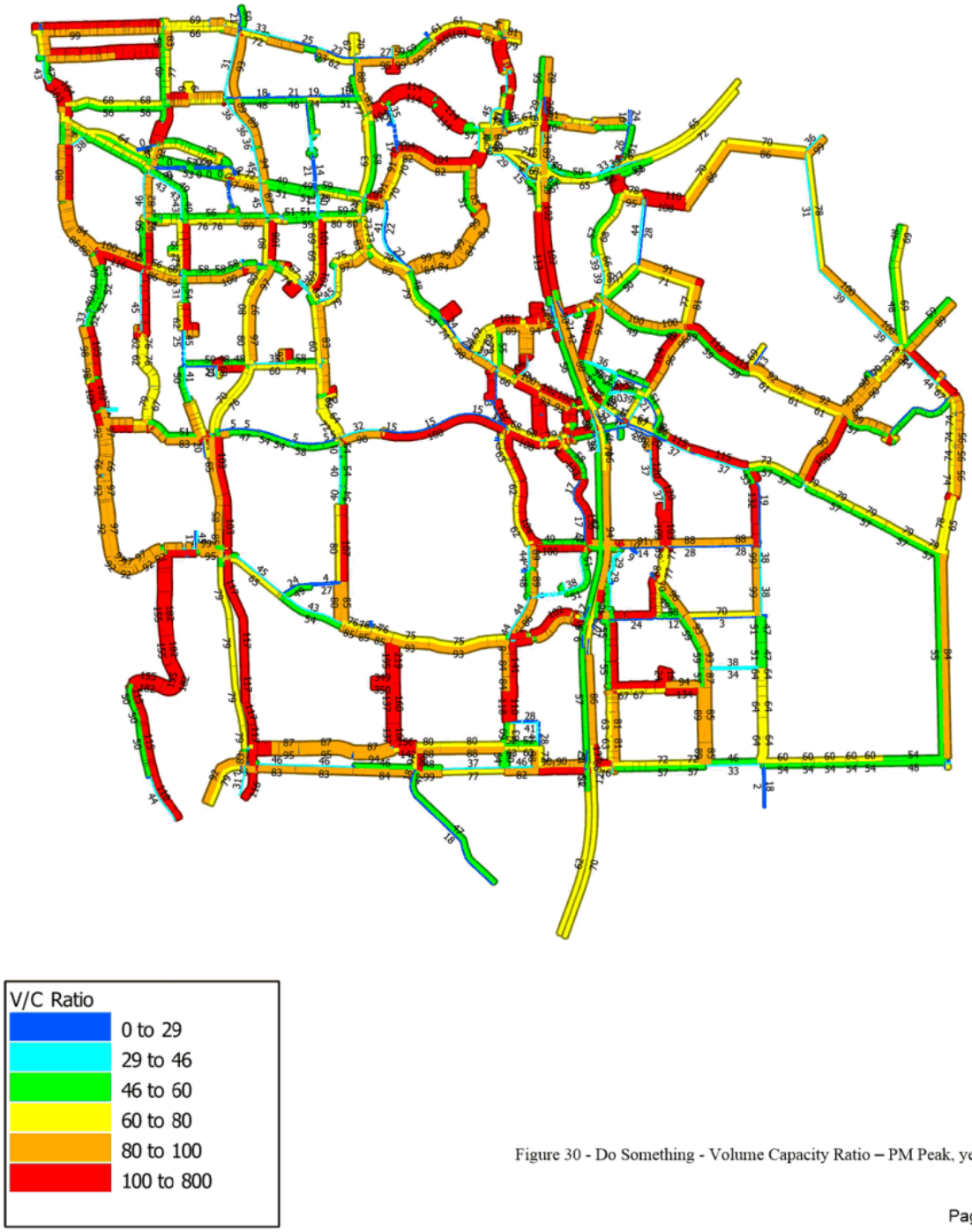

Figure 30 - Do Something - Volume Capacity Ratio – PM Peak, year 2031

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6.4 Average daily traffic

Average daily traffic has been calculated using AM and PM volumes. The peak hour analysis has been more meaningful in order to assess the impacts of the proposed road improvements. However, average daily traffic has been calculated for all corridors where significant improvements are planned in order to see the daily magnitude of traffic as shown in Table 22. The average daily traffic results have been shown for all modelled years and following scenarios:

1. Do Nothing scenario – network without any road upgrades, and
2. Do Something scenarios – network with planned upgrades.

Table 22 shows general increase in average daily traffic on several sections were upgrades are planned. However, roads such as Polletti Road shows much higher traffic volumes in the future, which are due to future demographic growth within that area.

Table 22 – Average 5-day daily traffic comparison between various scenarios between year 2016 and 2031

Road Network Upgrade	Sections	Direction	AWDT				
			Do Nothing Average	Do Nothing Average	Do Nothing Average	Do Something Average	Do Something Average
			2016	2021	2031	2021	2031
Rockingham Road – Phoenix Road to Spearwood Avenue reduction (1 lane each way)	Phoenix Road to Spearwood Ave	Northbound	10,300	11,900	16,900	10,700	9,400
		Southbound	9,300	12,100	18,600	11,300	9,800
Spearwood Avenue - Barrington Street to Beeliar Drive (bridge / 2nd c/w)	Beeliar Drive to Mainsail Terrace	Northbound	9,400	10,800	10,900	11,200	14,500
		Southbound	12,400	11,700	10,600	10,500	11,700
	Mainsail Terrace to Yangebup Road	Northbound	6,000	8,800	9,100	10,200	12,900
		Southbound	8,400	8,200	7,300	8,300	8,700
	Yangebup Road to Barrington Street	Northbound	12,800	12,200	15,000	13,200	16,900
		Southbound	14,000	9,100	7,200	9,600	10,400
Spearwood Avenue – Beeliar Drive to Fancote Avenue (construct 2nd c/w)	Beeliar Drive to Fancote Avenue	Northbound	2,400	6,300	8,700	6,300	8,300
		Southbound	2,100	6,300	11,700	6,900	9,400
Henderson Road – Fancote Avenue to Russell Road (widen and upgrade 1 c/w)	Russell Road to Holmes Road	Northbound	2,700	7,200	8,500	6,500	8,100
		Southbound	2,600	6,400	9,900	6,500	8,300
	Holmes Road to Fancote Avenue	Northbound	2,400	6,300	8,700	6,300	8,300
		Southbound	2,100	6,300	11,700	6,900	9,400
Beeliar Drive – Fawcett Road to Stock Road (reconstruction)	Fawcett Road to Rockingham Road	Eastbound	4,100	6,400	10,200	6,600	5,800
		Westbound	4,500	7,700	11,700	7,700	9,400
	Rockingham Road to Stock Road	Eastbound	6,200	6,200	7,200	6,300	7,600
		Westbound	6,500	5,600	7,600	6,700	11,100
North Lake Road – Kentucky Court to Kwinana Freeway (construct 2 c/ws)	Kentucky Court to Kwinana Freeway	Eastbound	Not in Model	Not in Model	Not in Model	14,500	15,400
		Westbound	Not in Model	Not in Model	Not in Model	20,700	22,700
North Lake Road – Extend from Kwinana Freeway to Armadale Road (land, bridge, construct 2 c/ws, & traffic signals)	Kwinana Freeway to Armadale Road	Eastbound	Not in Model	Not in Model	Not in Model	13,400	16,900
		Westbound	Not in Model	Not in Model	Not in Model	12,200	14,700
Verde Drive – Biscayne Way to Solomon Road (land & construct 1 c/w)	Biscayne Way to Solomon Road	Northbound	Not in Model	Not in Model	Not in Model	8,300	11,900
		Southbound	Not in Model	Not in Model	Not in Model	6,400	7,900
Verve Drive – Solomon Road to North Lake Road (land & construct 1 c/w)	Solomon Road to North Lake Road	Northbound	Not in Model	Not in Model	Not in Model	13,700	16,400
		Southbound	Not in Model	Not in Model	Not in Model	7,900	11,200

Road Network Upgrade	Sections	Direction	AWDT				
			Do Nothing Average 2016	Do Nothing Average 2021	Do Nothing Average 2031	Do Something Average 2021	Do Something Average 2031
Prinsep Road – Cutler Road to Verde Drive (construct 1 c/w)	Cutler Road to Verde Drive	Northbound	Not in Model	Not in Model	Not in Model	6,100	6,700
		Southbound	Not in Model	Not in Model	Not in Model	5,000	5,400
Midgegooroo Avenue – Beeliar Drive to North Lake Road (reduce to 2 lanes)	Beeliar Drive to Signal Terrace	Northbound	10,000	26,600	28,700	21,000	14,700
		Southbound	8,000	14,900	15,100	16,800	11,700
	Signal Terrace to North Lake Road	Northbound	8,900	22,700	24,800	19,100	12,800
		Southbound	7,600	13,100	13,000	17,000	12,100
Poletti Road – Beeliar Drive to North Lake Road (construct 2nd c/w & traffic signals)	Beeliar Drive to Cooper Road	Northbound	7,400	6,600	8,300	2,500	4,200
		Southbound	3,500	25,200	17,000	23,700	14,300
	Cooper Road to Davison Road	Northbound	4,200	19,300	15,000	20,500	17,600
		Southbound	2,800	41,200	29,300	41,300	30,900
	Davison Road to North Lake Road	Northbound	4,200	19,300	15,000	20,500	17,600
		Southbound	2,800	41,200	29,300	41,700	31,300
Semple Court – North Lake Road to Jindabyne Heights (land / construct & re-align c/w)	North Lake Road to Muriel Court	Northbound	3,800	6,900	10,400	5,000	8,300
		Southbound	3,600	6,600	8,300	5,200	5,600
	Muriel Court to Berrigan Drive	Northbound	4,800	5,200	8,400	4,800	8,000
		Southbound	1,100	4,500	5,500	4,800	5,000
Hammond Road – Branch Circus to Bartram Road (construct 2nd c/w & upgrade verge)	Bartram Road to Branch Circus	Northbound	6,000	10,300	12,100	9,200	13,500
		Southbound	4,800	6,500	9,000	7,300	11,100
Hammond Road – Gaebler Road to Frankland Avenue (construct 1 c/w)	Frankland Avenue to Gaebler Road	Northbound	1,500	4,700	3,000	11,000	9,000
		Southbound	700	4,100	4,500	2,300	2,100
Hammond Road – Frankland Avenue to Rowley Road (construct 1 c/w)	Rowley Road to Wattleup Road	Northbound	2,700	8,200	9,600	5,300	8,700
		Southbound	2,800	4,300	9,900	5,700	8,400
	Wattelup Road to Frankland Avenue	Northbound	1,500	4,700	3,000	3,800	2,900
		Southbound	700	4,100	4,500	2,300	2,100
Hammond Road – Beeliar Drive to North Lake Road (construct second c/w)	Beeliar Drive to Blackly Row	Northbound	5,600	3,600	4,500	4,000	5,900
		Southbound	6,300	4,900	5,300	6,000	9,400
	Blackly Row to North Lake Road	Northbound	7,200	9,800	12,000	12,900	19,300
		Southbound	7,600	8,700	8,900	11,100	16,300
Hammond Road – North Lake Road to Berrigan Drive (construct 1 c/w)	North Lake Road to Berrigan Drive	Northbound	Not in Model	Not in Model	Not in Model	Not in Model	6,300
		Southbound	Not in Model	Not in Model	Not in Model	Not in Model	7,500
Pilatus Street – Berrigan Drive to airport boundary (construct 2nd c/w)	Berrigan Drive to Airport Boundary	Northbound	Not in Model	Not in Model	Not in Model	13,700	17,700
		Southbound	Not in Model	Not in Model	Not in Model	7,200	9,400
Jandakot Road – Berrigan Drive to Solomon Road (land & construct 2 c/w)	Solomon Road to Berrigan Drive	Eastbound	8,100	6,700	14,000	6,500	10,400
		Westbound	9,300	11,400	14,800	9,500	11,800
Jandakot Road – Solomon Road to Fraser Road (construct 2nd c/w)	Fraser Road to Solomon Road	Eastbound	6,200	6,200	9,700	8,600	12,800
		Westbound	6,800	9,100	12,100	12,400	15,000
Jandakot Road – Fraser Road to Warton Road (land & construct 2 c/w)	Warton Road to Fraser Road	Eastbound	6,500	5,300	6,300	6,700	8,000
		Westbound	6,300	8,000	10,400	13,000	16,500
Russell Road - Hammond Road to Henderson Road (land & construct 2 c/w)	Henderson Road to Pearse Road	Eastbound	7,900	14,000	22,000	12,000	21,900
		Westbound	9,200	20,400	26,400	17,600	32,800

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Road Network Upgrade	Sections	Direction	AWDT Do Nothing Average 2016	Do Nothing Average 2021	Do Nothing Average 2031	Do Something Average 2021	Do Something Average 2031
	Pearse Road to Hammond Road	Eastbound	6,500	10,900	8,300	9,500	12,000
		Westbound	9,200	18,200	22,700	18,200	34,800
Russell Road – Henderson Road to Rockingham Road (land & construct 2 c/w)	Rockingham Road to Holmes Road	Eastbound	5,600	7,000	11,200	4,800	12,300
		Westbound	6,000	10,900	17,700	8,100	23,500
	Holmes Road to Henderson Road	Eastbound	5,500	6,900	10,000	4,700	11,900
		Westbound	5,900	10,200	14,900	7,900	20,900
Rowley Road – Hammond Road to Kwinana Freeway (land & construct 1 c/w)	Hammond Road to Kwinana Freeway	Eastbound	2,800	4,400	10,000	10,700	23,000
		Westbound	3,200	9,700	11,400	11,300	28,000
Rowley Road – Hammond Road to ~1.2km west of Hammond Road	Hammond Road to Rockingham Road	Eastbound	Not in Model	Not in Model	Not in Model	4,900	14,600
		Westbound	Not in Model	Not in Model	Not in Model	4,900	15,200
Karel Avenue – Berrigan Drive to Farrington Street (construct 2nd c/w)	Berrigan Drive to Roe Highway	Northbound	14,700	13,900	17,600	21,500	27,400
		Southbound	6,400	19,100	20,700	14,100	17,800
	Roe Highway Bridge	Northbound	12,300	17,200	25,200	19,900	24,300
		Southbound	7,100	18,300	21,000	12,100	14,100
	Roe Highway to Farrington Street	Northbound	9,900	10,800	16,100	12,100	15,100
		Southbound	9,900	9,600	10,000	7,900	11,700
Cockburn Road - Rockingham Road South to Rockingham Road North	Rockingham Road South to Nautical Drive	Northbound	5,900	6,200	8,100	6,200	8,100
		Southbound	7,400	6,900	8,500	6,800	8,300
	Nautical Drive to Russell Road	Northbound	4,700	9,500	14,200	9,600	9,200
		Southbound	5,400	19,500	24,800	19,500	19,300
	Russell Road to Mayor Road	Northbound	6,000	7,800	12,900	7,400	10,600
		Southbound	5,700	10,900	15,600	11,100	14,500
	Mayor Road to Spearwood Avenue	Northbound	8,500	10,700	12,800	9,000	13,800
		Southbound	7,500	10,600	13,100	9,900	13,300
	Spearwood Avenue to Rockingham Road North	Northbound	9,700	12,500	16,500	11,600	24,000
		Southbound	9,300	13,100	18,600	12,800	24,800
Stock Road - Rockingham Road to Garling Street	Rockingham Road to Beeliar Drive	Northbound	13,400	20,200	24,700	19,000	25,400
		Southbound	13,800	23,400	32,900	23,000	27,100
	Beeliar Drive to Barrington Street	Northbound	14,000	22,700	23,300	13,500	19,000
		Southbound	11,900	19,100	22,300	15,800	15,800
	Barrington Street to Spearwood Avenue	Northbound	16,900	24,400	23,000	17,900	22,700
		Southbound	14,900	22,700	23,800	21,600	21,300
	Spearwood Avenue to Phoenix Road	Northbound	16,300	22,300	24,000	16,700	23,000
		Southbound	14,800	26,500	29,900	24,500	25,700
	Phoenix Road to Forrest Road	Northbound	17,000	15,300	19,000	8,800	14,700
		Southbound	14,900	21,600	25,200	18,300	19,300
	Forrest Road to Winterfold Road	Northbound	16,300	13,100	19,200	7,700	13,700
		Southbound	13,200	18,900	23,600	14,400	17,300

Road Network Upgrade	Sections	Direction	AWDT				
			Do Nothing Average	Do Nothing Average	Do Nothing Average	Do Something Average	Do Something Average
			2016	2021	2031	2021	2031
	Winterfold Road to South Street	Northbound	16,500	11,900	15,700	9,300	14,300
		Southbound	14,300	17,100	19,700	13,800	17,300
	South Street to Garling Street	Northbound	9,800	9,000	10,700	8,900	10,500
		Southbound	8,900	10,500	12,100	11,200	12,800

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7 Implementation plan

The resulting implementation plan from the analysis combines the initial road network assumptions advice supplied by the City of Cockburn, outcomes of the modelling analysis and further work required to better understand the transport system. This chapter shows detailed analysis for each planned road improvement for all scenarios. The outcomes of the analysis have already been detailed in Section 6.2 and 6.3.

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Table 23 - Road network action plan as a result of modelling

Implementation Plan	Planned Upgrade				Sections	Direction	Planned Upgrade: Based on Modelling Results		Do Nothing AM		Do Nothing PM		Do Nothing AM		Do Nothing PM		Do Nothing AM		Do Nothing PM		Do Something AM		Do Something PM		Do Something AM		Do Something PM	
	City of Cockburn		Main Roads				by 2021	by 2031	2016		2016		2021		2021		2031		2031		2021		2021		2031		2031	
Road Network Upgrade	2021	2031	2021	2031					Volume	VCR	Volume	VCR	Volume	VCR	Volume	VCR	Volume	VCR	Volume	VCR	Volume	VCR	Volume	VCR	Volume	VCR [%]	Volume	VCR
Rockingham Road – Phoenix Road to Spearwood Avenue reduction (1 lane each way)	✓	✓	✓	✓	Phoenix Road to Spearwood Ave	Northbound	x	x	1,701	47	1,268	35	1,796	50	1,700	47	2,659	74	1,980	55	1,611	45	1,555	43	1,421	79	1,351	75
						Southbound	x	upgrade	800	22	1,642	46	818	23	2,524	70	1,000	28	3,690	103	843	23	2,281	63	798	44	1,827	102
Spearwood Avenue - Barrington Street to Beeliar Drive (bridge / 2nd c/w)	✓	✓			Beeliar Drive to Meinsel Terrace	Northbound	upgrade	upgrade	1,680	105	1,180	74	1,606	100	1,684	105	1,633	102	1,682	105	1,351	42	2,227	70	2,182	68	2,291	72
						Southbound	upgrade	upgrade	992	62	1,880	117	1,554	97	1,363	85	1,393	87	1,662	104	1,219	38	1,682	53	1,215	38	2,051	64
					Meinsel Terrace to Yangebup Road	Northbound	upgrade	upgrade	385	24	1,359	85	1,183	74	1,408	88	1,157	72	1,413	88	1,246	39	2,006	63	1,963	61	1,994	62
						Southbound	upgrade	upgrade	1,201	75	555	35	542	34	1,498	94	290	18	1,832	114	524	16	1,872	58	369	12	2,193	69
					Yangebup Road to Berrington Street	Northbound	upgrade	upgrade	2,295	143	1,305	82	1,760	110	1,752	110	2,557	160	1,785	112	2,013	63	2,058	64	2,955	92	2,089	65
						Southbound	upgrade	upgrade	1,115	62	2,226	124	450	25	1,881	105	208	12	2,501	139	494	15	2,296	72	327	10	2,755	86
Spearwood Avenue – Beeliar Drive to Fancote Avenue (construct 2nd c/w)	✓	✓			Beeliar Drive to Fancote Avenue	Northbound	x	upgrade	574	41	203	15	1,064	76	740	53	1,410	101	934	67	1,042	37	874	31	1,379	49	1,318	40
						Southbound	upgrade	upgrade	81	6	452	31	722	52	1,190	85	1,249	89	1,654	118	727	26	1,188	42	1,098	39	1,500	54
Henderson Road – Fancote Avenue to Russell Road (widen and upgrade 1 c/w)		✓			Russell Road to Holmes Road	Northbound	upgrade	upgrade	763	54	204	15	1,243	89	817	58	1,549	111	992	71	1,050	75	916	65	1,326	95	1,121	80
						Southbound	x	upgrade	88	6	632	45	716	51	1,183	85	1,111	79	1,598	100	669	48	1,153	82	1,061	76	1,187	85
					Holmes Road to Fancote Avenue	Northbound	x	upgrade	574	41	203	15	1,064	76	740	53	1,410	101	934	67	1,042	74	874	62	1,379	98	1,318	88
						Southbound	upgrade	upgrade	81	6	452	31	722	52	1,190	85	1,249	89	1,654	118	727	52	1,188	85	1,098	78	1,500	107
Beeliar Drive – Fawcett Road to Stock Road (reconstruction)	✓	✓			Fawcett Road to Rockingham Road	Eastbound	x	x	474	30	593	37	1,130	71	765	48	1,043	65	1,153	72	1,166	73	668	42	801	50	815	51
						Westbound	x	upgrade	611	38	657	41	1,055	66	1,205	75	1,376	86	1,617	101	1,023	64	1,193	75	1,360	85	1,330	83
					Rockingham Road to Stock Road	Eastbound	x	x	778	49	894	56	1,200	75	640	40	1,051	66	707	44	1,301	81	437	27	1,599	100	508	32
						Westbound	x	upgrade	863	54	804	50	428	27	1,263	79	464	29	1,504	94	687	43	1,281	80	1,280	80	1,956	122
North Lake Road – Kentucky Court to Kwinana Freeway (construct 2 c/ws)		✓	✓	✓	Kentucky Court to Kwinana Freeway	Eastbound	x	x													577	16	4,151	115	1,002	28	3,760	104
						Westbound	x	x													3,211	89	2,626	73	3,579	99	2,858	79
North Lake Road – Extend from Kwinana Freeway to Armadale Road (land, bridge, construct 2 c/ws, & traffic signals)		✓	✓	✓	Kwinana Freeway to Armadale Road	Eastbound	x	x													584	16	3,762	104	1,192	33	3,962	110
						Westbound	x	x													1,885	52	1,545	43	2,192	61	1,925	53
Verde Drive – Biscayne Way to Solomon Road (land & construct 1 c/w)	✓	✓	✓	✓	Biscayne Way to Solomon Road	Northbound	x	x													1,445	40	539	17	2,089	58	747	21
						Southbound	x	x													48	3	1,492	41	78	2	1,846	51
Verve Drive – Solomon Road to North Lake Road (land & construct 1 c/w)	✓	✓	✓	✓	Solomon Road to North Lake Road	Northbound	x	x													1,651	46	2,093	58	2,137	59	2,268	63
						Southbound	x	x													891	25	1,175	33	1,287	36	1,752	49
Prinsep Road – Cutler Road to Verde Drive (construct 1 c/w)	✓	✓			Cutler Road to Verde Drive	Northbound	x	x													761	42	900	50	850	47	954	53
						Southbound	x	x													635	35	734	41	595	33	859	48
Midgegooroo Avenue – Beeliar Drive to North Lake Road (reduce to 2 lanes)		✓			Beeliar Drive to Signal Terrace	Northbound	upgrade	upgrade	1,543	43	1,559	43	3,822	106	4,242	118	4,588	127	4,406	122	2,628	73	3,798	106	1,847	103	2,636	146
						Southbound	x	x	859	24	1,158	32	1,407	39	2,391	66	1,562	43	1,893	53	2,723	76	1,006	28	1,804	100	912	51
					Signal Terrace to North Lake Road	Northbound	upgrade	upgrade	1,458	40	1,323	37	3,780	105	3,094	86	4,359	121	3,264	91	2,579	72	3,284	91	1,792	100	2,152	120
						Southbound	x	x	719	20	1,388	39	1,006	28	2,469	69	1,014	28	2,124	59	2,416	67	1,718	48	1,436	79	1,801	100
Poletti Road – Beeliar Drive to North Lake Road (construct 2nd c/w & traffic signals)	✓	✓			Beeliar Drive to Cooper Road	Northbound	x	x	1,427	53	672	24	2	0	451	16	112	4	1,058	38	10	0	617	22	169	6	981	35
						Southbound	upgrade	upgrade	255	18	594	42	1,708	122	5,515	394	878	63	4,043	289	1,534	55	5,369	192	818	29	3,508	125
					Cooper Road to Davison Road	Northbound	upgrade	upgrade	808	58	655	47	1,605	115	4,043	289	1,767	126	2,927	209	1,907	68	4,189	150	1,918	69	3,466	124
						Southbound	upgrade	upgrade	348	18	350	25	4,866	348	3,590	256	3,366	240	2,681	191	4,829	172	3,751	134	3,535	126	2,999	107
					Davison Road to North Lake Road	Northbound	upgrade	upgrade	808	58	655	47	1,605	115	4,043	289	1,767	126	2,927	209	1,907	68	4,189	150	1,918	69	3,466	124
						Southbound	upgrade	upgrade	348	25	350	25	4,935	353	3,590	256	3,446	246	2,681	191	4,898	175	3,751	134	3,609	129	2,999	107
Semple Court – North Lake Road to Jindabyne Heights (land / construct & re-align c/w)		✓			North Lake Road to Murial Court	Northbound	upgrade	upgrade	808	58	557	40	560	40	1,597	114	1,319	94	1,857	133	276	20	1,329	95	1,165	83	1,487	106
						Southbound	x	upgrade	470	34	836	60	1,108	79	799	57	1,551	111	801	57	824	59	776	55	1,150	82	540	39
					Murial Court to Berrigan Drive	Northbound	x	upgrade	417	30	734	52	944	67	837	60	1,384	99	1,334	95	941	67	592	42	1,168	83	1,383	99
						Southbound	x	x	109	8	258	18	1,044	75	498	36	927	66	995	71	968	69	492	35	376	27	1,244	89
Hammond Road – Branch Circus to Bartram Road (construct 2nd c/w & upgrade ramps)	✓	✓			Bartram Road to Branch Circus	Northbound	upgrade	upgrade	1,397	100	721	45	2,348	140	1,374	86	3,130	196	1,698	106	1,692	106	1,598	100	3,323	104	1,985	62
						Southbound	upgrade	upgrade	413	26	1,369	86	756	47	1,856	116	983	61	2,438	152	877	55	1,665	104	1,018	32	3,320	104
Hammond Road – Gaebler Road to Frankland Avenue (construct 1 c/w)	✓	✓	✓	✓	Frankland Avenue to Gaebler Road	Northbound	x	x	52	4	350	29	781	65	853	71	542	45	585	49	1,666	119	2,053	147	1,404	100	1,649	118
						Southbound	x	upgrade	81	7	84	7	465	39	710	59	490	41	1,122	94	241	17	650	45	286	20	397	28
Hammond Road – Frankland Avenue to Rowley Road (construct 1 c/w)	✓	✓			Rowley Road to Wattleup Road	Northbound	upgrade	upgrade	714	51	472	34	1,385	99	1,491	106	1,846	132	1,616	115	801	50	995	62	1,403	88	1,575	98
						Southbound	upgrade	upgrade	292	21	703	50	234	17	1,375	98	868	62	1,698	121	803	50	950	59	1,243	78	1,225	77
					Wattleup Road to Frankland Avenue	Northbound	x	x	52	4	350	29	781	65	853	71	542	45	585	49	479	34	737	53	372	27	574	41
						Southbound	x	upgrade	81	7	84	7	465	39	710	59	490	41	1,122	94	241	17	650	45	286	20	397	28
Hammond Road – Beeliar Drive to North Lake Road (construct second c/w)	✓	✓		✓	Beeliar Drive to Blackly Row	Northbound	upgrade	upgrade	1,590	99	601	38	2,295	143	74	5	2,688	168	100	6	2,255	141	42	3	3,242	101	183	3
						Southbound	upgrade	upgrade	1,139	71	1,399	87	48	3	3,205	200	68	4	3,650	228	51	3	3,161	198	569	18	3,589	112
					Blackly Row to North Lake Road	Northbound	upgrade	upgrade	324	20	1,591	99	645	40	2,903	181	876	55	3,424	214	647	40	2,958	185	1,678	52	4,221	129
						Southbound	upgrade	upgrade	1,526	95	514	32	2,111	132	211	13	2,274	142	92	6	2,156	135	253	16	3,024	95	725	23
Hammond Road – North Lake Road to Berrigan Drive (construct 1 c/w)		✓			North Lake Road to Berrigan Drive	Northbound	x	x																	582	32	1,425	79
						Southbound	x	x																	1,307	73	993	55
Pilatus Street – Berrigan Drive to airport boundary (construct 2nd c/w)		✓	✓	✓	Berrigan Drive to Airport Boundary	Northbound	x	x													1,726	48	2,247	62	2,480	69	2,787	77
						Southbound	x	x													847	24	1,463	41	1,209	34	1,808	50
Jandakot Road – Berrigan Drive to Solomon Road (land & construct 2 c/w)	✓	✓	✓	✓	Solomon Road to Berrigan Drive	Eastbound	upgrade	upgrade	652	41	1,683	105	251	16	1,723	108	204	13	2,123	133	137	4	2,582	81	582	18	3,185	100
						Westbound	upgrade	upgrade	1,615	101	1,122	70	1,643	103	1,603	100	2,047	128	1,790	112	1,733	54	1,261	39	2,131	67	1,559	49
Jandakot Road – Solomon Road to Fraser Road (construct 2nd c/w)	✓	✓	✓	✓	Fraser Road to Solomon Road	Eastbound	upgrade	upgrade	472	30	1,639	102	102	6	2,188	137	151	9	2,757	172	287	9	3,154	99	818	26	3,681	115
						Westbound	upgrade	upgrade	1,499	94	693	43	2,066	129	775	48	2,823	176	1,016	64	2,823	88	1,422	44	2,927	91	1,903	59
Jandakot Road – Fraser Road to Warton Road (land & construct 2 c/w)		✓	✓	✓	Warton Road to Fraser Road	Eastbound	upgrade	upgrade	415	26	1,480	92	76	5	1,732	108	68	4	1,906	119	124	4	2,691	84	258	8	2,958	92
						Westbound	upgrade	upgrade	1,672	104	688	43	2,371	148	755	47	3,927	245	962	60	3,190	100	1,395	44	3,554	111	1,957	61
Russell Road - Hammond Road to Henderson Road (land & construct 2 c/w)		✓			Henderson Road to Pearse Road	Eastbound	upgrade	upgrade	491	27	1,708	95	1,176	65	1,952	108	2,088	116	2,727	152	1,141	63	1,764	98	2,266	63	2,752	78
						Westbound	upgrade	upgrade	1,772	98	740	41	2,566	143	1,797	100	3,382	188	2,329	129	1,884	105	1,675	93	3,672	102	3,078	85
					Pearse Road to Hammond Road	Eastbound	x	upgrade	600	33	1,279	71	871	48	1,454	81	19	1	2,048	114	873	49	1,459	81	784	22	2,686	75
						Westbound	upgrade	upgrade	1,434	79	842	47	1,812	101	1,746	97	2,299	128	2,097	117	1,661	92	1,806	100	3,569	99	3,354	93
Russell Road – Henderson Road to Rockingham Road (land & construct 2 c/w)		✓			Rockingham Road to Holmes Road	Eastbound	x	x	416	23	1,108	62	466	26	744	41	1,007	56	1,420	79	526	29	543	30	1,256	35	1,609	45
						Westbound	x	upgrade	1,071	60	544	30	1,356	75	1,055	59	1,844	102	1,780	99	797	44	784	44	2,085	58	2,355	65
					Holmes Road to Henderson Road	Eastbound	x	x	402	22	1,074	60	460	26	789	43	977	54	1,330	74	472	26	612	34	1,203	33	1,585	43
						Westbound	x	upgrade	1,010	56	537	30	1,323	73	980	54	1,833	102	1,338	74	834	46	759	42	2,348	65	1,957	54
Rowley Road – Hammond Road to Kwinana Freeway (land & construct 1 c/w)	✓	✓		✓	Hammond Road to Kwinana Freeway	Eastbound	upgrade	upgrade	292	23	703	50	234	17	1,375	98	868	62	1,698	121	1,316	94	1,870	104	3,516	110	2,872	90
						Westbound	upgrade	upgrade	714	51	472	34	1,385	99	1,491	106	1,846	132	1,616	115	1,467	92	1,759	110	3,225	101	4,541	142
Rowley Road – Hammond Road to ~1.2km west of Hammond Road	✓	✓		✓	Hammond Road to Rockingham Road	Eastbound	x	x													707	39	721	40	2,277	63	1,649	46
						Westbound	x	x													666	37	762	42	995	28	2,774	77
Karel Avenue – Berrigan Drive to Farrington Street (construct 2nd c/w)		✓	✓	✓	Berrigan Drive to Roe Highway	Northbound	upgrade	upgrade	1,942	108	1,928	107	2,046	114	2,974	165	2,806	156	3,515	195	3,515	98	3,654	102	4,828	134	4,270	119
						Southbound	upgrade	upgrade	1,555	86	672	37	3,006	167	2,829	157	3,084	171	3,672	204	1,305	36	2,970	83	1,419	39	4,082	134
					Roe Highway Bridge	Northbound	upgrade	upgrade	2,159	120	2,150	119	2,599	144	2,774	154	4,262	237	3,260	181	3,583	100	3,019	84	4,706	131	3,308	92
						Southbound	upgrade	upgrade	1,031	57	698	39	2,423	135	2,385	132	2,618	145	3,198	178	1,487	42	2,034	57	1,786	50	2,303	64
					Roe Highway to Farrington Street	Northbound	upgrade	upgrade	1,406	78	1,703	95	2,038	113	1,309	73	3,254	181	1,216	68	2,747	76	1,179	33	3,877	108	951	26
						Southbound	upgrade	upgrade	1,115	62	1,541	86	419	23	1,779	99	679	38	2,511	139	1,117	31	1,135	32	1,548	43	1,831	51
Cockburn Road - Rockingham Road South to Rockingham Road North	✓	✓			Rockingham Road South to Nesticle Drive	Northbound	upgrade	upgrade	1,498	94	545	34	1,570	98	580	36	1,993	125	805	50	1,570	98	580	36	1,993	125	805	50
						Southbound	upgrade	upgrade	569	36	1,814	113	531	33	1,645	103	837	52	1,840	115	531	33	1,645	103	837	52	1,840	115
	✓	✓			Nesticle Drive to Russell Road	Northbound	upgrade	upgrade	786	49	816	51	780	49	2,426	152	595	37	2,484	155	780	49	2,426	152	595	37	2,484	155
						Southbound	upgrade	upgrade	823	51	811	51	3,370	211	2,914	182	3,309	207	2,916	182	3,370	211	2,914	182	3,309	207	2,916	182
	✓	✓			Russell Road to Mayor Road	Northbound	x	upgrade	992	41	1,130	47	876	36	1,958	82	1,810	75	2,194	91	604	25	1,873	78	1,388	58	2,202	92
						Southbound	x	upgrade	1,127	47	843	35	2,006	84	1,608	67	2,358	98	2,483	103	2,016	84	1,587	65	2,361	98	2,318	97
	✓	✓			Mayor Road to Spearwood Avenue	Northbound	x	upgrade	1,580	66	1,249	52	1,848	77	1,786	74	2,268	95	2,039	85	1,504	63	1,565	67	2,335	97	2,362	98
						Southbound	upgrade	upgrade	899	37	1,474	61	1,202	50	2,182	91	1,727	72	2,371	99	1,166	48	2,005	84	1,762	73	2,516	105
	✓	✓			Spearwood Avenue to Rockingham Road North	Northbound	upgrade	upgrade	1,884	78	1,422	59	2,052	86	2,092	87	2,768	115	2,832	118	1,987	83	1,987	82	4,351	91	3,845	80
						Southbound	upgrade	upgrade	891	37	2,025	84	1,699	71	2,433	101	2,389	100	3,347	139	1,713	71	2,404	100	3,032	63	4,945	103
Stock Road - Rockingham Road to Garling Street	✓	✓			Rockingham Road to Beeliar Drive	Northbound	x	upgrade	2,794	58	2,035	42	3,623	75	3,290	69	4,408	92	3,458	72	3,132	65	3,273	68	4,593	96	4,082	85
						Southbound	upgrade	upgrade	1,879	39	2,705	56	2,926	61	4,176	87	3,440	72	5,591	116	3,094	64	4,267	89	3,691	77	4,947	103
	✓	✓			Beeliar Drive to Berrington Street	Northbound	x	upgrade	2,868	60	1,838	38	3,435	72	4,027	84	4,807	100	4,135	86	1,560	33	2,772	58	3,039	63	3,541	74
						Southbound	x	upgrade	1,345	28	2,728	57	1,825	38	3,803	79	1,613	34	4,925	103	2,008	42	3,114	65	1,678	35	3,654	76
	✓	✓			Berrington Street to Spearwood Avenue	Northbound	upgrade	upgrade	3,596	75	2,379	50	4,353	91	4,175	87	4,872	102	3,933	82	2,558	53	3,351	70	3,846	80	3,837	80
						Southbound	upgrade	upgrade	1,822	38	3,200	67	2,602	54	4,696	98	1,869	39	5,158	107	2,811	59	4,157	87	2,432	51	4,678	97
	✓	✓			Spearwood Avenue to Phoenix Road	Northbound	x	upgrade	3,082	64	2,336	49	4,051	84	3,885	81	4,787	100	4,025	84	2,420	50	3,102	65	3,981	83	3,858	80
						Southbound	upgrade	upgrade	1,672	35	2,972	62	2,881	60	4,728	99	3,089	64	5,437	113	3,304	69	4,536	95	3,207	67	5,194	108
	✓	✓			Phoenix Road to Forrest Road	Northbound	x	upgrade	3,327	69	2,563	53	2,350	49	2,616	54	4,166	87	2,746	57	981	20	1,842	38	2,924	61	2,178	45
						Southbound	x	upgrade	1,731	36	2,995	62	2,213	46	3,979	83	2,631	55	4,794	100	2,319	48	3,649	76	2,238	47	4,178	87
	✓	✓			Forrest Road to Winterfold Road	Northbound	x	upgrade	3,086	64	2,345	49	2,016	42	2,190	46	4,151	86	2,439	51	985	21	1,509	31	3,138	65	1,749	36
						Southbound	x	upgrade	1,290	27	2,976	62	1,495	31	3,742	78	1,946	41	4,689	98	1,418	30	3,558	74	1,685	35	4,289	89
	✓	✓			Winterfold Road to South Street	Northbound	x	upgrade	3,410	71	2,248	47	2,606	54	1,584	33	4,103	85	1,534	32	1,941	40	1,306	27	3,766	78	1,475	31
						Southbound	x	upgrade	1,630	34	2,855	59	1,239	26	3,851	80	1,555	32	4,694	98	1,188	25	3,664	76	1,573	33	4,460	93
	✓	✓			South Street to Garling Street	Northbound	x	x	2,730	57	909	19	2,275	47	963	20	2,893	60	1,015	21	2,275	47	963	20	2,893	60	1,015	21
						Southbound	x	x	1,225	26	1,810	38	1,508	31	2,070	43	1,719	36	2,393	50	1,508	31	2,070	43	1,719	36	2,393	50
					Number of locations with VCR>80%					13		14		30		46		49		61		17		29		31		47
										92		92		92		92		92		92		106		106		108		108

8 Additional modelling results

City of Cockburn has requested additional option testing to determine optimal Major Roadworks Plan. Initially, it was determined that two options need to be tested as part of first round of modelling, which are as follows:

1. Cockburn Road widening
2. Stock Road widening

Cockburn Road and Stock Road widening has been tested in order to investigate what potential impacts it may have on the City of Cockburn network. However, those two roads are under Main Road jurisdiction and therefore, this analysis has been done for information only. The results of the additional analysis have been explained in Appendix B.

Results of the first round of modelling was presented to Councillors at briefing meeting in August 2018.

As the result of the presentation, Councillors requested additional option testing which are as follows:

1. Network with/without Roe 9 link and Hammond Road extension
2. Network with/without Rockingham Road duplication
3. Network with/without Farrington Road duplication
4. Network with/without Roe 9 only
5. Network with/without Russell Road duplication
6. Network with Armadale Road widening by 2020
7. Bartram Road link analysis

The outcomes of this analysis have been explained and shown in Appendix C. A further briefing of those results was presented to Councillors in October 2018.

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9 Conclusion

The 2018 City of Cockburn District Traffic Study has undertaken a comprehensive review of the traffic demand, current and forecast, in the City of Cockburn local government area. As part of the study the following key outcomes have been achieved:

- Development of AM and PM peak traffic models in Aimsun software for the City of Cockburn Local Government Area consistent with Main Roads ROM24 daily output for external movements. This will provide a valuable tool for future transport and land use planning in the City of Cockburn.
- Demographic data review undertaken to refine AM and PM peak models to provide more accurate forecasting for the local area.
- Validation of link-based traffic volumes to very good levels for peak periods within the City of Cockburn area. This offers the ability for modelling accurate traffic forecasts.
- Forecasts for 2021 (do nothing and City of Cockburn aligned upgrades) and 2031 (City of Cockburn aligned upgrades) forecast years.

The analysis has shown significant increases in traffic demand and travel times without any road network upgrades. Even with the proposed upgrades there are sections which are forecast to operate over the available road network capacity as identified in Section 6. However, despite the increase in demand there will insufficient capacity in upgrading the road network to fully solve congestion due to already constrained network.

This indicates that additional road network demand management measures will be required beyond road network upgrades similar to what has been identified in the previous Integrated Transport Strategy for the city. These could include but not be limited to the following:

- Public transport improvements to rail and bus routes and infrastructure
- Further encouraging pedestrian and cycle transport modes
- Examining the impact of peak spreading on road infrastructure requirements
- Examining the timing and sequencing of development
- Increasing implementation of Intelligent Transport Systems

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Appendix A

Assigned volumes

Document Set ID: 8194825
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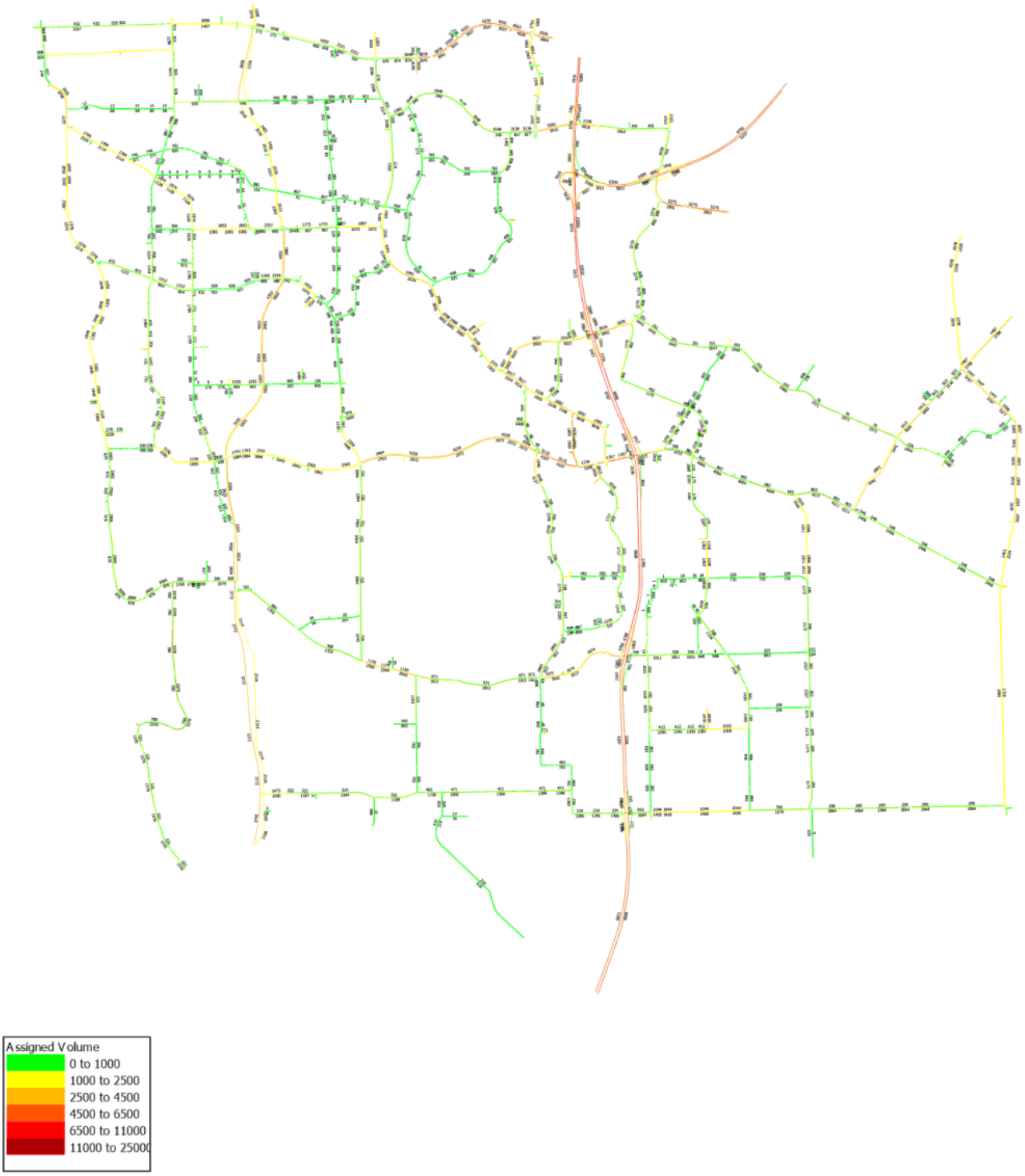
A1 2021 Do Nothing - AM Peak



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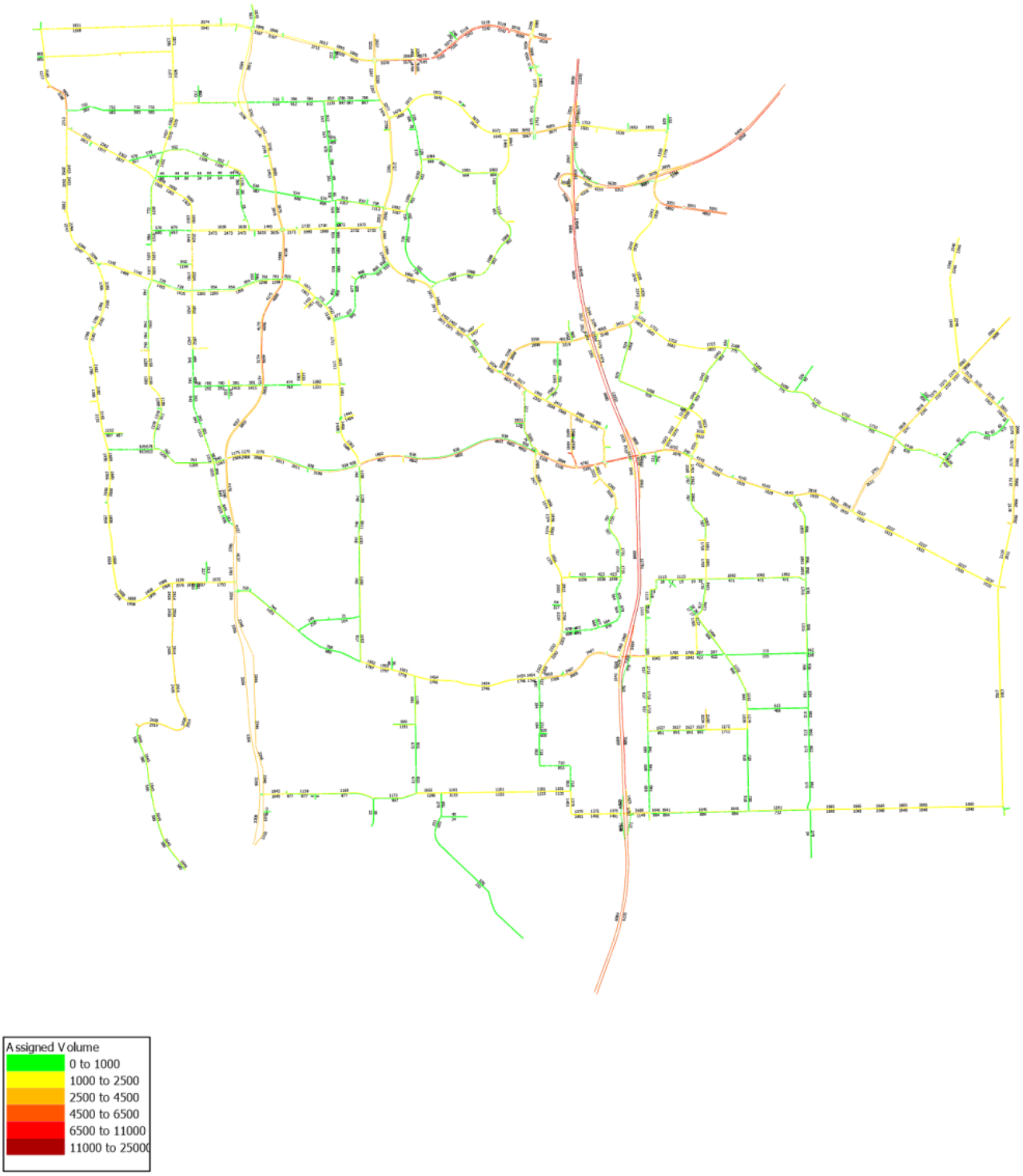
A2 2021 Do Nothing - PM Peak



Document Set ID: 8194825
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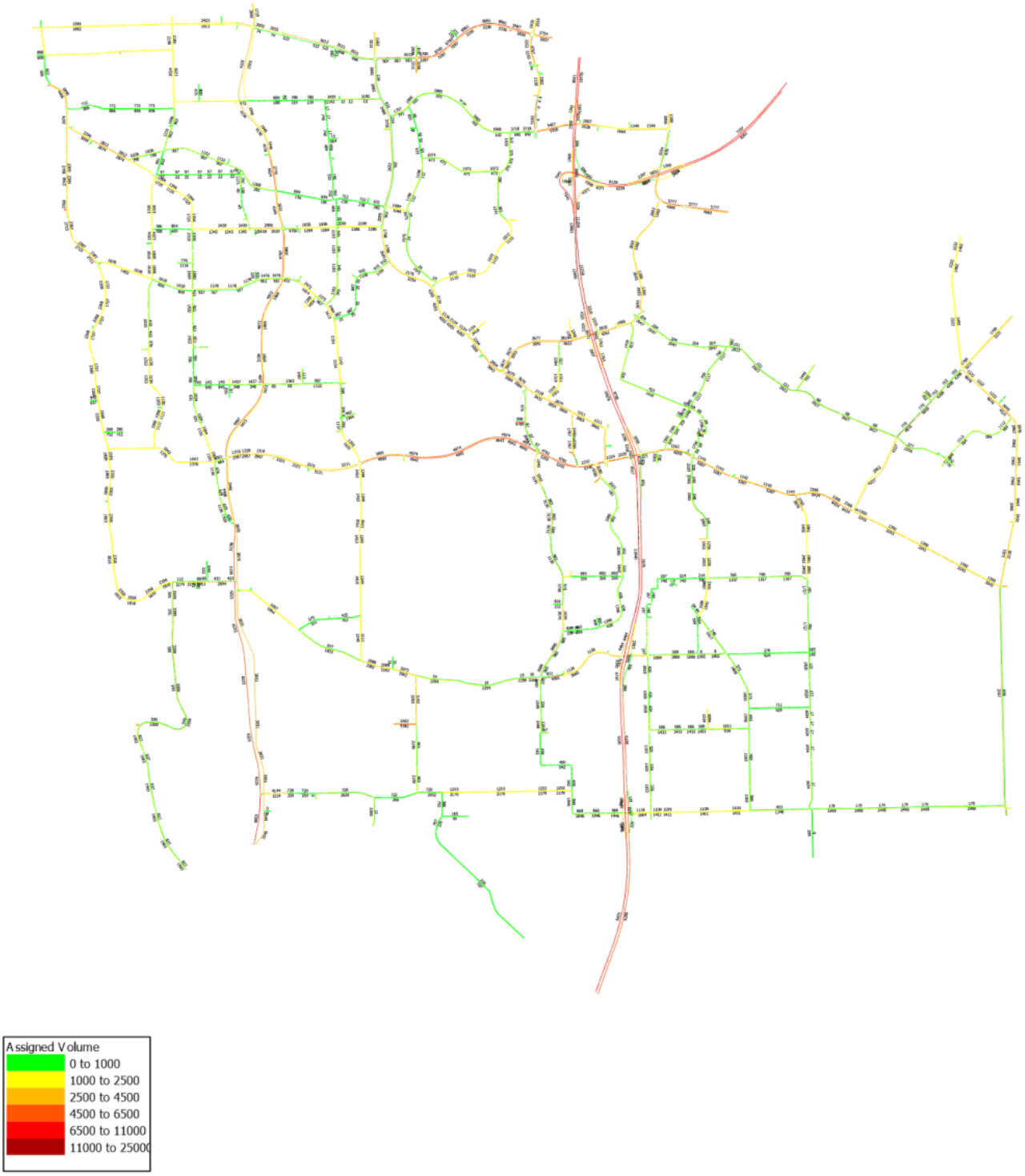
A3 2031 Do Nothing - AM Peak



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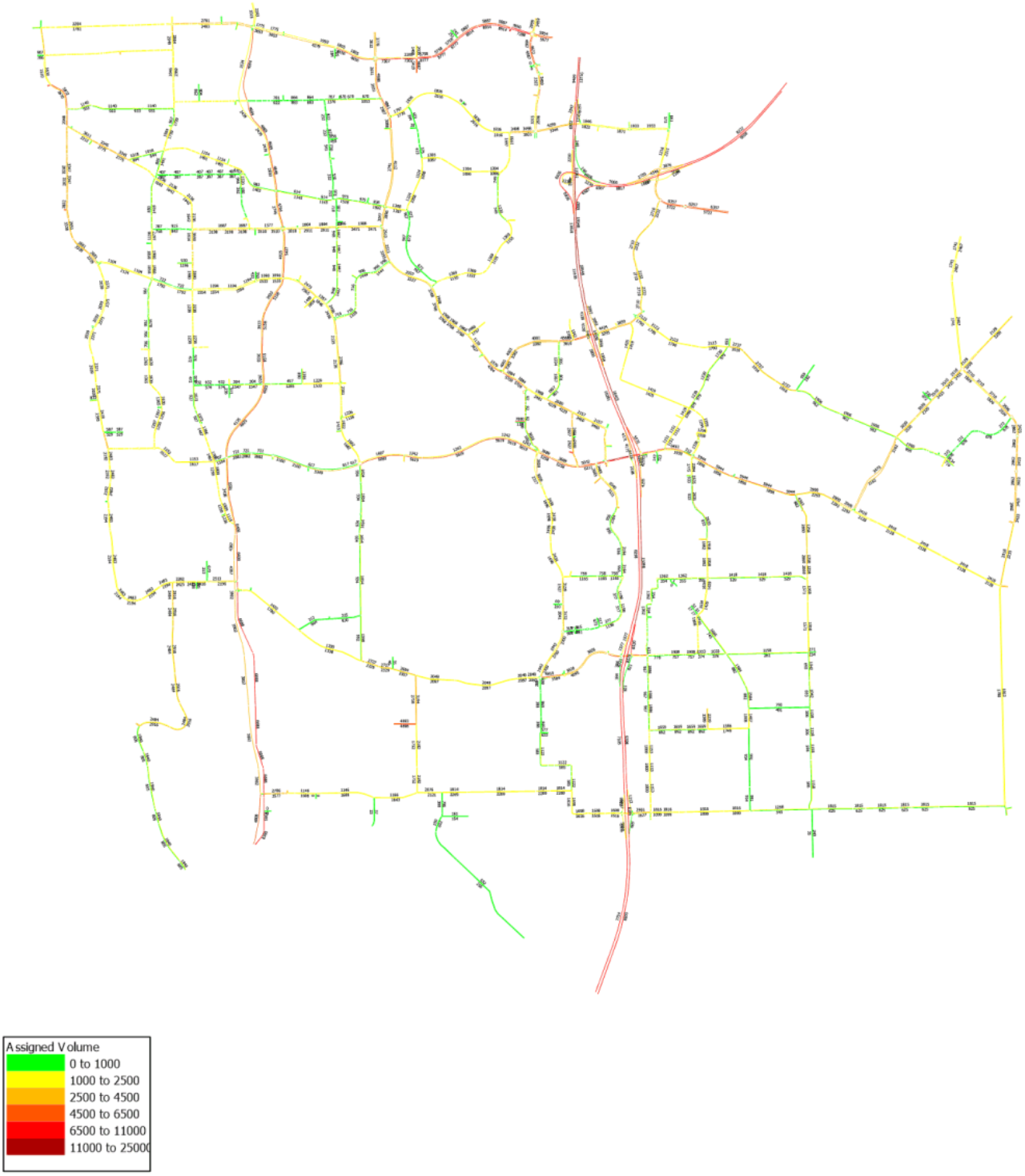
A4 2031 Do Nothing - PM Peak



Document Set ID: 8194825
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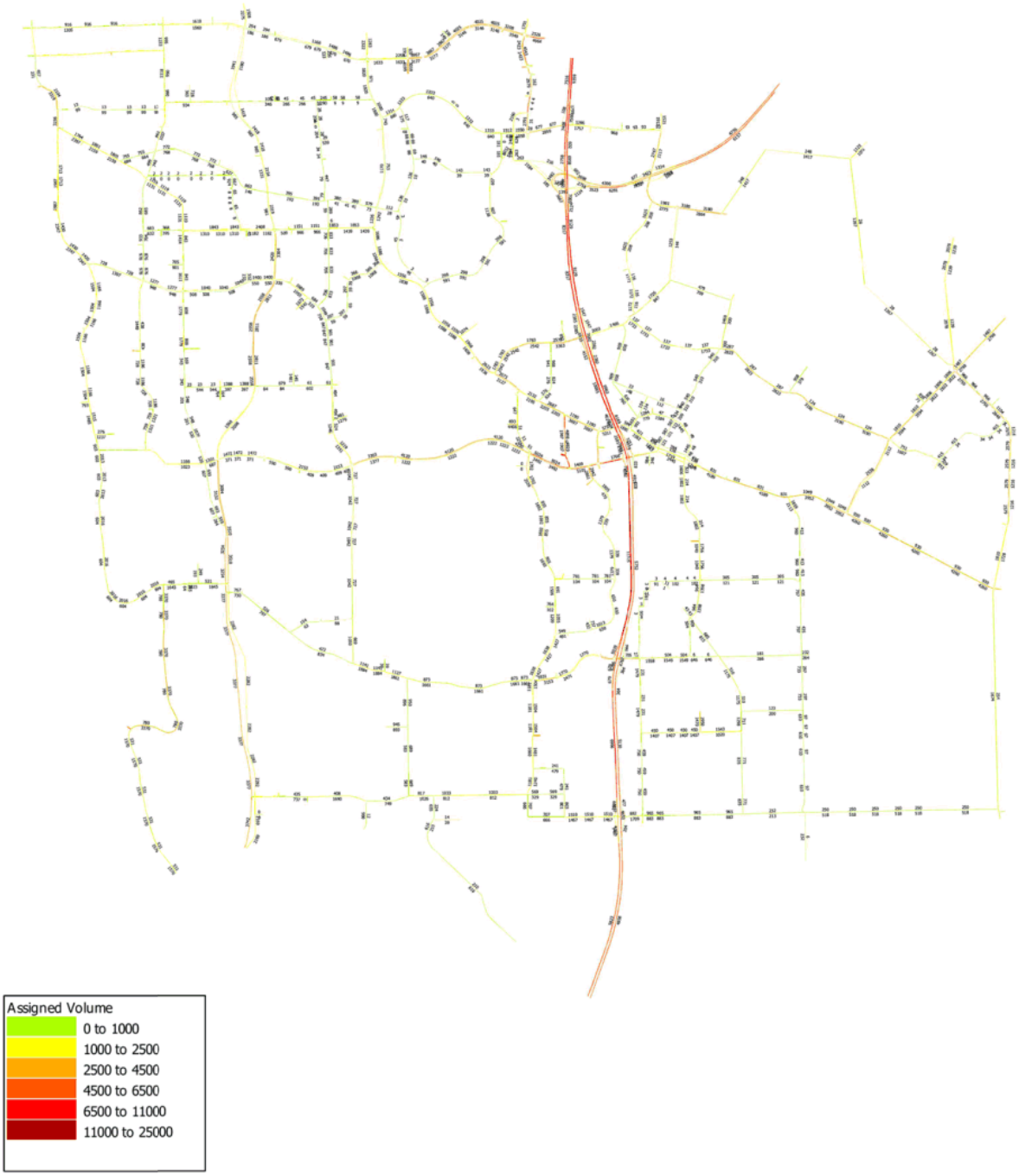
A5 2021 Do Something - AM Peak



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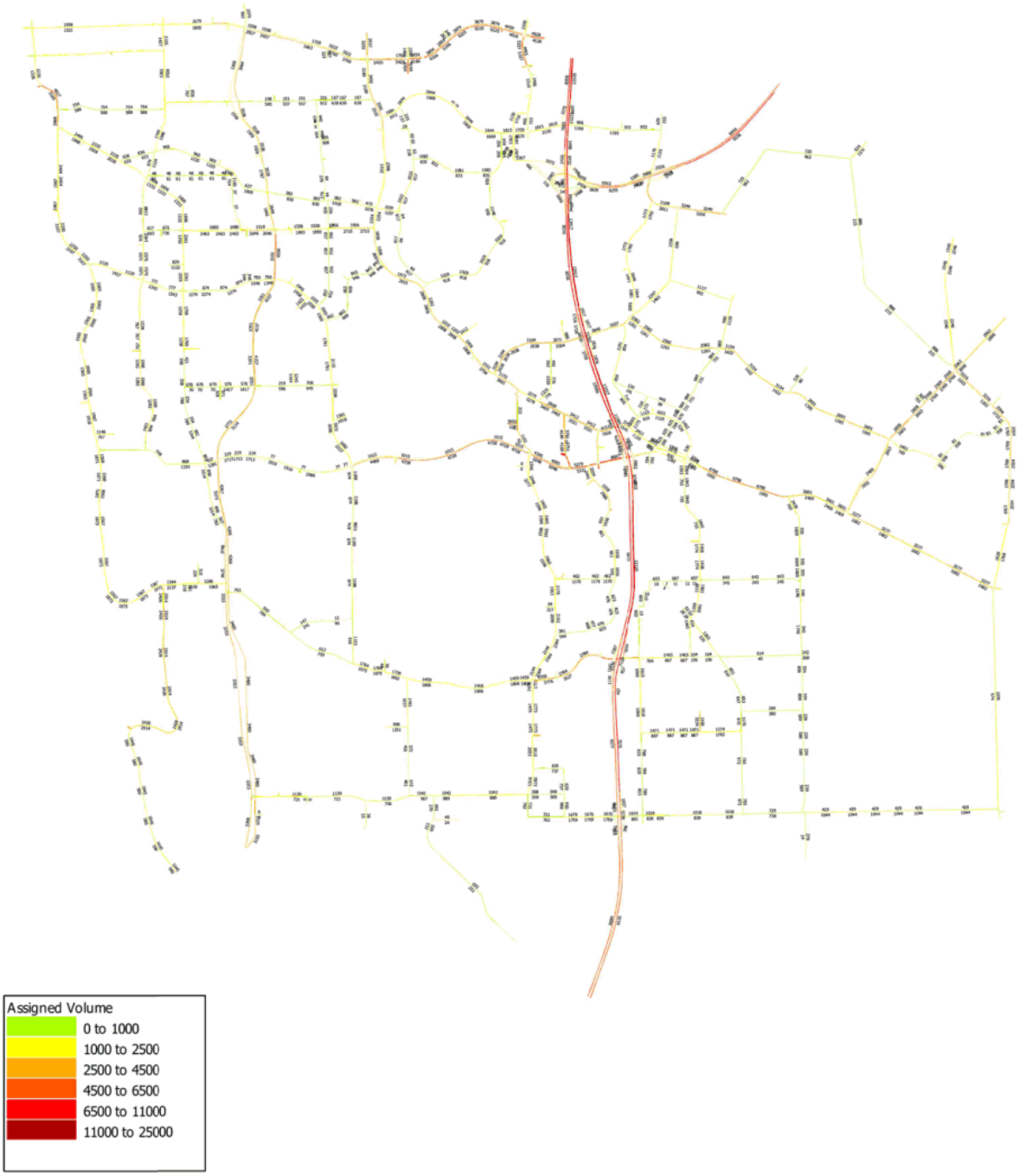
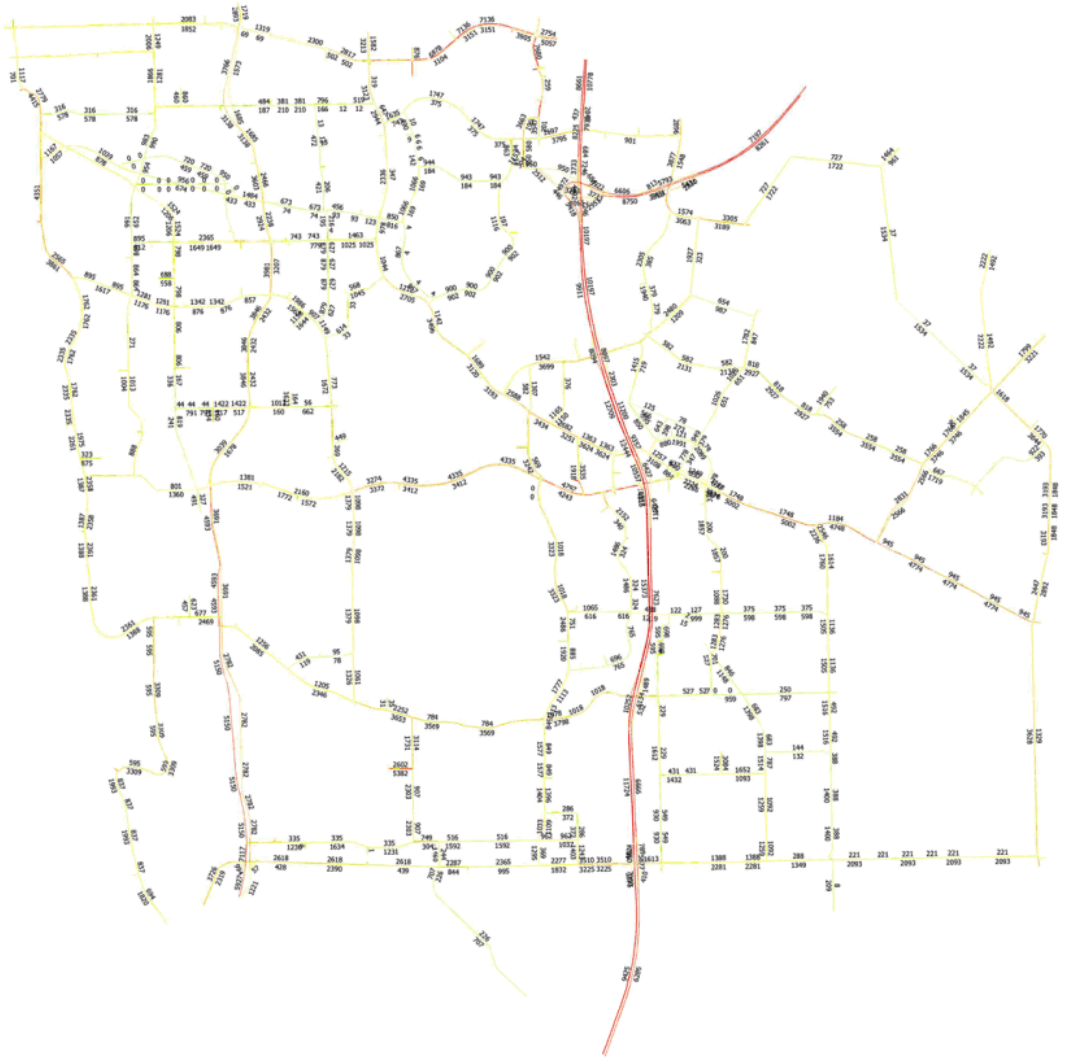
A6 2021 Do Something - PM Peak



Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

A7 2031 Do Something - AM Peak



Assigned Volume
- 0 to 1000
- 1000 to 2500
- 2500 to 4500
- 4500 to 6500
- 6500 to 11000
- 11000 to 25000

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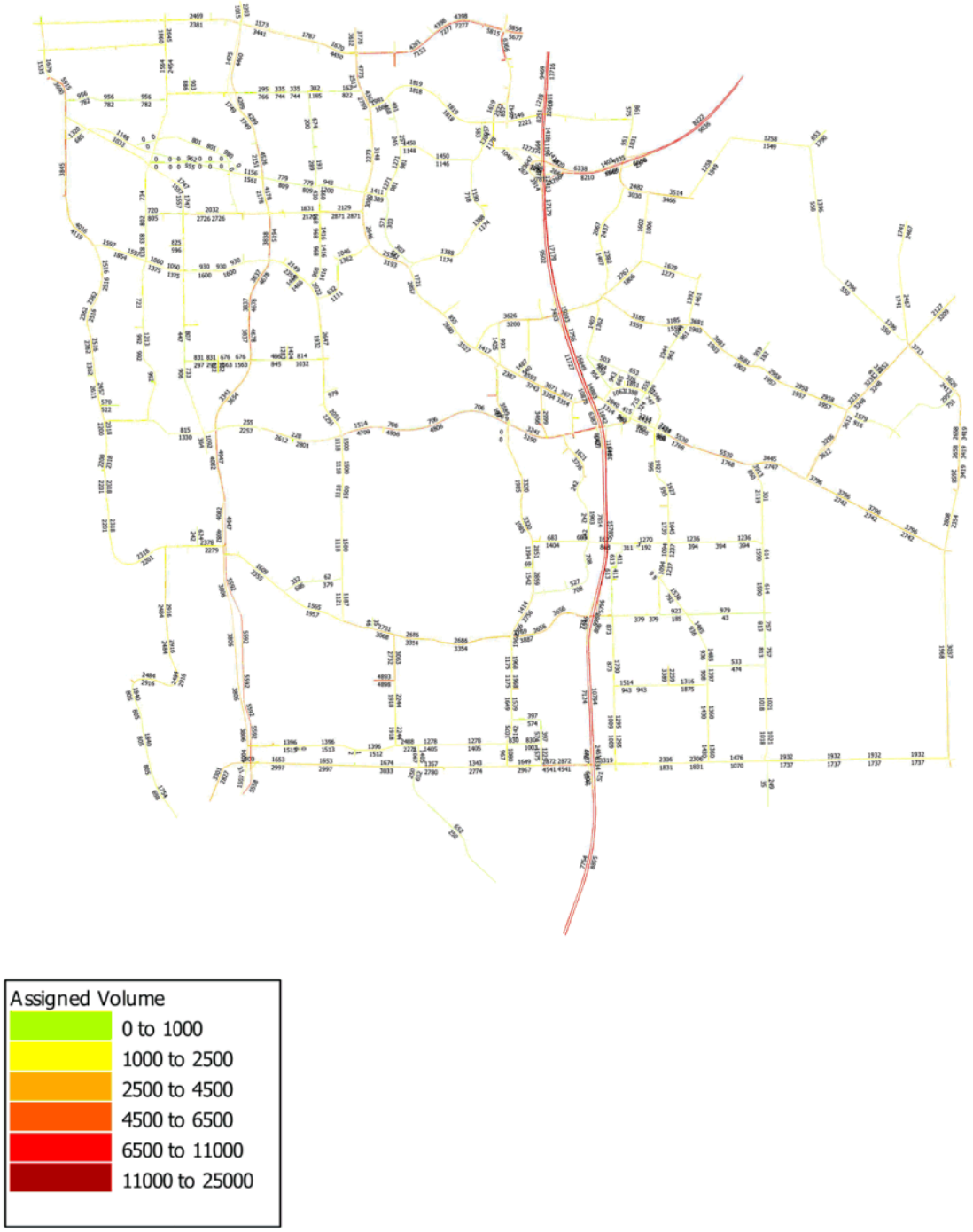
A8 2031 Do Something - PM Peak



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Appendix B

Stock Road and Cockburn Road Widening Scenarios

Two additional scenarios have been tested in order to investigate implication of Stock Road and Cockburn Road widening. Below are figures showing assigned volume and volume capacity ratio figures indicating isolated impact of those widening on the road network. As mentioned in section 8 this analysis has been produced for information only as both these roads are responsibility of the Main Roads WA.

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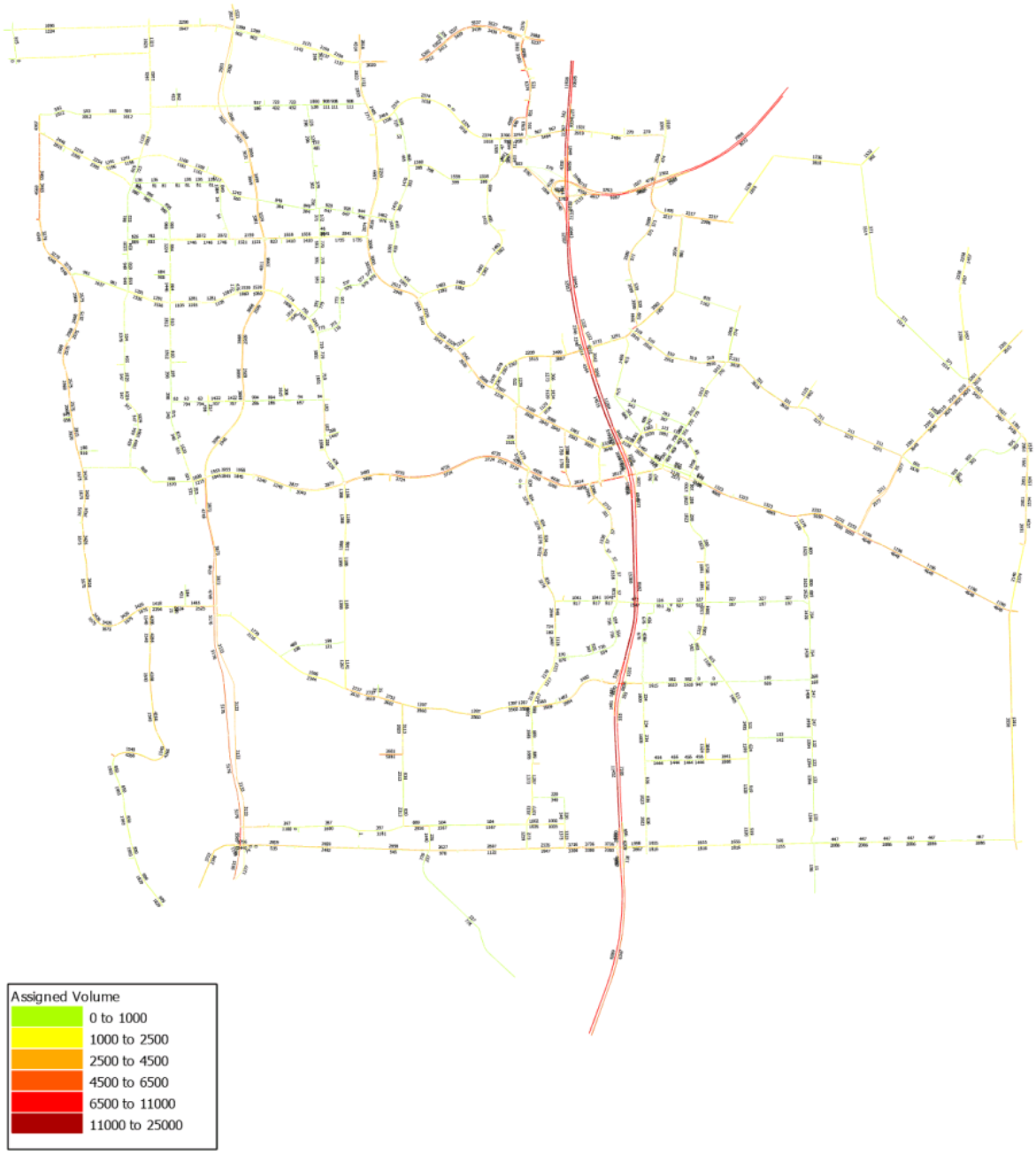
B1 2031 Do Something - Cockburn Road Widening - Assigned Volume - AM Peak



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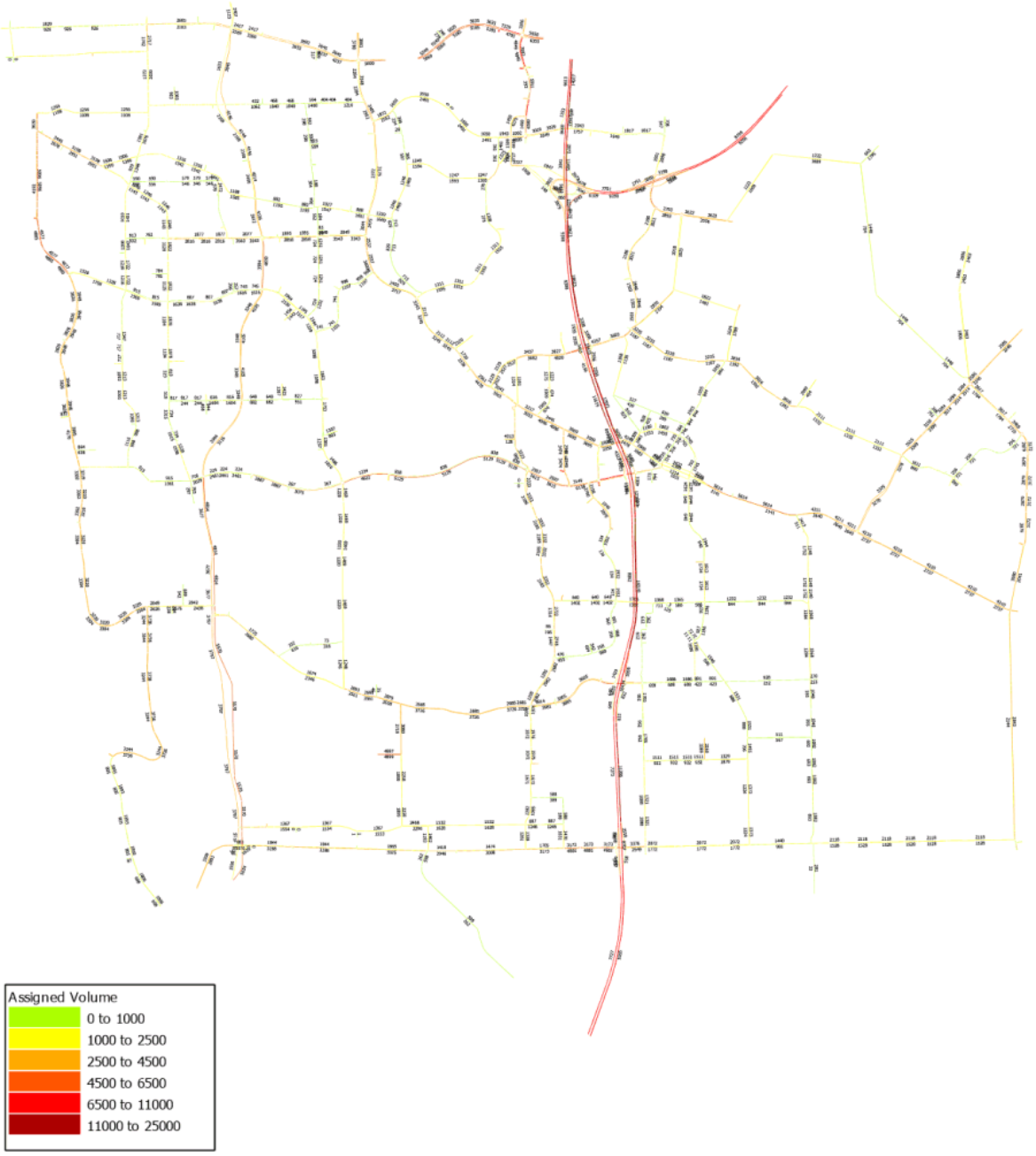
Version: 1, Version Date: 07/03/2019

B2 2031 Do Something - Cockburn Road Widening - Assigned Volume - PM Peak



Document Set ID: 8194825
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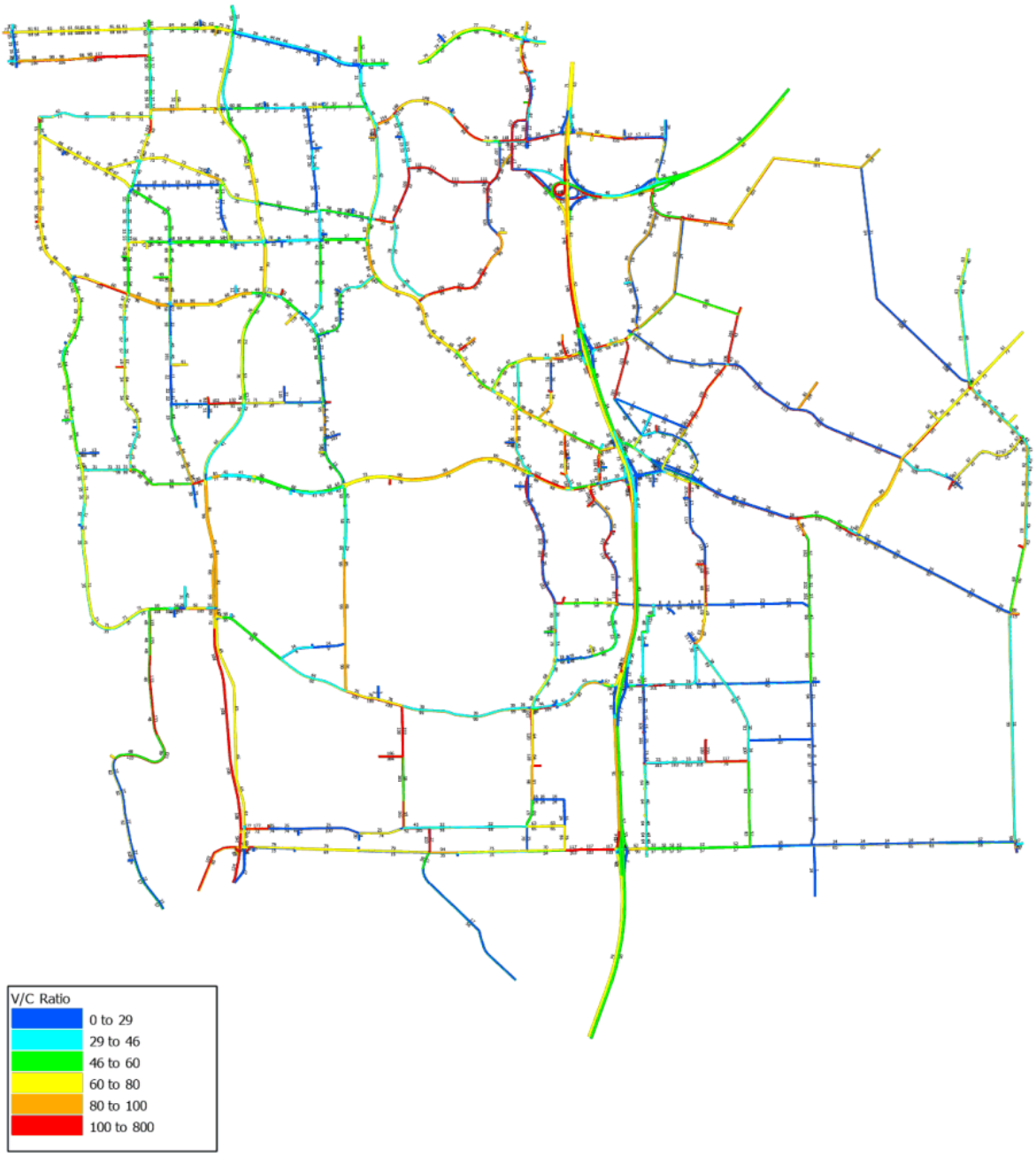
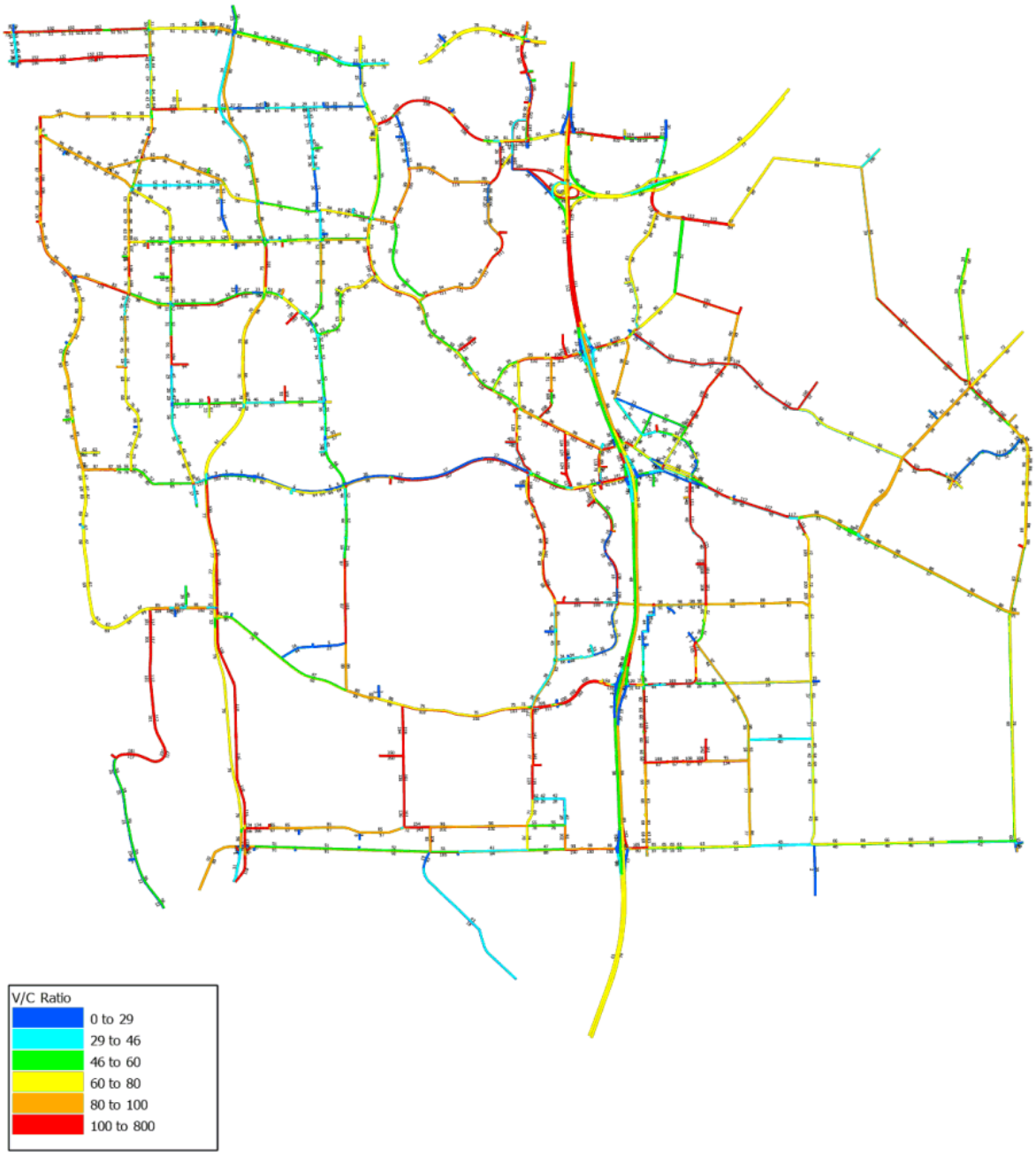
B3 2031 Do Something - Cockburn Road Widening - Volume Capacity - AM Peak



Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

B4 2031 Do Something - Cockburn Road Widening - Volume Capacity - PM Peak



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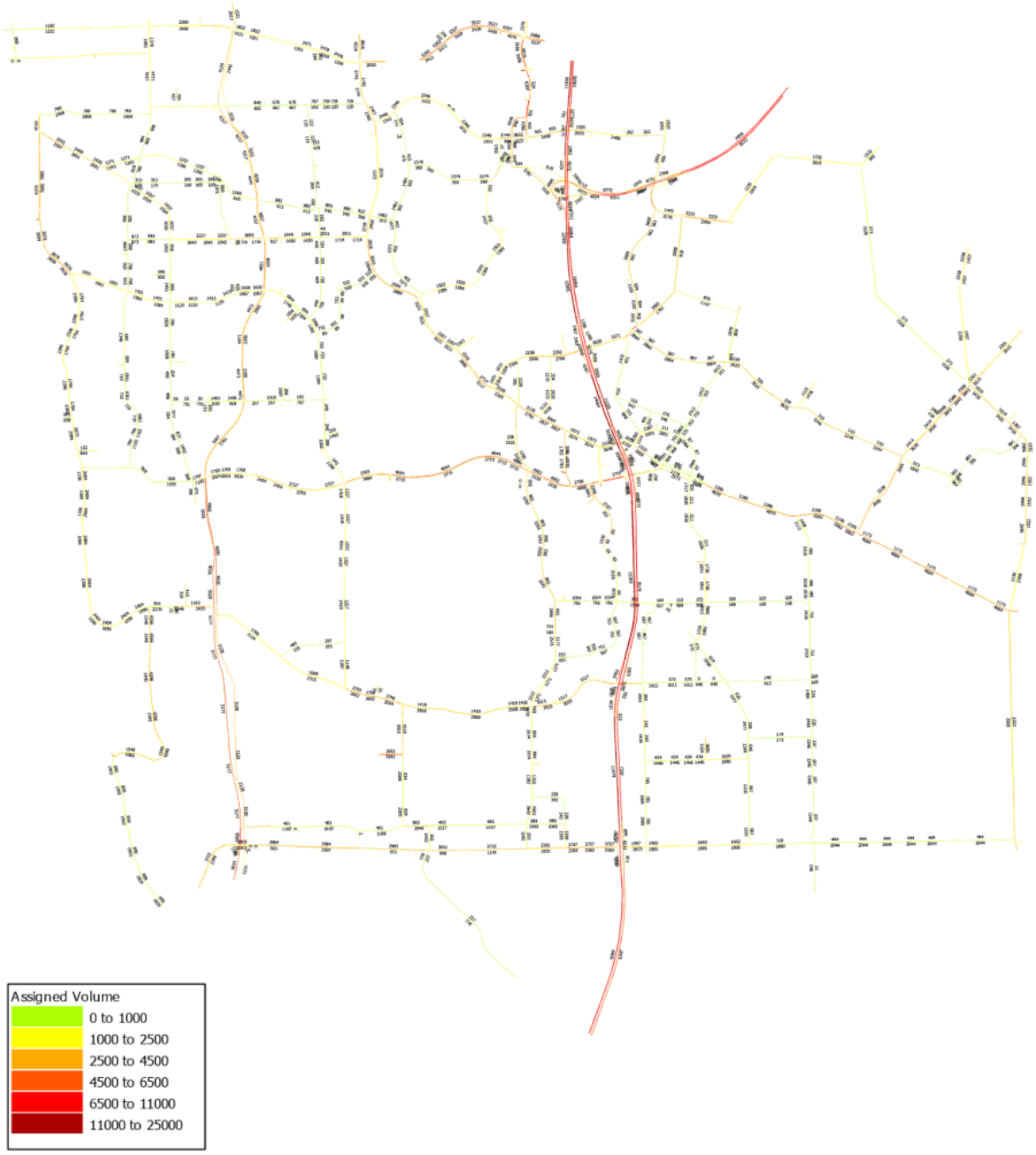
B5 2031 Do Something - Stock Road Widening - Assigned Volume - AM Peak



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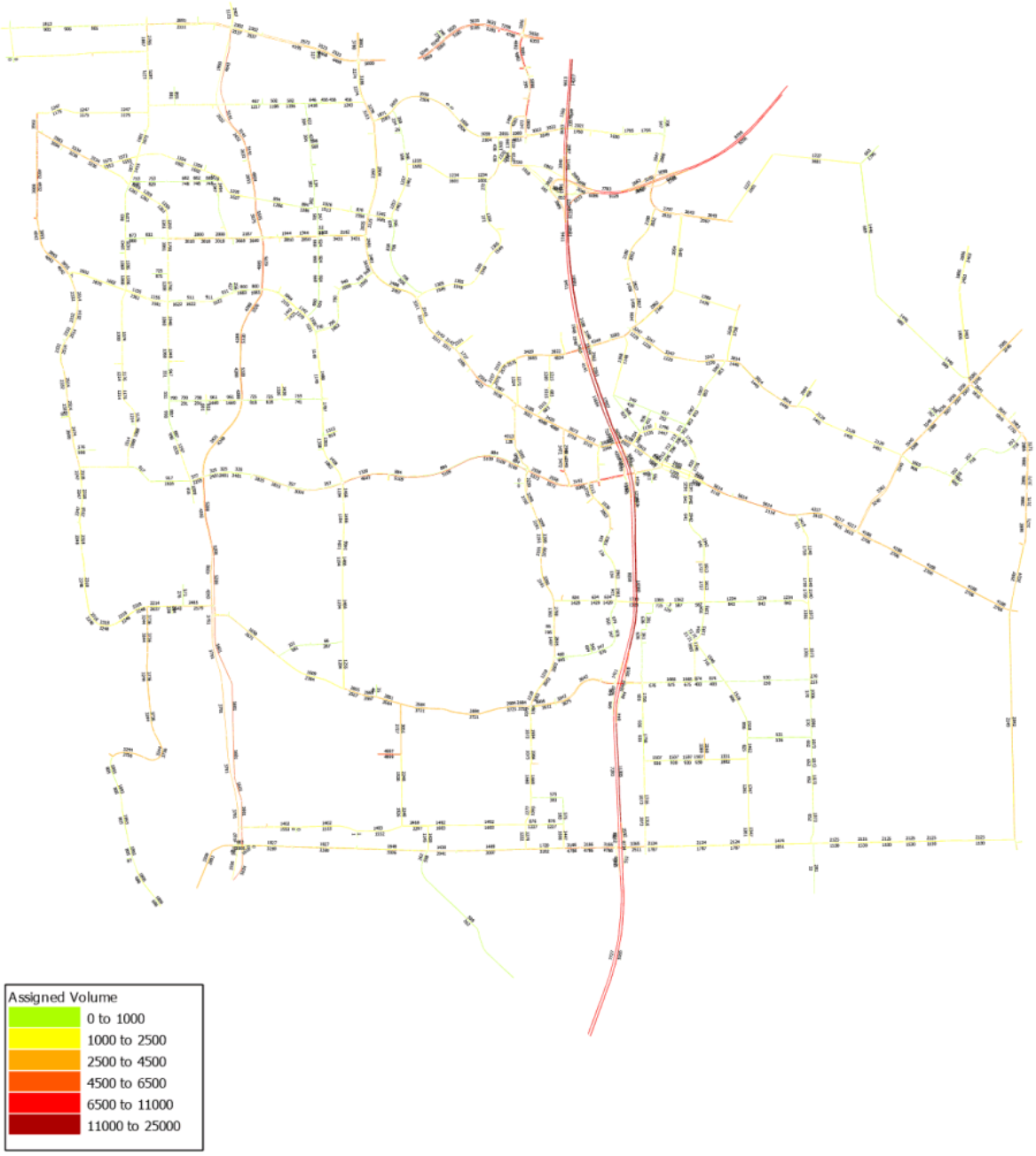
B6 2031 Do Something - Stock Road Widening - Assigned Volume - PM Peak



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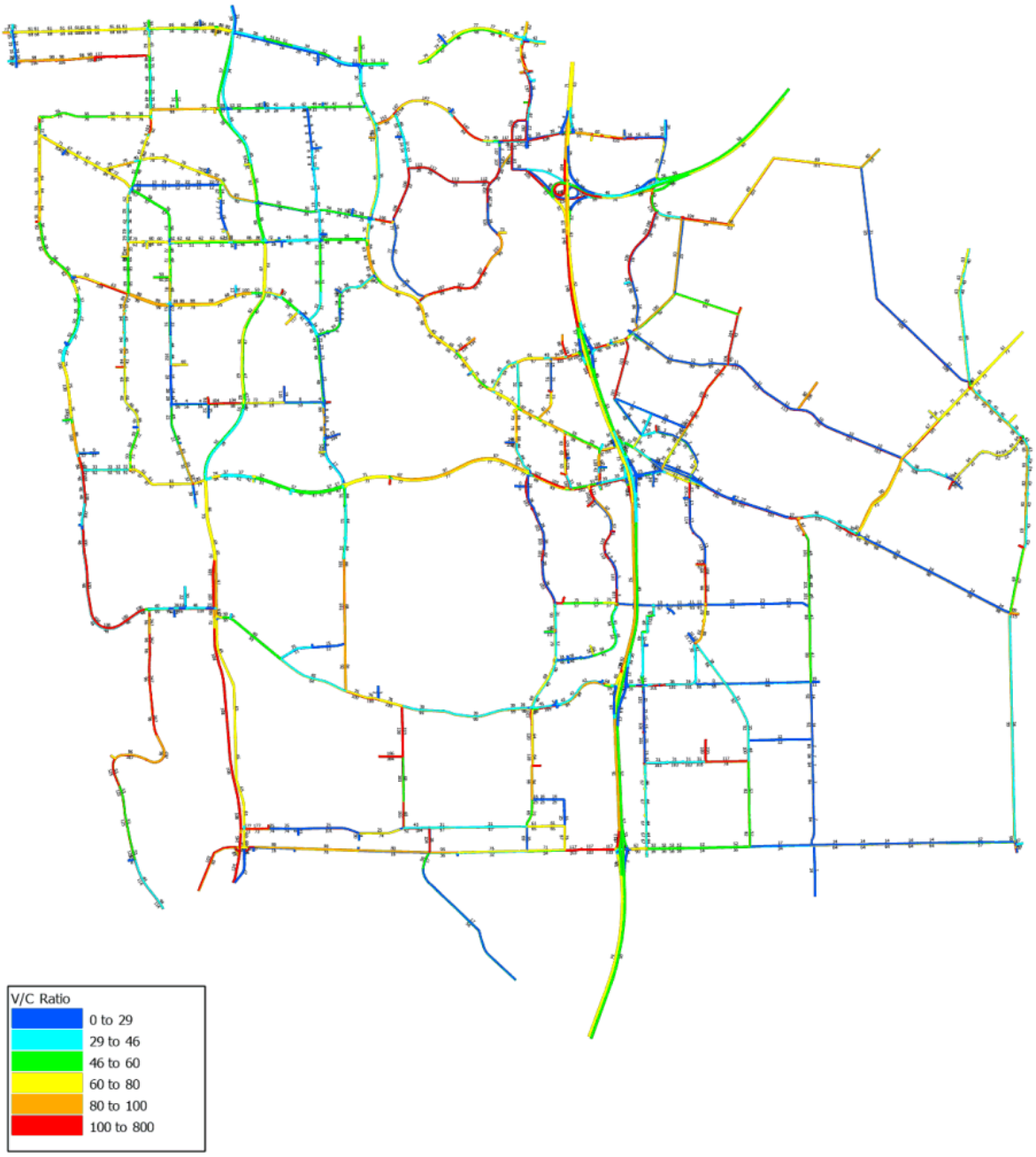
Version: 1, Version Date: 07/03/2019

B7 2031 Do Something - Stock Road Widening - Volume Capacity - AM Peak



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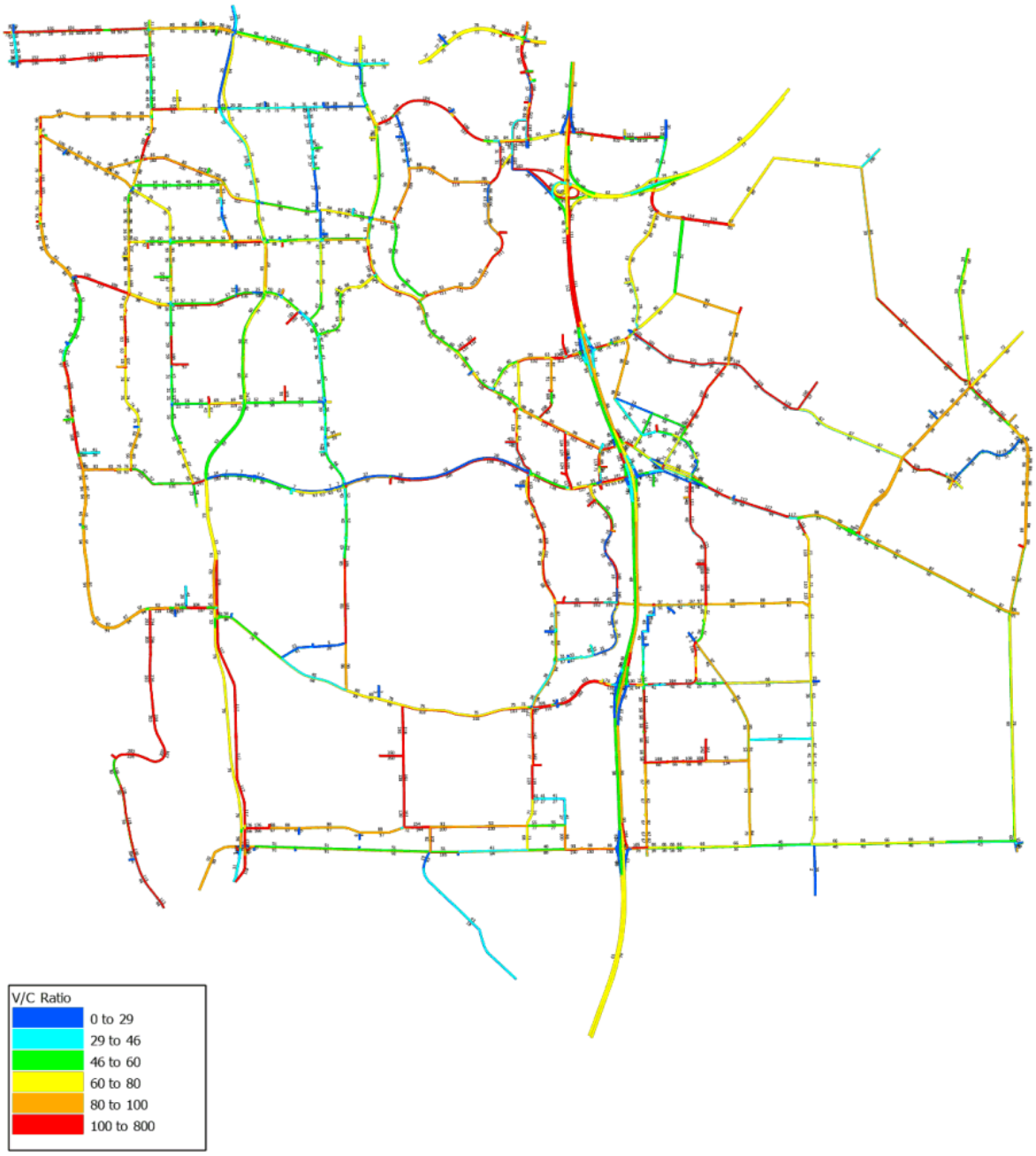
B8 2031 Do Something - Stock Road Widening - Volume Capacity - PM Peak



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Appendix C

Additional Scenarios

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Version: 1, Version Date: 07/03/2019

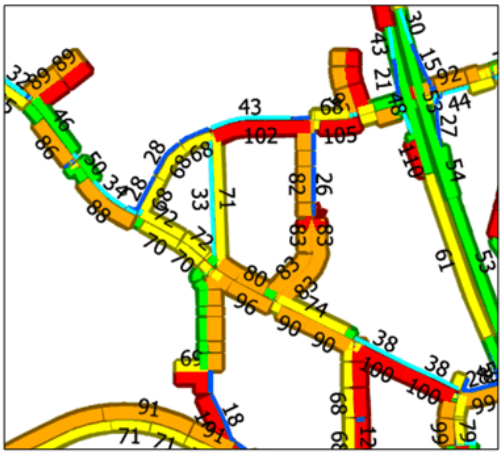
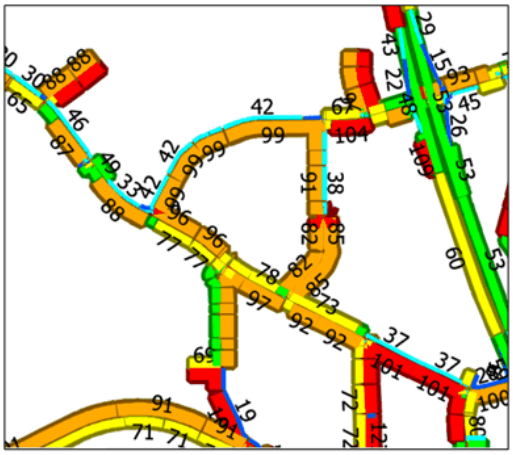
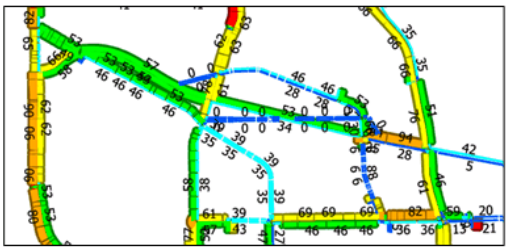
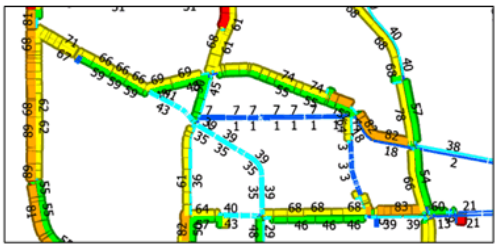
C1 Scenario 1 (year 2031) – network without items 36, 53 and 54

Modelling results of Scenario 1 with Hammond Road extension (between North Lake Road and Berrigan Drive) and Roe 9 link indicated several findings:

1. Hammond Road extension shows it contributes to higher congestion at surrounding intersections and therefore degrades the overall performance of the network in the area
2. Hammond Road extension relieve some congestion around small sections of Berrigan Drive and North Lake Road
3. Roe 9 link reliefs some sections of Forrest Road from congestion
4. Roe 9 link increases congestion around Cockburn Road

Modelling results of Scenario 1 without Hammond Road extension and Roe 9 link shows:

1. Network without Hammond Road extension still performs within acceptable limits
2. Without Roe 9 link network still operates at acceptable levels with many links still within capacity

With Hammond Road extension and Roe 9 link	Without Hammond Road extension and Roe 9 link
2031 AM Volume Capacity	
	
	

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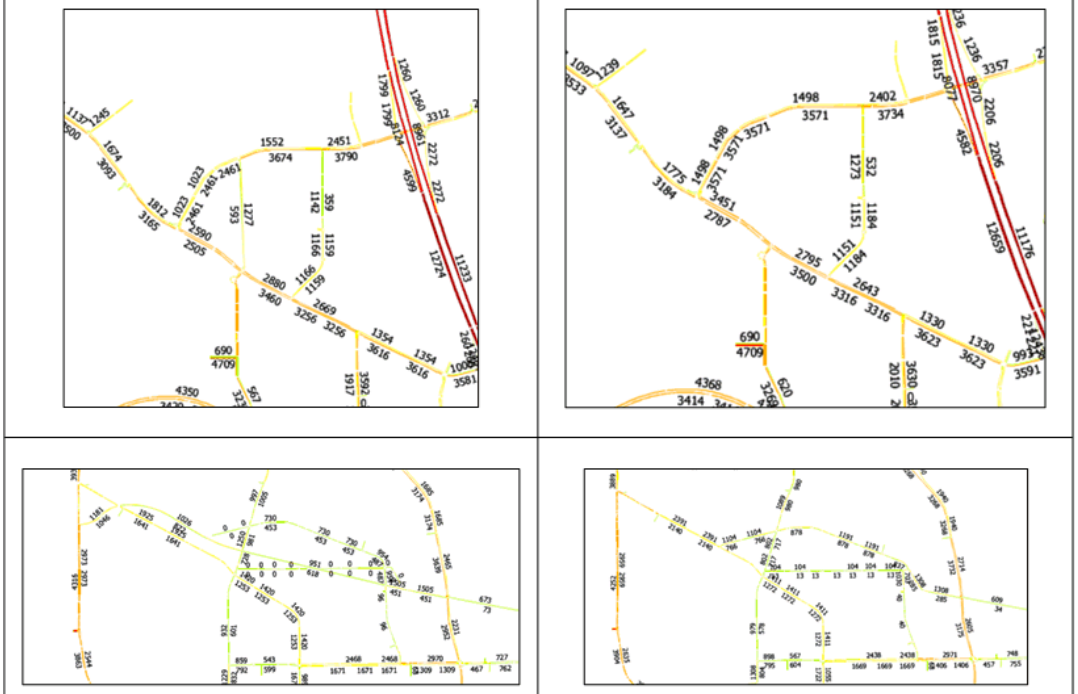
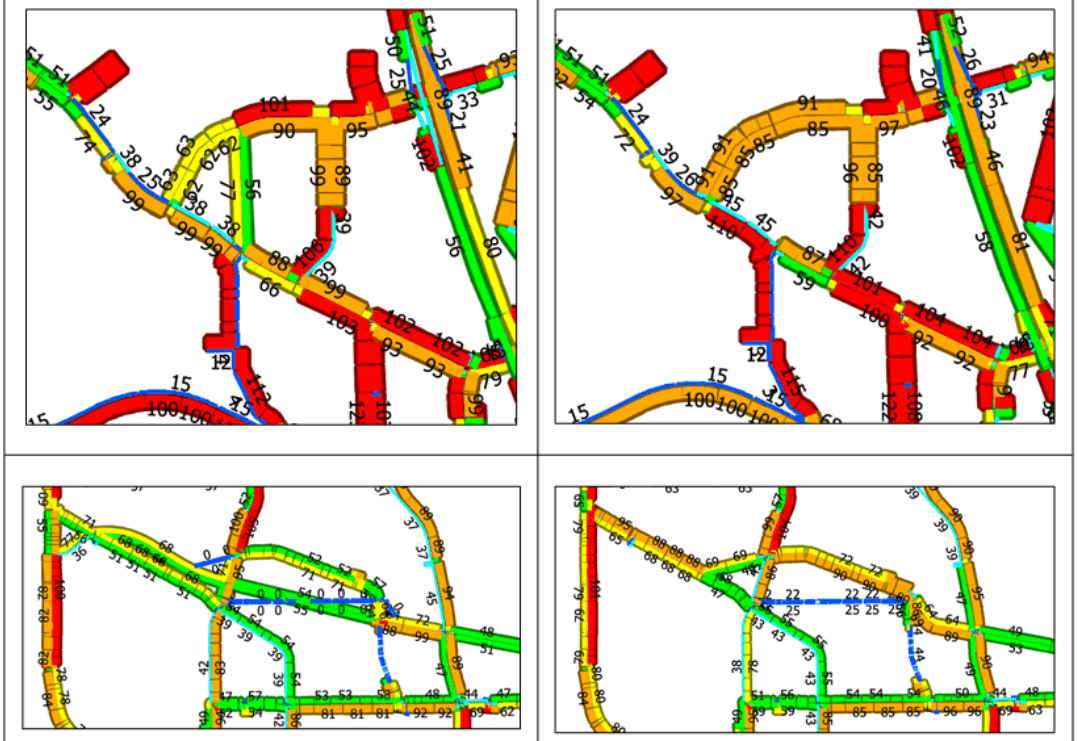
2031 AM Assigned Volume



2031 PM Volume Capacity



Document Set ID: 8194825
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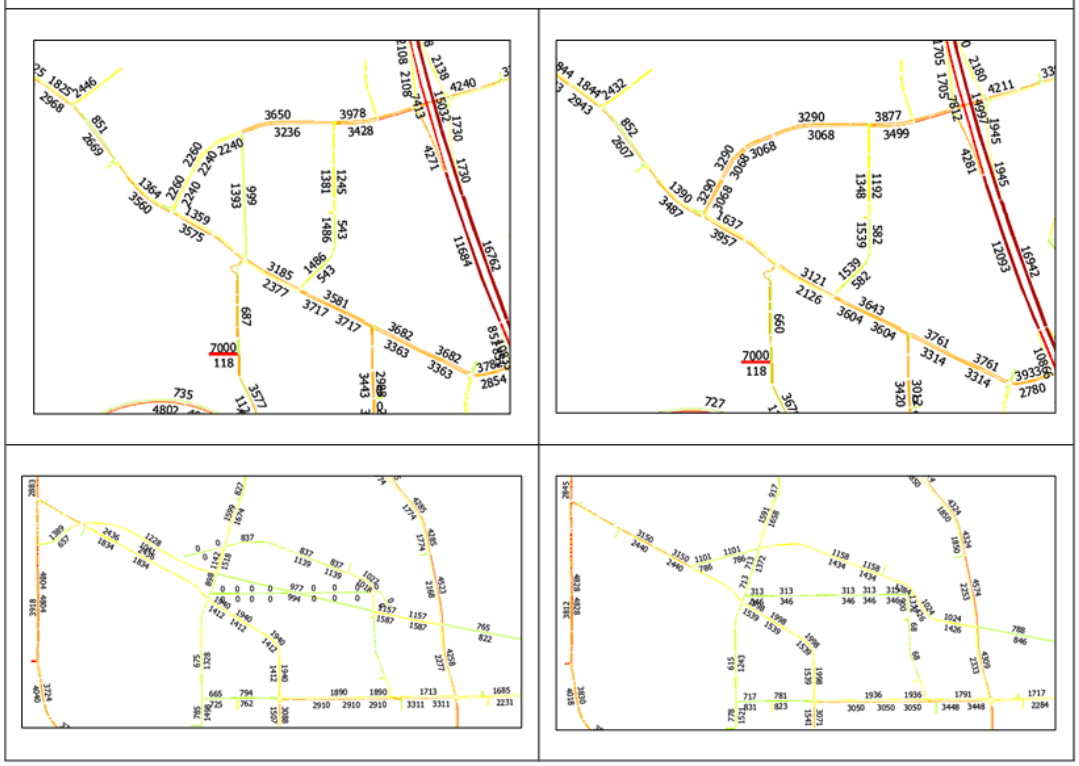
2031 PM Assigned Volume



Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019

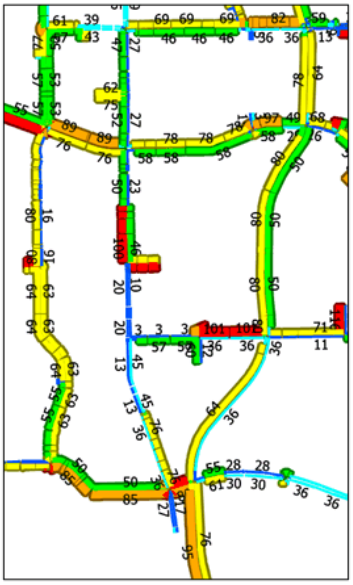
C2 Scenario 2 (year 2031) – network with Rockingham Road narrowed to 2 lanes

Modelling results of Scenario 2 with Rockingham Road as is with 4 lanes indicated several findings:

1. Rockingham Road with 4 lanes increases congestion around intersection between Spearwood Avenue and Rockingham Road,
2. Small sections of Stock Road between Spearwood Avenue and Phoenix Road reduces in congestion.
3. Small section of Spearwood Avenue performs marginally better

Modelling results of Scenario 2 with Rockingham Road narrowing to 2 lanes shows:

1. Spearwood Avenue still operates within capacity
2. Small section of Rockingham Road shows higher congestion
3. There is minor increase in congestion in surrounding network but generally volume capacity ration between scenarios very similar
4. Network still performs within road capacity

With Rockingham Road with 4 lanes	**With Rockingham Road Narrowing to 2 lanes**
2031 AM Volume Capacity	
	

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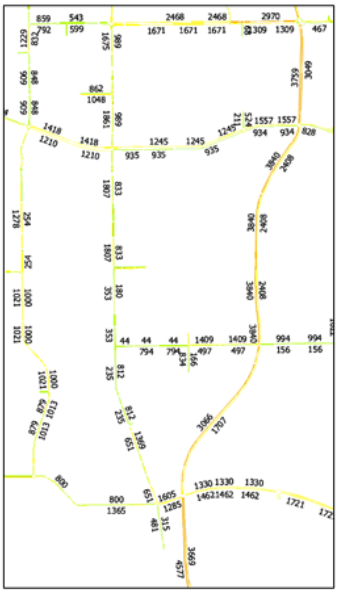
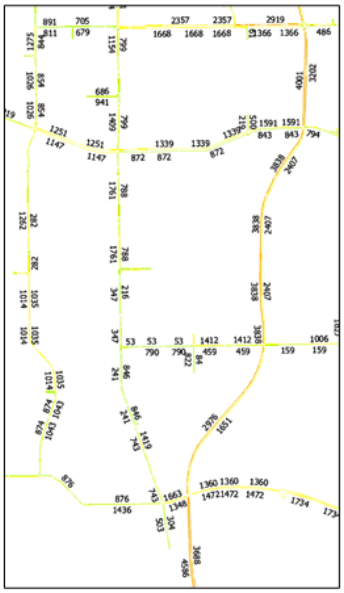
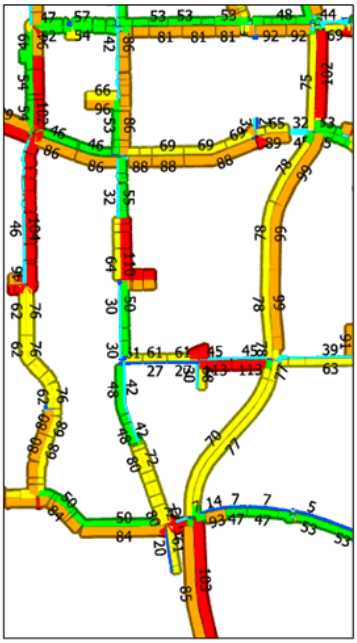
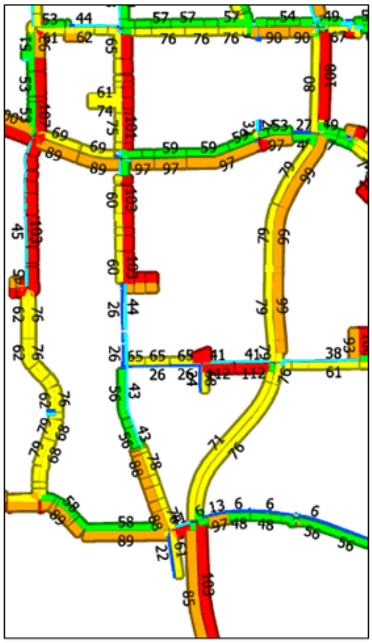
2031 AM Assigned Volume





2031 PM Volume Capacity





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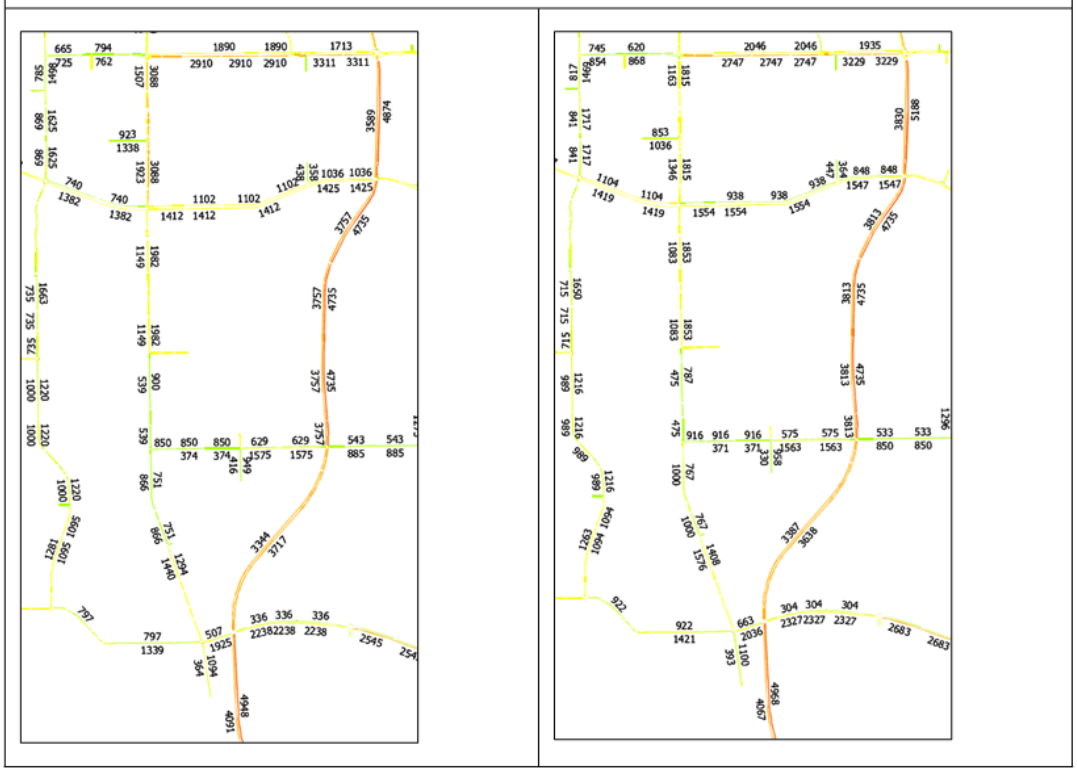

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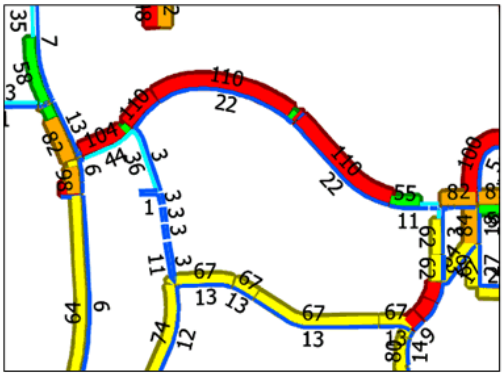
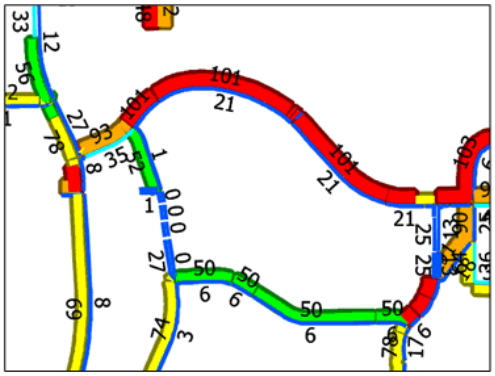
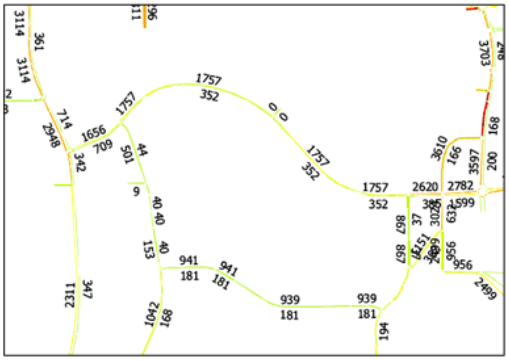
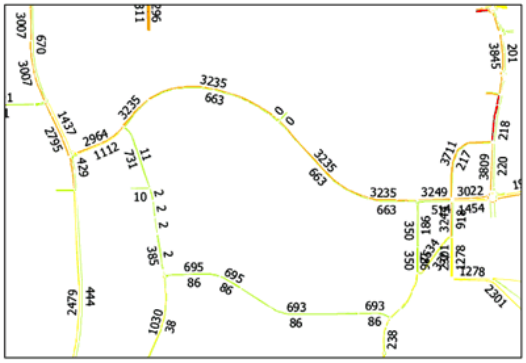
C3 Scenario 3 (year 2031) – network with Farrington Road duplication

Modelling results of Scenario 3 With Farrington Road Duplication indicated several findings:

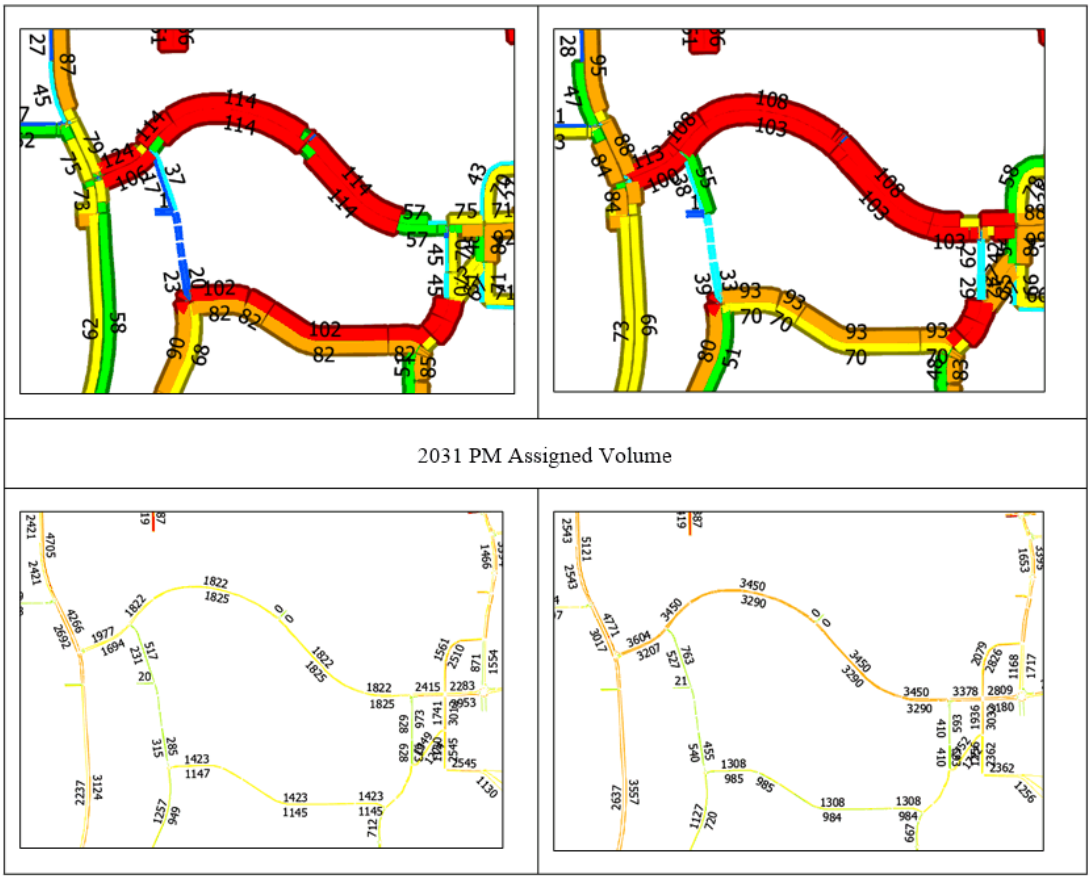
1. Farrington Road performance is still over capacity after duplication
2. Duplication attracts almost double volume to Farrington Road
3. North Lake Road and Farrington intersection, south arm is over capacity after duplication
4. Small reduction in congestion on Hope Road

Modelling results of Scenario 3 Without Farrington Road Duplication shows:

1. Farrington Road over capacity without duplication
2. Overall performance between two scenarios is very similar because Farrington road is already congested and with increase of capacity Farrington Road attracts significantly more traffic which causes it to reach capacity again. Therefore, there is minimal benefit in duplication.

Without Farrington Road Duplication	With Farrington Road Duplication
2031 AM Volume Capacity	
	
2031 AM Assigned Volume	
	
2031 PM Volume Capacity	

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019



2031 PM Assigned Volume

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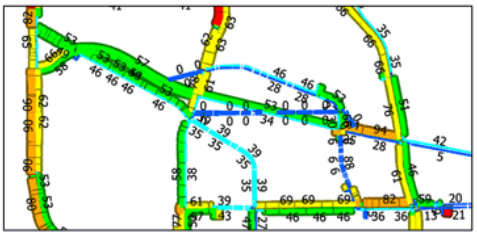
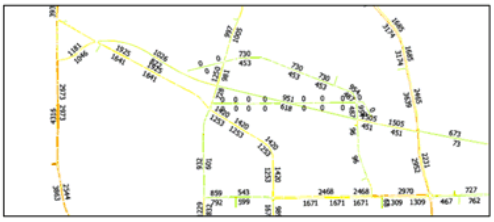
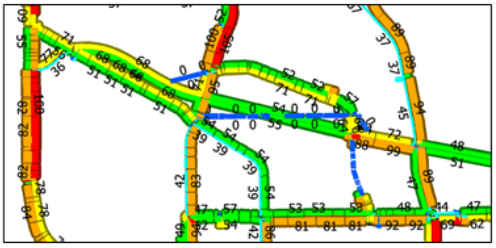
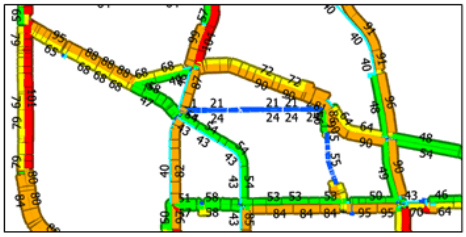
C4 Scenario 4 (year 2031) – network without Roe 9 link

Modelling results of Scenario 4 indicated several findings:

1. Roe 9 link relieves some sections of Forrest Road from congestion
2. Roe 9 link increases congestion around Cockburn Road

Modelling results of Scenario 4 Without Roe 9 only shows:

1. Without Roe 9 link network still operates at acceptable levels with many links still within capacity

With Roe 9 only	Without Roe 9 only
2031 AM Volume Capacity	
	
2031 AM Assigned Volume	
	
2031 PM Volume Capacity	
	

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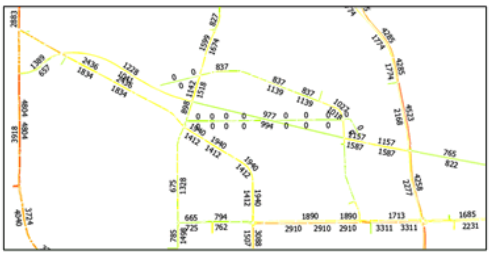

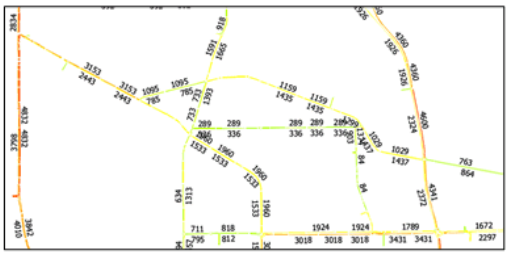

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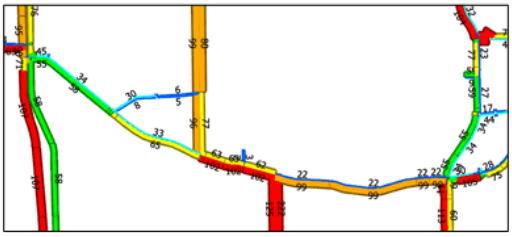
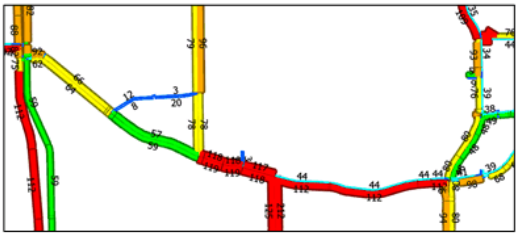
C5 Scenario 5 (year 2031) – network with Russell Road duplication

Modelling results of Scenario 5 With Rowley Road duplication & with Russell Road duplication indicated several findings:

1. Major decrease in congestion on Russell Road between Henderson Road and Rockingham Road
2. Major decrease in congestion on Russell Road between Frankland Avenue and Kwinana Freeway
3. Some additional congestion on south arm of Frankland Road

Modelling results of Scenario with Rowley Road duplication & Without Russell Road duplication shows:

1. Significant increase in congestion between Kwinana Freeway and Henderson Road
2. Frankland Road south arm is already over capacity

With Rowley Road duplication & with Russell Road duplication	With Rowley Road duplication & without Russell Road duplication
2031 AM Volume Capacity	
	
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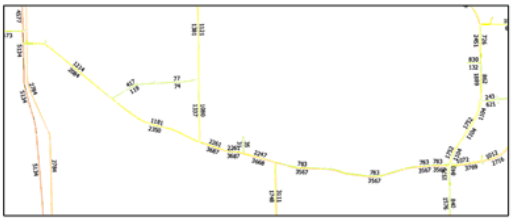	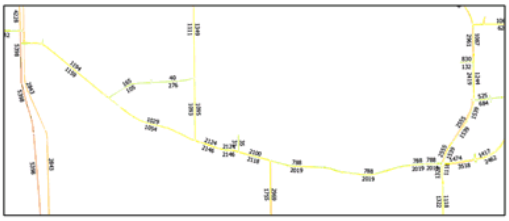
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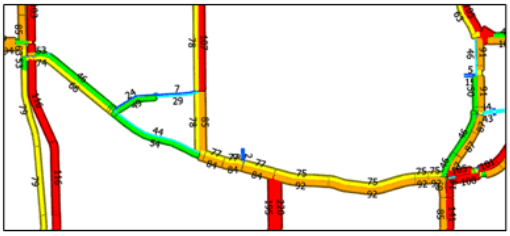	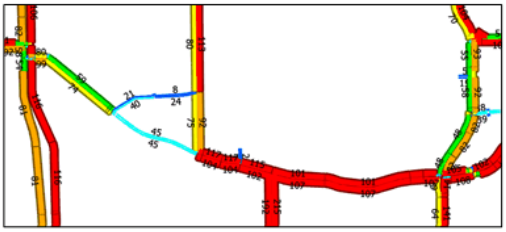

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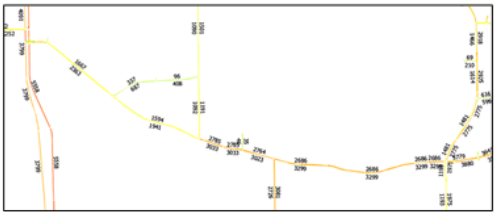

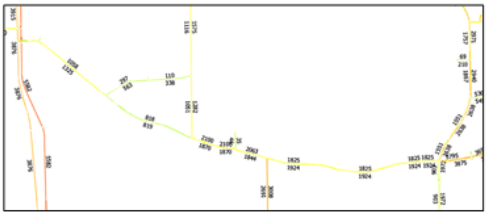

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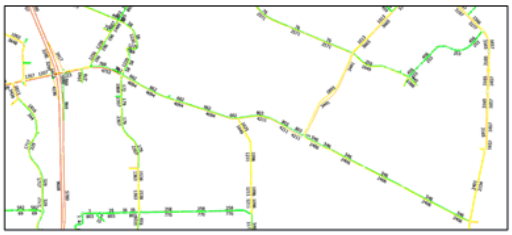
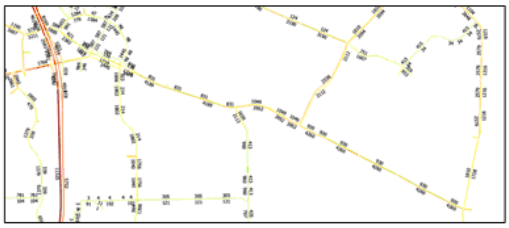
C6 Scenario 6 (year 2021) – network with Armadale Road duplication

Modelling results of Scenario 6 with Armadale Road duplication of the entire length by 2021 indicated several findings:

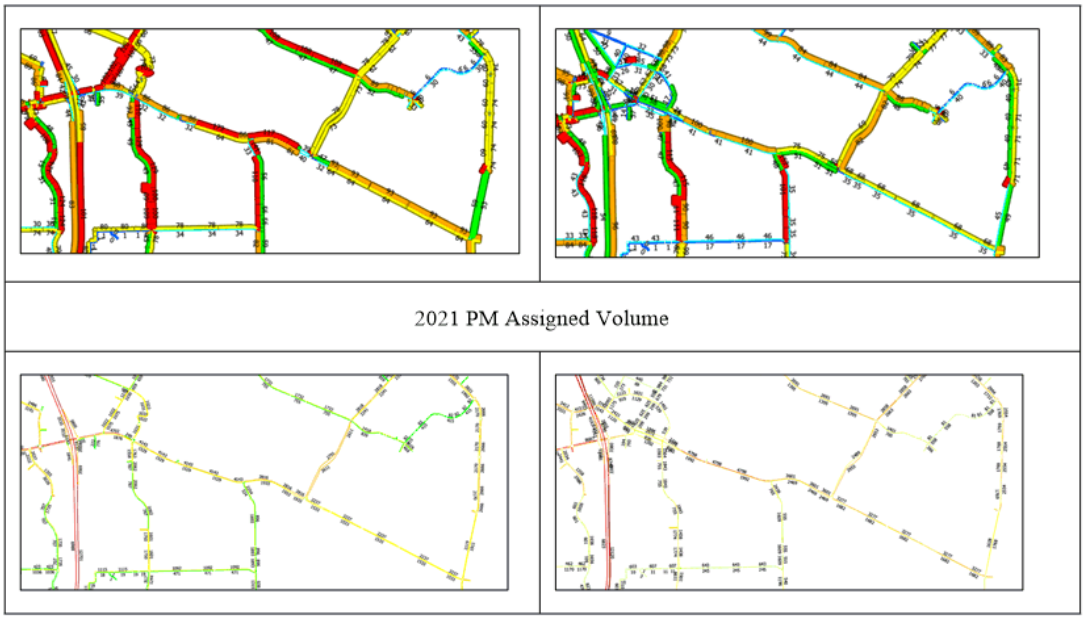
1. Major decrease in congestion on Armadale Road
2. Some increase in congestion on Liddelow Road
3. Tapper Rodd northbound movement shows reduction in congestion
4. Tapper Road southbound remains congested
5. Significant reduction in congestion around Armadale Road and Kwinana Freeway interchange
6. Reduction in traffic volume on Bartram Road

Modelling results of Scenario 6 without Armadale Road duplication by 2021 shows:

1. Significant congestion on the whole stretch of Armadale Road
2. Tapper Road over capacity
3. Liddelow Road over capacity
4. Significant congestion around Armadale Road and Kwinana Freeway interchange

Without Armadale Road duplication	With Armadale Road duplication
2021 AM Volume Capacity	
2021 AM Assigned Volume	
	
2021 PM Volume Capacity	

Document Set ID: 8194825
Version: 1, Version Date: 07/03/2019



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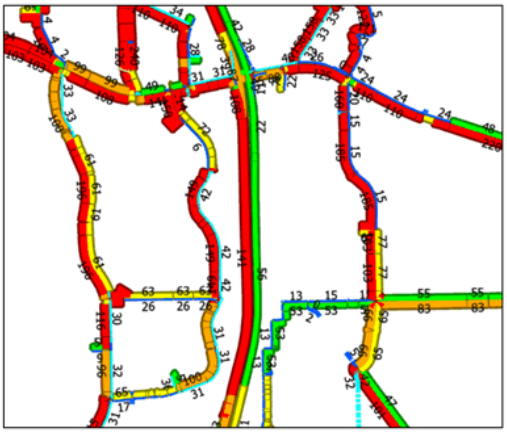
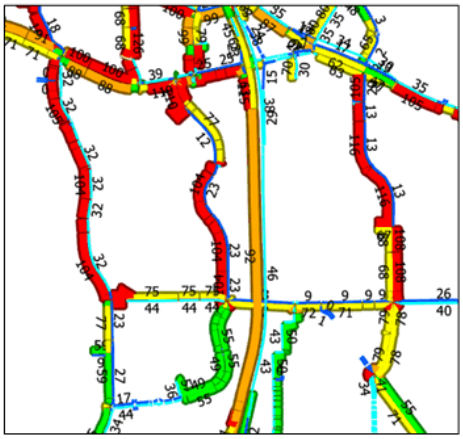
C7 Scenario 7 (year 2031) – network with Bartram Road Bridge crossing of the freeway

Modelling results of Scenario 7 with Bartram Road bridge crossing indicated several findings:

1. Major improvement on section of the Wentworth Parade between Bartram Road and Hammond Road
2. Reduction in congestion on Hammond Road
3. Reduction in congestion Tapper Road by around 10% but still just over capacity
4. Reduction in congestion on Wentworth Parade between Bartram Road and Beeliar Drive by around 40% but still just over capacity
5. Reduction in congestion on Hammond Road by around 90% but still just over capacity
6. Significant reduction in congestion on Kwinana Freeway

Modelling results of Scenario 7 without Bartram Road bridge crossing shows:

1. High congestion around whole Wentworth Parade, Hammond Road, Beeliar Drive, Tapper Road and Kwinana Freeway

Without Bartram Road Bridge crossing	With Bartram Road Bridge crossing
2031 AM Volume Capacity	
	

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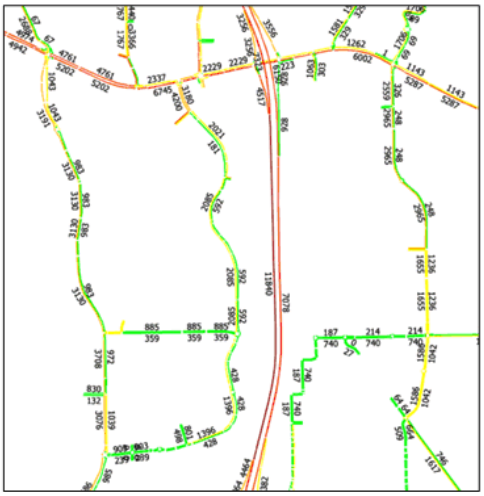
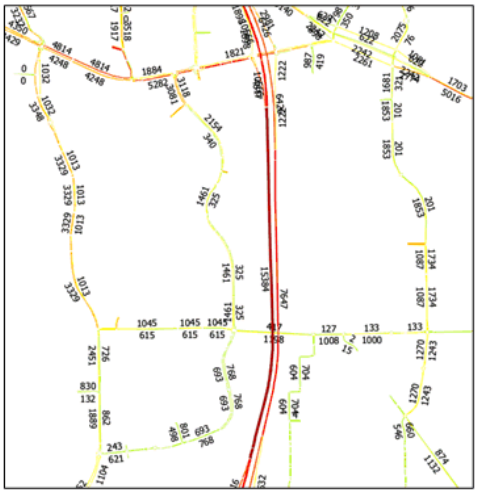
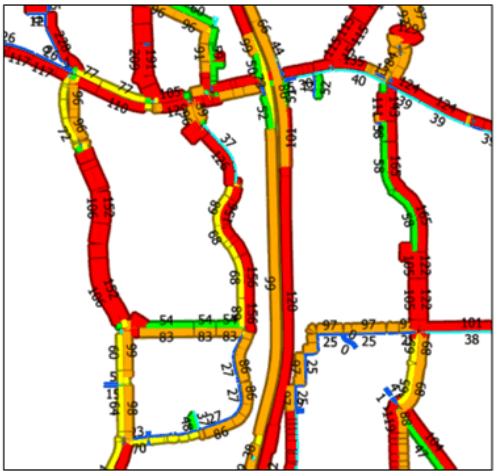
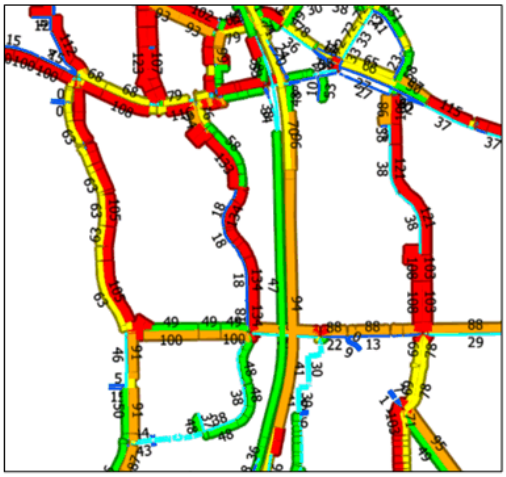
2031 AM Assigned Volume





2031 PM Volume Capacity





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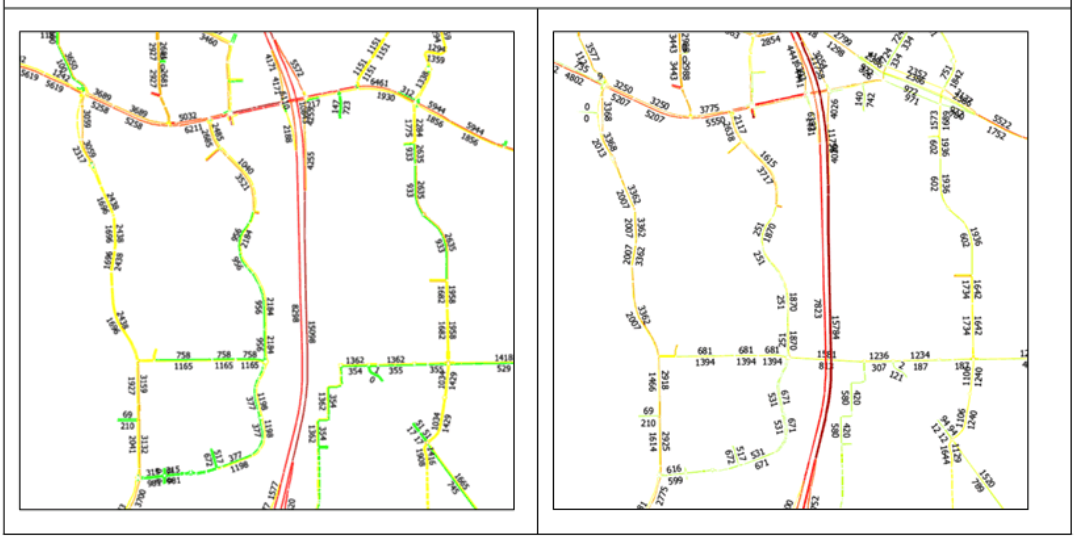

Appendix D

Demographic data

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Zone	Population											
	2016		2021					2031				
	Main Roads	CoC Adjusted to Main Roads Zones	Main Roads Growth Rate 2016-2021	Main Roads	CoC Data Split into Main Roads Zones	Forecast based on the Adjusted 2016 Base with CoC data and factored up with Main Roads growth factors	CoC Further Refined from Feedback	Main Roads Growth Rate 2016-2031	Main Roads	CoC Data Split into Main Roads Zones	Forecast based on the Adjusted 2016 Base with CoC data and factored up with Main Roads growth factors	CoC Further Refined from Feedback
666	2,922	2,207	0.98	2,877	2,160	2,173	2,160	0.88	2,570	2,212	1,941	2,212
667	909	909	0.55	499	499	499	499	0.55	500	500	500	500
690	1,745	1,745	1.04	1,812	1,812	1,812	1,812	0.90	1,563	1,563	1,563	1,563
727	3,413	3,413	1.10	3,756	3,756	3,756	3,756	1.23	4,191	4,191	4,191	4,191
728	2,132	2,132	1.01	2,158	2,158	2,158	2,158	1.05	2,236	2,236	2,236	2,236
729	3,180	3,180	1.08	3,448	3,448	3,448	3,448	1.26	4,017	4,017	4,017	4,017
733	629	584	8.26	5,198	4,338	4,828	2,503	15.90	10,000	9,036	9,288	7,499
734	1,569	1,457	1.28	2,016	1,682	1,872	2,048	1.59	2,496	2,255	2,318	2,644
735	3,246	3,496	1.08	3,515	3,948	3,785	3,948	1.29	4,180	4,751	4,501	4,751
736	2,450	2,638	1.09	2,678	3,008	2,884	3,008	1.28	3,124	3,551	3,364	3,551
737	1,640	1,757	1.05	1,730	1,932	1,854	1,932	1.40	2,298	2,550	2,462	2,550
738	3,073	3,309	1.04	3,204	3,598	3,450	3,598	1.25	3,834	4,358	4,129	4,358
739	1,444	1,516	1.01	1,458	1,591	1,530	1,591	1.07	1,549	1,551	1,626	1,551
740	1,903	1,997	1.05	1,998	2,181	2,097	2,181	1.43	2,727	2,731	2,862	2,731
741	3,174	2,948	1.20	3,812	3,181	3,541	4,089	1.31	4,160	3,759	3,864	4,482
742	6,395	6,712	1.11	7,067	7,713	7,417	7,713	1.23	7,876	7,886	8,266	7,886
743	2,446	2,272	1.06	2,598	2,168	2,413	2,730	1.16	2,847	2,573	2,644	2,997
744	3,101	3,182	1.04	3,238	3,590	3,322	3,590	1.06	3,274	3,418	3,359	3,418
745	7	7	1.00	7	6	7	6	1.00	7	6	7	6
746	1,230	1,262	1.24	1,529	1,695	1,569	1,695	1.89	2,319	2,421	2,379	2,421
747	1	1	1.00	1	1	1	1	1.00	1	1	1	1
748	10	8	1.00	10	9	8	9	1.50	15	19	11	19
749	199	152	1.02	203	178	155	178	0.82	163	210	124	210
750	426	325	0.90	384	338	293	2,395	1.16	496	639	378	4,812
751	53	54	0.94	50	55	51	55	0.96	51	53	52	53
752	-	-		-	-	-	-		-	-	-	-
753	72	74	0.99	71	79	73	79	0.97	70	73	72	73
754	4,728	5,336	0.98	4,655	5,357	5,253	5,357	0.94	4,466	5,306	5,040	5,306
755	1,848	2,086	1.17	2,165	2,492	2,443	2,492	1.23	2,270	2,697	2,562	2,697
756	1,802	1,978	1.05	1,887	2,509	2,071	2,509	1.02	1,834	2,846	2,013	2,846
757	4,483	4,921	1.01	4,548	6,047	4,993	6,047	0.95	4,250	6,596	4,665	6,596
758	866	951	0.99	859	1,142	943	1,142	0.97	841	1,305	923	1,305
759	-	-		-	-	-	-		-	-	-	-
760	-	-		-	-	-	-		-	-	-	-
761	-	-		-	-	-	-		-	-	-	-
762	1,065	1,003	1.09	1,161	1,131	1,094	1,131	1.07	1,143	1,243	1,077	1,243

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Zone	Population											
	2016		2021					2031				
	Main Roads	CoC Adjusted to Main Roads Zones	Main Roads Growth Rate 2016-2021	Main Roads	CoC Data Split into Main Roads Zones	Forecast based on the Adjusted 2016 Base with CoC data and factored up with Main Roads growth factors	CoC Further Refined from Feedback	Main Roads Growth Rate 2016-2031	Main Roads	CoC Data Split into Main Roads Zones	Forecast based on the Adjusted 2016 Base with CoC data and factored up with Main Roads growth factors	CoC Further Refined from Feedback
763	-	-		-	-	-	-		-	-	-	-
764	2,626	2,731	1.05	2,749	3,203	2,859	3,203	1.15	3,018	3,476	3,139	3,476
765	879	690	1.01	891	709	700	709	1.02	896	906	704	906
766	2,632	2,737	1.03	2,705	3,152	2,813	3,152	1.12	2,950	3,398	3,068	3,398
767	1,273	1,098	1.00	1,277	1,148	1,101	1,148	0.96	1,218	1,272	1,050	1,272
768	959	827	1.02	978	879	843	879	0.96	918	959	792	959
769	-	-		-	-	-	-		-	-	-	-
770	834	655	0.95	792	630	622	630	0.87	728	737	572	737
771	4,090	3,527	0.99	4,047	3,638	3,490	3,638	1.00	4,093	4,276	3,530	4,276
772	4,756	4,913	1.00	4,747	5,070	4,904	5,070	0.96	4,578	8,071	4,729	8,071
773	2,174	2,246	1.16	2,529	2,701	2,612	2,701	1.29	2,812	4,957	2,904	4,957
774	263	272	3.42	901	963	931	963	2.45	644	1,135	665	1,135
775	2,779	9,403	0.97	2,693	9,680	9,114	9,680	0.86	2,384	9,282	8,068	9,282
776	5,384	10,548	1.00	5,394	12,151	10,569	12,151	1.04	5,592	15,173	10,957	15,173
777	6,613	5,038	1.27	8,407	7,391	6,405	5,334	1.22	8,052	10,372	6,135	6,200
778	5,489	6,548	1.20	6,568	11,304	7,835	8,035	1.22	6,687	14,321	7,977	8,127
779	2,864	1,708	0.30	848	730	506	730	0.10	296	317	177	317
780	35	38	1.49	52	58	57	58	3.06	107	134	118	134
781	2,310	2,540	0.99	2,296	2,540	2,524	2,540	0.94	2,169	2,720	2,385	2,720
782	570	664	0.88	503	773	586	4,041	0.89	509	954	593	7,148
891	3,103	4,181	0.53	1,651	3,361	2,225	3,361	0.66	2,060	1,984	2,776	1,984
892	3,647	4,914	1.26	4,596	9,356	6,193	9,356	2.02	7,360	7,087	9,917	7,087
893	313	422	5.02	1,571	3,198	2,117	3,198	9.92	3,105	2,990	4,184	2,990
939	60	60	1.58	95	95	95	95	2.12	127	127	127	127
940	84	84	0.95	80	80	80	80	0.99	83	83	83	83
941	1	1	38.00	38	38	38	38	5.00	5	5	5	5
Total ROM Area	**115,899**	**129,456**		**127,000**	**156,649**	**141,010**	**156,649**		**141,759**	**181,292**	**157,089**	**181,292**
Cockburn only area	**97,312**	**108,415**		**107,296**	**128,848**	**118,590**	**128,848**		**116,512**	**156,510**	**127,490**	**156,510**
City of Cockburn forecast	108,770	108,770		129,308	129,308	129,308	129,308		157,018	157,018	157,018	157,018
Difference	(11,458)	(355)		(22,012)	(460)	(10,718)	(460)		(40,506)	(508)	(29,528)	(508)
External Zones Total	18,587	21,041		19,704	27,801	22,420	27,801		25,247	24,782	29,599	24,782

Zone	Dwellings											
	2016		2021					2031				
	Main Roads	CoC Adjusted to Main Roads Zones	Main Roads Growth Rate 2016-2021	Main Roads	CoC Data Split into Main Roads Zones	Forecast based on the Adjusted 2016 Base with CoC data and factored up with Main Roads growth factors	CoC Further Refined from Feedback	Main Roads Growth Rate 2016-2031	Main Roads	CoC Data Split into Main Roads Zones	Forecast based on the Adjusted 2016 Base with CoC data and factored up with Main Roads growth factors	CoC Further Refined from Feedback
666	947	749	1.01	952	754	753	754	1.02	970	770	767	770
667	287	287	0.94	270	270	270	270	1.34	385	385	385	385
690	710	710	1.02	721	721	721	721	1.02	726	726	726	726
727	1,525	1,525	1.11	1,688	1,688	1,688	1,688	1.24	1,895	1,895	1,895	1,895
728	781	781	1.02	795	795	795	795	1.07	837	837	837	837
729	1,485	1,485	1.10	1,639	1,639	1,639	1,639	1.31	1,947	1,947	1,947	1,947
733	255	269	9.84	2,510	2,717	2,650	1,250	19.02	4,849	4,121	5,119	3,751
734	447	472	1.42	636	688	671	1,000	1.86	831	706	877	815
735	1,543	1,669	1.07	1,653	1,848	1,788	1,848	1.24	1,917	2,208	2,074	2,208
736	1,145	1,239	1.09	1,244	1,391	1,346	1,391	1.25	1,426	1,643	1,542	1,643
737	774	838	1.05	816	911	884	911	1.31	1,013	1,141	1,097	1,141
738	1,416	1,532	1.04	1,474	1,648	1,594	1,648	1.20	1,695	1,953	1,833	1,953
739	644	701	1.01	648	721	706	721	1.09	701	719	764	719
740	898	978	1.04	931	1,036	1,014	1,036	1.27	1,137	1,166	1,238	1,166
741	1,292	1,364	1.22	1,580	1,710	1,668	2,370	1.40	1,804	1,533	1,904	1,726
742	2,553	2,781	1.12	2,861	3,183	3,116	3,183	1.29	3,296	3,380	3,590	3,380
743	934	986	1.12	1,043	1,129	1,101	1,624	1.31	1,225	1,041	1,293	1,111
744	1,148	1,161	1.09	1,249	1,333	1,263	1,333	1.22	1,403	1,364	1,419	1,364
745	4	4	1.00	4	4	4	4	1.00	4	3	4	3
746	527	533	1.26	665	710	673	710	1.79	944	918	955	918
747	-	-	1.00	-	-	-	-	1.00	-	-	-	-
748	7	5	1.00	7	6	5	6	0.86	6	7	5	7
749	141	107	0.99	140	112	106	112	0.96	136	150	103	150
750	166	126	1.00	166	133	126	749	1.14	189	208	143	1,321
751	21	21	1.00	21	22	21	22	1.00	21	20	21	20
752	-	-	1.00	-	-	-	-	1.00	-	-	-	-
753	30	30	1.00	30	32	30	32	1.00	30	29	30	29
754	1,827	2,010	1.00	1,831	1,979	2,015	1,979	1.01	1,840	1,992	2,025	1,992
755	748	823	1.22	910	983	1,001	983	1.30	975	1,056	1,073	1,056
756	624	685	1.11	692	838	759	838	1.18	739	936	811	936
757	1,652	1,813	1.07	1,762	2,135	1,934	2,135	1.10	1,820	2,306	1,997	2,306
758	350	384	1.07	373	452	409	452	1.10	386	489	424	489
759	-	-	1.00	-	-	-	-	1.00	-	-	-	-
760	-	-	1.00	-	-	-	-	1.00	-	-	-	-
761	-	-	1.00	-	-	-	-	1.00	-	-	-	-

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Zone	Dwellings											
	2016		2021					2031				
	Main Roads	CoC Adjusted to Main Roads Zones	Main Roads Growth Rate 2016-2021	Main Roads	CoC Data Split into Main Roads Zones	Forecast based on the Adjusted 2016 Base with CoC data and factored up with Main Roads growth factors	CoC Further Refined from Feedback	Main Roads Growth Rate 2016-2031	Main Roads	CoC Data Split into Main Roads Zones	Forecast based on the Adjusted 2016 Base with CoC data and factored up with Main Roads growth factors	CoC Further Refined from Feedback
762	429	413	1.15	494	472	475	472	1.20	514	524	494	524
763	-	-	1.00	-	-	-	-	1.00	-	-	-	-
764	1,296	1,382	1.03	1,339	1,569	1,428	1,569	1.09	1,414	1,630	1,508	1,630
765	334	272	1.03	344	283	281	283	1.13	378	359	308	359
766	1,161	1,238	1.03	1,194	1,399	1,273	1,399	1.13	1,314	1,514	1,401	1,514
767	470	424	1.04	491	443	443	443	1.07	503	500	454	500
768	328	296	1.09	356	321	321	321	1.15	376	374	339	374
769	-	-	1.00	-	-	-	-	1.00	-	-	-	-
770	263	215	1.06	279	229	228	229	1.10	288	273	235	273
771	1,647	1,486	1.01	1,662	1,498	1,500	1,498	1.03	1,703	1,692	1,537	1,692
772	1,827	2,129	1.01	1,841	2,120	2,145	2,120	1.03	1,880	3,390	2,191	3,390
773	819	954	1.27	1,040	1,198	1,212	1,198	1.41	1,157	2,086	1,348	2,086
774	123	144	3.36	414	476	482	476	2.85	352	634	410	634
775	950	3,140	1.02	970	3,293	3,203	3,293	1.05	995	3,308	3,286	3,308
776	2,002	3,920	1.05	2,111	4,464	4,134	4,464	1.16	2,319	5,444	4,541	5,444
777	2,339	1,776	1.34	3,140	2,513	2,384	1,897	1.38	3,227	3,554	2,450	2,442
778	2,188	2,283	1.21	2,650	3,934	2,765	2,606	1.31	2,873	5,175	2,997	2,747
779	1,120	584	0.26	289	215	151	215	0.10	108	97	56	97
780	12	13	1.58	19	20	21	20	3.42	41	45	45	45
781	822	895	1.05	860	897	937	897	1.10	906	987	987	987
782	143	151	1.37	196	265	207	1,593	1.39	198	314	209	2,743
891	1,227	1,416	0.52	632	1,090	729	1,090	0.62	756	1,100	872	1,100
892	1,459	1,684	1.18	1,724	2,972	1,989	2,972	1.85	2,700	3,929	3,116	3,929
893	120	138	4.81	577	995	666	995	9.49	1,139	1,658	1,314	1,658
939	22	22	1.64	36	36	36	36	2.41	53	53	53	53
940	34	34	1.03	35	35	35	35	1.03	35	35	35	35
941	2	2	2.00	4	4	4	4	2.00	4	4	4	4
Total ROM Area	**46,018**	**51,080**		**52,007**	**62,327**	**57,801**	**62,327**		**60,378**	**74,330**	**67,090**	**74,330**
Cockburn only area	**38,366**	**42,996**		**43,886**	**52,082**	**49,228**	**52,082**		**49,901**	**61,761**	**55,906**	**61,761**
City of Cockburn forecast	43,333	43,333		50,949	50,949	50,950	50,951		62,098	62,098	62,099	62,100
Difference	(4,967)	(337)		(7,063)	1,133	(1,722)	1,131		(12,197)	(337)	(6,193)	(339)
External Zones Total	7,652	8,084		8,121	10,245	8,573	10,245		10,477	12,569	11,184	12,569

Zone	Employment							
	2016		Growth 2016-2021	2021		Growth 2016-2031	2031	
	Main Roads	Adjusted	Main Roads	Main Roads	Forecast based on the Adjusted 2016 Base with CoC data and factored up with Main Roads growth factors	Main Roads	Main Roads	Forecast based on the Adjusted 2016 Base with CoC data and factored up with Main Roads growth factors
666	180	1,165	1.03	186	1,204	0.77	138	893
667	2,703	2,703	4.03	10,904	10,904	7.12	19,257	19,257
690	124	124	1.00	124	124	1.10	136	136
727	362	362	1.05	379	379	1.16	421	421
728	224	224	1.08	242	242	1.25	279	279
729	1,327	1,327	1.07	1,423	1,423	1.22	1,617	1,617
733	364	516	4.51	1,642	2,328	7.67	2,791	3,958
734	274	261	1.95	533	509	1.64	448	428
735	600	677	1.06	633	714	1.18	705	795
736	180	203	1.11	200	226	1.26	227	256
737	211	358	1.01	213	362	1.15	242	411
738	236	548	1.04	246	571	1.14	269	625
739	31	24	1.10	34	26	1.23	38	29
740	1,916	1,457	1.05	2,017	1,534	1.18	2,255	1,715
741	392	322	0.90	353	290	0.93	366	301
742	1,245	789	1.01	1,252	794	1.08	1,341	850
743	118	107	1.02	120	108	1.19	140	126
744	196	177	1.07	209	189	1.20	235	212
745	358	-	0.91	324	-	0.92	328	-
746	368	332	1.07	393	355	1.42	521	470
747	198	272	1.08	214	294	1.22	242	333
748	3,953	5,439	1.03	4,054	5,578	1.09	4,315	5,937
749	276	243	5.41	1,494	1,318	16.09	4,440	3,916
750	133	117	6.18	822	725	48.29	6,423	5,665
751	13	11	23.38	304	268	41.40	538	475
752	245	216	2.19	536	473	3.57	874	771
753	15	22	1.00	15	22	1.07	16	24
754	290	376	1.05	305	396	1.17	339	440
755	111	144	1.05	116	151	1.15	128	166
756	99	171	1.12	111	192	1.10	109	189
757	427	739	1.08	462	800	1.21	515	891
758	113	196	1.04	118	204	1.10	124	215
759	9	12	0.78	7	9	0.78	7	9
760	772	1,126	1.28	989	1,443	1.44	1,111	1,621
761	2,442	3,563	1.03	2,521	3,678	1.14	2,794	4,077

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Zone	Employment							
	2016		Growth 2016-2021	2021		Growth 2016-2031	2031	
	Main Roads	Adjusted	Main Roads	Main Roads	Forecast based on the Adjusted 2016 Base with CoC data and factored up with Main Roads growth factors	Main Roads	Main Roads	Forecast based on the Adjusted 2016 Base with CoC data and factored up with Main Roads growth factors
762	2,731	3,151	1.04	2,838	3,274	1.12	3,063	3,534
763	1,777	1,527	1.04	1,841	1,582	1.12	1,999	1,718
764	235	269	1.04	244	280	1.16	272	312
765	27	31	1.19	32	37	1.26	34	39
766	96	110	1.09	105	120	1.43	137	157
767	151	173	1.26	191	219	1.25	189	217
768	36	41	1.64	59	68	1.47	53	61
769	11	5	0.73	8	4	0.55	6	3
770	151	117	0.99	150	116	1.06	160	124
771	470	328	1.04	488	341	1.19	561	392
772	847	1,224	1.05	888	1,283	1.18	999	1,444
773	68	98	3.73	253	366	8.23	559	807
774	300	3,305	3.94	1,181	13,008	2.79	836	9,205
775	-	-	1.00	-	-	1.00	-	-
776	366	1,583	1.04	379	1,642	0.95	349	1,509
777	383	1,527	1.84	704	2,806	0.98	376	1,499
778	297	514	1.02	304	526	1.03	307	532
779	224	194	0.93	208	180	1.39	311	269
780	1,349	2,604	1.21	1,635	3,156	1.33	1,788	3,451
781	742	875	1.02	758	894	1.16	858	1,012
782	1,605	5,112	1.06	1,705	5,431	1.08	1,741	5,544
891	160	160	0.73	117	117	1.10	176	176
892	181	181	1.47	266	266	1.97	357	357
893	1	1	3.00	3	3	5.00	5	5
939	2	2	1.00	2	2	84.00	168	168
940	-	-	1.00	838	-	1.00	1,634	-
941	2	2	564.00	1,128	1,128	1,363.05	2,726	2,726
Total ROM Area	**32,716**	**47,460**		**49,821**	**74,681**		**73,392**	**92,766**
Cockburn only area	**27,630**	**42,374**		**34,395**	**60,093**		**46,616**	**67,624**
City of Cockburn forecast	54,575	54,575		54,577	54,578		54,580	54,581
Difference	(26,945)	(12,201)		(20,182)	5,515		(7,964)	13,043
External Zones Total	5,086	5,086		15,426	14,588		26,776	25,142

Zone	Education							
	2016		Growth 2016-2021	2021		Growth 2016-2031	2031	
	Main Roads	Adjusted	Main Roads	Main Roads	Forecast based on the Adjusted 2016 Base with Department of Education data and factored up with Main Roads growth factors	Main Roads	Main Roads	Forecast based on the Adjusted 2016 Base with Department of Education data and factored up with Main Roads growth factors
666	-	-	1.00	-	-	1.00	-	-
667	1,311	1,311	1.01	1,318	1,318	1.01	1,326	1,326
690	613	613	1.04	635	635	1.09	671	671
727	583	583	1.03	602	602	1.06	620	620
728	1,193	1,193	1.01	1,205	1,205	1.02	1,222	1,222
729	1,601	1,601	1.02	1,639	1,639	1.05	1,681	1,681
733	-	-	1.00	250	-	1.00	500	-
734	-	-	1.00	-	-	1.00	-	-
735	1,173	1,173	1.00	1,175	1,175	1.01	1,179	1,179
736	18	18	1.00	18	18	1.00	18	18
737	41	41	1.00	41	41	0.85	35	35
738	450	450	1.00	451	451	0.98	443	443
739	-	-	1.00	-	-	1.00	-	-
740	366	366	1.00	367	367	1.00	366	366
741	-	-	1.00	-	-	1.00	-	-
742	746	746	1.00	747	747	0.97	723	723
743	439	439	1.06	466	466	1.09	479	479
744	843	843	1.01	848	848	1.00	842	842
745	-	-	1.00	-	-	1.00	-	-
746	524	524	1.05	551	551	1.13	591	591
747	-	-	1.00	-	-	1.00	-	-
748	-	-	1.00	-	-	1.00	-	-
749	138	138	0.98	135	135	0.98	135	135
750	-	-	1.00	-	-	1.00	-	-
751	-	-	1.00	-	-	1.00	-	-
752	-	-	1.00	-	-	1.00	-	-
753	-	-	1.00	-	-	1.00	-	-
754	1,358	1,358	1.01	1,371	1,371	1.01	1,374	1,374
755	-	-	1.00	-	-	1.00	-	-
756	-	461	1.00	-	461	1.00	-	461
757	714	714	1.12	799	799	1.18	846	846
758	546	546	1.00	547	547	0.99	540	540
759	-	-	1.00	-	-	1.00	-	-
760	-	-	1.00	-	-	1.00	-	-
761	-	-	1.00	-	-	1.00	-	-

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Zone	Education							
	2016		Growth 2016-2021	2021		Growth 2016-2031	2031	
	Main Roads	Adjusted	Main Roads	Main Roads	Forecast based on the Adjusted 2016 Base with Department of Education data and factored up with Main Roads growth factors	Main Roads	Main Roads	Forecast based on the Adjusted 2016 Base with Department of Education data and factored up with Main Roads growth factors
762	165	165	1.00	165	165	0.92	151	151
763	-	-	1.00	-	-	1.00	-	-
764	286	286	1.00	287	287	1.00	286	286
765	-	-	1.00	-	-	1.00	-	-
766	74	-	1.00	74	-	0.93	69	-
767	-	-	1.00	-	-	1.00	-	-
768	-	-	1.00	-	-	1.00	-	-
769	-	-	1.00	-	-	1.00	-	-
770	-	-	1.00	-	-	1.00	-	-
771	918	918	1.00	920	920	0.99	913	913
772	1,208	1,208	1.00	1,210	1,210	0.99	1,199	1,199
773	-	-	1.00	-	-	1.00	-	-
774	-	-	1.00	-	-	1.00	-	-
775	445	445	1.07	478	478	1.11	493	493
776	760	760	1.08	822	822	1.09	825	825
777	-	629	1.00	-	629	1.00	-	629
778	-	1,083	1.00	-	1,083	1.00	-	1,083
779	769	-	0.96	741	-	0.98	751	-
780	-	-	1.00	-	-	1.00	-	-
781	-	-	1.00	-	-	1.00	-	-
782	-	-	1.00	-	-	1.00	-	-
891	126	-	1.45	183	-	1.98	250	-
892	88	927	2.56	225	2,370	5.11	450	4,740
893	-	-	1.00	100	-	1.00	200	-
939	-	-	1.00	-	-	1.00	-	-
940	-	-	1.00	-	-	1.00	-	-
941	-	-	1.00	-	-	1.00	-	-
Total ROM Area	**17,496**	**19,539**		**18,370**	**21,340**		**19,178**	**23,871**
Cockburn only area	**11,981**	**13,311**		**12,463**	**13,571**		**12,758**	**13,611**
City of Cockburn forecast	54,582	54,583		54,585	54,586		54,588	54,589
Difference	(42,601)	(41,272)		(42,122)	(41,015)		(41,830)	(40,978)
External Zones Total	5,515	6,228		5,907	7,769		6,420	10,260

Zone Area	Population						Dwellings						Employment					
	2016		2021		2031		2016		2021		2031		2016		2021		2031	
	Main Roads	CoC Adjusted	Main Roads	CoC Adjusted	Main Roads	CoC Adjusted	Main Roads	CoC Adjusted	Main Roads	CoC Adjusted	Main Roads	CoC Adjusted	Main Roads	CoC Adjusted	Main Roads	CoC Adjusted	Main Roads	CoC Adjusted
Total ROM Area	115,899	129,456	127,000	156,649	141,759	181,292	46,018	51,080	52,007	62,327	60,378	74,330	32,716	47,460	49,821	74,681	73,392	92,766
Cockburn only area	97,312	108,415	107,296	128,848	116,512	156,510	38,366	42,996	43,886	52,082	49,901	61,761	27,630	42,374	34,395	60,093	46,616	67,624
City of Cockburn forecast	108,770	108,770	129,308	129,308	157,018	157,018	43,333	43,333	50,949	50,949	62,098	62,098	54,575	54,575	54,577	54,578	54,580	54,581
Difference	-11,458	-355	-22,012	-460	-40,506	-508	-4,967	-337	-7,063	1,133	-12,197	-337	-26,945	-12,201	-20,182	5,515	-7,964	13,043
External Zones Total	18,587	21,041	19,704	27,801	25,247	24,782	7,652	8,084	8,121	10,245	10,477	12,569	5,086	5,086	15,426	14,588	26,776	25,142

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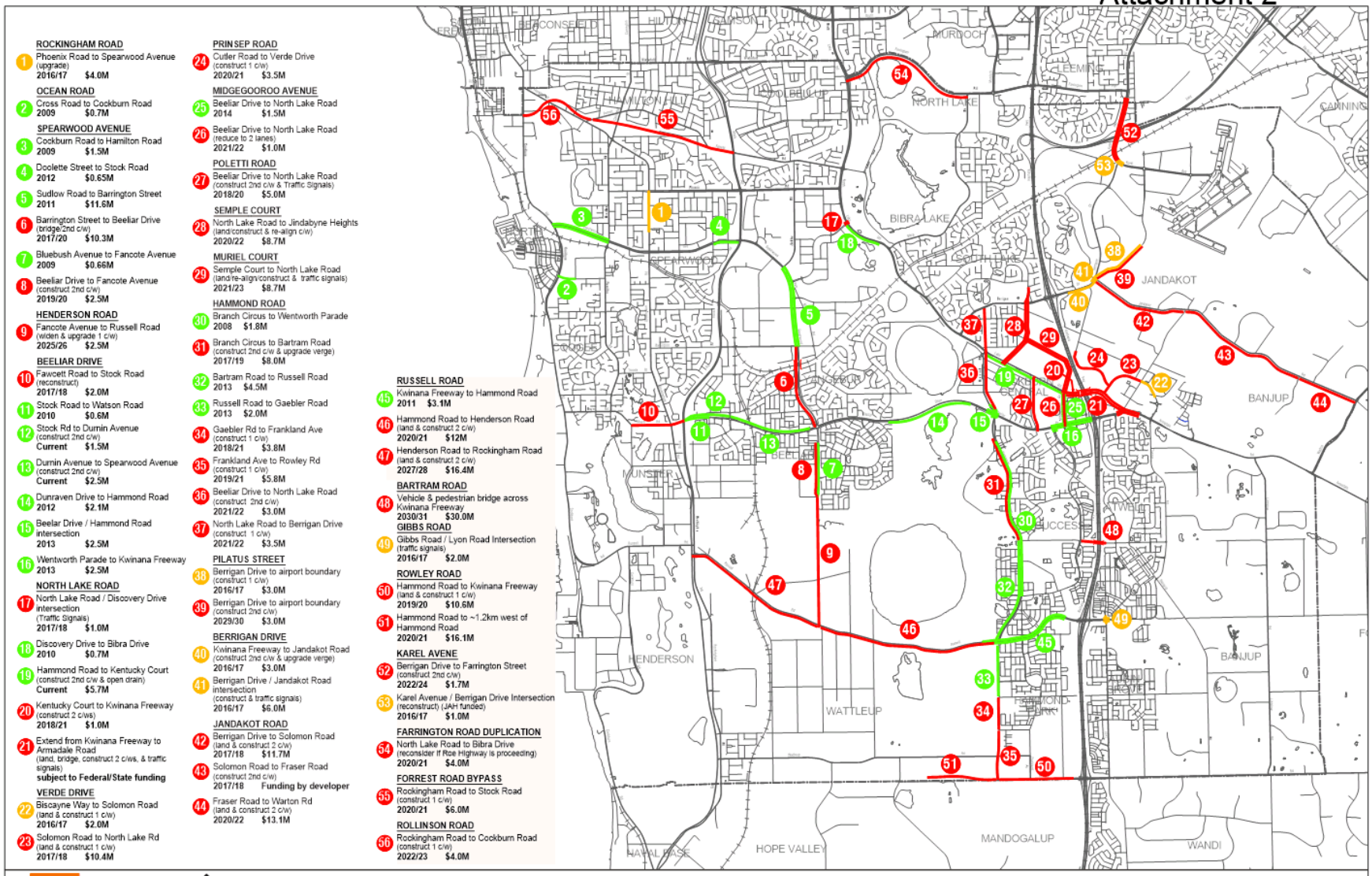
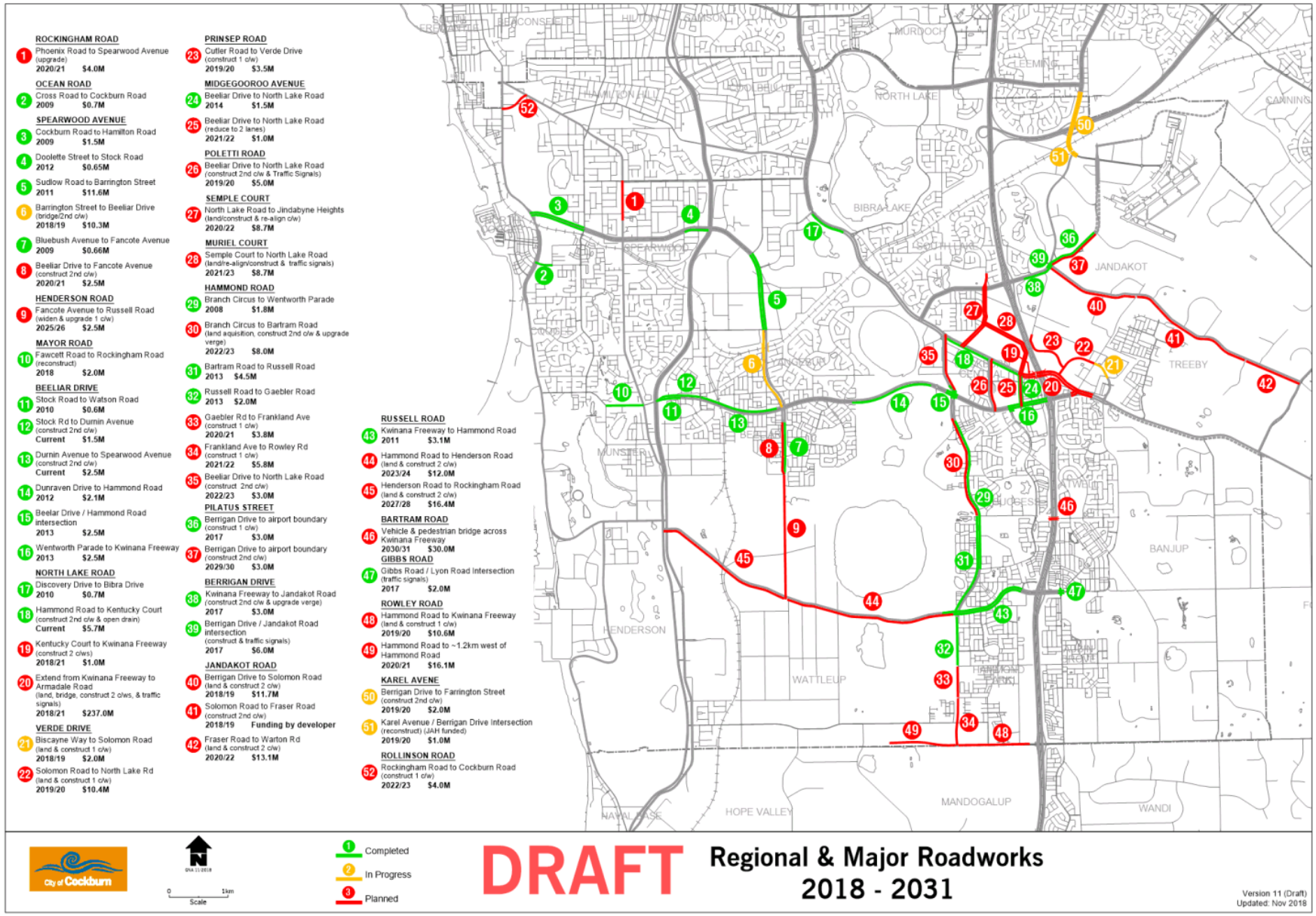
Attachment 2





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17. COMMUNITY SERVICES DIVISION ISSUES

17.1 (2018/MINUTE NO 0194) DRAFT COMMUNITY SPORT AND RECREATION FACILITIES PLAN

Author(s) T Moore

Attachments
1. Final Draft Community Sport and Recreation Facilities Plan
2. Consultation Summary November 2018

RECOMMENDATION
That Council:

(1) notes the feedback received on the Draft Community Sport and Recreation Facilities Plan;

(2) adopts the Final Community Sport and Recreation Facilities Plan as per *Attachment 1;*

(3) considers all projects outlined within the Community Sport and Recreation Facilities Plan as part of the Long Term Financial Planning Process; and

(4) notes that all projects outlined within the Community Sport and Recreation Facilities Plan will be subject to annual budget deliberations.

COUNCIL DECISION
MOVED Cr C Reeve-Fowkes SECONDED Cr P Eva

That the recommendation be adopted, subject to the following amendments:

(4) notes that all projects outlined within the Community Sport and Recreation Facilities Plan will be subject to annual budget deliberations and specific stakeholder consultation, including resident associations, in advance of the implementation phase, for each project; and

(5) provide a report back to Council with advice and appropriate methodology with the intention to upgrade the 'A' Class Reserve on Russell Road (close to Stock Road) to a Neighbourhood Level Facility.

CARRIED 10/0

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Reason for Decision

(4) While consultation with the community and stakeholders has been widespread in the development of the Draft Plan, it is necessary to ensure, that each Project, is subject to further specific stakeholder engagement, including resident associations prior to any commencement phase.

(5) To provide an opportunity to address future needs of residents in an already established 'A' class reserve.

Background

The City is responsible for the development and management of a significant number of community facilities, sporting reserves, libraries and recreation/aquatic centres.

In April 2017, Council endorsed the Draft Community, Sport and Recreation Facilities Plan (CSRFP) and in particular resolved:

That Council:

1. *Receives the Draft Community Sport and Recreation Facilities Plan.*

2. *Endorses the Draft Community Sport and Recreation Facilities Plan (Attachment 1) for the purposes of a 42 day public comment period.*

3. *Requests that the Final Draft Community Sport and Recreation Facilities Plan, together with community feedback received during the public comment period in August 2017.*

The Draft Plan was then provided for public comment in May 2017 and subsequently represented to Council for adoption at its OCM in July 2017, with Council resolving:

> *That Council defers the item until a workshop has been held with Elected Members, to understand the issues addressed by the South Beach Community Group.*

Since that time, the development of the Western Suburbs Sporting Precinct Study (WSSPS) has been completed, with Council adopting the Study in October 2018. The WSSPS outlines a number of future facility and reserve developments within the Western Suburbs of the City.

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The proposed facility and reserve developments identified within the WSSPS have now been incorporated into the Final Draft CSRFP.

On 15 November 2018, Elected Members received a briefing on the final draft CSRFP and indicated support for completing one further consultation period prior to the final Draft document being presented to Council at the December Ordinary Council Meeting.

The consultation has since been completed and as such the Final Draft Community Sport and Recreation Facilities Plan is now presented to Council for consideration, together with the feedback received during the latest consultation process *(Attachment 2)*.

Submission

N/A

Report

The Draft CSRFP outlines the framework by which the City will develop and manage its community, sport and recreation facilities over the course of the next 15 years. In particular the plan has considered the future requirements of the following facilities and reserves:

- Recreation Centres
- Active Sporting Reserves and Clubrooms
- Outdoor Hardcourts
- Community Centres, halls, spaces and places
- Libraries
- Arts and Cultural Facilities
- Specialised Facilities i.e.
  - Youth Centres
  - Men`s Sheds
  - Skate Parks
  - Aboriginal Cultural Centre
  - Surf Life Saving Club
  - BMX Facilities
  - Golf Courses

The process undertaken in the development of the Final Draft Plan has involved an extensive period of research, strategic analysis and planning, with key stages of work undertaken, in particular:

- Document Review
- Demographics and Community Profiling
- Community Needs Assessment
- Community Facilities Planning Framework
- Demand Gap Analysis

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- Incorporation of the WSSPS outcomes
- 15 year implementation plan
- Drafting the Final CSRFP

The Draft plan prioritises $209.8M worth of community, sport and recreation facilities to occur over the next 15 years. The prioritisation has been based on factors such as community needs, financial capacity, resources, project planning and linked projects (e.g. Anning Park Tennis Facility needs to be completed prior to Davilak Reserve redevelopment).

Some of the key projects identified within the Plan include:

- Lakelands Reserve Hockey and Community Facility, South Lake – $6.53M
- Frankland Park Development, Hammond Park - $9.3M
- Beale Park Upgrade and Redevelopment, Spearwood - $9.65M
- Wally Hagan Stadium / Dixon Park development, Hamilton Hill - $36M
- Aboriginal Arts and Cultural Centre, Bibra Lake - $6M
- Lifelong Learning Centre, Spearwood - $22M
- Anning Park Tennis Facilities, South Lake - $3.3M
- Davilak Reserve Upgrade, Hamilton Hill - $7.4M
- Cockburn Coast Oval and Clubrooms, North Coogee - $13.87M
- Calleya Estate Reserve, Treeby - $7.65M

It is intended that the CSRFP will be reviewed every 4 years to allow for changing needs and priorities. This timeline will also align with the City's Long Term Financial Planning Process.

Strategic Plans/Policy Implications

Community, Lifestyle & Security

Provide for community facilities and infrastructure in a planned and sustainable manner.

Leading & Listening

Provide for community and civic infrastructure in a planned and sustainable manner, including administration, operations and waste management.

Budget/Financial Implications

While the community facility requirements have been developed on the basis of a 10 year period of forecasted population growth and community need, it was determined that this would place unsustainable

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pressure on the City's finances and capacity to deliver the identified projects within a 10 year timeframe. As such, the implementation of the recommended projects has been extended to occur over a 15 year time period.

The overall expenditure outlined within the Draft CSRFP over the course of 15 years is $209.8M,however, a significant amount of external income has been identified in the table below to offset the total expenditure:

Income	**Amount**
Developer Contribution	$60.22M
Cash In Lieu	$650k
Land Sales	$8.90M
Other External Grants • Lottery West $3.05M • Department of Sport and Recreation (CSRFF) $7.4M • Federal Funding $15M • Club contributions $500k • Other sources - $50k	$26M
Total Income $95.77M	
Expenditure	**Amount**
CSRFP Projects	$209.8M
Total Expenditure $209.8M	
Council Municipal Funding $114.03M	

The table below provides a further breakdown of the expenditure in terms of the types of facilities and the overall percentage of the total cost:

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Type of Facility	Cost	% of total CSRFP Spend
Active Sporting Reserves	$88.91M	42.3%
Community Centres	$23.12M	12.2%
Specialised Community Centres	$35.00M	16.4%
BMX Facility	$3.25M	1.4%
Tennis Facilities	$3.42M	1.5%
Youth Centres	$1.00M	0.8%
Netball Courts	$400k	0.19%
Skate Parks	$2.05M	0.81%
Pump Tracks	$140k	0.06%
Performing Arts Centre	$22.00M	10.04%
Recreation Centres	$30.51M	14.3%
Total	**$209.8M**	**100%**

Should Council be supportive of the implementation program outlined within the CSRFP, it is recommended that these projects be considered as part of Council's Long Term Financial planning process and be subject to Council's annual budget deliberations.

Legal Implications

N/A

Community Consultation

During the course of the development of the plan there has been a series of public consultation processes completed. This is in addition to the significant amount of public consultation which occurred as part of the development of the WSSPS.

These occurred following the Council decisions of 2017 and most recently, two community workshops were held to provide the community with one final opportunity to make comment on the Draft Plan and provide explanation as to how priority projects have been

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determined, where target groups and organisations were specifically invited.

Details of the workshops are below:

- 27 November 2018 (Success Regional Sports Facility) – 7 people attended
- 28 November 2018 (Coolbellup Community Hub) – 10 people attended

In addition to the workshops, the community also had opportunity to comment online through the City's community engagement portal, Comment on Cockburn, with 21 emails received and 267 visits to the page.

Of the feedback received, 11 were in relation to the proposed skate park at Radiata Park, Aubin Grove, with 9 being against and 2 in support. It is recommended that a detailed feasibility, consultation and design process be completed in 2019/20 to determine if the space can be designed in such a way to meet the wishes of the affected community and address any concerns raised and determine any additional key infrastructure inclusions.

Over the course of all of the public consultation processes completed the City has received in excess of 1800 comments and / or feedback in relation to the Plan. This feedback has been considered throughout the process and will assist in ensuring that the final Plan meets the future needs of the community.

Risk Management Implications

If Council decide to not endorse the Final Plan, there is a "Substantial" level of "Brand / Reputation" risk, as the feedback provided by the community on the Draft Plan has overall been supportive.

In terms of financial risk - the Implementation Plan component of the CSRFP - this has been developed on the basis of the City's financial and resource capacity to deliver the projects identified. Should Council decide to re-prioritise the projects listed within the Draft CSRFP, this would represent a "Substantial" level of "Financial" risk in order to deliver the projects within the designated timeframe.

Advice to Proponent(s)/Submitters

Those who lodged a submission on the proposal have been advised that this matter is to be considered at the 13 December 2018 Ordinary Council Meeting.

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

Nil.

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City of Cockburn

Community, Sport and Recreation Facilities Plan

2018–2033

cockburn.wa.gov.au

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Executive Summary

The City of Cockburn, has experienced a significant level of growth in recent years and with a high level of future development already planned, this growth is expected to continue over the course of the next 10-20 years. This level of growth presents the City with a variety of challenges to ensure the increasing needs of the community are met in the provision of community, sport and recreation facilities and reserves.

To achieve this, the City embarked on a comprehensive community facilities planning process in the development of the Community, Sport and Recreation Facilities Plan (CSRFP). The intent of this plan is to provide strategic direction and guidance in the provision of community, sport and recreation facilities. The CSRFP will form an integral part of the City's strategic planning framework together with informing the City's long term financial planning.

The process in the development of the CRSFP has included a comprehensive needs analysis which involved a demographics/trends review, document review and a significant consultation process. The needs analysis process has been fundamental in forming the basis for the future facility and reserve requirements identified within the plan in order to meet the needs of the community.

The CSRFP will provide the City with the strategic framework by which community, sport and recreation facilities and reserves will be provided over the course of the next 15 years. The framework is underpinned by a set of guiding principles and standards of provision. In particular, this framework includes a hierarchy of provision which stipulates spatial requirements, facility inclusions and catchment areas for facility and reserve provision at a Local, Neighbourhood, District and Regional level.

A key component of this document is the 15 year implementation plan, which outlines the priority order and timing of all community sport and recreation facilities/reserves between 2018 - 2033. The timing of the delivery of all projects has been developed on the basis of the community's needs and the City's capacity to deliver from both a financial and human resources perspective.

Some of the key priority community, sport and recreation development projects identified within the plan are as follows:

- Life Long Learning Centre *New
- Malabar Park BMX Facility *Upgrade
- Hamilton Hill Community Centre *New
- Small Ball Sports Needs and Feasibility Study
- Western Suburbs Sporting Precinct Study
- Coolbellup Community Hub Masterplan
- Aubin Grove Community Facility *Upgrade
- Beeliar Community Centre and Clubroom *Upgrade
- Frankland Reserve *New

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- Munster Sport and Recreation Reserve

Whilst the community facility requirements have been developed on the basis of a 10 year period of forecasted population growth and community need, it was determined that this would place considerable pressure on the City's finances and capacity to deliver the identified projects within the 10 year timeframe. As such, the implementation of the recommended projects has been increased to occur over a 15 year time period.

The overall cost implication to the City in delivering the projects outlined within the CSRFP totals $209.8M However, this total expenditure amount is offset by a forecasted income of $95.7M from a variety of external funding sources and the Developer Contribution Plan (DCP), therefore requiring a Council contribution of $114.1M over the course of 15 years.

The implementation of all community, sport and recreation facilities will also continue to be subject to Council's annual budget deliberation process and be dependent on the City's ability to leverage Council funding with external funding sources.

1.0 Introduction

The City of Cockburn is located in the southern suburbs of the Perth Metropolitan Region, approximately 20 kilometres from the Perth CBD.

In recent years, the City has experienced rapid growth which according to current forecasts is set to continue for at least the next approximately twenty years. The population is currently estimated at 118,100 people in 2018 and expected to grow to 167,751 in 2036.

The increase in population has placed pressure on the City's community, sport and recreation facilities and highlights the importance in taking a forward planning/strategic approach in the provision of facilities across the City.

In recognising the need to secure the future community and sporting needs of the City, in particular the rapidly growing coastal suburbs, new development in the east, areas of urban infill and revitalisation in the central areas, and the growing southern suburbs, the City requires a high degree of confidence that the community's sport and recreation needs can be met.

The City understands the need to provide a high standard of community, sport and recreation facilities for its residents and as such this plan intends to outline the framework and the priorities for facility development over the course of the next approximately 10 years.

In developing the CSRFP, the City engaged Community Perspectives to assist in undertaking a detailed community engagement and needs assessment process. The outcomes of this process were considered as part of the overall community facilities planning process.

In May 2010, Council endorsed the Sport and Recreation Strategic Plan, which aimed to provide strategic direction and guidance in the provision of sport and recreation facilities/reserves across the City of Cockburn.

Since this time, the City has completed a number of the key recommendations within the Plan, in particular:

- Visko Park Bowling and Recreation Centre
- Lakelands Hockey and Community Facility (Construction commenced in November 2018)
- Aubin Grove Sport and Community Centre development
- Joe Cooper Recreation Centre decommissioning
- Success Regional Sports Reserve and Facilities Development
- Lighting upgrades to Anning Park and Davilak Oval
- New Clubrooms at Botany Park
- Atwell Clubroom Upgrade
- Visko Park Sports and Recreation Facility
- Cockburn ARC

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The CSRFP will consider the future provision of the City's community sport and recreation facilities including:

- Libraries
- Arts and Cultural Facilities
- Specialised Community Facilities
- Sports Centres
- Clubrooms
- Sporting Reserves/Ovals
- Youth Centres
- Skate Parks and Pump Tracks

The Plan does not consider the City's Civic Infrastructure, Operations buildings or passive parks.

The CSRFP will aim to:

- To review and identify major implications of previous studies and plans.
- To consult and consider the needs of the broader community in the development of future community, sport and recreation facilities.
- To understand trends in the future participation of sports and ensure that the right mix of facilities are provided to reflect the demand which an actual sport will have in to the future.
- To understand trends in community facility provision and specifically how they relate to the City of Cockburn community.
- To determine the needs of the community in the provision of facilities and prioritise the developments proposed to occur.

The CSRFP will form an integral component of the City's forward planning framework and links strongly with the 5 key themes identified in the City's Strategic Community Plan 2016-2026:

- City Growth
- Moving Around
- Community, Lifestyle and Security
- Economic, Social and Environmental Responsibility
- Leading and Listening

Overall, the intent of the Plan will be to provide strategic guidance in the provision of community, sport and recreation facilities over the course of the next 15 years.

2.0 Methodology

The process in developing the City's Community, Sport and Recreation Facilities plan has been extensive and involved a significant amount of community consultation, research and analysis. In particular, the process included the following key stages:

Stage 1 - Document review

The City had undertaken a significant amount of previous planning in the provision of community facilities and sporting open spaces. The intent of the Community, Sport and Recreation Facilities Plan is to build on that previous work and develop a plan which is current and in tune with the community's needs. As such, the previous plans and studies were reviewed and considered to ensure that the outcomes of those studies were considered as part of the planning process.

Stage 2 - Demographics Review/Population Forecasting

The City of Cockburn has experienced significant growth over the past 10 years and this growth is forecasted to continue over the next 10-20 years. In particular, the next 10 years is forecasted to be the key period where the most significant growth will occur.

Understanding the significant impact which demographics and population growth have on the provision of community and sporting facilities, was an important step in gaining an recognising the community's future facility requirements.

Stage 3 - Community Needs Assessment

The City recognised the importance of gaining an understanding of what the community felt was required and what they believed to be important in the provision of Community and Sport Facilities.

As such, the City with the assistance of Community Perspectives Ltd, undertook a significant community consultation program over the course of a 2 month period. In particular, the consultation program involved the following:

- An audit of existing community facilities addressing usage levels, building condition ratings, facility design and functional deficits and current and future capacity
- A series of 7 community workshops held with community groups, sporting clubs, regular hirers, reference groups, resident associations and the broader community
- An online survey and discussion forum held through comment.cockburn
- Individual meetings and telephone conferences with State Sporting Associations and the Department of Sport and Recreation

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Stage 4 - Community Facility Hierarchy/Standards of Provision

A Community facility hierarchy and standards of provision were developed to provide the City with guidance in the future provision of number and type of community and sport facilities which are required in order to best meet the needs of the community.

Stage 5 - Demand Gap Analysis

A comprehensive demand gap analysis has been undertaken taking into account the outcomes of the previous stages of the Community, Sport and Recreation Facilities Plan and this has resulted in a clear picture of the community facilities requirements at the local, neighbourhood, district and municipal level over the next 15 years.

Stage 6 - Draft Community, Sport and Recreation Facilities Plan

The preparation of the Community, Sport and Recreation Facilities Plan has occurred as the final stage in the project and this has involved the development of recommendations and priorities required to address current and future community facility needs. Community facility costings have also been prepared, with the development of a 15 year capital expenditure budget. The priority order of the CSRFP recommended developments has also been determined.

3.0 Guiding Principles

In developing the Plan, a number of guiding principles were developed to inform and underpin the planning and provision of community and sport facilities in the City of Cockburn wherever possible. It is intended that these principles are considered to be the core fundamentals by which facilities are provided, designed and developed within City of Cockburn.

- **Multi-functional/collocated facilities** – Community and sport facilities should be designed in such a way that they are multifunctional and flexible spaces which can cater for a variety of user groups. The intent of such facilities is to create a community hub of services and facilities which in turn builds on the overall sense of community.

- **Community Engagement** – The community are to be consulted with and engaged to ensure that the provision of community and sport facilities meet the needs of the community.

- **Upgrading of existing facilities** – There should be a focus on maximising the capacity of existing facilities to cater for the community needs particularly in the older suburbs where infill is proposed to occur.

- **Consistency and Equity** – Community and sporting facilities should be provided across the district in a consistent and equitable manner.

- **Accessibility** – Community and sport facilities should be accessible to people with a disability and located in a manner which ensures optimal access via public transport, path networks and roads. Locating facilities central to their catchment and in densely populated areas also ensures that a large number of people can access and benefit from the facility.

- **Responsible provision** – Community facilities will be delivered and maintained in a socially, economically and environmentally responsible manner.

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4.0 Planning Framework

The City of Cockburn's town planning framework comprises of a number of schemes, plans and policies that guide and manage the effective use of land for urban purposes. This framework has played a key role in informing the development of the Community, Sport and Recreation Facilities Plan.

State Planning Strategy 2050

The "State Planning Strategy 2050" provides the basis for long-term State and regional land use planning within Western Australia. It is based on a framework of planning principles, strategic goals and State strategic directions, related to land-use planning, land development, transport planning and related matters.

Directions 2031 and beyond: Metropolitan planning beyond the horizon

"Directions 2031 and Beyond" is a high level strategic plan that establishes a vision for future growth of the Perth metropolitan and Peel regions, and provides a framework to guide the detailed planning and delivery of housing, infrastructure and services necessary to accommodate growth.

One of the key objectives of Directions 2031 and Beyond is to improve the relationship between where people live and work, to reduce commuting time, cost, and the associated impact on transport systems and the environment.

Further, the connected city scenario identifies the need to achieve an urban infill target of 47%, meaning that 154,000 of the 328,000 dwellings required in the metropolitan area by 2031 will be delivered through urban infill.

Perth and Peel @ 3.5m

To realise the vision of Directions 2031 and beyond and the State Planning Strategy 2050, the Western Australian Planning Commission has created a series of detailed draft planning frameworks.

The Perth and Peel @ 3.5million strategic suite of documents has been developed to engage the community in open discussion on expectations of what our city should look like in the future, on how we can maintain our valued lifestyle and on how we can realistically accommodate a substantially increased population.

The draft frameworks provide guidance on where sustainable development should occur over the next 35 to 40 years to ensure the impact of urban growth on areas of environmental significance is minimised; to protect our heritage; and importantly, to maximise the benefits of available land and existing infrastructure. They provide an unprecedented level of certainty about the amount of land available and the best areas

identified for urban expansion, including residential, commercial and industrial development.

The final report sets a target population for City of Cockburn as 162,000 people by 2050. Half of this population growth is determined to be from infill and the other half from Greenfield development. This gives an indication of the potential built out population that the City of Cockburn will service in the future. Given that forecast ID predicts 167,751 people by as early as 2036 and these forecasts form the basis of the CSRFP 2018-2036, on a theoretical basis the identified facility provision is likely to meet the population's needs in a built out scenario.

From a sporting and facility provision perspective, the Perth and Peel at 3.5 million report notes that "Cockburn Central has the potential to be a key commercial and retail service provider in the sub-region while also leveraging potential synergies with health, sport/recreation and health precinct education facilities to become a sports/recreation and health precinct" (Perth and Peel at 3.5 million, page 33).

This frames the City of Cockburn as an ideal location for higher level sports facilities and health services that tend to service areas beyond those contained within the local government boundaries.

State Planning Policy No. 3 – Urban Growth and Settlement

This Policy sets out the principles and considerations which apply to planning for sustainable urban growth and settlement patterns in Western Australia.

The objectives of this policy are:

- To promote a sustainable and well planned pattern of settlement across the State, with sufficient and suitable land to provide for a wide variety of housing, employment, recreation facilities and open space.
- To build on existing communities with established local and regional economies, concentrate investment in the improvement of services and infrastructure and enhance the quality of life in those communities.
- To manage the growth and development of urban areas in response to the social and economic needs of the community and in recognition of relevant climatic, environmental, heritage and community values and constraints.
- To promote the development of a sustainable and liveable neighbourhood form which reduces energy, water and travel demand while ensuring safe and convenient access to employment and services by all modes, provides choice and affordability of housing and creates an identifiable sense of place for each community.
- To coordinate new development with the efficient, economic and timely provision of infrastructure and services.

State agencies and local government need to take into account this policy to ensure integrated decision making in planning for urban growth and settlement.

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City of Cockburn Local Planning Strategy

The City of Cockburn's Local Planning Strategy (LPS) sets out the long-term planning directions for the municipality and provides the rationale for the zones and other provisions of the TPS3. The LPS sets out the City's general aims and intentions for future long-term growth and change.

Urban zoned areas in the City of Cockburn have reflected the areas shown in the Local Planning Strategy, as well as in state level documents (such as Directions 2031).

5.0 Document Review

A review of existing studies and plans has been undertaken to identify community facility implications and the needs and priorities which have previously been established.

The review has encapsulated twenty reports and plans which have been outlined below.

The document review report (Annex 1) effectively brings together all the community facility and infrastructure needs, key issues and gaps and the relevant recommendations/actions which have already been established.

City and Organisation

- Strategic Community Plan 2016 – 2026
- Long Term Financial Plan 2016/17 – 2025/26
- Development Contribution Plan No. 13 – 2016

Facilities and Infrastructure

- Sports and Recreation Strategic Plan 2009
- Public Open Space Strategy 2014 – 2024
- Community Profile & Demographic Information for Library Planning 2016
- Buildings Asset Management Plan 2014 – 2017
- Parks and Environment Asset Management Plan 2014 – 2017
- Frankland Reserve Site Assessment

City Roles and Functions

- Community Development Strategic Plan 2011 – 2014
- Cultural Strategy 2016 - 2020
- Public Health Plan 2013-2018
- Disability Access and Inclusion Plan 2012 - 2017
- Reconciliation Action Plan 2013 – 2016

Population Target Groups

- Children's Services Strategic Plan 2016-2021

- Youth Services Strategic Plan 2011 - 2016
- Age – Friendly Strategy 2016-2021

Place and Location

- Bibra Lake Landscape, Recreational & Environmental Management Plan – 2010
- Coolbellup Revitalisation Strategy 2014
- Phoenix Central Revitalisation Strategy 2009
- The Lakes Revitalisation Strategy - Outcomes Report 2015

6.0 Demographics and Trends Analysis

The review of current and future trends has involved an analysis of the City of Cockburn's demographic profile and forecasts to identify the implications of this on future community facilities needs and demands.

A review of community, sporting and recreational participation and usage trends has also been undertaken to provide an indication of the level of usage and popularity of various community facilities and activities, as well as how this will impact on future demand.

This section provides a summary and overview of the key findings and outcomes from this analysis and identifies the current and future trends and drivers likely to influence community, sporting and recreation facility demand, design and provision in the City of Cockburn.

The documents and reports that have provided the source information for the demographic analysis and participation trends are identified below:

- City of Cockburn's Population Profile - id Consulting
- City of Cockburn's Population Forecasts – id Consulting
- Adult Participation in Sport & Physical Recreation – ABS 2015
- Children's Participation in Cultural and Leisure Activities, Australia – ABS 2012
- Adult Participation in Cultural Venues and Events – ABS 2013 – 2014
- The Future of Australian Sport – Australian Sports Commission 2013

The key trends in planning and providing community facilities that are most relevant to the City of Cockburn have also been identified and the information source for this is largely from Community Perspectives previous research and studies.

6.1 Demographic Drivers

6.1.1 Population Growth – Locality

Over the next twenty years, the City of Cockburn's population is expected to increase by 49,651 people or by 19,253 dwellings and hence population growth will have the single

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greatest impact on the need and demand for community, sport and recreation facilities. This will not only occur in the context of the demand for new facilities, but also in the increasing demand placed on existing facilities.

The areas that are going to grow the most from 2018 to 2036 are identified below with the expected increase in population.

- Coogee - North Coogee 11,799 (133% increase)
- South Lake - Cockburn Central 9,303 (120% increase)
- Hammond Park–Wattleup-Henderson 5,933 (90% increase)
- Aubin Grove – Banjup – Treeby 5,538 (53% increase)
  - Treeby 5,595 (257% increase)
  - Aubin Grove – Banjup -57 (1% decrease)
- Hamilton Hill 4,721 (42% increase)
- Success 3,821 (34% increase)
- Beeliar 1,873 (21% increase)

Table 1 Population Growth 2018 – 2036

City of Cockburn	2018	2026	2036	Change 2018-2026	Change 2026-2036	Change 2018-2036
Atwell	9,621	9,403	9,257	-218	-146	-364
Aubin Grove - Banjup - Treeby	10,505	14,543	16,043	4,038	1,500	5,538
Beeliar	8,889	10,626	10,762	1,737	136	1,873
Bibra Lake	6,187	6,869	7,786	682	918	1,599
Coogee – North Coogee	8,881	14,885	20,680	6,004	5,795	11,799
Coolbellup	5,840	6,555	7,151	715	596	1,311
Hamilton Hill	11,273	13,394	15,994	2,121	2,600	4,721
Hammond Park – Wattleup - Henderson	6,616	9,706	12,549	3,090	2,843	5,933
Jandakot	2,731	2,868	3,212	137	344	481
Leeming	2,190	2,159	2,245	-31	86	55
Munster	5,048	5,730	6,121	682	391	1,073
North Lake	1,308	1,486	1,805	178	319	497
South Lake – Cockburn Central	7,746	11,219	17,049	3,473	5,831	9,303
Spearwood	11,430	12,216	12,997	786	781	1,567
Success	11,396	13,794	15,217	2,398	1,423	3,821
Yangebup	8,022	8,357	8,362	335	5	340
Rottnest Island	416	500	520	84	20	104
Total	118,100	144,310	167,751	26,211	23,441	5,538

Source: id Forecast City of Cockburn – September 2018 (based on 2016 census)

2018

Population forecasts for 2018 indicate that the population is now at 118,100 an increase of 14,926 people, or approximately 5670 dwellings in the last five years.

In 2018, the areas with the largest populations are:

- Spearwood 11,430
- Success 11,396
- Hamilton Hill 11,273
- Aubin Grove – Banjup - Treeby 10,505
- Atwell 9,621
- Beeliar 8,889
- Coogee – North Coogee 8,881
- Yangebup 8,022

2018 to 2026

From 2018 to 2026, the population is expected to increase by a further 26,221 people, or by an additional dwellings of approximately 9,956. The areas that will grow the most during this period are highlighted below:

- Coogee – North Coogee 6,004 (68% increase)
- Aubin Grove – Banjup – Treeby 4,038 (38% increase)
- South Lake – Cockburn Central 3,473 (45% increase)
- Hammond Park – Wattleup – Henderson 3,090 (47% increase)
- Success 2,398 (21% increase)
- Hamilton Hill 2,121 (19% increase)

The area that is going to grow the most is Coogee-North Coogee in the West Ward, followed by the Aubin Grove - Banjup – Treeby area (particularly underpinned by the growth in Treeby) in the East Ward, South Lake-Cockburn Central in the East Ward, Hammond Park-Wattleup-Henderson in the East and Central Ward, Success in the East Ward, and then Hamilton Hill in the West Ward.

2026 to 2036

From 2026 to 2036, the City of Cockburn population is expected to increase by a further 23,441 people to 167,751, or by an additional dwellings of approximately 8,904. The areas that will grow the most during this period are highlighted below with the increased population expected.

- South Lake-Cockburn Central 5,831 (52% increase)
- Coogee - North Coogee 5,795 (39% increase)
- Hammond Park-Wattleup-Henderson 2,843 (29% increase)
- Hamilton Hill 2,600 (19% increase)
- Aubin Grove-Banjup-Treeby 1,500 (10% increase)
- Success 1,423 (10% increase)

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6.1.2 Service Age Groups - Community Facility Implications

To better understand the community facility implications of the City of Cockburn's population growth and changing age profile over the next twenty years, the following 'Service Age Group' forecasts prepared by id Consulting have been analysed.

Table 2 Service Age Groups 2018 – 2036

Service Age Groups	2018		2026		2036		Change	Change	Change
	persons	%	persons	%	persons	%	2018 -2026	2026-2036	2018 -2036
Babies and pre-schoolers (0-4)	9,738	8.2	11,686	8.1	12,733	7.6	1,948	1,047	2,995
Primary schoolers (5-11)	11,246	9.5	14,749	10.2	16,412	9.8	3,503	1,663	5,165
Secondary schoolers (12 -17)	8,049	6.8	10,563	7.3	12,555	7.5	2,514	1,992	4,506
Tertiary education/independence (18-24)	10,697	9.1	12,172	8.4	14,599	8.7	1,475	2,427	3,903
Young workforce (25-34)	19,185	16.2	21,158	14.7	23,275	13.9	1,973	2,117	4,090
Parents and homebuilders (35-49)	26,740	22.6	32,419	22.5	36,204	21.6	5,679	3,785	9,464
Older workers and pre-retirees (50-59)	13,638	11.5	16,361	11.3	19,709	11.7	2,723	3,348	6,071
Empty nesters and retirees (60 -69)	9,988	8.5	12,606	8.7	15,249	9.1	2,618	2,643	5,261
Seniors (70-84)	7,382	6.3	10,430	7.2	14,094	8.4	3,048	3,664	6,712
Elderly (85 and over)	1,437	1.2	2,165	1.5	2,922	1.7	728	757	1,485
Total	118,100	100	144,310	100	167,751	100	26,210	23,441	49,651

Source: id Forecast City of Cockburn – September 2018 (based on 2016 census)

Babies and pre-schoolers (0-4 years)

The number of 'babies and pre-schoolers' (0-4years) in the City of Cockburn is going to increase by 1,948, reaching a total of 11,686 in the next eight years. By 2036, 'babies and pre-schoolers' will reach 12,733.

- This will lead to a growing demand for child related facilities an infrastructure.

Primary and Secondary schoolers (5-17 years)

The number of 'primary schoolers' (5-11years) in the City of Cockburn will increase by 3,503, reaching a total of 14,749 by 2026. By 2036, primary schoolers will reach 16,412.

The number of 'secondary schoolers' (12-17 years) is expected to increase by 2,514 over the course of the next eight years, reaching 10,563 by 2026. By 2036, the number of secondary schoolers will reach 12,555.

- With about half of 5-17 year olds expected to use Public Libraries, there will be a considerable increase in demand for library services and facilities.
- Children in this aged group also have a high participation rate in organised sport and the City of Cockburn can expect significant growth in junior sports and hence the need and demand for a wide range of sports grounds and facilities.
- There will also be a growing demand for youth centre facilities, services and programs.

Tertiary education/independence and young workforce (18-34)

The Tertiary education/independence group in the City of Cockburn is going to increase by 1,475 in the next eight years, reaching 12,172 by 2026. By 2036, the tertiary education/independence group will reach 14,599 people.

The number of 'young workforce' (25-34years) will increase by 1,973 in the next eight years, reaching 21,158 by 2026.

With participation in sport and physical activity reasonably high in both service age groups, increasing demand on sporting and recreational facilities and opportunities is likely.

Parents and homebuilders (35-49)

Corresponding with the large number of children and young people in the City of Cockburn, there is and will continue to be a sizable population in the 'parents and homebuilder' age group (35-49 years).

The number of people in this age group will increase by 5,679 in the next eight years, reaching a total of 32,419 by 2026. By 2036, the parents and homebuilders group will reach 36,204 people. However, with divorce higher in this age group there is also an element of 'home breaker' in this age group and not all people in this age group are parents or homebuilders.

- There will be a growing demand for facilities and programs that support parents and families, including single parents and blended families.
- As the population in the 'parent and homebuilder' age group increases, there will be a growing demand for relationship services and programs.

Older workers/pre-retirees and empty nesters/retirees (50-69)

The number of people in the 'older workers and pre-retirees' age group (50-59 years) in the City of Cockburn will increase by 2,723 in the next eight years, reaching a total of 16,361 by 2026.

The number of people in the 'empty nester and retirees' age group (60-69 years) will grow by 2,618 over the next eight years, reaching a total of 12,606 by 2026. By 2036, the total in this age group will reach 15,249.

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- Participation in physical activity and recreation has been increasing in these age groups and the demand for these facilities and opportunity will continue to increase.

Seniors and elderly aged (70-85+)

The number of people in the 'seniors' and 'elderly aged' age group will increase by 8,197 in the next twenty years.

- This will result in a significant increase in demand for community facilities and programs that can cater for seniors social, recreational and physical activity needs.

6.1.3 Target Groups - Community Facility Implications

Ancestry

While 62.7% of the population in City of Cockburn are of English or Australian ancestry, 37.3% are from a different cultural association and ethnic background and most of these are from non-English speaking countries.

The top 15 cultural groups are identified below and in comparison with Perth, the City of Cockburn has a higher proportion of Italians, Portuguese, Croatians, Filipino and Serbians.

Table 3 Ancestry

Ancestry	2016		2011		Change
	persons	%	persons	%	2011 to 2016
English	35,576	34.1	30,518	34.0	+5,058
Australian	29,931	28.7	27,625	30.8	+2,306
Italian	9,221	8.8	8,237	9.2	+984
Irish	8,750	8.4	6,628	7.4	+2,122
Scottish	8,657	8.3	7,056	7.9	+1,601
Chinese	5,529	5.3	3,562	4.0	+1,967
Croatian	2,902	2.8	2,977	3.3	-75
Indian	2,832	2.7	1,488	1.7	+1,344
German	2,806	2.7	2,221	2.5	+585
Portuguese	2,683	2.6	2,464	2.7	+219
Filipino	2,562	2.5	1,451	1.6	+1,111
Dutch	1,822	1.7	1,621	1.8	+201
South African	1,501	1.4	1,301	1.5	+200
New Zealander	1,300	1.2	1,011	1.1	+289
Serbian	1,099	1.1	1,067	1.2	+32

Source: id Forecast City of Cockburn – September 2018 (based on 2016 census)

- The use of community facilities, activities and programs tends to be higher amongst the English and Australian ancestry groups and lower for non-English speaking groups.

- This highlights the importance of ensuring community, sport and recreation facilities and programs are inclusive of all cultural groups.

Disability

The ABS Census 2016 indicates 3,952 people, or 3.8% of the population in the City of Cockburn, reported needing help in their day-to-day lives due to disability.

- Almost half of the people experiencing a disability are over 65 years+, indicating that disability generally increases with age, making disability access and inclusion for this age group extremely important.
- From the ABS Census 2011 to 2016, the number of people with a disability has increased by 796 people.
- While the number of people with a disability can be expected to increase considerably with the ageing of the population, applying the 3.6% from the ABS 2016 Census gives a conservative indication of the number of people with a disability likely to be living in the City in the future:

  - 2026 5,243 people
  - 2036 6,095 people

- Participation rates in community, sports and recreation facilities by people with a disability are low.
- This highlights the importance of ensuring community facilities and spaces are not only physically accessible, but also inclusive in how they operate so that people with a disability have an opportunity to participate.

Aboriginal population

According to the ABS Census 2016, 1.5% of the City of Cockburn's population is Aboriginal, accounting for 1,599 people, which is an increase from the ABS Census 2006.

- The use of community facilities, activities and programs is lower amongst Aboriginal people.
- Cost and access to transport and how community, sport and recreation facilities and programs operate in terms of being inclusive of Aboriginal people are important considerations in addressing this.

Socio - economic disadvantage

The City of Cockburn Socio-Economic Indexes for Areas (SEIFA) measures the relative level of socio-economic disadvantage based on a range of Census characteristics. The index is derived from attributes that reflect disadvantage such as low income, low educational attainment, high unemployment, and jobs in relatively unskilled occupations. In comparison, the 2016 index for Greater Perth Region was 1026.

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A higher score on the index means a lower level of disadvantage. A lower score on the index means a higher level of disadvantage. The level of socio-economic disadvantage has a major impact on the level of participation in community, sport and recreation facilities.

- While areas of lower socio-economic disadvantage are likely to have a higher need for community facilities and services, usage and participation rates are lower in these areas and higher in more affluent areas.
- The areas of highest socio-disadvantage in descending order are highlighted below and these areas all have higher level of social – economic disadvantage than Western Australia and Australia.

  - Coolbellup
  - Hamilton Hill
  - Spearwood
  - South Lake

- With lower incomes and levels of car ownership, community, sport and recreation facilities and opportunities need to be more easily accessible and low cost/free in these areas.

Table 4 Socio-economic Disadvantage

Area	2016 index
Coolbellup	943.2
Hamilton Hill	952.0
Spearwood	982.6
South Lake	984.5
South Lake - Cockburn Central	990.6
Yangebup	1016.6
Munster	1039.3
Bibra Lake	1047.2
Beeliar	1048.0
Success	1056.3
Atwell	1074.3
Hammond Park - Wattleup - Henderson	1076.7
North Lake	1083.4
Coogee - North Coogee - Carnac Island - Rottnest Island	1085.4
Banjup	1087.0
Aubin Grove	1091.8
Jandakot	1094.6
Leeming	1100.1

6.2 Participation Trends

6.2.1 Sport and Physical Recreation

The ABS report on participation in sport and physical recreation in Australia (2015) provides an overall assessment of participation in a variety of sports across Australia. Whilst this information is not Cockburn specific it does provide an insight into participation rates in sports across Australia.

In particular, the report indicates that there has been a decrease in adult (15+ years) participation in sport and physical recreation, from 65% in 2011-12, to 60% in 2013-14.

Participation in organised sport accounts for 26% and the number of adults participating in organised sports has been declining over the last 10 years.

- The 15-17 year age group had the highest rate of involvement in organised sport and physical recreation at 74%, while people aged 65+ years had the lowest rate of involvement. Participation in sport and physical recreation generally decreases with age.
- The 15-17 year age group is the only age group where there is higher participation in organised sport and physical recreation than non-organised activities.
- The participation rate in sport and physical recreation is higher for people who are employed (70%) than those who are unemployed (64%).
- Socio-economic status has a significant impact on the level of participation in both organised sports and physical activities and non-organised.
- Participation in sport, physical activity and recreation can be expected to be lower in areas of low socio-economic advantage.
- Participation in sport and physical recreation is much lower for people with a disability at 24%, compared to 60% for the rest of the population.

Adults

- While 26% of adults participate in some form of organised sport, participating in organised sports has been declining over the last 10 years.
- Participation in sport and physical recreation generally decreases with age.
- Socio-economic status has a significant impact on the level of participation in both organised sports and physical activities and non-organised.
- Participation in sport, physical activity and recreation can be expected to be lower in areas of low socio-economic advantage.
- Participation in sport and physical recreation is much lower for people with a disability.

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The most popular organised sports for adults (15+ year olds) are:

- Swimming 6.4%
- Golf 4.0%
- Tennis 3.0%
- Soccer 2.4%
- Basketball 2.2%
- Netball 2.2%

The top five sports for adult males and females are highlighted below:

Males

- Golf
- Swimming
- Soccer
- Tennis
- Basketball
- AFL Football
- Cricket

Females

- Swimming
- Netball
- Tennis
- Golf
- Basketball
- Outdoor Soccer

Participation in organised sport is declining across all sports with the most significant decline in:

- Swimming 2.6%
- Tennis 1.8%
- Golf 1.5%
- Cricket 0.9%

Table 5 Australia Participation in Organised Sports – Adults (2014)

Organised Sports	Participation Rate %		
	Males	Female	Persons
Swimming / Diving	5.0	7.6	6.4
Golf	6.6	1.4	4.0
Tennis (indoor and outdoor)	3.4	2.7	3.0
Outdoor soccer	3.5	1.3	2.4
Netball (Indoor and outdoor)	0.3	4.1	2.2

Basketball (indoor & outdoor)	3.1	1.3	2.2
Other Football sports	1.8	1.3	1.6
Outdoor cricket	2.3	0.1	1.2
Australian Rules football	2.3	0.1	1.2
Indoor soccer	2.0	0.4	1.2
Martial arts	1.2	1.2	1.2
Surf sports	1.7	0.4	1.1
Lawn bowls	1.4	0.6	1.0
Horse riding / Equestrian activities / Polo	0.2	1.2	0.8
Hockey (indoor and outdoor)	0.7	0.6	0.7
Canoeing / Kayaking / Dragon boat racing	0.8	0.5	0.7
Athletics, track and field	0.7	0.5	0.6
Squash / Racquetball	0.9	0.2	0.6
Rugby league	0.9	0.0	0.5
Rugby union	1.1	0.0	0.5
Badminton	0.7	0.5	0.5
Volleyball (indoor and outdoor)	0.5	0.6	0.5
Boxing	0.7	0.4	0.5

Source: ABS Participation in Sport and Physical Rec 2013-14

- The most popular physical recreational activities are:
  - Walking for exercise 19.2%
  - Fitness and gym 17.9%
  - Jogging/running 7.4%
  - Swimming 6.4%
  - Cycling/BMXing 6.2%

- Participation in physical recreation activity has increased, particularly in fitness and gym with a 5.3% increase.
- Jogging and running has increased in popularity by 3.1%.
- Walking for exercise has experienced a decline of 5.5% and bush walking by 1.7%.

Children

- Participation in organised sport is much higher amongst children (5-15 years), with 61% of children participating in organised sport with this higher for boys than for girls by 13%.

The most popular organised sports for children are:

- Swimming 17.7%
- Soccer 14.3%
- Australian Rules Football 8.1%
- Netball 8.0%

- Basketball 7.9%

- The highest growth in participation has occurred in dance with an almost 3% growth in popularity from 12.4% in 2003, to 15% in 2012.
- Swimming has received the second highest growth in participation from 16.6% in 2003 to 17.7% in 2012.
- There has also been a small increase in popularity of soccer (0.9%) and martial arts (0.9%) and Australian Rules Football (0.8%).
- The sports that have declined in popularity are tennis (1.2%), netball (1.1%) and cricket (0.3%).

Table 6 Participation in Organised Sports Trends – Children (2003-2012)

Organised Sports	Participation Rate %				Trend
	2003	2006	2009	2012	2006 -2014
Swimming and diving	16.6	17.4	18.5	17.7	1.1
Dancing	12.4	12,5	14.3	15.0	2.6
Soccer (outdoor)	13.4	13.2	13.2	14.3	0.9
Australian Rules football	7.3	7.5	8.6	8.1	0.8
Netball	9.1	8.5	8.4	8.0	-1.1
Basketball	7.7	6.6	7.4	7.9	0.2
Tennis	8.6	7.3	7.9	7.4	-1.2
Martial arts	4.9	4.5	5.7	5.8	0.9
Gymnastics	*	*	*	4.8	*
Cricket	5	5.4	5.2	4.7	-0.3

Source: ABS Children's Participation in Cultural and Leisure Activities, Australia – 2012

The most common recreation activities children participate in are:

- Watching TV, DVDs or videos 95.8%
- Other screen-based activities 85.4%
- Reading for pleasure 71.1%
- Bike riding 63.5%
- Skateboarding, rollerblading, scooter 53.8%
- Recreational arts and craft 43.4%

- Participation in skateboarding/rollerblading has more than doubled from 23% in 2003, to 54% in 2012.
- There has also been a considerable increase in participation in screen based activities/electronic games.

6.2.2 Participation in Libraries and Cultural Facilities

Adults

- Libraries are used by 33.8% of adults in Australia and with a 2016 estimate of the 15+ population at 87,995; this could mean 29,742 people would be expected to use libraries in the City.
- There is also a high participation rate in the performing arts with 56.3% of adults attending at least one performing arts event in the previous 12 months.
- Museums are attended by 27.7% of the population and art galleries also received a relatively high use with 25.6%.

Children

- The most popular cultural activity of children was to learn and play a musical instrument with a participation rate of almost 18%
- The second most popular cultural activity is dancing (15%) with a much higher number of girls than boys participating in this activity.
- The third most popular cultural activity is organised art and craft with 15% of children participating in this activity, with a higher number of girls (9.1%) than boys (4.7%) participating in this activity.
- The level of children's participation in cultural activities such as playing a musical instrument, singing, dancing, drama or organised art and craft has increased noticeably from 29% in 2003, to 35% in 2012.
- Public libraries are used by 53.0% of children and relatively evenly by girls and boys and this would make libraries the most highly use community facility by children.
- Museums or art galleries are visited by 43.4% of children and relatively evenly by boys and girls.
- Attendance at museums or art galleries by children increased noticeably from 2006 (37.3%) to 2012 (43.4%).

6.3 Community and Recreation Facility Provision Trends

In the last twenty years, the way community, sport and recreation facilities are planned, designed and provided has changed significantly with the key trends that are relevant to the Community Sport and Recreation Facilities Plan outlined below.

6.3.1 Single use to multi-purpose

The traditional way local government has catered for community, sport and recreation facility needs is with single use and stand-alone facilities. While many of these facilities still

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exist and are used, there has been a major shift to multi-purpose facilities, which has improved the use and sustainability of community facility provision significantly.
This trend will continue with an increasing focus on improving the capacity of multi-purpose buildings to more effectively cater for a range of uses. This may include greater use of sound proofing to enable aerobics and meditation to occur in adjoining rooms, for example and developing more effective storage solutions, which often limits the usage potential of many facilities. To achieve these objectives it is likely that the overall footprint of community facilities will need to increase.

6.3.2 Integrated hubs

The integrated hub concept is based on a cluster of facilities and services creating, not only a 'one stop shop' but also a community space that is active throughout the day and evening and often well connected to a commercial or town centre, or other activity centres.
While this concept results in much larger community facilities and fewer 'stand-alone' community facilities, integrated hubs can also achieve many other benefits, such as improved service delivery and coordination, place making and activation, as well as community building, by enhancing the interaction and connections among people. This model can also include a number of flexible outdoor spaces which can integrate areas together, as well as outdoor markets, play spaces and undercover areas.

The recently completed Cockburn Health and Community Facility is an example of an integrated hub and there has also been an increasing focus on creating sporting and recreation hubs that can cater for a wide range of organised and non-organised sporting and physical activities. The soon to be completed Cockburn ARC is a large scale regional example of an integrated sport and recreation hub. This model will continued to be applied by integrating sporting clubrooms as part of broader community centres to maximise the opportunity for residents to access community facilities. This will be a transition for existing clubs and groups, who have previously enjoyed the luxury of exclusive arrangements, to a more welcoming community centre that can be enjoyed by all. The most suitable tenure arrangements will need to be carefully considered on a case by case basis.

In addition, the increased participation in informal or individual physical activities and recreation will mean local sporting reserves need to offer more of these opportunities with walking/jogging tracks, outdoor gyms and exercise circuits, climbing walls, half courts and so on.

6.3.3 Facility and reserve size

With the growing focus on multi-purpose facilities and creating facility hubs, community facilities are becoming much larger in scale and size. With the typical size of local community purpose sites ceded at the structure planning stage in the order of 3,000m^2, this is not adequate and is still based on a single purpose stand-alone facility model.
While there has been greater recognition of the need to maximise land usage and to achieve more sustainable outcomes, multi-level community facilities are relatively

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uncommon in Australia. However, this is changing with the above trends resulting in the construction of two or more storey community facilities, but the cost of doing this is often prohibitive.

With sports grounds in new land release areas typically limited to shared use ovals with primary schools, these are frequently not of an adequate size to cater for a range of sports or a sporting and physical activity hub model.

6.3.4 Changing Trends and Demand

The demand for facilities, activities and programs typically provided by community, sport and recreation facilities changes over time, depending on the needs and interest of the community and other trends at the time. Current trends would indicate that there will be an increasing demand for:

- Health and fitness facilities and activities that are quick and convenient and that can involve children to seniors.
- Learning opportunities and education programs that offer new experiences and develop new skills.
- Universal change rooms and toilets to accommodate an increase of women in previously male dominated sports and for fitness-specific activities.
- A larger mix of activities and programs with more people inclined to try many different things, rather than sign on for a term, or to a group.
- Activities and facilities that a diverse age range can participate in, which are affordable.
- Activities, facilities and programs which are available beyond 'standard hours' with increasing 'shift work' and deregulation of retail trade hours.
- Adventure, lifestyle, extreme and alternative sports.

6.3.5 Planning and Design

- Given that the profile of the community changes over time and new trends emerge, community, sport and recreation facilities need to be planned for and designed to be adaptable to change.
- The increasing diversity of usage demands and the need to accommodate multiple user groups will require more effective facility design solutions. An emphasis on other design disciplines will also be required with outdoor and green spaces and 'places' increasingly considered essential elements of community facilities.
- Safety and crime are growing community issues and an essential element of maximising the usage of community facilities is providing a good level of safety, much of which can be created through design, CCTV, passive surveillance and place activation.
- Information technology and communications is now an important element of good design and this infrastructure should be built in, at the time of construction.

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6.3.6 Sustainability and Management

While the standard of facilities expected by the community is likely to continue to grow, there will also be an increasing requirement to maximise ecological sustainable principles, in the design and operation of buildings and outdoor spaces, particularly in energy and water usage and management. With sports grounds consuming high levels of water, there has been a growing trend in the use of synthetic surfaces as well as water conservation practices such as hydro-zoning.

The use of solar panels has also become highly prolific as a means to reducing overall energy consumption costs. Implementation of energy-efficient sports lighting rather than conventional options will also assist in minimising electricity costs and carbon footprint.

Facility management will also continue to become more sophisticated as the demand to cater for a wider diversity of uses increases, together with the need to maximise the use of existing facilities across a wider spectrum of time, other than peak demand periods.

To achieve this, facility management will increasingly need to take on a more proactive role in 'programming' and developing activities and services to meet the needs of the community. In addition, affordability will need to be considered to maximise place activation and to meet community needs.

6.3.7 Changing role of Public Libraries

Of all community facilities provided by local government, libraries and their role and function have changed the most significantly.

This has largely been due to the rapid advances in digital information, communications and media technologies, which has required public libraries to move well beyond their traditional role as a place for holding and lending books and periodicals and 'hard copy' information. With new digital and information technologies, public libraries are now required to be a gateway to online information and knowledge.

The role of public libraries in education and learning has also extended further with online and digital courses and a greater demand from the public for educational resources. It has increasingly been recognised that libraries should be places of lifelong learning for all age groups and abilities.

As public libraries continue to develop into knowledge and learning hubs and community hubs in their own right, the traditional design, space and size of libraries will need to change. This shift will place further pressure on the need to redevelop the Spearwood Library.

6.3.8 Accessibility and inclusion

While designing and building community facilities to be physically accessible for people with disability is well established, in recent years there has been a growing focus on

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ensuring community, sport and recreation facilities are inclusive and are catering for the needs and interests of the wide population, including people with disability and people from different cultural and socio-economic backgrounds.

As part of all future facility developments, it is suggested that the City exceed building regulation requirements in ensuring that positive outcome for disabled access is achieved. This may involve consideration being given to appointing an accessibility consultant as part of the design process.

7.0 Community Consultation – Key Needs and Outcomes

The Community Needs Assessment undertaken in the development of Community Sport and Recreation Facilities Plan has involved a substantial program of community and stakeholder engagement (Annex 2).

The consultation process has involved the following:

- Preparation of a Project Information Sheet that has been widely circulated to community, sporting and recreation organisations within the City of Cockburn and other key stakeholders. The Project Information Sheet outlined why and how the Community Needs Assessment will be undertaken and the various opportunities to get involved and have a say.
- The provision of 7 Community Workshops, with 125 people in total attending
- An online Community Engagement hub was also established, via the City of Cockburn's Engagement HQ site comment.cockburn. This has provided information about the project and easy access to relevant background reports and studies, as well as the opportunity to register for the community workshops and complete the Community Facilities Survey online, as well as participate in an online ideas and discussion forum.

In summary, there were over 365 visits to the HQ Engagement site, with 131 people participating in the survey and an additional 311 general comments put forward by survey participants. A further 130 people participated in community workshops, discussion or made a submission, with over 1,500 comments and views being put forward throughout the consultation process

This section provides the key findings and outcomes from the community and stakeholder consultation.

7.1 Develop Art and Cultural Facilities

A major lack of art and cultural facilities had been identified through the development of the Cultural strategy and was once again highlighted during the consultation process in the development of this plan. The types of facilities required included performing arts facilities,

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workshop spaces with wet areas for up to 20 people, dance, exhibition, gallery and function space and the need to develop a significant arts and cultural hub.

The need for a community arts centre was also widely identified together with a lack of creative and artist opportunities for the community. The limited capacity of existing community facilities to cater for artistic or cultural pursuits was also highlighted with the need to improve the capacity of existing and new facilities to better cater for arts and culture.

Improving and developing more outdoor facilities, performance/event spaces and venues was also a common theme, with Manning Park being highlighted as a fantastic venue for these events.

7.2 Improve and increase community centres and spaces

The existing community centres are well utilised and a lack of available community centres or spaces across a number of areas in the City of Cockburn was identified.

Whilst the community space in Coolbellup is called the 'Coolbellup Community Hub', it does not function as a hub or have a welcoming presence, due to poor design and limited space. Addressing the shortcomings of this facility, which includes the Coolbellup Library, is required to better meet the needs of the community.

The Aubin Grove Community Centre is also considerably undersize to meet current or future demand. While there could be options to expand there may be opportunities to address this deficit in surrounding urban development.

The Memorial Hall was the only community centre space in Hamilton Hill until a major refurbishment in 2007 which saw the facility redeveloped and programmed to cater for art and cultural activities. The high level of usage by local arts and cultural groups has meant that broader community access is limited.

There is also a need to address the provision of a community centre and space in Hammond Park and to determine the scale of the facility required.

The need for the development of the Wetlands Education Centre/Native Arc was widely identified as a priority and this included the scout's facilities. The need for an Aboriginal Cultural Centre was also strongly supported.

The lack of office space for Non-Government Organisations (NGO's) was also identified as an issue that can affect the sustainability of organisations and the delivery of necessary community services. To ensure there are adequate services to meet the needs in the City of Cockburn, developing something similar to the Lotteries House was highlighted.

The City has already committed to a new seniors citizens centre on the City's administration site and developing the centre as part of a major community hub to include a Lifelong Learning Centre.

A larger redeveloped library, an early years and family centre, youth activities spaces, community computer training rooms and meeting rooms, café, bookshop, arts and cultural spaces and new community hall have been identified as components of the Lifelong Learning Centre.

7.3 Increase and Improve Sporting Reserves

The current level of sporting reserve provision was widely identified as inadequate to meet current demand and the Sports and Recreation Plan (2009) highlighted that the City of Cockburn has less active open space per head than a number of LGA's of a similar population.

Overall, the size of sporting grounds in the City are smaller and there are a number of existing sporting reserves that have limited capacity because of this.

Identifying opportunities to increase the capacity of existing and planned sports grounds was recognised as a priority. A review of current Council and public land holdings could also be undertaken to determine if there is any suitable surplus land that could be developed as active open space.

The lack of large scale regional level sporting grounds, which would be appropriate for the size of the City of Cockburn's population was identified as a significant gap across almost all sports.

In some cases, the joint provision of sporting grounds with the Department of Education is not achieving entirely positive outcomes and is resulting in sports grounds that are too small and of limited capacity.

There have also been issues with location which has resulted in access, traffic and parking issues. Achieving better outcomes with shared use of school ovals needs to be addressed.

The lack of facilities in Coogee - North Coogee was also identified, with the only sporting space being provided being a collocated junior size AFL reserve. This will not be adequate to meet the needs of this population and with limited opportunities to develop any further sporting Public Open Space in this area, an investigation is required into increasing the capacity of facilities and reserves in neighbouring western suburbs to cater for the community's needs going forward.

7.4 Improve Existing Sporting Facilities and Opportunities

The need to upgrade existing sporting facilities was a common theme and this was either to improve the standard of the facilities, or increase the numbers that can be catered for. The clubs that identified the need to upgrade or expand existing facilities were:

- Southern Districts Softball Association
- Cockburn Cougars Softball Club

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- Panthers Softball Club Inc.
- Flames Softball Club Inc.
- Cockburn City Soccer Club
- South Coogee Junior Football Club
- Jandakot Lake JCC
- Jandakot Park Cricket Club
- Cockburn Cricket Club / Cockburn Junior Cricket Club
- Phoenix Cricket Club
- Phoenix Lacrosse Club
- Phoenix Park Little Athletics Club
- Cockburn Netball Club
- Fresh Coast Sports Club
- Cockburn BMX Stadium
- Cockburn Athletic Club
- Lakeside Basketball Association

The following clubs identified the desire to develop new facilities:

- Cockburn Cougars Softball Club
- Panthers Softball Club Inc.
- Flames Softball Club Inc.
- Yangebup Knights Junior Ball Club
- Hammond Park JFC
- Fremantle Croatia Soccer Club
- Cockburn Cricket Club / Cockburn Junior Cricket Club
- Phoenix Lacrosse Club
- Fencing Association of WA (Excalibur)
- Cockburn BMX Stadium
- Phoenix Cricket Club
- Portuguese Club
- Fremantle Rugby League Club

The need to address the gaps in sporting opportunities in the City of Cockburn to provide a wider range of sports and the development of more non-competitive sporting opportunities was also a common theme. Currently popular sports not catered for within the City include Hockey and Rugby League. Other less popular sports, including Ultimate Frisbee, Gaelic Football and Gridiron are not offered in the City, however, with limited ground availability these sports are unlikely to be accommodated in the near future.

7.5 Improve and Increase Opportunities for Recreation/Physical Activity

The need to improve and increase facilities and opportunities for informal recreation and physical activity was one of the most significant themes to emerge from the Community Needs Assessment.

Increasing and improving skate parks and BMX/pump tracks featured strongly, particularly in terms of increasing the capacity of these facilities to cater for all age groups, with other supporting infrastructure, such as drinking fountains, seating, shade, lighting and BBQs.

The need for exercise stations and circuits at sports grounds and parks, as well other opportunities for physical activity, such as walking and running paths and half courts was highlighted, together with the need for safe cycle paths and exercise tracks. The provision of fenced dog parks that have exercise and play equipment was also widely identified as a need across the City of Cockburn.

Maximising the opportunities for physical activity associated with the City of Cockburn's ocean frontage was also identified as a largely unmet potential. A dive trail, beach and ocean sports and boating facilities were suggested as part of this.

7.6 Improve and Increase Supporting Infrastructure

The need to improve and increase the supporting infrastructure associated with sports grounds, parks and community centres/spaces was a major theme.

This most commonly related to the provision of adequate storage across all City of Cockburn facilities, as well as public toilets, shade, seating, drinking fountains, BBQs, lighting and adequate parking.

While the need for adequate lighting was raised across sporting clubs, it was also evident that lighting of sports grounds and parks is also in demand from the general community so these facilities can be used at night.

7.7 Accessibility, Inclusion and Affordability

The need for community facilities to have good physical access for people with disability was a common theme across the Community Needs Assessment, together with the need to ensure community, sport and recreation facilities are inclusive in catering for the needs and interests of the wide population, including people with disability and people from different cultural and socio-economic backgrounds. Affordability was widely identified as an issue and barrier in this respect.

7.8 Uneven Distribution and Standard of Facilities

The uneven distribution of community facilities was a common issue raised with the newer areas generally having fewer facilities than the established areas. There was also a perception that the standard of facilities was variable across the City of Cockburn with a predominance of local level facilities and a lack of larger scale district or regional facilities.

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This indicates that there is no overall hierarchy guiding the provision and scale of community facilities, which the Community, Sport and Recreation Facilities Plan will address by developing a hierarchy and standards for community facility provision.

7.9 Facility Provision keeping up with Population Growth

Population growth was identified as the single biggest trend and driver influencing current and future community facilities provision. Catering for growing demand was a common issue across the community needs assessment.
It was also widely acknowledged that there is a back log of community facilities requirements, particularly in the renewal of old facilities, as well as a high demand for new facilities and hence many competing demands.

8.0 Community Facilities Planning Framework

The development of the CSRFP has been underpinned by a strategic community planning framework which includes a set of guiding principles, community facilities standards of provision, community facilities hierarchy, new sporting reserve development principles and clearly defined district areas.

Community and Recreation Facility Standards *(Annex 3)* establish a benchmark and population ratio for providing community facilities and in addition to quantitative values can also provide qualitative guidelines in respect to the location and design of facilities. Community Facility Standards provide a useful tool in assessing the comparative distribution of facilities across an LGA and in determining the community facilities that will be required as a population grows or changes.

Developing and applying community facility standards forms one component of the needs assessment and supply and demand analysis for the Community, Sport and Recreation Facilities Plan and should not be considered as absolute, or in an isolated manner because there are many other factors that influence the demand for community facilities.

While standards for planning community facilities and services have been used by councils and state government agencies for many years and may imply there is a uniform approach, in reality community facility standards do vary and there can be a range in the standards applied.

The approach taken to formulating community facilities standards for the City of Cockburn has focused on developing a set of standards that takes into account the physical, social and cultural features of the area and the current and future distribution of the population.

Emerging best practice and trends in the function, planning and design of community facilities have also been considered, together with the findings from the community and stakeholder consultation in respect to how facilities should be provided in the future.

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In developing the Community Facility Standards, a review and benchmarking of existing standards has also occurred with key source documents including the following:

- Public Open Space Strategy – City of Cockburn.
- Community Infrastructure Plan - City of Belmont
- Community Infrastructure Plan – City of Rockingham
- Guidelines for Community Infrastructure – Parks and Leisure Australia (WA).

An overview of the application of the Community Facilities Standards of Provision is outlined in *(Annex 4)*.

9.0 Community Facilities Future Requirements

9.1. Community Centres

A Community Centre is a major community facility that provides a diverse mix of spaces to accommodate a wide range of services and activities that forms the basis of a community hub for the surrounding area when integrated with other facilities such as arts, youth and clubrooms.

Community Centres are capable of accommodating multiple uses and activities at any one time with flexible spaces enabling programs and activities to vary over time as the needs of the community change. There is a general trend and shift for community centres to become all-inclusive facilities that cater for sport and recreational needs (such a clubroom facilities) as well as non-recreational needs (such as cultural, recreation, arts, children and senior activities).

In general, these types of facilities include a main hall area, meeting rooms, kitchen space, office space, storage and children's spaces.

Existing facility provision

The City currently has 13 community centres servicing the needs of the City of Cockburn community. These Centres are a mixture of stand-alone buildings and spaces incorporated into other facilities such as sporting clubrooms and libraries.

District Level

- Beeliar Community Centre
- Success Regional Sports Facility
- Coogee Community Hall
- Seniors Life Long Learning Centre (community centre component)

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Neighbourhood Level

- Banjup Community Hall
- Atwell Community Centre
- Len Packham Clubrooms (Community Centre)
- Coolbellup Community Hub
- Yangebup Community Centre
- Jandakot Community Hall
- Harvest Lakes Community Hall
- Aubin Grove Community Hall
- Bibra Lake Community Hall
- Old Jandakot Primary School

Recommended Provision by 2026

By 2026, a further two Neighbourhood Community Centres and seven District Community Centres will be required in order to adequately service the estimated growth in population to 144,310.

It is recommended that the provision of the required district level facilities be considered the priority, as these facilities will provide a higher level of amenity and a greater overall benefit to the community.

District Level

- Success Regional Sports Facility
- Beeliar Community Centre *Upgraded
- Coogee Community Hall *Upgraded
- Yangebup Community Centre *Upgraded
- Port Coogee Community Space *New
- Aubin Grove Community Hall *Upgraded
- Seniors Life Long Learning Centre (community centre component)
- Cockburn Coast Community Facility *New
- Len Packham Clubrooms/Coolbellup Hub (Community Centre) *Upgraded – subject to the outcome of Master planning process
- Hamilton Hill Community Centre *New
- Treeby (Calleya Estate) Community Hall *New

Neighbourhood Level

- Banjup Community Hall
- Atwell Community Centre
- Coolbellup Community Hub
- Harvest Lakes Community Centre *Upgraded

- Bibra Lake Community Centre
- Jandakot Hall
- Old Jandakot Primary School
- Frankland Reserve Recreation and Community Centre *New
- Munster Sporting and Recreation Centre *New
- Cockburn Central West Community Facilities *New
- Southwell Sports and Community Centre (Goodchild Reserve) *Upgrade
- Memorial Hall (community centre component)

9.2 Seniors Centres

Seniors Centres provide a range of services, activities and facilities for seniors to access. This can include, function space, workshop space, arts and craft activities, support services etc.

Whilst this type of space does need to be a dedicated area there is the potential for it to be integrated in with a community centre to provide a range of multifunctional benefits to the broader community and create a hub of varying community services. Various design considerations would need to be made to ensure that the functionality of the area is retained.

Existing Facility Provision

Currently, the City has two Seniors Centres, with one located adjacent to the City's Administration Building and the Spearwood Library and the other located on Young Place in Hamilton Hill.

The Spearwood Seniors Centre is a staffed building and includes various function spaces, activity areas, kitchen and catering services, whilst the Hamilton Hill facility is managed by a local not for profit group.

District Level

- Spearwood Seniors Centre
- Hamilton Hill Seniors Centre

Recommended Facility Provision by 2026

Given the City's population of 144,310 by 2026, it is envisaged that there will be a need for a major upgrade to one of the Seniors Centres within the City, with the preferred option being the Spearwood Seniors Centre as part of the Lifelong Learning Centre development.

It is likely, that given the high level of growth forecasted in the eastern suburbs of the City, that consideration to a new Seniors Centre in this area may be required in future years.

District Level

- Spearwood Seniors Centre *Upgraded

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- Hamilton Hill Seniors Centre

9.3 Arts and Culture Centres

A Community Arts Centre is a specialist facility which provides an integrated mix of spaces that are flexible in nature and able to accommodate a variety of arts activities, art and culture programs and exhibitions. The Centre acts as a hub for community arts and cultural groups and provides opportunities for groups and individuals to work together in their arts and cultural pursuits for the benefit of the community.

It is recommended that this type of facility be integrated in with other community facilities at a district or regional level.

Existing Facility Provision

Whilst there is limited opportunity for art and cultural activity in the City, the Memorial Hall has purpose built spaces which can be utilised for the purpose of art exhibitions and theatre performances and function as flexible spaces that can also be used for other purposes.

Recommended Facility Provision by 2026

By 2026, there will be a need for one Arts and Culture Centre within the City.

In December 2016, Council adopted the Cultural Strategy which recommends the development of a Needs and Feasibility into the development of an Arts and Culture Hub Facility.

It is proposed that this study occur as part of the development of the business case for the Lifelong Learning Centre in Spearwood.

9.4 Performing Arts Centres

Performing arts centres provide a multi-purpose performance space that is intended for use by various types of the performing arts, including dance, music and theatre.

The intended use of these facilities is to provide a flexible space which can adapt to the needs of a variety of performing arts. The Centre's generally include theatre style seating, a stage, change-rooms, foyer/reception area and activity spaces.

Existing Provision

Currently the City's only facility which includes a performing arts centre is the Memorial Hall. This facility includes a stage, seating for 160 people, green rooms, art gallery space, change rooms, foyer and kitchen.

Regional Level

- Memorial Hall

Recommended Provision by 2026

Whilst one Performing Arts Centre is considered sufficient to meet the needs of the community up until approximately 2026, the existing Memorial Hall has limitations in terms of its size and capacity. However, any expansion of the Memorial Hall is considered unfeasible due to site constraints caused by adjacent property identified for the Roe Hwy extension and an already limited amount of parking available.

As such, it is recommended that the development of a new Performing Arts Centre be considered as part of the development of an Arts, Culture and Heritage Community Hub Feasibility Study and the Business Case for the new Lifelong Learning Centre.

Regional Level

- Memorial Hall
- Life Long Learning Centre (Performing Arts Space)

9.5 Libraries

Libraries provide vital amenities to the community, with people utilising library services for a variety of purposes including for study, reading, story-telling, conducting meetings, education, career enhancement and cultural pursuits such as arts and other hobbies.

The function and usage of libraries has changed significantly in recent years with a shift towards information and technology resources and the inclusion of flexible spaces which can cater for a variety of activities.

Contemporary libraries of today provide a wide range of services and materials including, non-print material (tapes, CD's, videos, CD ROM's, DVD's etc, virtual and digital resources), public terminals, reading and study areas, children's storytelling and young adult area, areas for specialist genres, provision for local and family history references, multi-purpose spaces for meetings and training with audio visual facilities, bookshop, coffee shop and toy libraries.

The provision of this type of facility is not recommended to occur at less than a district level.

Existing Provision

The City currently has 3 libraries with Success, Spearwood and Coolbellup. The 3 existing libraries perform very different functions in the way in which they serve the community, in particular:

- Success Library is the largest of the 3 libraries and services the region
- Spearwood is currently a district sized library and services a 6km catchment area

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- Coolbellup is considered to be a local level library

Regional Level

- Success Library

District Level

- Spearwood Library
- Coolbellup Library (Local)

Recommended Facility Provision by 2026

By 2026, it is suggested that there will be a need for a further 3 district libraries, however this need is proposed to be met by the upgrade of Spearwood Library to a Regional Library, together with a new district library which is proposed to be developed in the City of Kwinana suburb of Anketell.

In addition, it is recommended that a master-planning process be undertaken at the Coolbellup Hub. The intent of this process will be to consider the design limitations of both Len Packham Clubrooms and the Coolbellup Community Hub, with the view to better integrating the spaces together.

Regional Level

- Success Library
- Spearwood Library *Upgraded

District Level

- Coolbellup Library (Local)

9.6 Youth Centres

A Youth Centre is a specialist type facility which provides a range of opportunities for young people between the ages of 12 to 25 to access various support services, facilities and recreational activities.

Youth Centres generally include a diverse mix of spaces for youth support workers, education training areas, drop in spaces, office space, function/lounge space and recreation spaces.

Existing Provision

The City currently has one dedicated Youth Centre, in Success. The Centre includes office space, a theatre, lounge/break out rooms, recreation areas and space for external support services to operate.

Regional Level

- Cockburn Central Youth Centre

Recommended Facility Provision by 2026

Given the City's population of 144,310 by 2026, together with the significant growth projection in 12-24 year olds it is envisaged that there will be a need for additional youth based facilities over the course of the next 10 years.

It is proposed that a range of pop up and mobile youth services be administered in order to meet the needs of the community, together with the consideration of incorporating dedicated youth spaces as part of future community facility developments. In particular, it is recommended that a youth space be considered as part of the design for the Lifelong Learning Centre.

Regional Level

- Cockburn Central Youth Centre

9.7 Specialised Community Facilities

Specialised Community Facilities are venues of a unique nature which cater for activities and services which cannot be provided through standard multi-purpose community facilities.

Given the unique nature of these types of facilities, there is no set standard in place for the amount of facilities required to meet the demands of the community. The need for these facilities will largely be driven by specific community requests and identified gaps within existing service provision.

The City currently has 3 facilities of this nature, being the Wetlands Education Centre, Native ARC and the Men's Shed.

Existing Provision

- Native Arc
- Wetlands Education Centre
- Men's Shed

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Recommended Provision

The Bibra Lake Masterplan has identified the upgrade of both the Native Arc and the Wetlands Education Centre. The Master plan has also identified the development of an Aboriginal Cultural Centre at Bibra Lake, to showcase the aboriginal culture of the area.

The other additional proposed new specialised community facility is the development of the Lifelong Learning Centre which will aim to integrate a number of community facilities i.e. youth spaces, seniors centre, library and performing arts centre in the one facility.

- Native Arc *Upgraded
- Wetlands Education Centre *Upgraded
- Men's Shed
- Aboriginal Cultural and Visitors Centre *New
- Lifelong Learning Centre *New

10.0 Sports and Leisure Facilities Future Requirements

This study was developed on the basis that there was a need for development of additional sporting facilities in the City of Cockburn. A shortage of sporting/recreational spaces and associated facilities in the area was identified in the City's Sport and Recreation Strategic Plan (2009). This need has been further supported by the growing trend across metropolitan Perth of a lack of public open space, particularly in the developing suburbs where spaces allocated to sports are becoming smaller and less functional.

As such, this plan outlines standards which apply to the provision of neighbourhood, district and regional sporting spaces, together with the application of the principles outlined in the recently reviewed Liveable Neighbourhoods (currently in draft) which prescribes that 10% of every development be set aside for Public Open Space (POS), with only 2% of this amount able to be allocated as restricted POS i.e. wetlands, natural bushland, drainage swales and basins. The remaining 8% POS is set aside for unrestricted POS both sporting and recreational.

Of this 8% it is suggested that 4.2% be set aside for sporting grounds and 3.8% for parks and recreational uses. This is based on the findings from the recent study carried out by the Centre for Sport and Recreation Research at Curtin University of Technology. The metrics emerging from the study promote the allocation of 1.4% of subdivisible area of new suburbs, this amount is then tripled to allow for supporting infrastructure such as clubrooms, spectator areas, parking etc. This equates to 4.2% of the subdivisible area.

It is understood that this level of provision is not going to be achievable on all occasions due to issues such as the size of the area available or the significant features of the area needing to be retained.

10.1 Sporting Reserves

Active Sporting Reserves provide opportunities for organised and unorganised sport and recreation activities to occur on outdoor playing fields. These spaces play a critical role in the health and well-being of the community and provide for a variety of sporting pursuits such as Cricket, AFL, Soccer, Rugby, Hockey, diamond sports and a range of other minority sports.

These Reserves typically house a range of supporting infrastructure and facilities such as clubrooms, sports lighting, shelter, seating, goals and parking, with the overall level of facilities and space provided determined by the community facilities planning framework outlined earlier in this Plan.

Existing Provision

In analysing the provision of the City's existing sporting reserves, it can be seen that there is a distinct undersupply of playing fields across the City, in particular in the neighbourhood and district categories. This is issue has largely been caused by the existing reserves being relatively small in size and the City not having any large multi-use sporting hubs as can be seen in other Local Government Authorities.

This undersupply in sporting reserves will only continue to be further exacerbated as the City's population grows and sporting club participation numbers begin to swell, putting further pressure on the City's reserves.

Regional Level

- Success Regional Sports Facility

District Level

- Atwell Reserve
- Santich Park
- Beale Park
- Davilak Reserve

Neighbourhood Level

- Dalmatanic Park
- Watsons Oval
- Edwardes Park
- Len Packham Park
- Tempest Park
- Meller Park
- Nicholson Reserve
- Legacy Park
- Beeliar Reserve

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- Anning Park
- Aubin Grove Reserve
- Goodchild Reserve

Local Level

- Lucius Park
- Dixon Reserve
- Hopbush Park
- Lakelands Reserve
- Botany Park
- Mater Christi Reserve
- Enright Reserve
- South Coogee Reserve
- Bakers Square
- Harmony Primary School Oval

Recommended provision by 2026

By 2026, the City's population will drive a need for a further 2 district and 4 neighbourhood reserves, however it is acknowledged that limited opportunities exist for this issue to be addressed as part of new suburb developments, with a large amount of the City already having been structure planned.

As such, the City will need to investigate potential opportunities to expand existing reserves and maximise the amount of playing field space through strategic master planning processes, together with potential for land swaps and freehold purchases. This will be particularly crucial for the suburbs in the Western Ward of the City, where a further 11,799 residents are likely to move into the area through new developments and infill.

Regional Level

- Success Reserve
- Lakelands Reserve *Upgraded – including provision of synthetic hockey turf

District Level

- Atwell Reserve
- Santich Park *Upgraded
- Davilak Reserve *Upgraded
- Beale Park *Upgraded
- Beeliar Reserve *Upgraded
- Frankland Reserve *New
- Dixon Reserve *Upgraded

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Neighbourhood Level

- Dalmatanic Park *Upgraded
- Watsons Oval
- Edwardes Park
- Len Packham Park
- Tempest Park *Upgraded Clubroom facilities
- Meller Park *Upgraded Clubroom facilities
- Nicholson Reserve *Upgraded
- Anning Park
- Aubin Grove Reserve
- Goodchild Reserve
- Enright Reserve
- Treeby Reserve (Calleya Estate) *New
- Treeby Reserve (East) *New
- Legacy Park
- Munster Sport and Recreation Reserve and Facility *New (Replacing South Coogee Reserve as part of a land swap with Landcorp)
- Dixon Park *New Active POS

Local Level

- Lucius Park *Upgraded
- Dubove Park
- Hopbush Park
- Botany Park
- Mater Christi Reserve
- Harmony Primary School Oval
- Cockburn Coast Sports Space *New

10.2 Sports and Aquatic Centres

Sports and aquatic facilities are multipurpose centres which comprise of indoor facilities such as multipurpose courts, gym, function spaces, meeting spaces, office space, together with aquatic spaces such as 25m pool, 50m pool, spa, sauna and water play areas.

These facilities provide a range of services and activities for the community such as swim school, indoor sports competitions, group fitness classes, casual swimming and gym classes.

It is suggested that these facilities be provided with a minimum of 4 indoor courts to ensure their long term sustainability.

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Existing Provision

The City currently has one sport and aquatic Centre in the Cockburn ARC which was a $109M joint facility development between the City of Cockburn, Fremantle Dockers Football Club, Curtin University, Federal and State Government. The facility includes a 50 metre outdoor pool, 25 metre indoor pool, spa, sauna, 6 indoor courts, change-rooms and function spaces. In addition to the publicly accessible community areas, an exclusive space will also be provided for the Fremantle Dockers Football Club and Curtin University.

The facility opened in May 2017 and in a short period of time has been hugely successful with over 1.4M attending the facility over the course of the first 12 months. The facility has also won a variety of best practice awards.

Regional Level

- Cockburn ARC

Recommended provision by 2026

It is proposed that upon the closure of the South Lake Leisure Centre that the new Cockburn ARC will cater for the needs of the community beyond the life of this plan.

Regional Level

- Cockburn ARC

10.3 Indoor Sports and Recreation Centres

Indoor sport and recreation centres are multi–purpose indoor facilities which cater for a variety of sporting and recreational pursuits. These facilities include multi-purpose indoor hard courts, gym and group fitness spaces, meeting spaces, function spaces, office room and a café.
This type of facility caters for a variety of needs and can be incorporated with other community facilities to create a community hub.

It is suggested that these facilities be provided with a minimum of 4 indoor courts to ensure their sustainability.

Existing Provision

The City currently has two indoor sport and recreation facilities within its municipality. Both of these facilities are managed by way of lease agreement with WA Basketball League Clubs (Lakeside Basketball at Lakeside Recreation Centre and Cockburn Basketball Association at Wally Hagan Recreation Centre).

Cockburn Basketball Associations manage the minor maintenance, utilities, cleaning and delivery of sporting programs/activities, whilst the City is responsible for all structural maintenance.

Lakeside Basketball Association is responsible for the minor maintenance, utilities, cleaning and delivery of sporting programs/activities, as well as the structural maintenance.

District Level

- Wally Hagan Recreation Centre (4 indoor courts)
- Lakeside Recreation Centre (4 indoor courts)

Recommended Provision by 2026

The existing provision of the two indoor facilities will remain adequate to meet the needs of the community beyond the life of this plan, however this will be contingent on a Wally Hagan Recreation Centre upgrade.

The Western Suburbs Sporting Precinct Study has identified 3 potential options for the development of Wally Hagan Recreation Centre and Dixon Park:

1. Develop a sport and recreation hub through obtaining access to adjacent Main Roads land and developing a new 6 court stadium
2. Develop a new recreation centre on the existing Dixon Park site
3. Upgrade and expand the existing Wally Hagan Recreation Centre

As part of the adoption process for the Western Suburbs Sporting Precinct Study, Council resolved that option 1 was its first preference and should this not be feasible option 3 would be the alternative.

District Level

- Wally Hagan Recreation Centre *Upgraded/New (6 courts)
- Lakeside Recreation Centre

10.4 Skate Parks

Skate Parks are spaces which largely cater for young people aged 12-24 and include ramps, bowls, basins and rails which provide opportunities for skaters, scooters and BMX riders to utilise.

The design and function of skate parks have significantly changed over the past 10 years, this has seen skate parks placed in more prominent/visual locations and incorporated the opportunity for other wheeled sports to utilise the space i.e. scooter and BMX.

Existing Provision

The City currently has 4 skate parks in Atwell, Spearwood, Coolbellup and Bibra Lake Reserve. The skate park in Bibra Lake is the newest of the four having only been completed in 2018.

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Regional Level

- Atwell
- Spearwood (Market Gardens Reserve)
- Bibra Lake Reserve

District Level

- Coolbellup

Recommended Provision by 2026

By 2026, the population forecast of 144,310 indicates that an additional regional level skate park and another 4 district level skate parks will be required. It is suggested that these new/upgraded skate parks be evenly distributed across the City.

Within the Bibra Lake Management Plan, a new skate park has been identified to replace the existing skate park at Bibra Lake Reserve. It is suggested that given the nature of the location i.e. being one of the City's premier parks, that the skate park be developed at a regional level.

At this stage, the suburbs for where the new skate parks are to be located have been identified, however further detailed investigation will be required to determine the specific sites within those areas.

Regional Level

- Atwell
- Spearwood (Market Gardens)
- Bibra Lake Reserve

District Level

- Coolbellup
- Yangebup *New
- Aubin Grove *New
- Hamilton Hill *New
- Hammond Park *New

10.5 Pump Tracks

Pump tracks are a relatively new type of BMX/mountain bike facility, which are generally relatively small in size and contain a number of sharp compact turns and hilly sections that aim to provide a unique experience to the rider. These tracks have become highly popular with young people and riders of all ages in recent times due to the overall experience which the tracks provide and low skill level required to utilise.

These types of facilities provide an opportunity for bike riders to undertake bike riding activities in an informal unorganised manner, unlike the BMX Club model.

In general, this type of infrastructure is recommended to be provided on a neighbourhood scale and is to be located at reserves of a neighbourhood level and above. At the time in which new tracks are being developed, the need for supporting infrastructure such as toilets, lighting, shelter and drinking water needs to be considered.

Existing Provision

The City currently has four pump tracks, one being in Yangebup, Market Garden Reserve (Spearwood), South Lake Ottey Centre and another at Dixon Reserve in Hamilton Hill.

Neighbourhood Level

- Market Garden Reserve
- Dixon Reserve
- Yangebup
- South Lake Ottey Centre

Recommended Provision by 2026

On the basis of providing this type of facility at a neighbourhood level of provision 1-25,000, it is suggested that there is a need for a total of six pump tracks by 2026, in order to meet the needs of the growing community. This would require an upgrade of the existing two tracks and the provision of an additional 4 new tracks.

At this stage, given the uncertainty as to whether the popularity for this type of track will continue, it is suggested that 1 new track be developed, with usage to be monitored to determine the need for any additional tracks in the future.

Neighbourhood Level

- Market Garden Reserve *Upgraded
- Dixon Reserve *Upgraded
- Yangebup
- 1 New Track

10.6 BMX Facility

BMX facilities are specialist type facilities which generally comprise of a BMX track, clubrooms, parking, timing/starting infrastructure and lighting and are typically leased to BMX Clubs to manage and deliver a range of activities and competitions.
The nature of these facilities requires a significant amount of maintenance, particularly in maintaining the track itself.

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Existing Provision

The City currently has one dedicated BMX facility located at Malabar Park in the Bibra Lake commercial district. The facility and surrounding area is currently managed under a Lease Agreement arrangement with the Cockburn BMX Club. The Club are responsible for all minor/major maintenance, utilities, drainage etc.

Whilst the track itself is in very good condition, the supporting infrastructure i.e. public toilets, clubrooms and lighting are all in poor condition and not considered suitable for purpose.

Regional Level

- Cockburn BMX Facility – Malabar Park

Recommended Provision by 2026

With a population forecast of 144,310 by 2026, one BMX facility is considered to be sufficient; however it is recommended that the existing facility be upgraded in order to meet the needs of the community. This upgrade is proposed to include new clubrooms, parking, lighting, storage and public toilet facilities.

A feasibility process has recently been completed, with a concept design for the development now finalised.

Regional Level

- Cockburn BMX Facility – Malabar Park *Upgraded

10.7 Outdoor Hard Courts (Tennis and Netball)

Outdoor hard courts are typically either tennis courts or outdoor netball courts. These types of surfaces are generally connected to an adjacent clubroom facility and utilised for the specific purpose of the sport in which they have been built for.

These type of facilities are generally managed via a variety of management arrangements i.e. Lease, seasonal agreement or casual booking.

Tennis Courts

Existing Provision

The City currently has four locations whereby tennis facilities are provided i.e. Davilak Reserve, Anning Park, Len Packham Reserve and Coogee Beach.

Whilst the City has four locations for tennis, three of these locations (Anning Park, Len Packham Reserve and Coogee Beach) are only two court facilities and do not have any Tennis West affiliated clubs based at the locations. The fourth location is at Davilak Reserve which consists of six courts and a small clubroom facility. The courts and

clubroom facility are poorly located at the rear of the reserve away from main transport links and require significant upgrade in order to be considered an acceptable standard for competition play.

Neighbourhood level

- Davilak Reserve – 6 hard courts

Local Level

- Len Packham - 2 hard courts
- Anning Park - 2 hard courts
- Coogee Beach – 2 hard courts

Recommended Provision by 2026

With a population forecast of 144,310 by 2026, 36 tennis courts are recommended as being required over the course of the next 10 years, however historically tennis has not been well supported within the City and whilst the community needs assessment identified a level of support for new tennis facilities, there are ten existing outdoor courts provided at the Next Generation Health and Lifestyle Club in Bibra Lake. High schools also provide a number of multiuse courts that could support the establishment of a club, if further demand arises with the City of Cockburn. Given this context and the relatively low level of interest, it is suggested that less courts than identified within the community facilities standards of provision would be sufficient.

This position may change over the course of the next decades should interest in the sport increase and should this occur it is recommended that a suitable site in the eastern area of the City be identified.

District Level

- Anning Park * Upgraded – 6 tennis courts

Local Level

- Len Packham Reserve – 2 courts
- Coogee Beach Reserve – 2 courts

Netball Courts

Existing Provision

The City currently has two locations where hardcourt netball courts are provided i.e. Bakers Square and Success Regional Sports Reserve.

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Bakers Square Reserve is home to the Cockburn Netball Club and consists of 4 outdoor hardcourts and a small clubroom facility. Success Regional Sports Facility consists of 20 outdoor hardcourts, large clubroom facility and is home to the Success Netball Association.

Regional Level

- Success Regional Sports Facility – 20 outdoor netball courts

Neighbourhood level

- Bakers Square – 4 outdoor netball courts

Recommended Provision by 2026

At a provision level of 1:4,000 per resident and a forecasted population of 144,310 by 2026, it is recommended that 36 netball courts are provided over the course of the next 10 years. However, as it is further recommended that netball courts are developed with a minimum of 10 courts to ensure sufficient capacity for a netball association to operate, a slight over supply is proposed to be provided with a total of 28 courts. While this is an under provision in the City overall, this can be reasoned by spatial limitations within the City, proximity of the Fremantle Netball Facility and provision at schools. In addition, the Cockburn ARC provides, 6 multipurpose courts which can be utilised for the purposes of netball.

Regional Level

- Success Regional Sports Facility – 24 outdoor netball courts (*4 new additional courts)

Neighbourhood level

- Bakers Square – 4 outdoor netball courts

11.0 Financial Implications

The Community Sport and Recreation Community Facilities Plan will form the basis for any decisions relating to the development of new reserves/facilities, the development of existing reserves/facilities, allocation of funds and resources for community facilities, and planning for future service delivery.

Funding for the development of future community facilities or facility upgrades will come from a range of sources. These may include DCA13 development contributions, municipal funding, cash in lieu, Federal and State government grant programs, funds from the sale of Council assets or other partnerships models.

The costs outlined within the 15 year Implementation Plan *(Annex 8)* are based on 2018 cost estimates and do not take into consideration cost escalation amounts. As such, all

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development costs outlined within the Implementation Plan will be reviewed on a biennial basis in accordance with Council's Long Term Financial Planning process.

This Plan does not identify costs associated with Council's ongoing maintenance program for each of its existing facilities nor operational costs such as staffing, cleaning, promotion and program costs.

Detailed business cases will need to be developed prior to development of any new facility occurring which will outline all staffing, maintenance and up front construction costs.

12.0 Key Recommendations

That Council:

1. Adopts the Community, Sport and Recreation Facilities Plan;

2. Considers the projects included within the Implementation Plan as part of the 10 year Long Term Financial Planning process;

3. Notes that all projects outlined within the Implementation Plan will still be subject to Council's annual budget deliberation process including ongoing operating costs for the relevant facility;

4. Undertakes a Master planning process at Nicholson Reserve to determine the feasibility of developing a regional level home for small ball sports within the City of Cockburn;

5. Undertakes a feasibility and business case proposal for the development of the Lifelong Learning Centre, with consideration to seniors, youth and arts and cultural requirements;

6. Undertakes a review of access to public toilets at active sporting reserves and considers the installation of public toilets as part of all future sporting reserve developments at neighbourhood level and above;

7. Undertakes a review of the management framework for the City's sport and recreation facilities;

8. Investigates all opportunities for external funding to complement municipal fund contributions.

14.0 Annexes

Annex 1 – Document Review Analysis

Annex 2 – Summary of Community Engagement Program

Annex 3 - Community Facilities Standards of Provision

Annex 4 – Community Facilities Standards of Provision Application Overview

Annex 5 - Community Facilities Maps (Existing and Proposed)

Annex 6 – Libraries Maps (Existing and Proposed)

Annex 7 – Sporting Reserves Maps (Existing and Proposed)

Annex 8 – 15 Year Implementation Plan 2018-2033

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Document Review Summary

Annex 1

From the review of current reports and plans, the following summary of the overall key issues and trends and needs and gap is provided:

Key Issues and Trends Previously Identified

Population growth and density

The City of Cockburn's significant population growth and the impact of this in the context of increasing demand on existing facilities and the growing need for additional community, sport and recreation facilities was a common theme.

With decreasing lot sizes and increasing densities, the need to increase and improve Public Open Space (POS) requirements and facilities, as well as the provision of unstructured recreational activities were identified in a number of reports.

The increase in maintenance and renewal costs and the need to maximise the use of existing facilities and to upgrade and improve the capacity of these facilities was highlighted, together with the need to encourage the sharing of facilities and multi-purpose facilities.

Ageing of the population

With the ageing of the population, the City of Cockburn will face increasing pressure as the suitability of infrastructure is challenged, with much of this constructed without particular consideration of the ageing population.

Age-friendly infrastructure will be important to help older people remain active and independent and that the planning, design and construction of environments for older people, in both the public and private domain, will need to be considered and integrated in local government's planning and decision making.

Community facility age and condition

The Asset Management Plan (Buildings) indicates that a reasonably high proportion of community and recreation buildings are less than 20 years old, which is a positive factor in terms of likely responsiveness to current community needs and remaining useful life.

However, there are also a number of community and recreation buildings which are over 40 years and were built to meet the needs of that era. While community needs and the design and function of community facilities have changed considerably since this time, there are a number of older buildings that do not cater well for the current need and demand. The community and recreation buildings requiring further investigation to bring them up to the agreed standard were identified as:

- Anning Park Clubroom
- Beale Park Hall/Change rooms
- Wetlands Education Centre
- Jandakot Hall – Anning Park (minor upgrade completed)
- Santich Park Club Rooms (upgrade completed)
- Senior Citizens Centre
- South Lake Ottey Centre
- Yangebup Community Centre

Community and recreation buildings identified for possible decommissioning and disposal are shown below:

- Dubove Reserve - Spearwood
- Joe Cooper Recreation Centre – Spearwood (Decommissioned)
- Southwell Community Centre - Hamilton Hill
- Wattleup Hall – Wattleup
- South Coogee Reserve Change rooms

POS planning

Sporting reserve development throughout the City of Cockburn has relied almost exclusively on the 10% POS allocations at the structure planning stage rather than a sport and recreation planning approach. This has resulted in the following characteristics of reserve provision:

- More active reserves in older areas and fewer in new suburbs with POS being split into more small areas
- Limited size of reserves
- Reserves located within suburbs, often on minor roads
- Reserves in low lying areas causing increased maintenance costs

The limited oval sizes has impacted on club development for a number of clubs, with clubs requiring alternative grounds for training purposes and additional volunteers to support these grounds.

In addition, the significant amount of conservation category land contributed as POS by developers has competed with Sporting Reserve provision, resulting in decreased land for active purposes.

Popular sports including AFL, Cricket and Soccer could continue to monopolise both ground allocation and membership numbers into the future. It is important that the council acknowledges this, and works with all sports to accommodate for a variety of codes.

Based on the existing facilities, the Sports and Recreation Strategic Plan 2009 recommended that the development of any new active reserves considers the needs of sport and builds in the flexibility to allow full use by all sports.

Collocation with schools

The City of Cockburn has pursued collocation with the Department of Education and Training (DET) for the provision of sporting reserves like most LGAs. In recent years, this has resulted in shared use primary school ovals being the only active sports grounds for the local community, or school catchment which is about 5,000 people, where traditionally there would be an additional seniors sports ground for this population.

Without increasing the size of the typical primary school oval, the sports that can be developed are often be limited to rectangular sports and often prohibit seniors sport. Of the last five reserves to come on line in the City, four involve collocation with the DET and two are suitable for rectangular sports only.

Additionally, the location of Botany Park, Harvest Lakes and Aubin Grove see them embedded within the suburb with poor parking and access that can create traffic management problems

The lack of ownership by the City of Cockburn is also a significant disadvantage where the DET encroaches on the oval space with extensions to school buildings.

Public transport

Poor public transport featured across many reports and plans in terms of restricting access to and the use of community, sport and recreation facilities and the importance of improving the footpath and cycle path system was also highlighted.

Previously Identified Gaps and Needs

Established community facility needs and plans

The need has been established for the following community, sport and recreation facilities, which have been endorsed by the Council via the Long Term Financial Plan and the Development Contribution Plan No 13.

Community Centres and Spaces

- Cockburn Seniors and Lifelong Learning Centre 2022/23
- Wetlands Education Centre/Native Arc 2018/19
- Frankland Reserve Recreation and Community Facility 2019/20
- Cockburn Central Community Facilities
- Southwell Community Centre 2017/18
- Banjup (“Treeby”) Community Centre 2018/19

Skate Parks

- Bibra Lake Management Plan Proposals – skate park

Sport and Recreation

- Cockburn ARC - Under construction
- Cockburn Central Playing Fields
- Visko Park Bowling and Recreation Club
- Beale Park Clubroom - upgrade
- Dixon Reserve/Wally Hagen Facility Development
- Frankland Reserve Recreation and Community Facility
- Coogee Golf Complex 9 hole
- Atwell Oval – redevelop for hockey
- Lakelands Reserve – new clubrooms
- Atwell Synthetic Hockey Pitch
- Munster Recreation Facility
- Banjup ("Treeby") Playing Field
- Anning Park Tennis

Art and culture facilities

A gap in a wide range of art and cultural facilities and opportunities were identified and the most common solution to this was the need to develop an Arts and Cultural Hub with space for all aspects of the performing arts, visual arts and community arts crafts and learning opportunities.

The Draft Cultural Plan 2016-2020 vision incorporates the following vision for this facility:

The creation of a significant landmark hub acts as an iconic representation of the City's commitment to arts, culture and heritage. Our hub and spoke model unites people across the community and sends a clear message about the recognised value of arts, culture and heritage.

The hub has the ability to attract international standard activity, while at the same providing a vibrant home for local artists to practice and hone their craft. Education is an important component. The creation of a mixed use facility ensures sustainability.

The hub puts local art, culture and heritage on the world stage

The strategy also recommends the completion of an initial Arts, Culture and Heritage Hub feasibility study, including identification and evaluation of potential sites, assessment of stakeholder needs, and vision creation.

The other art and cultural facility gaps identified were:

- Limited capacity of existing facilities to cater for art and cultural needs.
- A lack of planning for arts and cultural needs within new facilities and communities.
- Sufficient provision of indoor and outdoor cultural spaces across the City.

Phoenix Lifelong Learning and Seniors Centre

As part of DCP 13, City of Cockburn has already committed to a new senior citizens centre on the City's administration site and developing the centre as part of a major community hub on this site.

A Seniors' centre, a larger redeveloped library, an early years and family centre, youth activities spaces, training rooms and meeting rooms, café, bookshop and new community hall have been identified as components of this major community hub.

Investigating the future design of the community hub to meet the existing and future needs has been recommended in the Phoenix Central Revitalisation Strategy.

Office space and resources for NGOs

The lack of office space and resources for non-government, or not for profit organisations was identified in a number of reports and plans. The lack of venue opportunities not only impacts on a majority of current groups, particularly small volunteer-led groups, but also restricts medium-to-large not-for-profit organisations from establishing a presence in the City.

The City of Cockburn regularly receives requests to source and identify venue options and in some cases, the lack of office/activity space and permanent access to facilities has posed a risk to the long term sustainability of nine organisations.

The Cockburn Community Development Strategy proposed that the City investigate the feasibility for the development of a shared, multi-use venue for not for profit organisations at Cockburn Central (such as a Lotteries House model).

Aboriginal Cultural Centre

While there is a significant Nyungar heritage in the area that makes up the City of Cockburn, an insufficient recognition and protection of Aboriginal culture was identified as a gap.

The need for an Aboriginal Cultural Centre to showcase culture, driven by Aboriginal people was identified in a number of reports and plans and was also identified in the public consultation for the City's Strategic Community Plan 2016 – 2026 and subsequently included in the Long Term Financial Plan.

Wetlands Education Centre/Native Arc

Developing the Wetlands Education Centre/Native Arc has been identified within DCP 13 and the Bibra Lake Management Plan recommends:

- Upgrade the Scout hall and storage facilities
- Designate a camping area near the Sustainability Precinct
- Upgrading the existing amphitheatre
- Upgrading parking facilities

Education and employment

The Youth Services Strategic Plan 2011 – 2016 highlighted that there are no facilities in the City of Cockburn that allow young people to undertake training in practical trades and an automotive workshop and a driving simulator and associated training were identified as being important to young people and the broader community.

Education centres set up across the City of Cockburn were also suggested by high school students and would provide study help for TEE students and it was also suggested that those doing well at school could provide peer assistance for those who needed some help.

Skate parks

Whilst the City of Cockburn has four skate parks, the demand for skate parks is on the increase and investigating the possibility of additional skate park and BMX track facilities was recommended.

Larger scale sports grounds

Of the 24 active reserves identified in the City, only 16 are suitable to accommodate AFL ovals, with the remaining suitable for rectangular field sports and some summer sports. The limited size of a number of the reserves and the way that they have been developed is a restricting factor in sport provision and constrains the ability to house and grow clubs within the City.

No large multi-use facilities as seen in a number of other local governments have been developed within the City of Cockburn. Rather than having regional hubs, the lack of large active space has resulted in dispersed sport provision across the City on smaller reserves. The lack of large areas dedicated to sport provision limits the option for the development of facilities in the future from both an active reserve provision and other future recreation uses.

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Low provision of sports reserves

With the expected increase in population, there will be added pressure put on existing facilities and reserves. However, the City of Cockburn has significantly lower active reserve provision when compared to other LGAs. The table below highlights that the City of Cockburn has a similar number of active reserves, however the number of hectares per 1000 people is lower, indicating that reserves are much smaller in size.

Table 1 Active Open Space Comparison

Active Open Space (AOS)	City of Cockburn	City of Melville	City of Joondalup	City of Gosnells
Total Population	89,160	99,396	159,986	95,679
Total Active Reserves	24	22	39	21
Total Hectare	102.18	137.37	271.41	159
Total Ha AOS/ 1000	1.14 Ha	1.38 Ha	1.69 Ha	1.66 Ha

Recreation planning across other metropolitan LGAs shows that whilst there are the typical provisions for winter and summer sports on single reserves, there is also often larger type reserves that cater for multiple sports within each locality.

In comparison to other localities the City of Cockburn largest reserves are Beale Park and Success Regional Sports Facility with combined hard courts and playing fields of 7ha. The ability to attract and grow major sports and higher grade competitions is generally supported by large multipurpose reserves.

The Sports and Recreation Strategic Plan 2009 recommends that should the opportunity arise for acquiring or purchasing large land parcels, such as in the case of Cockburn Central, the City should do this and build flexibility into its recreation provision for the future.

Gaps in sports

Currently, popular sports not catered for within the City include Hockey and Rugby League. Other less popular sports, including Ultimate Frisbee, Gaelic Football and Gridiron are not offered in the City, however, with ground availability and the opportunity to offer more sports these may become an option.

Despite tennis being identified as a sport catered for in the City, the level of club facility and number of courts is considered poor and actual service provision is considered inadequate for the City.

Multi-purpose courts

A growth in the demand for multipurpose courts within POS was identified. These half size courts facilitate basketball, netball, handball, mini tennis and other recreational activities on a hard surface.

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Annex 2

Community Sport and Recreation Facilities Strategic Plan 2017 - 2031

Community Needs Assessment - Task Three Report

Community and Stakeholder Engagement

Prepared by
Community Perspectives
June 2016

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1 Introduction

The Community Needs Assessment for the Community Sport and Recreation Facilities Strategic Plan has involved a substantial program of Community and Stakeholder Engagement.

This has involved the preparation of a Project Information Sheet that has been widely circulated to community, sporting and recreation organisations within the City of Cockburn and other key stakeholders. The Project Information Sheet outlined why and how the Community Needs Assessment will be undertaken and the various opportunities to get involved and have a say.

An online Community Engagement hub was also established, via the City of Cockburn's Engagement HQ site. This has provided information about the project and easy access to relevant background reports and studies, as well as the opportunity to register for the community workshops and complete the Community Facilities Survey online and participate in an online ideas and discussion forum.

The City of Cockburn also promoted this project widely and provided information about the Community Needs Assessment and opportunities to participate on the City's website, newsletter and social media, as well as the local media.

There were over 365 visits to the HQ Engagement site and 131 people participated in the survey, with an additional 311 comments put forward by survey participants.

A further 130 people participated in the community workshops, discussion or made a submission, with over 1,500 comments and views being put forward throughout the consultation process.

This report provides a summary of the findings and outcomes from the Community and Stakeholder Engagement component of the Community Needs Assessment for the Community, Sport and Recreation Facilities Strategic Plan.

The additional comments made by survey participants have been recorded verbatim in Appendix 1 of this report.

Appendix 2 provides the sorted and themed comments put forward at the community workshops and in shareholder consultation. The input from state sporting associations and community facility implications from surrounding LGAs is also included.

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2 Community Survey

The survey was available on-line and the following report provides the results of the survey analysis and includes the many comments received from respondents which have been summarised and collated under headings so that issues and priorities can easily be identified.

Profile of Survey Respondents

A total of 131 people responded to the Survey, with 80% of these being female and 20% male. While females were over represented, this is not unusual with females generally more inclined to participate in surveys.

Most respondents were from the 30-39 year old age group, followed equally by the 40-49 and 50-59 year old age groups. The 30-59 year old cohort represented 30.8% of all respondents.

Table 1 Age Groups of Respondents

Age Group	%	n
10-14	0.8	1
15-19	3.8	5
20-29	6.9	9
30-39	30.8	40
40-49	26.2	34
50-59	19.2	25
60-69	8.5	11
70+	3.8	5

Most respondents were between the ages of 30 and 59; representing over 76% of the respondent group. Within the general population of the City of Cockburn, this age group represents only 42.5% of the population. Generally those under 29 years of age and those over 60 years of age were under represented in the survey group.

Considering the age profile of respondents in comparison to the age profile of residents in the City of Cockburn; 20-29 year olds (and younger) were the most 'under represented', followed by the 60-69 and 70+ year old age groups.

The 30-39 year old age group had the greatest 'over representation'. There was also a smaller 'over representation' of the 40-49 year olds and 50-59 year olds in the survey.

Table 2 Respondents Age Groups Compared to LGA Population

Age Group	%	n	LGA Pop.	Variance %
10-14	0.8	1	6.1	-5.3
15-19	3.8	5	6.3	-2.5
20-29	6.9	9	14.6	-7.7
30-39	30.8	40	16.3	14.5
40-49	26.2	34	14.8	11.4
50-59	19.2	25	11.7	7.5
60-69	8.5	11	8.6	-0.1
70+	3.8	5	5.8	-2

In considering the locality of respondents and the top responses, 35% of the respondents said they lived outside of the City of Cockburn, followed by 8% from Bibra Lake and Atwell, Yangebup with 7% and South Lake-Cockburn Central with 6%.

Table 3 Where Respondents Live

Suburb	%	n
I live outside the City of Cockburn	35	46
Beeliar	5	7
Bibra Lake	8	11
Yangebup	7	9
Atwell	8	11
Success	5	7
Hamilton Hill	5	7
South Lake Cockburn Central	6	8
Hammond Park Wattleup Henderson	2	3
Spearwood	4	5
Coolbellup	2	2
North Lake	2	3
Aubin Grove Banjup	5	6
Jandakot	2	2
Coogee North Coogee	3	4

In comparison to the number of people living in each City of Cockburn suburb, survey respondents were slightly 'over represented' from Bibra Lake and North Lake. All the other suburbs were 'under represented' in the survey. The most 'under represented' suburbs were Spearwood, Hamilton Hill, Success, Coogee North Coogee and Coolbellup.

Table 4 Where Respondents Live Compared with LGA Suburbs

Suburb	%	n	LGA Pop.	Variance%
I live outside the City of Cockburn	35	46		
Beeliar	5	7	6.9	-1.6
Bibra Lake	8	11	5.6	2.8
Yangebup	7	9	7.4	-0.5
Atwell	8	11	8.5	-0.1
Success	5	7	9.8	-4.5
Hamilton Hill	5	7	9.9	-4.6
South Lake Cockburn Central	6	8	7.8	-1.7
Hammond Park Wattleup Henderson	2	3	4.8	-2.5
Spearwood	4	5	9.7	-5.9
Coolbellup	2	2	5.3	-3.8
North Lake	2	3	1.2	1.1
Aubin Grove Banjup	5	6	6.9	-2.3
Jandakot	2	2	2.6	-1.1
Coogee North Coogee	3	4	7.0	-3.9

Community Facility Usage Patterns

Frequency of Use

Respondents were asked how often they used a range of community facilities and as the following tables indicate, sports grounds are by far the most frequently used community facility with 46% of respondents using a sports ground 'every day', 'once a week' or 'fortnightly'.

If this was to include respondents using community facilities on a 'monthly' basis, then usage would amount to 59% of respondents.

After the sports grounds, the next most frequently used facilities are community centres, halls and spaces, recreation centres, libraries, and the skate park. The least used facilities by respondents were the Men's shed, the tennis courts, horse/pony facilities and lawn bowls.

Table 5 Community Facility Frequency of Use

Rank	Facility Usage - Every Day, Once a Week & Fortnightly	%
1	Sports grounds	46
2	Community centres, halls and spaces	26
3	Recreation centres	24
4	Libraries	23
5	Skate parks	15
6	Basketball courts	8
7	Netball courts	8
8	BMX	5
9	Surf Lifesaving	5
10	Youth centre	2
11	Lawn Bowls	2
12	Horse and pony facilities	1
13	Tennis courts	0
14	Men's shed	0

In considering the most frequently used facilities with those which are also used by a large proportion of respondents; this may provide an indicator of priority. On this basis, the top six priorities for community facility improvements and development would be:

- Sports grounds
- Community centres halls and spaces
- Libraries
- Recreation centres
- Skate park
- Basketball courts

Frequency of use and the proportion of respondents using a particular facility may also be linked to levels of satisfaction or dissatisfaction with a facility; therefore frequency of use and the proportion of people using a facility is only one indicator of consideration. To investigate other factors, the survey also asked respondents why they did not use facilities and what their satisfaction levels were.

Proportion of Respondents Not Using Facilities

Respondents were asked if they did not use a particular facility in the last year. The group of facilities that had the highest proportion of non-use by respondents were the men's shed, the tennis courts, lawn bowls and horse/pony facilities.

The next group of facilities that had the second highest proportion of non-use by respondents were surf lifesaving, the youth centre, BMX and the netball and basketball courts. This was followed by the group that included the skate park recreation centres, community centres halls and spaces, sports grounds and libraries.

The table below shows the proportion of non-use in the last year. While the non-use table appears to be a reversal of the frequency of use tables it can be noted that libraries are the lowest in terms of non-use by respondents.

Table 6 Non Use of Community Facilities

Rank	Facility Non Usage - Respondents who did not use in last year	%
1	Men's shed	73
2	Tennis courts	73
3	Lawn bowls	73
4	Horse and pony facilities	72
5	Surf Lifesaving	66
6	Youth centre	65
7	BMX	65
8	Netball courts	65
9	Basketball courts	62
10	Skate park	56
11	Recreation centres	40
12	Community centres, halls and places	33
13	Sports grounds	31
14	Libraries	29

Reasons cited for non-use of facilities

Respondents were asked the main reasons why they had not used a community, sport or recreation facility in the last year or why they had not participated as much as they would have liked. The main reasons cited were 'lack of time' and 'work commitments'. This was closely followed by ''distance to facilities' and 'preferred facilities and activities are not available'.

Given 35% of respondents live outside the City of Cockburn 'distance to facilities' may have been cited less frequently than if respondents lived inside the City of Cockburn; although it can be asserted 'distance to facilities' is related to and can impact upon both lack of time and cost (greater travelling costs and extra time to travel).

'Lack of activities for my age group' was also cited as a reason for non-use but this was not attributed to one particular age group; this response came from all age groups except the 10-19 age groups.

One of the reasons 6% of respondents cited for not using facilities more was 'substandard facilities'; this factor may also be linked and attributed to lower frequency use and lower satisfaction levels. For example the tennis courts and the lawn bowls rated highly on levels of dissatisfaction and also had higher levels of non-usage by respondents.

Table 7 Reasons for Non-Use of Community Facilities

Rank	Reasons for not using facilities in last year OR for not participating more frequently	%
1	Lack of time	20
2	work commitments	19
3	Distance to facilities and activities	16
4	Preferred facilities and activities are not available	14
5	Lack of activities for my age group	10
6	Cost	10
7	Substandard facilities	6
8	Poor health	2
9	Lack of transport	2
10	Safety concerns	1

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Importance and Satisfaction

Importance of Community Facilities

Respondents were asked to rate the importance of community facilities and by combining the 'important' and 'very important' percentage scores, a ranking of 1 to 15 has been given to each facility to reflect the level of importance.

As the table below indicates, sporting grounds are the most important facility to respondents with a 94% rating as important or very important. This is followed by recreation centres and the youth centre both with 82%, libraries, community centres halls/spaces and senior centres with 78%, surf lifesaving 76%, skate park 61%, men's shed 59%, netball courts 57%, basketball courts 56%, BMX 49%, lawn bowls 47%, tennis courts 46% and horse/pony facilities at 35%.

Table 8 Importance of Community Facilities

Rank	Importance level of each facility - very important and important	%
1	Sporting grounds	94
2	Recreation centres	82
3	Youth centre	82
4	Libraries	78
5	Senior centres	78
6	Community centres halls and spaces	78
7	Surf Lifesaving	76
8	Skate park	61
9	Men's shed	59
10	Netball courts	57
11	Basketball courts	56
12	BMX	49
13	Lawn bowls	47
14	Tennis courts	46
15	Horse and pony facilities	35

Satisfaction with Community Facilities

Respondents were also asked to rate their level of satisfaction or dissatisfaction with community facilities provided, to identify what facilities respondents were the 'most' and 'least' satisfied with.

By combining the 'satisfied' and 'very satisfied' scores, a satisfaction rating of 1 to 15 has been given to each facility, with the highest percentage scores reflecting a higher level of satisfaction with these facilities and the lower percentage scores reflecting a lower level of satisfaction.

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Libraries have the highest satisfaction level with 87% of respondents giving libraries a 'satisfied' or 'very satisfied' rating. This was followed by the youth centre with 74%, surf lifesaving with 66%, community centres hall/spaces with 56%, senior centre with 46%, sports grounds with 51%, basketball courts with 49%, recreation centres with 48%, netball courts with 43%, the men's shed with 42%, skate parks with 39%, lawn bowls 38%, tennis courts 30%, BMX with 27% and horse/pony facilities with 14%.

Table 9 Satisfaction with Community Facilities

Rank	Satisfaction level of each facility by users - very satisfied and satisfied	%
1	Libraries	87
2	Youth centre	74
3	Surf Lifesaving	66
4	Community centres halls and spaces	56
5	Senior centre	54
6	Sports grounds	51
7	Basketball courts	49
8	Recreation centres	48
9	Netball courts	43
10	Men's shed	42
11	Skate park	39
12	Lawn bowls	38
13	Tennis courts	30
14	BMX	27
15	Horse and pony facilities	14

Dissatisfaction with Community Facilities

By combining the 'dissatisfied' and 'very dissatisfied' scores, a dissatisfaction rating of 1 to 15 has been given to each facility, with the highest percentage scores reflecting a higher level of dissatisfaction with these facilities and the lower percentage scores reflecting a lower level of dissatisfaction.

The top six facilities respondents were most dissatisfied with were the tennis courts, the BMX facility, the skate park, the sports grounds, lawn bowls and community centres halls and spaces.

Table 10 Dissatisfaction with Community Facilities

Rank	Dissatisfaction level of each facility by users - very dissatisfied and dissatisfied	%
1	Tennis courts	37
2	BMX	31
3	Skate park	27
4	Sports grounds	26
5	Lawn bowls	19
6	Community centres, halls and spaces	12
7	Recreation centres	10
8	Basketball courts	9
9	Senior centres	8
10	Horse and pony facilities	7
11	Netball courts	7
12	Youth centre	6
13	Libraries	4
14	Surf Lifesaving	0
15	Men's shed	0

Importance and Satisfaction Gaps

Where community facilities are of high importance to users but also score low on levels of satisfaction, this may indicate that these community facilities are of some priority for improvement. By subtracting the 'satisfied' and 'very satisfied' scores from the 'important' and 'very important' scores, this gives a score which indicates the gap between the importance of facilities and respondents satisfaction with these.

As the following table indicates, the community facility with the highest variance between importance and satisfaction are sports grounds, followed by recreation centres. This was followed equally by the Skate Park, BMX and community centres halls/spaces. The only facility without a gap between importance and satisfaction was the libraries.

Table 11 Importance and Satisfaction Gap

Priority	Importance and satisfaction gap	Score
1	Sporting grounds	42
2	Recreation centres	34
3	Senior centres	24
4	Skate park	22
5	BMX	22
6	Community centres halls and spaces	22
7	Horse and pony facilities	20
8	Men's shed	17
9	Tennis courts	17
10	Netball courts	14
11	Surf Lifesaving	11
12	Lawn bowls	9
13	Youth centre	8
14	Basketball courts	7
15	Libraries	-9

Considering the gap between the importance and satisfaction levels, the top six priorities for community facility improvements and development would be.

1. Sporting grounds
2. Recreation centres
3. Senior centres
4. Skate park
5. BMX
6. Community centres halls and spaces

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Priority Indicators

To provide a more comprehensive indication of priorities, scores and ranking have been determined by combining the proportion of respondents using community facilities, the frequency of use, the importance and satisfaction gaps and levels of dissatisfaction.

As the following table indicates, facilities with the highest score should be of some priority for improvement and development. This is because these facilities are used by a large proportion of respondents, are used more frequently, are of the highest importance and also have some level of dissatisfaction.

Table 12 Community Facility Priorities

Priority	Proportion + Frequency + Importance & Satisfaction Gap + Dissatisfaction	Score
1	Sporting grounds	169
2	Recreation centres	108
3	Community centres halls and spaces	104
4	Skate park	84
5	BMX	70
6	Tennis courts	59
7	Libraries	55
8	Netball courts	40
9	Basketball courts	37
10	Lawn bowls	34
11	Horse and pony facilities	33
12	Senior centres	32
13	Youth centre	27
14	Surf Lifesaving	24
15	Men's shed	18

Based on the above table, the following priority ratings could be given to improving and developing community facilities. However, attention needs to be given to those facilities with high importance levels and particularly low levels of satisfaction, as the standard of these facilities can result in lower usage rates.

High

- Sporting grounds
- Recreation Centres
- Community centres halls and spaces
- Skate parks
- BMX

Medium

- Tennis courts
- Libraries
- Netball courts
- Basketball courts
- Lawn bowls
- Horse/pony facilities
- Senior centres

Low

- Youth centres
- Surf Lifesaving
- Men' shed

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Survey Comments Summary

Respondents were asked to provide written comments to four of the survey questions. The questions sort to find out what community facilities might be missing from the City of Cockburn, what respondents thought should be the top priorities for both existing and new facilities and any other views about community facility needs in the City of Cockburn.

In total, there were 309 written comments provided. For analysis comments have been grouped under headings within each question and can be read in detail in the Appendix 1. The following information provides a summary of the comments for each question.

Facilities that are missing Q8

Respondents were asked if there were any community facilities that were missing in the City of Cockburn; there were 77 comments. The following lists provide a summary:

- Softball purpose built ground with sufficient lighting, club rooms and canteen facility. This included grounds for other diamond field sports of baseball and tee ball (21 comments)
- Facilities and activities related to education about and caring for and promoting the environment and wildlife (16 comments).
- More and better skate parks and BMX facilities with toilet/seating/lighting facilities. This was also linked to more paths for walking and cycling. (9 comments)
- Good and more tennis club facilities. (3 comments)
- More netball and basketball courts/stadium and hoops at local parks. (3 comments)
- More public toilets at all sporting grounds, skate parks, parks and play grounds. (4 comments)
- More non-sport related facilities – Creative Arts (1 comments)

Other suggested facilities were:

- Casino
- More Yoga facilities
- Rock clumping hall
- MOVIES!!
- PCYC
- Hockey facilities
- Fencing facilities
- A boxing ring
- Archery range
- Multicultural centre
- Roller derby facilities
- Support facilities for small businesses & affordable room hire
- Community education facility
- Function Centre at Cockburn Central area
- Hall with dartboards and pool tables
- A fence around Spearwood Primary School.
- Accessible recreation for people using wheelchairs.
- Soft play area for children with physical and mental disabilities.
- Hamilton Hill community hub and POS under threat

Top Priorities for Existing Facilities Q9

Respondents were asked to consider what would be their top priorities for improving existing facilities and why; there were 89 comments. The following lists provide a summary:

- Better utilisation of existing facilities for softball/baseball, convert at least one ground to be dedicated for softball or purpose built grounds with sufficient lighting, club rooms and canteen facility. This included grounds for other diamond field sports of baseball and tee ball (15 comments)
- Improvements to the Sustainability Precinct in Bibra Lake (25 comments)
- Increase of and improvements to BMX, skate parks, walking and cycling facilities (8 comments)
- Improve and repair tennis and cricket facilities (3 comments)
- More focus on community based, non-sport and creative related activities and facilities (7 comments)

Other suggested priorities for existing facilities were:

- Find ways to increase to use of current facilities
- Keep facilities up to date, in good condition and promote availability
- Improve current facilities rather than construct new
- Upgrade existing grounds, improve parking at sports grounds
- Continue to beautify local halls and park areas
- Update quality of lights in relation to facilities
- Provide better and more club rooms and canteens for sporting clubs
- Facility with a variation in capacity
- Provide cooking facilities at community centres
- Increase/improve public toilets in parks, community sports facilities
- Water drinking fountain and BBQ at Enright Reserve
- Wally Hagan Stadium it is used for national and international competition
- Provide toy library and play corner at libraries.
- More libraries and facilities for school aged kids
- Radiata Park - improve and increase shelter area and seating
- Provide leisure centre at Cockburn Centre.
- Painted roller derby track at SLLC
- Increase fitness classes at SLLC or provide at other centres closer to Spearwood.
- paint the basketball hall
- Dixon Park - Plant trees, improve equipment, walking/cycling paths and
- Have a long term master plan for each new reserve
- The City lacks district open spaces which can be found in Melville and Stirling.
- Mediate between clubs who share; set ground rules, provide individual club storage areas.
- Provide fenced playgrounds for younger children beside areas for older children.
- Provide/improve toilets and shade at playgrounds
- Promote and help kids groups play sport
- Make sports more affordable
- Keep entrance costs same; don't increase due to improvements

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Top Priorities for New Facilities Q10

Respondents were asked to consider what would be their top priorities for new facilities and why; there were 77 comments. The following list and tables provides a summary:

- New softball purpose built ground with sufficient lighting, club rooms and canteen facility. This included grounds for other diamond field sports of baseball and tee ball (16 comments)
- Facilities and activities related to education about and caring for and promoting the environment and wildlife (22 comments).
- New and more and better skate parks and BMX facilities with toilet/seating/lighting facilities. This was also linked to more paths for walking and cycling. (5 comments)

Other suggested priorities for new facilities were:

Sports Related

○ More cricket pitches ○ Training grounds ○ Sports grounds (swimming pool, sports courts, etc.). ○ Swimming classes ○ Pool with diving board ○ Athletics track/facilities for junior and senior athletes. ○ Atwell Reserve. Facilities that are a collaborative ○ Make them affordable	○ New multifunction ovals ○ Place new facilities in growth areas. ○ More sport/family activities in areas with no access ○ Facility for people with disability tailored to their needs. ○ Fencing (sword) facility ○ Roller derby track at SLLC

Youth Related

○ Completely new skate park at Bibra Lake. ○ Kids programs/ facilities after school ○ PCYC ○ A dedicated scout hall at Bibra Lake to run full scout program ○ Safe areas. Skate Park. Advanced play areas for older children and teenagers	○ Fencing and public toilet facilities at playgrounds and dog parks ○ Don't need any new ones ○ Community Hub - around Lot 51&52 Healy Rd, Hamilton Hill ○ Safe walking/ bike access to the beach for people from Hamilton Hill

Non-sports Related

○ Dedicated permanent art gallery with studios, classes, music and artist run initiatives. ○ Function centre with gardens ○ Community education facility ○ A centre with cooking facilities ○ Investment in improved HACC ○ Improved Cycle paths	○ Rubbish bins at North Lake ○ Community hub/café; Dixon Reserve ○ Provide facilities in Port Coogee ○ Movies ○ Accessible toilets and hydro pool ○ Advertise and promote facilities

Other Comments from Respondents Q11

Respondents were asked to provide any other comments about community facility needs in the City of Cockburn. There were 68 comments and following lists provide a summary:

- When allocating grounds to clubs, priority should be given to clubs (softball/baseball) that are officially affiliated with state governing bodies. (13 comments)
- Include environmental organisations, groups and environmentally related facilities in community facility planning. Give more support to and invest in further development for Native ARC, Bibra Lake and the Wetlands Education Centre (22 comments)

Other suggested priorities for new facilities were:

City of Cockburn

- Acknowledgement of LGA's work x 6 comments
- Affordable facilities, need extremely well trained employees, must have community feel and top rate/down to earth service
- Invest more in existing community facilities
- Older parts of Cockburn are neglected. Promised upgrades to community facilities not forthcoming
- More advertising so we know what is available
- Need children's park on Astounding Way, Aubin Grove.
- More outdoor sensory experiences and events for people with disabilities
- More mixed use centres for youth, new parents and seniors to mix

Sports Related

- More seating and shade/rain shelters at Success Netball Courts
- Help sporting clubs to grow & develop talent
- Fencing (*sword*) club needs facilities
- Bike end of trip facilities at major locations
- Skate clinics; continue. Improve the Lyon RD skate park and make a big one at the new complex
- Assist Cockburn BMX club improve facility to maintain membership
- Avoid hall bookings on scout nights where high numbers of unknown adults are around large group of children
- Roller derby requires painted track at SLLC
- More information on children's upcoming sports teams

Non-Sport Related

- Promote non-sport related pursuits e.g. birdwatching on lakes
- A large number of people are interested in creative activities but are going outside the City.
- Signs for dog owners are not located in all parks.
- Better bus service to Cockburn train station
- Knowledge on Citizen's Advice, Legal Aid, Care for infirm/elderly accessible for everyone
- BBQs at all council facilities. All sport clubs should have
- Library story time; increased to daily.
- Maintain interlibrary loan service
- Park safety, drug problem; syringe found on path at Spearwood Primary School

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3 Workshops and Stakeholder Consultation

The key questions for the workshops and stakeholder consultation focused on identifying the key issues and trend and the needs and gaps for those community, sport and recreation facilities included in Community Sport and Recreation Facilities strategic Plan.

To provide an overall and integrate picture of the results, the 1,500+ comments and views were categorized based on facility type, themed and then summarised.

Community Centres and Spaces

Major gap in art and cultural facilities

An overall lack of arts and cultural facilities across the City of Cockburn was identified as a major issue, with more comments put forward on this, than any other community facility need identified.

Arts and Cultural Hub

There was considerable support for the development of a significant arts and cultural hub with the following components.

- Performing arts space
- Exhibition space
- Function space, dance space.
- Art gallery

Community Arts Centre

Art, craft and creative facilities and opportunities were identified as very limited in the City of Cockburn and the need for a community arts centre was put forward to cater for all arts with classes, studio space for artists, a performance space and gallery space.

Outdoor Event Facilities

The need for well set up facilities for outdoor cultural events and activities was highlighted, including power, shade, parking and toilets. The potential for Manning Park to better cater for this, with the redevelopment of this site was highlighted.

Supporting cultural organisations and communities

The need for new and upgraded facilities for the Portuguese Club, associated with sports grounds was identified.

Mosaica Inc., a Russian community based cultural organisation operating within City of Cockburn provides Russian language classes, as well as other cultural opportunities, including dance and arts and crafts are seeking better and more low cost facilities in the City.

Libraries

The Spearwood public library is approximately 1,300m2 which is considered significantly less than required for a district level facility of this nature.

With the recent development of the Success Library and planning for future population growth, the preferred model is to split the central library function between Spearwood and Success libraries.

While the Coolbellup Library has a relatively small catchment and only has three staff, it performs an important function in the community given the low socio economic nature of the area.

However, the library building and associate space does not function well.

Lifelong Learning Centre

The need for a Lifelong Learning Centre was identified and it was suggested this could include a community arts centre and performing arts space.

Community space in Hamilton Hill

The only community centre space in Hamilton Hill, with a population of almost 11,000 is Memorial Hall which is largely occupied by a theatre group and has very little community use. The need for a community centre space in Hamilton Hill was identified.

Coolbellup Community Hub

While the Coolbellup Community Hub consists of the Library and meeting space, this facility has some design limitations due to a change in its overall purpose.

Hammond Park Community Centre

Hammond Park is a growing residential area and currently has no adequate community centre/space, other than the use of a small sales site office. Residents have to find facilities and meeting spaces outside the area, which is not always possible due to heavy usage of surrounding facilities, such as the Aubin Grove Community Centre.

Cockburn Central Community Facilities

The Development Contribution Plan No 13 includes provision for community facilities consisting of specialist welfare offices, meeting rooms and function space at a cost of $2,550,713, to be incorporated in the Cockburn Central Recreation and Aquatic Centre. However, these community facilities have not been included in the construction and an alternative plan to provide these facilities is required.

Port Coogee Community Site

With a 1000m² community use space to be provided by the developer, ensuring the best possible site and location for the community is achieved was an issue. The need to determine the best use and the community needs and aspirations for this site was identified.

NGO Office Space

Ensuring not for profit organisations have adequate office space and associated facilities was identified as need and gap for the City of Cockburn.

Access and inclusion for all

The need for community centres and spaces to be inclusive in catering for a wide range of aged groups and abilities was highlighted, together with the need for community centres and spaces to be physically accessible.

Distribution of community centres and spaces

The uneven distribution of community centres and spaces was identified as an issue and the need to balance facilities north/south and east west was highlighted.

Having access to 'pop up' spaces to compliment hard community centre was considered a positive.

Ageing of community centres and facilities

The need to upgrade and modernism older community centres and facilities was highlighted. Multifunctional recreation facilities and spaces, integrated with other sporting or community cultural facilities were identified as the preferred model.

Design and function

The need to consider operational requirements within design and noise/acoustics, adequate storage space, ventilation and natural lighting was highlighted.

Storage space was considered to be lacking across all community centres and has a major impact on how well facilities operate and are used.

Increasing passive surveillance and sense of safety in using community centres and space and use of CPTED crime prevention through environmental design was highlighted.

Multipurpose and integrated

While older community centres and halls have limited capacity to cater for a range of activities and programs, the need for more multipurpose and integrated community centres and spaces was highlighted.

The need for centres to cater all age groups and abilities was also identified.

Specialised Community Facilities

Bibra Lake Environment Centre

The need for the development of the Bibra Lake Environment Centre/Native ARC was widely identified, as well as other improvement to the facilities such as improving facilities for the Scouts, connecting outdoor space.

Aboriginal Cultural Centre

The need for a dedicated space for the Aboriginal community for strengthening community, delivering language classes, cultural activities and 'healing' workshops in the Bibra Lake precinct was widely supported.

Youth centre

With the expected growth of the population, the need of another youth centre was raised. While the current Youth Centre is central and draws young people from across Cockburn, a lack of localised youth activities that engage young people in their local areas was identified.

The need for more youth focused activities and spaces in Yangebup was put forward and it was suggest that the community hall in Yangebup could be used as a youth drop-in similar to Ottey centre.

Business Incubator

The development of a Business Incubator for small start-ups and social enterprises was identified and it was suggested that this could include hot desk opportunities.

Community Garden

The need for community gardens was widely identified.

Recreation Centres and Spaces

Growing population

Providing adequate recreation centres and spaces to handle the growing population and understanding the needs and gaps was identified as an issue and challenge. As communities continue to grow the need for safe, adequate and accessible space grows. Being able to grow the recreation centres with the community is a key factor in providing the required service.

Facility Flexibility

The need for both indoor and outdoor recreation centres and spaces to have the capacity to be adaptable to changing needs and trends over time was identified, together with the need for flexible design and future proofing facilities. Keeping up with current trends and use of technology, especially with information accessibility by the community was also highlighted.

Facility design and function

The need to consider operational requirements within design and noise/acoustics, adequate storage space, ventilation and natural lighting and the use of CPTED crime prevention through environmental design were highlighted.

Multifunctional recreation facilities and spaces, integrated with other sporting or community cultural facilities were identified as the preferred model.

Supporting infrastructure

When providing recreation centres and spaces many comments were received about the need to provide the necessary supporting infrastructure such as spectator/viewer seating, shade, seating crèche facilities where appropriate, public toilets and adequate parking.

Physical activity

It was recognised that sport, recreation and physically activity is now part of life instead of being an 'add-on' activity and increasingly people are now expecting to be able to do their sport or physical activity when they move or live in a community.

Exercise Spaces in Reserves and Parks

The need for more outdoor exercise facilities with the provision of gym and exercise equipment were suggested and the need for these space to accessibility to the disabled

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Skate Parks

There is a demand for additional skateparks and Bibra Lake was the most common location put forward. The need for skateparks to cater for a mix of ages and to include seating, shade, water fountain and toilets was also highlighted.

BMX and pump tracks

A lack of bike facilities was identified and pump track for bikes provided next to existing skate parks was suggested, as well as bike tracks and off road bike racing tracks

Mini Golf

Developing a mini golf facility to cater for all age groups was put forward and it was suggested this would have to be done well in order to succeed.

Aquatic and Marine

The aquatic and marine facilities suggested involved providing an ocean pool, drive trail and boating facilities and attracting more people to the beach and attracting water sports. Shark nets at Coogee Beach were also identified.

Dog parks

The need for a fenced off dog exercise area was highlighted, as well as making everything dog friendly, such as the Spearwood Library where there is a space to tie up dogs

Affordability

While recreation centres typically operate on a 'business' model, affordability was considered an issue particularly given the low socio-economic nature of some areas.

Sporting Reserves and Facilities

Shortage of POS

The need for larger more usable sporting reserves and POS was identified, together with a lack of active POS. The 8% POS requirement as part of Liveable Neighbourhoods was considered inadequate in terms of achieving the required number and size of sports reserve to meet the community needs.

The lack of facilities in Coogee, North Coogee was also identified, together with better shared use of school ovals, without fencing around the school site.

Lack of large scale sports grounds and facilities

It was well recognised that the City of Cockburn lacks any regional level facilities capable of catering for a variety of sports, which are common in LGAs of the City of Cockburn's size. The need for a larger sporting facility/reserve of a regional size i.e. 15-20ha was strongly suggested.

Improve POS planning

The need to having the right amount of active sporting oval space for the specific sports was highlighted.

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Lighting

The need for adequate lighting was identified by sporting clubs as well as the generally community was considered essential to maximise the use of sports reserves for both sporting and other uses such as walking, jogging and other physical exercise and other passive uses.

Supporting infrastructure

The need for sports grounds and facilities to include adequate supporting infrastructure such as shade, parking, seating, toilets, drinking fountains, spectator shelter, BBQs and passive surveillance were identified by both sporting clubs and the wider community.

Transport and car parking

The lack of adequate parking was identified as an issue which can lead to verge parking and disruption to surrounding residents. The need for greater access to public transport was also highlighted.

Sporting gaps

An over representation of cricket and football was identified, together with the following sports that are missing in the City of Cockburn

- Squash courts
- Rugby League
- Extreme sports (mud rush) and team challenges
- Niche sports, darts, fencing
- Extreme sports

Biking and Cycling

The need for improved BMX facilities at Cockburn BMX Club was identified, together with the need for greater BMX facilities and pump tracks in the community. Mountain bike trails and a mountain bike trail and pump track in Manning Park were suggested.

Small Ball Sports

The lack of facilities for small ball sports was considered a gap and a designated diamond field facility was proposed.

Netball

The number of netball courts and scale of this facility at Hammond Park were considered too small to meet current and future demand and residents are travel to Fremantle to access adequate facilities and competition.

Tennis

The need for adequate tennis courts and facilities was identified.

Hockey

The need for a hockey turf was identified.

Access and inclusion for all

The need for sports reserves and facilities and clubs to be inclusive in catering for a wide range of aged groups and abilities was highlighted and the need for the City of Cockburn to be striving for best practise

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in universal design with all new and upgraded facilities, events and activities.

The need to cater equitability for female and male sporting interests was identified as an issue.

The need for sports grounds and facilities to be accessible and easy to get to was also identified.

Catering for non-competitive and other sporting opportunities

The provision of more non-competitive sporting opportunities was identified, together with the need for a diverse range of sports, not just tradition sports. More non-organised activities such as Jacob's ladder and pedestrian and cycle routes were suggested.

Multipurpose and integrated facilities

The provision of multi-sports facilities was considered a gap that needs to be addressed.

Water usage

Addressing water usage and environmental sustainability issues was identified and the need to consider greater use of synthetic surfaces.

Ageing facilities

The need was identified to address aging sports facilities and regenerate old clubrooms and facilities with limited space.

Volunteers

The high number of volunteers required to maintain/run/fundraise sports clubs was identified as an issue with declining volunteer number.

Sports Tourism

Developing sport tourism opportunities within the City of Cockburn was also considered a need.

Sports and Recreation Clubs

Southern Districts Softball Association

Key needs, issues, trends

- Membership dropping
- Smaller competition because of size of facilities/ground conditions
- Lights not strong enough to cater for bigger/longer competitions
- Softball not as popular as it used to be
- Push for junior population to be able to grow
- Cockburn based clubs leaving local council based competition to go to other councils for their facilities

Plans, priorities, vision for the future

- Develop our juniors
- Gain State backing to help us grow
- Upgrade our lights plus the condition of the oval on the school side
- Ideally have a diamond sports facility for all codes
- Something similar to Lark Hill or Kingsway sports facility
- Bringing in a modified version of softball to bring more people back to the sport on a social side

- Starting a summer men's competition
- Upgrade facilities

Cockburn Cougars Softball Club

Key needs, issues, trends

- Expansion of facilities
- Development of fields
- Growth of club with senior and junior members
- Growth of tee ball
- Equipment rejuvenation - ongoing
- Clubs are not able to grow with the local community. We needed the ground on a Saturday morning to allow us to grow into tee-ball who would grow through softball, however the cricket have the field
- Lack of specialised maintenance therefore our club conduct most maintenance which in toe costs us money and costs us extra equipment as the grounds are not purpose built
- Support for growth from the council allowing same sport/different clubs start with the same suburb taking players from one club to another

Plans, priorities, vision for the future

- Renovation/extending club rooms or relocation to a purpose built ground to enable growth of the club in both summer/winter, men/women's/juniors
- Get full 12 month use of oval for weekends. This would allow us to grow through Teeball on Saturday mornings
- We wish to submit a club business plan for growth of members and ground
- Not losing members to other districts especially juniors, state players.
- Recruitment/driving to expand winter competitions mainly and building juniors up to a stronger comp eventually creating top grade seniors attracting more younger players.
- Getting involved in schools running clinics where available. Maybe looking into disability centres to run clinics for fun
- Upgrade equipment to quality equipment so our members have what they need. Being able to loan juniors equipment keeps the parents/cares costs down
- Start up Tee-ball for summer 2016/17
- Work with Kidsports to get more disadvantaged families involved without costs being too high

Panthers Softball Club Inc.

Key needs, issues, trends

- Lights for night training at grounds
- Club rooms for meeting
- Parking area
- Update our very old toilet facilities (Hopbush Park)
- Purpose built softball diamonds

Plans, priorities, vision for the future

- Purpose built softball ground to set up a softball association to play fixtures. This would help with development of our junior as well as softball/sport within Cockburn.
- Development of members. Need a club rooms
- So that all clubs can work together and sport
- As above with facilities
- Maintain a developing membership

Flames Softball Club Inc.

Key needs, issues, trends

- No specific purpose built softball facility in the City of Cockburn
- Small ball lighting
- City of Cockburn should be supporting the governing body sport clubs. "non-affiliated" clubs have great facilities but not supporting the overall sport in the State
- The need for club rooms to conduct committee meetings as per Incorporation Act and show trophies from previous seasons
- Access for storage for training equipment – yearly round
- Access to canteen to foster the social side of the club

Plans, priorities, vision for the future

- Immediate need for a "home ground" with clubrooms
- Purpose built facility then City of Cockburn could have an "affiliated association" currently quite a number of unaffiliated clubs have facilities
- Upgrade "fit for purpose" shared facilities
- To support established governing body affiliated clubs as a priority
- Better vision/clarity of current facility utilisation / allocation and development
- More "lighted ovals" within the City for small ball sports

Yangebup Knights Junior Ball Club

Key needs, issues, trends

- No appropriate grounds space
- Storage
- Sharing facilities
- Ground space designs (clubs that only train but do not play within Cockburn)
- Teeball and softball are often pushed aside for more trending sports
- Parking issues on busy game days
- Issues with houses bordering on the edge of the ground space

Plans, priorities, vision for the future

- Specialised oval dedicated to "diamond sports" incorporating softball, tee-ball and baseball that is used by majority of the diamond sports clubs within the City of Cockburn
- Facilities designed to diamond sports incorporating the 3 codes tee-ball, softball and baseball in the City of Cockburn
- Facilities similar to Lark Hill sporting complex or Kingsway Reserve incorporating lots of sports
- Linking of sporting clubs
- We are actually happy with our ground space except we know long term that we are losing the ground to soccer!!!

Bibra Lake Junior Football Club (AFL)

Key needs, issues, trends

- Aging facilities
- Less volunteers
- Population aging

Plans, priorities, vision for the future

- Increase participation by looking outside of just boys playing football
- Proposing new facilities
- Changing the way football is viewed in the community
- Maybe less training, more games

- Adjust to family time constraints

Hammond Park JFC

Key issues and needs or trends

- Facilities
- Lack of space, lack of sizeable function rooms, lack of volunteers, lack of parking
- Shared facilities

Key needs, issues, trends

- Secure greater facilities
- Continue our growth
- Be involved in strategic plan for future developments
- New facility, management rights
- Move from junior sport to senior
- Maintain community values
- Work collectively with other clubs
- Provide community a place to go – it's a social aspect as well
- Making sport more affordable for families and getting kids back off the couch

South Coogee Junior Football Club

Key issues and needs or trends

- Lighting at training on Tues and Thurs nights is insufficient for our size club. We have a major sponsor willing to supply 2 more light towers, have delivered to oval (Santich Park) along with engineers reports. SCJFC is in need of the City of Cockburn approval for this instillation. With this installation it will alleviate our parking issues with local neighbours, being able to stagger the grades within a time frame midweek. Will also enable night games (more than one at a time).
- Because of the large numbers of junior players at our club and limited training space for the teams on allocated training nights, extra lighting towers at the ground would allow the older teams to be able to train at later time slots, freeing up space around the ground. This would also help the parking issue if we could stagger the training times.

Plans, priorities and vision for the future

- We would like permission to use the available wall in the club room adjoining the canteen. We have been a successful club in the past and hopefully in the future and do not have enough room for recognition of this on our allocated wall. The more recognition the more appeal to growth at our club. It is our vision to develop a ladies team
- We want to maintain and develop our senior teams i.e. Y10's, y11's, y12's
- We would like to have an all-girl team in the near future
- We would like all of our coaches and assistant coaches to be accredited
- 2 more lighting towers please. All we (SCJFC) require is the City of Cockburn approval and installation. SCJFC will supply 2 led lighting towers, engineer reports and delivery to oval ready for installation
- Lighting towers on the southern end of the ground to facilitate numbers

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Cockburn City Soccer Club

Key needs, issues, trends

- Ageing facilities
- Growing club
- Currently in the NPL

Plans, priorities, vision for the future

- Upgrade and expand Beale Park and Dalmatnic Park
- Improved lighting at Beale Park
- Improved Parking
- Upgrade of Clubroom facility

Fremantle Croatia Soccer Club

Key needs, issues, trends

- Sharing community facility does not allow our club to have a true home identity. Unable to display trophies and historical photos to build a true club culture and attract and retain members
- Barrier to expansion, due to lack of security because of not having a permanent home
- For progression through promotion to the Saturday Leagues to occur for expansion, specific criteria must be met, but which the current facility does not allow for i.e. Main grounds enclosed with boundary fencing

Plans, priorities, vision for the future

- Establish true club home
- Change name to identify with community based on club room location
- Establish junior participation
- Establishing summer tenants i.e. to share facilities. Allow for all year round usage
- Establishing junior and senior teams for various sports and participation levels for broader community
- Facilities that can cater for more than one sport so the facility can be used all year round, i.e. tennis. Establishing a sporting club where the same club name is there for various sports

Jandakot Lake JCC

Key issues and needs or trends

- Toilets being shared by both male and females
- Fresh clean water for drinks
- Lack of facilities

Plans, priorities, vision for the future

- More nets at home ground plus 2 pitches also at home ground
- Spend money on existing clubs and stop bringing in new sporting groups
- Being able to provide quality facilities to match the growth of our club and more training and playing grounds

Jandakot Park Cricket Club

Key issues and needs or trends

- Facilities – lack of facilities ie toilets
- Distance from home base – for home ground
- Lack of shade being summer sport gets very hot

Plans, priorities, vision for the future

- Lack of practise facilities
- Lack of suitable cricket pitches
- Being cricket need to have an established pitch
- Not like a lot of other sports – where a green patch of lawn is only needed
- Distance from home base
- Sustained growth
- Maintaining grounds
- Improving environment for members

Cockburn Cricket Club / Cockburn Junior Cricket Club

Key issues and needs or trends

- Our two clubs need to have access facilities to be able to provide opportunities for players in the Coogee/Coogee North
- When facilities are shared by multiple clubs (x2 seniors / 2x juniors) some of the clubs are not provided with access to water/toilet/shade
- Sufficient storage when facilities are shared
- Ludicrous that junior clubs only have access to one toilet that males and females adults and children have to share
- To cater for the growth in Coogee/North Coogee at least one facility for cricket
- Decent facilities that allow for players, parents and spectators to have security and safety (sun etc)
- Leasing arrangements to allow for all stakeholders to have equal access to facilities (such as each club needs to provide one rep into an overarching board to allow for concerns and decision making)

Plans, priorities, vision for the future

- All weather training facilities for cricket
- That sporting clubs are a vital tool for the City to provide services to its residents. Our club values are not selfish, they are about providing this community service

Phoenix Cricket Club

Key needs, issues, trends

- Senior clubs are growing and demand for facilities growing
- We would like to grow our membership by 1 extra side (11 members)
- Current membership spread over 3 suburbs (Coolbellup, South Lake and Beeliar)
- We would like to be more central to our members. – Relocation of our clubrooms to Beeliar. – additional ground at Beeliar. – Access to clubrooms and facilities at Beeliar
- Growth of juniors and senior members in the Beeliar area

Plans, priorities, vision for the future

- Growth and development of juniors to support senior club growth
- Consolidate from 3 wards in the City to one
- Growth in interest in cricket in community
- Require more grounds as our club grows
- Opportunity to share with winter sports like soccer
- Require dedicated clubroom not community hall –open to lockable bar/club area within community hall
- We agree to multi club facilities; however clubs need area in facilities to be dedicated during the season – identity
- Storage facilities required
- Shelters around grounds – if 2 grounds together

Fresh Coast Rugby Union

Key needs, issues, trends

- Not enough facilities to cater for more than one sport
- Having somewhere to have to cater to our needs
- Lack of facilities that can cater to more than one sport
- Location not easily accessible for public transport
- Demand for larger facility to hold more than sporting events
- Facility that can cater to develop our younger generations / future
- No facility to run fundraisers

Plans, priorities, vision for the future

- Being able to have facilities / funds to be able to hold workshops / programs for youth
- Being able to have a place to play more than one sport
- To have a facility that can cater to more than one sport
- Development and a youth centre
- Multifunctional facility
- Youth programs / recreation centre

Southern Lions Rugby Union Club

Key needs, issues, trends

- Growth in southern corridor. Costs for kids to play sport. Kids sport is great
- SLWNS as a club growing
- Volunteers are at a premium
- Natural attrition from under 16's to 20's – national wide problem!!!
- Parking a problem
- Design / management – no consultation with club in early years
- Risk management!!
- Paperwork exercise

Plans, priorities, vision for the future

- Premiership rugby – a pathway for our juniors
- Gym
- Growth of touch competition / 7's rugby – training all year round – academy rugby
- Ladies rugby – continue to grow
- We need to actively search for major sponsors. This will enable us to take pressure off our finances. We aspire to have a gym at the grounds
- Need to put together a strategic plan

Phoenix Lacrosse Club

Key needs, issues, trends

- Need a facility in a growing area
- Need bigger area for safety
- 2 or 3 ovals required
- Distance for people to travel
- No "new" kids in the area
- Need lights

Plans, priorities, vision for the future

- New ground
- Lights
- Facilities
- Move to a growth area
- New facility

Phoenix Park Little Athletics Club

Key needs, issues, trends

- Continuing good standard of facilities that are maintained to a high level
- Participation rates need to increase to ensure ongoing viability of clubs then council support
- Facilities keeping pace with community expectations
- Parental involvement for youth sport is an issue

Plans, priorities, vision for the future

- Continue to pursue maintenance and upgrade of facilities
- Provision of training of coaches – funding assistance
- Join with other facility users to pursue club and storage facilities for equipment.
- Clubrooms and shade for spectators
- Clubs at the same venue being supported by council to upgrade/provide facilities for multi-sport purposes. Voting policy i.e. Sunsmart
- Consideration of what other local councils are supporting and work together
- Where is the commercial accommodation in Cockburn to support visitors for sports?

Cockburn Netball Club

Key needs, issues, trends

- Space – growing club. Require larger facility for training.
- Participation
- Incentives for volunteers
- Rapid growth/rapid decline in older areas
- Upkeep of club rooms and grounds
- Outdated facilities
- Volunteers/parent participation
- Bigger grounds – training facilities
- Recruiting players in older growth
- Club being in Cockburn area, competition in Fremantle
- Council working with Freo council to assist in development

Plans, priorities, vision for the future

- Additional court space as opposed to drawing out volunteers over 5 nights
- Upskilling coaches, through coaching, coaches subsidising or playing in full
- Incentives for coaches – quality coaching to assist in retention rates
- Court space to expand club numbers/members
- Incentives for coaching/training to retain players at club
- Ensure joint ventures with the Council are supported to make plans and projects work together
- Continue with grants to subsidise – kids sports grants
- Lift employment constraints around sporting commitments, flexible fees
- Business to embrace young working players and be flexible to work around their sporting commitments (which will maintain retention) – Council to encourage this
- Assisting with kids fees with low incomes and large families (not a health care card) (kids sports)

Diamonds Netball Club WA Inc. + SNA

Key needs, issues, trends

- Growth/numbers – trying to promote others to start up a new club rather than joining existing clubs, this grows competition
- Storage requirements
- Parking and shelter

Plans, priorities, vision for the future

- Development of accreditation for players umpires and coaches and committee
- Maintain current level as management of increase will deter from building the country culture we have formed
- SNA – growth of comps, more courts, more shelter
- Greater affiliation with Rugby
- Build on country culture
- Facilities need to be comparable with the growth and size of sport going forward
- Smarter "shared facilities", room for growth

Cockburn Basketball Association

Key needs, issues, trends

- Accessible, welcoming and inclusive facilities
- Declining rate of volunteers
- Governance and risk management issues (responsibilities)
- Cost to participate in sport
- Transition, conversion and retention of juniors

Plans, priorities, vision for the future

- Internal systems and processes
- Junior development and senior transition
- Participation programs in schools
- Education and training of volunteers
- Financial management and revenue raising
- Research and analysis of current and future numbers
- Develop a female and male Olympic basketballer from City of Cockburn
- Inclusive sport catering for needs of indigenous, multicultural and disabled athletes
- Possible shared facility (multi-use basketball, netball, volley ball and badminton)

Fencing Association of WA (Excalibur)

Key needs, issues, trends

- Given that sports are attended by participants in shorter periods i.e. try before you buy, we need to offer a wider range of sports that can be done or carried out over the whole year rather than seasonal and only during daylight hours

Plans or priorities for development in the future

- The Fencing Association of WA needs to find a long term permanent home for national events particularly from the Asia regions as the sport has a good following in our time zone which encourages visitors and new residents to move to Cockburn. Our current club house is near the North Coogee population growth area and is threatened by closure as the land becomes developed.

- Shade facilities with other martial arts and indoor football clubs so that the costs of running a wide range of services to a wide range of age groups is available to a larger population
- Vision – more young 8+ and old 80+ fencers (members) accessing sports all year round

Fresh Coast Sports Club

Key needs, issues, trends

- Facility and funding allocation

Plans, priorities, vision for the future

- Expansion to include other sporting codes.
- Facility in terms of storage facilities
- Elite coaching to target and identify talented athletes so they may gain further exposure at both national and international stages.
- Multifunctional facility! 5 sports in 1

Traditional Karate Academy

Key issues and needs or trends

- Size of floor space
- Aging facilities –not a TKA issue
- Volunteers – not a TKA issue

Plans, priorities, vision for the future

- To have a training allocation at the new Recreation and Aquatic facility one completed

Cockburn BMX Stadium

Key needs, issues, trends

- Volunteers
- Advertising, getting the sport out there
- Fundraising
- Facility maintenance and up keep
- Security

Plans, priorities, vision for the future

- Bring the track and facilities up to a world level
- Bring fun back into the club
- Grow the canteen
- Have a strong committee
- Bring a Cockburn rider to an Olympic level
- A international track – BMX WA/Cycle West

Cockburn Fremantle Pistol Club

Key needs, issues, trends

- Safety requirements and facilities are being maintained however continued changes and demands by national and state authorities is always ongoing.
- Expansion also needed for introduction of different disciplines and also disability needs
- Membership 12 year to 94 years
- Amenities require replacement and upgrade to also be suitable to cater for wheelchair and disabled members
- Maintenance is an ongoing and sometimes quite expensive situation
- Access to buildings and lighting etc has to be altered for wheelchair members
- As there are no near clubs we must have every aspect of pistol shooting fully covered and maintained
- The facility is used 12 months of the year

- Youth and seniors are invited (fully supervised by club members)
- State and numerous events are calendared for the year and quite a few members are also members of the state and national representative teams
- With relevance to the above points our facility must be developed and maintained

Plans, priorities, vision for the future

- Have 10 year plan – facility needs and priorities therefore already been established with changes and community and group involvement to say. Growth and potential for further expansion
- Specialised / general; provided/leased (CIPC)
- Facility is used 12 months of the year. Youth and senior groups are invited (fully supervised by members). State events and numerous events are part of the yearly calendar
- Increased members recent years
- Disabilities – wheelchair and upgrade
- Increase of member enquiries – expanded housing development
- Expanded pistol activities, therefore ranges "Air Pistol" and rifle (air)
- Noise management (as per council requirement 15/4/11)
- Other same sporting facilities closed therefore more member enquiries
- Safety requirements of facilities being maintained however continued changes and demands by national and state authorities ongoing. And expansion to also meet demand of different disciplines and disabilities needs

Cockburn Athletic Club

We have held discussions after the workshop I attended at the Council rooms. Our feedback is detailed below.

As we develop our Senior Club, we are very aware that the Junior Clubs are of great importance to Our Sport. As a committee we are working together with Little Athletics to grow our sport. (We have several members sitting on each-others committee) We feel it is vital to maintain and protect the individual Little Athletics Clubs in the Cockburn region.

There was some concern expressed that the Clubs could be made to merge, or share training facilities in one central location. This would potentially devastate our sport. The "satellite" clubs enable ease of access to all number of Athletes. Many will walk to training, and any increase in distance could deny access to these Children. The individual clubs also increase the visibility of our sport, with local people being able to see them training, and perhaps then wanting to engage with the club.

We find that these days many Athletes will continue to train throughout the off season (winter) Little Athletics provide a winter competition consisting of Cross Country events all around the Metro Area. Cockburn Little Athletics provide winter training, and these sessions include Athletes from 6 years to 17 years. Currently the Coaches are from the Senior Club, and the sessions include many older Athletes as well. As this group grows we find we are in need of a winter training venue. The group is currently training at Manning Park.

Finally looking into the future, with projected figures of Athletes in the Cockburn Area to exceed 1200 people by 2026 (700 under 15 years and 500 over 15 years) we feel it is time to consider a Synthetic Track. No grass field will hold up to this number of Athletes training and then competing. Currently there are only two Synthetic Tracks in the Metro Area (Mt Claremont and Cannington)

We have two possible sites in mind, and of course any decision would be up to the Council, Joe Cooper Recreation Centre, and also South Coogee Reserve. The latter already has good road access, and high visibility.

Thank you for your time, and we look forward to a strong future for Athletics in Cockburn.

Phoenix Cricket Club – Beeliar Relocation

The Phoenix Cricket Club is an established cricket club with a history of 40 years in the City of Cockburn. Currently, the Phoenix Cricket Club fields five senior teams and boasts a membership of greater than eighty active members and thirty three Life Members, the majority living within the City of Cockburn and more precisely, in the Beeliar, Atwell, Success and Yangebup zones. In the relatively short history of 40 years, The Phoenix Cricket Club has elevated to the top four strongest clubs in the SMCA both financially as well as competitively. We have an extremely strong and competent Board, managed by experienced business professionals.

To ensure the viability of the Club, the Club's growth strategy includes the relocation of the Club's home ground to an area where there are young families. In addition, the Club's association with the Phoenix Beeliar Junior Cricket Club would be enhanced by having the juniors located at the same facility so we can continue to provide the management and coaching support that this fledgling club needs.

The Phoenix Cricket Club proposes relocation from their clubrooms at Tempest Park in Coolbellup to the Community Centre at Beeliar, utilising the grounds at Beeliar for training and playing cricket. The proposal includes:

- The construction of a second pitch at Beeliar so that the soccer grounds to the east of the current cricket ground can be utilised during the summer season.
- At least two shelters, one on the northern and one on the southern side of the ground, between the two pitches.
- Construction of three training nets. We understand that there are plans for two nets to be constructed shortly.
- Access to the Community Centre at Beeliar. Access will need to include secure storage facilities for club equipment, secured bar facilities, access to kitchen facilities and segregation of the Main Hall for member's access via concertina wall, during the cricket season only

In order to maintain our strength in the SMCA and provide a high level of competitive cricket, the Phoenix Cricket Club needs to grow its membership base as well as attract new players, particularly young people in our community, to replace our older members who will be retiring in the next few years. We have the experience to coach and develop these young people and with the strong social nucleus present in our Club, we will encourage them to be long-term members of the Club and continue the contribution to the Cockburn community, and the development of sport in the region.

The location of our Club is paramount to our growth strategy. The demographics of the mature Coolbellup region does not provide an abundance of youth necessary for our growth. Included in this growth strategy is the development of a junior club. The Phoenix Beeliar Cricket Club was formed two years ago and is supported by our members in the management and coaching of its young players. This junior club is currently located at the Beeliar facility so being located at the same ground would assist the Phoenix Cricket Club in helping develop the junior club to be successful.

The current membership of the Phoenix Cricket Club is predominantly spread over three zones, Beeliar, South Lakes and Atwell. We would like to be more central to our membership base and provide local facilities for the youth in these zones to encourage them to commit to our club for the long term.

Competition for facilities and grounds in the City of Cockburn from the expansion of the Cockburn Cricket Club, Hilton Park Cricket Club and Kardinya Cricket Club creates a shortage of grounds for these clubs with local membership. Moving the Phoenix Cricket Club out to where its members reside and potentially having two grounds located at the same facility, will free up Tempest Park which can be utilised by one of the above clubs, within the region that they service.

In order to stay financially secure, the Phoenix Cricket Club will require the use of the clubrooms over the cricket season for bar and kitchen facilities. We recognise the needs of the community to also be able to use the facilities at Beeliar and therefore, we are open to working with the City of Cockburn and the community to enable dual access to this facility.

Provision of lockable storage space for club equipment will assist greatly in providing the solution to dual access.

There are a number of significant benefits to the City of Cockburn in relocating the Phoenix Cricket Club to Beeliar reserve:

- Consolidation of Council assets
- Minimal structural changes required initially to accommodate the Phoenix Cricket Club
- Beeliar will become a multiuser facility, constantly used over summer
- Increased number of shoppers into adjacent shopping centre, from members and guests
- Utilising extra ground space not currently used, by installing one additional pitch
- Freeing up Tempest for local use
- Consolidates cricket clubs into clear zones (Phoenix, Cockburn, Jandakot and Leeming). Currently grounds used by these clubs are scattered between zones
- Management of clubs made easier for Council
- Consolidation of senior and junior cricket clubs for maximum utilisation of Council assets
- Allows for future growth of Phoenix cricket club especially in the Beeliar, Yangebup and Hammond zones

Jandakot Lakes Junior Cricket Club.

My name is Robert van Deuren, President of the Jandakot Lakes Junior Cricket Club. I am writing to you due to extreme concerns we have coming into the 2016/17 season with a lack of training and playing facilities.

Unfortunately after many years of repeated requests to have 2 pitches and 4 bay nets built at Atwell Reserve the council has always turned us down and supported the local football clubs in stopping us from having these needed items built.

The Jandakot Lakes Junior Cricket Club are looking at a possible 19 Junior Teams next season and as it stands now we will not be able to sustain that amount of teams without the Cockburn City Council giving us what has been fairly requested for many years. Having the 4 bay nets and 2 pitches will give us the opportunity to train up to 11 sides on a Tuesday, Wednesday & Thursday greatly assisting us in finding suitable grounds for all our teams.

This would entail:

6 x Teams Training on a Tuesday and Thursday (With U17's & U15's training alongside the Seniors) using Atwell Collage Nets and 2nd Pitch.

5 X Junior teams training Wednesday using both pitches, 4 bay nets and Atwell Collage nets.

We would still need other grounds for training and playing but as you can see by adding the extra nets and pitches we not only can train at our home ground but it would cater for a larger amount of much needed equipment to do so. It would also help with our "Future Planning" when it comes to Junior Players finishing up with Junior Cricket and moving onto their next step of playing for the local Senior Cricket Club which is something both Junior & Senior Clubs are working hard to achieve as it would be a shame to have all these kids just drop out of the system and just leave them to their own devices..

The Junior Cricket Club has already started a plan to help the Juniors transit from Junior to Senior Cricket but it has been made extremely difficult when Junior players are not able to train with people they will be playing with in the future. It also helps for the parents of these players as they get to see the culture of the Senior Cricket Club so that they can be assured that their child will be in good hands for the future.

We truly believe that the option of having 2 pitches and 4 bays nets at Atwell Reserve will be the best and cheapest option for the Cockburn City Council as instead of building pitches and nets at other grounds and then needing to also build safe toilet facilities and change rooms to cater for both male & female players and parents.

FRESH Coast Sports Club Inc.

FRESH Coast Sports Club Inc. is a multifunctional sports club that caters to 5 sporting codes and offers a youth program targeting key issues amongst young people;

- Rugby Union
- Netball
- Touch Rugby
- Volleyball
- Basketball

Vision statement

To provide our community with a quality multifunctional sports club.

Mission statement

Our passion is our drive and the joy of others is our reward.

Goals/objectives

Secure a facility that we can grow and build around, this will be done in conjunction with the City of Cockburn district council pending approval. Dependant on this outcome establishing affiliations with relevant sporting governing organisations will be vital in securing our identity of a multipurpose sports club.

Action plan

Milestone	Date of expected completion	Person responsible
Submit business plan to the Cockburn City council.	May 2016	Chris Tuapola FRESH Chairman

Milestone	Date of expected completion	Person responsible
Correspond future development with the Cockburn City council in regards to securing a facility.	Not specified	Chris Tuapola & Cockburn City council board
Rugby Union club affiliation	2017 season	Chris Tuapola & RugbyWA
Touch Rugby club affiliation	2016/17 season	Chris Tuapola & Touch WA

4 Surrounding LGAs

City of Kwinana

The City of Cockburn borders with the City of Kwinana to the south and the suburbs of Henderson, Wattleup, Hammond Park, Aubin Grove border with Mandogalup and Wandi/Anketell in the City of Kwinana.

The City of Kwinana's Community Infrastructure Plan involves the development of the following Local level community facilities in these areas.

- Mandogalup Community Centre/Sport Ground (approx 1km south of Hammond Park)
- Anketell Sports Ground (approx 1km south of Aubin Grove)

Given the proximity of these facilities to the City of Cockburn's Hammond Park and Aubin Grove, it is likely residents from these areas will use these facilities in the City of Kwinana. Residents in Mandogalup and Anketell/Wandi could also be expected to participate in sports offered at Frankland Reserve, in the City of Cockburn.

In line with the Jandakot Structure Plan and the provision of a District commercial centre on Anketell Road, adjacent to the Freeway, the Community Infrastructure Plan makes provision for the following District level community facilities to form a District commercial and civic hub.

- Library
- Community Centre
- Recreation Centre
- Youth Centre

These community facilities will serve as District facilities for not only Mandogalup and Anketell but also Casuarina/Anketell and Wellard East to the south, which will have a combined population of 36,588 (2031). Given that these District community facilities will be approximately 4km from the City of Cockburn's border, usage of these facilities by residents in Hammond Park and Aubin Grove/Banjup can be expected.

The City of Cockburn could also expect usage of Regional level community facilities in Success, such as the Aquatic Centre from residents of Mandogalup and Wandi/Anketell, given these facilities are closer than the regional facilities in the Kwinana town centre.

City of Fremantle

The City of Cockburn borders with the City of Fremantle to the north and this involves the suburbs of South Fremantle, Beaconsfield, Hilton and Samson and given the close proximity to the City of Cockburn, residents from these suburbs can be expected to use community facilities in the City.

Likewise, residents of Coogee, Hamilton Hill and Coolbellup in the City of Cockburn can be expected to use community facilities in the adjacent suburbs of City of Fremantle.

The City of Fremantle's Long Term Financial Plan 2015-25 indicates there are two community facility planned in the suburbs adjacent to the City of Cockburn.

- Redevelopment of Samson Recreation Centre
- New Men's Shed in Hilton

The Samson Recreation Centre is 1.3km from the centre of Coolbellup and hence Coolbellup residents could be expected to use this centre. However, this is a relatively small, or local level recreation centre. Residents in Hilton and Coolbellup could also be expected to use the proposed Men's Shed in Hilton.

City of Melville

The City of Cockburn's suburbs of Coolbellup, Bibra Lake, North Lake and Leeming borders with the City of Melville and the suburbs of Kardinya, Murdoch and Leeming. Given the close proximity of these suburbs to the City of Cockburn, residents from these suburbs can be expected to use community facilities in the City.

Similarly, residents from Coolbellup, Bibra Lake, North Lake and Leeming are likely to use community facilities in the adjoining suburbs of the City of Melville. However, there are no major community facilities proposed by the City of Melville that will have an impact on community facility provision in the City of Cockburn.

City of Canning

The City of Cockburn's suburbs of Jandakot and the northern part of Banjup-Aubin Grove border with the suburb of Canning Vale in the City of Canning. However, with Jandakot Airport and bushland making up most of this border and there being no adjoining residential areas, there are no major community facilities proposed by the City of Canning that will have an impact on community facility provision in the City of Cockburn.

City of Armadale

The City of Cockburn's suburbs of Jandakot and Banjup border with the suburbs of Piara Waters, which is a growing residential area with a 2016 population of 9,440, expected to grow to 20,563 by 2036 and Forrestdale in the City of Armadale, a largely rural area. There are no major community facilities proposed by the City of Armadale that will have an impact on community facility provision in the City of Cockburn.

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City of Cockburn Community and Recreation Facility Standards *Annex 3*

Community and Recreation Facility Standards establish a benchmark and population ratio for providing community facilities and in addition to quantitative values, can also provide qualitative guidelines in respect to the location and design of facilities. Community Facility Standards provide a useful tool in assessing the comparative distribution of facilities across an LGA and in determining the community facilities that will be required as a population grows or changes.

Developing and applying community facility standards forms one component of the needs assessment and supply and demand analysis for the Community, Sport and Recreation Strategic Facilities Plan and should not be considered as absolute, or in an isolated manner because there are many other factors that influence the demand for community facilities.

While standards for planning community facilities and services have been used by councils and state government agencies for many years and may imply there is a uniform approach, in reality community facility standards do vary and there can be a range in the standards applied.

The approach taken to formulating community facilities standards for the City of Cockburn has focused on developing a set of standards that takes into account the physical, social and cultural features of the area and the current and future distribution of the population.

Emerging best practice and trends in the function, planning and design of community facilities have also been considered, together with the findings from the community and stakeholder consultation in respect to how facilities should be provided in the future.

In developing the Community Facility Standards, a review and benchmarking of existing standards has also occurred with key source documents including the following:

- Public Open Space Strategy – City of Cockburn.
- Community Infrastructure Plan - City of Belmont
- Community Infrastructure Plan 2015 – 2025 – City of Rockingham
- Guidelines for Community Infrastructure – Parks and Leisure Australia (WA).

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- The Western Australian Planning Commission's (WAPC) Liveable Neighbourhood Guidelines and other relevant WAPC policies have also been considered.

Item	Facility	Current provision	Design Criteria	Guidelines
1	**Multi-functional Branch Library**	Various configurations of library space, which provide flexible areas for collections, technology, lifelong learning, recreation and community engagement. May include related community office space, community gallery/display space and be co-located within a community hub that provides opportunities for collaboration with other council services and community organisations. People Places: a guide for public library buildings in NSW - A planning resource jointly adopted for use in WA by the Western Australian Local Government Association (WALGA) and State Library of Western Australia (SLWA) indicates minimum building size should be based on a ten year population projection for the local government area. • District library gross floor area of approximately 2,000m2 • Regional library in excess of 4,000m2	• Activity/Meeting Rooms • Study Areas • Technology spaces • Young Adults Area • Display areas • Children's Activity area • Collections space • Potential to be collocated with Community Centre • Car parking 200-300	1:100,000 – 150:000 Regional Library 1:45,000 District Library

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2	**Neighbourhood Community Centre**	Small local meeting rooms and activity spaces that can be used by local organisations for activities such as dance, fitness and outreach work. Various gross floor area configurations of approximately 600m2 to serve immediate community.	• Small/medium size flexible function space – 100 person minimum capacity • Kitchen area • Toilets • Storage space • 1 to 2 Meeting/Activity rooms • 50-80 car bays	1:7,500-10,000 – within 1km radius
3	**District Community Centre**	Multi-functional facilities providing approximately 1000m2 of gross floor space. "A building or group of public buildings for the social, cultural, and educational activities of a neighbourhood or entire community.	• Meeting/Activity Rooms • Foyer • Kitchen/café area • Large flexible function space (minimum 200 person capacity) • Office space for community based services/organisations • Outdoor play area • 140-160 car bays • Potential to be collocated with clubrooms and Libraries • Culture and arts spaces • Youth spaces • Children spaces	1:15,000 – 25,000 – within 6km radius
4	**Youth Centre/Youth Space**	A centre providing leisure activities and advisory support for young people. To provide space for a youth worker, employment training programs, drop in areas, formal areas and outreach programs. Generally not provided at a neighbourhood level as the service provision will normally be accommodated in a generic neighbourhood community centre.	• Multifunctional spaces • Youth related support services • Youth specific activities • Can be collocated in District level community centre	1:75,000 – District level

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		Main age range catered for would be 10-19 years.		
5	**Seniors Centre**	A place where older adults can congregate to fulfil many of their social, physical, emotional, and intellectual needs (may be combined with youth centre or within broader community facility). Generally not provided at a neighbourhood level as the service provision will normally be accommodated in a generic neighbourhood community centre.	• Can be co-located within community facilities.	1: 75,000 for District level facility (dependent on aging demographic).
6	**Skate Park**	Formal skate park facility generally within established, district level or above public open space.	• Supporting infrastructure required i.e: • Public Toilets • Shade Shelters • Drink Fountains • Car parking 10-20 car bays	1: 50,000 – Regional facility 1: 25,000 – District facility
7	**BMX dirt track facility/Pump Track**	Pump tracks are typically smaller and narrower than a BMX race track, designed for smaller areas and budgets. Designed along the lines of BMX race track layouts, which encourages single direction riding. To be located on Public Open Space of Neighbourhood Level or above.	• Supporting infrastructure required i.e: • Public Toilets • Shade Shelters • Drink Fountains • Car parking 10-20 car bays	1:25,000 –Neighbourhood level facility

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8	**BMX facility (formal)**	Dedicated track for specific BMX activity generally with a stone sub base which can provide access for other wheeled sports activities (such as skateboarding) and be a focal point for the youth. A formalised activity space which may incorporate dirt jumps and ramps.	• Minimum 50 car bays • Clubroom space • Toilets	1:100,000 plus – Regional
9	**Community and Performing Arts Centre**	Centres for the purpose of undertaking dance, music, opera, drama, magic, spoken word and circus arts. They can be performance based (to an audience) or for the purposes of learning and development. Many new facilities at a district level will be based on school sites. The development of multi-functional shared use facilities on school sites is encouraged where possible subject to suitable community access arrangements being guaranteed. With suitable and adequate storage for props, sets etc, aswell as space to create these on site.	• Change-rooms/Green Room • Stage • Exhibition space • Auditorium/Function area – 200-300 person capacity • Smaller performance and studio spaces • Meeting rooms • Minimum 150 car bays	1:150,000 – Regional level
10	**Museums**	A building, place, or institution devoted to the acquisition, conservation, study, exhibition, and educational interpretation of objects having scientific, historical, or artistic value.	• Foyer/reception area • Flexible display space	1:150,000 – 200,000 Generally area/location specific

Annex 3 – Community and Recreation Facility Standards

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11	**Arts and Cultural Centre**	For the purpose of learning, exhibiting and developing community arts and cultural activities.	• Integrated within other community facilities at a District Community Centre or above.	1:50,000 to 150,000
12	**Indoor Sport and Recreation Centre (generic)**	A multi-functional, sport recreation and community meeting place. A minimum 4 court facility (with ancillary changing room space including ancillary storage, café, offices, reception, changing, gymnasium/fitness component etc).	• Multipurpose courts (4 court minimum) • Meeting spaces • Function spaces • Fitness room and Gym • Changing rooms • Café • Storage areas • Minimum 150 car bays	1: 75,000
13	**Regional Sports Facility (including aquatics)**	Large multi-functional sports facility (6/8 court facility, gym, aerobics, community meeting rooms, could be combined with aquatic infrastructure). Should be co-located with regional playing fields to minimise management and operational costs.	• Multipurpose indoor courts (6-8 courts) • Meeting spaces • Function space • Fitness room • Changing rooms • Gym • Aquatics • Foyer area • Café • Minimum 300 car bays	1:150,000
14	**Regional Sports Space**	Serves or is significant to residents of the whole of a local government jurisdiction and those from neighbouring local government areas. A regional open space may support one activity or a particular range of activities although multi-use is desirable.	• 15 ha sporting fields • Street frontage on all sides • Sports lighting • One main clubroom/change-room buildings • One to two minor combined clubroom/change-rooms • Path network • Minimum 350 car bays • Links to Public Transport	1:250,000 Size dependent on function but generally greater than 20ha serving a regional population

Annex 3 – Community and Recreation Facility Standards

15	**District Sports Space**	District open space and related facilities will generally draw people from a section of a community e.g. the northern, southern or central part of a City. This could be due to size, uniqueness, quality or activities focus.	• 5ha - 10ha sporting fields • Street frontage on all sides • Sport pitches to cater for 2 Australian Rules Football fields, capable of accommodating 4 soccer pitches, include 2 cricket pitches and practice nets (6). • Sports Lighting • Combined Clubroom/Change-room • Minimum 150 car bays • Links to Public Transport •	1:15,000 – 25,000 5-20ha up to 2km from facility or 5 minute drive
16	**Neighbourhood Sports Space**	Neighbourhood sports spaces are the basic unit of the park system and serve as the recreational and social focus of the neighbourhood. Focus is on providing informal, sports and reflective recreational options for all ages. Unique site character helps create a sense of place for the neighbourhood. Generally utilised as overflow sporting grounds.	• 3ha – 4ha sporting fields • Street frontage on all sides • Combined Clubroom/Change-rooms • Sports Lighting • Can be collocated with Neighbourhood Community Centre	1:7,500 1-5ha for population within 800m or 10 mins walk away
17	**Outdoor Netball Courts**	Outdoor hard flat surface requiring 30.5m by 15.25m with minimum run-off of 3.05 or 3.65 between courts.	• Outdoor hard courts • Lighting • Fencing • Clubroom facilities	1: 4,000 (outdoor)
18	**Tennis Courts**	Rectangular synthetic surface preferred 23.77m by 10.97m with 6.4m depth of baseline.	• Clubroom facility to be attached for venues of 8 courts or more • Sports lighting • Synthetic surface • Fencing	1 court :4000 (Minimum 8 court facility provided whereby clubs are proposed to operate

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Community Facilities Provision Analysis *Annex 4*

The below provides an overview of the application of the Community Facilities Standards of Provision against the City's existing level of facility provision and future population forecasts. This analysis has been used as a key part of the decision making process in determining the required facilities to cater for the future growth of the Cockburn community.

Facility Type	Ratio	Existing Provision	Current Requirement (2018)	Required by 2026	Recommended Provision	Comment
Regional Facilities						
Multifunctional Branch Library	100,000 to 150,000	1	0.8-1.2	1.0-1.4	2	Upgrading Spearwood Library to a Regional Level Facility as part of the Lifelong Learning Centre is recommended in order to effectively cater for the community and cover for an undersupply in district level libraries.
Skate Park	50,000	3	2.4	2.9	3	It is suggested that the City has adequate level of provision in regional skate parks to meet current and future needs.
BMX Facility	100,000	1	1.2	1.4	1	The existing BMX facility at Malabar Reserve will require an upgrade in order to meet the increasing need.
Museum	150,000 to 200,000	1	0.6-0.8	0.7-1.0	1	Existing provision is considered sufficient to meet the community need for the next 10 years. There may be a need to expand the existing museum, however this will guided by the outcomes of the Manning Park Masterplan including the establishment and protection of the Azelia Ley Precinct and Davilak Ruins Project.
Arts and Cultural Centre	50,000 to 150,000	0	0.8-2.4	1.0-2.9	1	Currently a distinct lack of cultural and arts facilities within the City, the development of a new arts and cultural facility is considered to be one of the priority projects in the next 5 years.
Sports and Aquatics Facility	150,000	1	0.8	1.0	1	Cockburn Central West Aquatic and Recreation Centre is considered sufficient to meet the community need for the next 10 years.

Annex 4 – Community Facilities Provision Analysis

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Regional Sports Open Space	250,000	1	0.5	0.6	2	Success Regional Sporting Reserve, is considered to be the City's only regional sports open space due to its overall size of the reserve and the specialist nature of the facilities i.e. 20 x outdoor hard courts. However, the site has a number of restrictions for further expansion with a large portion being covered by a powerline easement.
Community Performing Arts Centre	150,000	1	0.8	1.0	2	Whilst the City does have one performing arts facility in the Memorial Hall, this venue has a number of limitations and is not considered adequate to meet the needs of the community at a regional level. As such, it is recommended that consideration be given to the development of a performing arts centre as part of the Seniors Life Long Learning Centre Development.
Facility Type	**Ratio**	**Existing Provision**	**Current Requirement**	**Required by 2026**	**Recommended Provision**	**Comment**
District Facilities						
Library	45,000	2	2.6	3.2	1	Whilst it is acknowledged that there is a shortfall in district library provision, it is suggested that this shortfall will be met through an oversupply of regional level facilities with the upgrade of Spearwood Library. In addition, within the City of Kwinana's Community Infrastructure Plan, a new district library has been identified to be developed in the nearby suburb of Anketell. It is envisaged that this library together with the Success Multifunctional Branch Library will be sufficient to service the eastern suburbs within the City.
Youth Centre	75,000	1	1.6	1.9	2	The continued increase in population justifies the need for an additional Youth Centre towards the end of the life of this plan. This will likely be located within the Lifelong Learning Centre. In the interim it is suggested that mobile youth services or pop up services be implemented to meet the need.

Annex 4 – Community Facilities Provision Analysis

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Seniors Centre	75,000	2	1.6	1.9	2	Given the significant forecasted increase in seniors with the City of the course of the next 20 years, it is suggested that an upgrade of the existing Spearwood Seniors Centre as part of the Lifelong Learning Centre development be undertaken.
Skate Parks	25,000	1	4.7	5.8	5	Future skate parks to be provided in the areas of Hammond Park, Hamilton Hill, Aubin Grove, Yangebup as growth occurs.
Indoor Sport and Recreation Centre	75,000	2	1.6	1.9	2	The existing provision of Wally Hagan Recreation Centre and Lakelands Recreation Centre is considered sufficient for the next 10 years, once the upgrade to Wally Hagan is completed.
District Sports Space	15,000 to 25,000	4	4.7-7.9	5.8-9.6	7	It is suggested that the development of Frankland Park and repurposing of Dixon Park to be a active open space would be sufficient to cater for the needs in provision of district level open space.
District Community Centre	15,000 - 25,000	4	4.7-7.9	5.8-9.6	11	There is currently an undersupply of District Level Facilities, it is suggested that the provision of District Level Community Facilities be considered the preferred level of provision for this type of facility. This deficit is recommended to be made up of a mix of new facilities and upgrades to existing i.e. Yangebup Hall and Len Packham Clubrooms.
Facility Type	Ratio	Existing Provision	Current Requirement	Required by 2026	Recommended Provision	Comment
Local and Neighbourhood Facilities						
BMX dirt track/pump track facilities	25,000	4	4.7	5.8	5	It is recommended that the two of the existing pump tracks at Market Garden and Dixon Reserve be upgraded as the first priorities due to their poor condition. Further investigation will be required into the placement and prioritisation of the remaining future pump track.

Annex 4 – Community Facilities Provision Analysis

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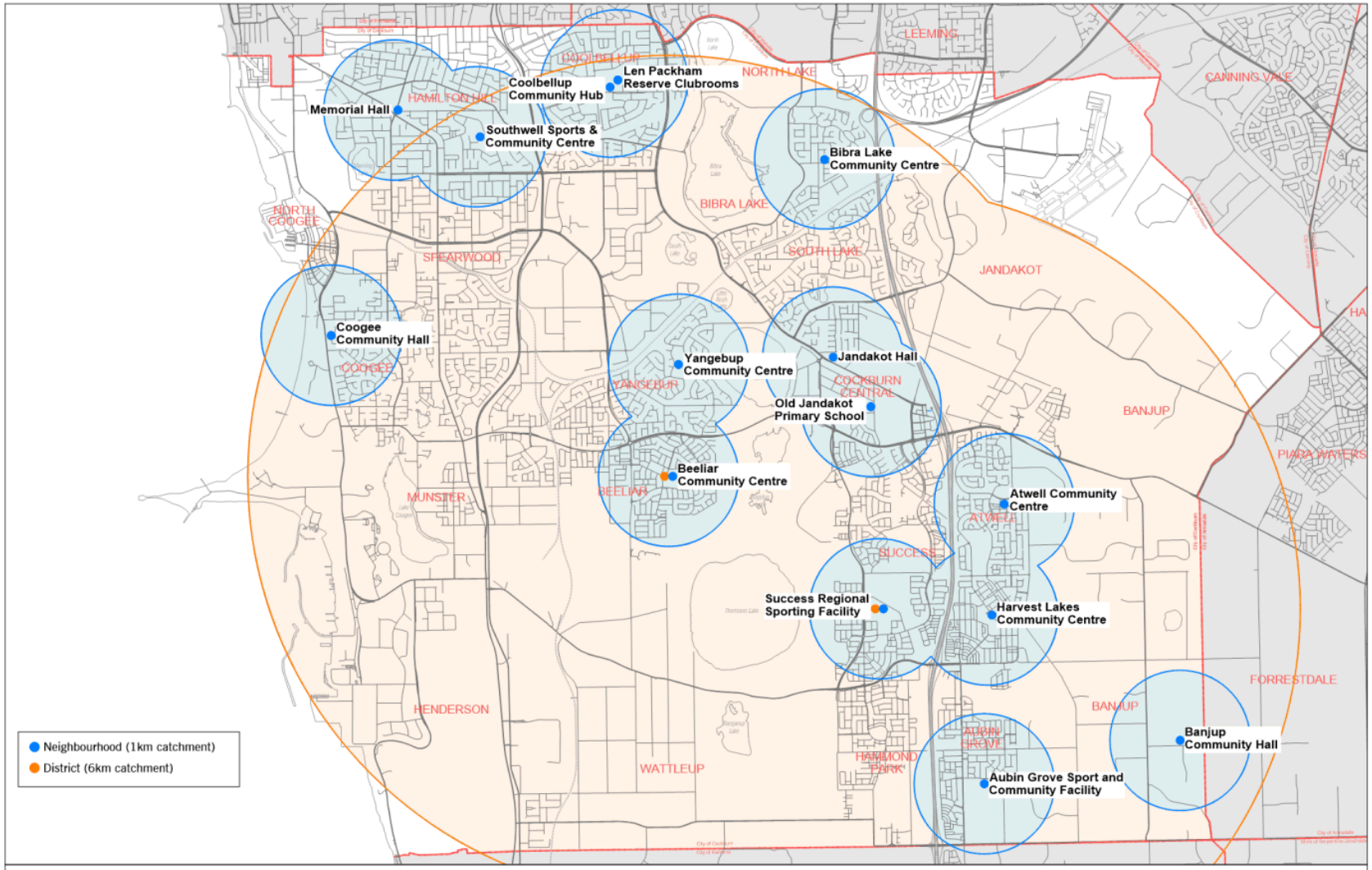
Neighbourhood Sports Space	7,500	12	15.7	19.2	16	It is suggested that given the demand for sports spaces this provision may still represent an undersupply, however that this will be offset by the provision or a greater number of district level and regional open spaces.
Neighbourhood Community Centre	7,500 - 10,000	10	11.8-15.7	14.4-19.2	12	It is recommended that an under provision be provided in neighbourhood level community centres as the community need will largely be serviced the District Level facilities.
Netball Courts	4,000	24	29.5	36.1	28	It is recommended that an under provision be provided in outdoor netball courts, this is due to spatial limitations within the City, proximity of the Fremantle Netball Facility and provision at schools. In addition, the Cockburn ARC provides, 6 multipurpose courts which can be utilised for the purposes of netball.
Tennis Courts	4,000	12	29.5	36.1	10	It is suggested that an undersupply of tennis courts would be sufficient to meet demand. There are ten existing outdoor courts provided at the Next Generation Health and Lifestyle Club in Bibra Lake. High schools also provide a number of multiuse courts that could support the establishment of a club, if further demand arises with the City of Cockburn. This position may change in time, should the sport become more prevalent in the City. In the meantime, the key recommendation is for the development of a new tennis facility at Anning Park inclusive of clubroom facility, with Cockburn Tennis Club to be relocated to this site. The existing courts at Davilak Reserve are to be demolished due to lack of usage and poor condition.

Annex 4 – Community Facilities Provision Analysis

Annex 5



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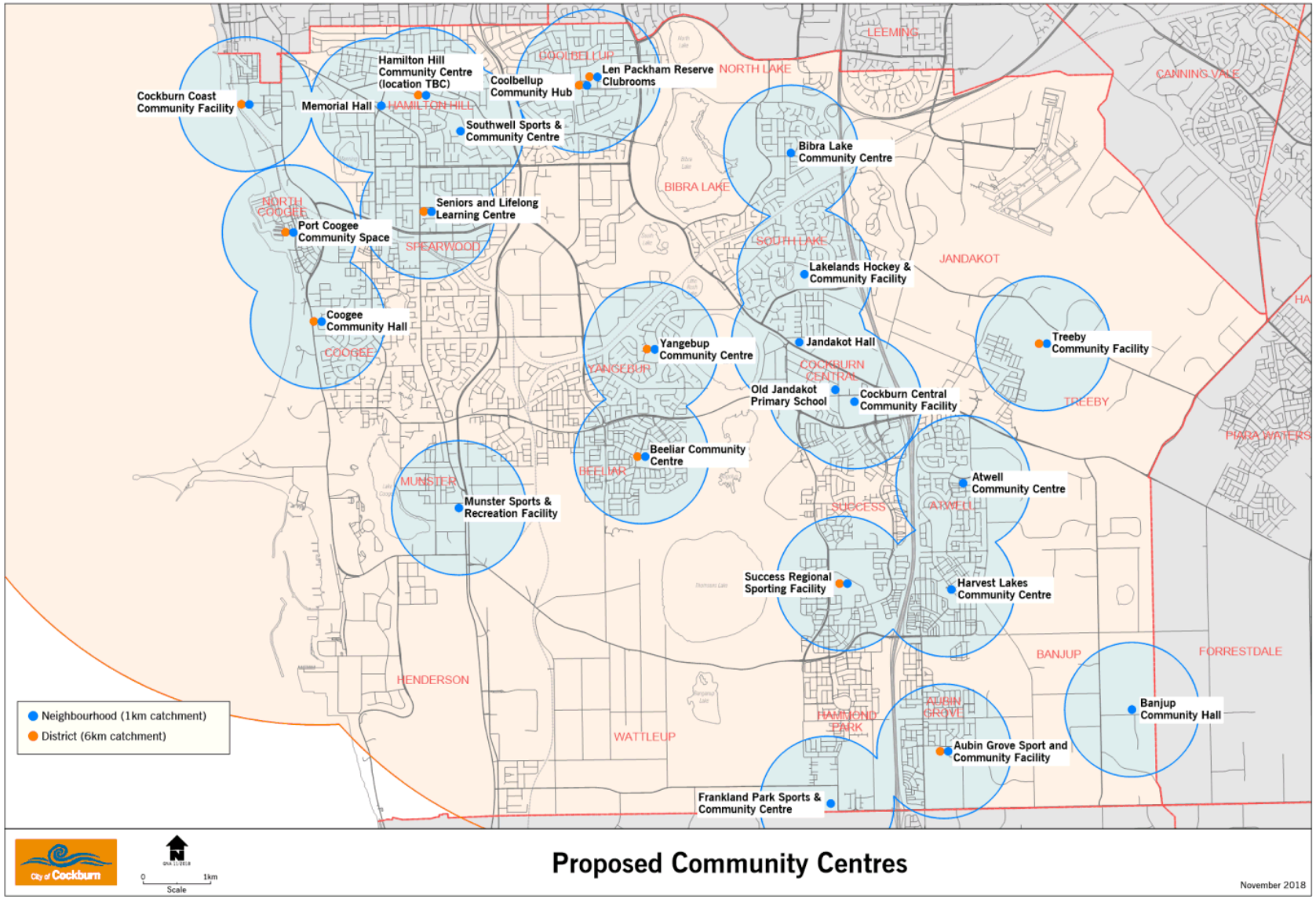
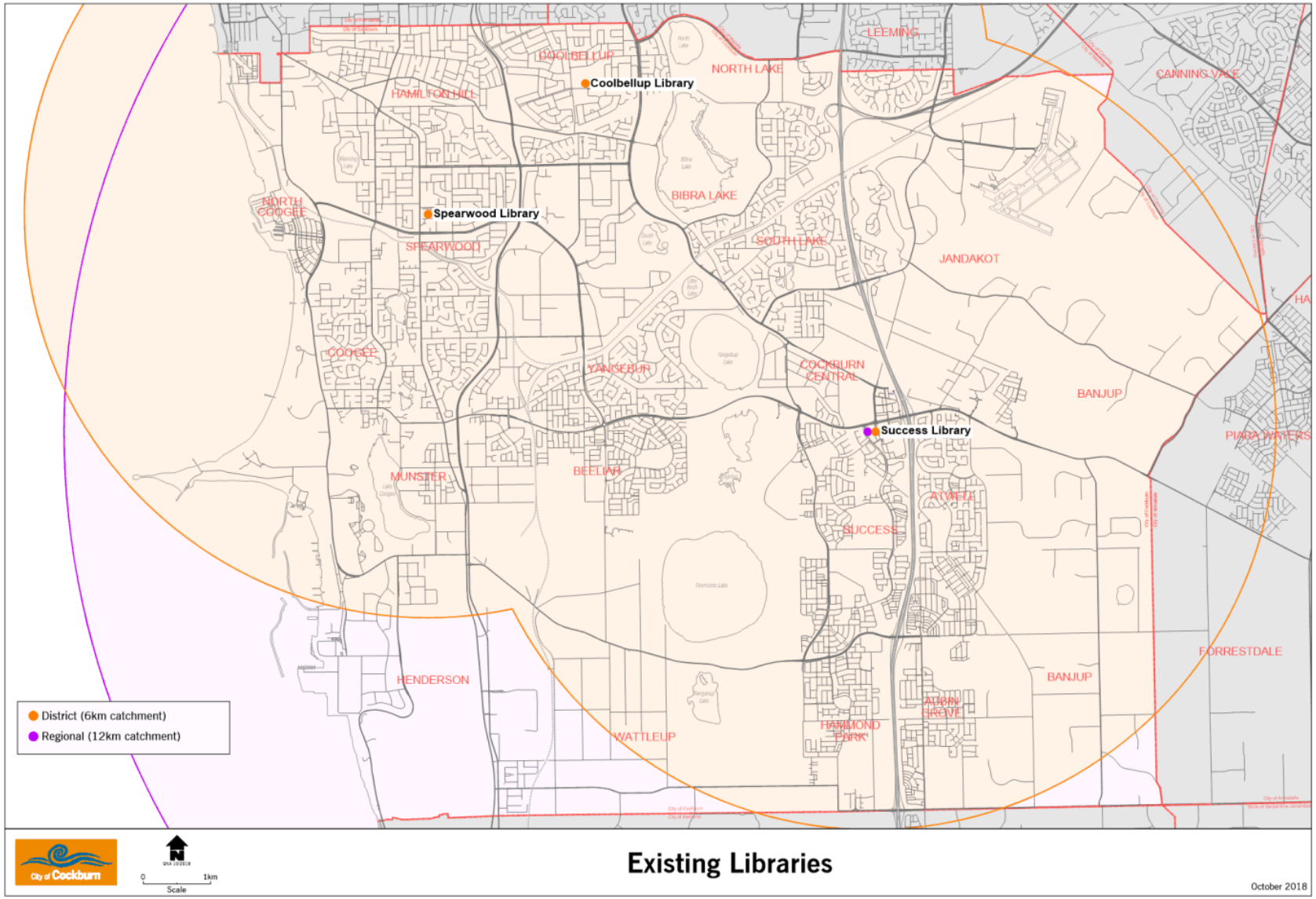

Hamilton Hill Community Centre (location TBC)
Cockburn Coast Community Facility
Memorial Hall
HAMILTON HILL
Coolbellup Community Hub
COOLBELLUP
Len Packham Reserve Clubrooms
NORTH LAKE
LEEMING
CANNING VALE
Southwell Sports & Community Centre
Bibra Lake Community Centre
BIBRA LAKE
NORTH COOGEE
Seniors and Lifelong Learning Centre
Port Coogee Community Space
SPEARWOOD
SOUTH LAKE
JANDAKOT
Lakelands Hockey & Community Facility
Coogee Community Hall
COOGEE
Yangebup Community Centre
YANGEBUP
Jandakot Hall
Treeby Community Facility
COCKBURN CENTRAL
Old Jandakot Primary School
Cockburn Central Community Facility
TREEBY
Beeliar Community Centre
BEELIAR
MUNSTER
Munster Sports & Recreation Facility
Atwell Community Centre
SUCCESS
ATWELL
Success Regional Sporting Facility
Harvest Lakes Community Centre
BANJUP
FORRESTDALE
HENDERSON
Banjup Community Hall
HAMILTON PARK
AUBIN GROVE
WATTLEUP
Aubin Grove Sport and Community Facility
Frankland Park Sports & Community Centre
Neighbourhood (1km catchment)
District (6km catchment)
City of Cockburn
0
1km
Scale
Proposed Community Centres
November 2018

Annex 6



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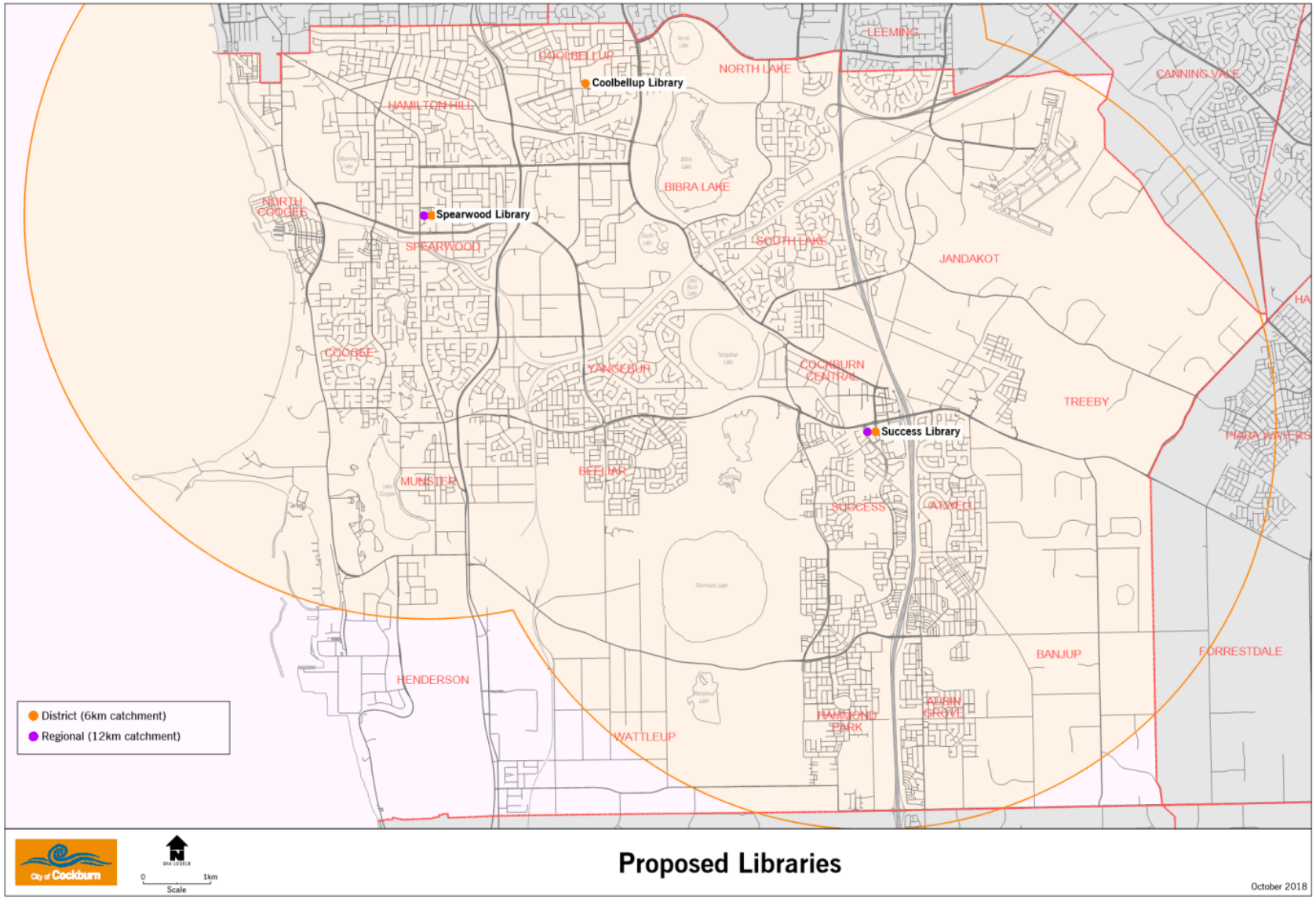
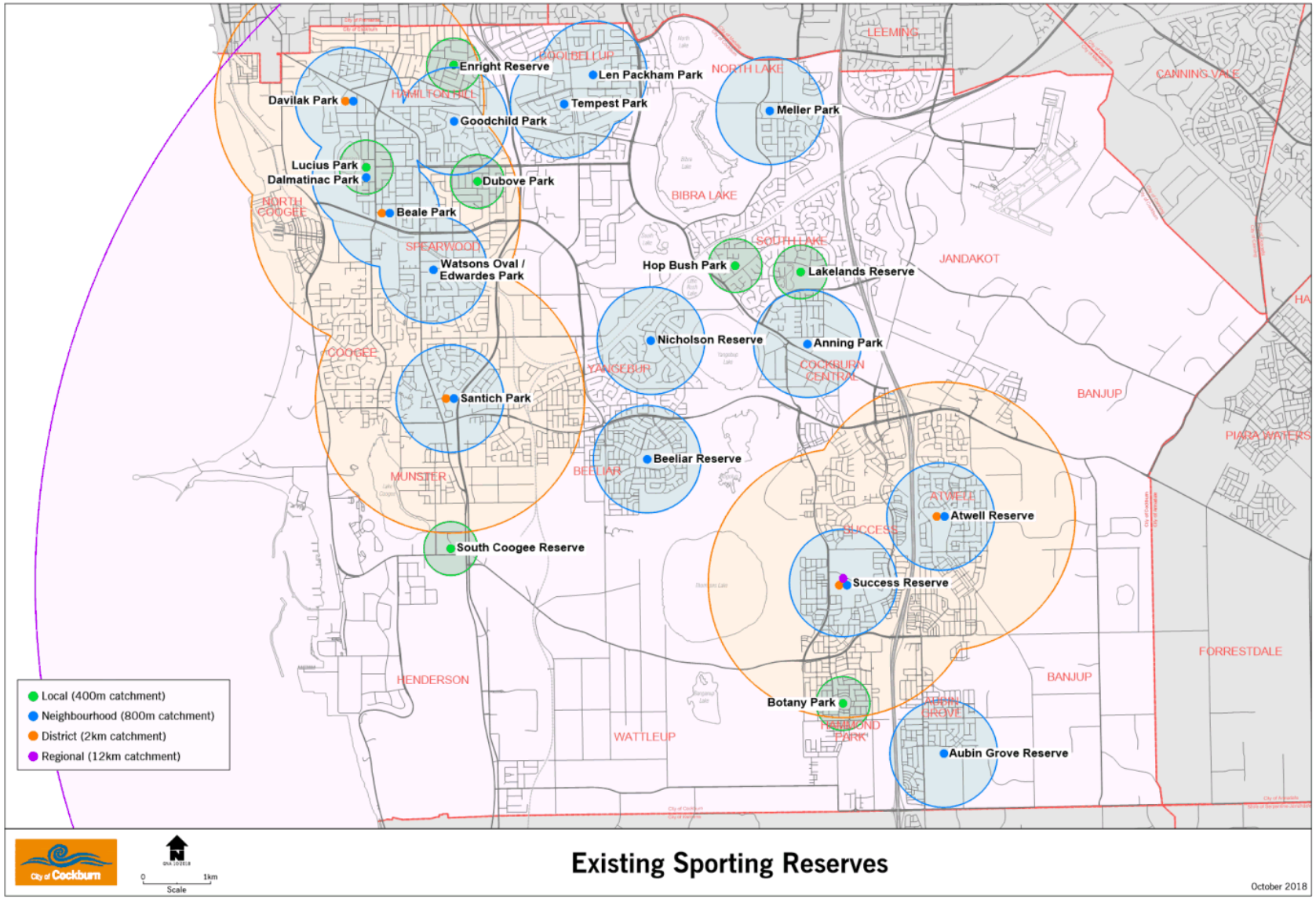

Coolbellup Library
Spearwood Library
Success Library
COOLBELLUP
NORTH LAKE
LEEMING
CANNING VALE
HAMILTON HILL
BIBRA LAKE
NORTH COOGEE
SPEARWOOD
SOUTH LAKE
JANDAKOT
COOGEE
YANGEBUP
COCKBURN CENTRAL
TREEBY
BIBRA WATERS
MUNSTER
BEELIAR
SUCCESS
ATWELL
BANJUP
FORRESTDALE
HENDERSON
HAMMOND PARK
ROBB GROVE
WATTLEUP
District (6km catchment)
Regional (12km catchment)
City of Cockburn
0
1km
Scale
Proposed Libraries
October 2018

Annex 7



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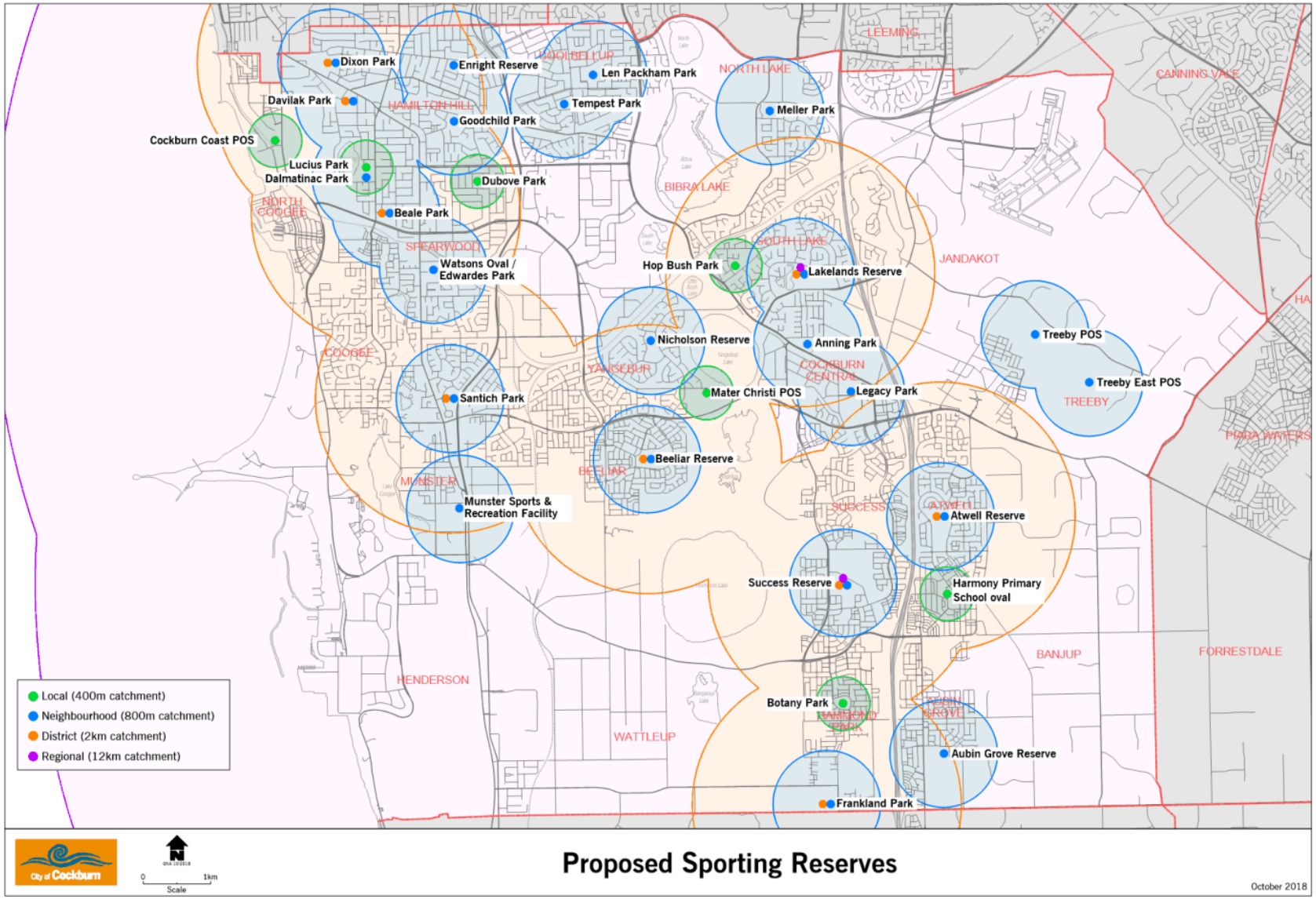
Dixon Park
Enright Reserve
Len Packham Park
Davilak Park
Tempest Park
Goodchild Park
Meller Park
Cockburn Coast POS
Lucius Park
Dalmatinac Park
Dubove Park
Beale Park
Watsons Oval / Edwardes Park
Hop Bush Park
Lakelands Reserve
Nicholson Reserve
Anning Park
Treeby POS
Treeby East POS
Mater Christi POS
Legacy Park
Santich Park
Beeliar Reserve
Munster Sports & Recreation Facility
Atwell Reserve
Success Reserve
Harmony Primary School oval
Botany Park
Aubin Grove Reserve
Frankland Park
LEEMING
NORTH LAKE
CANNING VALE
COOLBELLUP
HAMILTON HILL
BIBRA LAKE
NORTH COOGEE
SPEARWOOD
SOUTH LAKE
JANDAKOT
COOGEE
YANGEBUP
COCKBURN CENTRAL
TREEBY
PIARA WATERS
BEELIAR
MUNSTER
SUCCESS
ATWELL
BANJUP
FORRESTDALE
HENDERSON
WATTLEUP
AUBIN GROVE
Local (400m catchment)
Neighbourhood (800m catchment)
District (2km catchment)
Regional (12km catchment)
City of Cockburn
0
1km
Scale
Proposed Sporting Reserves
October 2018

City of Cockburn

Annex 8

Final Version 15 Nov 2018

Community, Sport and Recreation Facilities Plan - 15 Year Implementation Plan 2018-2033

	Total Proposed Cost	2018/19 (Yr 1)	2019/20 (Yr 2)	2020/21 (Yr 3)	2021/22 (Yr 4)	2022/23 (Yr 5)	2023/24 (Yr 6)	2024/25 (Yr 7)	2025/26 (Yr 8)	2026/27 (Yr 9)	2027/28 (Yr 10)	2028/29 (Yr 11)	2029/30 (Yr 12)	2030/31 (Yr 13)	2031/32 (Yr 14)	2032/33 (Yr 15)	OCP Contribution	SBMG - Project Manager
Sporting Reserves and Facilities																		
Regional Level																		
Lakelands Reserve Hockey Development	$6,530,000	$6,530,000															$1,823,317	MR & CS
Golf Complex	$8,610,575	$50,000									$400,000	$3,780,000	$4,380,575				$4,214,704	MP & E
District Level																		
Beeliar Reserve *Upgraded *Clubroom Facility Upgrade	$1,300,000				$100,000	$1,200,000												MS
Beale Park *Upgraded as per outcome of Western Suburbs Sporting Precinct Study (WSSPS) (19/20 Trees/detailed design, build 2021, 21/22)	$9,650,000		$300,000	$5,350,000	$4,000,000												$2,430,627	MR & CS
Frankland Reserve *New (2 x AFL Ovals + Clubrooms)	$7,800,000	$400,000	$7,400,000														$3,000,000	MR & CS
Neighbourhood Level																		
Lucius/Dalmatanic Park *Upgrade (As per the outcome of the (WSSPS)	$3,151,000													$250,000	$2,901,000			MR & CS
Tempest Park *Upgrade Clubroom facitility	$750,000						$100,000	$650,000										MS
Banjup "Treeby" Reserve (Calleya Estate) - Linked to delivery of Primary School development	$3,100,000	$200,000		$2,900,000													$691,159	MR & CS
Banjup "Treeby" Reserve (East) - Clubroom and Playing Fields	$3,500,000										$200,000	$3,300,000						MR & CS
Cockburn Central West Community Playing Fields clubroom and reserve *New	$4,438,995							$400,000	$4,038,995								$2,443,312	MR & CS
Meller Park *Upgrade Clubroom Facilities	$750,000												$100,000	$650,000				MS
Davilak Reserve *Upgrade (As per the WSSPS)	$7,400,000						$400,000	$7,000,000										MR & CS
Santich Park * Upgrade (Carpark and lighting 21/22, Other remaining upgrades 2026/27	$2,306,068				$750,000					$1,556,068								MS/MP & E
Munster Sport and Recreation Facility and Reserve	$3,000,000												$400,000	$2,600,000			$945,269	MR & CS
Edwardes Reserve/Watson reserve redevelopment (Upgraded as per the outcome of the WSSPS)	$3,840,000														$300,000	$3,540,000		MR & CS
Good Child Reserve Masterplan and Upgrade - Lighting and changerooms.	$1,000,000									$250,000	$750,000							MCD
Dixon Park Development (19/20 heritage/geo tech assessments, 21/22Detailed design, 24/25 development)	$6,050,000		$50,000		$250,000			$5,750,000										MR & CS
Local Level																		
Mater Christi Reserve *Upgrade and Masterplan	$775,000	$25,000		$750,000														MP & E
Cockburn Coast Oval and Clubrooms - $9,890,500 purchase of land, $4254,463 clubroom and oval development (19/20 Oval design, 20/21 Oval construction, 24/25 Clubroom design, 25/26 land acquisition and clubroom construction	$13,867,000		$200,000	$1,500,000				$300,000	$11,867,000								$11,448,122	MR & CS
Master Planning																		
Small Ball Sports Feasibility - including Nicholson Reserve	$1,100,000						$100,000	$1,000,000										MR & CS
Sporting Reserves Sub Total	***$88,918,638***	***$7,205,000***	***$7,950,000***	***$10,500,000***	***$5,100,000***	***$1,200,000***	***$600,000***	***$15,100,000***	***$15,905,995***	***$1,806,068***	***$1,350,000***	***$7,080,000***	***$4,880,575***	***$3,500,000***	***$3,201,000***	***$3,540,000***		
Community Centres																		
District Level Facilities																		
Yangebup Community Centre Upgrade (Considered as part of the Nicholson Reserve Masterplan)	$750,000							$750,000										MR & CS
Port Coogee Community Space *New	$1,000,000						$1,000,000											MCD
Hamilton Hill Community Centre *New	$3,500,000	$80,000						$250,000	$3,150,000									MCD
Cockburn Coast Community Facility($616,200 Land Acquisition, $6,319,530 Building) *New	$6,935,730						$300,000	$6,635,730									$6,619,800	MCD
Coogee Community Hall *Upgrade	$1,000,000				$1,000,000													MCD
Aubin Grove Community Facility *Upgraded	$0														$750,000			MS
Coolbellup Community Facilities Upgrades (Master plan both Len Packham Clubrooms and Coolbellup Community Hub)	$1,100,000												$100,000	$1,000,000				MCD
Neighbourhood Facilities																		
Banjup "Treeby" (Calleya Estate) Community Hall *New	$4,550,000	$200,000		$4,350,000													$3,216,076	MCD
Southwell Sports and Community Centre *Upgrade of Goodchild	$1,500,000									$100,000	$1,400,000						$313,127	MR & CS
Frankland Reserve Recreation and Community Centre *New	$1,530,000		$1,530,000														$1,622,432	MR & CS
Harvest Lakes Community Centre *Upgrade	$1,000,000															$1,000,000		MS
Cockburn Central West Community Facilities * New (Incorporate at new Administration Building Site)	$2,813,883				$100,000	$200,000	$2,379,000										$1,377,339	MCD
Community Centres Sub Total	***$25,679,613***	***$280,000***	***$1,530,000***	***$4,350,000***	***$1,100,000***	***$200,000***	***$3,679,000***	***$7,635,730***	***3150000***	***$100,000***	***$1,400,000***	***$0***	***$100,000***	***$1,000,000***	***$750,000***	***$1,000,000***		
Arts and Cultural Centres																		
Regional Level																		
Arts Cultural Hub * Considered as part of Lifelong Learning Centre Feasibility Study and Business Case	Costs included in Lifelong Learning Centre development																	
Seniors Centres																		
Regional Level																		

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	Total Proposed Cost	2018/19 (Yr 1)	2019/20 (Yr 2)	2020/21 (Yr 3)	2021/22 (Yr 4)	2022/23 (Yr 5)	2023/24 (Yr 6)	2024/25 (Yr 7)	2025/26 (Yr 8)	2026/27 (Yr 9)	2027/28 (Yr 10)	2028/29 (Yr 11)	2029/30 (Yr 12)	2030/31 (Yr 13)	2031/32 (Yr 14)	2032/33 (Yr 15)	DCP Contribution	SBMG - Project Manager
Seniors Centre * Considered as part of Lifelong Learning Centre Feasibility Study and Business Case	Costs included in Lifelong Learning Centre development																	
Libraries																		
Regional Level																		
Upgrade of the Spearwood Library to be considered as part of the Lifelong Learning Centre development	Costs included in Lifelong Learning Centre development																	
Specialised Community Facilities																		
Regional Level																		
Aboriginal Cultural and Visitors Centre	$6,000,000	$100,000		$3,000,000	$2,900,000												$1,970,900	MCD
Development of the Lifelong Learning Centre (Business Case, 20/21 Concept Design, 24/25 Detailed Design, 26/27 & 26/27 and 27/28 Construction)	$22,000,000			$200,000				$800,000		$10,000,000	$11,000,000						$10,048,122	MCD
Wetlands Education Centre and Native Arc	$7,000,000	$400,000	$6,600,000														$3,425,800	MP & E
Specialised Community Facilities Sub Total	*$35,000,000*	*$500,000*	*$6,600,000*	*$3,200,000*	*$2,900,000*	*$0*	*$0*	*$800,000*	*$0*	*$10,000,000*	*$11,000,000*	*$0*	*$0*	*$0*	*$0*	*$0*		
BMX Facility																		
Regional Level																		
Malabar Park BMX	$3,250,000	$300,000	$2,950,000															MR & CS
BMX Facilities Sub Total	$3,250,000.00	$300,000	$2,950,000															
Youth Centres																		
Regional Level																		
Cockburn Central Youth Centre (Upgrade and redevelopment)	$1,000,000											$1,000,000						
To be considered as part of the Business case for the Life Long Learning Centre	Costs included in Lifelong Learning Centre development																	
Youth Centres Sub Total	*$1,000,000*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$1,000,000*	*$0*	*$0*	*$0*	*$0*		
Tennis Facilities																		
District Level																		
Anning Park Tennis Facilities (Upgrade to 6 courts and upgrade Jandakot Hall)	$3,429,123					$100,000	$3,329,123										$1,887,458	MR & CS
Tennis Facilities Sub Total	*$3,429,123*	*$0*	*$0*	*$0*	*$0*	*$100,000*	*$3,329,123*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*		
Netball Courts																		
Regional Level																		
Success Regional Sports Reserve *Upgraded (4 additional courts and parking)	$400,000				$400,000													MR & CS
Netball Courts Sub Total	*$400,000*	*$0*	*$0*	*$0*	*$400,000*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*		
Skate parks																		
District Level																		
Yangebup - Nicholson Reserve*New	$600,000				$600,000													MP & E
Aubin Grove - Radiata Park (seating and public toilet block included)*New (design and feasibility 19/20, construct 2020/21)	$650,000		$50,000	$600,000														MP & E
Hammond Park - Frankland Reserve *New	$400,000												$400,000					MP & E
Hamilton Hill - Dixon Reserve *New	$400,000					$400,000												MP & E
Skate Parks Sub Total	*$2,050,000*	*0*	*$50,000*	*$600,000*	*$600,000*	*$400,000*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$400,000*	*$0*	*$0*	*$0*		
Pump Tracks																		
Market Garden Reserve * Upgraded	$45,000		$45,000															MP & E
South Lake Ottey Centre	$45,000	$45,000																
Yangebup - Completed in 2017/18	$0																	
1 New Track*Location to be determined	$45,000				$45,000													MP & E
Pump Tracks Sub Total	*$135,000*	*$45,000*	*$45,000*	*$0*	*$45,000*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*		
Recreation Centres																		
District Level																		
Wally Hagan Recreation Centre (As per the outcome of the Western Suburbs Precinct Study)	$30,510,000				$500,000	$15,000,000	$15,010,000										$2,790,348	MR & CS
Recreation Centres Sub total	*$30,510,000*	*$0*	*$0*	*$0*	*$500,000*	*$15,000,000*	*$15,010,000*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*		
Performing Arts Centres																		
Regional Level																		
Performing Arts Centre * Considered as part of Lifelong Learning Centre Feasibility Study and Business Case	$22,000.00													$10,000,000	$12,000,000			
Performing Arts/Libraries Sub total	*$22,000.00*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*0*	*0*	*$0*	*$0*	*$0*	*$0*	*$10,000,000*	*$12,000,000*	*$0*		

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Community, Sport and Recreation Facilities Plan - 15 Year Capital Budget Summary 2018-2033	Total ProposedCost	2018/19 (Yr 1)	2019/20 (Yr 2)	2020/21 (Yr 3)	2021/22 (Yr 4)	2022/23 (Yr 5)	2023/24 (Yr 6)	2024/25 (Yr 7)	2025/26 (Yr 8)	2026/27 (Yr 9)	2027/28 (Yr 10)	2028/29 (Yr 11)	2029/30 (Yr 12)	2030/31 (Yr 13)	2031/32 (Yr 14)	2032/33 (Yr 15)		
Expenditure																		
Sports Grounds and Facilities	$88,918,638	$7,205,000	$7,950,000	$10,500,000	$5,100,000	$1,200,000	$600,000	$15,100,000	$15,905,995	$1,806,068	$1,350,000	$7,080,000	$4,880,575	$3,500,000	$3,201,000	$3,540,000		
Community Centres	$23,124,730	$280,000	$1,530,000	$4,350,000	$1,100,000	$200,000	$3,679,000	$7,635,730	$0	$100,000	$1,400,000	$0	$100,000	$1,000,000	$750,000	$1,000,000		
Seniors Centres	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Libraries	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Specialised Community Facilities	$35,000,000	$500,000	$6,600,000	$3,200,000	$2,900,000	$0	$0	$800,000	$0	$10,000,000	$11,000,000	$0	$0	$0	$0	$0		
BMX Facility	$3,250,000.00	$300,000	$2,950,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Youth Centres	$1,000,000.00	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$1,000,000	$0	$0	$0	$0		
Tennis Facilities	$3,429,123	$0	$0	$0	$0	$100,000	$3,329,123	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Netball Courts	$400,000	$0	$0	$0	$400,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Skate Parks	$2,050,000	$0	$50,000	$600,000	$600,000	$400,000	$0	$0	$0	$0	$0	$0	$400,000	$0	$0	$0		
Pump Tracks	$135,000	$45,000	$45,000	$0	$45,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Recreation Centres	$30,510,000	$0	$0	$0	$500,000	$15,000,000	$15,010,000	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Performing Arts Centres	$22,000,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$10,000,000	$12,000,000	$0		
Expenditure Sub Total	**$209,817,491**	**$8,330,000**	**$19,125,000**	**$18,650,000**	**$10,645,000**	**$16,900,000**	**$22,618,123**	**$23,535,730**	**$15,905,995**	**$11,906,068**	**$13,750,000**	**$8,080,000**	**$5,380,575**	**$14,500,000**	**$15,951,000**	**$4,540,000**		
Income	Total Projected Income	2018/19 (Yr 1)	2019/20 (Yr 2)	2020/21 (Yr 3)	2021/22 (Yr 4)	2022/23 (Yr 5)	2023/24 (Yr 6)	2024/25 (Yr 7)	2025/26 (Yr 8)	2026/27 (Yr 9)	2027/28 (Yr 10)	2028/29 (Yr 11)	2029/30 (Yr 12)	2030/31 (Yr 13)	2031/32 (Yr 14)	2032/33 (Yr 15)		
DCP	**$60,227,912**	$1,823,317	$11,955,467		$4,401,527		$6,015,145	$6,619,800	$13,891,434		$10,361,249		$5,159,973					
Cash in lieu	**$650,000**			$650,000														
Other external grants	**$34,900,000**	$2,850,000	$850,000	$2,000,000	$200,000		$17,000,000			$500,000	$9,900,000		$1,000,000			$600,000		
Income Sub Total	**$95,777,912**	**$4,673,317**	**$12,805,467**	**$2,650,000**	**$4,601,527**	**$0**	**$23,015,145**	**$6,619,800**	**$13,891,434**	**$500,000**	**$20,261,249**	**$0**	**$6,159,973**	**$0**	**$0**	**$600,000**		
Total City of Cockburn Cost	**$114,039,579**	$3,656,683	$6,319,533	$16,000,000	$6,043,473	$16,900,000	-$397,022	$16,915,930	$2,014,561	$11,406,068	-$6,511,249	$8,080,000	-$779,398	$14,500,000	$15,951,000	$3,940,000		
	Grant Details	$500k - PHC $850K - Lotterywest Native ARC $1.5M - CSRFF Frankland Reserve	$50,000 State grant - culutal investiation at Dixon Park $800,000 - CSRFF BMX	$1M - Lotteryest Aboriginal Cultural Centre $1M - Beale Park CSRFF	$200k Lotterwest Yangebup skate park		$15M GAPP Fund, Wally Hagan Dixon Park, $2M - CSRFF Wally Hagan/Dixon			$500k CSRFF Santich Park	$1M Lotterywest, Lifelong learning Centre $8.9M - Land sales, Lifelong Learning Centre		$1M - CSRFF Golf Course			$600k Watsons/Edwardes Reserve	**MR & CS** - Manager Recreation and Community Safety **MCD** - Manager Community Development **MIS** - Manager Infrastructure Services **MP & E** - Manager Parks and Environment	

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Community Sport Recreation Facilities Plan

November 2018
Consultation Analysis

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3. Methodology 3
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5. Feedback 6

1. Executive Summary

The City has drafted a 15-year timetable of funding upgrades and new facilities for community, sport and recreational use as part of its Community Sport and Recreation Facilities Plan. There has been extensive community consultation over the last three years with a final opportunity for input particularly on the timing of the projects. This consultation analysis relates to consultation on the final plan during November 2018.

2. Background

The Community Sport and Recreation Facilities Plan was presented to Council in 2017. The Plan was put on hold while the City consulted on a Western Suburbs Precinct plan to address perceived gaps and upgrades in facilities in the City's western suburbs.

3. Methodology

In November 2018, the City released its final draft timetable and draft budget for community feedback. Stakeholders could provide feedback by:

- Attending a drop-in session at the Success Regional Sports Facility on Tuesday 27 November from 5pm to 7pm to speak one-on-one with the City's recreation planners.
- Attending a drop-in session at the Coolbellup Community Hub on Wednesday 28 November from 5pm to 7pm to speak one-on-one with the City's recreation planners
- Sending an email to comment@cockburn.wa.gov.au
- Phoning the recreational planner on 94113444
- Finding out more information on Comment on Cockburn.

The City produced a visual representation from 2015/16 to 2032/33 of the existing and proposed community and recreational upgrades. This was uploaded to Comment on Cockburn and displayed at the drop-in sessions. It was downloaded from Comment on Cockburn 72 times.

The Community Sport and Recreation Facilities Plan consolidates and sequences the projects already identified through various adopted strategies and plans. The City relied heavily on surveys for the earlier stages of consultation, so no survey was used in this latest round of consultation. Instead, residents were invited to read the website and use email, phone or face-to-face to provide final comment.

Consultation closed on 29 November 2018.

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Comment on Cockburn statistics

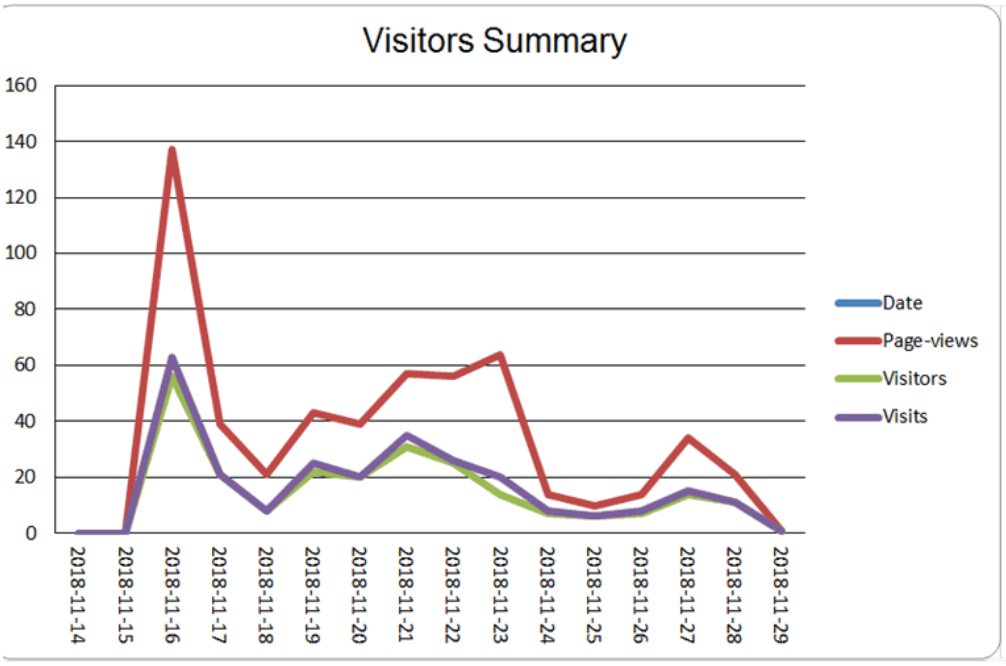
Highlights

TOTAL VISITS	MAX VISITORS PER DAY	NEW REGISTRATIONS
267	56	4

ENGAGED VISITORS	INFORMED VISITORS	AWARE VISITORS
6	75	218

Project Highlights

Total Visits	267
New Registrations	4
Video views	0
Photo Views	0
Document Downloads	72



4. Engagement Summary

Engagement summary	
We asked whether the timetable and nominated projects were acceptable	You said: "Very disappointed to hear that there is no provision for cricket lovers at Treeby." "The feedback has been overwhelmingly negative for the skate park." Skate park: "This is a fantastic idea and fully support providing the older kids with local activities like this." "Sport and physical activity contributes to improved health outcomes for individuals." Performing arts: "Is there any way we can get these facilities started sooner?"
Key points raised: • **Concern raised about a proposed skate park at Radiata Park** • **Inquiries about cricket at Treeby** • **Consultation necessary on individual projects as the timeline gets closer in the future** • **Inquiries about Dixon Park**	
	You participated **Emails: 21** **Drop-in sessions: 17** **Web visits: 267**
Next steps	
We are now reviewing all community input.	

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5. Feedback

	Email Comments	Response
1	There is a greater demand for a performing arts centre right now. I have been heavily involved in the performing arts for over 30 years, running a community theatre group, drama studio, and film company. Community theatre groups are paying outrageous casual leasing fees, often self funded by the producer of a stage play. The facilities that us theatre groups rent are substandard. Theatre groups all talk to each other, and we all agree there needs to be a performing arts centre built asap. As I mentioned at the recent connecting cockburn meeting, I am happy to come on board a subcommittee and help design the facilities required, but is there any way we can get these facilities started sooner, rather than waiting til 2026?	Several factors have been considered in determining priorities: • Financial capacity • Resource capacity • How advanced a project is, business case, feasibility etc • DCP funding attached At this stage the Performing Arts Centre will be considered as part of the business case for the Lifelong Learning Centre in 2020/21. Should it be considered feasilible, the timing for this project and all others will be reviewed in 2022.
2	I would like to request for a Basketball hoop to be put up at our local park on the corner of Brindbella and Cape Range Cres Aubin Grove. I have contacted the council and had no response. Exercise ports were put up and to date not one person has used this equipment. I live opposite and check all the time and they are never used which is a waste of ratepayers money.The ratepayers were never given the opportunity to offer any input or objections as I am sure given the opportunity most of us would have opted for the basketball hoop which brings our older boys outside and gives the parents the chance to play with their children .	The City intended to construct a 3 on 3/half-court basketball court on Radiata Park this financial year. However, while developing the City's Public Open Space – Cash in Lieu Expenditure Plan in late 2017, it was identified that Radiata Park may host a skate park, seating and toilets ($50,000 design) in 2019/20 with $600,000 in 2020/21 to complete the development. As such a basketball court

		will be considered as part of this process.
3	I am a resident of Hamilton Hill we frequently visit the parks with my dog and 3 year old daughter. We love the new playground but I now feel like it is a payoff to the residents for destroying the surrounding area. I felt similarly about the Bibra Lake playground. I do not want you to put in a supersizes stadium I don't want to see a massive 250 bay car park every time I drive to the beach. I also don't want all the increased traffic. I want to see the horses and I want to be able to walk my dog off the leash. Please don't develop the area	Noted
4	I, as a resident at Calleya Stockland, would like to suggest to construct a cricket pitch at Calleya and also start the community garden	Relevant to consultation in early 2019 about a community centre for Treeby/Calleya.
5	I am one of the resident in Treeby / Calleya estate. I am very happy to see the work for Treeby sports oval progressing. But very disappointed to hear that there is no provision for cricket lovers(No pitch or nets). I am a big cricket fan and I play cricket. Currently I travel to other suburbs to accomplish my cricket dreams. Like me there are many others who does the same and we have a growing population who will be very much benefited by having a cricket pitch. Kindly consider our need to have a cricket pitch and an area for net practice.	Once the reserve has been delivered and fencing removed, the reserve will be available for public use. In that way, people can enjoy a game of cricket without a synthetic cricket pitch. The City intends to undertake a formal expression of interest process to identify the sporting mix in coming months. This will help identify the infrastructure needed on the reserve.
6	We live at Treeby. I just noticed that the construction work of the multi sports field with in the Calleya estate has commenced,It would be much appreciated if you can include a cricket pitch since I am an active cricket player, having to travel long distance to play cricket. I kindly request you to consider my suggestion	The sporting mix has yet to be determined. Initially the space has been designed for multiple purposes (oval and rectangular pitched sports) and minor

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		infrastructure can be installed once the sports using the reserve have been identified and the grass has been established.
7	I'm residing in Calleya estate in Treeby. I am quite pleased with the recent development of the sports precinct in Calleya estate. However, I am disappointed to hear that current planning doesn't extend to include facilities provided for cricket fans (either a cricket pitch or nets). I am a huge cricket fan and I'd like to avoid having to travel to other suburbs just to play cricket. I know there are others like me in Calleya who have to travel to play cricket and I hope there is a sufficient user base to justify including cricket facilities. Please kindly consider our need to have a cricket pitch and an area for net practice.	The City will call for Expressions of Interest in coming months to determine the sporting mix which will align with consultation on the design of the future community centre.
8	Just reviewing the timeline for sports, recreation and community facility developments and I noticed that in 2025/26 there is 11.9 million alloted to construction Cockburn Coast and Oval. I thought that the Western Suburbs Precinct Study was being used to update the draft CSRF plan? In which case I thought that the construction of the oval would be brought forward as this is what the WSSPS recommended? Is this not the case? Can you please let me know your understanding.	The proposed stages for this project are: • 2019/20 oval design • 2020/21 oval delivery • 2024/25 clubroom design • 2025/26 land purchase and clubroom delivery The City's intent is to negotiate a lease with Landcorp to enable the oval delivery.
9	As a local resident to the park, I am against the proposed skatepark planned for Radiata Park. Please can you let me know how I lodge my complaint against the proposal. We are already having issues with youths and children (unsupervised) in the area. I have lived here since the suburb was created and it's never been so bad!	Noted

10	I'm writing to express my agreeance with a proposed skate park in Aubin Grove. It certainly would get lots of use. I understand a few residents are concerned with it being in parks that are outside their homes, and like a suggestion that it be constructed in one of the continued flooded grassed areas on Cape Le Grand Avenue, near the lake. It already has a 'bowl-like' shape to it (hence the flooding) that would be the perfect base for a skate park, once proper drainage was implemented.	Noted
11	Aubin Grove skate park, set for Radiata Park in 2020. I would just like to say I think this is a fantastic idea and fully support providing the older kids with local activities like this.	Noted
12	I am writing to provide my input into the proposed skatepark for Radiata Park in Aubin Grove. I strongly oppose the proposed budget allocation towards a skatepark and toilet. Radiata Park is already one of the busiest parks in the area full of young children from the primary school and local area. If the budget needs to be allocated to this particular park I believe that upgrades to the playground or more nature based play equipment would be more suitable for the local community. There is already a skate park in Atwell that can be utilised if desired. There however are no nature based playgrounds local to Aubin Grove that are much preferred by primary school children.	Noted
13	I have heard there is a proposal to build a skate park at Radiata park in Aubin Grove. I am a resident across from the park and this is not an ideal position. I'm not against a skate park being built but it needs to go in an area like the Atwell one on Tapper Road. Security wise that sort of place is better as its more "open" and on a main road. As a former resident of Leeming (City of Melville) when the skate park was built off the road in the Rec centre this created a lot of problems with certain dealings (drugs & alcohol) going on. Appropriate area like Rowley Road,down near the doctors surgery ,Cnr of Gibbs & Lyon or Cnr of Aubin Grove	Noted

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	Link & Lyon Road or across the freeway on the land near the Aubin Grove Station where its out in the open would be a better area and safer for children .	
14	We would not like a skate park as we feel this would change the vibe aof a beautiful park. Nature play sounds lovely . We have 10 grandchildren with a large range of age but are against a skate park.	Noted
15	I would like to express my strong objection to a Skate Park being placed at Radiata Park in Aubin Grove. Houses border all sides of the park and it is heavily utilised by toddlers and young school children due to the lovely playground equipment and the barbeque facilities. The park has been created for families and the creation of a skate park will generated the monotonous noise of the boards and also from my experience bad language from the users. There is already a Skate park on Tapper Road, Armadale Road which we have all been quite willing to travel to and have noted the placement of this does not impact anyone. You have created a lovely park at Radiata PLEASE don't spoil it.	Noted
16	I wish to add the following comment regarding any potential development of Dixon Reserve and surrounding areas. This area, specifically the old swamp adjacent to Dixon reserve, is of incredible cultural heritage significance. It is the site of the Robb's farm (est. 1830), Sunnyside farm and market garden (est. 1900) and has been established by local indigenous custodians to be very significant indigenous heritage site. Therefore I welcome a thorough heritage assessment of the entire area that includes both settler and indigenous heritage. The area is largely used by locals for dog walking, as a play area for children and for horse exercise — a track around the circumference of the land adjacent to Dixon Reserve has been used for many years by local horse trainers. Additionally the western side of the space is used for a successful community garden, next to the heritage listed Randwick Stables. Such open spaces free to residents to utilize in a diverse	Noted, at this stage the Aboriginal and European Heritage assessment is planned to occur in 2019.

	number of ways are increasingly rare, the City of Cockburn should be prioritising maintaining such spaces for public access. Many within the community are calling on this area to be restored as swamp land. Given that the area fits in within a Cockburn green cooridor that connects the ocean to the Beeliar wetlands, this could be a fantastic opportunity to create a vibrant and sustainable space. Including bike pathways that truly connect "wetland to waves" and create a considerable opportunity for tourism and conservation. As indicated in the Draft Community Sport and Recreation Plan, point 7.2: "The Memorial Hall is the only community centre space in Hamilton Hill and is predominately used by a local theatre group, leaving very little availability for the general community. Opportunities to expand and redevelop the existing hall, or the development of a new community centre were identified as options." Recently the Hamilton Hill Community Group have established a community Hub in close proximity to Dixon Reserve. There is a great deal of potential to expand this hub and in conjunction with the restoration of the swamp create a truly unique and wonderful public space. We are at an incredibly important juncture in terms of urban planning and development. The challenges that we face with climatic changes, as well as the loss of open space and the increased need for community hubs provide council with a great opportunity to develop in a way that benefits both the local community and the natural environment, while respecting the heritage of the area. I truly hope council and all members of staff share the wider community's concerns and think progressively when considering any development in the area.	
17	I am a resident of Aubin Grove for over ten years. I am writing you to express our opposition and disappointment to a proposed Skate Park and Toilet	Noted, the proposed approach is to complete a feasibility and design

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	Facility at Radiata Park. Foremost, is our disappointment as Cockburn ratepayers living directly opposite the proposed space for the construction of a skate park, that there has been zero consultation or notice of the proposed skate park other than social media discussion. I am not a user of social media, namely Facebook, so the first rumours I heard of the proposed skate park were from friends that also reside in Aubin Grove about 12 months ago who had seen it on Facebook. Since that time, I have waited patiently for some advice/consultation as a directly affected resident and our opinion on the proposal. To this date, I and none of my neighbours have received anything. On several occasions during this time, I have searched the Cockburn Council website for any details, finding very limited information buried in council meeting minutes. Foolishly, I thought I could rely on my councils interest in contacting me and those others living across from the park having input on the proposal. The last 12 months since the proposal was floated, has allowed momentum and excitement around a skatepark for our youth to build amongst Aubin Grove residents. Now, I have just found out that the council is seeking final input for their timetable for building new sports and community facilities over the next 15 years. An information session is being held on the Tuesday 27 November at the Success Regional Sports Facility. This advice was again on Facebook, Aubin Grove Community Association page and the councils website. Why is there such a limited window of opportunity to provide input? What about those residents unable to attend that date and location? Where is the notice to those not on Facebook that there is an opportunity for them to express their opinion? I would suggest the vast majority of ratepayers are not constantly abreast of posts on Facebook pages, be that the councils or a suburban community page, nor would they be frequenting the council website looking for this information. I realise it is the 21st Century and as such social media is massive communication tool, does that mean that	process in 2019/20 to determine if the project is feasible. In particular, this will include consultation with nearby residents within 400m aswell as the broader community. The project will not proceed unless the space can be designed in such a way to address concerns raised by the community. The City's practice is to do a mailout to directly impacted residents for each project so they can be alerted to consultation opportunities.

	the thoughts of those that do not use this tool are simply dismissed? Why have those residents on Radiata Promenade directly opposite the proposed skate park space not been approached to date? How and when was Radiata Park determined as the best choice for this proposal? I would like to make it clear, my family and I are not opposed to a skate park in Aubin grove. We are happy for a skate park to provide recreational and social enjoyment for our local youth. I am aware that Radiata Park and other Parks throughout Aubin Grove currently have play structures more suitable to younger children and as our suburb matures, I believe the older children will be looking for more age appropriate recreational enjoyment. I believe there are more suitable alternative locations elsewhere in Aubin Grove. We feel let down that the groundswell of enthusiasm for such a project has been allowed to simmer for some time, and those of us that oppose the location will simply be labelled the "fun police" who are looking to move our concerns from our backyard, or in this instance our front yard, to another location where those residents nearby may hold similar objections. Our opposition, including my neighbours is the destruction of our views across the park and its family friendly BBQ's, picnics and current sport usage by children both after school and on weekends. We are concerned about the effect this change will have on property values, increased traffic, noise and potential antisocial behaviours. My family purchased the first block in "The Walk" estate over 13 years ago. We were seeking a large block opposite green, open space, such as Radiata Park. At that time, there were not even roads in this estate, it was still bush from the old semi-rural lots of the area. We purchased our block from developer LWP as per their prospectus. We never anticipated our vista to the park would become a concrete monolith skatepark accompanied by a toilet block. It is enjoyable to see families and children daily using the park, the kids playing cricket using the huge Radiata Pines opposite our house as wickets, the laughter and children's birthdays on weekends in	

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	the nice weather by the BBQ's. Radiata Park is surrounded by houses that enjoy a view over the green and open space, we paid a premium for blocks opposite the park to enjoy this. We are happy the park is enjoyed by all from Aubin Grove but feel the Skate Park proposal has not considered those living opposite. Already, I have researched anecdotal experiences of residents in proximity of skate parks across Australia that had raised concerns similar to ours above, that were ultimately assessed as being manageable by their local councils and in the broader communities interest to build a skate park, thereafter having created numerous complaints once the skatepark was completed and utilised. None of these skateparks were as close as the Radiata Park proposed skate park is to Radiata Promenade residents. Where can I find detailed investigation findings that determined Radiata Park as the appropriate specific location for a skate park please? What is the councils position on looking at alternative locations within Aubin Grove? How can this proposal be scheduled for voting on 13 December by council without stakeholder consultation? The council's own guiding principles around community engagement state "The community are to be consulted with and engaged to ensure that the provision of community and sports facilities meet the needs of the community." I appreciate your time and look forward to your responses to all of my above questions.	
18	I love to see an outdoor gym or Calisthenics facility at Manning park close to the stairs that everyone uses. Are there any plans or funding in place to make this happen?	Refer to Manning Park Master Plan on City's website
19	We wish to register our utter dismay at the proposal for a Skate Park on Radiata Park, completely opposite to our residence. What is the Council thinking? This park, currently, is made use of in the appropriate way, ie, young children playing on the equipment, young families gathering together for	Noted, the proposed approach is to complete a feasibility and design process in 2019/20 to determine if the project is feasible. In particular,

	BBCs, birthday parties etc. After school the young kids come down for kickabouts, cricket games and other activities. Very often parents, too, will come out simply to just walk around with their young children or play footy with their young kids. Please note the word 'young' comes into use quite often – this is a park for younger kids, not ages with the ones who are most likely to use the Skate Park who (if Atwell Skate Park is anything to go by) are much bigger and older. As retirees, who have worked very hard to accomplish what we have, the last thing we need in the evenings and week-ends is to have the 'baggage' that a Skate Park will attract, ie cars parked along the verges, noise that will obviously emanate from that area, increasing amount of traffic coming through what is already a very dangerous roundabout at Radiata Promenade/Armand Drive. (I have already requested that the Council install a speed hump at this roundabout, but to no effect). It is an accident waiting to happen – add that to the mix of kids riding their bikes and scooters (and not slowly) to get to the Skate Park and it is obvious what the outcome will be. We bought this particular house in Aubin Grove, in 2010, due to its proximity to the Park and the fact that we have a good outlook. In the warm months we sit out on the front verandah a lot, enjoying the comings and goings on the Park and watching families enjoying the facilities. We fear this will no longer be an option for us, should the proposal go ahead. We are fully supportive of a Skate Park in Aubin Grove, as it is such an upcoming area, especially with the fabulous school just up the road, but to put this where it is totally surrounded by residences and where already there is a lot of usage, is just unthinkable. Has the Council looked into other, less used, parks where the Skate Park could be placed? Could it not think of putting this where there is no play equipment for younger children, making it dedicated to a Skate Park only and not a shared park? Has the Council even thought about the traffic/parking issues that this will bring or will it be using up even more of the park to use for parking cars? Aubin Grove Crime	this will include consultation with nearby residents within 400m aswell as the broader community. The project will not proceed unless the space can be designed in such a way to address concerns raised by the community.

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	Watch has already shown how the area is being infiltrated by undesirables (most of the time not residents of AG). Encouraging more youth to the area surely is going to add to this – and not in a good way. I have no doubt that a large percentage of the users of the proposed Skate Park will be there purely to 'skate', but along with the good, there is always the bad. House prices are low enough in the current market, let alone what will happen to them if this proposal goes ahead. Our insurance premium, due to our location, is much higher than a relative of ours, who lives on Balboa Loop. It is obvious that this will increase, yet again, if the Skate Park goes ahead. Our close neighbours are all of the same opinion – they do not want this Skate Park to go ahead, under any circumstances. We would appreciate it if the Council put more thought into this proposal and also took notice of its ratepayers, particularly in this area, regarding its plans for a Skate Park on Radiata Park.	
20	I am writing on behalf of the Aubin Grove Community Association, since we recently learnt of the proposed Skate Park to be assigned to Radiata Park, Aubin Grove in 2020, we've been consulting our community. We have 95 members of our residents association with a very active facebook page of 1900+ followers. The feedback has been overwhelmingly negative for the skate park – Residents living around the park are opposed to the concept for a variety of reasons and instead, the community has suggested a Nature play facility – one with a flying fox, scooter track and other all age inclusive features. According to a poll we ran on our page recently, with currently 487 votes and 62 comments, only 23% are in support of a skate park. With a strong 77% of the votes in support of a Nature play ground. The Aubin Grove Community Association has worked hard over the past few years to connect and engage with our residents to appropriately represent their interests. With very few people in support of the Skate Park, we would urge Council to	Noted, the proposed approach is to complete a feasibility and design process in 2019/20 to determine if the project is feasible. In particular, this will include consultation with nearby residents within 400m aswell as the broader community. The project will not proceed unless the space can be designed in such a way to address concerns raised by the community.

	reconsider the original proposal. Instead, we would like to see the funds redirected to a Nature play facility. Kind Regards Kieran Best President Aubin Grove Community Association Inc.	

21. LETTER FROM CRICKET CLUB

I wish to provide comment on behalf of Phoenix cricket Club and Phoenix Beeliar Junior Cricket Club on the Draft Community, Sport and Recreation Facilities Plan. We are supportive of the City's plan to construct and upgrade sporting facilities across the Cockburn area. We believe that Beeliar Oval upgrade should be given priority in the Community Sport and Recreation Facilities Plan, due to its importance as a district open space in a growing Greenfield area.

Overview of Phoenix Cricket Club

- Established in 1975
- 114 Players for the 2017/18 season
- 37 Life members
- Welcomed our 1st Female playing member for the 2018/19 season (6th Grade Team, home ground at Beeliar Oval)

Overview of Phoenix Beeliar Junior Cricket Club

- Established in 2014
- 122 junior players for the 2017/18 season
- Junior players, ranging in ages from 5 to 11, including 10 girls.

	Season	Playing Members	Season	Playing Members	Season	Playing Members	Season	Playing Members
Phoenix CC	14/15	**94**	15 / 16	**92**	16 / 17	**103**	17 / 18	**114**
Phoenix Beeliar Junior CC	14/15	**29** 25 Male 4 Female	15 / 16	**53** 45 M 8 F	16 / 17	**87** 79 M 8 F	17 / 18	**107** 97 M 10 F

Beeliar Oval Second Cricket Pitch

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As you may be aware, Phoenix Cricket Club has applied for, and successfully received, grants from the Department of Sport and Recreation and Federal MP Josh Wilson to construct a second cricket pitch at Beeliar Oval. We will shortly be applying to the City of Cockburn for a Minor Capital Works Grant to construct the pitch for FY 18/19. The proposed second pitch will activate a currently unused portion of Beeliar Oval for cricket. The second pitch will allow two games of senior cricket to be played at the same time on a Saturday and allow the junior cricket teams to play two games of cricket at the same time on both Saturday and Sunday.

Phoenix Cricket Club's end goal is to eventually move from our home at Tempest Park, Coolbellup to Beeliar Reserve, which will allow us to provide mentoring and assistance to the young players at our Junior Cricket Club, already based at the oval, and ensure the long term viability of the senior cricket club.

Importance of Beeliar Oval as a District Sporting Site

Beeliar Oval is an important sporting oval for the area. It is situated within the suburb of Beeliar, located within 2km of 4 Primary Schools (Beeliar Primary School, South Coogee Primary School, Master Christi Catholic Primary School and Yangebup Primary School).

The City of Cockburn is predicted to grow at an annualised rate of 2.19%, with the vast majority of growth coming from areas adjacent to Beeliar. In addition to this, the suburb of Beeliar is a fast growing greenfield area. Between the 2011 and 2016 census, the area grew by 27% with an additional 1585 people residing in the area. Adjacent areas, such as Hammond park, grew by 100% over the same time period.

There are limited sporting facilities available to the community, with most ovals forming part of school grounds. These ovals are not suitable as they are not large enough to host cricket matches and the associated facilities (changing rooms and floodlighting) do not exist or are not available for public use.

Additional Facilities Required at Beeliar Oval

Change Room facilities: The second cricket pitch will allow up to 4 teams (2 home and 2 away) to use Beeliar Oval at any one time. Currently, there are 2 change rooms at Beeliar Oval with limited toilet facilities and no showering facilities. Our concern is that the current facilities will be inadequate to meet future demand from the additional teams playing on the oval, some of which are multi gendered.

Parking: Currently there are 47 dedicated parking bays at Beeliar Oval, just enough for 2x senior cricket games to be played at the oval (44 players + up to 4 umpires). However, there may be parking issues during times of peak use, such as

training nights, where players across our 7 teams attend and finals, where there are increased spectator numbers.

Storage: Storage of equipment at the Oval will be a major problem as the junior club expands and as the senior club relocates to the oval. Beeliar Spirit Junior Soccer Club, who currently resides at Beeliar Oval, has already flagged storage as an issue. Beeliar Spirit has also indicated that, in the near future, a senior soccer club may start up at Beeliar Oval.

Importance of Adequate Sporting facilities

Sport and physical activity not only contributes to improved health outcomes for individuals, but also has the potential to address broader issues such as mental illness and social disconnection. As the importance of sport and recreation to community health and wellbeing has become more evident and quantified, the need for functional open space and sporting facilities has become more necessary.

Without adequate POS and facilities, sport is hindered and may result in a decrease in sport participation. Participation in sport plays an important role in involving people in community life and is an indicator of a more connected community.

Conclusion

Beeliar Oval is situated in a rapidly growing greenfield area, with limited alternative nearby cricket facilities. Any failure to upgrade the facilities at Beeliar Oval, in a timely manner, could result in a decrease in physical activity and hinder participation, particularly for female players. With the second cricket pitch potentially operational as soon as this cricket season, we respectfully request the City of Cockburn to bring forward the timing of the Beeliar Oval upgrade to meet current and future demand.

Regards,

Liam Smart

Phoenix Cricket Club

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COMMUNITY DROP-IN SESSIONS

	General Comments
1	Skate park adventure nature park. Not like Leeming, Tapper road too big and bad things happen. Wentworth Pde and Aubin Grove Station. Thank you for providing the opportunity for residents to speak with someone and raise concerns over proposed projects
2	I like your emphasis on parks and open public spaces, but I would also like there to be a focus on streetscapes – to invite more pedestrian activity. More shade, under footpaths, benches for lingering and planting – points of interest and like kiddy artworks from the local school.
3	Things that give a warm, inviting atmosphere for walkers to enjoy the street and public life.
4	It is good to see Cockburn considering maintaining and expanding community space, however this must be done in conjunction with maintaining and heritage and the natural environment.

	Project specific comments
1	Santich Park - Addition of Lights to the Sothern Oval would not need relocation of the athletics running track. Therefore no need to relocate the throw pits
2	Aubin Grove Skate Park – My household and neighbours living on Radiata promenade and the surrounding streets are opposed to this proposed site at Radiata Park for a skate Park development. This will impact us negatively and also the space and amenities as they are. Please consider alternate locations would be more suitable.
3	Dixon Park: Before any development is considered a very thorough heritage assessment must be completed. We should not risk the cultural, heritage and environmental significance cannot be jeopardised.
4	Dixon Park: I have concern about running the whole space into a sporting facility. This does not reflect the wider community we need more green/wild space to utilise. Thanks

5	Dixon Park: Green Corridor important
6	Dixon Park: Regeneration of aboriginal heritage/ consultation for swamp/ wetlands.
7	Dixon Park: Prefer community cultural centre and native/wildlife paradise.
8	Dixon Park: Gentrification not ideal (inauthentic)

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17.2 (2018/MINUTE NO 0195) ANNUAL REPORT 2017-18

Author(s) S Seymour-Eyles
Attachments 1. Annual Report 2018

RECOMMENDATION That Council adopts the 2017-18 Annual Report, in accordance with Section 5.54(1) of the Local Government Act, 1995, as shown in the attachment to the Agenda, subject to any minor information and typographical amendments being included in the final document.
COUNCIL DECISION MOVED Cr M Separovich SECONDED Cr C Terblanche That the recommendation be adopted. **CARRIED 10/0**

Background

Council is required to accept the 2017/18 Annual Report to enable it to be available for the Annual Electors Meeting, scheduled to be held on Tuesday, 5 February 2019. The Local Government Act 1995 ('the Act') requires Council to accept the report no later than 31 December each year. Elected Members were provided with the Financial Report and Auditor's Report at the Audit and Strategic Finance Committee Meeting on 15 November 2018, the Minutes of which are presented at this Council Meeting. This report now being presented to Council will be consolidated with the Concise Financial Report in time for the Annual Electors Meeting. The full financial report will be available on the City's website.

Submission

N/A

Report

The 2017/18 Annual Report is provided in conformity with the requirements of the Act and contains:

1. Mayoral Report
2. Chief Executive Officer's Report
3. Measurement of performance data

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4. Overview of Planning for the Future of the District in accordance with Section 5.56 of the Act.

5. Report in relation to the Complaints Register subject to Section 5.121 of the Act.

6. Report required under Section 29(2) of the Disabilities Services Act 1993.

7. Divisional Reports

8. Financial Statements (Summary) – will be consolidated in to this report in time for the Annual Electors Meeting.

9. Auditor's Report– will be consolidated in to this report in time for the Annual Electors Meeting.

10. Remuneration of Senior Employees

To comply with minimum compliance requirements of the State Records Commission Standard 2, the report also contains an update on compliance with the organisation's recordkeeping plan.

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

The cost of producing 100 copies of the Report is provided for in Council's Municipal Budget.

Legal Implications

Sc. 5.54 of the Local Government Act 1995, refers.

Community Consultation

The Report will be available for public access at the Annual Electors Meeting to be held on 5 February 2019.

Risk Management Implications

The Local Government Act 1995 ('the Act') requires Council to accept the report no later than 31 December each year. The implication of not doing so is being non-compliant with the Local government Act which will result in a breach.

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Advice to Proponent(s)/Submissioners

N/A

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

Nil.

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City of Cockburn

ANNUAL REPORT 2018

cockburn.wa.gov.au

Mission Statement

Our mission is to make the City of Cockburn the most attractive place to live, work, visit and invest in, within the Perth metropolitan area.

The Mayor, Councillors and the staff of the City of Cockburn acknowledge the Nyungar Whadjuk people who are the traditional owners of this land. The City is thankful for the help and support of the Aboriginal Reference Group in implementing the Reconciliation Action Plan.

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Left: Marie Taylor, Welcome to Country, Coogee Live 2018
Front cover: Performers at Coogee Live 2018

Elected Members and Executive Team 2017-18

Elected Members

Logan K. Howlett, JP
Mayor

Carol Reeve-Fowkes
Deputy Mayor
until October 2017 and
Councillor, West Ward

Stephen Pratt
Councillor, Central Ward

Chamonix Terblanche
Councillor, East Ward

Lyndsey Sweetman
Councillor, West Ward
until October 2017

Kevin Allen
Councillor, West Ward

Philip Eva, JP
Councillor, Central Ward

Bart Houwen
Councillor, Central Ward
until October 2017

Lee-Anne Smith, OAM
Councillor, East Ward
Deputy Mayor from
October 2017

Lara Kirkwood
Councillor, East Ward
from May 2018

Michael Separovich
Councillor, West Ward
from October 2017

Chontelle Sands
Councillor, Central Ward
from October 2017

Executive Team

Stephen Cain
Chief Executive
Officer

Daniel Arndt
Director Planning
and Development

Charles Sullivan
Director Engineering
and Works

Don Green
Director Governance
and Community
Services

Stuart Downing
Director Finance
and Corporate
Services

Margot Tobin
Executive Manager
Strategy and Civic
Support

We remember Councillor Steven Portelli
East Ward until January 2018

The passing of Councillor Steven (Steve) Portelli on Australia Day 2018 shocked his family, friends, colleagues and the community.

Steve was a family-oriented person, a passionate advocate for the community and actively involved as a member of the Cockburn Council on many of its committees and reference groups, as a Council representative on several external committees, and on school and community groups.

First elected to Council in 2011, and again in 2015, Steve represented the East Ward with a dogged determination to do what he believed was right for the community that he represented.

As Steve was laid to rest, the City's flags flew at half-mast as a mark of respect.

May he rest in peace

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Council Meeting Attendance of Elected Members 2017-18

Elected Members	Ordinary Council Meetings (11)	Special Council Meetings (4)	DAPPS# Committee Meetings (3)	Audit and Strategic Finance Committee Meetings (3)
Mayor Logan Howlett	11	4	3	3
Cr Lee-Anne Smith/Deputy Mayor	11	4	2	1
Cr Kevin Allen	9	4	n/a	3
Deputy Mayor/Cr Carol Reeve-Fowkes	9	4	3	3
Cr Stephen Pratt	9	4	1	n/a
Cr Philip Eva	10	3	n/a	n/a
Cr Chamonix Terblanche	9	4	n/a	1
Cr Lara Kirkwood[1]	2	1	n/a	n/a
Cr Chontelle Sands[2]	6	3	2	n/a
Cr Michael Separovich[2]	7	4	2	2
Cr Lyndsey Sweetman[3]	2	n/a	1	n/a
Cr Bart Houwen[3]	4	n/a	1	1
Cr Steven Portelli[4]	4	2	2	2

#Delegated Authorities Policies and Position Statements Committee

[1] There were two possible Ordinary Council Meetings and one possible Special Council Meeting that Councillor Kirkwood could have attended following election in May 2018.

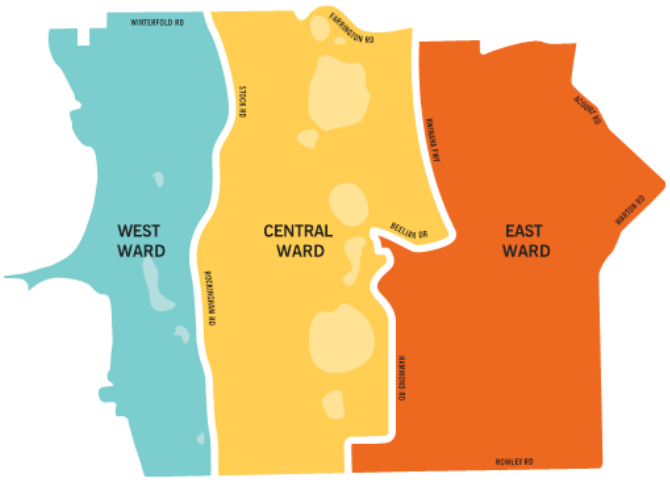
[2] There were seven possible Ordinary Council Meetings, four possible Special Council Meetings and two possible DAPPS Committee Meetings that Councillor Sands and Councillor Separovich could have attended following election in October 2017; and two Audit and Strategic Finance Committee Meeting that Councillor Separovich could have attended.

[3] Councillors Sweetman and Houwen could have attended a possible four Ordinary Council Meetings and two possible DAPPS Committee Meeting during this financial year. Cr Houwen could have attended one possible Audit and Strategic Finance Committee Meeting.

[4] Councillor Portelli could have attended a possible six Ordinary Council Meetings, three Special Council Meetings, two DAPPS Committee Meetings and two Audit and Strategic Finance Committee Meetings.

Ward Populations*

West Ward: 36,600
Central Ward: 39,600
East Ward: 36,000



*Estimated 30 June 2017
Source .id

Mayor's Message

Right: 2018 Australia Day Community Citizen of the Year Awardees

Opposite: Hiroshima Day celebrations with Tatsuo Hirayama, Consulate General of Japan

I am delighted to provide my tenth annual report statement to the Cockburn community. The City has made significant progress in delivering on our Strategic Community Plan in the past year, with a large list of infrastructure projects completed and forward planning for others underway.

Council endorsed a tender to supply its general waste for processing at an Energy-from-Waste (EfW) plant for 20 years from 2022. The EfW plant will use moving-grate combustion technology to convert energy from general household waste bins into electricity for the grid, with its ash waste by-products potentially being used in road construction. There will be cost savings and greater volumes of waste diverted from landfill as waste management continues to be a focus of our attention.

I was delighted to officially open Cockburn's new Community Men's Shed in Cockburn Central West this year. Men's sheds foster, maintain and promote men's physical and mental health and wellbeing. For many they have become a second home. The shed was a collaboration of the Rotary Club of Cockburn, dedicated volunteers, Lotterywest and the City.

Our annual Community Scorecard survey demonstrated that safety and security is still a concern for the community. The City continued to roll out CCTV to reflect its continued commitment to improving security throughout Cockburn. We now have around 500 cameras across Cockburn and a new five-year strategy prioritising further rollouts. The City's CCTV camera footage has assisted the police in numerous apprehensions and arrests.

I am regularly asked what is happening to the old South Fremantle Power Station. It is apparent that LandCorp and Synergy have been waiting to completely redevelop the building and move the switch station, which are both very costly exercises and are unlikely to happen for many years. With a view to seeing some activity happen sooner rather than later, Council voted unanimously in February to request LandCorp and Synergy to investigate alternative reuse options for the South Fremantle Power Station as an interim measure for the building rather than wait until a more substantial redevelopment can take place – the City will continue to pursue this approach with Synergy.

Council adopted the updated Housing Affordability and Diversity Strategy, which details actions to remove housing supply barriers and promote key housing needs. One such action was the City negotiating for the long term development of aged care accommodation in Coolbellup to meet the severe shortage of affordable aged care in Cockburn and to provide the opportunity for people to be able to age in their local area wherever possible.

Council was pleased to endorse a new five year Disability Access and Inclusion Plan which commits to building an accessible and inclusive community for all residents, visitors

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and investors. We have made great progress in this area and will continue to do our best to ensure that not only our events and buildings are accessible but that our technology such as our website and other systems are accessible too.

The City's third Reconciliation Action Plan was also adopted by Council this year. The aim is to turn good intentions into measurable actions that help Aboriginal and Torres Strait Islander people achieve equality in all aspects of life. Actions include establishing an Aboriginal Cultural and Visitors Centre, developing a policy to increase Aboriginal employment at the City, providing Aboriginal cultural learning activities for City staff and Elected Members, and consideration of dual signage and naming of locations with an Aboriginal name.

A new venture this year was the three day 'Coogee Live' festival, a celebration of the family–friendly lifestyle Cockburn has to offer with intriguing works of art, interactive activities, community group information sessions and various performers spread along our idyllic coastline.

The City received six delegates from our sister city Yueyang in China. The delegates enjoyed the opportunity to visit the award-winning Health and Community facility, new police station in Cockburn Central, as well as Port Coogee, which were among the local sites we toured. Sister city relationships help our City seek a wider understanding of other nations, their traditions, customs, education and cultures, and to promote to other nations the traditions, customs, education and cultures of Australia. Importantly, these relationships foster international peace and goodwill.

Spearwood Library underwent a significant makeover which has really re-invigorated the library space. Already a firm favourite with the community, the library is more inviting than ever. I unveiled a new Sports Hall of Fame at Cockburn ARC in 2017 to which we added two new inductees - 1993 World Grand Prix Motocross Australia competitor Matt Battista and World Champion table tennis competitor and long-time WA and Australian Veterans Captain Gordon Lee.

We celebrated the completion of the new Yangebup bicycle pump track with a great event. The track was the result of a request from the Yangebup Progress Association to establish a 150m bicycle pump track at Perena Rocchi Reserve. A similar track was built in South Lake with the support of the Connecting South Lake resident group. Both projects were made possible with funding from the State Government.

Logan Howlett.

Logan K Howlett, JP
Mayor

Report of the Chief Executive Officer

Right: Lighthouse Award (see page 19)

Opposite: The site of the future North Lake Road Bridge

The City of Cockburn population forecast for 2018 is 118,100, and is forecast to grow to 167,751 by 2036[1]. As our City continues to increase the need for new infrastructure grows too. Each year, the City upgrades and builds a significant amount of new parks, roads, cycle paths and other community facilities.

In the last financial year, the City had assets valued at $1.3 billion replacement cost. It is critical that the City has a robust strategy to ensure that the funds are available to maintain these assets as required. To that end, last year Council adopted a six year Asset Management Strategy to implement and integrate best practice asset management planning, systems and processes into the City's operations.

While drainage management largely goes unseen, a comprehensive plan is required to manage storm water, prevent the pollution of waterways and to provide open space that preserves important ecosystems. The City updated its ten-year Drainage Management Strategy to ensure that these systems meet the infrastructure needs of a growing City.

Cockburn ARC, the City's new recreation facility in Cockburn Central saw the one millionth visitor pass through its door in February 2018, ten months after opening. The success of the centre has seen it win a swag of awards (see pages 18-19) as well as undertaking an expansion of the gymnasium to cater for increased demand.

We continued to roll out the three bin system across the City. The new 240L garden waste bins have now been rolled out to 14,700 properties and will be rolled out to more than 29,000 homes in the City by 30 June 2019. The City recently commissioned a green waste decontamination plant to remove contaminants from the garden waste collected in the lime green-lidded bins. This is the start of the City's push to transform local household garden waste into saleable, high quality mulch that will help fund more projects, services and infrastructure in the community.

Our annual Community Scorecard survey demonstrated that traffic remains the number one priority issue for residents and businesses. To address this, the City continues to prioritise investments in its road programs and advocate for improvements to public transport. The majority of traffic issues are around the Cockburn Central/Armadale Road area, and it is pleasing to report that work commenced last year on the duplication of Armadale Road. This work is a big win for Cockburn's residential and business communities, as well as those in the City of Armadale. Upgrades are critical given the growth and projected growth of residential and commercial properties in both cities. This project will provide safer motoring for the 27,000 vehicles that use Armadale Road each day between Tapper and Anstey roads. It will support more than 850 direct and indirect jobs and is due for completion in late 2019.

Community engagement, land

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requirements and concept designs are underway for the Armadale Road to North Lake Road Bridge, a project being funded by the Commonwealth and State Governments. This comprises construction of a bridge over the Kwinana Freeway connecting Armadale Road to North Lake Road. This project will help address significant congestion in the Cockburn Central area resulting from the growth of Cockburn Gateway Shopping City, surrounding commercial, retail and residential development and the area's proximity to Cockburn Central Station and the Kwinana Freeway. The funding for both the bridge and the duplication were the result of three highly visible electoral campaigns run by the Cities of Cockburn and Armadale, two years ago, under the banner of 'Community Connect South'.

The State Government has also begun work to extend the Thornlie train line to Cockburn under its Metronet program which will further improve public transport access for residents by 2021.

Many road projects were completed last year, including starting works on the duplication of Spearwood Avenue, between Barrington Street and Beeliar Drive, in Yangebup. These works, due for completion by December 2019, will improve safety and congestion in the area.

On the coast, LandCorp's Shoreline precinct is taking shape, with more homes under construction in an area that will be home to 10,000 people over the coming two decades.

A draft Community Sport and Recreation Facilities Plan has been developed after extensive community consultation. The plan, which covers a period until 2033, will go to Council at the end of 2018. The City aims to expand and develop a range of recreation, community, cultural and sporting facilities, with an estimated value of over $200m, in the next 15 years.

In the City of Cockburn's Strategic Community Plan, '*the pace of innovation and cost of new technology*' has been identified as a key challenge for the City. And while it is a big challenge, technology offers many opportunities to improve efficiencies, to improve the customer experience and to best utilise data to maximise asset efficiencies and reduce consumption. Digitisation is, and will remain, a big focus for the City for many years to come.

I look forward to another year of activity as we strive to make the City the most attractive place to live, work, visit and invest in, within the Perth metropolitan area.

Stephen Cain
Chief Executive Officer

[1] Source: .id

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Demographic Data

2016

111,787*
Population

*annual resident population
Source: .id

35 years-old
Median age

50%
Of all families were couples with children

46.4%
Households with mortgage

25%
Households renting

14.7%
Of all residents attending education 14.7% were attending University

$1,756
Median weekly household income

$380
Median weekly rent

6.67 persons by hectare
Population density

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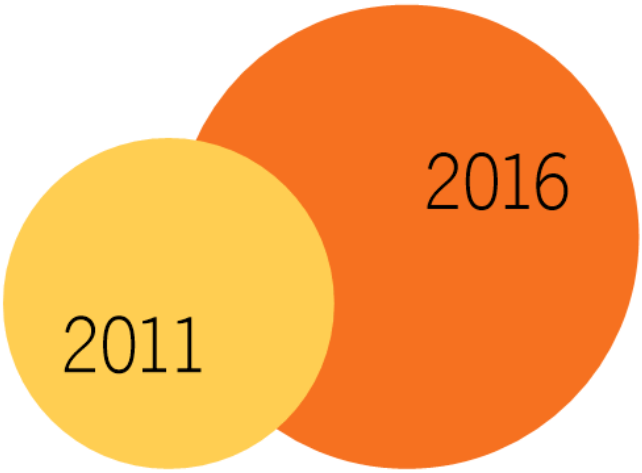
City of Cockburn Population 2016

Population Change by Age from 2011 to 2016



+795	+1,390	+330	+682
Babies and pre-schoolers (0 to 4)	Primary schoolers (5 to 11)	Secondary schoolers (12 to 17)	Tertiary education and independence (18 to 24)
2016 7,581	2016 8,316	2016 7,087	2016 9,316
+2,701	+3,036	+2,080	+1,931
Young workforce (25 to 34)	Parents and homebuilders (35 to 49)	Older workers and pre-retirees (50 to 59)	Empty nesters and retirees (60 to 69)
2016 16,800	2016 23,959	2016 12,585	2016 9,121
+1,354	+485	+14,784	
Seniors (70 to 84)	Elderly (85 and over)	Total population change	
2016 6,552	2016 1,430	2016 111,787	

Source: .id

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Cultural Diversity in Cockburn

Right: Ahmadiyya Muslim children at community event

Opposite: Performers at the Coogee Live community event

Diversity statistics in Cockburn from the 2016 Census

Australian Census 2016 results show that the City of Cockburn is becoming more culturally diverse. Overall, 34.1% of the population was born overseas.

The most common ancestries

25%	21%	7%	6%	6%
English	Australian	Italian	Irish	Scottish

The most common countries of birth

60%	7%	3%	2%	2%	2%
Australia	England	New Zealand	Philippines	South Africa	India

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The common languages other than English spoken at home

In 2016, 21.4% of residents spoke a language other than English at home, again above the average for Western Australia (19%).

你好	Ciao!	Zdravo	Olá	Kamusta
3%	2%	1%	1%	1%
Mandarin	Italian	Croatian	Portuguese	Tagalog

The most common responses for religion

32%	29%	11.5%	9%	3%
No Religion	Catholic	Anglican	Not Stated	Christian

The City of Cockburn recognises that our community is enriched by many people, from many cultures and as a result created a full time Cultural Diversity Officer position in July 2017. This permanent position caters for multicultural issues and needs in Cockburn to ensure the City is inclusive and welcoming.

Achievement of Community Objectives

Strategic Community Plan

The City's Strategic Community Plan 2016-2026 sets the strategic direction for the organisation. A formal review of the plan including community consultation is undertaken every four years while it is also considered internally every two years. The Corporate Business Plan 2016-2020 maps key priorities, projects, services and actions.

The Strategic Community Plan has five key community objectives:

1. **City Growth**
2. **Moving Around**
3. **Community, Lifestyle and Security**
4. **Economic, Social and Environmental Responsibility**
5. **Leading and Listening.**

The City measures its achievements of these plans by using a number of methods. Following are the key highlights from 2017-18, with the majority of the City's achievements documented throughout this report.

Other measures that demonstrate the City's progress towards the achievement of the objectives outlined in the Strategic Community Plan include:

Community Scorecard results, customer satisfaction survey results, awards, visitors, jobs and labour statistics, community engagement, the State of Sustainability Report and the Internal Audit Report. These are reported here, together with a brief overview of the year ahead and a snapshot of key Corporate Business Plan initiatives.

Highlights From the Year

1. City Growth

Planning for the City's population growth while maintaining our strong financial position

- Developed a 10-year Drainage Management Strategy and Asset Management Plan to manage storm water, prevent pollution of waterways and provide open space that preserves important ecosystems
- Reviewed and updated the Housing Affordability and Diversity Strategy to remove housing supply barriers and promote key housing needs
- Commenced community consultation for the Yangebup Revitalisation Strategy
- Commenced negotiating for the long term development of aged care accommodation in Coolbellup to meet the shortage of affordable aged care in Cockburn's western suburbs.

2. Moving Around

Facilitating safe, efficient, connected and sustainable movement around the City

- Participated in the Westport Local Government Reference Group to ensure regional freight movement has a sound outcome
- Completed Hammond Road/Russell Road/Frankland Road roundabout
- The duplication of Spearwood Avenue continued
- Berrigan Drive/Jandakot Road intersection upgrade.

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3. Community, Lifestyle and Security

Providing safe, attractive, healthy programs and infrastructure for a diverse range of activity and people

- Celebrated Cockburn ARC's first birthday with over one million visits in the first year
- Developed a five-year Community Safety and CCTV Strategy and action plan to reflect the City's commitment to improving security throughout Cockburn
- Successfully rolled out in-vehicle mounted tablets in CoSafe cars. These improve information capture while providing accessible information about safety-related issues in the community for staff
- Commenced planning for the increase in boat/mooring pens at Port Coogee Marina
- Developed the draft Western Suburbs Sporting Precinct Study following extensive community consultation
- Constructed and opened the Men's Shed in Cockburn Central and the Yangebup and South Lake pump tracks.

4. Economic, Social and Environmental Responsibility

Enabling a sustainable future economically, socially and environmentally including business activity, job opportunities and sustainable use of resources

- Developed a five-year Sustainability Strategy to define and provide guiding policy principles to embed sustainability in decision making
- Developed a five-year Disability Access and Inclusion Plan which commits to providing an accessible and inclusive community for all residents, visitors and investors
- Developed the City's third Reconciliation Action Plan to provide measurable actions that help Aboriginal and Torres Strait Islander people achieve equality in all aspects of life
- The new 240L garden waste bins have now been rolled out to 14,700 properties and will be rolled out to more than 29,000 homes in the City by October 2019
- Identified a best option for transition to Energy from Waste (EfW) and conducted a successful tender for a waste supply agreement
- Completed construction of the Operations Centre upgrade Phase 1.

5. Leading and Listening

Being accountable to our community and engaging through multiple effective communication channels

- Developed a five-year Communication Strategy and Action Plan which has a focus on giving Cockburn residents and stakeholders all hours access to the City's information services and digitising communication processes
- Developed a six-year Asset Management Strategy to implement and integrate best practice asset management planning, systems and processes into the City's operations
- Undertook more than 100 community engagement projects
- Under took a community engagement review
- Business continuity program exercise review commenced.

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Community Scorecard Results 2018

The City annually measures residents' perceptions of the City's services, infrastructure and facilities to gauge satisfaction levels. This year's independent survey was undertaken by Catalyse using a representative sample of residents.

These measurements relate back to the City's key objectives which are outlined on page 14 and covered in more detail in the City's Strategic Community Plan.

Results from the Community Scorecard – 2018

Overall performance	Performance Index Score*
The City as a governing organisation	70
Sport and recreation facilities	76
Enjoy living in the City of Cockburn	79
Maintenance of local roads	62
Customer service	68
Preservation and promotion of local history and heritage	66
Management of the environment	67
Safety and security	61
Mobile security patrols	60
Access to housing that meets community needs	67
Promotion and adoption of sustainable practices	68
Community buildings, halls and toilets	67
Streetscapes	59
Footpath and cycleways	60
Development of their local area	60
Traffic management	54
Feel included and connected to the community	64

% of population who agree	Agreement Index Score*
The City has developed and communicated a clear vision	57
The City has a good understanding of the community's needs	62

* *The Performance Index Score is not a percentage score. It is calculated by taking into account the entire scale from strongly disagree to strongly agree. The Agreement Index Score is explained as a score out of 100 using the formula (average score – 1) ÷ 4 x 100.*

Customer Satisfaction Results

The City undertakes independent customer satisfaction surveys across a number of service units each year. The percentage of satisfied customers is reported throughout this report, under the relevant service unit. The percentage relates to the number of customers who scored the service six or more out of 10. The surveys were conducted by Research Solutions.

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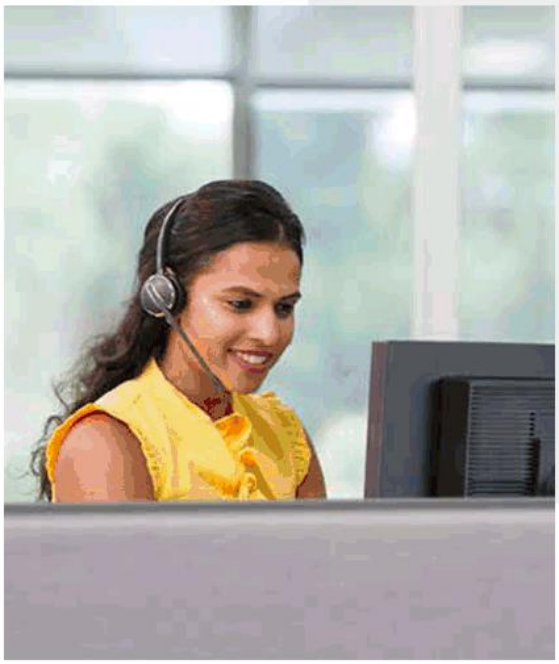

Top: Cockburn ARC

Above: Coogee Live

Left: The City is committed to providing the very best customer service

Institute of Public Administration Australia WA Award June 2018 – Cockburn ARC Manager Brett McEwin, Fremantle Football Club CEO Steve Rosich, Mayor Logan Howlett, Curtin University's Tom Kimmet

Awards and Achievements

Award or Agency	Place and Category
Australasian Leisure Management	Winner, Local Government Award - Cockburn ARC
Australian Sport, Recreation and Play Innovation Awards	Winner, Facility Design and Development – Cockburn ARC
Cycling Luminaries Awards, Cycling Promotion Fund	Finalist, Bike Culture and Behaviour Change for Frocks on Bikes Perth – Jillian Woolmer
Department of Transport	Winner, Award for Excellence in Marine Safety - Cockburn Sea Search and Rescue Group
Department of Fire and Emergency Services, Volunteer Employer Recognition Awards	Gold Award Status, recognition of the delivery of emergency services in Western Australia
Department of Local Government, Sport and Cultural Industries	Winner, Places and Spaces: Planning and Design Award – Cockburn ARC
Department of Mines, Industry Regulation and Safety	Winner, Best initiative to encourage worker engagement in safety and health – Awarded for the City's Zero Harm 'Three Courage's' initiative
Department of Planning, Lands and Heritage	Special Commendation, Local Government Award – Coogee Maritime Trail
Department of Planning, Lands and Heritage	Winner, Coastal Planning Award - Cockburn Sound Coastal Alliance for the Cockburn Sound Coastal Vulnerability and Flexible Adaptation Pathways project
Healthier Workplace WA	Gold Certificate, Healthy Workplace
Heart Foundation	State Winner, Councils with populations greater than 50,000
Human Resources Director Magazine	Top Performing Company - Health & Wellbeing, 2018 HRD Employer of Choice
Institute of Public Administration Australia (IPAA) WA	Gold Award Winner, Best Practice in Collaboration Between Government and Non-Government Organisations – For the development of a Multipurpose Shared Sport and Recreation Facility – Cockburn ARC (in conjunction with Fremantle Football Club and Curtin University)
National Awards for Local Government	Highly Commended, Disability Access & Inclusion

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Awarded the 2017 Worksafe Award for Best Initiative to Encourage Worker Engagement in Safety and 2018 Employer of Choice Award for Best Health and Wellbeing program

Award or Agency	Place and Category
National Disability Services & Local Government Professionals (Lighthouse Award)	Winner, CEO Leadership (Metropolitan and Regional) - Stephen Cain
Neighbourhood Watch	Gold, Local Government Participation Awards
Parks & Leisure Australia (WA)	State Winner, Community Facility of the Year Award, Cockburn ARC
Public Health Advocacy Institute of WA	Commendation, Smoke Free Environments
Public Health Advocacy Institute of WA	Commendation, Nature Play
Public Health Advocacy Institute of WA	Winner, Shade in Public Spaces
Royal Life Saving National Aquatic Industry Awards	Excellence in Facility Management - Cockburn ARC
Royal Life Saving National Aquatic Industry Awards	Safety Awards - Most outstanding contribution by a facility - Cockburn ARC
Stormwater Western Australia	Award for Excellence - Excellence in Infrastructure
Synergy Financial Counsellor Award for Excellence	Winner, Financial Counsellor of the Year - Colleen Crowley
Urban Development Institute of Australia (WA)	Finalist, Urban Water Excellence - Calleya (entered by Stockland)
Urban Development Institute of Australia (WA)	Winner, Residential Development Under 250 Lots - The Playground at Coolbellup - entered by Lendlease and LandCorp
Urban Development Institute of Australia (WA)	Finalist, Masterplanned Development - Port Coogee (entered by Frasers Property Australia)
WA Local Government Convention	Eminent Service - Mayor Logan Howlett JP
WA Local Government Convention	Local Government Merit - Deputy Mayor Carol Reeve-Fowkes
Water Corporation	Gold Waterwise Council Status - Environmental Services
Western Australian Disability Enterprises	Certificate of Appreciation, Embracing Social Value
Western Australian Information Technology and Telecommunication Awards (WAITTA)	Finalist, Most Effective Government Solution (website)
Your Move, Department of Transport	Platinum Workplace Accreditation

Community Engagement

The City undertakes community engagement throughout the year to seek feedback on various initiatives and to inform the community of its priorities.

The City's focus is to inform, consult and provide opportunities for active participation in City projects and activities.

The City uses workshops, direct mail, newspaper advertisements, Facebook, Twitter, the City's website and Comment on Cockburn (an online engagement website) to seek feedback.

Over the past 12 months, the City has attracted community input from Comment on Cockburn on:

- 105 engagement projects
- 42,600 visits to the site
- 3,554 registered participants
- 1,900 survey responses.

Major engagement was undertaken last year for the following:

The following are grouped under the most relevant theme from the Strategic Community Plan.

City Growth

Jandakot planning: Input into Perth and Peel @ 3.5m

Planning applications, Structure Plan and Scheme amendments

Have your say – Local Profile Papers for new Local Planning Strategy and Scheme.

Moving Around

Bike and Walk Cockburn forum

Fawcett Road traffic calming

Harvest Lakes traffic management

Traffic improvements for Berrigan Drive, Ocean Road, Swallow Drive and Spearwood Avenue

Ocean Road Coogee - Speed humps proposed

Parking - where are the hot spots?

Parking/traffic around Aubin Grove Train Station

Rockingham Road changes, including a bikeway

Traffic changes on Rigby Avenue, Spearwood Avenue, Brushfoot Boulevard and Jandakot Road.

Community, Lifestyle and Security

Animal Management - dogs and cats

Concept Plan for Skate Park and Recreation Precinct, Bibra Lake

Cockburn Support Services

Coogee Live - proposed event

Dog obedience training

Fenced Dog Parks - Aubin Grove and South Lake

Draft Community, Sport and Recreation Facilities Plan

Hamilton Hill Community Hub

How do you rate your local area?

Cockburn Libraries

Manning Park Master Plan August 2017

Our multicultural community

Park and playground upgrades including Jarvis Park, Dalmatia Park and Dixon Park

Pump tracks - South Lake and Yangebup

Reconciliation Action Plan

Seniors Centre surveys

Sporting Club summer and winter surveys.

Economic, Social and Environmental Responsibility

No fishing near Omeo Wreck dive trail

Peace Lane Waste Collection Service

Roe 8 draft Rehabilitation Plan.

Leading and Listening

Local Government Act Review

Local Government Elections 2017

City of Cockburn budget

City of Cockburn review of wards and representation

Reviews of the City's communication channels

City of Cockburn website

Community Engagement Review.

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Top: Cockburn ARC's first birthday
Above: Success Library
Right: Cockburn Care

State of Sustainability

The City of Cockburn's eighth annual State of Sustainability Report is a snapshot of the City's collective efforts in working towards a sustainable future for the 2017-18 financial year.

The City had 76 indicators for sustainability across the organisation along with a number of high-level targets across five key sustainability areas including water conservation, waste minimisation, energy and emissions reduction, biodiversity and liveability. Over 90% of the key performance indicators were in progress or achieved during 2017-18 reflecting the City's commitment to pursuing sustainability excellence.

Below is a snapshot of the City's sustainability highlights for 2017-18.

Sustainability Highlights

- Endorsed as a Gold Waterwise Council
- Launched a suite of online systems for field staff to improve efficiencies and significantly reduce paper usage
- Rehabilitated 4.2 hectares of bushland
- Delivered over 60 sustainability related events to the community
- Continued the roll-out of over 14,500 garden waste bins
- Maintained a Zero Emissions Fleet via the carbon offset program
- Awarded 14 Sustainability Grants to enhance sustainability outcomes in the community
- Installed a 30 kW Solar PV system on the Cockburn Bowling and Recreation Facility

Governance - 18 KPIs

5% not started

67% in progress

28% complete

Governance is the cornerstone of the City's approach to sustainability. It enables the City to listen to and guide its residents and ratepayers in building a sustainable future.

Environment - 31 KPIs

10% not started

58% in progress

32% complete

The environment is the foundation for sustainability in the City of Cockburn. Our natural areas and resources must be sustainably managed now and in the future.

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Opened the Cockburn Men's Shed

Switched on the Geothermal System at the Cockburn Aquatic and Recreation Centre (ARC) and won many awards for design excellence, innovation and best practice in collaboration

Constructed over 10,000m² of new pathways and cycle ways to facilitate sustainable transport

Appointed a Cultural Diversity Officer and adopted the City's third Reconciliation Action Plan (RAP) 2017-2020

Celebrated the City's 20th Anniversary of sister city relationship with Split, Croatia

Included red poppy symbols on more than 100 selected street signs to honour those involved in war or peace-keeping efforts

Became the first local government to develop a website that facilitates digital accessibility for people with a disability

Delivered 10 Community Development training sessions to strengthen and support community groups within the City

Received the Lighthouse Project metropolitan local government leadership award for providing employment for people with disability

Awarded several new contracts to both disability and indigenous enterprises

Launched 'Cockburn Creates' to provide opportunities for residents to nominate project ideas and vote on allocation of funding.

Society - 18 KPIs

11% not started

72% in progress

17% complete

Society is at the heart of sustainability in Cockburn. Our people, from our residents, ratepayers and businesses, to schools, visitors and employees, are the driving force behind the way we develop, now and into the future.

Economy - 9 KPIs

11% not started

89% in progress

A viable economy underpins the sustainable development of the City and must be resilient in the face of uncertainty and risk. The City's economy is directly integrated with its society and environment.

The Year Ahead – 2018-19

Below are examples of major projects and services as detailed in the Corporate Business Plan 2016-2020.

Project	$M
Roads including Spearwood Avenue bridge and road duplication, Jandakot Road duplication and upgrades	24*
Construct Wetlands Education Centre and Hockey Facility and Clubrooms	4
Parks – new and upgrades	7
Complete operation centre upgrades	2
Cycle paths and footpaths	1.2
Community grants and donations	1.4
Free community events	0.7
Street tree planting	0.45

*Includes State and Federal Government funding

Major Strategies, Plans and Studies

Following is a snapshot of major activities planned for 2018-19. They are grouped under the most relevant theme from the Strategic Community Plan.

1. City Growth

Prepare the new Local Planning Strategy and Scheme for the district

Finalise the Yangebup Revitalisation Strategy

Implement the Phoenix Activity Centre Plan

Implement the Cockburn Central Activity Centre Plan.

2. Moving Around

Review and update the Integrated Transport Plan, incorporating the Road Safety Strategy and Travel Smart Plan

Complete Karel Avenue widening, Jandakot Road widening and Verde Drive extension

Complete Spearwood Avenue widening including bridge

Review and update the Regional and Major Roadworks 2019–2031 road program

Review current parking approaches and create the City-wide Parking Strategy.

3. Community, Lifestyle and Security

Finalise the Community, Sport and Recreation Facilities Plan

Prepare for the replacement of all existing regulations under the Health Act including those relating to public buildings and asbestos

Complete the construction of the hockey and sporting facilities on Lakelands Reserve

Undertake design process for the development of Frankland Park

Install CCTV at priority locations

Develop a concept plan and consultation for the Aboriginal Cultural and Visitors Centre

Undertake a feasibility study for a proposed Hamilton Hill Community Centre

Undertake a concept and detailed design for Treeby (Calleya) Community Centre and Sporting Club rooms

Review the Community Engagement Policy and Framework.

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4. Economic, Social and Environmental Responsibility

Review and update the Economic Development Directions Strategy 2014

Review and update the Local Commercial and Activity Centres Strategy 2011

Develop the City's Community Emergency Risk Management Plan

Construct the Jandakot Volunteer Bushfire Brigade building in Banjup

Review and implement the Greenhouse Gas Emissions Reduction Plan

Oversee implementation of the Roe 8 Rehabilitation Management Plan

Revegetate a minimum of 2.5 hectares of bushland within selected conservation areas, with more than 50,000 plants

Continue implementation of the Integrated Midge Control Strategy

Develop and implement the City's Environmental Educational Programs including Schools Grant Program, Adopt a Beach, Turtle Watch, World Environment Day and Environmental Education for Schools

Classify open space using remote sensing techniques in order to improve tree canopy cover in the City.

5. Leading and Listening

Develop a Digital Strategy

Revise asset management plans for fleet and plant, roads, footpaths, buildings, drainage, parks and environment and maritime and coastal assets for the period 2017-20.

Develop location based business continuity plans

Business process review and implementation for ongoing transition to Ci Anywhere, focussing on customer requests.

Rates Allocation

The City uses rates to fund a range of services, with the following (percentage of total spend) allocated for 2018-19

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Waste collection and disposal 17%

Park infrastructure and streetscapes 14%

Recreation, sport & leisure 13%

Organisational Structure

COMMUNITY

COUNCIL
(Mayor and Councillors)

Strategy & Civic Support Services

CHIEF EXECUTIVE OFFICER
(Executive Services)

Executive Support Services

Engineering & Works Directorate	Planning & Development Directorate	Governance & Community Services Directorate	Finance & Corporate Services Directorate
Waste Collection Services	Leasing & Land Administration	Governance & Risk Management Services	Records Services
Waste Disposal Services	Strategic Planning Services	Events & Culture Services	Information, Communication & Technology Services
Environmental Services	Statutory Planning Services	Customer Services	Geographic Information Systems Services
Parks Services	Building Services	Communications & Marketing Services	Business Systems Services
Facilities & Plant Services	Environmental Health Services	Library Services	Accounting Services
Project Management & Development Services		Ranger & Community Safety Services	Rates & Revenue Services
Asset Services		Recreation Services	Procurement Services
Transport & Traffic Services		Family & Community Development	Payroll Services
Road Construction Services		Youth Services	Safety Services
Road Design Services		Child Care Services	Human Resources Management & Learning & Development Services
Road Planning & Development Services		Seniors Services	
Marina & Coastal Services		Cockburn Care	
		Leisure Centres	
		Grants & Research	

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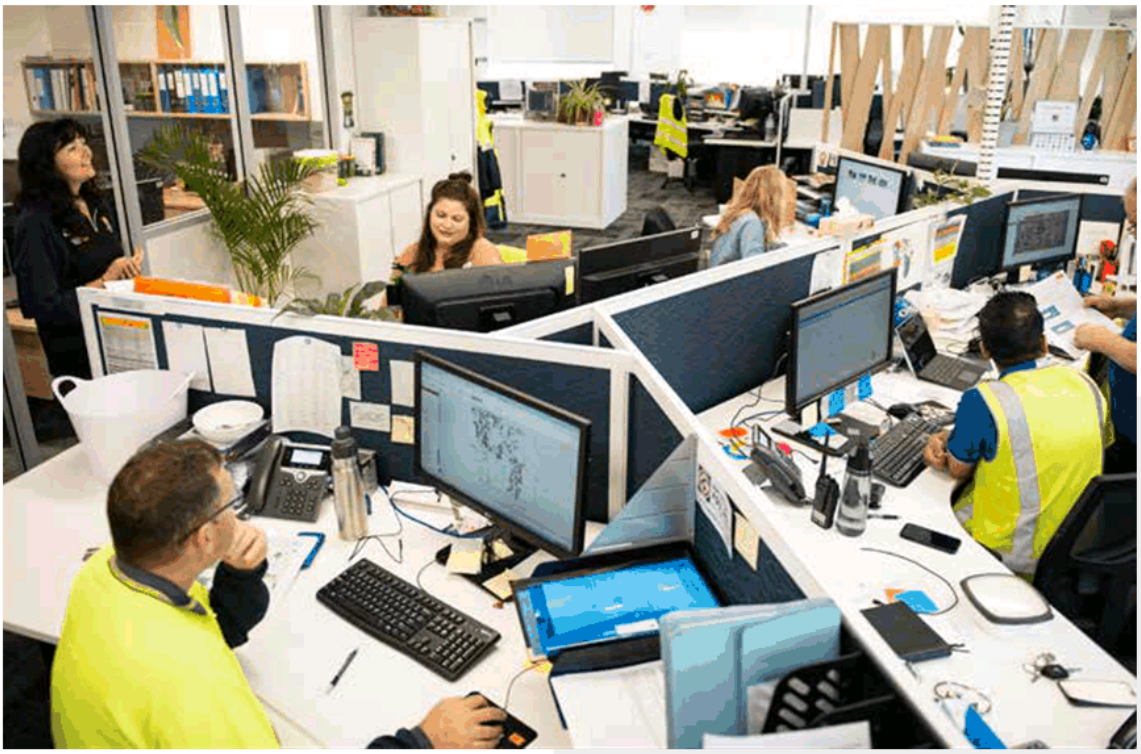
Remuneration of Senior Employees

Annual Salary of Senior Employees

Annual Salary Range ($)	No. of Employees
100,000 - 109,999	44
110,000 - 119,999	31
120,000 - 129,999	16
130,000 - 139,999	3
140,000 - 149,999	4
150,000 - 159,999	1
160,000 - 169,999	2
170,000 - 179,999	2
180,000 - 189,999	5

Annual Salary Range ($)	No. of Employees
190,000 - 199,999	2
200,000 - 209,999	2
210,000 - 219,999	0
220,000 - 229,999	0
230,000 - 239,999	1
250,000 - 259,999	1
270,000 - 279,999	2
370,000 - 379,999	1

The above amounts include salary, super, motor vehicle allowances and performance payments. In five cases, senior employees have a motor vehicle provided and do not take a motor vehicle allowance. This equates to $17,000 (two employees), $20,300 (two employees), $22,650 (one employee) and this is not included in the above figures.



Staff at the Operations Centre, Wellard Street

Governance & Community Services Directorate

The aim of the Governance & Community Services directorate is to improve residents' quality of life and to ensure good governance. The directorate is responsible for providing community safety and development initiatives, events, ranger services, recreation and community development and services, as well as communications including the operation of the customer contact centre.

HIGHLIGHTS

75,000	Number of jobs Cockburn Safety and Security Service (CoSafe) attended
1.4 million	Attendances at Cockburn ARC
10,116	Number of jobs attended by rangers
32,350	Customer service requests raised
617,262	Items issued by Cockburn libraries

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Top: Rangers
Above: Some Like it Yacht perform at community concert

GOVERNANCE

Compliance

The City's 2017 Compliance Audit Return indicated a conformity rating of 100%. The annual audit is a requirement of the Department of Local Government.

The City utilises an online compliance management system for statutory forms such as financial disclosures, gifts, travel contributions and delegated authorities.

Legislative Review

During 2017-18, the City reviewed its Local Laws relating to Standing Orders in accordance with section 3.16 of the Local Government Act 1995. It also reviewed other amendments to the Consolidated Local Laws.

Under *clause 5: Statement of the Competition Principles Agreement*, local governments must review their Local Laws to ensure they do not unnecessarily restrict competition unless it can be demonstrated that the benefits of the restriction outweigh the costs to the community and the objective of the law can only be achieved through such a restriction. The City of Cockburn has completed a review of its Local Laws to ensure compliance with the National Competition Policy.

Freedom of Information

The Freedom of Information (FOI) Act 1992 gives members of the public the right to access documents held by local governments, subject to limitations. The City of Cockburn prepared, as required by section 96 of the FOI Act, an up-to-date information statement and made it available to the public. The City of Cockburn had 30 FOI requests in 2017-18.

Public Interest Disclosure

The Public Interest Disclosure (PID) Act 2003 promotes accountability within state and local government agencies and organisations by facilitating the disclosure of public interest information involving misconduct, offences and misuse of public resources or risks to public health or safety. The Act aims to protect informers who make public interest disclosures. Since the last published report, the City has had no disclosures under the PID Act.

National Competition Policy

In 2007, all Australian governments recommitted to the Competition Principles Agreement (CPA), (11 April 1995). The CPA is an inter-governmental agreement between the Commonwealth and State/Territory Governments that sets out how governments will apply National Competition Policy Principles to public sector organisations within their jurisdiction. The National Competition Policy itself concluded in 2005-06 and has been succeeded by Australia's National Reform Agenda which is an addition to, and continuation of, the National Competition Policy reforms.

The Competition Principles Agreement (as amended 13 April 2007) sets out nominated principles from the agreement that now applies to local government. The provisions of clause 5 within the CPA require local government to report annually on the implementation, application and effects of Competition Policy. Competition Policy does not require contracting out or competitive tendering. It does not preclude local government from continuing to subsidise its significant business activities from general revenue, nor does it require privatisation of government functions. It does require local governments to identify their significant business activities and apply competitive disciplines to those businesses which compete with the private sector.

A number of the City's services are exempt from the Competition Policy, as it applies only to business activities that generate income in excess of $200,000 from fee revenue that is directly generated from external users and an operating expenditure greater than $2 million. Activities undertaken by the City which have previously been considered for market testing, owing to the competitive nature of the service, include:

- Domestic waste collection
- Waste disposal site
- Cockburn ARC (leisure centre).

The City has resolved to retain the in-house provision of Cockburn ARC, domestic waste collection and waste disposal business.

Complaints of Breach

No official complaints have resulted in action pursuant to Section, 5.121 of the Local Government Act during the year and accordingly no details are required to be entered into the complaints register established for this purpose.

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Risk Management

Over the past 12 months, the City continued to embed its Risk Management Program, identifying, assessing, monitoring and reviewing risks within the internal and external environment.

✓ Achievements

Chief Executive Officer Biennial Review for Risk, Legislative Compliance & Internal Controls

Business continuity program exercise review commenced

Continual strategic and risk reporting and monitoring.

LIBRARY SERVICES

Imagine Connect Grow

A welcoming place to connect people to ideas, inspiration, learning and community.

✓ Achievements

Customer service rating (see page 16 for details): 95.1%.

The Library Service has been officially accredited as eSmart by the Alannah & Madeline Foundation and the Telstra Foundation acknowledging the library as equipped to support the community to use technology in a smart, safe and responsible way

Spearwood Library has been refurbished to meet the future expectations of the community

Annual library visits decreased by five per cent to 380,000*

The number of items issued decreased by three per cent to 617,262*

Quiet reading rooms have been created at both Success and Spearwood Libraries in response to customer feedback

Annual attendances to library events and services increased by 0.3 per cent to 25,398

Better Beginnings Early Literacy Kits were distributed to 2,967 children through 21 schools, six Child Health Clinics and library outreach

*It is likely that the closure of Spearwood Library for five weeks for the refurbishment impacted the annual visits and issues statistics for this year.

RECREATION AND COMMUNITY SAFETY BUSINESS UNIT

Ranger & Community Safety Services

Ranger & Community Safety Services work to improve the safety and security of the City's residents and visitors. This is done by proactively educating residents on community safety, implementing mitigation strategies and applying local and state laws.

Ranger Services

✓ Achievements

Commenced community dog obedience training

Ranger Services improved productivity this year through better utilisation of the vehicle fleet with improved animal transport capability and the introduction of mobile devices for rangers to improve response times to jobs

The rangers attended 9,991 jobs during the year, with dog (2,649) and parking-related (2,414) matters the most significant portion of the workload

During the year, the City rangers attended 1,328 dog wandering and dog pick-up requests:

- 308 dogs were released to owners
- 43 dogs were sent to rescue and rehoming
- 4 dogs were euthanised (on medical grounds)
- 437 cats were captured of which
  - 31 were released to owners
  - 406 were sent to rescue and rehoming.

Community Safety Service

Cockburn Community Security & Safety Service (CoSafe) patrol on a 24-hour seven day a week basis. CoSafe reports on suspicious activities and anti-social behaviour, and monitors areas where criminal activity has recently taken place.

✓ Achievements

Attended over 75,000 individual tasks with an average response time of eight minutes for community initiated patrols

Installed CCTV at:

- Ngarkal Beach
- Yarra Vista Dog Park
- Yandi Park (Cockburn Central)
- CoSafe and ranger vehicles

Maintained and managed 500 CCTV cameras across the City

Emergency Services

The City's Fire & Emergency Management Service Unit continued to promote preparedness and disaster recovery to the community.

✓ Achievements

Commenced construction on the new Jandakot Volunteer Bushfire Brigade building

Planned autumn hazard reduction burns throughout the City

Completed the City's Local Emergency Management arrangements

Worked with key state agencies to finalise the City wide Community Emergency Risk Management Plan

Provided ongoing support to the City's Local Emergency Management Committee and Bushfire Advisory Reference Group

Continued to work in partnership with the CSIRO in completing a City wide bushfire risk management mapping solution.

Recreation Services

Provide and facilitate a range of sport, recreation and leisure opportunities for residents of the City.

✓ Achievements

Customer service ratings (see page 16):

Facility booking and management services: 89.6%

Management of facilities: 89.6%

Sports field hire and facility booking service: 94.2%.

Recreation Future Planning

In 2017-18, the City progressed a comprehensive community facilities planning process to guide the development of community, sport and recreational facilities over the next 15 years.

The City made significant progress in the development of the Western Suburbs Sporting Precinct Study which has investigated the development of seven different sport and recreation reserves within the western suburbs of the City.

Club Development

✓ Achievements

The City continued to provide ongoing support through its club development initiative, 'Champion Clubs' which included a number of events and workshops including:

- Six workshops and events for local sporting club volunteers
- Contribution of $18,000 to 18 clubs for sporting equipment and minor capital works projects
- KidSport - contributed $154,349 vouchers towards 151 local sporting clubs
- Over 700 people participated in the Bibra Lake Fun Run
- The City's Junior Sport Travel Assistance Program helped fund 133 junior athletes to represent WA or Australia in their chosen sport at a national and/or international event, equating to over $50,000 in grants.

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Capital Works

The City progressed and completed a number of capital works projects to develop and upgrade the City's sport and recreation facilities and reserves, particularly, the $9.6 million Cockburn Bowling and Recreation Facility. A number of other projects also commenced and are expected to be completed over the course of the next 12 months. These include Lakelands Hockey and Community Facility, Calleya Reserve development and Botany Park floodlighting project.

Cockburn Aquatic & Recreation Centre (Cockburn ARC)

✓ Achievements

Cockburn ARC recorded nearly 1.4 million visitors, 45% more than projected. Key programs at Cockburn ARC have continued to grow since the official opening, with all programs exceeding year four operational targets in the first 12 months

Cockburn ARC's income has been strong throughout the year as result of high participation in most activities and programs. The facility recorded an operating surplus (excluding depreciation) and has exceeded year four financial projection targets during year one of operating

In partnership with Curtin University, Cockburn ARC has provided educational placements for 20 students studying sports science and provided health intervention programs for more than 50 participants

The partnership between the City and Fremantle Football Club (FFC) has continued to provide mutual benefits

Cockburn ARC has been nominated for several industry awards since official opening (see pages 18-19).

COMMUNITY DEVELOPMENT AND SERVICES

Child Care Services (CCS)

This service unit administers grants and fees for the operation of the Family Day Care (FDC) service and In-Home Childcare (IHC) service. The Child Care Services operate in compliance of legislation and focus on continual quality improvement. To support the child care legislative inclusion of sustainability, the services work in liaison with 'Little Green Steps' which shares office space within the CCS venue.

Family Day Care Service (FDC)

The City supports the selection, monitoring, advice and training provided to educators by qualified and experienced staff who support educators to provide quality early childhood education and care. Compliance of the Service Educator Membership Agreement, the National Quality Framework legislation, Early Years Learning Framework curriculum and National Standards is required.

✓ Achievements

Provided 350,000 hours of child care within the FDC service

The service operated with 65 FDC educators registered under the Service Educator Membership Agreement and its policies.

In-Home Child Care Service (IHC)

The IHC service enables a limited number of families to receive child care within the child's family home. The Commonwealth partially funds the service for families which meet strict Commonwealth criteria.

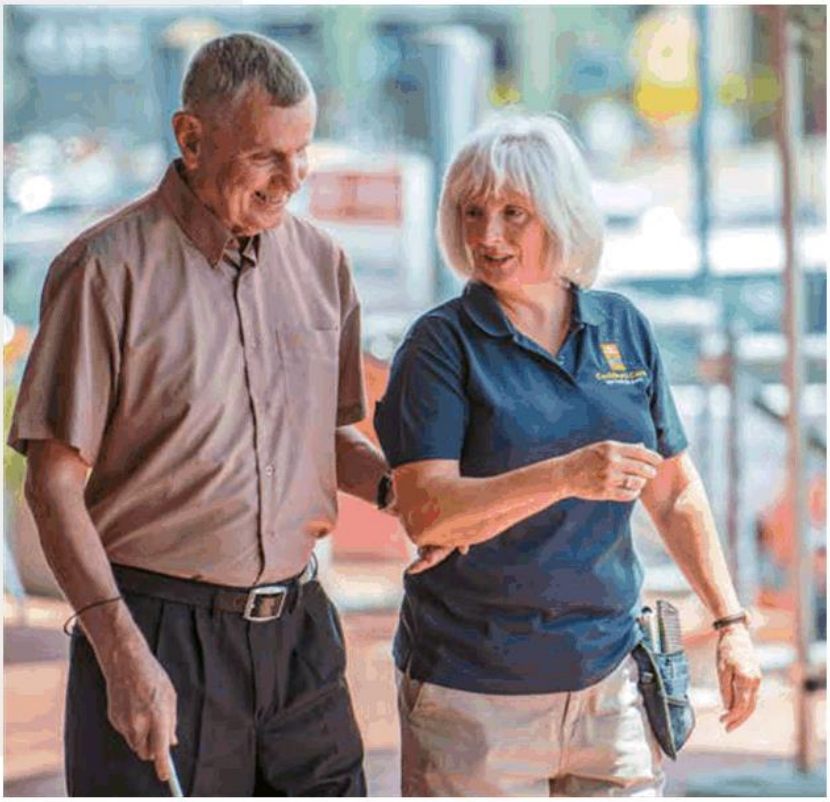
✓ Achievements

Provided 156,000 hours of child care within IHC service

The service operated with 40 IHC educators registered under the Service Educator Membership Agreement and its policies.

Top: Mayor Logan Howlett and Cr Philip Eva with finishers of the Bibra Lake Fun Run

Right: Cockburn Care



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Cockburn Care (rebranded from) Cockburn Community Care

Administers grant and fee-funded frail aged and disability support services aimed at increasing wellbeing. Services include personal care, day centre programs, supported transport, home help services, home maintenance and social support. These services enable frail seniors and people with disability to remain living in the community.

✓ Achievements

Customer service rating (see page 16): 98%.

Provided a total of 42,730 hours of service and 5,418 transport trips.

Home Services

A variety of basic services are provided including help with cleaning, shopping, paying bills, social support, respite, personal care and transport. This service will transfer to the Commonwealth Home Support Program in 2018.

✓ Achievements

Provided 28,790 hours of client service

Provided 566 individual transport services from home.

Social Clubs

Social clubs provide a range of activities, refreshments and outings and also function as respite for carers. Programs are customised for seniors, younger people with disability and people with dementia. Transport is provided in specially equipped vehicles to allow easy access for people with physical disability.

✓ Achievements

Provided 22,632 hours of client services across three funding streams

Provided 5,923 transport services to and from the centre.

Home Care Packages

Home Care packages are individually funded to meet the needs of seniors with extensive and complex requirements including medication prompting. These seniors are eligible for residential care although they prefer to remain within their own homes.

✓ Achievements

Provided 4,973 hours of client services.

Kwobarup Aboriginal Club

This social club caters specifically for Aboriginal people and runs an art program, activities and outings.

✓ Achievements

Provided 3,716 hours of client services.

National Disability Insurance Scheme (NDIS)

NDIS (formerly WA NDIS My Way) is a funded service that provides individually-funded, customised services for people with disability. The City-run Cockburn Care transitioned out of home-based services and now only provides centre based social club services.

✓ Achievements

Provided 12,431 hours of client services.

Seniors Services

Seniors Services administer a range of City-funded services, programs, events and facilities aimed at providing and developing increased amenity, age-friendly and leisure opportunities for senior citizens.

This includes the provision of the Cockburn Seniors Centre programs, outings, events, meals and seniors community development activities including support to the ongoing management of the Cockburn Community Men's Shed.

Cockburn Seniors Centre

✓ Achievements

Customer service rating 98% (see page 16 for details)

1,105 members

Average 2,400 visits per month

Over 80 volunteers contributed more than 300 hours per week

More than 10,477 affordable healthy meals were prepared by the centre cook and volunteers

New projects commenced included German language beginners class, an additional Fit-for-Life Class, an art exhibition held during Seniors Week, writers club and clay art lessons

The Seniors Centre continues to work closely with and support the Cockburn Community Men's Shed.

Family & Community Development

This area administers grant and City funded services, programs, community development, community engagement and events aimed at increasing the capacity, activity and wellbeing of individuals and families.

Community Development

This service aims to build capacity in the community by working directly with community members, volunteers and not-for-profit and community groups. A range of services and resources are provided to not-for-profit groups to support and contribute to a community in which people feel a sense of belonging, connection and contribution.

✓ Achievements

Hosted the Celebrating Cockburn campaign which incorporated 'Neighbour Day'. Over 370 neighbours attended a range of events hosted by 35 households

42,600 visits were registered in the City's community engagement platform 'Comment on Cockburn' in the last year and 105 consultations were completed over the last year (see page 20 for examples)

Nine training workshops were held to develop skills to build capacity within the community. These were attended by 164 community leaders and volunteers

An 'Eat and Greet' event was held for over 96 people from 36 different not-for-profit groups

11 community-led projects and events were delivered through the 'On-the-Job Support' initiative and 22 projects which required up to 10 hours of support

Developed the new participatory budgeting grants program.

Cockburn Volunteer Resource Centre

✓ Achievements

426 guests attended the 2017 Inspirational Volunteer Awards. The Awards attracted 105 nominations from 56 organisations

A Cockburn Sundowner networking event was co-hosted with 101 volunteers attending

2,342 'Very Important Volunteer' (VIV) Cards were issued, and 106 local businesses were recruited for the 'Very Important Volunteer' initiative

A 'Giving Market' at Cockburn Gateways Shopping City was organised, showcasing 20 local community organisations.

Support Services

Support Services include the City's grant-funded Financial Counselling and Cockburn Support Services. Together, these services provide counselling, information, advocacy, options and referrals to people living in the City.

✓ Achievements

The Financial Counselling Services assisted 454 individuals and families in face-to-face consultations and provision of a range of community education workshops including Reducing Financial Stress and a mental health and wellbeing event

Cockburn Support Service helped 870 individuals and families in face-to-face consultations, support groups and workshops

The service facilitated community education workshops including Employment Skills Building workshop, Healthy Conflict in Relationships and a Cybersafety Forum. 125 people attended these workshops in total

Regular groups were delivered including Women of the World multicultural group, Wise Women Workshops, Me Time Aboriginal group and the Anxiety Support group

Events were provided including Beeliar Hub parent and child group, with 70 families attending each term, Cockburn Health and Harmony Fair during Harmony Week and Mental Health Week.

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Cockburn Parenting Service

A service for parents of children aged 0-18 years to support parents and carers to manage the challenges of parenting, build knowledge, skills and confidence, understand children's development and identify local community supports. This service is delivered through parenting courses, workshops, parent/child groups, family events and individual consultations.

✓ Achievements

The service delivered 29 workshops and parenting courses to parents

Support, information, learning and referral was provided to 1,086 parents or carers, through groups, workshops, and consultations

The service also attended and/or organised nine community events. The annual Family Dance held in Family Week was very successful with over 150 parents/carers and children attending.

Children's Development

This is a community development role responding to the needs of children and families in the City of Cockburn, as well as networking and advocating about issues and service gaps related to children up to the age of 12.

✓ Achievements

In the Children's Environment and Health Local Government Policy Awards, the City was successful in winning one category and two commendations (see page 18-19)

Two sessions a week of Froggy's Fun on the Green outdoor play program were delivered to a total of 1,820 parents and 2,496 children

A new summer event, Froggy's Fun with Fathers, attracted 100 children and 80 dads to Meller Park

Free skate park coaching clinics, with competitions, attracted 771 primary school-aged children, plus 523 spectators/parents

Workshops for parents included a Kids and Anxiety parent workshop with 56 parents and grandparents and a Chatter Matters workshop on early language development attracting 35 parents

35 people attended a sundowner held for schools to inform them about the range of services the City offers.

Top: Inspirational Volunteer Awards (left to right) Peter Hodgson, Alan Wright, Geoff Webb, Robyn Leahy, Rosinda Seara, Diane Wright, Mayor Logan Howlett.

Aboriginal Community Development

This service provides information and support to Aboriginal community groups and individuals to strengthen relationships, increase communication and encourage the development of ideas and activities. The service works in partnership with the Aboriginal Reference Group and implements the Reconciliation Action Plan.

✓ Achievements

NAIDOC Week 2017 had the theme 'Our Languages Matter' and was celebrated with a flag-raising ceremony, art exhibition and NAIDOC Family Dance

Aboriginal services provided a 'Welcome Baby to Country' activity at Teddy Bears Picnic with Elder Marie Taylor offering individual totems to each baby and parent

Harmony Week presented a first time, joint Welcome to Country dance performed by Aboriginal dancers and the Chinese Dance Group together

The City's third Reconciliation Action Plan was developed through an extensive consultation process and adopted by Council to cover the period 2018-21

Reconciliation Week events included the annual flag-raising ceremony and guest speaker James Back from Reconciliation WA

Aboriginal cultural competency training was provided to the City's Disability Reference Group

Mentor support was provided to Aboriginal staff at the City through a group led by the Aboriginal Community Development Officer, with the aim of supporting and increasing Aboriginal employment at the City.

Disability Access & Inclusion

The service provides a point of contact for staff and the community, offering information and advice, raising awareness and supporting projects that enhance participation for people with disability. The City's Disability Access and Inclusion Plan (DAIP) provides a framework for translating the principles and objectives of the Disability Services Act (2003) into achievable initiatives (outcomes below).

✓ Achievements

Outcome 1: People with disability can access City of Cockburn services and events

In 2017 the City engaged an interpreting organisation which specialises in Auslan interpreting for stage performances.

Auslan interpreting was provided for the Celebrate Ability event, Christmas on the Green and the ANZAC Day dawn service, along with a number of individual requests for activities

Audio description was provided for the first time at the new Coogee Live event, for a visual acrobatic show on the beach

The City utilised recreation matting at outdoor events to enhance access

The City supported the local Little Athletics club to host an 'All Abilities Come and Try' day, which resulted in several children signing up to the sport

The City invested in a new accessible van to assist transporting seniors with access needs to the Seniors Centre and on outings

The Disability Access and Inclusion Officer, with feedback from the Disability Reference Group, created an accessible event guide and checklist for staff who organise events.

Outcome 2: People with disability have equal opportunity to access the buildings and other facilities at the City of Cockburn

A review of existing in-built hearing loops in City buildings was undertaken

Concept designs for building and facility improvements were procured including stair modifications for safer emergency egress and bathroom modifications at Cockburn Care

The beach matting was laid again at Port Coogee Marina for the summer season, and the beach wheelchair remained available to the community

Botany Park playground now includes a range of accessible play equipment such as a wheelchair accessible carousel, supportive swing seat, wheelchair accessible water and sand play, and wheelchair accessible tables

A number of pathway improvements were implemented, including in response to individual community requests.

Outcome 3: People with disability receive information that is readily accessible from the City of Cockburn

Maintenance and new work on the City and Cockburn ARC websites have incorporated accessibility to achieve and maintain compliance with Web Content Accessibility Guideline AA-level accessibility

The City's efforts in developing accessible websites have received a number of awards (see pages 18-19)

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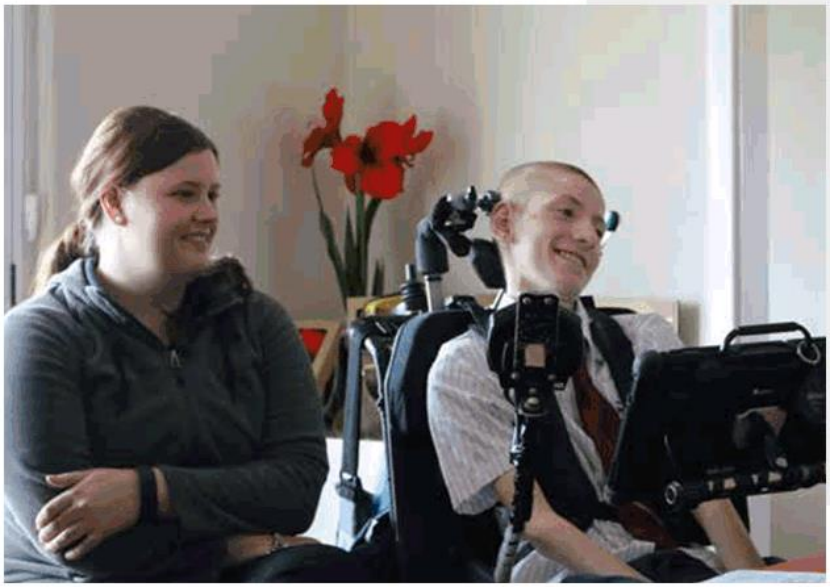

Top: Australia Day celebrations

Left: Disability Reference Group

The City supported a full time Digital Communications Officer role, a position dedicated to the maintenance of the City's new website

The City's Information Systems team implemented an accessibility budget, to provide staff with access to expert assistance from a digital access consultant on accessibility-related issues as required

The City hosted two five-day certificate level courses on Digital Accessibility, which were attended by key staff from the City

A number of key electronic documents have been converted to accessible format and the colour contrast analyser tool used on various publications

The City continued to support an interpreting and translation budget

The City's new DAIP has been converted to a range of alternative formats including Easy English, Braille, audio and accessible Word versions.

Outcome 4: People with disability receive the same level of quality service as other people in the community from staff at the City of Cockburn

Staff have attended training, events and forums aimed at enhancing their knowledge and understanding of access and inclusion

Staff have been provided with mental health-related training, including recognising the signs and strategies to address them in a proactive way

A disability awareness training review has been undertaken in order to introduce a suite of awareness training for staff

The City continued its subscription to the Institute of Access Training Australia's Access Awareness E-books available for all staff, which include checklists for accessible and inclusive facilities, programs and services.

Outcome 5: People with disability have equal opportunity to lodge complaints to the City of Cockburn

Complaints processes were communicated to senior management teams, with a reminder that insisting information be put in writing may be discriminatory

The Disability Access and Inclusion Officer supported staff and customers with a range of requests and complaints relating to disability issues.

Outcome 6: People with disability have equal opportunity to participate in public consultation conducted by the City of Cockburn

The City's new DAIP was developed in 2017-18 with comprehensive consultation methods and a range of feedback options which included Auslan interpreting

The City has continued to utilise 'Comment on Cockburn', an online community engagement platform for community consultation, and also commissioned a useability and accessibility review of the website

The City continued facilitating monthly Disability Reference Group meetings with community members, allowing for disability specific feedback.

Outcome 7: People with disability have equal opportunity to obtain and maintain employment with a public authority

A dedicated traineeship for a person with disability has been completed and their employment continued at the City

The City continues to employ a number people with disability in our parks and executive teams, in partnership with a local Disability Employment Service

The City was awarded:

- The Lighthouse Project 'CEO Leadership Award' in August 2017
- An 'Embracing Social Value' WA Disability Enterprise Certificate of Thanks for embedding social procurement within policies and practices

The City continues to procure contracts with WA Disability Enterprises, providing opportunities for people with disability through parks maintenance, cleaning, fire equipment servicing and the three bin roll out program.

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Youth Services

Administers grant and Council-funded services, programs and community development for youth aged 10-24. It provides events and facilities to provide increased support, activity and leisure opportunities for young people.

Customer service rating Youth Centre (see page 16): 92.9%

Customer service rating Youth Bus (see page 16): 100%.

✓ Achievements

Developed the new Youth Services Strategy 2017-2022.

Youth Support Services

✓ Achievements

Employed three full-time youth workers to support at-risk young people in Cockburn aged 10-18 years and their families

Worked with Hope Community Services, RISE and Save the Children to deliver metropolitan-wide support for young people in the justice system to develop life skills

Youth Centre

✓ Achievements

Over 20,000 youth visits to the centre

Youth Centre memberships reached 3,350

Supported young people to enter the student film project 'Your Say, Your Call' competition, placing fourth

Established the 'Diversity Alliance' to provide safe and inclusive social support for young people identifying as LGBTIQA.

Youth Development

The City provides a broad range of activities and programs that are accessible to all young people aged 10-24 years that live in the City.

✓ Achievements

Established and launched the 'Cockburn RYDE' program which provides young people aged 16-25 years who live, work or study in the City of Cockburn with the opportunity to complete their 50 hours of supervised driving with a volunteer driving mentor

Partnered with the Cockburn Surf Lifesaving Club and local youth leaders to secure Alcoa 'Community Partnership' funds to deliver the 'Illuminate' Youth Week event.

Grants & Research

The Grants & Research team provides a central coordinating service for the distribution of the City's grants, donations and sponsorship to community groups, organisations and individuals. The team also seeks grants from Commonwealth, State Government and other sources for services and facilities for residents of the City.

Each year, the City allocates up to two per cent of the rates income to a range of grants, donations, sponsorships and subsidies called the Cockburn Community Fund. In 2017-18 the City distributed $1.3 million through this fund.

✓ Achievements

Completed a review of the Grants, Donations and Sponsorships Policy and associated assessment processes, with recommendations presented to the Grants and Donations Committee and approved by Council

Expanded the SmartyGrants online management system created for community grants

Completed development of the Community Innovation and Participatory Budgeting model and policy adopted by Council.

Top: Coogee Live 2018

Opposite: Deputy Mayor Lee-Anne Smith, Art and Cultural Coordinator Cassandra Cooper and Mayor Logan Howlett at the Show Off Art Exhibition

CORPORATE COMMUNICATIONS BUSINESS UNIT

Responsible for the delivery of communication to ensure the community is engaged, informed and aware of the City's facilities and services. This includes marketing, communications, public relations, events, graphic design, customer service and arts and culture.

Marketing & Media

Develop a range of communications/marketing material to ensure the community is engaged and informed about the City's services and programs.

✓ Achievements

Launched a new corporate website

Undertook the annual community survey to determine community priorities and areas of concern. Developed strategies to address these and reported back to staff, Elected Members and the community.

Events, Arts, Culture & Heritage Services

Provide community events and works to preserve and promote the heritage of the district, including the Azelia Ley Museum. Oversees art and cultural projects in the City.

Events & Culture

✓ Achievements

Coogee Live, a new three-day coastal event

Show Off 14 Art Exhibition

- 64 artists participated
- Sales equated to almost 15% of exhibition

There were eight successful applications for cultural grants totalling $15,685, and nine youth art scholarships totalling $4,250

The ANZAC Dawn Service was attended by more than 5,000 people, with 1,500 attending the 10am service. Over 1,500 students took part in the ANZAC Youth Parade.

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Civic Events

Civic events are run by the Strategy & Civic Support Department.

✓ Achievements

Eleven Citizenship Ceremonies - 461 people from 52 countries became Australian citizens. The top 10 represented countries were (from highest to lowest): United Kingdom, Philippines, India, South Africa, Malaysia, Germany, Iran, Italy, New Zealand and Venezuela.

Azelia Ley Homestead Museum

✓ Achievements

Over 6,000 people from schools and organised tours visited the museum throughout the year. More than 9,800 people attended events in the museum grounds including the Teddy Bears Picnic, vintage machinery day and High Tea.

Customer Service

Customer Service provides information to the general public and community through telephone, email and social media. The team raises customer requests, deals with enquiries at the front counter and completes cashier transactions.

✓ Achievements

Customer service rating (see page 16):

Front counter 100%

Contact centre 87.7%.

105,146 calls were received by the Contact Centre

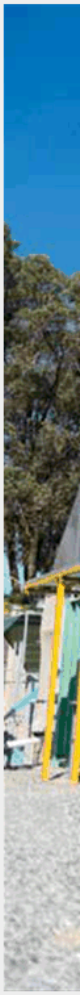
12,784 enquiries were made at the front counter

32,350 customer requests were raised

7,560 transactions were processed at the front counter.

Engineering & Works Directorate

This directorate is responsible for delivering and maintaining a safe road, cycleway and path network, developing and maintaining parks and managing the natural environment. The directorate collects and disposes of waste from all residential properties in the City, provides and maintains buildings and other facilities on Council property for community use, and promotes and implements sustainability. It ensures Council assets are managed in a cost-effective way for optimal service delivery through a balance of creation, preservation, enhancement and disposal. This directorate also manages Port Coogee Marina.



HIGHLIGHTS

5,683	Tonnes of waste diverted from landfill and recycled at Henderson Waste Recovery Park
76,773	Bins lifted per week by the City's trucks
5,000	Trees pruned under power lines
220	Playgrounds maintained
650	Kilometres of verges maintained

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Top: Operations Centre

Above: Henderson Waste Recovery Park, methane power plant

SPEND ON ASSET DEVELOPMENT AND OPERATIONAL ACTIVITIES

Asset Development	$M
Landfill site	0.2
Plant – new and replacement	3.9
Parks and environment	6.8
Roads, footpath and drainage	11.9
Developer contributed infrastructure	12
Buildings	12.2
Total	**47**

Operational Activities	$M
Plant maintenance	3.1
Facilities maintenance	6.8
Waste disposal	6.8
Roads, footpaths and drainage maintenance	8
Parks and environment maintenance	13.9
Waste collection	13.9
Total	**52.5**

WASTE SERVICES BUSINESS UNIT

Waste Disposal Services

The City operates a landfill site at the Henderson Waste Recovery Park (HWRP) to receive waste in accordance with the requirements of a Class III site under the Environmental Protection Act 1986, Part V. The service aims to maximise financial returns and provide quality customer service.

✓ Achievements

Customer service rating (see page 16): 73%

Assessed and actioned 9,142 customer requests

8.7 per cent of recyclable items (5,683 tonnes) were recovered and diverted from landfill including 169 tonnes of recyclable items sold at the Re-use Shop

Incoming commercial waste tonnages increased by 2.7% from the previous year

83 tonnes of toxic household hazardous waste were diverted from landfill

4.255m³ of landfill gas was captured, up 4% from the previous year

An agreement with Paintback was signed to remove commercial paint from HWRP

Installed litter prevention fencing and leachate pump monitors

Installed a green waste decontamination plant

Constructed a fence to further separate customers from plant and machinery at the temporary community drop off facility.

Waste Collection Services

Provides a regular, reliable and safe municipal waste and recycling collection service for eligible properties within the district. Waste Collection Services ensure an environmentally acceptable manner of waste disposal.

✓ Achievements

Significantly improved safety record for Waste Collection in 2017-18

An average of 76,773 bins per week were lifted, an increase of 9.6 per cent from the previous year. This equates to 3.7 million bin lifts over the year by 15 waste trucks, seven waste, six recycling and two green waste trucks (two back up trucks not included)

Reduced general waste tonnages by 3.7 per cent over the year, largely due to the introduction of the 13,560 garden waste bins that collected 2,210 tonnes of green waste and the City's waste education programs. This decrease occurred despite the allowance for an extra 750 tonnes from an additional 950 new residential properties

2,756 tonnes of hard waste and 1,869 tonnes of green waste were collected in the City's verge collection program. This represented a decrease of 0.2 per cent from the previous year

Recovered and recycled 66 tonnes of mattresses, 139 tonnes of scrap metal and 16 tonnes of e-Waste

125 tonnes of waste were collected by our illegal dumping crew

Approved 25 waste management plans for developments

Installed 13 custom-made public place recycling enclosures

On-board GPS video tracing devices (Intellitrac) were installed in all waste trucks which have proven valuable in

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Waste education at Coogee Live 2018

dealing with customer requests and proving false damage claims against the City.

Waste Education

The City undertakes an extensive waste education program to lead and support a community that avoids waste generation, reduces environmental impacts and considers the waste that is produced as a valuable resource to be recovered, reused and recycled.

✓ Achievements

Developed a series of creative and innovative waste education materials to effectively improve waste diversion and improve environmental outcomes

Improved diversion of waste to landfill by improving the correct use of bins through doorknocking and bin auditing during three bin roll out program

Provided activities for the City's waste education trailer for weekend events and school incursions

Developed waste education packs for waste drivers to present to children

Reviewed the City of Cockburn's Waste Management and Education Strategy

Awarded Waste Authority grants for community education and the Better Bins Program

Ran a number of campaigns and programs including Dob In A Dumper and the third bin rollout.

Top and right: The City's parks and reserves are maintained by the Parks & Environment business unit

Right: Playground maintenance

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PARKS & ENVIRONMENT BUSINESS UNIT

The Parks & Environment business unit is responsible for facilitating sustainability throughout the organisation and the community. The business unit designs, constructs, rehabilitates and maintains the City's open spaces, manages water resources, greenhouse gas emissions, bushland and wetland areas, high quality playing fields, passive parks, foreshore areas, streetscapes and park infrastructure.

Parks Service Unit

The Parks service unit manages the development of strategies and policies, and provides advice on park and horticultural-related matters. The unit assesses district and local structure plans and constructs and maintains parks, ovals and streetscapes on Council-owned land in accordance with agreed service levels.

✓ Achievements

Customer service rating (see page 16): 74.7%

*This rating refers to the level of satisfaction with how customer requests were dealt with and not from satisfaction with parks themselves.

Parks Operations

Perform a range of ground maintenance activities across the City and provide functional and attractive public amenities for use by residents and visitors to the City.

✓ Achievements

Assessed and actioned 4,806 customer requests

Maintained over 590 hectares of turf and landscape areas on sporting ovals, passive parks and community facilities

Managed and maintained the public open space, streetscapes and beach at Port Coogee

Managed and maintained park infrastructure valued at $65 million

Managed and maintained 220 playgrounds

Maintained over 116 hectares of streetscapes, including roundabouts, median islands and verges

Maintained major streetscapes, including Spearwood Avenue (Friendship Way), Beeliar Drive, Wentworth Parade, Phoenix Road, Midgegooroo Avenue, Cockburn Road and North Lake Road

Maintained over 650 kilometres of road verges

Completed the annual Sports Oval Carrying Capacity Report

Completed sports oval turf renovations program

Undertook annual turf analysis and soil assessments

Undertook annual Yardstick Parks Assessment (comparisons with other local governments)

Contributed to the University of WA Turf Research Project.

Street Tree Management

✓ Achievements

Developed and implemented a Street Tree Master Plan

Completed 2,442 tree maintenance customer requests

Implemented online recording of contract tree works

Pruned over 5,000 trees under power lines.

Ground Water Operating Strategy

Provides strategic direction for the City's monitoring and management of groundwater abstraction in accordance with the Department of Water's licence conditions.

✓ Achievements

Managed and monitored 221 bore locations each month to inform individual water budgets for each park

Maintained 11 iron filter systems which remove iron from abstracted groundwater

Monitored the water quality of five significant locations adjacent to environmentally sensitive areas: Kurrajong Reserve, Kevin Bowman Reserve, Manning Reserve, Bibra Lake picnic area and Waterbuttons Park

Produced an annual report for the Department of Water outlining the City's abstraction per licence, water quality and impact on water draw from aquifers

Completed an assessment of the water quality at Beeliar Lake and addressed short term recommendations.

Parks Development

Designs and constructs a wide range of park infrastructure and facilities, and renews equipment that has reached the end of its useful life.

✓ Achievements

Constructed and/or renewed 17 playgrounds including work at Heatherlea Reserve, Hopbush Park, Manning Park, Atwell Community Centre, Dubove Reserve, Duffield Park, Katich Park, Market Garden Reserves, Nicholson Park, Pelican Ramble public open space, Perdita Park, Perena Rocchi Reserve, Poole Reserve, Lake Yangebup and significant upgrades at Botany Park and Jarvis Park

Replaced irrigation systems at Jarvis Park and Hanlon Park

Installed 18 pump units as part of the pump renewal program

Installed exercise equipment at two locations Harmony Park and Radonich Park

Provided 706 street trees

Improved streetscapes on Berrigan Drive, at the Dean Road entrance to Glen Iris Estate and on Beeliar Drive median island

Installed lighting to the boardwalk at Harmony Park

Installed a basketball half-court at Allendale Park

Constructed two clay pump tracks at Broadwater Park, South Lake and Perena Rocchi Reserve, Yangebup.

Shade Sail Strategy

Identifies the criteria for installing shade sails and planting trees around playgrounds.

✓ Achievements

Installed shade sails at:

- Habitat Park
- Botany Park
- Bloodwood Park
- Glen Mia Park
- Freshwater Park
- Banjup Community Centre.

Revitalisation Strategies

Facilitate the urban renewal of each precinct including the enhancement of existing public open space and streetscapes.

Phoenix Revitalisation Strategy

✓ Achievements

Completed upgrades to McFaull Park and community consultation for the new playground.

Coolbellup Revitalisation Strategy

✓ Achievements

Upgraded Jarvis Park playground including a shelter, BBQ, half-court basketball and native shrub planting to hydro-zoned areas.

Hamilton Hill Revitalisation Strategy

✓ Achievements

Upgraded Fortini Park landscaping and pathways

Upgraded Sawle Park landscaping and pathways

Planted trees at Redmond Reserve

Upgraded Jakob Park including landscaping, shelter, seating and pathways

Upgrades to Hanlon Park including playground installation, bore, irrigation, turf and tree planting.

Lakes Revitalisation Strategy

✓ Achievements

Consultation was completed for South Lake fenced dog exercise area with construction planned for next year

Briggs Street Lots 12 and 52, vegetation removal, bollard and gate installed, earthworks and pathways works planned.

Bibra Lake Management Plan

The plan guides best practice sustainable management of the Bibra Lake Reserve for maximum environmental and community benefit.

✓ Achievements

Constructed Walliabup Skate Park and adjacent recreational facilities including half-court basketball, scooter track, shelters, BBQ, playground and toilet facility.

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Top: Visko Park, Yangebup playground with shade sails

Left: Jarvis Park, Coolbellup after completion of upgrades

Top: Coogee Maritime Trail continues to be developed with additional underwater features

Right: Access stairs to Coogee Beach were constructed

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Coogee Beach Master Plan

The plan ensures the sustainability of the coastal environment and provides strategic direction for ongoing upgrades to the Coogee Beach precinct.

✓ Achievements

Engaged consultant to undertake detailed design documents for the implementation of Stage 3 of the Coogee Beach Master Plan. This will include works to improve vehicular access from Cockburn Road, upgrade landscaping, pedestrian flow around the Coogee Café and improve the northern car park layout.

North Coogee Foreshore Management Plan

The plan provides for the development of the northern section of the CY O'Connor Reserve which will benefit residents in the western coastal suburbs.

✓ Achievements

Consultant engaged to develop tender specifications for the delivery of sewer, potable water and electrical cabling to CY O'Connor Reserve.

Environmental Services Unit

Incorporates the combined disciplines of natural area management, environmental education, climate change adaptation and mitigation, and sustainability. Maintains and enhances environmental values and sustainable outcomes for the City.

Natural Area Management

Seeks to enhance and protect the environmental values of nature reserves by undertaking rehabilitation and intensive maintenance programs, managing approximately 1,200 hectares of conservation reserves.

✓ Achievements

Assessed and actioned 184 customer requests

Planted 67,129 plants to revegetate more than five hectares of degraded land

Continued the feral animal control program at a variety of reserves throughout the City

Undertook dieback mapping at Banksia Eucalypt Woodland, Bandicoot, Holdsworth and Cocos Reserves

Undertook veldt grass control in Lot 800 Gwilliam, Bibra Lake, Yangebup Lake, Banksia Eucalypt Woodland and Denis De Young Reserves to reduce fuel loading and prevent biodiversity loss

Undertook fire control measures in a number of reserves to minimise fire risk

Mapped the condition of 15 reserves encompassing 162 hectares of reserves.

Capital Works Projects

✓ Achievements

Concept design has been have been completed for the Cockburn Wetlands Precinct including a new Native ARC facility and relocation of the scout shed

Continued development of the Coogee Maritime Trail by adding additional underwater art (fish basket) and two historic relics (railway wheel and an Admiralty anchor) recovered from Elizabeth Quay

Constructed a set of stairs into the breakwater at Port Coogee which lead down to Coogee Beach

Completed an upgrade to the third Manning Park lookout, including installation of new artwork

Constructed stairs and footpath from Spearwood Avenue which lead to the western lookout at Manning Park

Oversaw construction of a dual use path linking Denis De Young Reserve to Shirley Bella Swamp.

Grants

✓ Achievements

Supported eight landowners within the City of Cockburn through Landowner Biodiversity Conservation Grants. $21,000 was made available to maintain and protect remnant bushland and wetlands within rural residential properties

The City successfully supported three State Natural Resource Management funded projects partnering with:

- Birdlife WA on the native bird oasis at Bibra Lake
- Cockburn Community Wildlife Corridor Group rehabilitating a section of Lot 800 Gwilliam Drive (part of Bibra Lake Reserve), and
- Kids for Climate, part of the Low Carbon Schools program, providing revegetation engagement opportunities to five schools

Delivered Stage 1 of the Local Projects Local Jobs Urban Greening Project with community participation. This included the installation of native trees along Cockburn Coast, the native bird oasis and cocky garden at Goodwill Park.

Community Events

✓ Achievements

Held 31 community and school planting events across the City's conservation reserves. Over 500 people participated, contributing over 5,000 hours of volunteer time to conservation efforts

Hosted a Green Army work team in collaboration with other South Metropolitan Councils. The Green Army is a hands-on, practical environmental action program that supports local environment and heritage conservation projects across Australia

Hosted the Terrific Turtle Fest with 100 community members in partnership with the Wetlands Precinct

Supported five community groups to undertake clean-up sites within the City as part of Clean Up Australia Day (CUAD) and held a CUAD event at Port Coogee with over 100 volunteers

Supported a partnership with conservation volunteers facilitating volunteer activities in a number of City of Cockburn conservation reserves

Native Plant Subsidy Scheme: 4,333 plants were provided at a discounted rate to residents. 17 schools participated in the Native Plant Scheme for Schools with 360 free plants being provided to schools within the City

Habitat for Homes: 21 residents took part in the Bird Bath Subsidy Scheme

The City participated for the third year in the Great Aussie Backyard Bird Count, a unique national citizen science program that collects data on common birds in the City which can be used to inform both management and research outcomes, for example, pest control strategies

The City held guided indigenous walks at Banksia Eucalypt Woodland and Bibra Lake which were well received.

Energy and Emissions Reduction

✓ Achievements

Made progress towards meeting emissions reduction targets

Supported the Zero Fleet Emissions Program

Offered free advisory visits for 60 households, community and child care centres as part of the Energy Audit Program.

Sustainability

✓ Achievements

Reviewed and updated the Sustainability Policy and Strategy

Adopted the 2017-18 Sustainability Action Plan

Awarded 14 'A Better Tomorrow' sustainability grants to community groups and schools to implement sustainability projects and events

Hosted a range of workshops focused on sustainability including seven-week 'Living Smart' Courses, snake awareness workshop, bushfire preparedness and resilience workshop and sustainable building and design consultations.

Water Campaign

✓ Achievements

Completed the Waterwise Water Efficiency Action Plan

Hosted the Beyond Gardens Waterwise Gardening workshop

Continued to investigate the development of a waterwise verge subsidy scheme

Progressed towards meeting water management targets to help reduce water consumption and improve water quality in the City

Delivered activities to improve water quality in Yangebup Lake and Bibra Lake

Submitted annual Waterwise Council Report on water reduction targets to the Water Corporation. Cockburn is currently a gold status Waterwise Council.

Environmental Education

✓ Achievements

Enabled and conducted 29 environmental education excursions and incursions for local schools reaching over 1,000 students

Conducted 10 school revegetation excursions for over 380 students

Ran 25 events for the Get Wild about Wetlands holiday program, with over 900 participants attending

Held the annual World Environment Day Schools Festival which provided a day of environmental education for 230 students from nine primary schools. The project was a partnership between the Cockburn Wetlands Education Centre, Native ARC and the Bibra Lake Scouts

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Enabled 60 students to participate in the Adopt-a-Beach School Program (Coastcare/UNESCO Sandwatch) in partnership with South Coogee Primary School and Coastcare. This involved in-class learning, on-ground action and, combined with marine debris surveys for the Tangaroa Blue Foundation, providing information on coastal vulnerability and marine health

Awarded 11 environmental education initiatives grants

Enabled two Australian Youth Climate Coalition Schools Summit two-day events for five local high schools and 86 student participants

Enabled two local schools to take part in the Low Carbon Schools Pilot Program.

Tertiary Partnerships and Studies

✓ Achievements

The City partnered with Kings Park Science to embark on a long term study of fire ecology in Banksia Woodlands when subject to a prescribed burn. The 20 year study will monitor the effects of undertaking a burn in woodlands and then measure responses against a variety of treatments including weed control

Partnered with Murdoch University and the Water Corporation to conduct a study on the efficiency of vegetated swales to uptake phosphorous particles in wetlands

Conducted a fox tracking program.

Roe 8 Rehabilitation Project

✓ Achievements

Participated and facilitated actions arising from the Roe 8 working group

Contributed to the development of the Roe 8 Rehabilitation Management Plan

Developed a service agreement with Main Roads WA to implement the key objectives of the Roe 8 Rehabilitation Management Plan and associated land management activities.

INFRASTRUCTURE SERVICES BUSINESS UNIT

Asset Services

Ensure that City assets are managed in a cost effective way for optimal service delivery through a balance of creation, preservation, enhancement and disposal.

✓ Achievements

Asset Management Strategy 2017-2024 was adopted by Council

Completed mobile computing projects for Road Services, Workshop Services, Community Safety Services and Park Services irrigation teams. The mobile technology has enabled digitising of operational work activities , streamlined processes, reduced double handling of data and paper usage while providing officers with systems to capture accurate asset costings to assist in long term financial planning

Reported on the City's asset management sustainability performance against the National Assessment Framework (supported by the Department of Local Government and Communities).

Project Management & Development Services

Project manage the planning, design and construction delivery of the City's building infrastructure capital works projects. Assist in the development and application of best practice project management systems and processes across the organisation.

✓ Achievements

Completed the construction of the new Cockburn Community Men's Shed in Cockburn Central

Undertook security and bulk storage upgrades at the City's Operations Centre

Managed the design and delivery of the Spearwood Library refurbishment project

Managed upgrades to the City's Administration Building, including the relocation of the City's Contact Centre and provision of additional meeting and training rooms

Project managed the building of the new Cockburn Bowling and Recreation Facility at Visko Park in Yangebup

Completed the Beale Park sewer connection and planning for the Wetlands Education precinct sewer connection works. These sewer connection works will reduce the City's environmental footprint and reduce maintenance costs.

Above: Solar PV panels provide half the electricity for Cockburn ARC

Right: CY O'Connor statue enroute for repairs after being damaged

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Facilities & Plant Services

Plan and deliver the Council's building and facility operational and minor capital works program as well as the City's plant and fleet acquisition and maintenance services.

✓ Achievements

Undertook the planning and delivery of rehabilitation and improvements to various City buildings and facilities as well as undertaking the planning and delivering of all of the City's fleet and plant, including:

- Assessed and actioned 2,618 customer requests
- Undertook minor works at Coogee Beach Surf Life Saving Club, Cockburn Youth Centre, the Jean Willis Centre, Beeliar Community Centre, Naval Base Holiday Park and Jandakot Hall
- Undertook disability access improvement works at various City facilities
- Reviewed and updated the asbestos audit and associated improvement works across the City's building portfolio
- Installed street and building signs across the City
- Replaced old and underperforming air conditioning systems for reduced running costs and associated energy emission reduction benefits
- Installed new hearing loop systems to some City facilities to improve the hearing capabilities of hearing impaired visitors
- Purchased trucks, community buses, marina boat and trailer, ride-on mowers and 31 light vehicles.

Marina & Coastal Services

Manage the Port Coogee Marina facility including business development, penholder liaison and daily service operations, as well as plan and deliver coastal infrastructure and management initiatives.

✓ Achievements

Undertook marina infrastructure defect repairs to the floating jetty structures and piles

The marina fuel facility was completed in November 2018

Continued improvements to the marina's CCTV and other security infrastructure and servicing

Installed chafers for safer vessel tie-up to the main boardwalk for passenger and equipment loading and unloading

Started planning for the expansion of the marina which will almost double its capacity to approximately 300 mooring berths. Planning commenced for improved parking facilities and grant funding was secured for a new visitors jetty

Safety works included reshaping Ngarkal Beach swimming area and separately fitting an anti-climb barrier on the Maraboo Wharf Bridge

Replaced deck sections on Coogee Jetty

Planning and grant funding applications were undertaken for further beach erosion treatments along CY O'Connor Beach including planned back passing beach sand transport and placement works

Reinstated the CY O'Connor statue, located in the water off CY O'Connor Beach. Repairs to the statue were undertaken by the original artist Tony Jones

Continued to provide the Coogee Beach Eco Shark Barrier, which has proved very popular, providing swimmers with peace of mind as they enjoy this enclosed swimming area

Continued liaison with cities in the Cockburn Sound Coastal Alliance, and with other metropolitan and regional coastal local governments on matters to do with coastal vulnerability and adaptation planning.

ENGINEERING BUSINESS UNIT

Road Construction Services

Construct and maintain roads, drains and associated infrastructure.

✓ Achievements

Customer service rating (see page 16): 77.7%

This rating refers to the level of satisfaction with how requests were dealt with, and not from satisfaction with roads themselves.

Completed the second carriageway for North Lake Road between Hammond Road and Midgegooroo Avenue

Completed the duplication of Beeliar Drive between Durnin Avenue and Stock Road

Completed the annual bus shelter upgrade and replacement program with the Perth Transport Authority

Completed new footpaths in Hammond Road, Cockburn Road, Beeliar Drive, Rockingham Road and North Lake Road

Completed drainage improvements at Yangebup, Postans and Oldridge Roads

Completed drainage sump upgrades at Rossetti Drive, Allendale Entrance, Dodd Street and the open drain systems maintenance of Success, Atwell and North Lake

Completed the construction of the Black Spot project for the extension of left turn areas at the North Lake Road/ Berrigan Drive intersection

Completed 90% of Mayor Road reconstruction (Rockingham to Fawcett)

Completed 90% of construction of Berrigan Drive duplication and Pilatus Street to Jandakot Airport

Completed the intersection upgrade of Knock Place/ Solomon Road

Completed the reconstruction of Lyon/Gibbs intersection and associated works

Constructed Tapper Road on-street parking.

Road Design Services

Provide design services for roads, paths and drains. Conduct development assessments and traffic management treatments under the responsibility of the City in accordance with Australian Standards and industry best practice.

✓ Achievements

Assessed and actioned 821 customer requests

Completed the design of road upgrade to Barrington Street (Stock Road to Rockingham Road)

Completed the design of Verde Drive extension from Solomon Road to the roundabout at the shopping complex

Completed the design for new traffic signals at the intersection of Gibbs Road and Lyon Road

Completed the design for the Spearwood Avenue road and bridge duplication between Barrington Road and Beeliar Drive

Completed the design of the intersection upgrade of North Lake Road and Phoenix Road

Completed design for the roundabout at Liddelow Road/ Gibbs Road intersection.

Road Planning & Development Services

Ensure development occurs in accordance with all relevant Australian Standards and Council's development conditions and specifications.

✓ Achievements

Engineering construction drawings of 37 subdivisions were reviewed, approved and construction managed successfully

More than 10 development control unit items per week were reviewed

115 crossover applications and building permit applications including residential premises were assessed.

Transport & Traffic Services

Ensure planning and development of the transport network within the City meets community and industry needs while minimising the impact on the environment.

✓ Achievements

Assessed and actioned 1,965 customer requests

Started the Russell Road Corridor Planning Study

Completed the Australian Marine Complex Parking Study

Reviewed the City bike paths and off-road trails

Developed the City of Cockburn Bicycle and Walking Network Plan 2016-2021

Held community workshops on cycling, walking and decongestion

Held social community bike rides including Glow Ride Coogee and Bibra Lake Ride

Worked with schools on traffic and safety issues

Undertook people on bicycles training sessions and 'Bike Dr' bike maintenance sessions

Reviewed 160 traffic management plans

Made 25 formal assessments for traffic calming using the City's Traffic Calming Warrant System

Provided feedback to Statutory Planning and developers about transport issues for several hundred development applications, subdivisions and structure plans

Submitted funding applications for State and Federal Black Spot and road rehabilitation and improvement programs.

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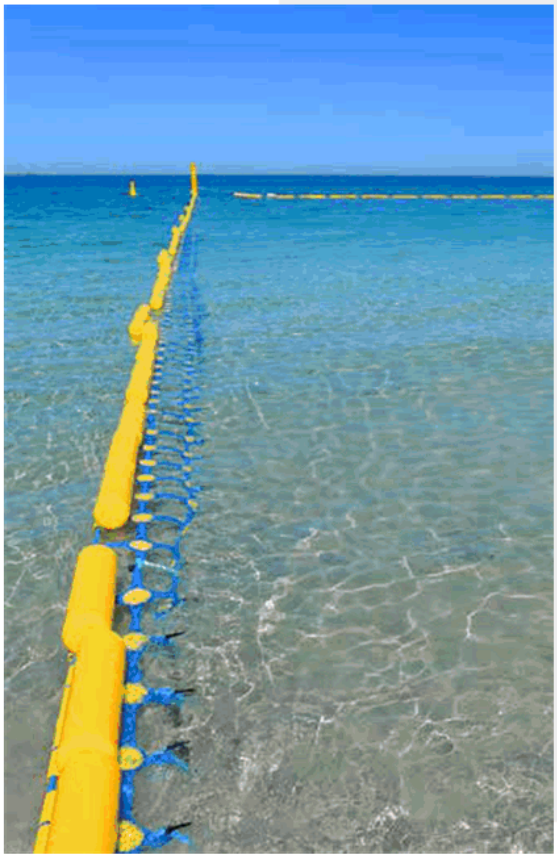

Top: Opening of Pilatus Street, Jandakot, (Left to right) Cr Kevin Allen, Deputy Mayor Lee-Anne Smith, Leo Seward (Jandakot Airport), Cr Carol Reeve-Fowkes, John Fraser (Jandakot Airport), Mayor Logan Howlett, Cr Chamonix Terblanche, Cr Phil Eva and Cr Steven Portelli

Left: Coogee Beach Eco Shark Barrier

Above: 'Bike Dr' bike maintenance sessions

Planning & Development Directorate

This directorate is responsible for managing statutory and strategic planning for the City and overseeing heritage, urban design and sustainable development. It manages building approvals, development compliance and environmental and public health services, as well as the acquisition and sale of the City's land assets.

HIGHLIGHTS

$422m	Value of building works approved
7,229	Number of pools and spas registered
1,105	Number of complaints about noise
866	Number of development applications assessed

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Top: Development continues at Port Coogee Marina

Above: Jillian Woolmer is the City's award-winning Travel Smart officer

Top: Mobile food vendors must meet public health standards and practices
Above: There are 7,229 swimming pools and spas registered within the City

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Building Services Business Unit

Ensure that buildings and structures within the City provide acceptable levels of public safety and comply with all relevant building legislation, codes, standards and regulations.

✓ Achievements

Customer service rating – (see page 16): 84.1%

Customer service rating – swimming pool inspections (see page 16): 96.5%

2,489 building permits issued

Total value of building works $422 million

Fee income $925,000

Average time of 12 working days to issue all building permits

The average issuance time for a building permit in 2017-18 was:

- Certified – nine working days
- Uncertified – 20 working days.

Electronic Lodgement System

The City is now using superior image handling software which facilitates processing all building permit applications. Over the past year, 49 per cent of all building permit applications were lodged online. Work will continue through the 2018-19 financial year to prepare for further process upgrades to facilitate the increased uptake of online submissions.

Other Building Services approvals:

- Issued 104 occupancy permits
- Issued 67 demolition permits
- Issued 33 sign licences
- Issued 19 built strata title clearances

Mandatory private swimming pool inspections:

- 2,098 properties were attended for pool inspections, and with reinspections, the total number of pool inspections was 3,112.

Building Act

The introduction of the new Building Act (2011) in April 2012 has continued to provide challenges for Building Services. The Act and associated Building Regulations are changed several times a year by the State Government. These changes require an ongoing review of business and information system processes.

Building approvals for the previous four years are as follows:

Year Ending	Number of Permits	$M Value	$M Fee	Residential	Commercial	Industrial	Other
30/06/14	3,079	530	1.05	1,238	130	73	1,638
30/06/15	3,652	771	1.27	1,536	335	65	1,716
30/06/16	2,962	632	1.22	1,120	187	5	1,650
30/06/17	2,573	481	0.925	1,038	89	8	1,438
30/06/18	2,489	422	0.82	941	79	36	1,433

Environmental Health Business Unit

Environmental Health promotes wellbeing in the community to ensure premises and activities comply with accepted public health standards and practices. The unit works to protect the quality of the environment and improve and manage public health by implementing the City's Public Health Plan.

✓ Achievements

Customer service rating (see page 16): 73.1%.

Healthy Lifestyles

The City continues to collaborate with Cockburn Health and Community facility to deliver the Cockburn Healthy Lifestyle Program (CHLP). The Healthy Eating Activity and Lifestyle Program (HEAL) continues to be supported and sponsored by the City and, in the last 12 months, there have been over 157 clients undertaking assessments.

- 72 per cent of participants lost weight
- 79 per cent reduced hip circumference
- 69 per cent reduced BMI and waist circumference respectively
- Over 1 in 3 participants increased the daily fruit and vegetable intake
- 85 per cent positively changed their habits around nutrition and physical activity
- 68 per cent improved their fitness

The City sponsored the Healthy Schools pilot program run through CHLP to deliver nutrition education at six local schools to over 530 school children

Three Food Sensations programs (healthy eating on a budget) were run in the community, with 25 people attending

The City collaborated with Diabetes WA to host and promote the Connect with Diabetes workshops to targeted community groups such as Aboriginal and Torres Strait Islander people

Co-Health was rebranded to Healthy Cockburn

Provided 400 free health checks at City-run events and as a result found 100 participants at risk of developing Diabetes Type 2

The City continued to support Heart Foundation Walking groups

The City signed a partnership with Act-Belong-Commit and this is now being implemented throughout the City.

Public Health Plan

The City's Public Health Plan provides the blueprint for City officers to implement improved public health outcomes for the community. Approximately 95 per cent of the actions in the Public Health Plan have been completed. The new Public Health Act 2016 places an obligation on all Local Governments in WA to develop a Public Health Plan that is consistent with the State Public Health Plan.

Environmental Health Initiatives

Food

✓ Achievements

20 infringements were issued for non-compliance with the Food Standards Australia New Zealand Food Safety Standards and Food Code. Four $1,000 infringements were issued to companies and 16 $250 infringements to individuals. Two infringements were forwarded to the Fines Enforcement Registry for non-payment. All infringements issued under the Food Act 2008 totalled $8,000

Two Food Act prosecutions were undertaken with combined fines of $15,000

Officers conducted 1,077 inspections of 771 food premises resulting in 31 improvement notices being issued for serious items to be completed

Approved 73 new (or amendments to) food businesses

Approved 433 temporary food premises and conducted 106 inspections

Conducted four training sessions for 65 potential food handlers. Promotion of FoodSafe® continues with one premise reaching accreditation during this period.

Noise

The City has a unique noise environment with the presence of a freeway and other busy roads, a passenger rail line, freight rail line, aircraft from Jandakot Airport, substantial industrial areas and intense city centre areas. Development near these sources must be designed to minimise noise intrusion, especially at night.

✓ Achievements

34 noise management plan approvals were issued for night time works on essential infrastructure, of which nine were issued to the Metropolitan Road Improvement Alliance

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1,105 noise complaints were received by the City, with 755 received outside normal working hours. This is an increase of 88 complaints from last year and a breakdown of complaints received follows with about half being due to noisy music or parties.

Type of noise complaint	Received within work hours	Received outside work hours
Air conditioning	7	0
Alarms	5	17
Birds	12	0
Construction	58	69
Industrial	10	2
Music	152	510
Power tools	25	34
Swimming pools	4	0
Transport	16	5
Vibration	11	4
Other	50	114
Total	**350**	**755**

10 infringements were issued for noise. Noise infringements are issued for $250 for a first offence, and $500 for second and subsequent offences. Of the infringements issued:

- Five were issued for noisy construction work being conducted outside of permitted hours without approval (including two sites which were infringed twice)
- Three infringements were issued to the same offender in relation to stereo noise.

Dust

The City is rapidly developing, with dust a common cause for complaint in Cockburn in comparison to other areas in Perth. The City rigorously applied its suspension of bulk earthworks during summer to minimise dust, with 36 dust management plans approved over this period. Two infringement penalties of $500 were issued for failure to abate dust/sand from a property.

Mosquito Program

A busy season was expected last year given the forecasted local and global climate patterns. However, the conditions did not produce the levels of mosquito activity expected.

There are a total of 587 infrastructure locations within 17 suburbs that are potential breeding sites and could need treatment depending on water levels and larvae activity.

The following locations were Ross River Virus (RRV) priority treatment areas: Success, Atwell, Aubin Grove, Hammond Park, Yangebup and Beeliar.

✓ Achievements

The City received 32 notifications for RRV from the WA Department of Health for follow-up patient interviews

33 complaints were received from residents in relation to what they perceived as being abnormally high numbers of mosquitoes localised in their area

In total, 276 sites in 17 suburbs received larvicidal treatments throughout the mosquito breeding season

Over a period of six months, mosquito traps were set in Thomson's Lake Reserve as part of a project with the Department of Health to determine the number and species of mosquitoes and the presence of the RRV.

Industrial Premises

The Industrial Premises Officer works with proprietors to achieve compliance with a range of minimum environmental management standards.

✓ Achievements

96 premises were visited in regard to mechanical servicing, metal fabricating, plastic/fibreglass fabricating, abrasive blasting, cabinet making, vehicle wrecking, granite cutting, spray painting, boat building, vehicle battery acid distribution, demolition storage, waste control and equipment hire

Received 46 complaints relating to industrial premises

No infringements were issued.

Statutory Planning Business Unit

Provides control and management of development, land use and subdivision functions within the City to ensure standards of amenity are maintained. Statutory Planning also undertakes compliance and enforcement action against non-approved development.

✓ Achievements

Customer service rating (see page 16): 70.1%

Received 1,019 development applications, an increase of 18.6 per cent from the previous year

Assessed 866 applications, a decrease of 1.5% over the previous year

644 development applications were required to be determined within 60 days. The City determined 86.8% of those applications within 60 days

222 development applications were required to be determined within 90 days. The City determined 83.3% of those applications within 90 days

Submitted nine development applications for determination under the Joint Development Assessments Panel, down from 12 last year

1,854 new lots were approved (green title, survey strata and built strata), a decrease of 11% from the previous year

Approved 39 new Local Development Plans for small lot development, an increase from 32 in the previous year

Logged 227 development compliance matters, a decrease of 23.3% over the previous year. Resolved 271 compliance matters, a decrease of eight per cent over the previous year

The estimated construction value of all development applications received over the year increased by 11.5% over the previous year to nearly $400 million

Issued 2,671 zoning statements, a decrease of 2.4% over the previous year

Introduced a new online planning application lodgement and reporting system to improve the customer experience and provide more efficient processing.

Strategic Planning Business Unit

The Strategic Planning business unit comprises the Strategic Planning service unit and Land & Lease Administration service unit.

Strategic Planning

Prepares structure plans, formulates strategies, adopt policies which provide formal guidance and direction for the planning and development of the district, maintains the City's development contribution plans, provides cartographic and GIS expertise relevant to planning and administers geographic naming and street numbering.

✓ Achievements

Customer service rating (see page 16): 90.9%

Completed the annual update for the Local Government Heritage Inventory

Prepared the dry stone wall heritage study

Undertook the Jandakot Visioning Study in close consultation with the community

Prepared and advertised the key issue papers underpinning the preparation of the City's new Local Planning Strategy and Scheme

Developed and adopted structure plans for Hammond Park, Beeliar and Munster, helping to further progress these areas towards mixed-use residential development outcomes

Undertook the annual update for the City's suite of developer contribution plan arrangements

Ensured comprehensive application of the City's developer contribution plans

Undertook scheme amendments associated with the northeast corner of the City to provide for zoning consistency between the City's Local Planning Scheme and the Metropolitan Region Scheme

Provided services related to geographic naming, which helps enable further implementation of the City's Reconciliation Action Plan

The City undertook the five-year review of its Housing Affordability and Diversity Strategy, and was successful in obtaining a State Government grant to run a co-design initiative with local residents which aims to identify ways to provide appropriate housing for our ageing community, particularly in older suburbs.

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Land & Lease Administration

Administers leases and licences which span commercial, community and tourism purposes, purchases and develops land according to the adopted strategy of the City, manages public requests for pedestrian access-ways, including closures and ensures that all property interests and the City's land portfolio are appropriate and sufficient.

✓ Achievements

Secured new land assets to optimise drainage within the Cockburn Coast area

Developed lease documents for the City's new community sports facility at Visko Park

Transitioned the Cockburn Health and Community facility to a new facility and property management agreement

Achieved land asset acquisitions and sales and managed the City's leasing relationships with the community and commercial entities.

Below: Apartments with artwork provided through the City's Per cent for Art Local Planning Policy

Finance & Corporate Services Directorate

This directorate is responsible for managing the City's finances including annual budgeting, financial reporting, long-term financial planning, procurement, rates/revenue, banking, treasury and taxation. The directorate also delivers information services, technology and business systems, as well as human resource management including recruitment, payroll, learning/development and occupational health and safety.

HIGHLIGHTS

$6.5m	Net Operating Result
$1.2b	Value Net Assets

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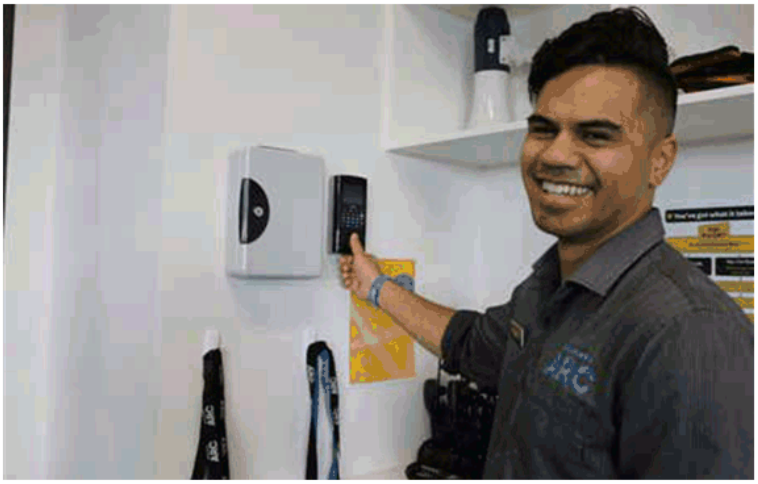

Top: Cockburn ARC employee signs in for duty using new EMPLive system
Above: Zero Harm is integral to the City's value of safety

HUMAN RESOURCES MANAGEMENT BUSINESS UNIT

Provide policy, programs and advice which shape the City's workforce to ensure it is capable of achieving business objectives now and in the future.

✓ Achievements

Implemented new rostering and timesheet management system for Cockburn ARC

Additional online training modules were developed and implemented

Introduced new performance development procedures

Continued to develop Zero Harm vison which has seen a decrease in Lost Time Injury frequency rate, motor vehicle rates and absences due to work-related injuries.

FINANCIAL SERVICES BUSINESS UNIT

Internal Audit

Internal audit activities for the year continued to deliver upon the City's three-year Strategic Internal Audit Plan. The sole internal audit completed was an assessment of the City's records management practices, which had previously been assessed as a high risk area within the City's strategic risk register.

The audit found the City had made considerable progress over the past 18 months to strengthen its records management practices and importantly, the risk to the City had been reduced. The audit recommended that the City continue with its managed transition of record keeping practices through a focused project plan.

External Audit

From 2017-18, the City's financial and performance external audits are being delivered through the Office of the Auditor General (OAG), following legislative change making the OAG responsible for all local government audits. The OAG has sub-contracted out the field work.

During the year, the City was chosen by the OAG to take part in a focus area audit of 10 local governments looking at controls over timely payment of suppliers. The audit report tabled in Parliament showed that the City was delivering best practice in this area. However, it prompted the City to review its existing practices to further improve the timely payment of suppliers.

The OAG completed an interim review into the City's finances in May 2018. This covered a review of the accounting and internal control procedures, as well as sample transaction testing. The audit of the City's annual financials was completed in October 2018 and both the audit management letter and annual financial report were presented to the November 2018 Audit Committee Meeting.

✓ Achievements

No significant internal control failures or errors were detected during the interim audit and the 2017-18 financial report received an unqualified audit opinion, being the eighth consecutive year this has been the case.

Financial Systems Development

The Financial Services business unit has resources dedicated to the strategic development of financial management systems and processes. New projects are aimed at improving financial system efficiency, performance and controls. There is currently a strong focus on transitioning to automated and paperless financial business processes.

✓ Achievements

Work has started on the implementation of a Project Portfolio Management (PPM) System that will be rolled out across the organisation to look after the City's project governance and management requirements. It is expected that the first stage will be ready to go live in 2018-19

The City completed the Australasian LG Performance Excellence Program survey for the second year of a three year commitment. A large component of this survey relates to financial data and Financial Services have further refined data capturing techniques to improve the quality of the data provided and efficiency of the process.

Accounting Services

Responsible for establishing and maintaining systems and processes for recording, transacting, interpreting and communicating the City's financial data. These include financial performance measurement, budgeting and integrated financial planning services. The unit also delivers various accounting services to meet the City's business, taxation, cash management and accounts payable needs.

✓ Achievements

A new paperless online credit card acquittal process was configured within the financial system, including work-flowed approvals functionality

Internal procedures were reviewed and updated to enable paperless processing of property and public liability

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insurance claims. The process and records now fully reside within the City's records management system, saving considerable storage space and resources

A project was commenced to migrate the City's fees and charges setting process from manual spreadsheets to a managed work-flowed system. Once completed, it will allow greater visibility and transparency over the annual fee setting and revenue budgeting process.

Procurement Services

Facilitate efficient and cost-effective procurement for all stakeholders through an effective centre-led procurement model providing support services in competitive sourcing and contract management. The service also works to ensure organisational compliance with statutory and internal procurement requirements.

✓ Achievements

A new e-Procurement system was successfully implemented across the City's business units, with efficiencies realised. Phase 2 will involve establishing supplier panels and integrating administrative functions

The City awarded several new contracts to both disability and Aboriginal enterprises during the year, increasing the social procurement budget spend. It also committed to several stretch targets for purchasing from Aboriginal enterprises under the new Reconciliation Action Plan

A contract performance management framework has been developed in order to build capability for managing and monitoring contractor performance against contract obligations. This is being evaluated before being systemised and rolled out

Achieved value for money objectives by facilitating and executing a new energy supply contract for the City.

Rating & Revenue Services

Delivers property rating services and manages the City's revenue raising and collection activities, while ensuring statutory compliance across all areas. Maintains and controls the City's central property database and prepares the Electoral Roll for Council.

✓ Achievements

The City successfully implemented a new payment gateway that integrates with the City's Technology One Enterprise Resource Planning system, delivering significant digital efficiency benefits

An online portal was developed for the SmartRates (direct debit) sign up option, reducing paper and allowing online data transfer to the rating database. This has improved efficiency and reduced the risk of errors

Successfully converted a number of properties rated under the Unimproved Value (UV) method to the Gross Rental Value (GRV) method. This involved extensive consultation with affected property owners and the Department of Local Government, Sport and Cultural Industries.

INFORMATION SERVICES BUSINESS UNIT

Information Services is the business unit responsible for providing, maintaining and developing the City's core services relating to information and communication technology.

Information Technology Services

Provides technology services and support that enables the delivery of the City's core information services. This includes the management of key projects that enhance and further secure the City's key information delivery to its staff, partners and community.

✓ Achievements

Implemented a new telephony system across whole organisation

Performed an audit on the City's cyber security

Performed a cloud readiness assessment on the City's key line-of-business system, Technology One

Moved away from point-to-point microwave links to high speed, reliable fibre optic WAN links

Rolled out public Wi-Fi (Phase 1).

Business Systems

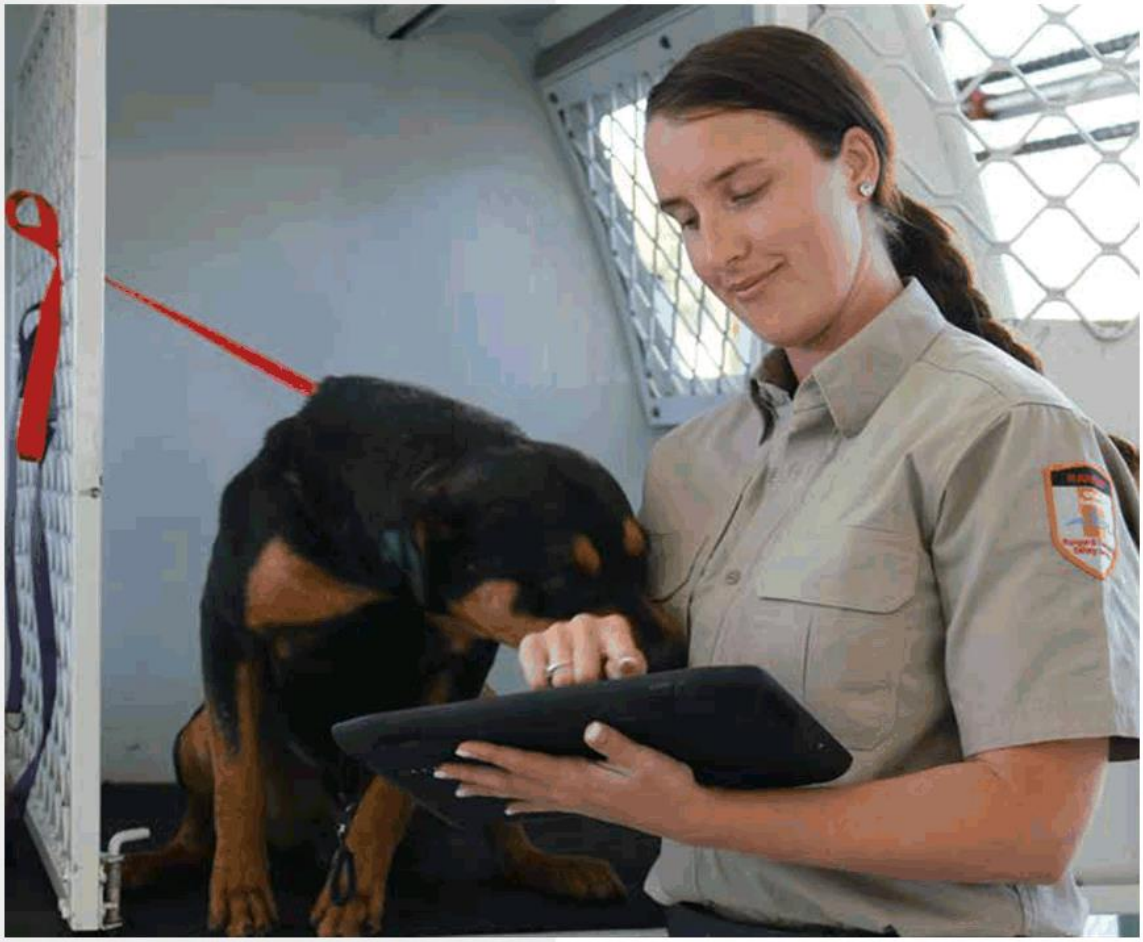
Provides solution development and business analysis services in support of the City's core information systems.

✓ Achievements

Implemented online development applications with reporting for Statutory Planning

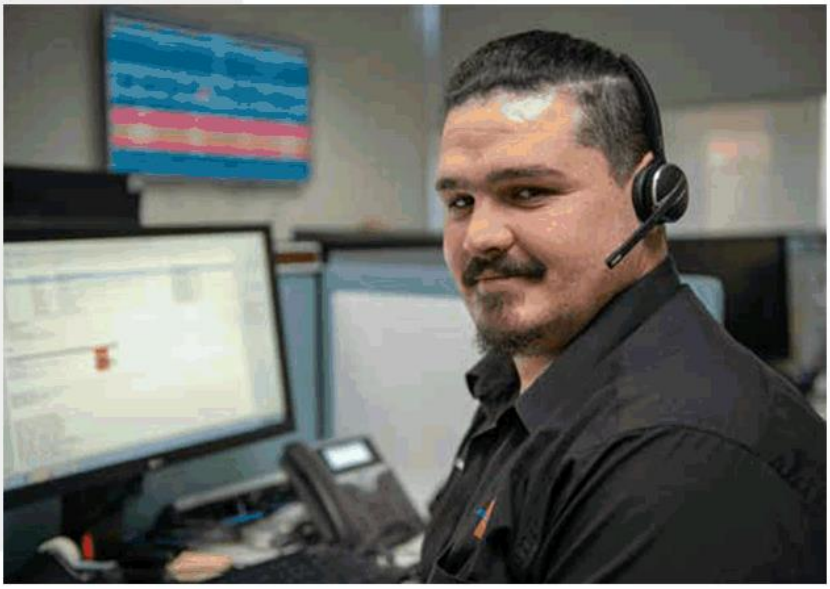
Implemented timesheet and rostering system (EMPLive) for Cockburn ARC

Implemented e-Property services using SecurePay for payment



Above: GPS connectivity for rangers was implemented by Geographical Information Systems

Right: The City's telephony system is managed by the Information Technology service unit



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Implemented new InfoCouncil Council agenda management software

Developed requirements for new marina management software

Major upgrades to Links, IntelliLeisure systems

Implemented internal building referral system for building applications

Made further upgrades to the City's website.

Geographic Information Systems (GIS) Services

Deliver the support, maintenance and development of GIS systems and datasets that provide stakeholders with the tools to analyse, visualise and explore corporate location based information.

✓ Achievements

Performed a review of existing Geographical Information System with a recommendation to change to a new system

Implemented a system to detect swimming pools using remote sensing

Implemented GPS and cameras in waste trucks, rangers and youth vehicles

Assisted with third bin roll out by determining lot sizes

Upgraded existing map control systems.

Records Services

Provide a high standard of technologically advanced records management services to support the governing functions of Council.

✓ Achievements

All current employee files digitised and hard copies transferred to the City's offsite storage provider

Completed Stage 1 of the Knowledge Management project

Implemented compulsory online records management training for supervisors/managers

Developed and implemented a Data Migration Policy

Developed and implemented a Website Management Policy

Amended Recordkeeping Plan approved by the State Records Commission.

Recordkeeping Compliance

Evaluation of Recordkeeping Systems

The City of Cockburn's amended Recordkeeping Plan was approved by the State Records Commission on 24 October 2017 for a period of five years.

A review of the City's Records Management Policy was undertaken and the updated Policy was adopted by Council. The supporting Employee Recordkeeping Guidelines were also reviewed and approved by the Chief Executive Officer.

As part of the City of Cockburn's internal audit program, the City's records management practices were audited with the resulting audit report highlighting that improvements had been made over the past 12 to 18 months.

Recordkeeping Training and Induction Program

All new staff are required to undertake an online Records Awareness Training (RAT) course. The interactive course outlines the recordkeeping roles and responsibilities of all employees at the City of Cockburn. Participants must undertake and pass a short assessment at the completion of the course. Employees must then repeat the course every two years.

A new online course outlining the recordkeeping responsibilities of Managers/Supervisors has now been implemented and all senior employees have been enrolled.

Regular training for new and existing staff is also held on the use of the organisations electronic document and records management system called ECM.

Recordkeeping is highlighted during the corporate induction sessions that are run by the Human Resources team.

Evaluation of the Recordkeeping Training Program

All participants who attend ECM training are asked to complete a training feedback form. The feedback forms are regularly reviewed and suggestions for improvements are incorporated into the training program.

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This information is available in alternative formats upon request

Paper from responsible sources

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18. EXECUTIVE DIVISION ISSUES

18.1 (2018/MINUTE NO 0196) MINUTES OF CHIEF EXECUTIVE OFFICER PERFORMANCE & SENIOR STAFF KEY PROJECTS APPRAISAL COMMITTEE MEETING - 29 NOVEMBER 2018

Author(s) S Cain

Attachment
1. Minutes of Chief Executive Officer Performance & Senior Staff Key Projects Appraisal Committee Meeting - 29 November 2018 **(CONFIDENTIAL)**
2. CEO Performance Review 2017-2018 (Summary Report to Council) **(CONFIDENTIAL)**

RECOMMENDATION
That Council receive the Minutes of the Confidential Chief Executive Officer Performance & Senior Staff Key Projects Appraisal Committee Meeting held on Thursday, 29 November 2018, and adopt the recommendations contained therein.

COUNCIL DECISION
MOVED Cr M Separovich SECONDED Cr C Terblanche

That the recommendation be adopted.

CARRIED 10/0

Background

The Chief Executive Officer Performance & Senior Staff Key Projects Appraisal Committee conducted a meeting on 29 November 2018. 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 consultant's final summary report is also attached to the agenda item.

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Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

Nil

Legal Implications

The conduct of the appraisal is part of the contractual agreement with the CEO.

Community Consultation

Minutes of the Committee refer.

Risk Management Implications

The tri-annual meetings of the CEO Committee have been designed to ensure Council manages its employer obligations to the CEO and minimises any risks that could come from a breakdown in relationships.

Advice to Proponent(s)/Submissioners

The CEO has been advised that this matter will be presented to the December Ordinary Council Meeting.

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

Sections 5.38 and 5.39 LGA detail the reporting and contractual requirement for the CEO. The completion of this assessment is in accordance with these provisions.

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19. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

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

21.1 (2018/MINUTE NO 0197) STATEMENT OF FINANCIAL ACTIVITY AND ASSOCIATED REPORTS - NOVEMBER 2018

Author(s) N Mauricio

Attachments 1. Monthly Financial Activity Statement - November 2018

RECOMMENDATION
That Council:

(1) adopt the Statement of Financial Activity and associated reports for November 2018, as attached to the Agenda; and

(2) amend the 2018/19 Municipal Budget in accordance with the detailed schedule attached as follows:

Revenue	Increase	728,126
Expenditure	Increase	504,363
Transfer from Reserve	Increase	255,179
Transfer to Reserve	Increase	242,948
Budget Contingency Account	Decrease	87,906
Net impact on Municipal budget surplus	Increase	323,900

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COUNCIL DECISION
MOVED Cr M Separovich SECONDED Cr C Sands

That the recommendation be adopted.

CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 10/0

Background

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

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

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

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

The regulations require the information reported in the statement to be shown either by nature 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.

Local Government (Financial Management) Regulations - Regulation 34 (5) states “Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.”

This regulation requires Council to annually set a materiality threshold for the purpose of disclosing budget variances within monthly financial reporting and Council adopted at the July 2018 meeting to continue with a materiality threshold of $200,000 for the 2018/19 financial year.

Detailed analysis of budget variances is an ongoing exercise, with necessary budget amendments either submitted to Council each month (via this report) or included in the City’s mid-year budget review, as deemed appropriate.

Submission

N/A

Report

Given the absence of a Council meeting in January 2018, there is a legislative requirement to present the November financial report to the December meeting. By presenting last year’s November financial report to the February Council meeting, the City’s auditor found this did not comply with the requirement to present the report within two months after the end of the reporting month (was 8 days late). In order to comply, Management has agreed to present a late item at December Council meetings going forward.

Opening Funds

The City brought forward $11.97 million in opening funds from the previous year (confirmed by audit), which included $9.56 million of municipal funding committed to carried forward works and projects. The

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remaining uncommitted $2.41 million was $410,382 above the $2.0 million surplus estimate in the 2018/19 adopted budget. This has been sent to the Community Infrastructure Reserve in accordance with Council's budget policy.

Closing Funds

The City's actual closing funds position for the month of $83.13 million was $11.90 million higher than the YTD budget. This result included the annual rates revenue raised in July and also reflected budget variances across the operating and capital programs as further detailed in this report.

The 2018/19 revised budget is showing a closing surplus of $110,877 up from $15,400 in the adopted budget. A reconciliation of the changes is included at note 3 to the financial report.

Operating Revenue

Operating revenue of $124.81 million was ahead of YTD budget by $2.42 million. A significant portion of the City's operating revenue is recognised in July upon the issue of annual rates and charges. The remaining revenue, largely comprising service fees, operating grants and contributions and interest earnings from investments, flows relatively uniformly over the remainder of the year.

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

Nature or Type Classification	Actual Revenue $M	Revised Budget YTD $M	Variance to Budget $M	FY Revised Budget $M
Rates	101.40	100.73	0.67	103.70
Specified Area Rates	0.46	0.45	0.01	0.45
Fees & Charges	14.73	14.13	0.60	29.00
Operating Grants & Subsidies	4.95	4.38	0.58	10.42
Contributions, Donations, Reimbursements	0.63	0.46	0.17	1.25
Interest Earnings	2.65	2.26	0.39	4.99
Total	**124.81**	**122.40**	**2.42**	**149.82**

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Material variance identified for the month included:

- Rates revenue was $0.67million ahead of YTD projections due to part year rating on new and improved properties.
- Fees and Charges:
  - A $0.29 million variance against YTD budget for Port Coogee marina fees caused by timing issues in revenue recognition (fees received in advance);
  - Landfill fees were $0.28 million ahead of the YTD budget.
  - Cockburn ARC revenue was $0.21 million below YTD budget targets, mainly due to swim school and aquatic revenues.
- Operating Grants & Subsidies:
  - Grant funding of $0.39 million for the Roe 8 rehabilitation project has been received ahead of the YTD budget setting.
  - A milestone payment of $0.28 million for the Better Bins program for the roll out of the third bin project was received from the Department of Water & Environmental Regulation and is not currently budgeted.
- Interest earnings were tracking $0.39 million ahead of YTD budget, mainly due to higher earnings from invested funds.

Operating Expenditure

Operating expenditure (including asset depreciation) of $59.56 million was under the YTD budget by $4.18 million.

The following table shows the operating expenditure budget variance at the nature and type level. The internal recharging credits reflect the amount of internal costs capitalised against the City's assets:

Nature or Type Classification	Actual Expenses $M	Revised Budget YTD $M	Variance to Budget $M	FY Revised Budget $M
Employee Costs - Direct	22.77	23.47	0.70	55.28
Employee Costs - Indirect	0.35	0.43	0.08	1.57
Materials and Contracts	15.95	18.66	2.71	44.66
Utilities	2.03	2.28	0.25	5.46
Interest Expenses	0.07	0.00	(0.07)	0.71
Insurances	1.59	1.64	0.05	1.49

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Nature or Type Classification	Actual Expenses $M	Revised Budget YTD $M	Variance to Budget $M	FY Revised Budget $M
Other Expenses	3.72	4.24	0.52	9.14
Depreciation (non-cash)	13.37	12.97	(0.40)	31.12
Amortisation (non-cash)	0.46	0.47	0.02	1.14
Internal Recharging-CAPEX	(0.74)	(0.42)	0.33	(0.99)
Total	**59.56**	**63.74**	**4.18**	**149.58**

- Spending on Material and Contracts was collectively $2.71 million under the YTD year budget with the identified significant variances being:
  - A delayed start to the Port Coogee sand bypassing works is showing a $0.34 million variance against YTD budget.
  - The Roe 8 rehabilitation project budget was underspent by $0.43 million as various governance issues need to be resolved before spending can ramp up.
  - Cockburn ARC was showing a $0.27 million underspend across their business for various service contracts and material costs.
  - Waste Collection contract spending was down $0.24 million, mainly due to lower RRRC entry fees.

- Employee Costs – Direct:
  - Parks salaries were $0.27 million (13.2%) under the YTD budget.
- Other Expenses:
  - The Grants and Donations budget was running $0.49 million behind the YTD budget setting.
- Utilities:
  - Power expenses on Council facilities were behind YTD budget by $0.24 million.
- Depreciation:
  - Depreciation on Parks Equipment assets is exceeding YTD budget by $0.22 million as $12 million in new assets were capitalised at the end of the 2017/18 financial year.

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Capital Expenditure

The City's adopted budget capital budget of $40.92 million has increased to $64.72 million primarily due to the addition of carried forward works and projects. To the end of the month, actual spending of $13.74 million was $1.54 million under the YTD budget setting.

The following table details this budget variance by asset class:

Asset Class	YTD Actuals $M	YTD Budget $M	YTD Variance $M	Revised Budget $M	Commit Orders $M
Roads Infrastructure	6.21	6.15	(0.06)	21.36	6.11
Drainage	0.34	0.38	0.04	1.90	0.04
Footpaths	0.61	0.63	0.02	1.89	0.06
Parks Infrastructure	2.88	3.29	0.41	13.25	1.37
Landfill Infrastructure	0.08	0.05	(0.03)	0.54	0.07
Freehold Land	(0.01)	0.25	0.26	0.66	0.00
Buildings	2.51	2.72	0.20	16.99	1.55
Furniture & Equipment	0.01	0.03	0.01	0.05	0.00
Information Technology	0.37	0.93	0.56	2.24	0.19
Plant & Machinery	0.21	0.26	0.05	4.31	2.21
Marina Infrastructure	0.51	0.59	0.08	1.55	0.09
Total	**13.74**	**15.28**	**1.54**	**64.72**	**11.69**

Significant project budget variances recorded for the month are detailed below:

- Information Technology (under by $0.55 million) –
  - IT related software and hardware project initiatives were collectively $0.59 million below YTD budget.

Capital Funding

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

Material variances for the month included:

- Capital Grants & Subsidies (over YTD budget by $5.23 million):
  - MRWA funding for the Spearwood Ave duplication and bridge works of $3.92 million has been received ahead of YTD budget.
  - Roads to Recovery funding of $0.99 million has been received ahead of the budget setting.
  - CSRFF funding of $0.34 million for the Lakelands Hockey Facilities project was received one month ahead of the budget setting.
- Developer Contribution Plans (under YTD budget by $0.20 million):
  - Revenue of $1.53 million from the Community Infrastructure Scheme was $0.34 million below the YTD budget.
  - Contributions for the Success North DCA for roads infrastructure were $0.20 million ahead of YTD budget.

Reserve Transfers

- Transfers from reserves of $11.29 million were $1.82 million below YTD budget. This mainly comprised funding for the capital program behind by $1.75 million.
- Transfers to Reserve included interest revenue that was $0.29 million ahead of YTD budget

Cash & Investments

The closing cash and financial investment holding at month's end totalled $188.85 million, down from $191.73 million the previous month.

$123.33 million of this balance was held for the City's financial reserves. The remaining $65.52 million represented municipal funds available to meet operational liquidity requirements.

Investment Performance, Ratings and Maturity

The City's investment portfolio yielded a weighted annualised return of 2.77 percent for the month, up slightly on the 2.76 percent reported last month. This exceeded the target rate of 2.60 percent (RBA cash rate of 1.50 percent plus 1.10 percent) by 0.17 percent. Interest earnings on the investment portfolio were $2.02 million against the full year budget of $4.30 million.

The cash rate was most recently reduced at the August 2016 meeting of the Reserve Bank of Australia (by 25bp to 1.50 percent). Markets are

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indicating that the next move in interest rates will most likely be up, but not until late 2019 or even early 2020 due to prevailing economic conditions.

The majority of investments are currently held in term deposit (TD) products placed with highly rated APRA (Australian Prudential Regulation Authority) regulated Australian and foreign owned banks. All current investments comply with the Council's Investment Policy, other than those made under previous statutory provisions (grandfathered by the updated legislation).

The City's TD investments fall within the following Standard and Poor's short term risk rating categories. During the month, the A-2 holding decreased slightly from 46.17 percent to 43.77 percent, comfortably below the policy limit of 60 percent. The investment portfolio met all Council policy compliance requirements at month end.

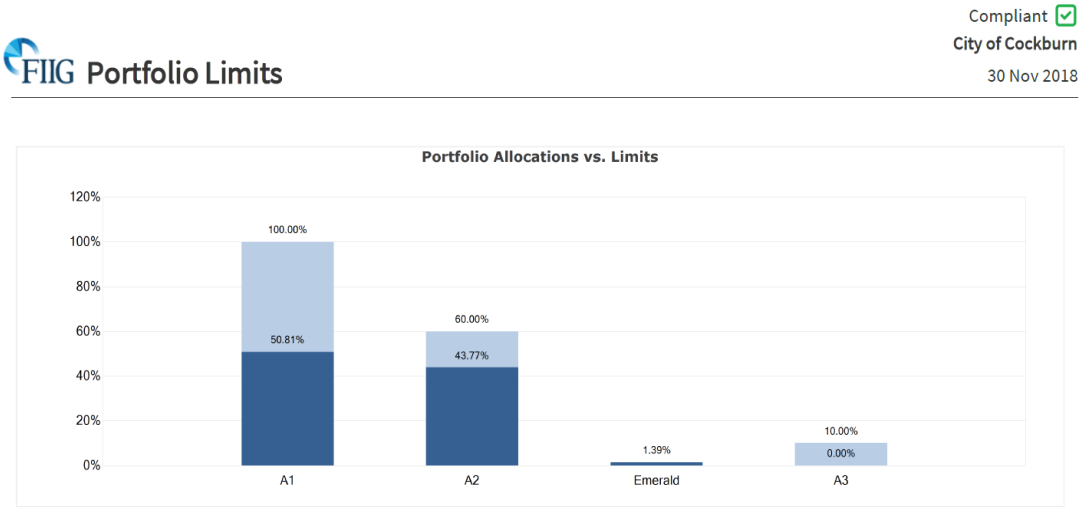

Figure 1: Portfolio allocations compared to Investment Policy limits

The current investment strategy seeks to secure the highest possible rate on offer (up to 12 months for term deposits), subject to cash flow planning and investment policy requirements. Best value is currently being derived within the six to nine month investment range.

The City's TD investment portfolio had an average duration of 161 days or 5.3 months, slightly down from 172 days the previous month. The maturity profile of the City's TD investments is graphically depicted below, showing sufficient maturities in the zero-90 days range to meet liquidity requirements:

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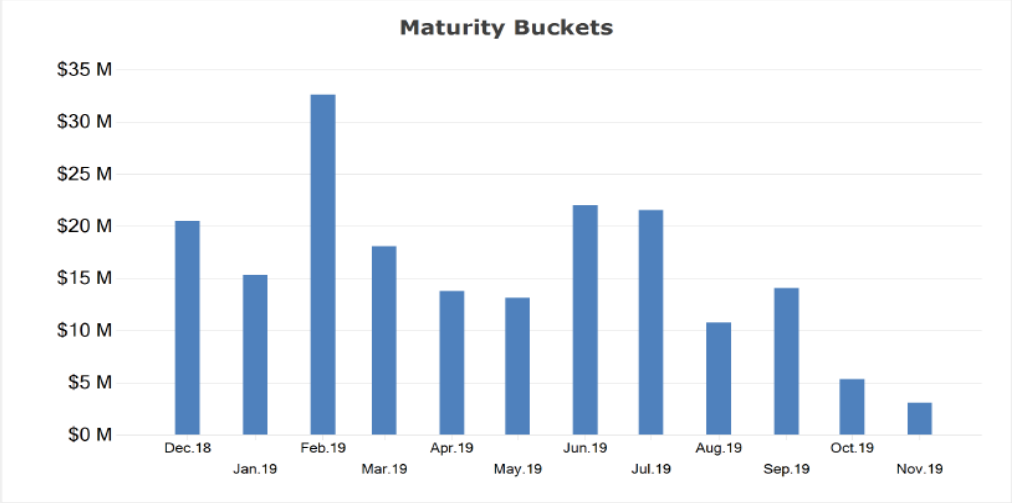

Figure 2: Council Investment Maturity Profile

Investment in Fossil Fuel Free Banks
At month end, the City held 49 percent ($92.0 million) of its TD investment portfolio with banks deemed free from funding fossil fuel related industries. This was down from 52 percent ($98 million) the previous month and fluctuates in line with policy limits and deposit rates available at time of placement.

Rates Debt Recovery

At month's end, the City had collected $88.77 million (70.3 percent) of the $126.18m levied (inclusive of prior year balances and YTD part year rating), with $37.41 million still to collect from remaining instalments and *payment arrangements.*

Budget Amendments

There were a number of budget amendments identified during the month that require Council adoption. These items are:

- Royalty revenue of $10,000 from fuel sales at Port Coogee Marina.
- Net income of $2,200 from an EV Charging Station at Cockburn Central, with annual maintenance costs of $21,000 funded from the Greenhouse Action Fund Reserve.
- Bond of $42,747 provided to fund verge tree planting.
- Budget $322,085 for in-kind works completed by Stockland for the Calleya (Treeby) Oval – funded from DCA ($234,179) and municipal funds ($87,906 from budget contingency account).
- New funding from HACC of $75,751 for clients not eligible for Commonwealth Home Support Program funding.
- "Better Bins" funding for the Third Bin Rollout of $281,700 hadn't been allowed for within the budget.

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- A net GST refund on Land Sales made under the margin scheme of $70,000 less professional costs of $40,000, concluding a drawn out ATO audit process.
- Sand mining royalties income of $242,948 received from lot 1712 Russell Rd (transferred to the Land Development and Investment Fund Reserve).

The financial report attached includes a detailed schedule of the proposed budget changes and the associated funding sources.

Description of Graphs & Charts

There is a bar graph tracking Business Unit operating expenditure against budget. This provides a 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).

Trust Fund

At month end, the City held $11.39 million within its trust fund. $6.12 million was related to POS cash in lieu and another $5.27 million in various cash bonds and refundable deposits.

Strategic Plans/Policy Implications

<u>Leading & Listening</u>

Deliver sustainable governance through transparent and robust policy and processes

Listen to and engage with our residents, business community and ratepayers with greater use of social media

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Budget/Financial Implications

The 2018/19 revised budget surplus of $110,877 will increase by $323,900 to $434,777 following the adoption of the budget amendments contained in this report.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

Council's adopted budget for revenue, expenditure and closing financial position will be misrepresented if the recommendation amending the City's budget is not adopted.

Advice to Proponent(s)/Submissioners

N/A

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

Nil

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for the period ended 30 November 2018

	Actuals	YTD Revised Budget	Variance to YTD Budget	$ Variance to YTD Budget		Revised Budget	Adopted Budget
	$	$	%	$		$	$
Operating Revenue							
Financial Services	105,772,190	104,723,706	1%	1,048,484	√	111,499,815	113,414,800
Information Services	909	625	45%	284		1,500	1,500
Human Resource Management	121,827	121,663	0%	164		292,000	292,000
Library Services	21,104	22,644	-7%	(1,540)		54,346	54,346
Recreation & Community Safety	5,459,816	5,493,823	-1%	(34,007)		13,225,760	13,184,010
Community Development & Services	3,788,126	4,006,500	-5%	(218,374)	X	8,564,146	8,500,008
Corporate Communications	19,064	42,250	-55%	(23,186)		120,865	120,865
Governance & Risk	1,546	333	364%	1,212		800	800
Statutory Planning	431,681	380,833	13%	50,848		977,000	977,000
Strategic Planning	1,515,214	1,493,574	1%	21,640		3,096,944	3,087,944
Building Services	686,108	612,084	12%	74,024		1,263,000	1,263,000
Environmental Health	259,549	258,125	1%	1,424		323,500	323,500
Waste Services	5,283,664	4,739,785	11%	543,879	√	8,130,049	8,130,049
Parks & Environmental Services	468,306	7,285	6328%	461,021	√	1,019,080	1,019,080
Engineering Services	91,670	86,129	6%	5,541		286,709	286,709
Infrastructure Services	745,173	408,662	82%	336,511	√	961,000	961,000
	124,814,118	122,398,022	2%	2,416,096		149,816,514	151,616,611
Total Operating Revenue	**124,814,118**	**122,398,022**	**2%**	**2,416,096**		**149,816,514**	**151,616,611**
Operating Expenditure							
Governance	(1,596,287)	(1,288,787)	24%	(307,501)	X	(3,445,201)	(3,660,479)
Strategy & Civic Support	(421,755)	(407,888)	3%	(13,866)		(1,146,001)	(1,146,001)
Financial Services	(3,420,135)	(3,225,290)	6%	(194,845)		(6,165,893)	(6,082,779)
Information Services	(2,532,493)	(2,571,232)	-2%	38,740		(5,634,507)	(5,627,001)
Human Resource Management	(1,180,391)	(1,250,542)	-6%	70,150		(2,947,112)	(2,853,188)
Library Services	(1,557,754)	(1,694,438)	-8%	136,684		(3,918,933)	(3,896,274)
Recreation & Community Safety	(6,162,794)	(6,903,085)	-11%	740,291	√	(16,493,906)	(16,391,491)
Community Development & Services	(4,928,373)	(6,101,803)	-19%	1,173,431	√	(13,087,305)	(12,429,539)
Corporate Communications	(1,305,556)	(1,539,153)	-15%	233,597	√	(3,990,774)	(3,880,774)
Governance & Risk	(70,168)	(198,705)	-65%	128,537		(479,330)	(479,330)
Statutory Planning	(510,488)	(572,401)	-11%	61,914		(1,435,141)	(1,435,141)
Strategic Planning	(915,707)	(832,688)	10%	(83,018)		(1,956,008)	(1,941,496)
Building Services	(677,189)	(666,345)	2%	(10,844)		(1,637,643)	(1,637,643)
Environmental Health	(736,966)	(826,443)	-11%	89,477		(1,929,160)	(1,923,740)
Waste Services	(7,879,555)	(8,174,998)	-4%	295,443	√	(19,941,355)	(19,593,906)
Parks & Environmental Services	(5,354,554)	(6,351,593)	-16%	997,039	√	(15,361,797)	(15,210,682)
Engineering Services	(3,373,807)	(3,315,052)	2%	(58,756)		(7,937,632)	(7,881,865)
Infrastructure Services	(3,849,669)	(4,794,371)	-20%	944,702	√	(10,794,778)	(10,664,608)
	(46,473,642)	**(50,714,815)**	**-8%**	**4,241,173**		**(118,302,476)**	**(116,735,938)**

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	Actuals	YTD Revised Budget	Variance to YTD Budget	$ Variance to YTD Budget		Revised Budget	Adopted Budget
	$	$	%	$		$	$
Less: Net Internal Recharging	742,638	417,473	78%	325,165	√	986,570	986,570
Add: Depreciation & Amortisation on Non-Current Assets							
Computer Equipment	(509,533)	(421,090)	21%	(88,443)		(1,010,616)	(1,010,616)
Furniture and Equipment	(155,121)	(158,235)	-2%	3,114		(379,764)	(379,764)
Plant & Machinery	(1,381,216)	(1,331,170)	4%	(50,046)		(3,197,550)	(3,197,550)
Buildings	(2,543,979)	(2,565,140)	-1%	21,161		(6,156,336)	(6,156,336)
Infrastructure - Roads	(4,820,353)	(4,737,175)	2%	(83,178)		(11,369,220)	(11,369,220)
Infrastructure - Drainage	(1,097,083)	(1,086,835)	1%	(10,248)		(2,608,404)	(2,608,404)
Infrastructure - Footpaths	(581,118)	(587,650)	-1%	6,532		(1,410,360)	(1,410,360)
Infrastructure - Parks Equipment	(1,885,915)	(1,665,150)	13%	(220,765)	X	(3,996,360)	(3,996,360)
Landfill Infrastructure	(456,298)	(474,700)	-4%	18,402		(1,139,280)	(1,139,280)
Marina Infrastructure	(396,465)	(413,795)	-4%	17,330		(993,108)	(993,108)
	(13,827,082)	**(13,440,940)**	**3%**	**(386,142)**		**(32,260,998)**	**(32,260,998)**
Total Operating Expenditure	**(59,558,085)**	**(63,738,282)**	**-7%**	**4,180,196**		**(149,576,904)**	**(148,010,366)**
Change in Net Assets Resulting from Operations	**65,256,032**	**58,659,740**	**11%**	**6,596,292**		**239,609**	**3,606,245**
Non-Operating Activities							
Profit/(Loss) on Assets Disposal							
Plant and Machinery	(8,298)	(546,030)	-98%	537,732	√	(376,772)	(410,272)
Freehold Land	515,361	1,200,000	-57%	(684,639)	X	9,046,400	2,170,000
Buildings	-	-	0%	-		-	-
	507,062	**653,970**	**-22%**	**(146,908)**		**8,669,628**	**1,759,728**
Capital Expenditure							
Computer Equipment	(373,500)	(928,826)	-60%	555,326	√	(2,238,728)	(1,063,280)
Furniture and Equipment	(13,950)	(26,500)	-47%	12,550		(50,000)	(30,000)
Plant & Machinery	(211,279)	(264,800)	-20%	53,521		(4,305,000)	(4,161,000)
Land	9,235	(248,300)	-104%	257,535	√	(657,387)	-
Buildings	(2,514,606)	(2,718,681)	-8%	204,075	√	(16,985,020)	(9,362,800)
Infrastructure - Roads	(6,206,219)	(6,146,947)	1%	(59,272)		(21,358,537)	(14,162,636)
Infrastructure - Drainage	(341,558)	(382,801)	-11%	41,243		(1,899,312)	(1,218,300)
Infrastructure - Footpaths	(609,934)	(626,687)	-3%	16,753		(1,893,461)	(1,187,072)
Infrastructure - Parks Equipment	(2,253,651)	(2,615,373)	-14%	361,722	√	(10,757,698)	(5,847,000)
Infrastructure - Parks Landscaping	(629,807)	(676,702)	-7%	46,895		(2,491,510)	(1,980,000)
Landfill Infrastructure	(82,332)	(47,546)	73%	(34,786)		(538,083)	(360,000)
Note 1.	**(13,737,004)**	**(15,276,545)**	**-10%**	**1,539,540**		**(64,724,736)**	**(40,922,088)**

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for the period ended 30 November 2018

		Actuals	YTD Revised Budget	Variance to YTD Budget	$ Variance to YTD Budget		Revised Budget	Adopted Budget
		$	$	%	$		$	$
Add: Land - Vested in Crown		(65,000)	-	0%	(65,000)		-	-
Add: Transfer to Reserves		(15,602,235)	(15,672,853)	0%	70,618		(48,260,530)	(31,528,907)
Add Funding from								
Non-Operating Grants and Subsidies		6,299,750	1,071,000	488%	5,228,750	√	10,162,419	7,341,695
Non-Government Contributions		535,582	616,667	-13%	(81,084)		5,118,105	2,792,000
Developers Contributions Plans: Cash		1,965,011	2,162,472	-9%	(197,461)		5,910,000	5,910,000
Proceeds on Sale of Assets		1,139,818	1,257,000	-9%	(117,182)		10,796,900	3,887,000
Reserves		11,290,970	13,116,102	-14%	(1,825,132)	X	39,252,888	17,168,457
		21,231,131	**18,223,240**	**17%**	**3,007,891**		**71,240,312**	**37,099,152**
Non-Cash/Non-Current Item Adjustments								
Depreciation on Assets		13,370,784	12,966,240	3%	404,544	X	31,121,718	31,121,718
Amortisation on Assets		456,298	474,700	-4%	(18,402)		1,139,280	1,139,280
(Profit)/Loss on Assets Disposal		(507,062)	(653,970)	-22%	146,908		(8,669,628)	(1,759,728)
Loan Repayments		-	-	0%	-		(2,500,000)	(2,500,000)
Non-Current Leave Provisions		203,801	-	0%	203,801	X	-	-
Deferred Pensioners Adjustment		51,997	-	0%	51,997		-	-
		13,575,818	**12,786,970**	**6%**	**788,848**		**21,091,370**	**28,001,270**
Opening Funds		11,967,494	11,855,223	1%	112,271		11,855,223	2,000,000
Closing Funds	**Note 2, 3.**	**83,133,297**	**71,229,744**	17%	11,903,554		**110,877**	**15,400**
		-	-	-	-		-	-

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Notes to Statement of Financial Activity

Note 1.

Additional information on the capital works program including committed orders at end of month:

Assets Classification	Actuals	Commitments at Month End	Commitments & Actuals YTD	YTD Revised Budget	Full Year Revised Budget	Uncommitted at Month End
	$	$			$	$
Computer Equipment	(373,500)	(87,736)	(461,236)	(928,826)	(2,238,728)	1,777,492
Furniture and Equipment	(13,950)	-	(13,950)	(26,500)	(50,000)	36,050
Plant & Machinery	(211,279)	(2,150,539)	(2,361,818)	(264,800)	(4,305,000)	1,943,182
Land	9,235	-	9,235	(248,300)	(657,387)	666,622
Buildings	(2,514,606)	(1,359,347)	(3,873,953)	(2,718,681)	(16,985,020)	13,111,067
Infrastructure - Roads	(6,206,219)	(5,854,506)	(12,060,725)	(6,146,947)	(21,358,537)	9,297,812
Infrastructure - Drainage	(341,558)	(37,472)	(379,030)	(382,801)	(1,899,312)	1,520,282
Infrastructure - Footpaths	(609,934)	(53,847)	(663,782)	(626,687)	(1,893,461)	1,229,679
Infrastructure - Parks Equipment	(2,253,651)	(1,051,523)	(3,305,174)	(2,615,373)	(10,757,698)	7,452,524
Infrastructure - Parks Landscaping	(629,807)	(229,749)	(859,556)	(676,702)	(2,491,510)	1,631,954
Landfill Infrastructure	(82,332)	(70,128)	(152,459)	(47,546)	(538,083)	385,624
Marina Infrastructure	(509,403)	(51,487)	(560,890)	(593,381)	(1,550,000)	989,110
	(13,737,004)	(10,946,333)	(24,683,338)	(15,276,545)	(64,724,736)	40,041,398

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	187,835,791	200,220,815	113,947,104	126,585,931
Rates Outstanding	38,989,660	3,500,000	3,500,000	3,500,000
Rubbish Charges Outstanding	167,295	-	-	-
Sundry Debtors	2,460,389	3,200,000	3,200,000	3,200,000
GST Receivable	707,614	-	-	-
Prepayments	183,041	-	-	-
Accrued Debtors	832,784	-	-	-
Stock on Hand	33,361	-	-	-
	231,209,936	206,920,815	120,647,104	133,285,931
Current Liabilities				
Creditors	(15,729,975)	(7,500,000)	(7,898,311)	(7,898,311)
Income Received in Advance	(1,259,423)	(1,400,000)	(1,400,000)	(1,400,000)
GST Payable	(1,952,846)	-	-	-
Witholding Tax Payable	-	-	-	-
Provision for Annual Leave	(4,203,116)	(4,000,000)	(4,000,000)	(4,000,000)
Provision for Long Service Leave	(2,609,004)	(2,400,000)	(2,400,000)	(2,400,000)
	(25,754,365)	(15,300,000)	(15,698,311)	(15,698,311)
Net Current Assets	205,455,571	191,620,815	104,948,792	117,587,620
Add: Non Current Investments	1,013,051	1,100,000	1,100,000	1,100,000
	206,468,623	192,720,815	106,048,792	118,687,620
Less: Restricted/Committed Assets				
Cash Backed Reserves #	(123,335,325)	(121,491,071)	(127,941,962)	(118,672,220)
Deposits & Bonds Liability *	-	-	-	-
	83,133,297	71,229,744	(21,893,169)	15,400
Closing Funds (as per Financial Activity Statement)	**83,133,297**	**71,229,744**	**(21,893,169)**	**15,400**

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)**				**15,400**
GL	235	Cockburn Parenting Service - minor income	OCM13/9/18	Income		500		**15,900**
GL	105	Increased in FAGS grant	OCM11/10/18	Income		85,977		**101,877**
OP	6,830	Lease income from 159 Phoenix Road	OCM08/11/18	Income		9,000		**110,877**
				Closing Funds Surplus (Deficit)	**0**	**95,477**	**0**	**110,877**

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Statement of Comprehensive Income *by Nature and Type*

for the period ended 30 November 2018

		Actual	Amended YTD Budget	$ Variance to YTD Budget	Forecast	Amended Budget	Adopted Budget
		$	$	$	$	$	$
OPERATING REVENUE							
01 Rates		101,396,781	100,725,000	671,781	104,371,781	103,700,000	103,700,000
02 Specified Area Rates		456,078	450,000	6,078	456,078	450,000	450,000
05 Fees and Charges	Note 1	14,725,025	14,126,044	598,981	29,597,093	28,998,112	28,988,612
10 Grants and Subsidies		4,954,834	4,377,964	576,870	11,001,115	10,424,245	12,233,842
15 Contributions, Donations and Reimbursements		630,421	459,475	170,946	1,420,635	1,249,689	1,249,689
20 Interest Earnings		2,650,979	2,259,538	391,440	5,385,907	4,994,467	4,994,467
25 Other revenue and Income		-	-	-	-	-	-
Total Operating Revenue		**124,814,118**	**122,398,022**	**2,416,096**	**152,232,610**	**149,816,514**	**151,616,611**
OPERATING EXPENDITURE							
50 Employee Costs - Salaries & Direct Oncosts	Note 2	(22,771,265)	(23,469,429)	698,164	(54,580,029)	(55,278,194)	(55,123,882)
51 Employee Costs - Indirect Oncosts		(347,445)	(426,752)	79,307	(1,494,840)	(1,574,147)	(1,571,447)
55 Materials and Contracts	Note 3	(15,946,438)	(18,662,741)	2,716,304	(41,939,713)	(44,656,017)	(43,245,692)
65 Utilities		(2,029,325)	(2,278,915)	249,589	(5,210,196)	(5,459,785)	(5,460,583)
70 Interest Expenses		(73,668)	-	(73,668)	(782,613)	(708,945)	(708,945)
75 Insurances		(1,585,729)	(1,635,000)	49,271	(1,435,729)	(1,485,000)	(1,485,000)
80 Other Expenses		(3,719,772)	(4,241,978)	522,206	(8,618,183)	(9,140,388)	(9,140,388)
85 Depreciation on Non Current Assets		(13,370,784)	(12,966,240)	(404,544)	(31,526,262)	(31,121,718)	(31,121,718)
86 Amortisation on Non Current Assets		(456,298)	(474,700)	18,402	(456,298)	(1,139,280)	(1,139,280)
Add Back: Indirect Costs Allocated to Capital Works		742,638	417,473	325,165	1,311,735	986,570	986,570
Total Operating Expenditure		**(59,558,085)**	**(63,738,282)**	**4,180,196**	**(144,732,128)**	**(149,576,904)**	**(148,010,366)**
CHANGE IN NET ASSETS RESULTING FROM OPERATING ACTIVITIES		**65,256,032**	**58,659,740**	**6,596,292**	**7,500,481**	**239,609**	**3,606,245**
NON-OPERATING ACTIVITIES							
L1, 16 Non-Operating Grants, Subsidies and Contributions		6,835,332	1,687,667	5,147,665	20,428,189	15,280,524	10,133,695
18 Developers Contributions Plans: Cash		1,965,011	2,162,472	(197,461)	5,712,539	5,910,000	5,910,000
95 Profit/(Loss) on Sale of Assets		507,062	653,970	(146,908)	507,062	8,669,628	1,759,728
Total Non-Operating Activities		**9,242,406**	**4,504,109**	**4,738,297**	**26,582,791**	**29,860,152**	**17,803,423**
NET RESULT		**74,498,438**	**63,163,849**	**11,334,589**	**34,083,272**	**30,099,761**	**21,409,668**

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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
	$	$	$	$
Recreation & Community Safety				
Recreational Services	208,864	247,325	593,580	593,580
Law and Public Safety	333,756	163,116	465,596	465,596
Cockburn ARC	4,598,715	4,812,056	11,152,830	11,152,830
	5,141,335	5,222,497	12,212,006	12,212,006
Waste Services:				
Waste Collection Services	2,572,024	2,533,558	2,647,216	2,647,216
Waste Disposal Services	2,418,997	2,204,749	5,479,288	5,479,288
	4,991,021	4,738,308	8,126,504	8,126,504
Infrastructure Services:				
Port Coogee Marina	721,362	406,162	955,000	955,000
	721,362	406,162	955,000	955,000
	10,853,717	10,366,967	21,293,509	21,293,509

Note 2.

Additional information on Salaries and Direct On-Costs by each Division.

	Actual	Amended YTD Budget	Amended Budget	Adopted Budget
	$	$	$	$
Executive Services	(1,265,351)	(1,036,836)	(2,451,261)	(2,451,261)
Finance & Corporate Services Division	(3,201,838)	(3,283,263)	(7,631,029)	(7,437,105)
Governance & Community Services Divisi	(8,361,425)	(8,809,868)	(20,957,840)	(20,997,452)
Planning & Development Division	(2,336,854)	(2,521,393)	(5,754,016)	(5,754,016)
Engineering & Works Division	(7,605,797)	(7,818,070)	(18,484,048)	(18,484,048)
	(22,771,265)	(23,469,429)	(55,278,194)	(55,123,882)

Note 3

Additional information on Materials and Contracts by each Division.

	Actual	Amended YTD Budget	Amended Budget	Adopted Budget
	$	$	$	$
Executive Services	(656,922)	(582,410)	(1,861,055)	(2,076,333)
Finance & Corporate Services Division	(1,977,103)	(1,792,157)	(3,943,270)	(3,952,650)
Governance & Community Services Divisi	(4,393,666)	(5,686,022)	(13,589,470)	(12,658,920)
Planning & Development Division	(473,274)	(337,419)	(1,033,323)	(1,013,391)
Engineering & Works Division	(8,445,472)	(10,264,734)	(24,228,899)	(23,544,399)
Not Applicable	0	0	0	0
	(15,946,438)	(18,662,741)	(44,656,017)	(43,245,692)

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City of Cockburn - Reserve Funds

Financial Statement for Period Ending 30 November 2018

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	601,791	601,791	11,324	5,822	-	-	(100,000)	-	513,115	607,613
Carry Forward Projects	3,618,392	3,618,392	-	-	9,557,112	9,557,112	(10,938,249)	(4,636,878)	2,237,255	8,538,627
Cockburn ARC Building Maintenance	2,010,608	2,010,608	53,573	19,451	-	-	-	-	2,064,181	2,030,059
Cockburn Coast SAR	897	897	-	33	-	13,921	-	-	897	14,851
Community Infrastructure	14,879,832	14,879,832	127,034	143,177	7,298,111	298,111	(5,525,836)	(191,364)	16,779,141	15,129,757
Community Surveillance	903,958	903,958	23,842	8,347	200,000	-	(359,238)	(49,392)	768,562	862,914
Environmental Offset	304,512	304,512	8,033	2,946	-	-	-	-	312,545	307,457
Greenhouse Action Fund	420,432	420,432	10,790	4,067	200,000	-	(60,000)	-	571,222	424,500
HWRP Post Closure Management & Contaminatec	2,324,206	2,324,206	50,489	22,482	-	-	(135,000)	(497)	2,239,695	2,346,191
Information Technology	206,565	206,565	8,388	1,904	200,000	-	(121,250)	(28,109)	293,703	180,361
Insurance	1,246,137	1,262,819	8,801	14,280	550,000	550,000	(75,000)	(1,046)	1,729,938	1,826,053
Land Development and Investment Fund	3,756,615	3,756,615	256,447	38,895	9,986,201	1,179,625	(3,006,899)	(104,877)	10,992,364	4,870,258
Major Building Refurbishment	13,093,407	13,093,407	147,574	126,667	1,500,000	-	(175,000)	-	14,565,981	13,220,075
Municipal Elections	79,037	79,037	2,977	765	-	-	-	-	82,014	79,802
Naval Base Shacks	1,078,013	1,078,013	24,153	10,429	30,635	-	-	-	1,132,801	1,088,442
Plant & Vehicle Replacement	9,373,858	9,354,672	115,183	89,995	3,350,000	-	(3,539,500)	(155,131)	9,299,541	9,289,536
Port Coogee Marina Assets Replacement	285,423	285,423	-	2,761	1,000,000	-	-	-	1,285,423	288,184
Port Coogee Special Maintenance - SAR	1,629,721	1,418,130	28,417	14,862	380,000	368,495	(206,833)	(165,800)	1,831,305	1,635,687
Port Coogee Waterways - SAR	92,022	92,022	8,852	1,177	70,000	70,000	(50,000)	-	120,874	163,199
Port Coogee Waterways - WEMP	1,763,151	1,763,151	43,009	16,967	-	-	(593,533)	(39,939)	1,212,627	1,740,178
Roads & Drainage Infrastructure	15,446,223	15,446,223	81,300	144,428	2,000,000	-	(5,069,894)	(1,665,291)	12,457,629	13,925,360
Staff Payments & Entitlements	1,709,732	1,709,732	47,023	15,752	125,000	-	(190,000)	(135,000)	1,691,755	1,590,484
Waste & Recycling	14,136,202	14,136,202	363,713	136,439	1,100,000	-	(598,083)	(74,607)	15,001,832	14,198,034
Waste Collection	2,092,296	2,092,296	66,093	19,897	1,400,000	-	(91,207)	(8,201)	3,467,182	2,103,992
Welfare Redundancies	42,634	42,634	797	412	-	-	-	-	43,431	43,046
POS Cash in Lieu (Restricted Funds)	-	-	-	-	-	-	-	545	-	545
	91,095,664	**90,881,570**	**1,487,812**	**841,956**	**38,947,059**	**12,037,264**	**(30,835,522)**	**(7,255,587)**	**100,695,013**	**96,505,203**
Grant Funded										
Aged and Disabled Asset Replacement	191,003	191,003	8,628	1,848	-	-	-	-	199,631	192,851
CIHCF Building Maintenance	6,150,813	6,150,813	5,641	60,793	1,456,941	520,366	-	-	7,613,395	6,731,971
Family Day Care Accumulation Fund	30,674	30,675	-	252	-	-	-	-	30,674	30,927
Naval Base Shack Removal	528,000	528,000	10,822	5,108	56,000	-	-	-	594,822	533,107
Restricted Grants & Contributions	4,398,719	4,532,938	-	-	-	-	(3,934,870)	(3,991,241)	463,849	541,697
Underground Power - Service Charge	-	0	-	-	-	-	-	-	-	0
Welfare Projects Employee Entitlements	506,148	708,130	9,223	6,503	-	-	(11,510)	(11,510)	503,861	703,124
	11,805,357	**12,141,558**	**34,314**	**74,504**	**1,512,941**	**520,366**	**(3,946,380)**	**(4,002,751)**	**9,406,232**	**8,733,678**
Development Cont. Plans										
Cockburn Coast DCP14	(112,255)	(112,255)	-	(1,086)	-	-	(40,961)	-	(153,216)	(113,341)
Community Infrastructure DCP 13	5,714,253	5,714,253	231,370	62,164	4,500,000	1,535,294	(4,370,495)	-	6,075,128	7,311,711
Hammond Park DCP	2,742,378	2,742,378	24,032	26,688	500,000	120,937	(6,885)	-	3,259,525	2,890,004
Munster Development	1,260,069	1,260,069	21,830	12,190	80,000	-	(8,321)	-	1,353,578	1,272,259

Muriel Court Development Contribution	257,613	257,613	179	2,492	350,000	-	(11,738)	-	596,054	260,105
Packham North - DCP 12	15,021	15,021	1,146	210	100,000	17,474	(9,379)	-	106,788	32,706
Solomon Road DCP	639,757	639,757	16,500	6,189	-	-	(5,511)	-	650,746	645,946
Success Nth Development Cont. Plans	3,282,848	3,282,848	40,540	32,110	30,000	202,432	(3,776)	-	3,349,612	3,517,391
Thomas St Development Cont. Plans	13,262	13,262	294	128	-	-	-	-	13,556	13,390
Wattleup DCP 10	17,141	17,141	3,394	649	250,000	63,389	(6,885)	(65,000)	263,650	16,179
Yangebup East Development Cont. Plans	1,422,610	1,422,610	18,907	13,848	-	25,485	(3,656)	-	1,437,861	1,461,943
Yangebup West Development Cont. Plans	780,602	780,602	10,212	7,552	100,000	-	(3,376)	-	887,438	788,154
	16,033,299	**16,033,299**	**368,404**	**163,135**	**5,910,000**	**1,965,011**	**(4,470,986)**	**(65,000)**	**17,840,717**	**18,096,444**
Total Reserves	**118,934,320**	**119,056,427**	**1,890,530**	**1,079,595**	**46,370,000**	**14,522,641**	**(39,252,888)**	**(11,323,337)**	**127,941,962**	**123,335,325**

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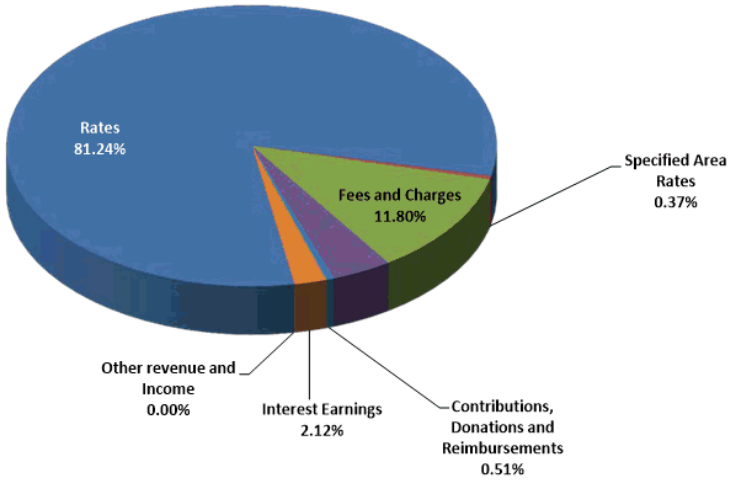
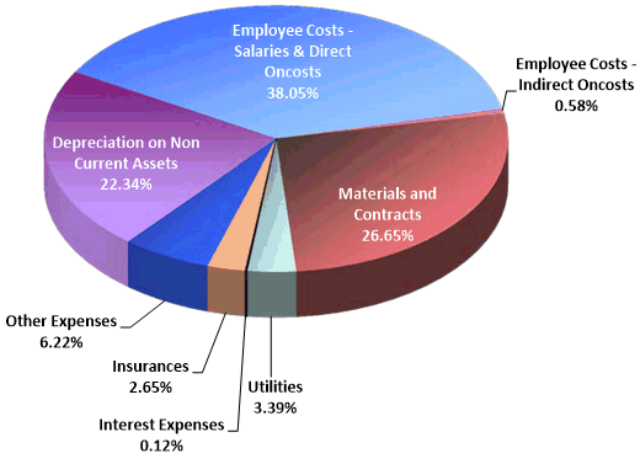
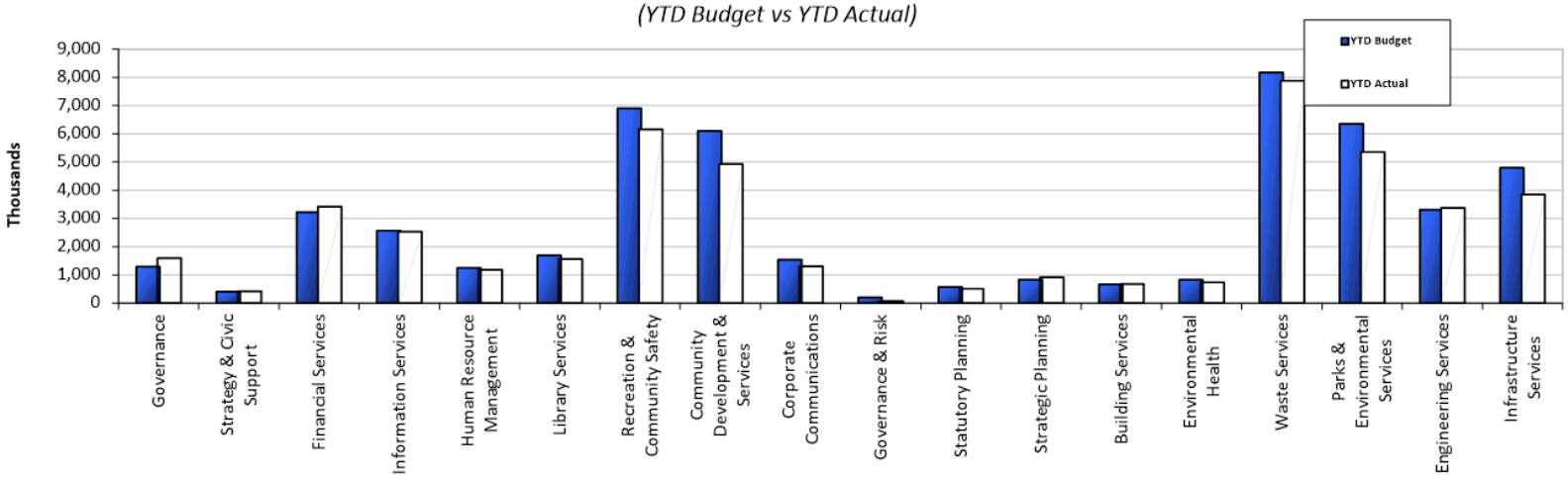
Operating Income by Nature and Type
(YTD Actual)

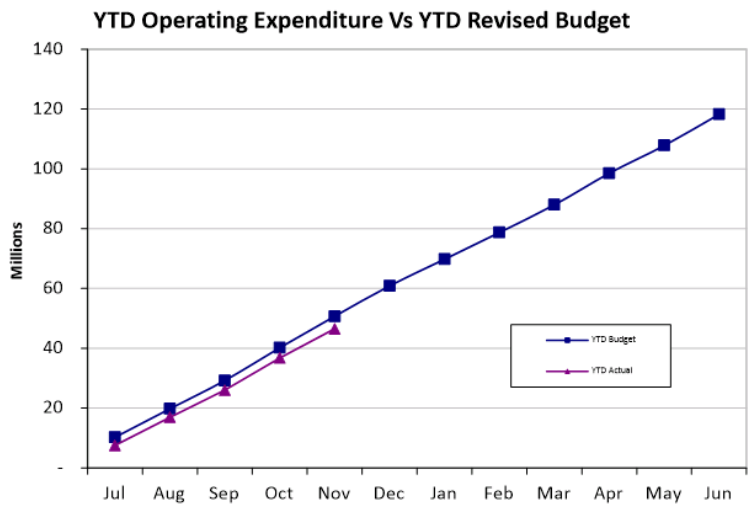


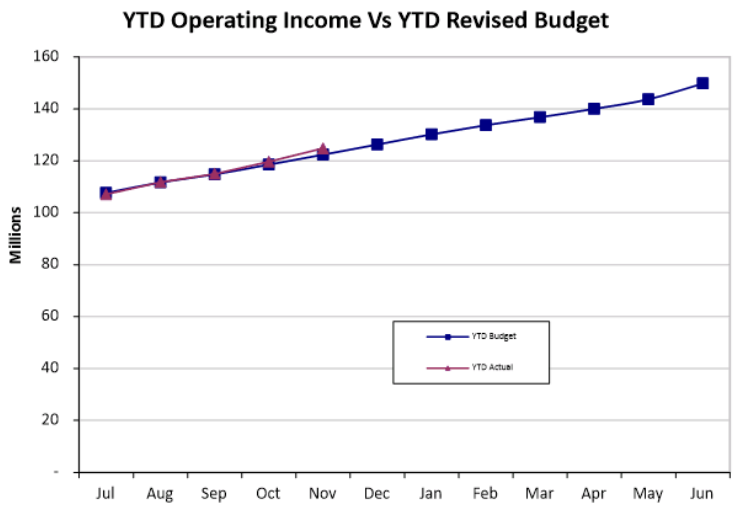
Operating Expenditure by Nature and Type
(YTD Actual)

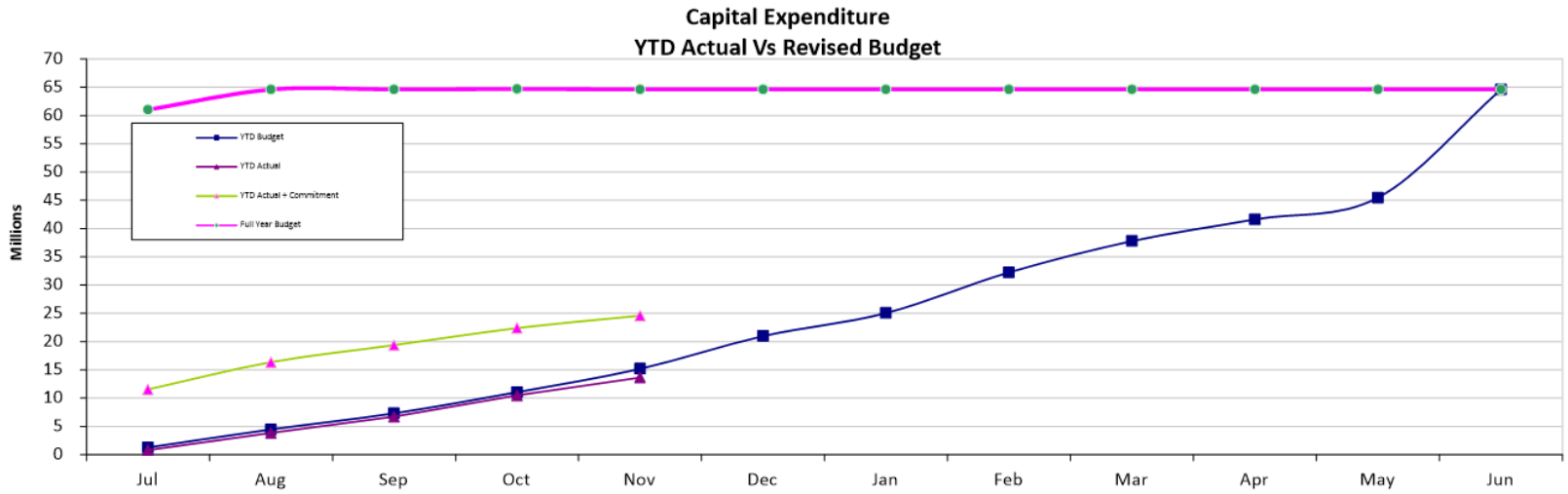


Operating Expenditure by Business Unit
(YTD Budget vs YTD Actual)









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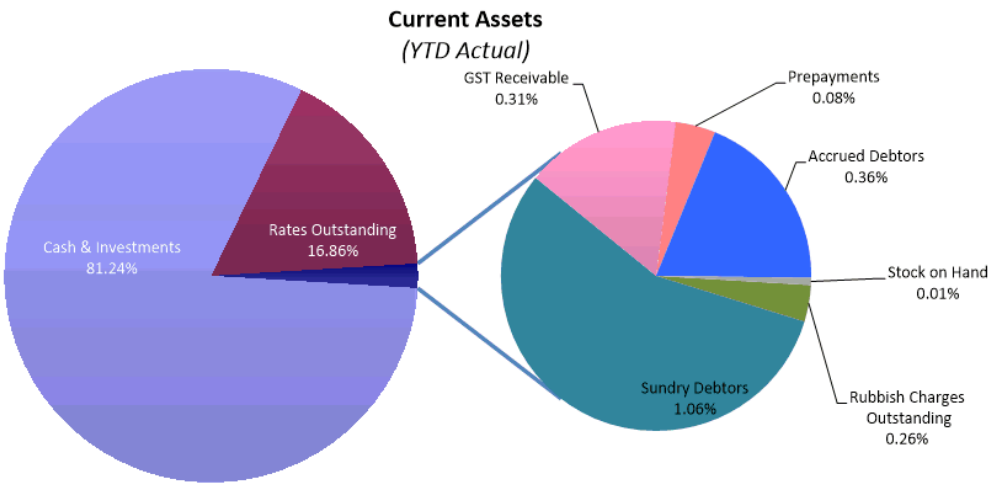
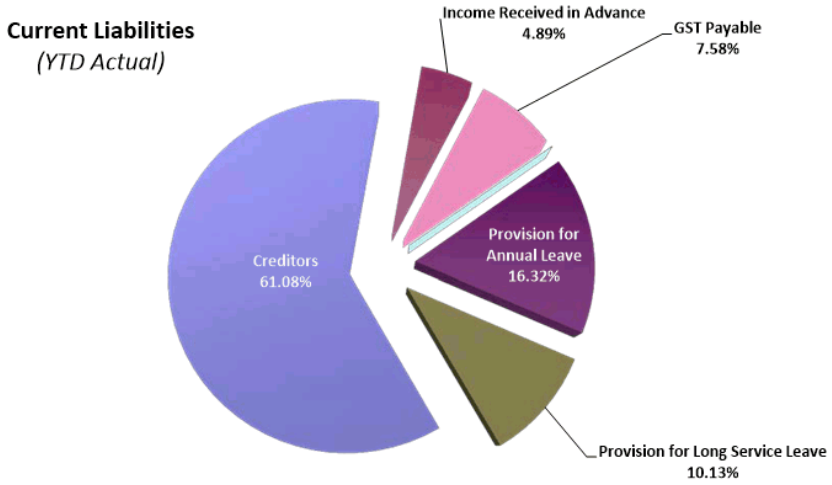
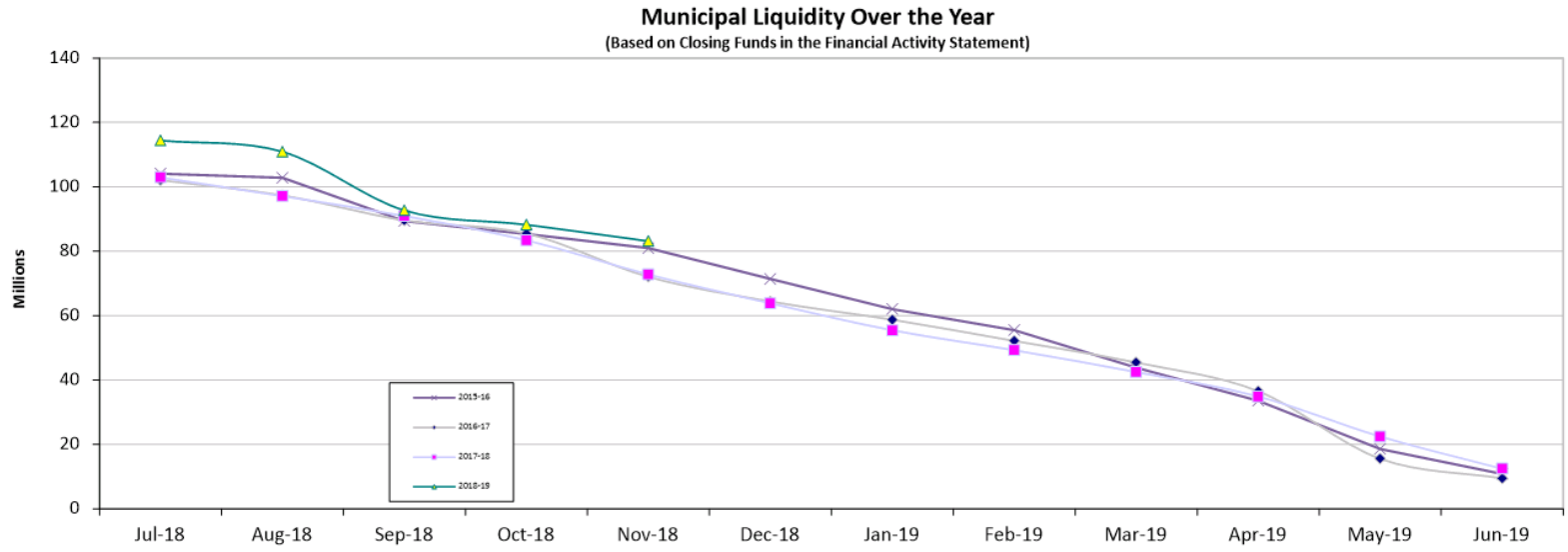
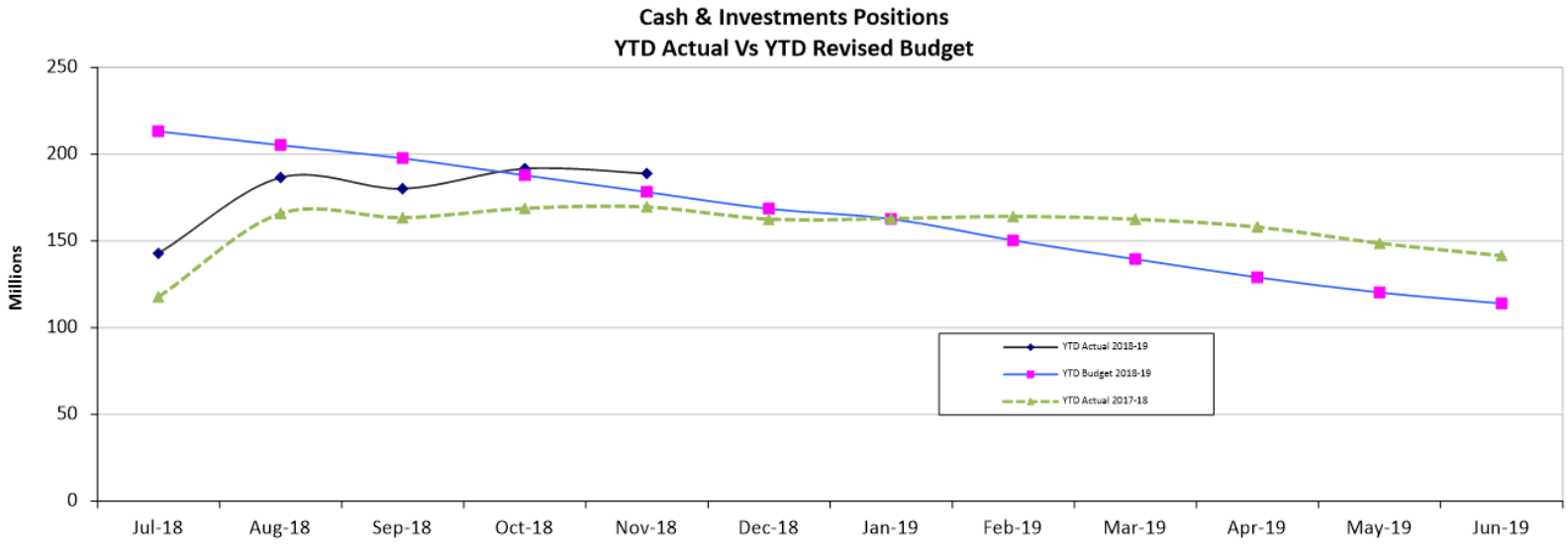

Current Assets
(YTD Actual)
Cash & Investments
81.24%
Rates Outstanding
16.86%
GST Receivable
0.31%
Prepayments
0.08%
Accrued Debtors
0.36%
Stock on Hand
0.01%
Rubbish Charges
Outstanding
0.26%
Sundry Debtors
1.06%


Current Liabilities
(YTD Actual)
Income Received in Advance
4.89%
GST Payable
7.58%
Creditors
61.08%
Provision for
Annual Leave
16.32%
Provision for Long Service Leave
10.13%





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DETAILED BUDGET AMENDMENTS REPORT

for the period ended 30 November 2018

PROJECT/ACTIVITY LIST		DESCRIPTION	ADD/LESS	EXPENDITURE	TF TO RESERVE	FUNDING SOURCES			
						RESERVE	EXTERNAL	MUNICIPAL	NON-CASH
GL 836	Port Coogee Marina	Fuel royalty income	ADD				(10,000)	10,000	
GL 790	Facilities Maintenance	New income and expenditure at EV Charging Station	LESS	2,800			(5,000)	2,200	
CW5681	City Streets Tree Planting	Bond forfeited to fund verge tree planting	ADD	42,727			(42,727)		
CW5983	Calleya Oval	Development funded from DCP13 and Contingency	ADD	322,085		(234,179)		(87,906)	
OP8969	HACC Program	New funding from HACC	ADD	75,751			(75,751)		
OP8977	EV Charging Unit	Maintenance for EV Charging Station	ADD	21,000		(21,000)			
OP8591	Third Bin Trial	Better Bins funding (1st milestone)	ADD				(281,700)	281,700	
OP9008	Report/Business Development	GST Refund on Land Sale	ADD	40,000			(70,000)	30,000	
OP8272	EM Contingency	To fund development at Calleya Oval	LESS	(87,906)				87,906	
OP6270	Royalty Income - 1712 Russell Road	Income from Mining Royalties	ADD		242,948		(242,948)		
				416,457	**242,948**	**(255,179)**	**(728,126)**	**323,900**	**0**

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22. MATTERS TO BE NOTED FOR INVESTIGATION, WITHOUT DEBATE

23. CONFIDENTIAL BUSINESS

Nil

24. (2018/MINUTE NO 0198) RESOLUTION OF COMPLIANCE

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

(1) integrated and co-ordinated, so far as practicable, with any provided by the Commonwealth, the State or any public body;

(2) not duplicated, to an extent Council considers inappropriate, services or facilities as provided by the Commonwealth, the State or any other body or person, whether public or private; and

(3) managed efficiently and effectively.

COUNCIL DECISION
MOVED Cr C Reeve-Fowkes SECONDED Cr C Sands

That the recommendation be adopted.

CARRIED 10/0

23. CLOSURE OF MEETING

Before closing tonight's meeting the Presiding Member made the following announcement.

Mayor Howlett took the opportunity on behalf of Elected Members and staff to wish those in the public gallery and the wider Cockburn community all the best for the festive season and the New Year. 2018 has proven to be a record in terms of awards received by the City and individual employees.

Officers won individual awards for workplace safety and TravelSmart programs, including the WA TravelSmart Champion Award. The City's staff have worked professionally throughout the year to deliver high class services with Council

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providing guidance around policies and timely decision making. 2019 looks to be another busy year given the projects underway or about to commence.

The meeting closed at 8.45pm.

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