



City of Cockburn
Ordinary Council Meeting
Agenda Paper

For Thursday, 12 December 2019



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

Cnr Rockingham Road and
Coleville Crescent, Spearwood

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NOTICE OF MEETING

Pursuant to Clause 2.4 of Council's Standing Orders, an Ordinary Meeting of Council has been called for Thursday 12 December 2019. The meeting is to be conducted at 7:00 PM in the City of Cockburn Council Chambers, Administration Building, Coleville Crescent, Spearwood.

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

A handwritten signature in black ink, appearing to read 'Stuart Downing', is written over a faint, light-colored circular stamp or watermark.

Stuart Downing

ACTING CHIEF EXECUTIVE OFFICER

CITY OF COCKBURN

SUMMARY OF AGENDA TO BE PRESENTED TO THE ORDINARY COUNCIL MEETING TO BE HELD ON THURSDAY, 12 DECEMBER 2019 AT 7:00 PM

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CITY OF COCKBURN
AGENDA TO BE PRESENTED TO THE ORDINARY
COUNCIL MEETING TO BE HELD ON
THURSDAY, 12 DECEMBER 2019 AT 7:00PM

- 1. DECLARATION OF MEETING**
- 2. APPOINTMENT OF PRESIDING MEMBER (IF REQUIRED)**
- 3. DISCLAIMER (TO BE READ ALOUD BY PRESIDING MEMBER)**

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

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

- 5. APOLOGIES & LEAVE OF ABSENCE**

Mr S Cain, Chief Executive Officer - Leave of Absence

- 6. WRITTEN REQUESTS FOR LEAVE OF ABSENCE**

Nil

- 7. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

- 8. PUBLIC QUESTION TIME**

9. CONFIRMATION OF MINUTES

9.1 MINUTES OF THE ORDINARY COUNCIL MEETING - 14/11/2019

RECOMMENDATION

That Council confirms the Minutes of the Ordinary Council Meeting held on Thursday, 14 November 2019 as a true and accurate record.

9.2 MINUTES OF THE SPECIAL COUNCIL MEETING - 4/12/2019

RECOMMENDATION

That Council confirms the Minutes of the Special Council Meeting held on Wednesday, 4 December 2019 as a true and accurate record.

10. DEPUTATIONS

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

Nil

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

13. COUNCIL MATTERS

13.1 MINUTES OF THE AUDIT AND STRATEGIC FINANCE COMMITTEE MEETING - 21 NOVEMBER 2019

Author(s) J Fiori

Attachments 1. Audit and Strategic Finance Committee Meeting - Minutes - 21 November 2019 [↓](#)

RECOMMENDATION

That Council receive the Minutes of the Audit and Strategic Finance Committee Meeting held on the 21 November 2019, as attached to the Agenda, and adopt the recommendations contained therein.

Background

An Audit and Strategic Finance Committee Meeting was held on 21 November 2019. The Minutes of the Meeting contain recommendations which are required to be considered by Council for adoption.

Submission

N/A

Report

At the Audit and Strategic Finance Committee Meeting held on 21 November 2019, the following reports were presented:

1. Legal Proceeding between Council and Other Parties;
2. Review of Monetary and Non-monetary Investments for the Financial Year 2018-2019; and
3. Land Development and Developer Contribution Audit.

Strategic Plans/Policy Implications

Leading and Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

N/A

Legal Implications

Regulation 16 of the *Local Government (Audit) Regulations 1995* refers

Community Consultation

N/A

Risk Management Implications

The first two reports are information reports only reports, while the third report has a “Moderate” level of “Compliance” risk associated with this item.

Advice to Proponent(s)/Submitters

N/A

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

Nil



City of Cockburn
Audit and Strategic Finance Committee
Minutes

For Thursday, 21 November 2019

These Minutes are subject to confirmation

Presiding Member's signature

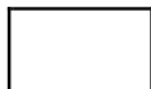
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CITY OF COCKBURN

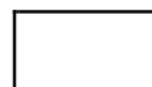
**SUMMARY OF MINUTES OF THE AUDIT AND STRATEGIC FINANCE
COMMITTEE MEETING HELD ON THURSDAY, 21 NOVEMBER 2019 AT 6:00 PM**

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CITY OF COCKBURN

**MINUTES OF AUDIT AND STRATEGIC
FINANCE COMMITTEE
HELD ON THURSDAY, 21 NOVEMBER 2019 AT 6:00 PM**

PRESENT:**ELECTED MEMBERS**

Mr K Allen	-	Councillor (Presiding Member)
Mr T Widenbar	-	Councillor
Dr C Terblanche	-	Councillor
Mr M Separovich	-	Councillor (Deputy)
Ms S Smith	-	External Committee Member

IN ATTENDANCE

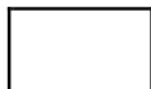
Mr S Downing	-	Acting Chief Executive Officer
Mr D Arndt	-	Director Planning and Development
Mr C Sullivan	-	Director Engineering and Works
Mrs G Bowman	-	Executive Manager, Strategy and Civic Support
Mr N Mauricio	-	Acting Director Finance and Corporate Services
Mr J Fiori	-	Risk and Governance Advisor
Mrs V Frankson	-	Executive Assistant to Directors – Finance and Corporate Services/Governance and Community Services
Mrs S D'Agnone	-	Council Minute Officer

1. DECLARATION OF MEETING

The Acting Chief Executive Officer declared the meeting open at 6.02pm and introduced the following attendees:

Ms S Smith, External Committee Member, Cr Wildenbar, Cr Terblanche, Cr Separovich, Cr Allen, Acting Director Finance and Corporate Services Mr Nelson Mauricio, Executive Manager Strategy and Civic Support Ms Gail Bowman, Director Engineering and Works Mr Charles Sullivan, Director Planning and Development Mr Daniel Arndt, and Risk and Governance Advisor Mr Joe Fiori.

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

The Acting Chief Executive Officer 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.

2. APPOINTMENT OF PRESIDING MEMBER (IF REQUIRED)

The Acting Chief Executive Officer advised he had received one nomination for the position of Presiding Member from Cr Kevin Allen, and called for any additional nominations. No further nominations were received.

The Acting Chief Executive Officer declared Cr Kevin Allen as Presiding Member of the Audit and Strategic Finance Committee.

Cr Allen assumed the role of Presiding Member.

3. DISCLAIMER (TO BE READ ALOUD BY PRESIDING MEMBER)

As there were no members of the public in the gallery, the Presiding Member did not read the disclaimer.

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

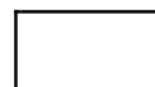
Nil

5. APOLOGIES AND LEAVE OF ABSENCE

Mayor Logan Howlett	- Apology
Mr S Cain, Chief Executive Officer	- Leave of Absence
Mr D Green, Director Governance and Community Services	- Apology

6. PUBLIC QUESTION TIME

Nil



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7. CONFIRMATION OF MINUTES

7.1 (2019/MINUTE NO 0017) MINUTES OF THE AUDIT AND STRATEGIC FINANCE COMMITTEE MEETING - 18/07/2019

RECOMMENDATION

That the Committee confirms the Minutes of the Audit and Strategic Finance Committee Meeting held on Thursday, 18 July 2019 as a true and accurate record.

COMMITTEE RECOMMENDATION

MOVED Cr C Terblanche SECONDED External Member Ms S Smith

That the recommendation be adopted.

CARRIED 5/0

8. DEPUTATIONS

Nil

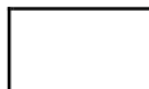
9. BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)

Nil

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

Nil

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11. COUNCIL MATTERS

11.1 (2019/MINUTE NO 0018) LEGAL PROCEEDINGS BETWEEN COUNCIL AND OTHER PARTIES

Author(s) J Fiori

Attachments 1. Legal Register 2018-2019 FY\$2,000 And More (CONFIDENTIAL)

<p>RECOMMENDATION That Council receive the report on legal proceedings commenced or responded to by the City during 2018-2019 financial year as noted in the Confidential attachment.</p>
<p>COMMITTEE RECOMMENDATION MOVED Cr T Widenbar SECONDED Cr M Separovich That the recommendation be adopted.</p> <p style="text-align: right;"><u>CARRIED 5/0</u></p>

Background

At its meeting held on 13 December 2018, Council adopted Policy 'Legal and Expert Advice and Proceedings Between the City and Other Parties' (the Policy) and associated delegated authority to clarify 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.

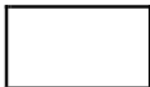
Submission

N/A

Report

Clause 1 *Application* of the Policy states:

This Policy applies in relation to legal and 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.



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Clause 3 *Commencing Legal Proceedings* of the Policy states:

'(7) The Chief Executive Officer 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 as requested by the Audit and Strategic Finance Committee.'

A Summary of the Legal Proceedings commenced or responded to by the City during the 2018-2019 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 and Listening

Deliver sustainable governance through transparent and robust policy and processes

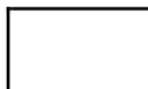
Budget/Financial Implications

The table below highlights the legal fees expensed during 2018-2019 with commensurate, where relevant, reimbursements, fines and penalties arising from the incurring of the legal expenditure. The table lists the legal services cost incurred for:

- legal advice ≥ \$2,000 per subject matter.

Legal services costs incurred 2018- 2019 for legal matters ≥ \$2,000	
Legal Firms	Actual Paid
Frichot and Frichot	\$35,839.10
Kott Gunning	\$73,447.39
McLeods	\$430,047.54
CS Legal	\$19,084.50
Total General	\$558,418.53
Fines and Penalties Income	(\$91,090.00)
Net Legal Fees (after fines and penalties)	\$467,328.53

The above includes parking, litter and firebreak infringements.



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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 Council adopted Policy 'Legal and Expert Advice and Proceedings Between the City and Other Parties'.

Advice to Proponent(s)/Submissioners

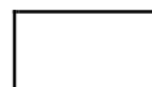
N/A

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

Nil

12. PLANNING AND DEVELOPMENT DIVISION ISSUES

Nil



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Item 13.1

13. FINANCE AND CORPORATE SERVICES DIVISION ISSUES

13.1 (2019/MINUTE NO 0019) REVIEW OF MONETARY AND NON-MONETARY INVESTMENTS FOR THE FINANCIAL YEAR 2018-2019

Author(s) S Downing
Attachments N/A

<p>RECOMMENDATION That Council receive the information.</p>
<p>COMMITTEE RECOMMENDATION MOVED External Member Ms S Smith SECONDED Cr M Separovich That the recommendation be adopted.</p> <p style="text-align: right;"><u>CARRIED 5/0</u></p>

Background

Policy 'Investments of Funds' 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 Policy Investment of Funds, 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 2018-2019 (LY2017-2018):

- Municipal/Reserve funds (MFR) \$4.991m (\$4.393m);
- Rates – Administration Interest \$0.462m (\$0.422m);
- Rates – Penalty Interest \$0.246m (\$0.213m);
- Deferred Pension rates \$0.024m (\$0.020m);
- ESL Interest \$0.035m (\$0.018m); and
- Total Interest income \$5.760m (\$5.066m).



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Interest income from the surplus cash in the municipal fund and reserves (MFR) totalled \$4.991m (\$4.393m). The interest rates earned by the MFR over the twelve months varied from 2.71% (2.73%) in July 2018 to 2.64% (2.68%) in June 2019.

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 1995* 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 for 2018-2019 was 2.26%.

All surplus funds are invested in accordance with the *Local Government Act 1995*, associated regulations and Council's Investment Policy. All cash investments/term deposits were and are compliant with Council's Investment Policy.

The surplus 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").

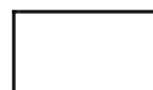
The last remaining "grandfathered" investment is the reverse mortgage backed security, Emerald. The original investment was \$3m in three \$1m tranches. The City is currently receiving interest at the rates of 2.06%, 1.73% and 1.43% on the respective tranches. Additional 'step-up' interest is also accruing 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 \$342,931. The outstanding balance for the Emerald investment is \$2.575m.

Non-Cash Investments

The City has substantial freehold land on its balance sheet. As at the 30 June 2019 that total was \$82.95m (LY \$84.11m). The makeup of the land comprises sumps, reserves, land available for sale, freehold parks and land 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



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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 2018-2019 on commercial properties and lands including Cockburn Health and Community Centre, GP Super Clinic, Port Coogee Marina Pens and Office, Youth Centre (office and commercial), commercial areas of Cockburn ARC totalled \$4.87m (LY \$4.583m) excluding GST and Variable outgoings. The current value of commercial real estate is \$73.06m (as at 30 June 2019 on a written down value for buildings and at valuation for land).

The net rental revenue from the Cockburn Health and Community Centre 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

The following land sales were settled in 2018-19:

- Lot 23 Russell Road Hammond Park \$1.27m;
- Lot 33 Davilak Road Hamilton Hill \$1.136m;
- Lots 25 and 17 Imlah Court Jandakot \$1.78m; and
- 29 March Street Spearwood \$0.91m.

Total land sales and settlements (ex-gst) \$5.10m

The City sold the development lot at Lot 7 Linkage Way Cockburn Central to Development WA (formerly Landcorp) and purchased Lot 104 Veterans Parade Cockburn Central (West) from Development WA:

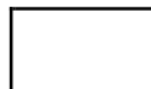
- Sold Lot 7 Linkage Way Cockburn Central - \$2.32m
- Purchased Lot 104 Veterans Parade Cockburn Central (West) - \$2.32m

Land sold and settled in 2019-20

- 61 Delaronde Drive Success \$0.65m (August 2019);
- 46 Riverina Parade Munster \$0.35m (November 2019); and
- 1 Semple Court South Lake \$2.59m (January 2020).

Land sold and not settled

- Lots 9004 and 805 Merevale Gardens Beeliam \$6m
- Due to settle on 30 November 2020



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

Strategic Plans/Policy ImplicationsCity Growth

Continue revitalisation of older urban areas to cater for population growth and take account of social changes such as changing household types.

Community, Lifestyle and Security

Foster a greater sense of community identity by developing Cockburn Central as our regional centre whilst ensuring that there are sufficient local facilities throughout our community.

Economic, Social and Environmental Responsibility

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

Leading and Listening

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

Budget/Financial Implications

All items are reported in the financial statements of the City.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

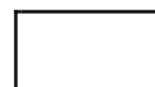
This is an information only report on the investments undertaken by the City on behalf of the Council.

Advice to Proponent(s)/Submitters

N/A

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

Nil



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13.2 (2019/MINUTE NO 0020) LAND DEVELOPMENT AND DEVELOPER CONTRIBUTIONS AUDIT

Author(s) N Mauricio
Attachments 1. City of Cockburn Land Development and Developer Contributions Internal Audit [↓](#)

RECOMMENDATION
 That Council adopts the findings and recommendations of the Land Development and Developer Contributions Audit Report as attached to the Agenda.

COMMITTEE RECOMMENDATION
 MOVED Cr M Separovich SECONDED External Member Ms S Smith
 That the recommendation be adopted.
CARRIED 5/0

Background

At its July 2016 meeting, the Audit and Strategic Finance Committee (ASFC) adopted a three year Strategic Internal Audit Plan. The Internal Audit Plan was developed through the City’s Risk Review Group (comprising cross functional managers), with input from the Internal Auditor. The audit planning was informed by the City’s Operational and Strategic Risk Registers, where assessed risk levels influenced audit priorities.

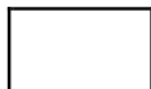
The audit of the City’s land development and developer contributions governance frameworks was included in the adopted Strategic Internal Audit Plan as it had a substantial risk rating assigned at the time. Bringing this audit report through the ASFC to Council marks the completion of this audit objective and advises what measures have or will be taken to address or further mitigate identified risks to the City.

Submission

N/A

Report

Deloitte was engaged in November 2018 to undertake an Internal Audit of the City’s processes and controls in relation to its land development and developer contributions functions. Whilst all the audit work had been completed by February 2019, the final report was significantly delayed due to personnel issues and changes at Deloitte.



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Audit Scope

The scope of the audit as contained within the strategic Internal Audit Plan 2016-2019 was to assess the adequacy of the management control framework relating to land development projects and the City's developer contribution schemes. The audit was to determine the extent to which the City was complying with key legislative, planning scheme, policies, procedures, guidelines, and other requirements in delivering land development projects and administering the developer contribution schemes. In particular, it assessed the adequacy of the City's processes and controls for:

- Appropriately acquiring land for a public purpose and selling land to prospective purchasers; and
- Appropriately collecting and applying funds collected via developer contributions in accordance with statutory requirements.

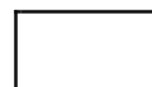
Audit Observations

The audit made a number of positive observations, including that the City has:

- An experienced and committed strategic planning team with a strong understanding of the obligations attached to these activity areas;
- Strong technical practices and well established systems and processes are in place;
- Demonstrated a continuous improvement approach to further strengthen its systems and processes; and
- Published material and guidance to inform developers and other interested parties on the City's approach to land development in accordance with its land development strategy and statutory requirements.

With specific regard to its land development (acquisition and disposal), the audit found:

- Due consideration is given to the impact on third party land when designing public works;
- Land development projects are supported by accurate feasibility assessments, in accordance with statutory requirements and in line with the City's Land Management Strategy;
- Independent land valuations are obtained and disclosed in a timely manner, in accordance with statutory requirements;
- There is ongoing engagement with the City's stakeholders in line with its Land Management Strategy; and



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- Negotiations and communications with land owners to be undertaken in a structured and transparent manner, in accordance with statutory requirements.

Audit observations specific to the City's administration of the Developer Contributions Scheme were:

- The timely levy and collection of developer contribution charges as agreed;
- The correct application of developer contributions collected, in accordance with statutory requirements;
- The use of an independent quantity surveyor to provide infrastructure cost estimates adds rigor and validity to the contribution schemes, including an annual review of estimated costs;
- There is ongoing assessment of developer contribution charges to ensure they are made in accordance with State Planning Policy 3.6 Development Contributions for Infrastructure; and
- Annual reporting and auditing of activity and closing balances is completed for each Developer Contribution Plan.

Improvement Opportunities

Whilst the audit observations were mostly positive and reassuring to the City, also not having detected any statutory breaches, there were some areas noted for improvement as summarised below (more detailed commentary is provided within the audit report):

1. Land Development: Policy framework for compulsory land acquisition (Moderate Risk Rating)

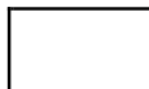
Recommendation:

By setting a more instructive policy framework to guide staff and Council on how to conduct good faith negotiations and to manage related risks when purchasing land for public works, the City will be more effective in its engagement with impacted landowners, negotiation of fair compensation and its resulting management of risks involved in compulsory land acquisitions.

Management Comment/Action Plan:

The process drafted by the Manager Strategic Planning will be formalised into a Standard Procedure and communicated to all relevant staff. (Target date: December 2019).

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2. Land Development: Commercial approach to sale of land assets (Minor risk rating)

Recommendation:

The City could take a more commercial approach to the sale of its land assets by delaying its required disclosure of land valuations until after negotiations with interested parties have concluded.

Management Comment/Action Plan:

Strategic Planning will prepare an internal procedure for the sale of land assets. This procedure for example may recommend relevant options to consider at the time of sale including providing a price range to provide to agents/prospective purchasers rather than the specific valuation price. (Target date: February 2020)

3. Developer Contributions: Managing the impact of cost under-estimations (Moderate Risk Rating)

Recommendation:

By assessing and better understanding the cause and impact of under-estimating costs at the commencement of new DCPs, the City can make more informed decisions on its options for improving the initial calculation of developer contribution charges.

The City will then be able to better manage its exposure to:

- Shortfalls in contributions where it is not able to sufficiently increase charges
- Potential unfair treatment of developers in the latter stage of the DCP, who face relatively higher contribution charges.

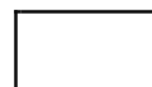
Management Comment/Action Plan:

In line with the recommendation, Strategic Planning will raise the profile and appreciation of the development contributions framework amongst the City's Strategic Business Unit and Project Managers (Target date: December 2019).

4. Developer Contributions: Embedding good practice in administration of DCPs (Minor Risk Rating)

Recommendation:

The City can build more confidence that its practices comply with statutory obligations for calculating and administering developer contribution charges by using the City's performance management program to measure staff performance in meeting key responsibilities.



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Management Comment/Action Plan:

- (a) Strategic Planning will raise the proposal to incorporate key staff obligations/responsibilities and resulting performance indicators into the City's Performance Management Framework with HR for consideration and potentially presenting to the Senior Managers Team (SMT).
- (b) If there is agreement to proceed, the Coordinator Strategic Planning will liaise with HR Learning and Development staff to develop suitable performance indicators. (Target date: June 2020)

It should be noted that these improvements will further strengthen what is already considered industry leading practice, particularly for developer contributions administration. The City's DCP model and practices are highly regarded within the sector, receiving praise and acknowledgement from the planning industry and attracting a number of Local Governments seeking the City's advice.

Strategic Plans/Policy ImplicationsLeading and Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

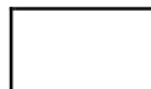
N/A

Risk Management Implications

The audit found that several improvements to controls and practices have already been made since the 'substantial' risk ratings were assigned to the following operational risks:

- Operational Risk ID 244 'Failure to achieve an accurate analysis on the feasibility of land development' (now has a moderate risk rating),
- Operational Risk ID 247 'Failure to collect and apply funds collected via developer contributions in accordance with the statutory requirements' (now has a moderate risk rating).

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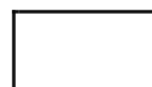
Combined with the observations and recommendations made by this internal audit, these improvements will help the City to further reduce its risk exposures and best meet the critical success factors within each of its land development and developer contribution functions.

Advice to Proponent(s)/Submitters

N/A

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

Nil





City of Cockburn

Land development and Developer contributions
internal audit

September 2019



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Inherent Limitations

The Services provided are advisory in nature and have not been conducted in accordance with the standards issued by the Australian Auditing and Assurance Standards Board and consequently no opinions or conclusions under these standards are expressed.

Because of the inherent limitations of any internal control structure, it is possible that errors or irregularities may occur and not be detected. The matters raised in this report are only those which came to our attention during the course of performing our procedures and are not necessarily a comprehensive statement of all the weaknesses that exist or improvements that might be made. Our work is performed on a sample basis; we cannot, in practice, examine every activity and procedure, nor can we be a substitute for management's responsibility to maintain adequate controls over all levels of operations and their responsibility to prevent and detect irregularities, including fraud.

Any projection of the evaluation of the control procedures to future periods is subject to the risk that the systems may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate. Recommendations and suggestions for improvement should be assessed by management for their full commercial impact before they are implemented.

We believe that the statements made in this report are accurate, but no warranty of completeness, accuracy, or reliability is given in relation to the statements and representations made by, and the information and documentation provided by City of Cockburn personnel. We have not attempted to verify these sources independently unless otherwise noted within the report.

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Introduction

As part of the City of Cockburn’s (the **City**) 2018/19 Internal Audit activity, Deloitte was assigned to undertake an assessment of the City’s processes and controls in relation to its Land Development and Developer Contributions functions.

Reference to operational risks

The internal audit relates to the following operational risks, which are identified as Substantial Risks in the City’s Operational Risk Register:

- 244 Failure to achieve an accurate analysis on the feasibility of **land development**
- 247 Failure to collect and apply funds collected via **developer contributions** in accordance with the statutory requirements.

* Additional potential impacts raised during this internal audit are outlined in the Scope section below, as threats to ‘What Must Go Right’.

Purpose

The purpose of this internal audit was to assess the adequacy of processes and controls designed to:

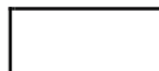
1. **Land development:** Appropriately (a) acquire land for a public purpose and (b) sell land to prospective purchasers
2. **Developer contributions:** Appropriately collect and apply funds collected via developer contributions in accordance with statutory requirements.

Scope

The following areas were included in the scope of the internal audit. Our focus was on ‘What Must Go Right’ within the City’s land development and developer contributions activities and we tested controls around the relevant key threats¹:

What must go right (Critical success factors)	Threats (to achievement of critical success factors)
<p>1. Land Development</p> <p>(a) The City is effective in its:</p> <ul style="list-style-type: none"> i. Design to limit third party land impacts ii. Clear narrative of why the public work is needed iii. Engagement with impacted landowners iv. Negotiation of fair compensation. <p>(b) Council understands and sets an effective policy framework to provide confidence about what should represent good faith negotiation to achieve fair compensation for purchasing land for public works</p> <p>(c) The City is effective in its approach to receiving and negotiating any offers which are received for its land assets according to the decision-making principles set through the Land Management Strategy.</p>	<ul style="list-style-type: none"> • The City does not: <ul style="list-style-type: none"> ○ Create a clear narrative to support acquiring land for a public work ○ Moderate design to limit impacts on third party owned land ○ Manage engagement with impacted landowners effectively ○ Negotiate fair compensation effectively ○ Achieve optimal return for the sale of its interests in land • The City may not achieve maximum value-adding potential through adequate planning.

¹ Threat are identified as potential risks to guide internal audit activity, and are not intended to describe current circumstances or actual issues



What must go right (Critical success factors)	Threats (to achievement of critical success factors)
<p>2. Developer contributions</p> <ul style="list-style-type: none"> (a) The City's assessments of developer contribution charges are in accordance with <i>State Planning Policy 3.6 Development Contributions for Infrastructure</i> (b) The City accurately calculates developer contributions (including forward estimates) (c) The City appropriately levies the developer contribution charges (d) Timely collection of developer contributions as agreed (e) The City's application of funds collected via developer contributions is in accordance with statutory requirements. 	<ul style="list-style-type: none"> • The City's policies and procedures do not align with State Planning Policy 3.6 and associated regulatory requirements • Those requirements are not effectively communicated or understood, resulting in assessments being made without an adequate understanding of State Planning Policy 3.6 and associated regulatory requirements • Inconsistent, inadequate and/or non-compliant practices are applied to the assessment, collection and application of developer contributions • Inadequate monitoring of the developer contribution levy included in terms resulting in forgone developer contributions.

Background and context

Land Development

The City's land development activity is governed by the *Local Government Act 1995, Land Administration Act 1997, Planning and Development Act 2005* and guidelines issues by the Department of Planning, Lands and Heritage.

The City has established a Land Management Strategy 2017-2022 (**LMS**), which is designed to provide an effective framework for managing the City's land portfolio in way that supports the financial sustainability of the City and maximises financial returns. The LMS details principles for land asset disposal, land asset purchase (including compulsory acquisitions) and joint venture considerations, and is aligned at a strategic level to the City's Strategic Community Plan, Long Term Financial Plan, Corporate Business Plan and published Revitalisation Strategies.

The City currently recognises four key strategic land projects and several other projects it expects to realise over the life of the current LMS.

The Strategic Planning Business Unit plays a central role in the City's delivery of its LMS, supporting plans and strategies, land projects and transactional land purchases and disposals.

Developer Contributions

In accordance with *State Planning Policy 3.6 Development Contributions for Infrastructure*, the City has created a Development Contribution Plan (**DCP**) for a total of 14 Developer Contribution Areas (**DCA**), of which 11 are current and three had been completed and closed-out as at 30 June 2018. All DCPs have been incorporated into Town Planning Scheme 3, which the City created and maintains in accordance with the *Planning and Development Act 2005* and *Planning and Development (Local Planning Schemes) Regulations 2015*.

The DCPs provide for developer contributions towards the delivery of community infrastructure needs created by new developments and subdivisions. Contributions can be made via payments or works-in-kind. As at 30 June 2018, the combined funds held in trust for the 11 open DCAs was \$16.1m, ranging from \$2.7m to a deficit for the most recent DCA.

DCPs are administered by the Strategic Planning team, through a dedicated Developer Contributions Officer, with support from the Coordinator Strategic Planning and other staff where required. All key procedures are documented in the DCA Procedure Manual and guidance material is presented on the City's website.



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Work performed

We applied the following approach to this assignment:

- Held an initial planning meeting with the Manager Financial Services, (former) Manager Strategic Planning, Coordinator Strategic Planning and Developer Contributions Officer
- Developed an understanding of the City's processes and procedures relating to land acquisition for public works, land sale processes and developer contribution assessments through:
 - Discussions with the Manager Strategic Planning, Coordinator Strategic Planning and Developer Contributions Officer
 - Examination of relevant City policies, procedures and guidelines
- Identified and assessed the design of internal controls in place to achieve the critical success factors relating to land acquisition for public works, land sales and administration of DCPs
- Identified the population of land acquisition for public works and land sales and developer contribution assessments made since 1 July 2017
- Performed a walkthrough tests of the City's DCA contribution rate calculations to determine whether the process and supporting documentation address the City's requirements, including adherence to State Planning Policy 3.6
- Tested processes and procedures applied in practice against the City's requirements for land acquisition for public works, land sales and developer contribution assessments. Testing included discussions and walkthrough with selected project managers
- Obtained explanations and clarification from relevant project teams, Strategic Planning staff and Finance staff
- Considered areas for improvement in the City's processes and controls
- Conducted a validation meeting with the Acting Manager Strategic Planning, Coordinator Strategic Planning and Developer Contributions Officer following completion of fieldwork to discuss the results of our work and potential improvements to processes and controls.



Key Results

Positive observations

We observed that the City has:

- An experienced Strategic Planning Team, with a strong collective understanding of the City’s legislative obligations relating to land development and developer contributions. The City has used the team’s depth to accommodate the recent departure of the previous Manager Strategic Planning. The Strategic Planning Team has also demonstrated a commitment to delivering a quality, compliant and effective service, with generally strong technical practices in place to support that commitment
- Published material and guidance to inform developers and other interested parties on its approach to developing land in accordance with its land development strategy and statutory requirements
- Applied a continuous improvement approach to recognise and implement opportunities for further strengthening its systems and processes. This observation applies across the City’s business units, but also specifically to its Strategic Planning Business Unit
- Well established systems and processes in place (and documented) to manage each of the City’s Land Development and Developer Contribution functions. In particular, subject to the improvement opportunities detailed below, we observed generally strong process in place to enable:

Land Development

- Due consideration to be given to the impact on third party land when designing public works
- Land development projects to be supported by accurate feasibility assessments, in accordance with statutory requirements and in line with the City’s LMS
- Independent land valuations to be obtained and disclosed in a timely manner, in accordance with all statutory requirements
- Ongoing engagement with the City’s stakeholders in line with its LMS
- Negotiations and communications with land owners to be undertaken in a structured and transparent manner, in accordance with all statutory requirements.

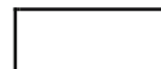
Developer Contributions

- Timely levy and collection of developer contribution charges as agreed
- Application of developer contributions collected, in accordance with all statutory requirements
- The rigor and validity of DCPs to be maintained by using an independent Quantity Surveyor to provide infrastructure cost estimates
- Assessment of developer contribution charges in accordance with State Planning Policy 3.6 Development Contributions for Infrastructure, including an annual review of estimated costs
- Annual reporting of audited activity and closing balances for each DCP.

Improvement opportunities

The internal audit raises the following opportunities for the City to further improve elements of its Land Development function (two opportunities) and Developer Contribution function (two opportunities). These improvement opportunities are raised after considering the nominated critical success factors in the context of “what must go right?” in each of the Land Development and Developer Contribution functions.

Improvement opportunity	Prioritisation Rating	Primary cause
<p>1. Land Development Policy framework for compulsory land acquisition</p> <p>By setting a more instructive policy framework to guide staff and Council on how to conduct good faith negotiations and to manage related risks when purchasing land for public works, the City will be more effective in its engagement with impacted landowners, negotiation of fair compensation and its resulting management of risks involved in compulsory land acquisitions.</p>	Moderate	Process



Improvement opportunity	Prioritisation Rating	Primary cause
<p>2. Land Development Commercial approach to sale of land assets</p> <p>The City could take a more commercial approach to the sale of its land assets by delaying its required disclosure of land valuations until after negotiations with interested parties have concluded.</p>	Minor	Process
<p>3. Developer Contributions Managing the impact of cost under-estimations</p> <p>By assessing and better understanding the cause and impact of under-estimating costs at the commencement of new DCPs, the City can make more informed decisions on its options for improving the initial calculation of developer contribution charges. The City will then be able to better manage its exposure to:</p> <ul style="list-style-type: none"> • Shortfalls in contributions where it is not able to sufficiently increase charges • Potential unfair treatment of developers in the latter stage of the DCP, who face relatively higher contribution charges. 	Moderate	Process
<p>4. Developer Contributions Embedding good practice in administration of DCPs</p> <p>The City can build more confidence that its practices comply with statutory obligations for calculating and administering developer contribution charges by using the City's performance management program to measure staff performance in meeting key responsibilities.</p>	Minor	Process People

The 'Improvement opportunities' section of this report provides further detail and includes management action plans to implement each recommendation.

This report is designed to help the City to prioritise efforts to address identified improvement opportunities by rating the relative prioritisation of each improvement opportunity based on the 'Prioritisation rating' definitions set out in the Appendix. A Primary Cause Analysis is also provided to identify the relative focus on people, process or technology aspects of the matter at hand.

Impact on current risk assessment

Since operational risks 244 'Failure to achieve an accurate analysis on the feasibility of land development' and 247 'Failure to collect and apply funds collected via developer contributions in accordance with the statutory requirements' were last assessed as 'Substantial' risks, the City has implemented several improvements to its controls and practices. Combined with the observations and recommendations made by this internal audit, these improvements will help the City to further reduce its exposures and to best meet the critical success factors (what must go right) within each of its Land development and Developer contribution functions.

The City should consider the results and recommendations of this internal audit in its next assessment of the current and target rating for operational risks 244 and 247.

Acknowledgement

We thank all City personnel involved in this internal audit for their courtesy, assistance and professionalism.



Tom Rayner
Partner, Deloitte Risk Advisory Pty Ltd



Improvement opportunities

1. Land development | Policy framework for compulsory land acquisition

<p>Prioritisation rating</p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px;"><i>Minor</i></td> <td style="border: 1px solid black; padding: 2px; background-color: #27ae60; color: white;">MODERATE</td> <td style="border: 1px solid black; padding: 2px;"><i>Important</i></td> <td style="border: 1px solid black; padding: 2px;"><i>Critical</i></td> </tr> </table>	<i>Minor</i>	MODERATE	<i>Important</i>	<i>Critical</i>	<p>Primary cause</p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px;"><i>People</i></td> <td style="border: 1px solid black; padding: 2px; background-color: #27ae60; color: white;">PROCESS</td> <td style="border: 1px solid black; padding: 2px;"><i>Technology</i></td> </tr> </table>	<i>People</i>	PROCESS	<i>Technology</i>
<i>Minor</i>	MODERATE	<i>Important</i>	<i>Critical</i>					
<i>People</i>	PROCESS	<i>Technology</i>						
Observation, implication and recommendation	Management comment / action plan							
<p>Observation</p> <p>Recently, the City has had a limited need to compulsorily acquire land. The most recent requirements relate to the Jandakot Road upgrade project and the Hammond Road improvement project. As the fieldwork for this internal audit was initially performed in 2018, the internal audit focussed on the Jandakot Road upgrade project.</p> <p><u>Compliance with Act</u></p> <p>Our examination of the compulsory acquisition process applied by the City to secure the land required for the Jandakot Road upgrade project confirmed that the process complied with the requirements of the Land Administration Act 1997 (the Act), including:</p> <ul style="list-style-type: none"> Per s241(7) - compulsory acquisition offers must be the amount of any damage suffered by the claimant due to taking of land or reduction in land value Per s241(9) - the City can offer no more than 10% of the amount otherwise offered or awarded through an independent valuation. <p>In our testing of three offers to landowners, we confirmed that the offers made by the City met the requirements of sections 241(7) and (9) of the Act, plus the letters of offer included all references required by the Act.</p> <p><u>Management of risks relating to compulsory acquisitions</u></p> <p>Although the City has demonstrated that its current process for compulsory acquisitions complies with the Act, until early 2019, it had not established a standard policy position and approach for managing all elements of the process, including principles and guidelines for Council and staff to follow to enable:</p> <ul style="list-style-type: none"> Council to recognise where genuine 'good faith' attempts are made to secure acquisition by agreement. The City has not developed a clear and consistent engagement/communications plan to help manage the expectations and understanding of landholders and Council All key risks relating to the acquisition to be recognised in a timely manner and adequately managed in accordance with the City's risk management approach. The long timeframe involved in compulsory acquiring land required for the Jandakot Road upgrade project (approximately two years, primarily due to disputes raised by landholders) had an impact on the City's ability to 	<p>Action plan</p> <p>The process drafted by the Manager Strategic Planning will be formalised into a Standard Procedure and communicated to all relevant staff.</p> <p>Responsible officer Manager Strategic Planning</p> <p>Target date December 2019</p>							



Item 13.2 Attachment 1

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Observation, implication and recommendation	Management comment / action plan
<p>manage risks relating to road use and traffic flows, particularly serious accidents occurring on the stretch of road due for development.</p> <p>At the time of our fieldwork in November 2018, the Manager Strategic Planning had drafted a process for managing compulsory land acquisitions. Strategic Planning has introduced this process to the Hammond Road improvement project, which is currently in progress.</p> <p>Implication</p> <p>With a clear policy position and approach for managing all elements of the compulsory land acquisition process, the City will be better positioned to:</p> <ul style="list-style-type: none"> • Create the clear narrative for supporting the acquisition • Demonstrate that it has appropriately recognised and managed all key risks in a timely manner • Make timely decisions regarding compulsory acquisitions. <p>Recommendation</p> <p>Develop and implement a standard policy position and approach for managing all key elements of the compulsory acquisition process, including the following principles and guidelines, which are based on the process drafted by the City’s previous Manager Strategic Planning:</p> <p>(a) Application of a clear and consistent engagement/communications plan, including consideration of all appropriate steps to be taken prior to any formal letter of valuation or instruction, such as:</p> <ul style="list-style-type: none"> ○ Calls or visits to the landowner to discuss and explain the benefit of the public work, emphasise the process of good faith negotiation and fair compensation, and assure the landowner that the City intends to assist them through the process ○ In instances where the landowner has indicated a concern, enhanced/escalated communications such as additional phone calls, emails and letters <p>(b) Provision of evidence that designs have been engineered to minimise impacts on third party land (e.g. through leveraging innovative design for public works)</p> <p>(c) Provision of the compelling story for why the public work is important and needed</p> <p>(d) Guidelines (including mandatory requirements) on the use of a series of formal letters, including:</p> <ul style="list-style-type: none"> ○ Overview letter expressing the narrative and process ○ Letter advising of instruction to valuer, including advice that the valuer is independent and expert, and that the valuer proposes to contact the landholder as part of assessment of proposed compensation ○ Letter advising of compensation offer and landowner’s options in respect of the offer ○ Letter(s) relating to subsequent negotiation, undertaken in good faith ○ In instances where landowner wishes to obtain a separate valuation, letter outlining the City’s funding of the valuation, subject to the landowner’s independent expert valuer being used in good faith to reach agreement and based upon agreed instructions. 	



2. Land development | Commercial approach to sale of land assets

Prioritisation rating

MINOR	<i>Moderate</i>	<i>Important</i>	<i>Critical</i>
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Primary cause

<i>People</i>	PROCESS	<i>Technology</i>
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Observation, implication and recommendation	Management comment / action plan
<p>Observation</p> <p>In line with its long-term LMS (which is current for the period 2017-2022), the City does not actively develop and sell its land holdings. The LMS provides guidance for the sale of land assets, including:</p> <ul style="list-style-type: none"> • The City's consideration of submissions from interested parties in purchasing land for development • The appointment of real estate agents to sell Council owned property • References to the relevant sections of the Local Government Act, specifically sections 3.58 (disposing of property) and 3.59 (commercial enterprises by local governments). Note that section 3.58 amongst several other requirements of the Local Government Act states when a local government is required to give local public notice of a proposed land sale and the requirement to disclose the lands valuation and sale disclosure amount to the public. <p>While the City's approach to land sales is methodical and transparent, we believe it has an opportunity to tighten its commercial approach to negotiating the value of land holdings with interested parties. In particular, the City's practice to disclose the value (or range) determined by an independent valuation to interested parties prior to the advertisement of the potential sale, appears to present the potential purchaser with an advantage when negotiating offers. We understand the City's legal obligation is limited to disclosing that valuation at the time of advertisement of the potential sale.</p> <p>We recognise that there are confidentiality and data security matters to manage when deciding on the timing and nature of disclosures which have a commercial implication. For example, the City will need to consider the impact on the level of information presented to Council.</p> <p>Implication</p> <p>The City may not obtain full commercial value from its land holdings.</p> <p>Recommendation</p> <p>Reconsider the City's commercial approach to maintaining a transparent process for disclosing the availability of land and negotiating the value of land holdings with interested parties, particularly to specify the timing of the release of the independent valuation.</p>	<p>Action plan</p> <p>Strategic Planning will prepare an internal procedure for the sale of land assets. This procedure for example may recommend relevant options to consider at the time of sale including providing a price range to provide to agents/prospective purchasers rather than the specific valuation price.</p> <p>Responsible officer</p> <p>Manager Strategic Planning</p> <p>Target date</p> <p>February 2020</p>



3. Developer contributions | Managing the impact of cost under-estimations

Prioritisation rating

Minor	MODERATE	Important	Critical
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Primary cause

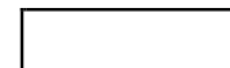
People	PROCESS	Technology
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Observation, implication and recommendation	Management comment / action plan
<p>Observation</p> <p>The City calculates developer contribution charges in accordance with State Planning Policy 3.6, including the requirement of clause 5.3.11.2 for estimated infrastructure costs for each DCP to be reviewed at least annually. The City's structured approach to its annual review of those costs aims to comply with State Planning Policy 3.6 and relevant statutory requirements such as the <i>Local Government (Functions and General) Regulations</i>.</p> <p>As it is almost certain that estimates of cost and development activity (proportional contributions) will change over the lifespan of land developments, the City expects to and does adjust developer contribution charges annually to ensure they are commensurate with present day estimates. Two types of adjustments can be made:</p> <ul style="list-style-type: none"> • If costs had been over-estimated resulting in excess contributions collected, State Planning Policy 3.6 provides for refunds to be provided to developers/land-owners at the end of the lifespan of the DCP. This scenario is unlikely in practice (and has not occurred for the City's DCPs to date), particularly where a development extends over a long timeframe, and where there is no allowance for likely cost escalations in the initial calculation of developer contribution charges • If costs had been under-estimated resulting in a shortfall of contributions collected to-date, the developer contribution charge can be increased. Because these increases cannot be retrospectively applied, future contributions are intended to compensate for any relative shortfall in contributions received to-date. This scenario challenges the relative fairness of the developer contribution charge over the life of the DCP, plus exposes the City to an actual shortfall where it cannot recover all required contributions. We note that the City has recently initiated Town Planning Scheme 3, Amendment 148 to allow developer contribution charges to be effectively capped in certain cases, which may also result in a shortfall in funding. <p>Strategic Planning recognises there are several options for improving the accuracy of initial estimations, and therefore the calculated developer contribution charge. Those options include:</p> <ul style="list-style-type: none"> • Application of the DCA and related DCP over a smaller timeframe to minimise the extent of cost escalation • Advanced timing of key activities such as land purchases or construction works • More accurate or more timely design and site analysis 	<p>Management comment</p> <p>Strategic Planning believes there is limited practical value in further assessing funding shortfalls to date for the following reasons:</p> <ol style="list-style-type: none"> The City already conducts long term financial planning of the basis of the minimum contributions (i.e. present day DCP rate). We are already clear on the variety of reasons why shortfalls can eventuate. The City is likely to only have one or two future DCPs (one is currently being advertised for public comment) to mitigate the potential for shortfall in the case of proposed DCP15, The City has been careful to be aware of what is to be included in the DCP and to keep the DCP scope of the items as minimal as possible. We have also utilised very recent and detailed comparison costs (from an adjacent oval just completed) rather than a broad estimate with no design basis. This does reflect the best practice we have available. <p>Despite this, we will still face these obstacles:</p> <ul style="list-style-type: none"> • The City may choose to minimise the cost to be passed onto the developers via the annually reviewed DCP rate • Construction costs are currently low due to the state of the economy and so are likely to escalate • The proposed site may have a constraint the planning to date could not have known which impacts development costs • Site specific matters such as retaining walls cannot be determined at this level of planning



Observation, implication and recommendation	Management comment / action plan
<ul style="list-style-type: none"> • More accurate provision for contingencies. Care needs to be taken to ensure the City does not improperly inflate (or is seen to do so) cost estimations and therefore, contribution charges • Greater discipline and rigour in forecasting and reporting on changes in scope, delays and other contributors to cost escalation. <p>We also recognise that the current State Planning Policy² does not provide clear guidance and support, and that the City's options can be limited. Further limitation is proposed by the draft revision to the State Planning Policy.</p> <p>Although Strategic Planning recognises the contributing factors to DCP costs being consistently underestimated, the City has not clearly outlined and communicated to Managers the cause and impact of those underestimations, particularly where the City has some control over the accuracy of its cost estimations and DCP calculations.</p> <p>Implication</p> <p>The City is exposed to:</p> <ul style="list-style-type: none"> • Actual shortfalls in contributions where it is not able to sufficiently increase future charges. e.g. where increases are capped in the interest of commercial reasonableness, particularly in the later stages of the development • Potential unfair treatment of developers in the latter stage of the DCP, who face relatively higher contribution charges. <p>Recommendation</p> <p>Clearly outline and communicate to Strategic Business Unit and Project Managers:</p> <ul style="list-style-type: none"> • The cause and impact of the City's underestimation of costs and calculated charges • Managers' responsibilities and capabilities for most accurately estimating costs, to help mitigate the City's exposure to shortfalls in contributions or potential unfair treatment of developers. 	<ul style="list-style-type: none"> • The rate of land development is not within the City's control and developers may not release land at the predicted rate. <p>Action plan</p> <p>In line with the recommendation, Strategic Planning will raise the profile and appreciation of the development contributions framework amongst the City's Strategic Business Unit and Project Managers.</p> <p>Responsible officer(s)</p> <p>(a) Manager Strategic Planning (b) Coordinator Strategic Planning</p> <p>Target date</p> <p>December 2019</p>

² A draft revision to the State Planning Policy has been released for comment, for implementation in late 2019/early 2020. The City intends to submit comments and suggestions for improvement, consistent with its recent contributions to the Department of Planning, Lands and Heritage.



Item 13.2 Attachment 1

ASFC 21/11/2019

4. Developer contributions | Embedding good practice in administration of DCPs

Prioritisation rating				Primary cause		
MINOR	<i>Moderate</i>	<i>Important</i>	<i>Critical</i>	PEOPLE	PROCESS	<i>Technology</i>
Observation, implication and recommendation				Management comment / action plan		
<p>Observation</p> <p>Strategic Planning is responsible for administering DCPs, and for implementing effective processes and procedures for the City's managers (with responsibility for planning and executing development projects) to follow. The City has experienced a common challenge facing central administration roles, which is to maintain the buy-in and support of project staff and managers for applying the right procedures. For example, on occasion project teams have:</p> <ul style="list-style-type: none"> Not provided timely and sufficient information to support transfers from reserves. This issue threatens the DCP's transparency and level of compliance Incorrectly removed subdivision conditions in development applications/plans without consultation or notification, resulting in a shortfall of funds collected from developer contributions. <p>In order to further improve buy-in and support of project staff, Strategic Planning has recently introduced several measures to improve the City's management of its DCPs, including:</p> <ul style="list-style-type: none"> Initiating a DCP training program An electronic building application referral for checking off DCP compliance A change to the process for setting up a capital works budget, where Strategic Planning approval is now required for all transfers from DCP reserves. <p>The City's staff performance management program is a useful tool in building support for the City's core obligations and processes. Key staff responsibilities and resulting performance indicators have not yet been developed for central processes such as DCP administration.</p> <p>Implication</p> <p>Without the support of the City's structured performance management program, the City's DCP administration is more reliant on continued training and general diligence of all staff, which in turn increases the City's exposure to compliance issues.</p> <p>Recommendation</p> <p>Provide further support to central roles such as DCP administration by incorporating key staff obligations/responsibilities and resulting performance indicators into the City's performance management program.</p>				<p>Management comment</p> <p>Agreed. However, this should be raised with HR and ultimately the Strategic Business Unit Managers group. It is possible that because the issue does not affect all employees there may be difficulties or resistance to the proposal.</p> <p>Action Plan</p> <p>(a) Strategic Planning will raise the proposal to incorporate key staff obligations/responsibilities and resulting performance indicators into the City's performance management framework with HR for consideration and potentially presenting to the Strategic Business Unit Managers group</p> <p>(b) If there is agreement to proceed, the Coordinator Strategic Planning will liaise with HR Learning and Development staff to develop suitable performance indicators.</p> <p>Responsible officer(s)</p> <p>(c) Manager Strategic Planning (d) Coordinator Strategic Planning in liaison with Learning and Development staff.</p> <p>Target Date</p> <p>June 2020</p>		



Appendix: Risk rating, prioritisation and primary cause

Risk rating/severity matrix

		Consequence				
		Insignificant	Minor	Major	Critical	Catastrophic
Likelihood	Rare	Low	Low	Low	Low	Moderate
	Unlikely	Low	Low	Moderate	Moderate	Significant
	Possible	Low	Moderate	Moderate	Significant	High
	Likely	Low	Moderate	Significant	High	Extreme
	Almost Certain	Moderate	Significant	High	Extreme	Extreme

Source: City of Cockburn Risk Management Framework – December 2017

Prioritisation rating

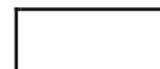
To assist management with prioritisation of action proposed to address identified risks, the following prioritisation is allocated to each level of risk:

Risk level	Prioritisation	Suggested action
Extreme	Critical	<ul style="list-style-type: none"> Issue represents a serious control weakness or operational exposure, which could have or is having a major adverse effect on the City's ability to achieve its process objectives Requires immediate management attention Decision by CEO.
High	Important	<ul style="list-style-type: none"> Issue represents a control weakness, which could have or is having high adverse effect on the City's ability to achieve its process objectives Management should consider action within three months Decision by CEO/ Director.
Significant/ Moderate	Moderate	<ul style="list-style-type: none"> Issue represents a control weakness, which could have or is having moderate adverse effect on the City's ability to achieve its process objectives Requires near term management attention (e.g. six to 12 months) Decision by Managers.
Low	Minor	<ul style="list-style-type: none"> Issue represents minor control weakness with minimal but reportable impact on the City's ability to achieve its process objectives Management should consider action within a reasonable time period (e.g. 12 to 24 months) Decision by Team Leaders.

Primary cause

The primary cause of each internal audit observation/risk is categorised as relating to People, Process, Technology or a combination. Identification of the primary cause is designed to assist in the allocation of resources to targeted areas.

Primary cause	Guidance
People	Persons performing the control activities do not have appropriate training and knowledge to perform the control activities effectively, or defined policies and procedures are not being followed.
Process	Policies and procedures are out-dated and do not reflect existing practice, or have not been defined in enough detail to address the risks to the business.
Technology	Technology is not appropriately implemented or configured to mitigate the risks identified.



ASFC 21/11/2019

14. ENGINEERING AND 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

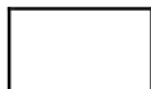
21. CONFIDENTIAL BUSINESS

Nil

22. CLOSURE OF MEETING

The meeting closed at 6.32pm.

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13.2 MINUTES OF THE DELEGATED AUTHORITIES AND POLICIES COMMITTEE MEETING - 27 NOVEMBER 2019

Author(s)	B Pinto
Attachments	1. Delegated Authorities, Policies Committee Meeting Minutes - 27 November 2019 ↓

RECOMMENDATION

That Council receive the Minutes of the Delegated Authorities and Policies Committee Meeting held on 27 November 2019 and adopt the recommendations contained therein.

Background

The Delegated Authorities, Policies and Position Statements Committee conducted a meeting on 27 November 2019. 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 review of the Policies relative to the Planning and Development Directorate.

In addition to the above, and in accordance with the Policy Review Project, three Policies were identified for public consultation, which has now been completed, those being:

- City of Cockburn Use of Closed Circuit Television (CCTV) System
- Graffiti Management and Response
- Access and Equity

These are now presented for consideration and adoption by Council.

Once the above has been adopted by Council, this completes the entire Policy Review Project.

Strategic Plans/Policy ImplicationsLeading and 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

N/A

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

Nil



City of Cockburn
Delegated Authorities and Policies
Committee
Minutes

For Wednesday, 27 November 2019

These Minutes are subject to confirmation

Presiding Member's signature

Date:

DAP 27/11/2019

CITY OF COCKBURN

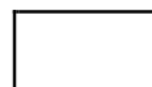
SUMMARY OF MINUTES OF THE DELEGATED AUTHORITIES AND POLICIES COMMITTEE HELD ON WEDNESDAY, 27 NOVEMBER 2019 AT 6.00 PM

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CITY OF COCKBURN
MINUTES OF DELEGATED AUTHORITIES AND POLICIES
COMMITTEE HELD ON WEDNESDAY,
27 NOVEMBER 2019 AT 6.00 PM

PRESENT:**ELECTED MEMBERS**

Ms C Stone	-	Councillor (Presiding Member)
Mr L Howlett	-	Mayor
Mr M Separovich	-	Councillor (Arr 6.03)
Mr T Widenbar	-	Councillor (Deputy)

IN ATTENDANCE

MR S DOWNING	-	ACTING CHIEF EXECUTIVE OFFICER
MR D GREEN	-	DIRECTOR GOVERNANCE AND COMMUNITY SERVICES
MR D ARNDT	-	DIRECTOR PLANNING AND DEVELOPMENT
MR C SULLIVAN	-	DIRECTOR ENGINEERING AND WORKS
MRS G BOWMAN	-	EXECUTIVE MANAGER, STRATEGY AND CIVIC SUPPORT
MRS B PINTO	-	GOVERNANCE AND RISK OFFICER
MRS V FRANKSON-	-	EXECUTIVE ASSISTANT TO DIRECTORS – FINANCE AND CORPORATE SERVICES/GOVERNANCE AND COMMUNITY SERVICES
MS S D'AGNONE	-	COUNCIL MINUTE OFFICER

1. DECLARATION OF MEETING

The Presiding Member declared the meeting open at 6.00pm.

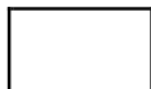
2. APPOINTMENT OF PRESIDING MEMBER (IF REQUIRED)

The Acting Chief Executive Officer advised the meeting he had received one nomination for the position of Presiding Member from Cr Chontelle Stone, and called for any additional nominations. No further nominations were forthcoming.

The Acting Chief Executive Officer declared Cr Stone as Presiding Member of the Delegated Authorities and Policies Committee.

Cr Stone assumed the role of Presiding Member.

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

Nil

4. APOLOGIES AND LEAVE OF ABSENCE

CR C TERBLANCHE - APOLOGY
MR S CAIN, CHIEF EXECUTIVE OFFICER - LEAVE OF ABSENCE

5. CONFIRMATION OF MINUTES

5.1 (2019/MINUTE NO 0051) MINUTES OF THE DELEGATED AUTHORITIES AND POLICIES COMMITTEE MEETING - 22/08/2019

RECOMMENDATION

That Committee confirms the Minutes of the Delegated Authorities and Policies Committee Meeting held on Thursday, 22 August 2019 as a true and accurate record.

COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Cr T Widenbar

That the recommendation be adopted.

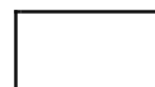
CARRIED 3/0

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



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AT THIS POINT IN THE MEETING, THE TIME BEING 6.02 PM THE FOLLOWING ITEMS WERE CARRIED BY 'EN BLOC' RESOLUTION OF COMMITTEE

9.1	10.1	11.1	12.1	13.1
9.3			12.2	
9.4			12.3	

CR MICHAEL SEPAROVICH JOINED THE MEETING AT 6.03PM.



Item 8.1

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8. COUNCIL MATTERS**8.1 (2019/MINUTE NO 0052) PROPOSED AMENDMENTS TO COUNCIL POLICY 'EXECUTION OF DOCUMENTS'****Author(s)** J Fiori**Attachments** 1. Policy - Council - Execution of Documents [↓](#)**RECOMMENDATION**

That Council endorse the revised Council Policy *Execution of Documents* which is now in compliance with the requirements of section 9.49A (3) of the *Local Government Act 1995*, as shown in the attachment to the agenda.

COMMITTEE RECOMMENDATION

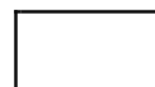
MOVED Cr T Widenbar SECONDED Mayor L Howlett

That Council

- (1) replace the wording in Clauses 1 (2), (4) and (5) of the Policy 'Execution of Documents' to reflect the wording as outlined in the *Local Government Act 1995* as follows;
 - (2) The Common Seal of the local government is to be affixed to documents appertaining to all dealings initiated by a Council resolution, in the presence of:
 - (i) the Mayor, and
 - (ii) the CEO or a Senior Employee authorised by the CEO.

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 resolution.
 - (4) In the absence of:
 - (i) the Mayor, and
 - (ii) the CEO or a Senior Employee authorised by the CEO.

As the case may be, the Common Seal may not be affixed to any document.
 - (5) The Common Seal of the local government is to be affixed to new Funding or Contracts of Agreement between the Council and State or Commonwealth Governments, in the presence of:
 - (i) the Mayor, and
 - (ii) the CEO or a Senior Employee authorised by the CEO.



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- (2) endorse the revised Council Execution of Documents Policy which is now in compliance with the requirements of section 9.49A (3) of the *Local Government Act 1995*, as shown in the attachment to the agenda.
- (3) amend the Policy 'Execution of Documents' accordingly.

CARRIED 4/0**Reason for Decision**

Committee sought clarity as to who is authorised to affix the Common Seal. The way the Policy is currently worded is rather confusing as to whether it is an Elected Member and a Staff Member. In order to clarify the matter it was decided that the wording as outlined in s9.49A of the *Local Government Act 1995* be inserted into the policy.

Background

Council Policy *Execution of Documents* (the Policy) was adopted by Council on 13 December 2018 with the next review date due in December 2020.

The section of the document dealing with the Common Seal of the City of Cockburn conflicts with section 9.49A (3) of the *Local Government Act 1995* (the Act).

Submission

N/A

Report

Section (1) 3 of the Policy states as follows:

"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."

Section (1) 6 first and second paragraphs of the Policy read as follows:

"The affixing of the Common Seal to documents relating to land matters including (but not limited to) the following...shall be undertaken by two (2) of the following persons; the Mayor, Deputy Mayor, Chief Executive Officer, Director, Manager Strategic Planning and Property and Lands Officer."

Section (1) 7 first and second paragraphs of the Policy read as follows:

"The affixing of the Common Seal or the signing...shall be undertaken by two (2) of the following persons: the Mayor, Deputy Mayor, Chief

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Executive Officer, Director, Manager Community Development and Child Care and Seniors Manager.”

Section 9.49A (3) of the Act states:

The common seal of the Local Government is to be affixed to a document in the presence of –

- (a) The Mayor or President; and*
- (b) The Chief Executive Officer or a Senior Employee authorised by the Chief Executive Officer,*

each of whom is to sign the document to attest that the document seal was so affixed.

To ensure compliance with the requirements of the Act, the Policy has been reviewed to ensure it states that the Common Seal is affixed in the presence of the Mayor and the Chief Executive Officer, or in the absence of the Chief Executive Office, a Senior Employee authorised by the Chief Executive Officer.

Section 6 ‘Land Matters’ of the Policy has been moved to be part of Category 2 Documents, which do not require the City’s Common Seal to be affixed. A list of documents pertaining to ‘Statutory Planning Matters’, which do not require the City’s Common Seal to be affixed has been added to the list of Category 2 documents.

The table at the end of the Policy has also been amended accordingly to reflect the reviewed Authority to Execute Category 1 and 2 documents.

Strategic Plans/Policy Implications

Leading and Listening

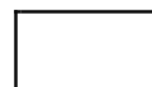
Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

N/A

Legal Implications

Policy will be compliant with the requirements of the Act. Section 9.49A (3) refers.



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Community Consultation

N/A

Risk Management Implications

Failure to adopt the amended Policy will result in process being ultra vires in relation to the Act and lead to non-conformance with the principles of good governance.

Advice to Proponent(s)/Submitters

N/A

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

Nil



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Item 8.1 Attachment 1

Title	Execution of Documents
Policy Number (Governance Purpose)	



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 (**CEO**) and other Officers and Agents to execute (sign) documents on behalf of the City of Cockburn.

Policy Statement

This Policy applies to all City officers preparing documents for execution and/or who have been authorised through the provisions of this Policy to execute documents on behalf of the City. Any legislation, formal requirements of a Commonwealth or State department, authority 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~~CEO, or Senior Employee authorised by the CEO, in the presence of each other, be are 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;
- 2.3. ~~Where the CEO is not present, a senior employee authorised by the CEO, must be present with the Mayor to affix the Common Seal;~~
- 3.4. ~~In the absence of the Mayor and/or the Chief Executive OfficerCEO, or senior employee authorised by the CEO, as the case may be, and pursuant to s 9.49A(3) of the Act, the Common Seal may not be affixed to any document; 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~~
- 4.5. The Mayor and ~~Chief Executive Officer~~CEO, or senior employee authorised by the CEO, in the presence of each other, are authorised to affix the Common

[1]

Item 8.1 Attachment 1

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Title	Execution of Documents
Policy Number (Governance Purpose)	



Seal to new Funding or Contracts of Agreement between the Council and State or Commonwealth Governments;

5-6. 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;
- (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; and
- (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; the 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~~ CEO 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 and CEO, or senior employee authorised by the CEO, Deputy Mayor, Chief Executive Officer, Director, Manager Community Development and Child Care & Seniors Manager in the presence of each other.~~

(2) Category 2 Documents - do not require the common seal to be affixed

[2]



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Item 8.1 Attachment 1

Title	Execution of Documents
Policy Number (Governance Purpose)	



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 falls into more than one descriptor, the lowest organisational level prescribed is authorised to sign.

1. Land Matters

Following is a list of documents relating to land matters that are Category 2 documents, which do not require the City's Common Seal to be affixed.

These documents shall be signed by any two (2) of the following persons: the Mayor, Deputy Mayor, CEO, Director, Manager Strategic Planning and Property, and Property & Lands Officer.

These documents include, but are not limited to:

- (a) Local Planning Scheme Amendments;
- (b) Deeds, including Deeds of Arrangement, Development Contribution Deeds (only where a development contribution plan is awaiting gazettal), Deeds of Indemnity and Memorandums of Understanding in respect to sale, purchase or other commercial dealings relating to assets and equitable interests;
- (c) Leases (including extensions, renewals, assignments and variations);
- (d) Licences to occupy land or premises;
- (e) Restrictive Covenants - under section 129BA of the *Transfer of Land Act 1893* and any discharge or variation of covenants;
- (f) Lodgement, modification and withdrawal of memorials;
- (g) Easements and the surrender or modification of easements;
- (h) Rights of carriageway agreements and withdrawal or variation of rights of carriageway agreements;
- (i) Reciprocal access agreements and withdrawal or variation of reciprocal access agreements;
- (j) Notifications (and removals thereof) – under section 70A of the *Transfer of Land Act 1893*; and
- (k) Transfer of land documents.

2. Statutory Planning Matters

Following is a list of documents relating to land matters that are Category 2 documents, which do not require the City's Common Seal to be affixed.

These documents shall be signed by any two (2) of the following persons: the Mayor, Deputy Mayor, CEO, Director, Manager Strategic Planning, Manager Statutory Planning, Statutory Planning Coordinator, and Property & Lands Officer.

These documents include, but are not limited to:

[3]

Item 8.1 Attachment 1

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Title	Execution of Documents
Policy Number (Governance Purpose)	



- (a) Restrictive Covenants - under section 129BA of the *Transfer of Land Act 1893* and any discharge or variation of covenants (and removal of);
- (b) Easements and the surrender or modifications of easements;
- (c) Rights of carriageway agreements and withdrawal or variation of rights of carriageway agreements;
- (d) Reciprocal access agreements and withdrawal or variation of reciprocal access agreements; and
- (e) Notifications (and removals thereof) – under section 70A of the *Transfer of Land Act 1893*.

Description	Authority to Execute
Council initiated Resolution for specific contract variations exceeding \$750,000 (Ex GST)	Mayor, CEO or Senior Employee authorised by the CEO, to sign and seal documents, in the presence of each other.
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 and Manager Strategic Planning or Property and Lands Officer.
Documents required to enact 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 & 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 to enact 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: <ul style="list-style-type: none"> • 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.	CEO; any Director;

[4]



Title	Execution of Documents
Policy Number (Governance Purpose)	



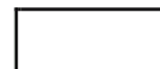
(Indemnities can only be issued following confirmation from Council Insurer that the project is covered by the City's insurance)	(Land matters only) Manager, Strategic Planning and Property & Lands Officer
Memorandums of Understanding and other statements of intent and terms and conditions.	CEO; any Director; Senior Managers. (Land matters only -) <u>Manager Strategic Planning and Property & Lands Officer</u>
<u>Documents which seek to either defer or allow instalments of a development contribution plan liabilities (except where a development contribution plan is awaiting gazettal).</u>	<u>CEO; any Director; Manager, Strategic Planning.</u>

(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)	13 December 2018
Next Review Due: (Governance Purpose Only)	December 2020
ECM Doc Set ID: (Governance Purpose Only)	8030199

[5]



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Item 8.2

8.2 (2019/MINUTE NO 0053) PROPOSED AMENDMENTS TO COUNCIL POLICY 'ATTENDANCE AT CONFERENCES, SEMINARS AND TRAINING'

Author(s) D Green

Attachments 1. Policy - Attendance at Conferences, Seminars and Training [u](#)

RECOMMENDATION
 That Council amends the Policy titled Attendance at Conferences, Seminars, Events and Training, as shown in the attachment to the Agenda.

COMMITTEE RECOMMENDATION
 MOVED Cr M Separovich SECONDED Cr T Widenbar

That Council:

(1) amend the wording in the Policy 'Attendance at Conferences, Seminars, Events and Training' under Clause 1 (3) 'Events' to include the following:

Where an Elected Member attends any ticketed function in accordance with this Policy, the value of the ticket is to be declared and entered in the City's Gift Register.

(2) amend the Policy 'Attendance at Conferences, Seminars, Events and Training' accordingly.

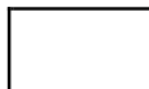
CARRIED 4/0

Reason for Decision

Clarification was sought as to whether a declaration of the value of the ticket should be made, as this was not mentioned in the Policy. It was suggested that this should be included in the Policy so that Elected Members are aware that such declarations must be made.

Background

Council provides funding to enable attendance at professional development opportunities for Elected Members and Officers. This includes conferences, seminars and training which are relevant to their role. In addition, representatives of the City occasionally receive invitations from external stakeholders to attend specific events which have a consumable value, either in the form of refreshments (eg: dinner, cocktail function) or entertainment (eg: tickets to a concert or sporting event).



Item 8.2

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Submission

N/A

Report

Recent amendments to the *Local Government Act 1995*, (the Act) have now made it mandatory for newly Elected Members to undertake nominated training and development provided by a registered training body which has been approved for delivering the relevant course content.

Further recent amendments require Council to adopt a Policy covering the attendance by Council representatives at defined events and where the attendance is facilitated through the provision of a gift in the form of a ticket, invitation or other means of attendance at no or reduced cost to the City delegate.

Other components of the legislative changes require a report to be prepared on the training completed by members in any financial year. Any such report is to be published on the Council website.

Also, it is necessary for Council to review the Policy after each Ordinary Election Cycle (ie: every 2 years).

Provision is made for exemption of the requirement in certain circumstances, where members have undertaken the required training in the 5 years previous to the elections at which they are elected.

With the training and development of Elected Members now a mandatory requirement, there are also potential heavy penalties for non-compliance in the form of a fine of up to \$5,000

Strategic Plans/Policy ImplicationsLeading and Listening

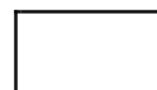
Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

Funding is provided in the Governance - Elected Members area of the Municipal Fund for this purpose.

Legal Implications

Sections 5.126 to 5.128 of the Act and Regulations 35 and 36 of the *Local Government (Administration) Regulations 1996* refer to the training provisions, and Sections 5.62 (1A and 1B) and 5.90A of the Act refer to the attendance at events provisions.



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Item 8.2

Community Consultation

N/A

Risk Management Implications

There is a 'Moderate' level of 'Compliance' risk associated with this item.

Advice to Proponent(s)/Submitters

N/A

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

Nil



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Item 8.2 Attachment 1

Title	Attendance at Conferences, Seminars & Training
Policy Number (Governance Purpose)	



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.

[Specified training for newly Elected Members is mandatory, following amendments to the Local Government Act, 1995 \(The Act\) in October 2019.](#)

[A Policy related to the attendance at specified events by Elected Members and the Chief Executive Officer is also required, as a result of a new provision related to this matter being included in the Act](#)

Policy Statement

(1) Elected Members

1. Conferences and Seminars

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.

[1]

Title	Attendance at Conferences, Seminars & Training
Policy Number (Governance Purpose)	



Where an Elected Member is no longer able to attend the booked conference, seminar or training, the CEO in consultation with the Mayor, may substitute another Elected Member if appropriate.

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.

2. Training

All newly Elected Members are required to undertake the following mandatory training within 12 months of their election to Council:

The course titled 'Council Member Essentials' that:

(a) Consists of the following modules –

- (i) Understanding Local Government
- (ii) Serving on Council
- (iii) Meeting Procedures
- (iv) Conflicts of Interest
- (v) Understanding Financial Reports and Budgets; and

(b) is provided by any of the following bodies –

- (i) North Metropolitan TAFE
- (ii) South Metropolitan TAFE; or
- (iii) WA Local Government Association (WALGA)

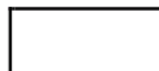
At the conclusion of each financial year, a report on the training completed by Elected Members is to be compiled and displayed on the City's website.

3. Events

The City of Cockburn will allow Elected Members to accept invitations, including tickets, from third parties to attend events falling into the following categories –

- (a) Concerts;
- (b) Conferences;
- (c) Functions; and
- (d) Sporting Events

[2]



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Item 8.2 Attachment 1

Title	Attendance at Conferences, Seminars & Training
Policy Number (Governance Purpose)	



Where an invitation, including tickets, is extended to a specified elected member or members, the relevant individual elected member is able to accept or decline, the invitation in their own right.

If an elected member is unable, or does not wish, to attend the event to which the invitation relates, the member is to advise the event organiser of their unavailability, or may distribute it to another elected member of their choosing, if the event organiser agrees. Otherwise, it is at the sole discretion of the event organiser, whether the invitation, or tickets, can be redistributed to another elected member of the City of Cockburn.

Where an invitation to attend an event, including tickets, is extended to the City of Cockburn and is addressed to the Mayor, the Mayor will have the right to accept the invitation, or to offer the invitation to the Deputy Mayor in the first instance. If the Deputy Mayor declines the invitation, the Mayor may offer the invitation to another Councillor of their choosing.

Where an invitation to attend an event, including tickets, is received by the Mayor and is extended to multiple unspecified elected members, the Mayor will have the right to distribute the invitation, including tickets, to Councillors of their choosing.

This Policy does not apply to events organised by the City of Cockburn which involve any form of refreshment or entertainment provided by the City and to which there is an expectation that elected members (including spouse) will be invited to attend.

(2) Staff

1. Conferences and Seminars

The Chief Executive Officer (CEO) may endorse the recommendation of Directors and Executive Manager, Strategy and Civic Support in respect of staff attendance at conferences and seminars, subject to expenditure being contained within the budget.

Registrations for interstate or overseas conferences, seminars and training are to be done through Executive Support.

2. Events

The City of Cockburn will allow the CEO to accept invitations, including tickets, addressed to either the CEO specifically, or the City of Cockburn, from third parties to attend events falling into the following categories –

- (a) Concerts;
- (b) Conferences;
- (c) Functions; and
- (d) Sporting Events

[3]

Item 8.2 Attachment 1

DAP 27/11/2019

Title	Attendance at Conferences, Seminars & Training
Policy Number (Governance Purpose)	



If the CEO is unable, or does not wish, to attend the event to which the invitation relates, the CEO is to advise the event organiser of their unavailability, or may distribute it to another staff member of their choosing, if the event organiser agrees. Otherwise, it is at the sole discretion of the event organiser, whether the invitation, or tickets, can be redistributed to another staff member of the City of Cockburn. Where multiple invitations, including tickets, are received by the CEO to attend an event, the CEO will have the right to distribute the invitation, including tickets, to staff members of their choosing

(3) Expenses

Expenses to be met by Council for Elected Members and staff are:

1. Interstate and Overseas Conferences
 - (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 Conferences and Seminars
 - (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.

[4]



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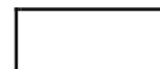
Item 8.2 Attachment 1

Title	Attendance at Conferences, Seminars & Training
Policy Number (Governance Purpose)	



Strategic Link:	Governance Framework
Category	Elected Members
Lead Business Unit:	Executive Support
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	13 December 2018
Next Review Due: (Governance Purpose Only)	December 2020
ECM Doc Set ID: (Governance Purpose Only)	4132631

[5]



9. PLANNING AND DEVELOPMENT DIVISION ISSUES

9.1 (2019/MINUTE NO 0054) REVIEW OF PLANNING AND DEVELOPMENT DIRECTORATE POLICIES, POSITION STATEMENTS AND DELEGATED AUTHORITIES

Author(s)	C Da Costa
Attachments	<ol style="list-style-type: none"> 1. LPP 1.6 Lodging Houses ↓ 2. LPP 1.9 Domestic Satellite Dishes ↓ 3. LPP 1.10 Subdivision around Thomsons Lake ↓ 4. LPP 1.14 Waste Management in Multiple Unit Developments ↓ 5. LPP 1.17 Non Residential Uses in Residential Zones ↓ 6. LPP 2.1 Rural Subdivision ↓ 7. LPP 2.2 Subdivision in Jandakot and Treeby ↓ 8. LPP 2.5 Building Envelopes ↓ 9. LPP 3.1 Child Care Premises ↓ 10. LPP 3.5 Alfresco Dining ↓ 11. LPP 3.7 Signs and Advertising ↓ 12. LPP 5.8 Sea Containers ↓ 13. LPP 5.9 Renewable Energy Systems ↓

RECOMMENDATION
 That Council adopt proposed minor amendments to policies

- LPP 1.6 Lodging Houses;
- LPP 1.9 Domestic Satellite Dishes;
- LPP 1.10 Subdivision around Thomsons Lake;
- LPP 1.14 Waste Management In Multiple Unit Developments;
- LPP 1.17 Non-Residential Uses in Residential Zones;
- LPP 2.1 Rural Subdivision;
- LPP 2.2 Subdivision in Jandakot and Treeby;
- LPP 2.5 Building envelopes;
- LPP 3.1 Child Care Premises;
- LPP 3.5 Alfresco Dining;
- LPP 3.7 Signs and Advertising;
- LPP 5.8 Sea Containers; and
- LPP 5.9 Renewable Energy Systems.

as shown in the attachments to the Agenda, in accordance with Clause 6 (a) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.



Item 9.1

DAP 27/11/2019

<p>COMMITTEE RECOMMENDATION MOVED Mayor L Howlett SECONDED Cr T Widenbar</p> <p>That the recommendation be adopted.</p> <p style="text-align: right;"><u>CARRIED 3/1</u></p>

Background

Pursuant to Council Policy SC47, Council is to review its Delegated Authorities, Policies and Position Statements (DAPPS) at least every two years.

The purpose of this report is to review the Policies, Position Statements and Delegated Authorities pertaining to the Planning and Development Directorate. This report details all the Policies, Position Statements and Delegated Authorities that are either recommended for no change, or only minor amendment. A table depicting the changes to each is provided within the 'Report' section. Any Local Planning Policy requiring major modifications will be subject to a separate report.

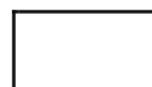
Submission

N/A

Report

The table below provides a review of the Planning and Development Directorate of its Local Planning Policies, which details proposed administrative amendments that do not alter the intent of the document or its provisions, and those that do not require any changes.

Ref No.	Name	Change Summary
Local Planning Policies		
LPP 1.1	Residential Design Codes Alternative Deemed to Comply Provisions	No change.
LPP 1.2	Residential Design Guidelines	<ul style="list-style-type: none"> Subject to a separate report proposing major amendments.
LPP 1.3	Ancillary Dwellings	<ul style="list-style-type: none"> Subject to a separate report proposing major amendments.
LPP 1.4	Aged or Dependent Persons' Dwellings	<ul style="list-style-type: none"> Subject to a separate report. This policy is being consolidated into LPP 1.3. LPP 1.4 shall be revoked

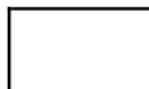


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Item 9.1

Ref No.	Name	Change Summary
		in accordance with Clause 6(a) of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
LPP 1.5	Single Bedroom Dwellings	<ul style="list-style-type: none"> Subject to a separate report. This policy is being consolidated into LPP 1.3. LPP 1.5 shall be revoked in accordance with Clause 6(a) of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.
LPP 1.6	Lodging Houses	<ul style="list-style-type: none"> Update Part 3(a) to reference the correct Liquor Control Act 1988. Clarification on Part 2(a) and (b) on the measurement of distances by measurement of a straight line. Incorporate a new point under Part 3, to clarify assessment against the newly adopted State Planning Policy 3.7 (Residential Design Codes) Volume 2 – Apartments.
LPP 1.7	Coogee Residential Height requirements	No change.
LPP 1.8	Flagpoles and Camera Poles	No change.
LPP 1.9	Domestic Satellite Dishes	<ul style="list-style-type: none"> Update correct legislation under Policy Purpose. Minor administrative change to Part 3(1)(a) to delete the wording 'Schedule 5'. Minor administrative change to Part 3(1)(b) of the Policy to reword 'three copies of plans' to 'one set of plans'.
LPP 1.10	Subdivision around Thomsons Lake	<ul style="list-style-type: none"> Delete reference to 'Appendix A'. Update the map formally as 'Appendix B' which will become 'Appendix A' under the Policy.
LPP 1.11	Residential Rezoning and Subdivision Adjoining Midge Infested Lakes and Wetlands	No change.
LPP 1.12	Noise Attenuation	No change.

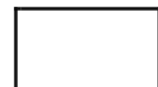
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Ref No.	Name	Change Summary
LPP 1.14	Waste Management in Multiple Unit Developments	<ul style="list-style-type: none"> • Minor formatting changes. • Minor amendments to Part 4(1)(l), (m) and (n) of the Policy to provide exemptions for five dwellings or less where there may not be a strata body and shared services (eg: water) may not be available. • Minor amendments to Part 4(1)(l) of the Policy to clarify minimum widths for the horizontal wash down area. • Insertion of points (s) to (u) under Part 4(1) of the Policy further clarifying bin store requirements in basements, floor car parks and laneway development. • Minor amendments to Part 4(2)(a) of the Policy to clarify door requirements to bin stores to improve accessibility.
LPP 1.15	Tourist Accommodation	No change.
LPP 1.16	Single House Standards for Medium Density Housing in the Development Zone	No change.
LPP 1.17	Non-Residential Uses in Residential Zones	<ul style="list-style-type: none"> • Clarification on Part 1(2) on the measurement of distances by measurement of a straight line.
LPP 2.1	Rural Subdivision	<ul style="list-style-type: none"> • Minor amendments to Part 1(2) and (3) of the Policy referencing LPP 2.2 from 'Sand Extraction Site and Other Sites in Jandakot and Banjup North of Armadale Road' to 'Subdivision in Jandakot and Treeby'. • Minor formatting changes throughout the Policy. • Update of map under Part 2(1) of the Policy.
LPP 2.2	Subdivision in Jandakot and Banjup North of Armadale Road	<ul style="list-style-type: none"> • Change title of Policy from 'Subdivision in Jandakot and Banjup North of Armadale Road' to 'Subdivision in Jandakot and Treeby' to reflect the previous

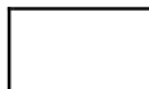


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Ref No.	Name	Change Summary
		renaming of a portion of Banjup to Treeby. <ul style="list-style-type: none"> • Amendments to the Policy Purpose and Part (1) of the Policy Purpose to reflect the correct Policy title and subdivision in Jandakot and Treeby. • Amendments to the Planning Principles part of the Policy to delete duplication of requirements covered under State Planning Policies. • Update to lots affected within Precinct 1(1) Properties, (2) Current Status, (4) Precinct, 4(1) Properties, and (4) Precinct, 4(2) Current Status of the Policy. • Amendments to Precinct 1(3) Subdivision recommendations and requirements part of the Policy to delete duplication of requirements covered under State Planning Policies. • Update to correct suburb under (2) Precinct 2 and under (3) Precinct 3 of the Policy. • Deletion of (g) and (i) under Part Precinct 2(3) Subdivision recommendations and requirements and Precinct 4(3)(d) part of the Policy. • Minor formatting and administrative changes throughout the Policy. • Update to map – Precincts and Subdivision Concept Guide.
LPP 2.3	The Keeping of Horses and Other Animals in the Resource Zone	No change.
LPP 2.4	Outbuildings	No change.
LPP 2.5	Building Envelopes	<ul style="list-style-type: none"> • Minor administrative change to Part 2(2) to delete the wording 'Schedule 5'. • Clarification under Part 2(4) of the Policy to elaborate on how building envelopes should be measured. • Inclusion of Figure 1 to the Policy to clarify the abovementioned point.



Item 9.1

DAP 27/11/2019

Ref No.	Name	Change Summary
LPP 3.1	Child Care Premises	<ul style="list-style-type: none"> Minor administrative change to Part 4 of the Policy to reword 'three copies of plans' to 'one set of plans'.
LPP 3.2	Educational Establishments	No change.
LPP 3.3	Health Studios	No change.
LPP 3.4	Service Stations	No change.
LPP 3.5	Alfresco Dining	<ul style="list-style-type: none"> Clarification under the Policy Purpose section that the Policy applies to zoned land only and not land within the road reserve. Delete Figures 1 and 2. Minor formatting and administrative changes throughout the Policy. Delete Parts 3(3.1), 4(4.1), 4(4.5), 4(4.6) and 4(4.7) of the Policy which are now addressed under the Local Laws for Alfresco Dining Areas. Minor administrative change to Part 3(2) of the Policy to reword 'three copies of plans' to 'one set of plans'.
LPP 3.6	Licensed Premises (Liquor)	No change.
LPP 3.7	Signs and Advertising	<ul style="list-style-type: none"> Inclusion of point (d) to 3(2) Advisory Sign – clarifying the City may condition a bond for removal of signage.
LPP 3.8	Industrial Subdivision	No change.
LPP 3.9	Industrial development	No change.
LPP 4.1	Phoenix Business Park Design Guidelines	No change.
LPP 4.2	Cockburn Central North (Muriel Court) Structure Plan – Design Guidelines	No change.
LPP 4.3	Newmarket Precinct Design Guidelines	No change.



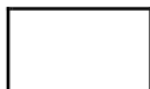
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Ref No.	Name	Change Summary
LPP 4.4	Heritage Conservation Design Guidelines	No change.
LPP 4.5	Naval Base Holiday Park Heritage Area	No change.
LPP 4.6	Cockburn Coast Design Guidelines for Robb Jetty and Emplacement Precincts	Subject to a separate report proposing major amendments.
LPP 4.7	Phoenix Activity Centre Design Guidelines	No change.
LPP 5.1	Public Open Space	No change.
LPP 5.2	Incorporating Natural Areas in Public Open Space and/or Drainage Areas	No change.
LPP 5.3	Control Measures for Protecting Water Resources in Receiving Environments	No change.
LPP 5.4	Location of High Voltage Overhead Power Lines and Microwave Towers	No change.
LPP 5.5	Local Development Plans	No change.
LPP 5.6	Vehicle Access	No change.
LPP 5.7	Uniform Fencing	No change.
LPP 5.8	Sea Containers	<ul style="list-style-type: none"> Update Part 1 of the Policy Statement in relation to external upgrades to sea containers in the Residential Zone.
LPP 5.9	Renewable Energy Systems	<ul style="list-style-type: none"> Under Part 1(1) of the Policy Statement update the correct section referenced in the Residential Design Codes from 'Part 6.10.5' to '5.4.4'.

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Item 9.1

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Ref No.	Name	Change Summary
LPP 5.11	Filling of Land	No change.
LPP 5.12	Retaining Walls	No change.
LPP 5.13	Percent for Art	No change.
LPP 5.14	Cockburn Coast Percent for Art	No change.
LPP 5.15	Access Street – Road Reserve and Pavement Standards	No change.
LPP 5.16	Design Review Panel	No change.
LPP 5.17	Cockburn Central Percent for Art	No change.
LPP 5.18	Subdivision and Development - Street Trees	No change.

Strategic Plans/Policy ImplicationsLeading and Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

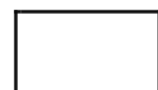
N/A

Legal Implications

N/A

Community Consultation

Specific to the Policies adopted under the Scheme, in accordance with Clause 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, minor amendments are not required to be advertised. Importantly the changes will not have a detrimental impact on the amenity of residents or the City.



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Item 9.1

Risk Management Implications

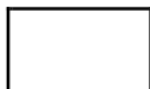
If the subject changes to the policies are not adopted and therefore not progressed, some inconsistencies would occur in relation to existing practices. This practice needs to be formalised in a policy for consistency and reliability.

Advice to Proponent(s)/Submitters

N/A

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

Nil

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Title	Lodging Houses
Policy Number (Governance Purpose)	LPP 1.6



Policy Type

Local Planning Policy

Policy Purpose

The City's objectives for residential development include the provision of a variety of housing to meet the needs of different household types. This includes a commitment to the development of lodging houses that generally comply with the requirements of the City's Town Planning Scheme No. 3 (TPS 3) and this Policy. This Policy seeks to ensure the establishment of a lodging house is suitable to the nature and character of the locality within which it will be situated, and is conveniently positioned relative to local shops, community infrastructure and public transport services. The purpose is as follows:

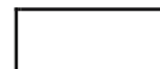
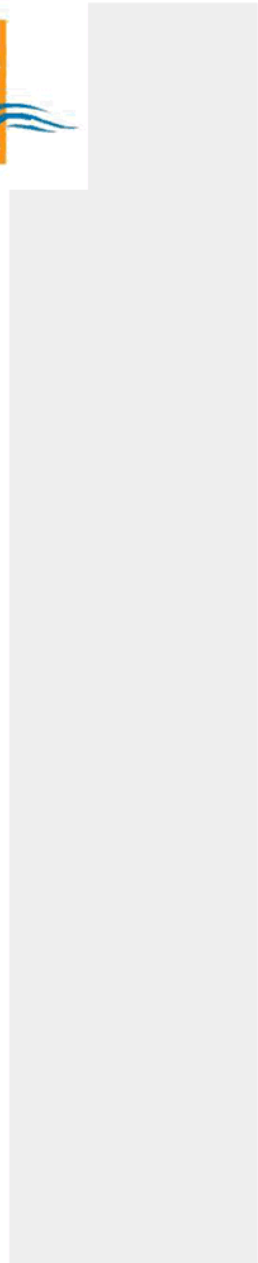
To inform the design, assessment and determination process for lodging house proposals within the City of Cockburn.

- (1) To provide for the development of lodging houses in a suitable and sustainable manner.
- (2) To ensure lodging houses are developed evenly across the City, in locations where lodgers enjoy convenient access to local shops, community infrastructure and public transport services.
- (3) To ensure lodging houses are developed in a manner that adequately provides for the needs of lodgers, including their comfort, safety, and well-being.
- (4) To ensure lodging houses through appropriate design, development and management take into account the context of a location in terms of scale of development, and the relationship of such to adjoining development for the purpose of protecting the amenity of both lodgers and the occupants of adjoining properties (residential in particular).

Policy Statement

- (1) Application
 1. This Policy applies to all lodging house proposals on land zoned Residential under TPS 3 and any proposal for a lodging house on non-residential zoned land abutting residentially zoned land.
 2. The Policy can be used as a guide for the development of lodging houses on any other land.

[1]



Item 9.1 Attachment 1

DAP 27/11/2019

Title	Lodging Houses
Policy Number <small>(Governance Purpose)</small>	LPP 1.6



3. A "Lodging House" means any building or structure, permanent or otherwise, and any part thereof, in which the provision is made for lodging or boarding more than 6 persons, exclusive of the family or the keeper thereof, for hire or reward, but the term does not include:

- a) Premises licensed under a publican's general licence, limited hotel licence, or wayside-house licence, granted under the [Licensing Act 1911](#) or [Liquor Control Act 1988](#);
- b) Residential accommodation for students in a non-government school within the meaning of the School Education Act 1999; or
- c) Any building comprising residential flats.

(2) Development Guidelines

In contemplating the establishment of a lodging house within the City of Cockburn, the following development guidelines need to be considered in the preparation and presentation of an application to the City and/or Council for determination.

1. Size

- a) The development of a lodging house should be for no more than 30 lodgers.

2. Location

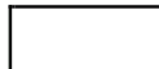
- a) Lodging houses in a Residential Zone are to be separated by a minimum distance of 200m, [measured in a straight line](#).
- b) A lodging house is to be located within 800m, [measured in a straight line, from any part of the route to any part of the lot](#), of local shops, community infrastructure and public transport services i.e. a bus stop/station or train station (a 5-10 minute walking distance).

3. Site Planning

- a) All lodging houses should comply with the requirements of the Residential Design Codes of Western Australia (R-Codes) and/or relevant City of Cockburn Policies in the following areas: streetscape requirements (setbacks), boundary setback requirements, open space requirements (open space provision), access requirements, site works, building height and privacy requirements;
- b) All lodging houses are to comply with the parking requirements of TPS 3 which requires one (1) bay for every four (4) beds. Additional parking is to be provided at a rate of one (1) visitor bay for every six (6) beds, and one (1) exclusive bay for every on-site supervisor or staff member. Bicycle parking provision is to be provided at a rate of one (1) rack or similar for every five (5) lodgers.

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Title	Lodging Houses
Policy Number (Governance Purpose)	LPP 1.6



- c) Outdoor communal areas are to be centrally located on-site i.e. separated from common boundaries with adjoining residential properties, or situated within the front setback, suitably screened with transparent fencing for the benefit of lodger privacy.
 - d) Parking areas are to be suitably located relative to adjoining properties, with a minimum 2.5m landscaped separation.
 - e) Waste management storage and collection areas are to be conveniently located on-site, and appropriate in terms of location relative to adjoining properties.
 - f) Areas of site not used for a particular purpose i.e. as outdoor communal space, car parking and/or for waste management purposes, are to be developed and used for landscaping only.
 - g) Site planning is to provide for the sustainable development of any new lodging house building, providing for reduced energy consumption and cost while improving lodger comfort. As a minimum, orientation should maximise cross ventilation opportunities during summer and solar gain (warmth and natural lighting) during Winter.
 - h) All outdoor lighting (of parking areas, access ways and communal space/s) is to be in accordance with the requirements of Australian Standard AS4282-1997: 'Control of Obtrusive Outdoor Lighting' to protect against light spill.
 - i) Any signage erected for the purpose of identifying the use of a site for a lodging house is to be no greater than 1.0m x 1.5m in dimension, erected at the front of the site in a location that does not affect safe pedestrian movement or sight lines for safe vehicular access/egress into/out of the property (the details in respect of which are to be provided at the time of application for the development).
- (3) Building Design
- a) The adaptive re-use of an existing building for lodging house purposes is supported where the building is generally consistent with the character and scale of development of the local built environment, and can be adapted in a manner that is generally compliant with all other requirements of this Policy.
 - a)b) For new build development, the design shall have regard to the design requirements of State Planning Policy 3.7 (Residential Design Codes) Volume 2 – Apartments, where the City deems necessary.
 - b)c) The scale and external appearance of a new lodging house building is to be typically residential, consistent in terms of scale and appearance with

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Item 9.1 Attachment 1

DAP 27/11/2019

Title	Lodging Houses
Policy Number (Governance Purpose)	LPP 1.6



the builtform prevalent in the street and on adjoining properties (within the parameters of the requirements listed in point 2.3(a) above).

- c)d) All lodging houses are to have a clearly defined, street fronting entrance point, preferably centrally located in the front elevation of the building. All entry points are to be suitably weather protected for the benefit of lodgers and visitors.
- d)e) Ablutions, laundries and recreation rooms should be located within the main building on-site. Recreation rooms in particular, should be located central to the building floor plan for the benefit of all lodgers whilst providing separation to adjoining properties.
- e)f) All externally placed building hardware, including air conditioning condenser units and small satellite dishes i.e. exempt from requiring development approval in accordance with the City's Domestic Satellite Dishes Policy (LPP 1.9), is to be suitably positioned and/or screened so as to not be publicly visible, or visible from adjoining properties. The placement of air conditioning condenser units should also have regard for how they might impact acoustically on adjoining properties.

(4) Management

- a) Each lodging house development application submitted to the City of Cockburn is to be accompanied by a Management Plan that addresses and/or includes the following information:
 - i. Lodging house hours;
 - ii. Lodging house rules, including a lodging 'Code of Behaviour';
 - iii. Visitor rules;
 - iv. Security and access;
 - v. Waste management and the receiving of deliveries;
 - vi. Management and supervision information, including contact details.
- b) Waste management information is to detail the following:
 - i. Waste likely to be generated (type and amount);
 - ii. Size, type and location of storage area to be provided;
 - iii. Measures to promote a high level of recycling;
 - iv. Method and management of collection.

The City's Health and Building service units should be consulted in respect of the above requirements.

[4]

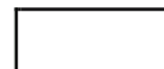
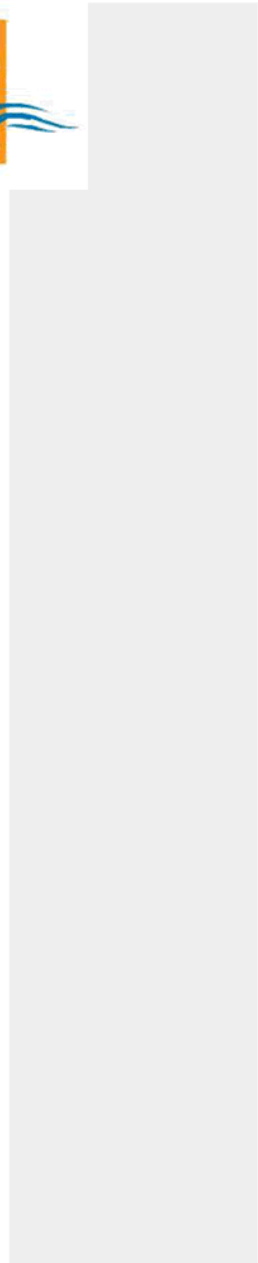


Title	Lodging Houses
Policy Number <small>(Governance Purpose)</small>	LPP 1.6



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: <small>(Yes or No)</small>	Yes
Adoption Date: <small>(Governance Purpose Only)</small>	14 December 2017
Next Review Due: <small>(Governance Purpose Only)</small>	December 2019
ECM Doc Set ID: <small>(Governance Purpose Only)</small>	4709501

[5]



Item 9.1 Attachment 2

DAP 27/11/2019

Title	Domestic Satellite Dishes
Policy Number (Governance Purpose)	LPP 1.9



Policy Type

Local Planning Policy

Policy Purpose

Large satellite dishes have the potential to affect the visual amenity and character of residential and other areas.

The Telecommunications (Low-impact Facilities) Determination [1997-2018](#) specifies that development approval is not required for subscriber connection radio dishes (domestic satellite dish) less than 1.2m in diameter. This ruling applies to residential, commercial, industrial and rural areas. For dishes larger than this, it is open to local government to require development approval.

Satellite dishes typically associated with receiving Pay TV service signals are 90cm in diameter. In residential areas these dishes are commonly affixed to the roof. In rural areas, dishes are 1.2 or 1.5m in diameter and are capable of receiving free to air and Pay TV signals. Dishes 3m in diameter are available for receiving international signals.

3m dishes are popular in the City of Cockburn, providing non English speaking residents or residents with English as a second language access to European TV channels for news, sports and information. These dishes, however, are large and can have an adverse effect on local amenity and character. The purpose is:

- To establish guidelines dealing with the installation of larger satellite dishes with the intention of minimising their visual impact; and
- To detail the procedure for considering and determining applications.

Policy Statement

(1) General Guidelines

1. Dishes must be located to minimise their visual impact from neighbouring properties, the street or other public areas.
2. Dishes must be ground mounted with a maximum diameter of 3m.
3. Dishes should be erected below the height of fences where practicable and are to be adequately screened at ground level from view of neighbouring properties.

Screening measures include the following:

- (a) establishment of mature fast growing plantings;

[1]



Title	Domestic Satellite Dishes
Policy Number (Governance Purpose)	LPP 1.9



- (b) construction of standalone lattice screening (or similar) inside the property boundary i.e. in close proximity to the dish itself;
- (c) planting of fast growing creepers to cover the lattice or screening device; and
- (d) painting the dish and/or lattice structure to 'colour match' its background.

(2) Planning Approval

1. Planning Approval is required for:

- (a) any dish in greater than 1.2m in diameter on land zoned Residential.
- (b) any dish greater than 1.5m in diameter on land zoned Regional Centre, District Centre, Local Centre or Mixed Business.
- (c) any dish greater than 1.8m in diameter on land zoned Rural Living, Rural, Resource, Light and Service Industry or Industry.
- (d) where two or more dishes, including those for which approval is not required, are proposed on one property.

Development applications for satellite dishes in a Development Zone will be required based on the above requirements and the content of any Structure Plan that applies i.e. in terms of land use identified in the Structure Plan. In the event a Structure Plan does not apply, a Development Application will be required and will be determined on its merits taking into account the above and of the requirements under Town Planning Scheme No. 3 (TPS 3).

In those instances where development approval is not required, the General Guidelines mentioned above are to be addressed.

2. Planning Approval is not required for:

Dishes associated with:-

- (a) Temporary mobile communication facilities; located at any one specific place for a period not exceeding one week; or
- (b) State Emergency Services Communication Equipment; or
- (c) Any other public authority communications infrastructure.

3. Exemption from the requirement to obtain planning approval as set out in this Policy will not apply in the following instances:

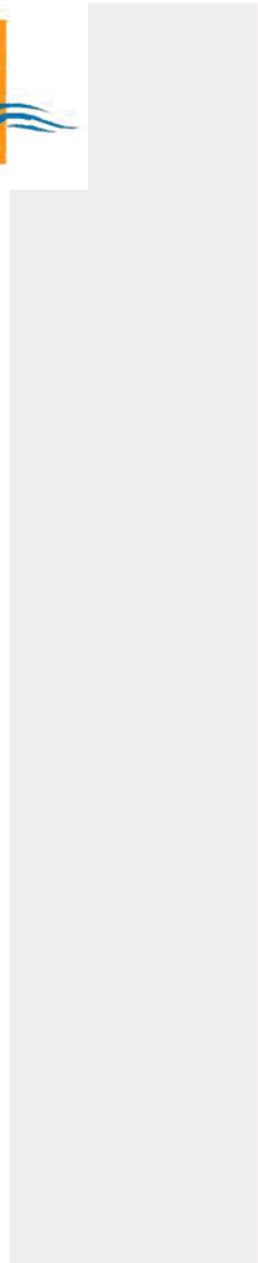
- (a) Properties listed on the State Register of Heritage Places.

(3) Application Procedure

1. Each application shall include the following information:

- (a) ~~Schedule 5~~—Application for Development Approval;

[2]



Item 9.1 Attachment 2

DAP 27/11/2019

Title	Domestic Satellite Dishes
Policy Number <small>(Governance Purpose)</small>	LPP 1.9



- (b) ~~Three (3) copies of One (1) set of~~ plans including:
 - (i) A site plan showing the location of the satellite dish on the subject property, and in relation to the street and adjoining property/ies;
 - (ii) the height and elevation of the satellite dish in relation to the natural ground level;
 - (iii) dimensions of the satellite dish and supporting posts etc;
 - (c) Details of any screening to be provided and any neighbours comments.

The City will be primarily concerned with the location and height of any proposed dish. In this regard, the City will look closely at any potential impact on the visual amenity of adjoining property(s), and the likely effectiveness of proposed screening measures.
 - 2. The City, at its discretion, may notify neighbours and invite comment on a proposal in accordance the requirements of TPS 3, prior to making a determination of the application.
 - 3. If objections from neighbours are received regarding potential visual impact, a satellite dish shall not protrude above the boundary fence or screening measures unless otherwise agreed with adjoining owners or determined by the City.
 - 4. An application for a Building Permit may be required dependant on the nature of a proposal. The City's Building Services should be consulted to determine if a Permit is required.
- (4) Extraordinary Circumstances:
- 1. Where a satellite dish does not comply with the criteria outlined in this Policy, justification in relation to the following is to be met by the applicant:
 - (a) the functional necessity for a satellite dish greater than the required diameter to be roof mounted; and
 - (b) the aesthetic impact such a satellite dish may have on the amenity of the area in relation to:
 - (i) how the proposed satellite dish respects the amenity of the area;
 - (ii) how the site and impact of the proposed satellite dish responds to the size of the premises on which the satellite dish is to be installed and the scale of the surrounding buildings;
 - (iii) how the proposed satellite dish does not negatively impact on the appearance and efficiency of a road or other public way in terms of colour, brightness and location; and
 - (iv) how the proposed satellite dish responds to any objects of scenic, historic, architectural, scientific or cultural interest.

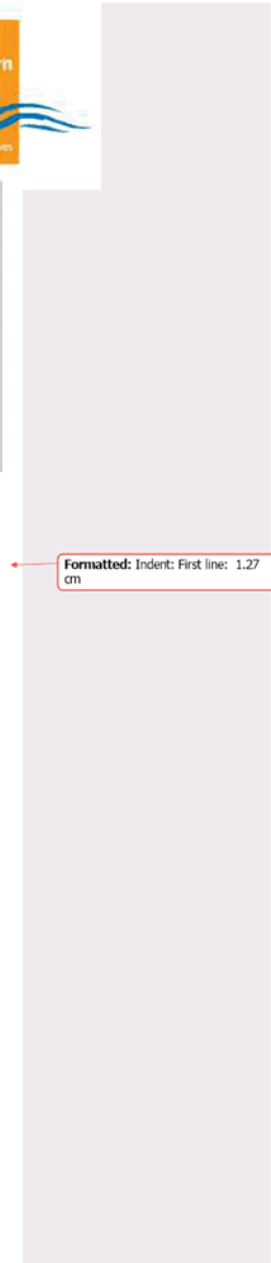
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Title	Domestic Satellite Dishes
Policy Number <small>(Governance Purpose)</small>	LPP 1.9

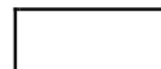


Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: <small>(Yes or No)</small>	Yes
Adoption Date: <small>(Governance Purpose Only)</small>	14 December 2017
Next Review Due: <small>(Governance Purpose Only)</small>	December 2019
ECM Doc Set ID: <small>(Governance Purpose Only)</small>	4514502



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Item 9.1 Attachment 3

DAP 27/11/2019

Title	Subdivision Around Thomsons Lake
Policy Number <small>(Governance Purpose)</small>	LPP 1.10



Policy Type

Local Planning Policy

Policy Purpose

There were a large number of cases of Ross River Virus (RRV) in Cockburn during summer of 2011/12. These were investigated by experts at the WA Department of Health (DoH). Subsequent advice from DoH to the City has advised that there is a heightened risk of contracting the disease for people residing near Thomsons Lake ~~(refer to Appendix A, DoH Report)~~.

It is considered prudent and responsible for the City to ensure that prospective purchasers of residential properties in this area are alerted to this emerging risk. While comprehensive public awareness campaigns are used to educate, a further means of communicating the risk recommended by the DoH is through placing memorials on new land titles created at subdivision stage.

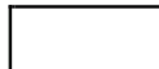
The purpose of this policy is to provide a long term mechanism to inform prospective purchasers of properties in proximity to Thomsons Lake of the potential risk of contracting RRV.

Policy Statement

- (1) A mosquito management plan shall be required as a condition of subdivision approval for all new subdivisions proposing the creation of new road infrastructure and/or open space located within the area depicted on Appendix ~~AB~~ Policy Area; and
- (2) The City shall recommend the Western Australian Planning Commission impose a condition requiring a memorial be placed on all new residential lots created within the area depicted on Appendix ~~AB~~ – Policy Area warning of the heightened risk of mosquito born disease in the area.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: <small>(Yes or No)</small>	Yes
Adoption Date: <small>(Governance Purpose Only)</small>	14 December 2017
Next Review Due: <small>(Governance Purpose Only)</small>	December 2019
ECM Doc Set ID: <small>(Governance Purpose Only)</small>	4922955

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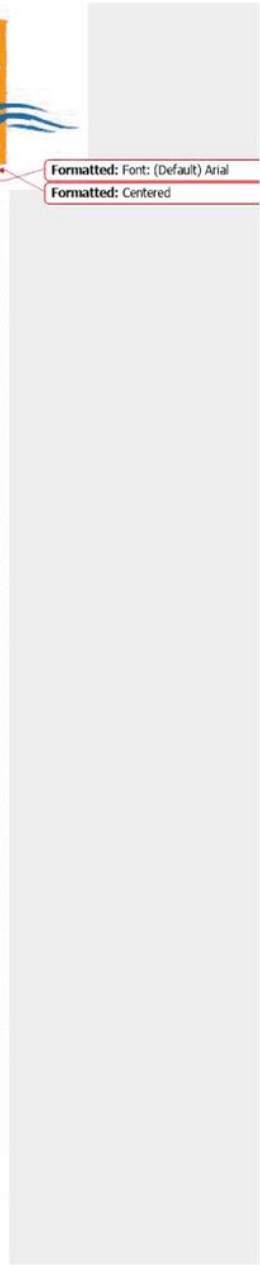
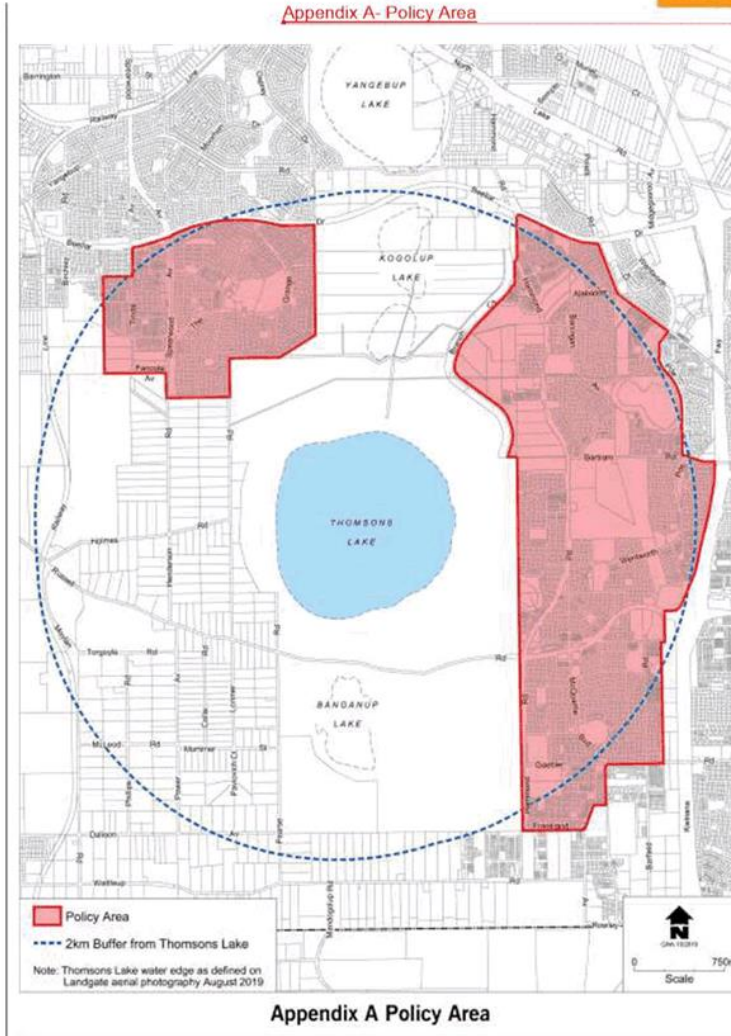


Title	Subdivision Around Thomsons Lake
Policy Number (Governance Purpose)	LPP 1.10



Appendix A- Policy Area

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Item 9.1 Attachment 4

DAP 27/11/2019

Title	Waste Management in Multiple Unit Developments
Policy Number <small>(Governance Purpose)</small>	LPP 1.14



Policy Type

Local Planning Policy

Policy Purpose

The City regularly receives development applications for large scale grouped and multiple dwelling proposals, and multiple tenancies in the case of retail, commercial and industrial proposals. When occupied, these developments generate considerable waste. To ensure new development is functional, and for the purpose of protecting the amenity of a locality, particularly residential amenity in the vicinity of larger developments, on-site management and collection of waste requires due consideration. Attention also needs to be paid to the issue of waste minimisation during the construction stage of a development (reducing landfill volumes), and the potential for resource recovery across the life of a project and building occupancy in perpetuity.

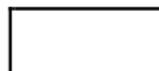
This policy details requirements pertaining to waste management and minimisation - to be considered in the, design, construction and management of larger developments. The policy is informed in part by the principles and objectives of the City's Sustainability Policy, Waste Management and Education Strategy 2013-2023, The State's Waste Avoidance and Resource Recovery Strategy 2030 and the State Government's Waste Avoidance and Resource Recovery Act.

The general objective of the policy is to achieve consistent, safe, efficient, orderly and proper practices in relation to the management and minimisation of waste associated with larger development, both residential and non-residential, within the City of Cockburn. If this objective is achieved, several environmental objectives will also be achieved including the more efficient use of materials together with the greater recovery and recycling of materials.

The purpose of this policy is to:

- (1) Provide standards and/or requirements aimed at minimising waste whilst achieving higher levels of resource recovery across the life of a development. This includes: pre-development stages in the process including demolition and remediation (if applicable), the construction stage and development occupancy;
- (2) Achieve development that is more functionally designed and effectively managed in terms of waste management and resource recovery for the benefit of a range of stakeholders, including: the developer, property owners and/or development occupants, property owners in the vicinity, waste collecting personnel/contractors, and waste management facilities/businesses;
- (3) Achieve development that has greater regard for the amenity of adjoining development and a locality generally, including mixed use development where

[1]



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Item 9.1 Attachment 4

Title	Waste Management in Multiple Unit Developments
Policy Number (Governance Purpose)	LPP 1.14



residential and non-residential development should co-exist successfully with minimal impact/s on the other;

- (4) Provide for the safer, more hygienic handling (storage), collection and sorting of waste and recyclables by residents and employees, and those working in the waste management industry;
- (5) Provide for waste management and minimisation in a manner that protects the environment, including: the prevention of both 'on' and 'off' site pollution, with a greater emphasis on Ecologically Sustainable Development (ESD), notably higher levels of resource recovery and increased recycling (contributing to a reduction in use of natural resources);

Provide for efficient, practical and safe waste collection.

Policy Statement

- (1) A Waste Management Plan (WMP) is to be submitted and approved prior to the issue of planning approval with the following categories of Development Application:
 1. Residential
 - (a) Grouped dwelling proposals where simple bin presentation for road-side collection is not possible or desirable as determined by City;
 - (b) Four (4) or more multiple or grouped dwellings;
 - (c) Aged or dependant persons developments comprising more than 10 beds/dwellings or where simple bin presentation for road-side collection is not possible or desirable as determined by the City; and
 - (d) Lodging houses.
 2. Mixed Use Developments (comprising both Residential and Non-Residential).
 3. Non-Residential Development
 - (a) All types of non-residential development where waste is generated, including commercial (office, showroom, warehouse), industrial (all types), retail (shops) and food and beverage type establishments (cafes, restaurants etc).
- (2) The WMP is to include the following:
 1. In the case of demolition and/or remediation:
 - (a) Site plan showing on-site materials storage areas, collection points and vehicular access/egress arrangements;
 - (b) Details of materials and quantities thereof to be re-used (on-site), recycled or to be sent to landfill;
 - (c) Measures to be implemented for the purpose of minimising the delivery of waste generally to landfill.
 2. In the case of new development:
 - [2]

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- (a) Measures to be implemented for the purpose of minimising the delivery of waste to landfill during construction, including: the separation on-site of like materials for re-use or recycling, nominated on-site collection points, and the requirements/expectations of the builder and sub-contractors regarding waste.
 - (b) Measures to be implemented for the purpose of minimising the delivery of waste to landfill during occupation, including: the on-site separation of materials for recycling, on-site collection points, and the expectations of owners and/or occupants/tenants.
 - (c) Site Plan showing the location and size of on-site storage, the collection point/s, pedestrian and vehicular access to the collection point/s (in the case of site collection) and/or the location of the bin pad in the case of road side collection.
 - (d) Detailed plan and elevation showing the size and design of the storage area in accordance with the minimum requirements below. If not shown on the Site Plan, turning circles (manoeuvring details) are to be shown on a separate plan.
 - (e) An estimation of waste volume likely to be generated when the development is occupied, including the potential for an increase in volume (due to an increase in the density of a residential development or a change of use in non-residential development). In this regard, the City provides a weekly recycling service. The City requires a reduction in the bin numbers to 1 set (1 yellow and 1 green top) of bins/3 residential units managed by a caretaker or equivalent.
 - (f) Details of the intended method of collection and associated equipment i.e. by the City of Cockburn and/or private contractor ensuring servicing bins can be completed by the waste truck without reversing, time and management of collection i.e. by individuals, strata managers and/or caretaker/s, cleaning and maintenance of on-site waste management areas etc;
 - (g) Details of advice to be provided to property owners and/or development occupants (both residential and non-residential) regarding the WMP;
 - (h) Details of any contract/s with cleaners and/or waste contractors, including the requirements of the contract/s;
 - (i) Plans to incorporate new waste management technologies and practices in the WMP;
 - (j) Details of how a WMP will continue to be applied in perpetuity across the life of a development, via for example, reference to such in the Strata Management Statement (including details regarding the process for changing a WMP and the City's involvement in such).
- (3) Minimum requirements to be addressed in a WMP:
- 1. Residential
 - (a) On-site storage capable of containing a minimum of one (1) weeks waste and recycled material within a communal bin store;
 - (b) The provision of a minimum one (1) square metre per dwelling for waste storage within a communal bin store. This requirement stands

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- regardless of (2(e) above) the reduction in bin numbers to 1 set of bin/3 residential units or the waste volume estimates;
- (c) On-site storage being conveniently located to the point of collection and out of public view;
 - (d) Suitably located and signed (if required according to the City of Cockburn's specification) road side bin collection pad/s (taking into account pedestrian and vehicular movement across the front of, or into and out of a property, walls, fencing and landscaping at the front of a property, and kerbside parking);
 - (e) Removal of bins from the collection point (internal or road side) the day of collection.
2. Non-Residential Development
- (a) On-site storage capable of containing a minimum of one (1) weeks waste and recycled material;
 - (b) Area of waste storage:
 - i. Office/Showroom/Warehouse: 1m²/200m² Gross Floor Area (GFA);
 - ii. Industrial: 1m²/100m² GFA. Note: waste generated "use" specific and storage capacity to relate to industry type;
 - iii. Retail (shop): 2m²/200m² GFA;
 - iv. Restaurant/Café: 1m²/20 seats, or 1m²/100 meals served;
 - v. Tourist Accommodation (hotel, serviced apartments etc): 1m²/12 rooms.
 - (c) The potential for up to two (2) collections per week taking place at food premises (restaurants/cafes) or premises involved in food processing/production (or similar activities).
 - (d) Premises involved in the processing, retail and/or wholesale of animal products where the waste generated contains 20% by weight or volume of fish, poultry or meat, and/or generates 50 litres of seafood, poultry or meat waste per day, must refrigerate this waste prior to collection.
- (4) General Requirements (applicable to both Residential and Non-Residential Development)
1. Mandatory (Required)
 - (a) Bin stores shall be provided in the basement, part basement or undercroft level of a development when waste is collected from one, or all of these levels;
 - (b) Where waste and recyclables are to be collected in the basement level or similar, collection is to take place in the vicinity of the bin store. The bin presentation area or collection point is to be flat, with the travel path between the bin store and collection point/vehicle clear of steps or kerbs. The distance between the bin store and the presentation should be ideally no greater than ~~ten (10) metres~~ 10m.
 - (c) Minimum clearance required in the basement, part basement or undercroft levels of a development is 2.4 ~~metres~~m. This includes clearance to all structural beams, pipe work, services or similar. The

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City's Waste Services shall be notified prior to any modification to the basement clearances.

- (d) Minimum driveway width is ~~four (4) metres~~4m. On-site manoeuvring (turning circles etc) is to provide for ease of collection and vehicle egress in a forward manner. Where a turn-table is to be installed to facilitate forward egress, the turn-table requires a minimum 20 tonne capacity. Basements must be designed such that the service of waste bins can occur without the requirement to reverse the waste vehicle. A 12.8m diameter minimum turning circle is required for the low profile waste truck.
- (e) Access ramps and driveway gradients serving basements, part basements or undercroft areas are to cater for long wheel base vehicles 7.2-metresm in length with a maximum gradient of 1:4.5.
- (f) Where approval is given for the collection of waste and recyclables from the road (at the pre-application stage, or via the development application process), consideration needs to be given to a 12.5 metrem long truck where access and/or manoeuvrability are difficult or limited.
- (g) Waste storage, management and collection in mixed use developments and/or buildings is to be separate and self-contained/secured (with separate access arrangements). Where secured, a compatible key system is necessary to enable access by collecting personnel/contractors. This includes the City of Cockburn where the City is the collector. The City's Waste Services Unit is to be consulted regarding the system prior to installation. All costs associated with the system are the responsibility of the developer, property owner/s and/or the strata managers.
- (h) A caretaker or strata management representative is to manage waste and recycling to ensure bins are filled consecutively, with only full bins to be presented on collection day.
- (i) All putrescible waste awaiting collection is to be stored in a Mobile Garbage Bin/s (MGB). Alternative storage containers with permanent tight fitting lids and smooth washable internal surfaces may be approved by the City.
- (j) External bin stores shall be surrounded by 1.8 metre high walls or fencing with a self-closing gate. Internal bin stores i.e. within a basement are to be separately ventilated with a system complying with Australian Standard 1668 (AS1668). The ventilation outlet is not to be in the vicinity of windows or intake vents associated with other ventilation systems.
- (k) Bin stores shall be designed and erected in a manner that has regard for the design and appearance of the development of which they are a part. Suitable clearance to enable safe and unimpeded collection is also required. In this regard, clearance to buildings, hard and soft landscaped elements, and on/off-site parking is to be taken into account.
- (l) Bin stores shall have 75mm concrete floors grading to a 100mm industrial floor waste (including a charged 'water-trap' connected to sewer or an approved septic system), with a hose cock to enable bins and/or the enclosure to be washed out. An alternate floor surface

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may be approved by the City's Waste Manager. The bin store/s must be a minimum of 2m wide to allow a horizontal bin wash and ensuring the effluent grades to sewer. This clause does not apply to developments of five dwellings or less unless the bin store is enclosed.

- (m) Bin store internal walls shall be cement rendered (solid and impervious) to enable easy cleaning. Ceilings in bin stores shall be finished with a smooth faced, non-absorbent material capable of being easily cleaned. This clause does not apply to developments of five dwellings or less unless the bin store is enclosed.
- (n) Bin store walls and ceilings shall be finished or painted in a light colour. This clause does not apply to developments of five dwellings or less unless the bin store is enclosed.
- (o) Bin stores shall be constructed in a manner that prevents the entry of vermin;
- (p) Bin stores shall be provided with artificial lighting, sensor or switch controlled both internal/external to the room or area. All lighting in open areas is to comply with AS4282-1997 (Control of Obtrusive Outdoor Lighting). This clause does not apply to developments of five dwellings or less unless the bin store is enclosed.
- (q) Bin stores require the following signs and/or information to be displayed:
 - i. A sign stating "NO STANDING" at the entrance to the room/area.
 - ii. A clearly visible "DANGER" sign in the vicinity of the entrance to the room/area.

Standard signage (details available in the City's Resource Recovery Calendar for Domestic Waste distributed with Rates Notices) explaining waste management and what materials are suitable for recycling (to be posted/erected in all bin stores.

- (r) Any external bin store greater than 20m² is required to be covered to prevent storm water entering the sewer.
- (s) Bin stores in basements or ground floor car parks to be fitted with double doors.
- (t) As waste vehicles idle for extended periods outside bin stores in basements or ground floor carparks, designers should consider the classification and placement of thermal detectors so as not to trigger a false alarm.
- (u) As laneways are designed for the servicing of waste, the City may require residents to place their bins on one side of the laneway to increase the operating space and safe movement of the waste truck.

2. Preferred (Recommended)

- (a) The storage and collection of waste from the basement, part basement or undercroft level of any multi-storey development. Double doors should be fitted to bin stores to improve accessibility and bin movement.
- (b) Where applicable in the case of non-residential use or development, waste contract provisions should require the collection and recycling

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of low/high grade office paper and other office equipment, including: batteries, smoke detectors, fluorescent tubes, computers and televisions from the waste stream.

- (c) The provision of a minimum of 0.5m² per dwelling 'bulky' storage space in residential development.
- (d) A bulky storage or fenced in area in non-residential development. Minimum ~~eight (8) metres~~ 8m in volume (m³), suitably signed and made available for the storage of electronic goods.

(5) Advice

1. Where road side collection is not considered appropriate by the City's Waste Manager due to concerns relating to pedestrian and/or vehicular conflict, and potential impacts on the amenity of a locality, alternate collection methods are to be determined and incorporated in the WMP in consultation with the Waste Manager.
2. Waste chutes are not recommended or permitted without mechanical ventilation and the submission of details acceptable to the City of Cockburn outlining the long term cleaning and maintenance of such.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: <small>(Yes or No)</small>	Yes
Adoption Date: <small>(Governance Purpose Only)</small>	14 December 2017
Next Review Due: <small>(Governance Purpose Only)</small>	December 2019
ECM Doc Set ID: <small>(Governance Purpose Only)</small>	4517800

[7]



DAP 27/11/2019

Item 9.1 Attachment 5

Title	Non Residential Uses in Residential Zones
Policy Number (Governance Purpose)	LPP 1.17



Policy Type

Local Planning Policy

Policy Purpose

There are many uses that are capable of approval under Town Planning Scheme No.3 (TPS 3) in residential zones through the use of discretion which do not consist of a dwelling. These uses include Bed and Breakfast, Childcare Premises, Civic Use, Medical Centres, Consulting Rooms, Educational Establishments, Institutional Buildings, Place of Worship, Bank, Office, Motel, Public Amusement, Reception Centre, Restaurant, Health Studio, Hospital, Convenience Store, Lunch Bar, Home Store, Commercial Vehicle Parking, Industry – Cottage and Hobby Farm.

The above uses, whilst capable of approval are not appropriate in all locations throughout all residential zones and should be strategically located and developed to meet the needs of the community, protect residential amenity and be compatible with the local area.

The purpose of this policy is to provide guidance in assessment of planning applications for development in a residential zone that does not include a dwelling where discretion is required to be exercised in the decision making process. For the purposes of application of this policy, residential zones include the 'Development' zone where a Local Structure Plan identifies the area for residential purposes.

Policy Statement

When considering planning applications for development other than a dwelling in a residential zone (excluding schools, Commercial Vehicle Parking, Home-base businesses, home occupations, Industry-Cottage and Hobby Farm uses), the following should be taken into consideration when determining the suitability of the use:

- (1) Location
 1. Proposed uses shall generally be located where they abut, are opposite or are in close proximity to (and can be directly viewed from) an existing or proposed Regional, District or Local Centre.
 2. Proposed uses shall generally be located within 250m of any public transport bus route or 500m of a train station, measured in a straight line from any part of the route to any part of the lot.
 3. Proposed uses shall generally be restricted to 'Primary Distributor' and 'District Distributor' roads and shall generally not be located on 'Regional Distributor', 'Local Distributor' or 'Access' roads.

[1]

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Title	Non Residential Uses in Residential Zones
Policy Number (Governance Purpose)	LPP 1.17



(2) Built Form

1. The built form of proposals shall be consistent with the height, bulk, scale and intensity of surrounding residential dwellings to ensure that the locality maintains a residential character.
2. Proposed buildings shall address the street by way of major openings, entries and provide high levels of passive surveillance.
3. Building setbacks (street and side) and heights shall be as per the residential code of the land in accordance with the Residential Design Codes of WA.

(3) Vehicle Parking

1. Vehicle parking should generally be contained on-site to avoid the likelihood of street and verge parking associated with the use.
2. Vehicle parking areas should generally be to the rear of the lot and screened from view of neighbouring residential dwellings. Some parking in the front setback of the building may be suitable.

(4) Traffic

1. Applications shall generally be accompanied by a Traffic Impact Study or Assessment to demonstrate that the surrounding road network can accommodate any additional traffic generated by the proposal. Proposals that generate traffic beyond the capacity of the surrounding road network shall generally not be supported.

(5) Noise

1. Applications shall generally be accompanied by a Noise Impact Assessment to demonstrate that the proposed use will not generate an unreasonable level of noise that may negatively impact on the amenity of neighbours.

(6) Landscaping

1. Proposals shall be compatible with the landscape and environmental qualities of the locality.
2. Quality semi-mature Landscaping should be installed to provide screening and buffers to non-residential uses.

(7) Signage

1. Signage for proposals shall be minimal and avoid the use of pylon signs, roof mounted signs, illuminated signs and any other sign that may detract from the amenity of residential neighbours.

[2]



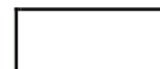
Title	Non Residential Uses in Residential Zones
Policy Number (Governance Purpose)	LPP 1.17



- 2. Signage for proposals shall accord with Council's Local Planning Policy 3.7 'Signage'.
- (8) Lighting
- 1. Lighting of the building and any car parking area shall be designed and constructed to ensure that it complies with AS4282 Control of the obtrusive effects of outdoor lighting and does not detract from the amenity of neighbours.
- (9) Waste
- 1. Waste storage and collection shall be considered as part of the proposal. Any proposed bin storage area shall be designed and located so that it does not detract from the amenity of neighbours.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	14 June 2018
Next Review Due: (Governance Purpose Only)	June 2020
ECM Doc Set ID: (Governance Purpose Only)	7633670

[3]



Item 9.1 Attachment 6

DAP 27/11/2019

Title	Rural Subdivision
Policy Number (Governance Purpose)	LPP 2.1



Policy Type

Local Planning Policy

Policy Purpose

The Rural zone, the Rural Living Zone and the Resource Zone under Town Planning Scheme No. 3 (TPS 3) are retained for rural pursuits, rural living or resource protection purposes. In addition, portions of the City are affected by the Kwinana Air Quality buffer and inappropriate subdivision within these areas has the potential to compromise strategic planning objectives.

The City is required to make recommendations to the Western Australian Planning Commission (WAPC) regarding applications to subdivide land within these zones and as the matter is not addressed by TPS 3, this Policy provides the basis for consistent responses to the WAPC on subdivision proposals.

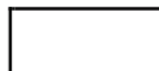
The purpose is to recommend against the ad hoc subdivision of land that is proposed to be retained for rural pursuits, rural living or resource protection under the Town Planning Scheme or which is affected by the Kwinana Air Quality Buffer.

Policy Statement

(1) Resource Zone:

1. The Council may support subdivision in this area if the proposal is in accordance with the Jandakot Groundwater Protection Policy (SPP No. 2.3) and the land is being suitable and capable of subdivision for the proposed purpose.
2. On land within any area not subject to Council's Local Planning Policy 2.2 Subdivision [Policy for Sand Extraction Site and Other Sites in Jandakot & Banjup North of Armadale Road](#) in Jandakot and Treeby, the following applies:
 - a. A minimum lot size of 2ha;
 - b. A building envelope no larger than 2000-m² m² being provided on each lot created which complies with TPS 3; and
 - c. The onsite effluent disposal being located within the building envelope and complying with the provisions of TPS 3 relating to the Resource zone and Section 15 SPP2.3.
3. On land within the area subject to LPP 2.2 [\(Subdivision Policy for Sand Extraction Sites and Other Sites in Jandakot & Banjup North of Armadale Road Subdivision in Jandakot and Treeby\)](#), the Council may also support subdivision provided that it complies with LPP 2.2 and meets the requirements set out in point 2 above.

[1]

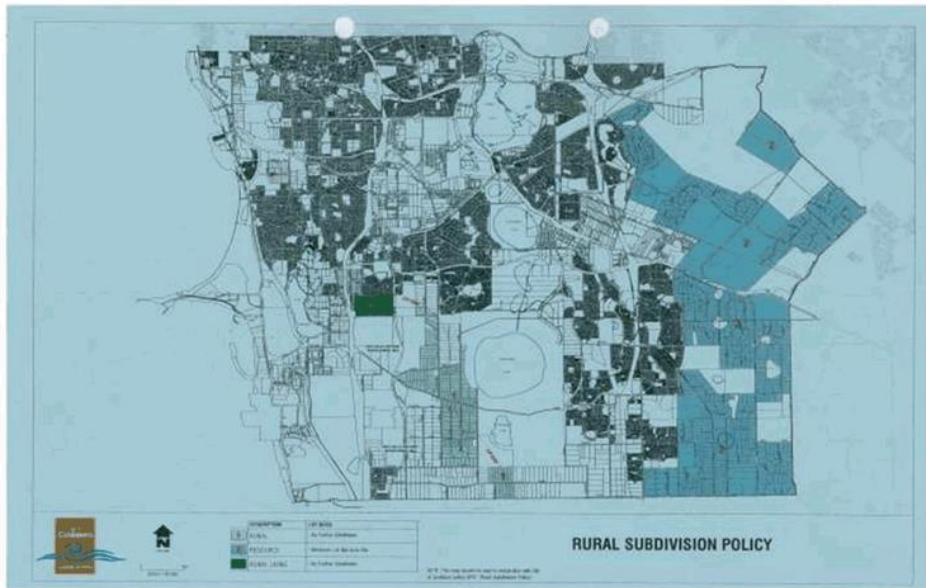


Title	Rural Subdivision
Policy Number (Governance Purpose)	LPP 2.1

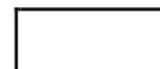
(2) Rural Living and Rural Zones

1. The Council will not support any further subdivision of land in these zones.

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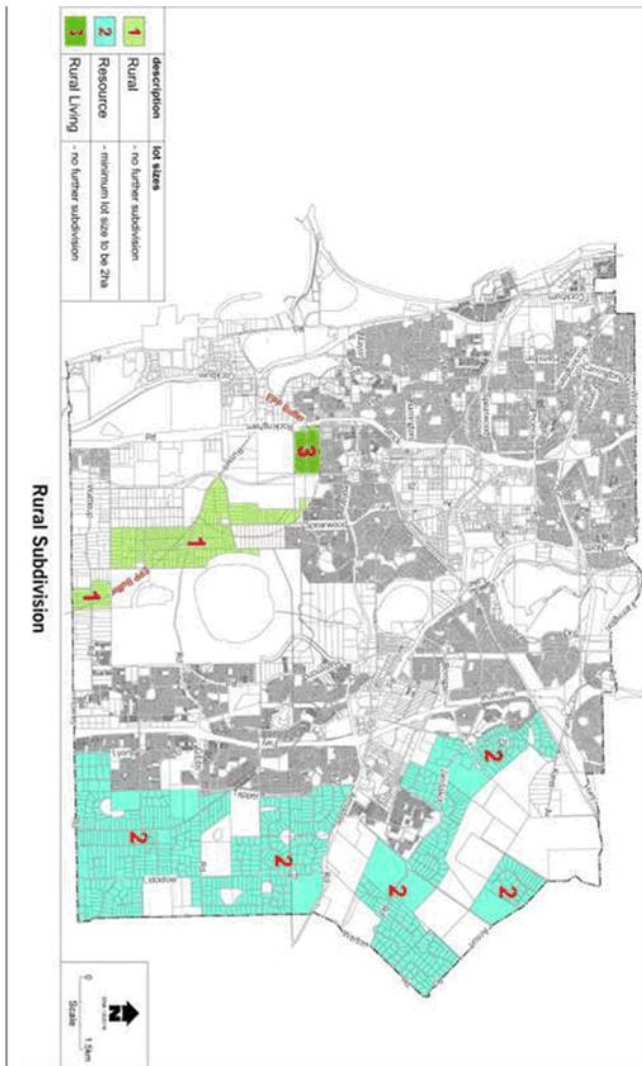
[3]



Item 9.1 Attachment 6

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Title	Rural Subdivision
Policy Number (Governance Purpose)	LPP 2.1

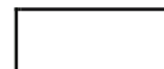
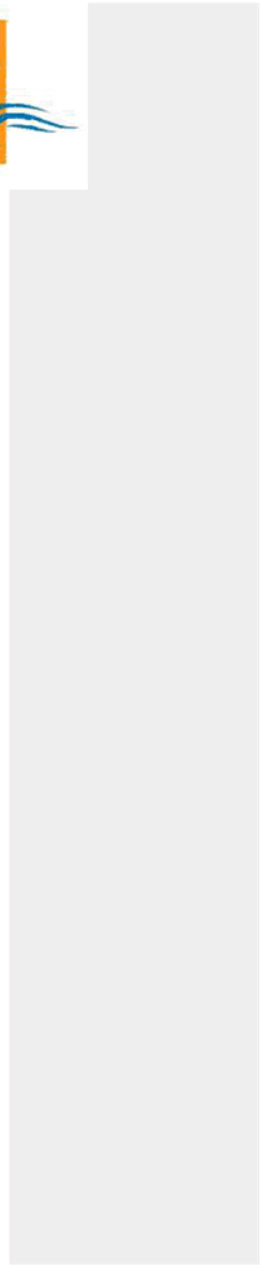


Title	Rural Subdivision
Policy Number <small>(Governance Purpose)</small>	LPP 2.1



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: <small>(Yes or No)</small>	Yes
Adoption Date: <small>(Governance Purpose Only)</small>	14 December 2017
Next Review Due: <small>(Governance Purpose Only)</small>	December 2019
ECM Doc Set ID: <small>(Governance Purpose Only)</small>	4514270

[6]



Item 9.1 Attachment 7

DAP 27/11/2019

Title	Subdivision in Jandakot Banjup and Treeby North of Armadale Road
Policy Number <small>(Governance Purpose)</small>	LPP 2.2



Policy Type

Local Planning Policy

Policy Purpose

In [Jandakot and TreebyBanjup-north of Armadale Road](#), there remain several large lots which have yet to reach their full subdivision and development potential under the provisions of State Planning Policy No. 2.1 (*Peel-Harvey Coastal Plain Catchment Policy*), State Planning Policy No. 2.3 (*Jandakot Groundwater Protection Policy*) and the provisions of the 'Resource' zone under City of Cockburn Town Planning Scheme No. 3 (TPS 3).

Sand extraction operations, which have occurred or are occurring on these remaining sites, have ceased or are likely to cease within a relatively short time frame. As the sand resource is exhausted, landowners are expected to seek Western Australian Planning Commission (WAPC) approval to subdivide.

There is a need to ensure that subdivision proposals resolve issues arising from prior land uses are carried out within a comprehensive planning framework, to ensure that they are developed with regard to the relevant opportunities and constraints of the locality and comply with the 'Resource' zone provisions under TPS 3.

NOTE: This Policy needs to be read in conjunction with LPP2.1(APD7) (Rural Subdivision Policy) and PSPDT (Jandakot Airport).

The purpose of the policy is:

- (1) To identify a series of precinct areas encompassing current and former sand extraction sites and other land in [Jandakot and Treeby Banjup-north of Armadale Road](#) with subdivision and development potential.
- (2) To establish subdivision recommendations and requirements for the precincts.

Policy Statement

Planning Principles

- (1) Ensure subdivision over the Jandakot Groundwater Mound is compatible with the long term use of the groundwater for public water supply. ~~Land use changes applicable to this Policy must ensure that effects on groundwater are prevented or managed appropriately with planning controls.~~
- (2) Maintain the operational integrity of Jandakot Airport, Kennel/Cattery Precinct and Solomon Road Industrial Area.
- (3) Provide a permeable and logical road layout ~~that avoids no-through roads, and which also discourages through traffic from Armadale Road to Warton Road.~~

[1]



Title	Subdivision in Jandakot Banjup and Treeby North of Armadale Road
Policy Number (Governance Purpose)	LPP 2.2



- (4) Maintain ~~remnant Bush Forever sites of regional environmental significance and other~~ vegetation of local significance as identified by the City of Cockburn.
- (5) ~~Protect basic raw materials from incompatible land uses and provide for sand extraction prior to subdivision of land and adjoining land where off-site impacts are anticipated.~~
- (6) ~~Require comprehensive rehabilitation works to be undertaken and completed at the time of subdivision, in accordance with an adopted Rehabilitation Management Plan approved by the City of Cockburn.~~
- (7)(5) Identification of site specific environmental features worthy of protection through a detailed land capability and site suitability assessment by proponents in consultation with the City of Cockburn.
- (8)(6) Maintain and enhance the high level of the visual and landscape qualities of the natural environment for the benefit of future generations.
- (9)(7) Ensure subdivision design and associated rehabilitation works reflect appropriate bushfire safety principles as detailed within ~~WAPC Development Control Policy No. 3.7 (Fire Planning) State Planning Policy SPP 3.7~~ and relevant TPS 3 provisions.

Refer to the attached Precincts and Subdivision Concept Plan with regard to the following precinct delineations.

(1) Precinct: 1

1. Properties:

Lot ~~s 4, 86, 87, 33398~~ Prinsep Road and Lots ~~51, 99 and 9, 88 and 89~~ Jandakot Road, Jandakot.

The intention of the Precincts and Subdivision Concept Plan of subdivision is to provide an indicative road layout for future subdivision and demarcate the area

2. Current Status:

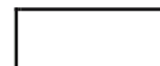
All lots have remnant bushland and most have houses on them. ~~Since the policy was first gazetted the land on the corner of Prinsep and Jandakot Road has been subdivided into lots 4, 86, 87, 88 and 89. No internal subdivisional roads were required.~~

The land remains heavily vegetated, ~~and the number of dwellings has not increased despite subdivision creating more lots in the precinct.~~

3. Subdivision recommendations and requirements:

- (a) The City shall not support subdivision unless the general intentions of the Precincts and Subdivision Concept Plan for Precinct 1 are complied with.

[2]



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Title	Subdivision in Jandakot Banjup and Treeby North of Armadale Road
Policy Number (Governance Purpose)	LPP 2.2



- (b) Any proposed plan of subdivision will be required to address matters consistent with the structure planning provisions of TPS 3.
- (c) The City shall only support the creation of lots less than 2 hectares to the extent that the reduction in lot area is required to facilitate the construction of subdivisional roads.
- ~~(d) All new building envelopes are to be located outside the 30 ANEF noise contour of the Jandakot Airport.~~
- ~~(e) The City shall recommend a notification under Section 165 of the Planning and Development Act 2005 be placed on the title of all lots created from subdivision advising of aircraft noise and building height restrictions affecting the land. These are considered to represent hazards/other factors affecting the use and/or quiet enjoyment of the land.~~

(2) Precinct: 2

1. Properties:

Lot 130 Jandakot Road ~~Treeby~~.

2. Current Status:

Lot 130 Jandakot Road is a 41ha site and still subject to sand extraction at the northern extremity.

3. Subdivision recommendations and requirements:

- (a) The City shall not support subdivision unless the general intentions of the Precincts and Subdivision Concept Plan for Precinct 2 are complied with.
- (b) Any proposed plan of subdivision will be required to address matters consistent with the structure planning provisions of the TPS 3.
- (c) The City shall require comprehensive rehabilitation works to be undertaken and completed at the time of subdivision of the land, in accordance with an adopted Rehabilitation Management Plan approved by the City of ~~Cockburn~~. Rehabilitation works undertaken on public land will have a standard maintenance period associated, and will be audited at the end of the maintenance period to assess whether works have been appropriately undertaken in accordance with the adopted Rehabilitation Management Plan prior to the public land being taken over by the City of ~~Cockburn~~. The City of ~~Cockburn~~ will only takeover public land once rehabilitation and maintenance works have been undertaken in accordance with the requirements of the adopted Rehabilitation Management Plan. For rehabilitation works on private land, affected lots are to include on their titles the requirement to care for and maintain the rehabilitation works in accordance with the minimum standards set out in the adopted Rehabilitation Management Plan.

[3]



Title	Subdivision in Jandakot Banjup and Treeby North of Armadale Road
Policy Number <small>(Governance Purpose)</small>	LPP 2.2



- (d) The City shall recommend a geotechnical investigation of proposed building envelopes for areas where inappropriate backfilling and/or compaction is suspected. In the event that inappropriate backfilling/compaction has occurred, this will need to be rectified to make the building envelopes capable for accommodating development prior to the issue of subdivision clearances.
 - (e) The City shall recommend investigation for soil and groundwater contamination in areas known or suspected to have contamination potential (e.g. previous storage of fuel). In the event that contamination has occurred, all remediation works including validation of remediation is to be completed to the specifications of the Department [Water and Environmental Regulation of Environment and Conservation](#) prior to the commencement of any site works.
 - (f) The City shall recommend a notification under Section 165 of the Planning and Development Act 2005 be placed on the title of all lots within 500m of the Kennel/Cattery Precinct advising of potential noise and amenity impacts. This is considered to represent a hazard/other factor seriously affecting the use/enjoyment of the land.
 - ~~(g) The City shall require that building envelopes for lots within 500m of the Kennel/Cattery Precinct be located either outside the 500m buffer, or as far away as practically possible.~~
 - (h) The City shall require that the Structure Plan and subdivision layout design minimise the number of lots with boundaries to the Jandakot Botanical Park.
 - ~~(i) The City shall recommend a notification under Section 165 of the Planning and Development Act 2005 be placed on the title of all lots created from subdivision advising of aircraft noise and building height restrictions affecting the land. These are considered to represent hazards/other factors seriously affecting the use/enjoyment of the land.~~
 - (j) The City shall not support the creation of lots with excessive areas of batter slopes or excessive unevenness. As a guide no greater than one third of the area of any lot is to be affected by this.
 - (k) The City shall request revegetation to enhance or create vegetated linkages, enhance areas of remnant vegetation or provide for landscape or screening purposes.
- (3) Precinct: 3
- 1. Properties:
 - Lot 186 Acourt Road, [Banjup Jandakot](#).
 - 2. Current Status:

[4]



Item 9.1 Attachment 7

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Title	Subdivision in Jandakot Banjup and Treeby North of Armadale Road
Policy Number <small>(Governance Purpose)</small>	LPP 2.2



Lot 186 is occupied by soil blending and fertiliser operations.

3. Subdivision recommendations and requirements:

- (a) The City shall not support subdivision unless the general intentions of the Precincts and Subdivision Concept Plan for Precinct 3 are complied with.
- (b) The City shall require comprehensive rehabilitation works to be undertaken and completed at the time of subdivision of the land, in accordance with an adopted Rehabilitation Management Plan approved by the City of [Cockburn](#). Rehabilitation works undertaken on public land will have a standard maintenance period associated, and will be audited at the end of the maintenance period to assess whether works have been appropriately undertaken in accordance with the adopted Rehabilitation Management Plan prior to the public land being taken over by the City of [Cockburn](#). The City of [Cockburn](#) will only takeover public land once rehabilitation and maintenance works have been undertaken in accordance with the requirements of the adopted Rehabilitation Management Plan. For rehabilitation works on private land, affected lots are to include on their titles the requirement to care for and maintain the rehabilitation works in accordance with the minimum standards set out in the adopted Rehabilitation Management Plan.
- (c) The City shall not support subdivision until the soil blending operation and the soil blending/fertiliser factory on Lot 186 have ceased operating and all associated materials and structures have been removed.
- (d) The City shall recommend a geotechnical investigation of proposed building envelopes for areas where inappropriate backfilling and/or compaction is suspected. In the event that inappropriate backfilling/compaction has occurred, this will need to be rectified to make the building envelopes capable for accommodating development prior to the issue of subdivision clearances.
- (e) The City shall recommend investigation for soil and groundwater contamination in areas known or suspected to have contamination potential (e.g. previous storage of fuel). In the event that contamination has occurred, all remediation works including validation of remediation is to be completed to the specifications of the Department of [Water and Environment-Environmental Regulation](#) and Conservation prior to the commencement of any site works.
- (f) The City shall require that the subdivision layout design provide Lukin Swamp with an adequate buffer of public open space, and that frontage to a subdivisional road be provided to enable public and City access to the swamp and public open space.
- (g) The City shall recommend a notification under Section 165 of the Planning and Development Act 2005 be placed on the title of all lots created from subdivision advising of [odour from the City of Canning's Kennel zone aircraft noise and building height restrictions](#) affecting the land. These are

[5]



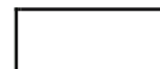
Title	Subdivision in Jandakot Banjup and Treeby North of Armadale Road
Policy Number (Governance Purpose)	LPP 2.2



considered to represent hazards/other factors seriously affecting the use/enjoyment of the land.

- (h) All new building envelopes are to be located outside the 30 ANEF noise contour of the Jandakot Airport.
 - (i) The City shall not support the creation of lots with excessive areas of batter slopes or unevenness. As a guide no greater than one third the area of any lot is to be affected by this.
 - (j) The City shall request strategic revegetation to enhance areas of remnant vegetation, buffer zones to Lukin Swamp and provide vegetated linkages to the Jandakot Botanical Park.
- (4) Precinct: 4
- 1. Properties:
 - Lot [5131 Jandakot Road ~~Treeby~~, Lots 2 and 4 Armadale Road and lots 820 and 821 Fraser Road Jandakot](#)
 - 2. Current Status:
 - Lot [4 is occupied by a defunct brick works 1531 is vegetated \(including revegetation areas\) and contains no buildings](#).
 - 3. Subdivision recommendations and requirements:
 - (a) The City shall not support subdivision unless the general intentions of the Precincts and Subdivision Concept Plan for Precinct 4 are complied with.
 - (b) The City shall require comprehensive rehabilitation works to be undertaken and completed at the time of subdivision of the land, in accordance with an adopted Rehabilitation Management Plan approved by the City of Cockburn. Rehabilitation works undertaken on public land will have a standard maintenance period associated, and will be audited at the end of the maintenance period to assess whether works have been appropriately undertaken in accordance with the adopted Rehabilitation Management Plan prior to the public land being taken over by the City of Cockburn. The City of Cockburn will only takeover public land once rehabilitation and maintenance works have been undertaken in accordance with the requirements of the adopted Rehabilitation Management Plan. For rehabilitation works on private land, affected lots are to include on their titles the requirement to care for and maintain the rehabilitation works in accordance with the minimum standards set out in the adopted Rehabilitation Management Plan.
 - (c) The City shall not support subdivision unless relevant recommended buffer distances [in accordance with the Environmental Protection Authority's Guidance Statement No. 3 (Separation Distances between Industrial and Sensitive Land)] are achieved to operational sand

[6]



Item 9.1 Attachment 7

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Title	Subdivision in Jandakot <u>Banjup and Treeby</u> North of Armadale Road
Policy Number <small>(Governance Purpose)</small>	LPP 2.2

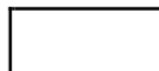


excavation sites, the brickworks on Lot 4 Armadale Road and other land uses with buffer zones.

~~(d) The City shall recommend a notification under Section 165 of the Planning and Development Act 2005 be placed on the title of all lots created from subdivision advising of aircraft noise and building height restrictions affecting the land. These are considered to represent hazards/other factors seriously affecting the use/enjoyment of the land.~~

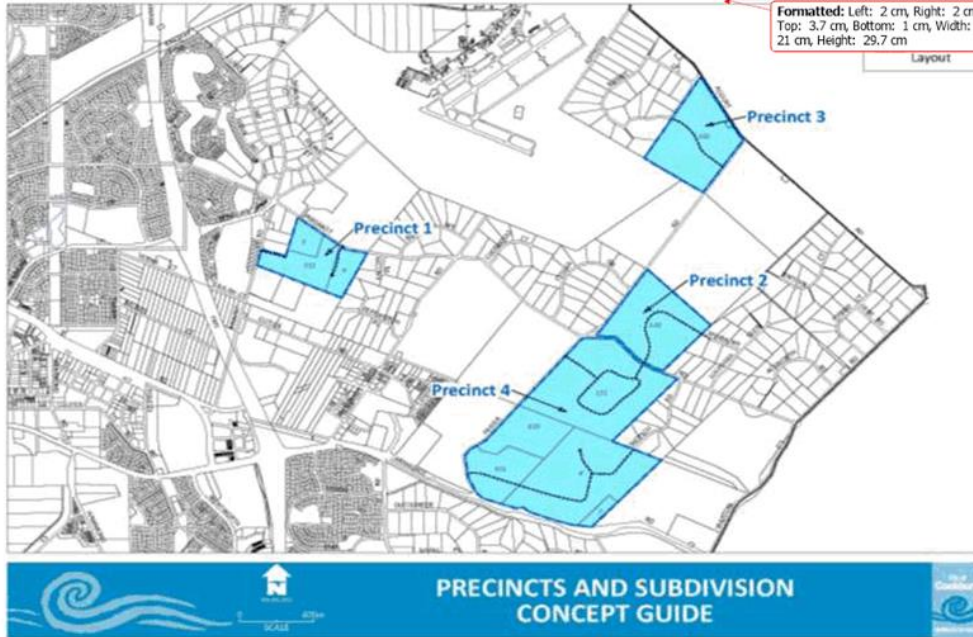
- (e) The City shall require that the subdivision layout design not provide lot frontages onto Jandakot or Armadale Roads, unless exceptional circumstances dictate otherwise. Access to lots is to be provided by internal subdivisional roads.
- (f) The City shall recommend a geotechnical investigation of proposed building envelopes for areas where inappropriate backfilling and/or compaction is suspected. In the event that inappropriate backfilling/compaction has occurred, this will need to be rectified to make the building envelopes capable for accommodating development prior to the issue of subdivision clearances.
- (g) The City shall recommend investigation for soil and groundwater contamination in areas known or suspected to have contamination potential (e.g. previous storage of fuel). In the event that contamination has occurred, all remediation works including validation of remediation is to be completed to the specifications of the Department of Environment and Conservation prior to the commencement of any site works.
- (h) No greater than two thirds of any lot is to be located within the Western Power Transmission Line Easement.
- (i) The City shall not support the creation of lots with excessive areas of batter slopes or unevenness. As a guide no greater than one third the area of any lot is to be affected by this.
- (j) The City shall require revegetation to enhance or create vegetated linkages, enhance areas of remnant vegetation or provide for landscape or screening purposes.

[7]



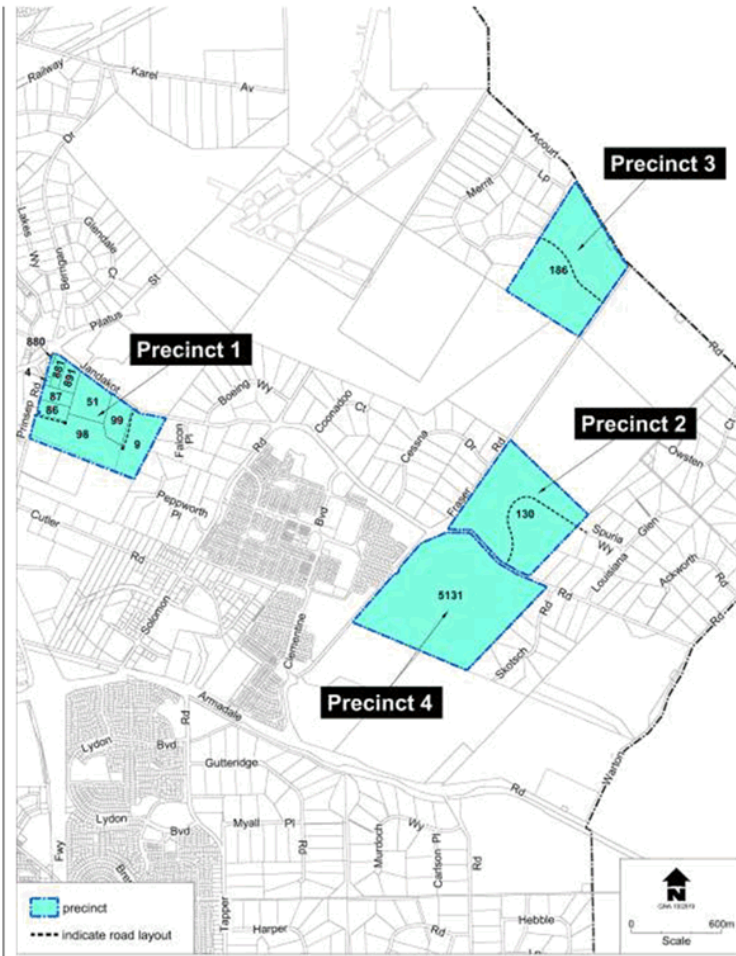
Title	Subdivision in Jandakot and TreebyBanjup-North-of-Armadale Road
Policy Number (Governance Purpose)	LPP 2.2

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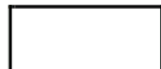
[8]

Title	Subdivision in Jandakot and TreebyBanjup North of Armadale Road
Policy Number (Governance Purpose)	LPP 2.2



Precinct and Subdivision Concept Guide

[9]



DAP 27/11/2019

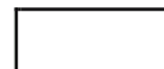
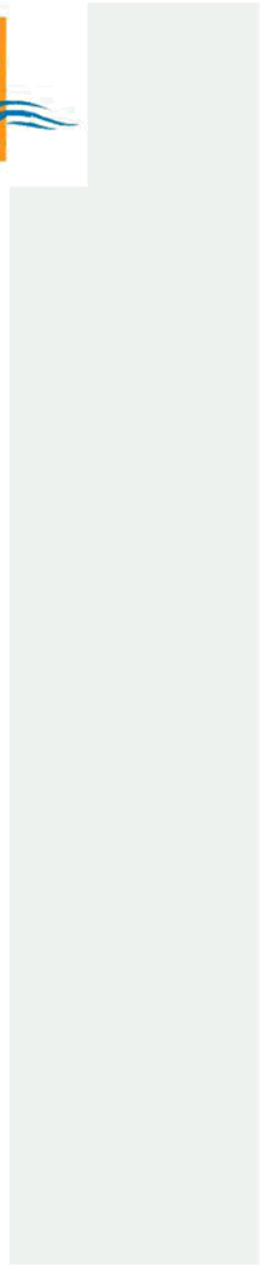
Item 9.1 Attachment 7

Title	Subdivision in Jandakot Banjup North of Armadale Road
Policy Number <small>(Governance Purpose)</small>	LPP 2.2



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: <small>(Yes or No)</small>	Yes
Adoption Date: <small>(Governance Purpose Only)</small>	14 December 2017
Next Review Due: <small>(Governance Purpose Only)</small>	December 2019
ECM Doc Set ID: <small>(Governance Purpose Only)</small>	4514840

[10]



Item 9.1 Attachment 8

DAP 27/11/2019

Title	Building Envelopes
Policy Number (Governance Purpose)	LPP 2.5



Policy Type

Local Planning Policy

Policy Purpose

Building Envelopes are used in the Resource Zone to guide and contain development on a lot so that vegetation and wetlands are protected from clearing and development. They are also used for separating dwellings and buildings on lots for the purpose of achieving a high degree of amenity. Building envelope locations and shapes are determined by the developer in conjunction with the City at the time of subdivision, or by City's Planning Officers in respect to existing lots.

Purchasers of vacant lots may sometimes wish to nominate or relocate the building envelope to better suit their development expectations.

The purpose of this policy is to provide guidance to applicants and officers in regard to the circumstances under Town Planning Scheme No. 3 (TPS 3) may be utilised to nominate or relocate or modify a building envelope.

Policy Statement

- (1) A building envelope may be modified or relocated, provided that:
 1. The written request referred to in TPS 3 is in the form of an Application for Development Approval, accompanied by the appropriate fee and documentation;
 2. The area of the modified building envelope is similar in size to the original building envelope but should in any event not exceed 3000m²;
 3. The modified building envelope accords with the setback distances prescribed under TPS 3;
 4. The modified building envelope has regard to the requirement that any development contained therein has a finished floor level that is a minimum of 1.2m above the highest known water table applicable to the land;
 5. The modified building envelope is located to avoid or minimise vegetation removal on-site; and
 6. The modified building envelope has regard to the placement of a dwelling and outbuildings on a lot relative to adjoining lots and buildings contained thereon (for the purpose of maintaining separation and protection of amenity in a rural setting).

[1]



Title	Building Envelopes
Policy Number (Governance Purpose)	LPP 2.5



- (2) A building envelope may be nominated where:
1. A building envelope does not already exist on the lot;
 2. The written request referred to in TPS 3 is in the form of an Application for Development Approval ~~_(Schedule 5)~~, accompanied by the appropriate fee and documentation;
 3. The building envelope area does not exceed 3000m²;
 4. The building envelope accords with the setback distances prescribed under TPS 3. Setback measurements shall be taken at right angles to the lot boundary (example of measurements under Figure 1 below);

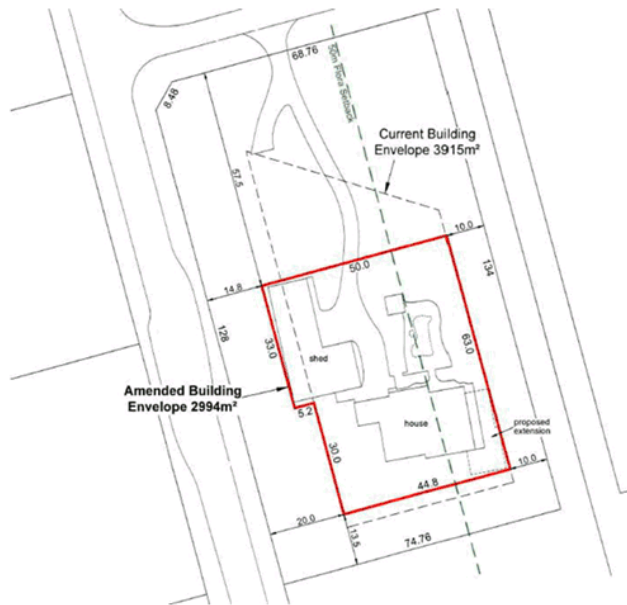
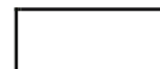


Figure 1

5. The building envelope has regard to the requirement that any development contained therein has a finished floor level that is a minimum of 1.2m above the highest known water table applicable to the land;

[2]

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Item 9.1 Attachment 8

DAP 27/11/2019

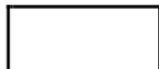
Title	Building Envelopes
Policy Number (Governance Purpose)	LPP 2.5



6. The building envelope is located to avoid or minimise vegetation removal on-site;
7. The building envelope has regard to the placement of a dwelling and outbuildings on a lot relative to adjoining lots and buildings contained thereon (for the purpose of maintaining separation and protection of amenity in a rural setting);
8. The City requires the nomination of a building envelope as part of a development application in a specific location due to planning, environmental and land constraints.
9. Only one building envelope is permitted per lot.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	14 December 2017
Next Review Due: (Governance Purpose Only)	December 2019
ECM Doc Set ID: (Governance Purpose Only)	4516911

[3]



DAP 27/11/2019

Item 9.1 Attachment 9

Title	Child Care Premises
Policy Number (Governance Purpose)	LPP 3.1



Policy Type

Local Planning Policy

Policy Purpose

The City facilitates the development of child care premises, with an emphasis placed on contributing to the greater convenience of residents. However a child care premises should not adversely impact on the amenity of adjoining properties or the surrounding area through inappropriate development.

The purpose of this policy is to provide guidelines for the location, siting and design of child care centres to ensure that such developments are compatible with, and avoid adverse impacts on, the amenity of surrounding areas as provided for under the provisions of the City of Cockburn Town Planning Scheme No. 3 (TPS 3).

Policy Statement

(1) Definitions:

'Child Care Premises' means a place where a child care service as defined in the *Child Care Services Act 2007* section 4 is provided.

'Child Care Service' means –

- (a) any education and care service as defined in the *Education and Care Services National Law (Western Australia)* section 5(1); or
- (b) any child care service as defined in the *Child Care Services Act 2007* section 4;

'Family Day Care Service' – means a type of child care service prescribed as a family day care service for the purposes of the *Child Care Services Act 2007*

(2) Exemptions

A Family Day Care Service for seven children or less does not require planning approval from the City.

(3) Criteria

Child care premises are strongly encouraged to locate adjacent to schools, public open space, or other community or recreational uses including non-residential land uses such as appropriate commercial uses.

Within Residential zones, a child care premises is an "A" use which is **not** permitted unless discretion is exercised and after giving special notice in accordance with the requirements under TPS 3.

[1]

Item 9.1 Attachment 9

DAP 27/11/2019

Title	Child Care Premises
Policy Number (Governance Purpose)	LPP 3.1



Where applications for child care premises are received, the following criteria should be taken into account:-

1. Location and Residential Amenity
 - (a) Sites in close proximity to busy intersections or Primary Regional Roads and Other Regional Roads are not preferred due to issues of traffic conflict, noise and possible health implications associated with vehicle emissions.
 - (b) Child care premises should be located adjacent or within close proximity to public transport routes.
 - (c) The built form of the development should be consistent with the scale and character of the locality and should lend itself to domestic (residential) architecture if located in a residential setting.
 - (d) The proposed materials, colours and finishes should be sympathetic to surrounding development.
 - (e) The layout and design of child care premises shall include noise attenuation measures to ameliorate the impact of the use on adjoining and surrounding properties (if applicable). Noise-generating activities such as play areas, vehicle access ways, car parking areas and any plant and equipment are to be located away from noise-sensitive land uses, such as residences.
 - (f) In order to maintain the visual amenity of the locality, landscape screening to car parking areas from the street and adjoining premises is required. Existing and proposed major plantings must be detailed on site plans, with proposed landscaping incorporating dense shrubs and trees. Wherever possible, retention of existing mature vegetation will be encouraged by the City (providing on-site safety is not compromised).
 - (g) Child care premises will not be supported within cul-de-sacs or on lots with a battle-axe access leg.

2. Site Design
 - (a) The site is to have a regular shape, with a minimum lot area of 1,000m² and an effective frontage of 20m to provide the opportunity for design aimed at minimising the impact on surrounding residential properties.
 - (b) Site coverage is required to be a maximum of fifty per cent (50%) to allow for adequate open space, residential character and car parking areas.
 - (c) The first 2.m from the front boundary of the lot shall be landscaped as a minimum. Secondary street frontages shall have a minimum 1m landscaping strip.

[2]



Title	Child Care Premises
Policy Number <small>(Governance Purpose)</small>	LPP 3.1

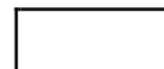


3. Landscaping
 - (a) The first 2m from the front boundary of the lot shall be landscaped as a minimum.
 - (b) Secondary street frontages shall have a minimum 1m landscaping strip.

4. Outdoor Play Areas
 - (a) Outdoor play areas should be located so as to minimise their impact on the amenity of the adjoining properties whilst taking advantage of solar orientation where possible. Outdoor play areas should be screened from sources of pollution, such as car parking areas and roads, by appropriate fencing and/or dense vegetation.
 - (b) A portion of the outdoor play area is required to be covered with a shade structure for sun protection. The colours and materials of this shade structure should be sympathetic to surrounding development.
 - (c) Where the play area is located in the front setback area, fencing of this area shall be predominantly open. Fencing should not appear solid, adversely affecting in particular residential Streetscape or cast shadows over the play area. These same requirements also generally apply to secondary street frontages (recognising some sections of screen fencing will be necessary).

5. Parking and Traffic
 - (a) Car parking areas should be purposely located on-site so as to be visible from the street to encourage patrons to park on-site instead of on road verges. Car parking bays that are the least visible or accessible should be allocated for staff use.
 - (b) Car parking areas are required to be landscaped with the objective of providing shade and softening the impact of car parking and the development on the streetscape.
 - (c) On-site parking provision is to be in accordance with the requirements of TPS 3:
 - 1 bay: 1 employee, PLUS
 - 1 bay: 10 children
 - (d) Parking for larger vehicles (buses and service vehicles) should be considered in the design and layout of parking areas.
 - (e) Traffic associated with a child care premises is not to unreasonably reduce the function and safety of the local road network. Vehicle access to and from the site must be available in forward gear, achieved through adequate on-site manoeuvring.

[3]



Item 9.1 Attachment 9

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Title	Child Care Premises
Policy Number <small>(Governance Purpose)</small>	LPP 3.1



- (f) Pedestrian movement across and/or through parking provided for a child care premises is to take place on dedicated pedestrian paths (for parent/child safety).
- 6. Hours of Operation

Days and times of operation shall generally be restricted from Monday to Friday, from 6.00am to 7.00pm and Saturday, from 8.00am to 4.00pm, unless otherwise approved by the City.
- 7. Signage

All signage associated with the child care premises shall be consistent with the City's Signage Policy, in addition to addressing the following:-

 - (a) be compatible and sympathetic to adjoining development to ensure the amenity of the surrounding area is maintained;
 - (b) not be placed in a location that detrimentally interferes with the visibility of traffic and pedestrians entering and leaving the lot, adjacent property or roadway;
 - (c) not display signs exceeding 1m² in aggregate;
 - (d) not include Pylon signs.
- 8. Bin Storage Areas

Applications for planning approval must include details of cleaning areas, bin storage and rubbish removal. The following are standard requirements for bin storage areas:-

 - (a) A floor area not less than 3m x 3.5m excluding the area of any access way;
 - (b) Walls constructed of smooth, impervious, solid material at a height of not less than 1.8m;
 - (c) A floor of not less than 76mm thickness, constructed of impervious concrete graded to a 100mm industrial floor waste connected to sewer and charged with a hose cock.
 - (d) Details of rubbish management are also to be provided. This includes rubbish removal days and pick-up times. The day and time of rubbish removal should have regard for the nature of the location, particularly for the purpose of protecting residential amenity.
- 9. Bushfire Management Plan
 - (a) A Bushfire Management Plan is required to accompany a planning application for lots located within a Bushfire Prone Area in accordance with State Planning Policy 3.7 – Planning in Bushfire Prone Areas and the associated Guidelines for Planning in Bushfire Prone Areas.

[4]



Title	Child Care Premises
Policy Number <small>(Governance Purpose)</small>	LPP 3.1



(4) Information required on applications

The City requires applications for child care premises to be submitted with adequate information to enable a detailed assessment of the development to be conducted, including (but not limited to):

- a description of the proposed activity
- numbers of adult and non-adult staff to be employed
- days and hours of operation
- number and age of children proposed to attend the centre

~~Three (3) copies~~ **One set** of scaled, site, floor and elevation plans of the development illustrating:

- the entire site and structures thereon, including shade structures
- the internal layout of the buildings
- access points, driveways and individual car parking areas
- a schedule of materials, colours and finishes
- existing and/or proposed landscaping including major plant species
- intended front and side fencing
- number, location and size of any proposed signs

The City may require noise and traffic impact assessments to be submitted prior to determination of the application, whilst details of waste management (rubbish disposal times) and regular delivery times to a site are also to be provided.

Applicants are advised that if existing buildings are being converted into a Child Care Premises, compliance with the Building Codes of Australia (Fire Regulations) is required.

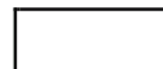
(5) Advertising

Pursuant to TPS 3 - all proposals for child care premises shall be advertised for a period not less than 14 days.

(6) Other Approvals

In addition to gaining Planning Approval from the City to develop a child care premises applicants are encouraged to discuss their proposal with the relevant government licensing and regulatory agencies. The outcomes of these discussions should be presented to the City as part of any application in order to facilitate the assessment process.

[5]



Item 9.1 Attachment 9

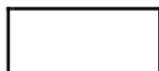
DAP 27/11/2019

Title	Child Care Premises
Policy Number <small>(Governance Purpose)</small>	LPP 3.1



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: <small>(Yes or No)</small>	Yes
Adoption Date: <small>(Governance Purpose Only)</small>	14 December 2017
Next Review Due: <small>(Governance Purpose Only)</small>	December 2019
ECM Doc Set ID: <small>(Governance Purpose Only)</small>	4516039

[6]



DAP 27/11/2019

Item 9.1 Attachment 10

Title	Alfresco Dining
Policy Number (Governance Purpose)	LPP 3.5



Policy Type

Local Planning Policy

Policy Purpose

Alfresco dining in various locations contributes to the vibrancy and amenity of a locality, as well as increasing interaction between the street and adjoining built forms.

The purpose of this policy is to distinguish the locations and extent to which alfresco dining areas are permitted within the City of Cockburn (the City). This policy applies to alfresco dining areas proposed within lots that do not project into the road reserve.

To prescribe minimum standards for furniture, barriers and maintenance of alfresco dining areas.

Policy Statement

(1) Definitions:

In this Policy:

“alfresco dining area” means an area in which tables, chairs and other structures are provided for the purpose of the consumption of food or beverages or both by the public on public thoroughfare;

“furniture” means the chairs, tables, waiters’ stations, planter boxes, umbrellas, screens, awnings and any other structure to be set up in the alfresco dining area;

(2) Policy Provisions:

The City will take the following matters into consideration in the assessment of applications for alfresco dining:

2.1 Layout and Setbacks

2.1.1 Alfresco dining areas are to be located directly adjacent the eating establishment to which they belong;

2.1.2 A maximum of one chair per square metre may be located in an alfresco dining area subject to any restrictions imposed by other laws including but not limited to the Building Code of Australia;

2.1.3 A 2m wide minimum footpath is to be provided and maintained clear of all obstructions including light poles, street furniture chairs, tables, pot plants and balustrading at all times;

[1]

Item 9.1 Attachment 10

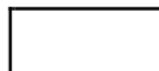
DAP 27/11/2019

Title	Alfresco Dining
Policy Number (Governance Purpose)	LPP 3.5



- 2.1.4 Where the alfresco dining area is proposed in an area of a footpath adjacent to kerbside parking there should be a clearway of at least 0.6m between the alfresco area and car parking **bays as indicated in Figure 1-bays.**
- 2.1.5 The City will not approve any alfresco dining areas within 1.5-m of a telephone booth, bus stop, bicycle rack, public seat or other street infrastructure. The City may move street infrastructure at full cost to the applicant to satisfy this requirement.
- 2.1.6 All alfresco dining areas shall be clearly demarcated on site and all chairs, tables and fittings shall remain within the demarcated area at all times;
- 2.1.7 Table service is encouraged, and where alcohol is served table service is mandatory and patrons must be seated at all times;
- 2.1.8 Where located abutting a road or vehicle crossover, chairs should not be placed with their backs to vehicles for safety reasons;
- 2.1.9 Alfresco dining areas should not obstruct sight lines for vehicles or pedestrians, both at road junctions and vehicle crossovers;
- 2.2 Furniture
 - 2.2.1 All chairs, tables and fittings shall be of a readily portable nature and shall be removed upon the completion of trading. All fittings and furniture such as umbrellas shall be appropriately secured so as to be stable and secure in all conditions;
 - 2.2.2 All furniture shall be of a high quality and shall be in keeping with the style and materials of furniture provided within the eating establishment;
 - 2.2.3 The furniture should be strong, durable, waterproof, rustproof and weather resistant and should fold or stack for storage for removal from the alfresco dining area each day;
 - 2.2.4 The preferred materials for alfresco dining furniture are metal or timber. The feet of any metal furniture should be suitable encased in rubber or plastic to minimise noise. Plastic or acrylic chairs are not encouraged due to generally lower standards of design and quality and their rapid deterioration in the urban environment;
 - 2.2.5 The style, layout and orientation of furniture should be chosen according to the extent and shape of the alfresco dining area and to dissuade patrons from moving furniture beyond the boundaries of the alfresco dining area.

[2]



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Title	Alfresco Dining
Policy Number (Governance Purpose)	LPP 3.5



2.3 Shelters and Screens

- 2.3.1 To provide shade and shelter high quality awnings or market umbrellas are encouraged. The canopy of the umbrella must be higher than 2.3m from the pavement;
- 2.3.2 Removable screens up to 1m in height may be used to define the boundary of an alfresco dining area, but should not create a barrier or solid wall effect;
- 2.3.3 Screens more than 1m in height, including glass or perplex panels or clear plastic rolled down from umbrellas and awnings are not permitted;
- 2.3.4 Boundary definition on all sides of an alfresco dining area is mandatory where alcohol is served;

2.4 Accessibility and Footpaths

- 2.4.1 No alfresco dining area shall obstruct the entrance to any **mal**entrance, cause demonstrated inconvenience to adjacent retail or commercial activities, or residential properties, or obstruct the views or access to adjacent properties. Where the City believes that such problems may arise it may consult with the owners and/or occupiers of the affected premises as part of the assessment of the application.
- 2.4.2 The establishment of alfresco dining areas should not normally require extension of the existing footpath, unless this can be done without unduly affecting the prevailing form of the street or prejudicing its proper use as a traffic route and, without involving the loss of kerbside parking or loading zones. Such widening will be at the full cost of the applicant and should use materials to the satisfaction of the City.

2.5 Operating Times

- 2.5.1 The City may **minimize** the potential for conflicting uses by specifying operating times;
- 2.5.2 If alfresco dining occurs outside daylight hours the licensee must provide adequate, clear and well distributed lighting to ensure the safety of both patrons and the public. The lighting shall not adversely impact on surrounding residential land uses.

(3) Information to Accompany Applications

- 3.1 ~~All applications for alfresco dining areas are to be accompanied by a Development Approval Form and the appropriate application fee being charged;~~
- 3.2 Applications for alfresco dining areas are to include ~~three copies~~ **one set** of scaled plans indicating the number and location of proposed tables, chairs

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and other furniture and their relationship to the building in which the eating house is located. ~~similar to the example illustrated in Figure 2;~~

- 3.3 Diagrams indicating the style and dimensions of all furniture proposed to occupy the alfresco dining area are required.
 - 3.4 Applicants are required to stipulate the hours of operation for the proposed alfresco dining area. These may be approved or amended in consultation with the applicant depending upon the location and nature of the alfresco dining.
 - 3.5 Applicants should indicate whether alcohol is intended to be served and consumed within the alfresco dining area;
- (4) Conditions of Approval
- If the City is prepared to support an alfresco dining proposal the following conditions may be applied (including a new proposal incorporating the sale of alcohol, or modification of an existing licence to incorporate alcohol):
- ~~4.1 The public shall be free to use the tables and chairs at all times, whether paying customers or not;~~
 - 4.2 The tables and chairs are not to be fixed to the public footpath paving material;
 - 4.3 The tables and chairs shall be removed from the public footpath area outside normal trading hours, unless otherwise permitted by the City of Cockburn;
 - 4.4 The tables and chairs are to be maintained in good, clean and serviceable condition at all times;
 - ~~4.5 In the event that the conditions of the cleaning arrangement with the City are not fully met or the cost of cleaning fall in arrears, the approval for the alfresco dining area shall be revoked;~~
 - ~~4.6 The City of Cockburn shall be indemnified against any damage which may arise, with the indemnity being Public Liability Insurance cover of over \$5 million minimum;~~
 - ~~4.7 The City shall be advised directly by the Insurance Company of the Policy and any changes to that Policy, a copy of which is to be kept at the City;~~
 - 4.8 The applicant shall ensure that rubbish shall be regularly removed from the premises in order to ensure high public amenity;
 - 4.9 The licensee is to maintain the footpath to a high standard of cleanliness and hygiene to the satisfaction of the City of Cockburn. This will include removing grease and stains and washing of the pavement. Under no circumstances are waste materials to be swept or placed in the gutter;

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Title	Alfresco Dining
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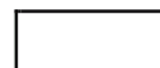


- 4.10 The serving of alcohol shall not commence unless the relevant approval has been obtained from the Liquor Licensing Division of the Office of Racing and Gaming;
- 4.11 The use of plastic resin chairs is not permitted;
- 4.12 Tables and chairs placed in a public place that enables unlimited public use shall not be considered as part of the premises in calculating the required number of public toilets under the Health Act;
- 4.13 The licensee is not permitted to prepare food or beverages in the alfresco dining area

Figure 1—Location of Alfresco Dining on Footpaths & Car Parking Embayments



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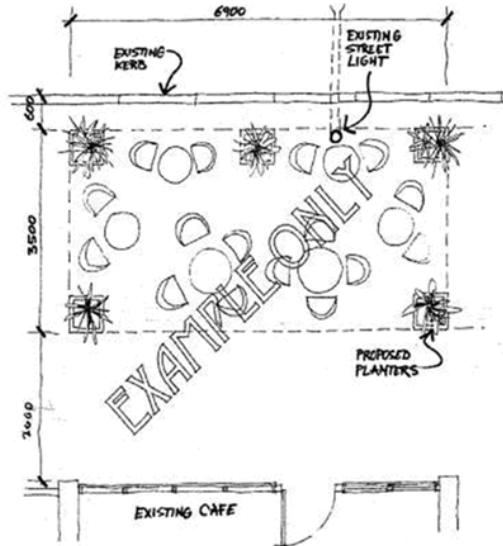
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Figure 2—Typical Plan of Proposed Alfresco Dining Area



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	14 December 2017
Next Review Due: (Governance Purpose Only)	December 2019
ECM Doc Set ID: (Governance Purpose Only)	4516897

[6]



DAP 27/11/2019

Item 9.1 Attachment 11

Title	Signs & Advertising
Policy Number (Governance Purpose)	LPP 3.7



Policy Type

Local Planning Policy

Policy Purpose

This policy should be read in conjunction with the City of Cockburn's Town Planning Scheme No. 3 (TPS 3), any of the City's specific Design Guidelines and Signage Local Laws.

The purpose of this policy is to ensure that the display of signs and advertisements on properties does not adversely impact upon the amenity of the area while providing appropriate exposure of activities or services. The objectives of the policy are:

- (1) To ensure that signage and advertising does not detract from the streetscape or amenity of the area.
- (2) To avoid the proliferation of signage in commercial areas.
- (3) To avoid an abundance of signs on individual sites and buildings.
- (4) To ensure that signs only relate to the services and products on the site.
- (5) To encourage the rationalisation of advertising signs on individual premises.
- (6) To encourage the incorporation of advertising signs into the design consideration of buildings.

Policy Statement

- (1) Application
 1. Where variations to the provisions of this policy are sought, the proposal shall be determined in accordance with the objectives of this policy (above) and the general development provisions of TPS 3 and may be subject to neighbour consultation.
 2. Where a property is subject to specific Design Guidelines which contain provisions inconsistent with this policy, the Design Guidelines shall prevail.
 3. Signs proposed on land reserved (partially or wholly) under the MRS shall be referred to the relevant Public Authority in accordance with the relevant WAPC Instrument of Delegation.
 4. The maximum signage area contained in the policy refers to an aggregate of signage.

[1]

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Title	Signs & Advertising
Policy Number <small>(Governance Purpose)</small>	LPP 3.7



(2) General Development Provisions

1. *All Signs shall:*
 - a) Not pose a threat to public safety or health.
 - b) Only relate to services and products on the subject site.
 - c) Not consist of inappropriate or offensive language or material.
 - d) Not protrude over Council property, including footpaths (unless allowed under a verandah or attached to a fascia) or neighbour's property.

2. *Illuminated Signs shall:*
 - a) Not cause a nuisance, by way of light spillage, to abutting sites.
 - b) Not comprise flashing, intermittent or running lights.
 - c) Not interfere with or be likely to be confused with, traffic control signals.
 - d) Have a minimum clearance of 2.75m from finished ground level to the lowest part of the sign.
 - e) Have any boxing or casing in which it is enclosed constructed of incombustible material.
 - f) Have its electrical installation constructed and maintained to the satisfaction of Western Power Corporation or the appropriate electricity supply authority and in accordance with the S.A.A. Code 3000-1991.
 - g) Be maintained to operate as an illuminated sign.
 - h) Not have a light of such intensity as to cause annoyance to the public.

3. *Signs on Residential Properties (including Home Occupation) shall:*
 - a) Not exceed 0.2m² in area and only for the purpose of identifying the name of the dwelling and/or nature of an approved home occupation operating from the dwelling.
 - b) Not exceed 0.5m in height where they are of a single line of letters fixed to the facade of a building.

4. *Signs on Heritage Buildings shall:*
 - a) Contribute to the significance of a Heritage Place and existing signs should be retained and maintained.
 - b) Not dominate a Heritage Place. Instead, new signs should be placed where they would have traditionally been placed, and should be limited to a level consistent with traditional coverage.
 - c) Not be located where they would obscure or detract from a feature of the building.
 - d) Be located so as to ensure views to individually significant signs are maintained.
 - e) Not result in physical damage to any significant fabric. Signage should be readily removable, with careful consideration given in regards to the

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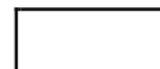


Title	Signs & Advertising
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- method of installation, in order to ensure that the original material can be reinstated.
- f) If included on the State Heritage Register, be referred to the Heritage Council of Western Australia for comment.
 - g) Not require reproduction of historic advertising styles. Rather, respectful but clearly modern design is preferred for new signs.
 - h) Colours should be appropriate to the Heritage Place and in some instances which may require departure from standard company advertising colours.
5. *Temporary Signs (for events) shall:*
- a) Require planning approval if greater than 4m².
 - b) Not be exhibited more than 4 weeks prior to the event advertised and must be removed by the end of the day following the event.
 - c) Be located on the site of an event or the property of the organisation holding the event.
6. *Safety/Warning Signs shall*
- a) Not require planning approval if deemed necessary to comply with occupational, health and safety requirements.

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Title	Signs & Advertising
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(3) Specific Sign Development Standards

	Sign Type	Definition	Standards
1.	3D Replica Model or Shape / Object 	A three dimensional replica object or shape used as an advertising device and designated to replicate or copy a real world object or shape. The replica may be freestanding or attached to a building or other sign.	a) Planning approval is required for all 3D replica model or shape/object signs. b) Maximum volume of 4m ³ . c) Maximum height of 3m. d) Must not be erected for more than 4 weeks in any 12 month period.
2.	Advisory Sign 	A sign erected on land which has been approved for subdivision, advertising the lots for sale.	a) Planning approval is required for all advisory signs greater than 6m ² . b) Erected at the ratio of 1m ² of area per hectare with no individual sign exceeding 20m ² . c) Shall be removed from the site within two years or when 80% of the lots in the subdivision have been sold, whichever comes first. d) <u>The City may condition a bond to cover any costs associated to the removal of Advisory signage (particularly where signage includes lighting and any water features).</u>
3.	Awning Sign (Above) 	A sign located above the outer fascia of a verandah, balcony or awning.	a) Planning approval is required for all awning signs (above). b) Lettering shall not exceed 1m in height. c) Maximum area of 6m ² .
4.	Awning Sign (Below)	A sign fixed to or suspended from the	a) Planning approval is required for awning signs (below) that

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Title	Signs & Advertising
Policy Number (Governance Purpose)	LPP 3.7



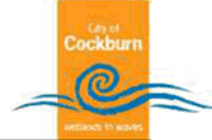
Sign Type	Definition	Standards
	underside of a verandah, balcony or awning.	propose a minimum headway of less than 2.75m and are 4m ² in area or greater.
5. Billboard Sign 	A sign fixed to a free-standing structure that is not a building and has one or more supports.	a) Planning approval is required for all billboard signs. b) Billboard signs are generally not supported unless the City deems that the sign has a public/community purpose.
6. Bunting / Flag / Tethered 	A single or group of flags or material that may be freestanding or attached to a rope or line stretched between two or more points.	a) Planning approval is required for all bunting, flags or tethered advertising signs. b) Bunting, flags and tethered signs are generally not supported unless the City deems the sign has a public/community purpose.
7. Construction Sign 	A sign which is displayed for the duration of the construction period which displays the project or contractors details relating to the site.	a) Planning approval is required for construction signs that exceed 6m ² for single/grouped dwellings, 10m ² for multiple dwellings, commercial and industrial development or 20m ² for shopping centre development. b) Construction signs shall only be in place for the duration of construction/development works.
8. Fence Sign 	Any sign attached to a fence.	a) Planning approval is required for fence signs greater than 6m ² per street frontage. b) Maximum of one sign per street frontage on any one lot. c) Not permitted on lots located on district distributor roads.
9. Ground Based Sign	A sign which is not	a) Planning approval is required for

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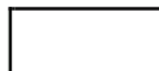
DAP 27/11/2019

Title	Signs & Advertising
Policy Number (Governance Purpose)	LPP 3.7





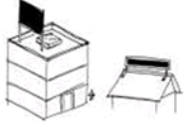

Sign Type	Definition	Standards
	attached or otherwise affixed to a building and no portion of which is higher than 1.2m above natural ground level.	ground based signs exceeding 4m ² . b) Maximum of one sign per tenancy on a lot unless incorporated in a barrier that distinguishes an outdoor dining area.
10. Product Display Sign 	An object which is displayed for the purposes of advertisement, or an advertisement sign which is attached to or placed on a vehicle (car, truck, boat, trailer, caravan, machinery, whether moveable or not).	a) Planning approval is required for all product display signs. b) Product display signs are generally not supported within the City unless the sign has a public/community purpose.
11. Projecting Sign 	A sign which projects more than 300mm from a wall of the building below the eaves or ceiling height.	a) Planning approval is required for projecting signs that propose a minimum headway of less than 2.75m and are 4m ² or less. b) Shall not project more than 1m from the wall.
12. Pylon Sign 	A sign supported by one or more piers and not attached to a building.	a) Planning approval is required for all pylon signs greater than 3m in height or 4m ² . b) Maximum area of 20m ² on any face. c) Maximum of one sign per street frontage. d) Setback at a minimum distance of its own overall height to street or right of way. e) Setback 6m from any other sign erected on the same lot. f) Maximum height of 6m above natural ground level.

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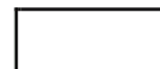


Title	Signs & Advertising
Policy Number (Governance Purpose)	LPP 3.7



	Sign Type	Definition	Standards
13.	Real Estate Sign 	A sign advertising the display, sale or lease of the property.	a) Planning approval required for real estate signs greater than 6m ² . b) Limited to one sign per lot.
14.	Roof Sign 	A sign which is affixed to the fascia or parapet, or forms part of a projection above the eaves of the building.	a) Planning approval is required for roof signs greater than 6m ² . b) Not be within 0.5m of either end of the external walls of the building. c) Not permitted if there is a roof sign (above) on the same lot. d) Complements the architectural style of the building.
15.	Roof Sign (Above) 	A sign erected on or attached to the roof of a building.	a) Planning approval is required for all roof signs. b) Not permitted if there is a roof sign on the same lot. c) Shall not project higher than 2m above the roof or 50% of the height of the building to which it is attached (whichever is higher).
16.	Tower Sign 	A sign affixed to, or placed on an open structural mast or tower.	a) Planning approval is required for all tower signs. b) Maximum height and width of the sign shall not exceed the height or width of the structure to which it is attached. c) Maximum area of 6m ² .
17.	Variable Message Sign	A sign which is permanent or	a) Planning approval is not required for public authorities to

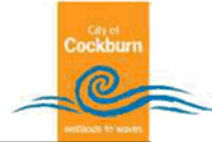
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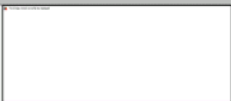



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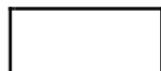
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Policy Number (Governance Purpose)	LPP 3.7

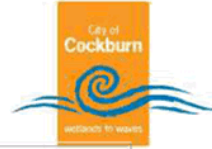


Sign Type	Definition	Standards
	portable and displays electronically generated variable messages.	use variable message signs. b) Variable message signs are not supported within the City unless used by public authorities for public purposes. c) Planning approval is required for all Variable Message Signs that display Service Station fuel prices in a variable/LED Format. Advertised fuel prices are restricted to change only once in a 24 hour period.
18. Wall Sign 	A sign which is affixed to the external part of a wall of the building but does not project above the lowest point of the eaves or ceiling of the building.	a) Planning approval is required for wall signs greater than 6m ² . b) Shall not exceed 10% in area on any one wall. c) If the background colour of the sign matches the balance of the colour of the wall on which it is located, then the area of the sign shall be determined by measuring around the words of the sign. If the background colour of the sign does not match the balance of the colour of the wall on which it is located, the area of the sign is to be measured around the borders of the entire sign.
19. Window Sign 	Sign which is affixed to either the interior or exterior of the glazed area of a window.	a) Planning approval required for any window signs greater than 6m ² . b) Not to exceed more than 25% of the window panel (which is calculated as the window shopfront). c) Lettering shall not exceed 1m in height.

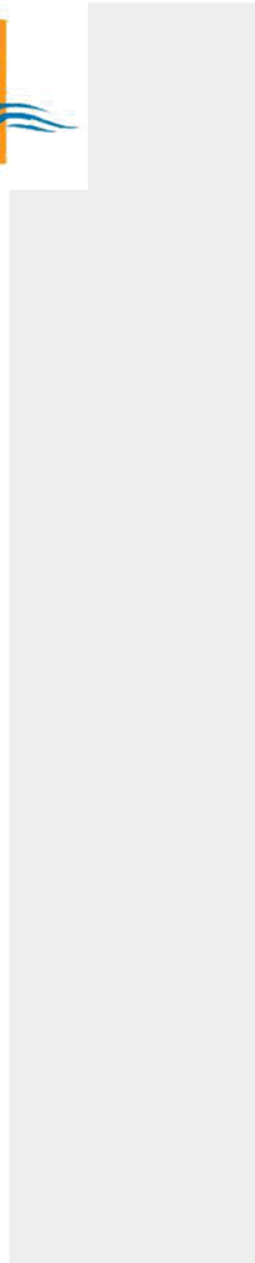
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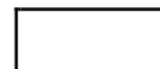
Title	Signs & Advertising
Policy Number <small>(Governance Purpose)</small>	LPP 3.7



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: <small>(Yes or No)</small>	Yes
Adoption Date: <small>(Governance Purpose Only)</small>	14 December 2017
Next Review Due: <small>(Governance Purpose Only)</small>	December 2019
ECM Doc Set ID: <small>(Governance Purpose Only)</small>	4518397



[9]



Item 9.1 Attachment 12

DAP 27/11/2019

Title	Sea Containers
Policy Number (Governance Purpose)	LPP 5.8



Policy Type

Local Planning Policy

Policy Purpose

Sea Containers (also known as ISO Containers and Shipping Containers) have become available in increasing numbers on the second hand market from transport agencies and Sea Container repair companies in recent years.

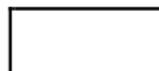
Sea Containers afford a cheap, secure method of storing items or goods and are becoming increasingly popular for this purpose. Sea Containers are made in varying sizes, but are generally 2.4m x 2.4m² and range in length from 3m to 12m. The most common length is the 6m (20 feet) version. As Town Planning Scheme No. 3 (TPS 3) contains no guidance on this matter, this policy will ensure the use of sea containers is managed effectively.

The purpose of this policy is to guide and control the use of Sea Containers within the City of Cockburn.

Policy Statement

- (1) Sea containers are not permitted within the boundaries of any Residential zoned land within the City other than for a temporary period (maximum 18 months) in association with building construction subject to obtaining planning approval from the City. In this respect only one container is permitted at any one time. The City may condition upgrades to the sea container for the external upgrade to the façade of the sea container, where deemed necessary.
- (2) One (1) Sea Container may be permitted to be kept on Rural, Rural Living or Resource zoned land, subject to obtaining planning approval from the City and the following conditions:
 - 1. The container shall be no longer than 6m (20 feet).
 - 2. The container is to be located behind the dwelling on-site and within the Building Envelope (if one exists). The container is also to be screened from view of the street, including secondary streets, and adjoining properties.
 - 3. The container shall be set back from the side and rear boundary in accordance with the setback requirements of the TPS 3 for land zoned Rural, Rural Living and Resource zone.
 - 4. The container shall be painted in a colour that is similar to or complementary to the colour of existing buildings on the property, or the prevailing landscape and/or upgraded to the satisfaction of the City.

[1]



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Item 9.1 Attachment 12

Title	Sea Containers
Policy Number (Governance Purpose)	LPP 5.8



5. Sea Containers are to be used for storage purposes only, that is, the container shall not be used for any commercial, industrial or habitable purpose.
 6. Sea containers will not be permitted on land where there is no existing dwelling or where there is no dwelling under construction.
- (3) Sea Containers on land zoned Local Centre, District Centre, Regional Centre, Mixed Business, Light & Service Industry and Industry zones may be kept within an approved yard subject to obtaining planning approval from the City and the following conditions:-
1. The container(s) shall not be located within car parking areas or within the front or secondary street building setback area.
 2. The container(s) shall be screened from view of the street, including secondary streets.
 3. The container(s) shall be painted in a colour that is similar to or complementary to the colour of existing buildings on the property and/or upgraded to the satisfaction of the City.
 4. As per the order of the Executive Director, Public Health WA, Sea Containers may not be used for the purpose of storing food products unless they are modified to comply with the Health (Food Hygiene) Regulations 1993.
 5. Refrigerator motors and other cooling devices must be modified to ensure that the noise emitted from the unit complies with the *Environmental Protection (Noise) Regulations 1997*.
- (4) Development Applications for Sea Containers in a Development Zone will be assessed and determined on their merits taking into TPS 3 and the content of any Structure Plan that may apply.
- (5) Refrigerated Sea Containers are not permitted on Residential, Rural, Rural Living or Resource zoned land anywhere in the City.
- (6) Sea containers are not permitted to be used for or in conjunction with advertising signs or the like.
- (7) The City has the right to instruct a landowner to remove a sea container from land in the City if any or all of the above conditions, or any other conditions associated with a planning approval for a sea container have not been addressed.
- (8) Sea Containers are not permitted to be placed on public reserve or other public or Crown land within the City unless all relevant approvals are obtained through the Engineering Directorate

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Item 9.1 Attachment 12

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Title	Sea Containers
Policy Number <small>(Governance Purpose)</small>	LPP 5.8



- (9) Sea Containers and skip bins are permitted only within the road reserve to facilitate minor home renovations or landscaping works subject to the following conditions:
- 1 Sea Containers are permitted to be located on the verge adjacent to the property where the request has been received by the Engineering Directorate subject to the following:
 1. Sea Containers size – 6m (20 foot) (max)
 2. 14 day period (max)
 3. Not to be located on a footpath (where possible)
 4. Not to impede the vision of adjacent property owners
 5. Not to impede the street tree (where possible)
 - (2) Skip Bins are permitted to be located on the verge adjacent to the property where the request has been received by the Engineering Directorate subject to the following:
 1. Skip Bin Size – 8m³ (max)
 2. 14 day period (max)
 3. Not to be located on a footpath (where possible)
 4. Not to impede the vision of adjacent property owners
 5. Not to impede the street tree (where possible)

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: <small>(Yes or No)</small>	Yes
Adoption Date: <small>(Governance Purpose Only)</small>	14 December 2017
Next Review Due: <small>(Governance Purpose Only)</small>	December 2019
ECM Doc Set ID: <small>(Governance Purpose Only)</small>	4516539

[3]



DAP 27/11/2019

Item 9.1 Attachment 13

Title	Renewable Energy System
Policy Number (Governance Purpose)	LPP 5.9



Policy Type

Local Planning Policy

Policy Purpose

Recent developments in renewable energy systems and Federal and State Government policy in Australia has seen increased investment in and proliferation of renewable energy systems. The application of these systems has been both for commercial and domestic purposes, namely as a result of government subsidies and rebates.

The City of Cockburn has been at the forefront of these developments with the installation of both wind and solar energy systems on Council facilities. New technologies and incentives for renewable energy systems will continue to create increasing levels of interest in the development of renewable energy systems in Cockburn.

Renewable Energy Systems both domestic and commercial can be visually intrusive and therefore may have an impact on the amenity of an area. In some circumstances that impact may be undesirable. It is therefore important that the City is positioned to manage the development of Solar Energy and Wind Energy Systems with a clear position on the form and function of these systems within the district.

The purpose of this policy is to provide guidance on the development of renewable energy systems in the City of Cockburn whilst minimising any impacts on the streetscape and amenity of nearby properties and natural environment.

Policy Statement

(1) Solar Energy Systems

1. Development approval is not required for domestic solar energy systems located on residential dwellings and structures in accordance with the Residential Design Codes Section [6.40.25.4.4](#) External Fixtures.
2. Development approval is required despite the above clause for the installation of solar energy systems on any listed heritage structure or within a Heritage Area or Precinct or was subject to control under a Scheme Provision, Structure Plan, Policy, or the like.
3. Development approval is required for all free standing (ground mounted) solar energy systems.
4. Development approval is required for all commercial power generation solar energy systems. A commercial system is a system that is not designed to supplement a primary land use. It is a use on its own generating power to directly supply the integrated power network.

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Item 9.1 Attachment 13

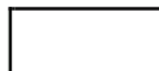
DAP 27/11/2019

Title	Renewable Energy System
Policy Number (Governance Purpose)	LPP 5.9



5. Development Approval is not required for roof mounted solar energy systems on Commercial, Industrial and Rural buildings provided that the system does not adversely impact on the streetscape or amenity of the area.
 6. A building permit is not required for solar energy systems unless the structure of the building is being altered.
 7. It is the property owner's duty of care to ensure that a solar energy system does not impact on the structural integrity of the building on which it is installed or any other structure.
 8. Grid connected solar energy systems must comply with the requirements of relevant public authorities.
- (2) Wind Energy Systems
1. Development Approval is required for all wind energy system installations within the City of Cockburn.
 2. Consultation with abutting landowners will generally be undertaken for all wind energy systems. This will comprise written notification to adjoining landowners for domestic and small commercial systems. Larger wind turbines or arrays (including wind farms) may be advertised to a wider area and may include notices on site and in a locally circulating newspaper.
 3. Wind energy systems shall be set back from a boundary a distance equal to or greater than the total height of the system. The total height of the system is taken from the existing ground level below the system. For example a turbine (including blade height) that has a height of 8m above the existing ground level where it is to be positioned, requires a minimum setback of 8m from a lot boundary.
 4. Wind turbines may be permitted in association with residential dwellings subject to the height of the structure not exceeding 6m. Horizontal axis turbines on lots less than 2000m² will only be considered where the blade diameter is 2m or less. A greater height may be permitted on sites over 2000m².
 5. Wind energy systems will generally not be supported within a street setback of a residential dwelling or commercial building, nor on the planes of a roof structure facing a public street or the like.
 6. A building permit may be required for a wind energy system.
 7. All wind energy system installations must comply with the *Environmental Protection (Noise) Regulations 1997*. A noise impact assessment shall be submitted with all applications demonstrating the system's compliance with the Regulations.

[2]



Title	Renewable Energy System
Policy Number (Governance Purpose)	LPP 5.9



8. Non-compliance with the *Environmental Protection (Noise) Regulations 1997* or the terms of a Development approval will result in enforcement action being initiated by the City.
9. Grid connected wind energy systems must comply with the requirements of relevant public authorities.
10. Wind energy systems shall be finished using non reflective materials and colours which complement the context of the immediately surrounding area.
11. Applications for wind energy systems will provide and assessment of the impact of light flicker on adjoining properties.

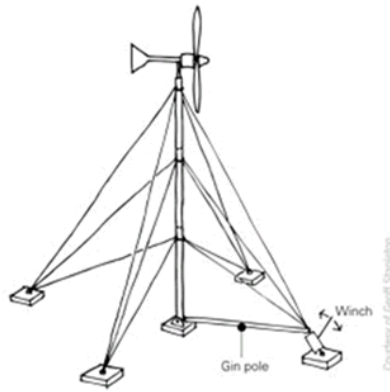


Figure 1: Horizontal Axis Wind Turbine

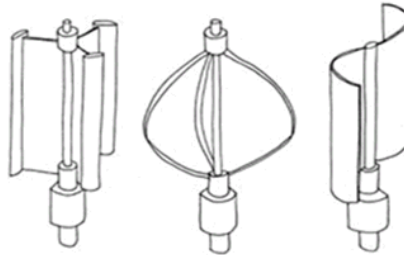
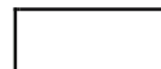


Figure 2: Vertical Axis Wind Turbine

[3]



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Title	Renewable Energy System
Policy Number <small>(Governance Purpose)</small>	LPP 5.9

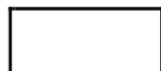


(3) Other Renewable Systems

Development Approval and a Building Permit may be required for other renewable energy system installations within the City of Cockburn. Contact the City of Cockburn for advice prior to any works.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: <small>(Yes or No)</small>	Yes
Adoption Date: <small>(Governance Purpose Only)</small>	14 December 2017
Next Review Due: <small>(Governance Purpose Only)</small>	December 2019
ECM Doc Set ID: <small>(Governance Purpose Only)</small>	4517385

[4]



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9.2 (2019/MINUTE NO 0055) PROPOSED REVIEW AND MAJOR AMENDMENTS TO LOCAL PLANNING POLICY 1.2 RESIDENTIAL DESIGN GUIDELINES

Author(s)	D Di Renzo
Attachments	<ol style="list-style-type: none"> Draft Modified Local Planning Policy 1.2 Residential Design Guidelines ↓ Current Adopted Local Planning Policy 1.2 Residential Design Guidelines ↓

RECOMMENDATION

That Council adopt proposed amendments to Local Planning Policy 1.2 'Residential Design Guidelines', as included at Attachment 1, for the purposes of community consultation in accordance with Clause 5 of the Deemed Provisions for Local Planning Schemes pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015*.

COMMITTEE RECOMMENDATION

MOVED Cr M Separovich SECONDED Mayor L Howlett

That the recommendation be adopted.

CARRIED 4/0

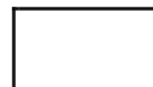
Background

The State Government's Design WA Stage 1, which became operational on 24 May 2019, includes *State Planning Policy 7.0: Design of the Built Environment* (SPP 7.0). This is the lead policy that elevates the importance of design quality across the whole built environment in Western Australia. Design WA recognises that as the built environment evolves, it is appropriate that the planning system adapts to the increasing complexity of planning proposals by requiring a greater emphasis on design quality.

SPP 7.0 sets out 10 principles for good design, and while these can be applied to any development, they are defined at a high level, and ideally they will be integrated appropriately into the local planning framework to facilitate their implementation.

Residential Design Codes

Design WA Stage 1 includes 'State Planning Policy 7.3: Residential Design Codes Volume 2 – Apartments' (R-Codes Vol 2) which focuses on improved design outcomes for apartments in areas coded R40 and above, and within mixed use development and activity centres.



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Design WA recognises that 'State Planning Policy 7.3: Residential Design Codes Volume 1' (R-Codes Vol 1) for grouped dwellings requires review in order to ensure cohesive improvement to the quality of our built environment, and this will occur as part of a future stage of Design WA.

The Department of Planning, Lands and Heritage (DPLH) are in the process of finalising a medium-density scoping paper; however, the City is advised that any changes to the R-Codes Vol 1 precipitating from this are likely to be least two years away. This means that in the absence of changes to the R-Code provisions for grouped dwellings, implementation of the design principles of SPP 7.0 for medium density development remains a challenge for Local Governments.

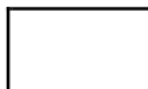
One of the recognised issues with implementation of the R-Codes is that across the Perth metropolitan area infill development has in some cases had the following negative impacts:

- Loss of landscaping and tree cover that have typically been valued by the community, and are important to the character of many established Perth suburban areas;
- Built-form outcomes that are incompatible with existing suburban residential development and character;
- Dwellings with poor levels of amenity for residents due to lack of useable and functional outdoor areas and lack of landscaping;
- Dwellings that do not meet the need of occupants due to poor internal layouts, and lack of flexibility to accommodate future requirements or the needs of different occupants/households;
- In some cases negative impacts from increased parking on-site (visitor and resident), and increased on street parking (including verges); and
- Impacts on the amenity of neighbouring properties.

The City seeks infill development and grouped dwellings that have a positive impact on neighbourhoods by respecting and enhancing valued local character. This should also result in quality homes that people want to live in because they meet their needs.

Ahead of the Design WA medium density changes, SPP 7.0 provides the opportunity to address these issues and accordingly it is considered to be an opportune time to consider changes to the local planning framework. Review of LPP 12 is a key component of the local planning framework for grouped dwellings and will enable the design principles of SPP 7.0 to be implemented effectively in relation to grouped dwellings in the interim period.

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Proposed Scheme Amendment No. 149

At the 11 October 2019 Ordinary Council Meeting, Scheme Amendment No. 149 was adopted for community consultation. It has now been referred to the Environmental Protection Authority is awaiting consent to advertise.

Scheme Amendment No. 149 proposes the following changes to the Scheme:

1. Update to the objective of the 'Residential' zone;
2. Reference to Design Review Panel advice as a 'matter to be considered';
3. New provisions for grouped dwellings requiring a 'Garden Area' for each dwelling, with a minimum area of 9m² and dimension of 3m to facilitate the viable establishment of a tree 4-8m in height, with a canopy of 4-6m; and
4. Formalising and modifying the single bedroom dwelling provision contained within *Local Planning Policy 1.5 'Single Bedroom Dwellings'*.

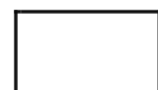
The requirement for a 'Garden Area' for grouped dwellings will result in opportunities to:

- Provide shade and reduce heat from hard surfaces within the development;
- Soften the appearance of the built form and provide visual relief to long driveways;
- Address loss of tree canopy as a result of infill and re-development;
- Improve amenity for residents of grouped dwellings; and
- Assist grouped dwellings to contribute positively to valued neighbourhood character.

Local Planning Policy 1.2 'Residential Design Guidelines'

LPP 1.2 was prepared and adopted as part of the Phoenix Revitalisation Strategy, the City's first Revitalisation Strategy. This was in response to an identified need to provide further design guidance, and in response to concerns from the community regarding the possible negative impact of infill development.

LPP 1.2 was also proposed to provide greater clarity on certain elements of the R-Codes that were ambiguous, based on experience with grouped dwellings at that time. Since that time grouped dwellings have been guided by the R-Codes with LPP 1.2 providing some design guidance. The gazettal of SPP 7.0 provides the opportunity for LPP 1.2 to be reviewed with a new focus on design outcomes and response to local context.



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It was foreshadowed in the report initiating Scheme Amendment No. 149 at the 11 October 2019 OCM that the proposed new Scheme provisions would be supported by further guidance within an amended LPP 1.2.

Submission

N/A

Report

The purpose of this report is for consideration to be given to adopting major modifications to Local Planning Policy 1.2 'Residential Design Guidelines' for the purposes of community consultation.

The proposed changes are seeking to:

- Elevate the importance of good design in light of the gazettal of SPP 7.0.
- Integrate and further expand upon the principles of SPP 7.0.
- Address key issues in relation to grouped dwellings to achieve improved development outcomes ahead of changes to R-Codes Vol 1.
- Achieve compatible infill development that contributes positively to neighbourhood character.
- Respond to community concerns regarding some outcomes of infill development and grouped dwellings.
- Provide further guidance to the requirements set out in proposed Scheme Amendment No. 149, including the required 'Garden Area' for grouped dwellings.

The review of LPP 1.2 is proposed to include the following key elements:

- Restructuring of the policy around the 10 design principles of SPP 7.0.
- Identification of desired/intended residential neighbourhood character.
- Design guidance to ensure grouped dwellings and infill contribute positively to intended neighbourhood character.

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Proposed Restructuring of Policy

It is proposed that LPP 1.2 be restructured around the 10 design principles set out in SPP 7.0, with objectives derived from SPP 7.0 for each principle.

This makes it clear as to what each requirement/design guidance element is seeking to achieve, in line with SPP 7.0. This will assist:

- Developers, builders, landowners and the community understand the purpose of each requirement/design guidance.
- Council in making decision and exercising discretion with regard to grouped dwellings.
- Facilitate a greater focus on high quality design and functionality to improve grouped dwelling built form outcomes, and to ensure development responds to the local context.

Identifying Desired/Intended Neighbourhood Character

A key objective of this policy review is to establish a local planning framework to ensure infill development and grouped dwellings contribute positively to neighbourhood character. In order to do that it is critical to first identify the desired/intended future character to then determine the appropriate design guidance. This is particularly important in areas undergoing transition, such as those areas where residential densities have been increased, to provide clarity regarding the future desired character where it may be ambiguous.

SPP 7.0 refers to 'intended future character of an area', as outlined below:

Design Principle 1. Context and Character

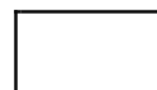
Good design also responds positively to the intended future character of an area.

Design Principle 3 – Built form and scale

Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.

References to the 'intended future character' or 'desired future character' are also present throughout the R-Codes Vol 1. The R-Codes Vol 1 seeks to ensure that residential development responds to the local context (5.1 Context Objectives):

- (b) *To ensure that designs respond to the key natural and built features of the area and respond to the local context in terms of bulk and scale, or in the case of precincts undergoing a transition, will respond to the desired future character as stated in the local planning framework.*



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Neighbourhood Character Areas

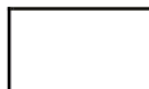
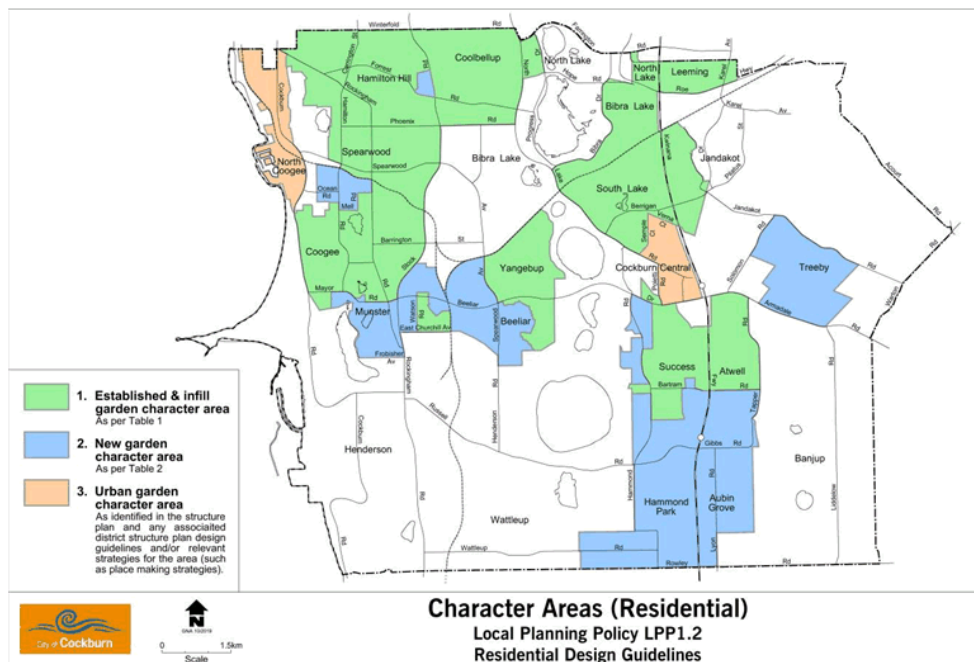
An assessment of the City’s residential areas has been undertaken at a broad level to identify the key defining valued neighbourhood characteristics, and the desired/intended future character.

This approach seeks to protect valued neighbourhood character without imposing unnecessary restrictions on homeowners’ choices and desire to express individuality with regards to dwelling styles.

For the purposes of defining the intended neighbourhood character it is considered there are broadly three key residential character areas as follows:

1. **Garden Character Area (Infill and Established):** Well-established residential areas (generally established for 20+ years).
2. **New Garden Character Area:** Newer residential areas, typically zoned ‘Development’ and subject to a Structure Plan.
3. **Urban Garden Character Area:** Residential areas that have a defined ‘urban’ character (Cockburn Coast, South Beach, Port Coogee, Cockburn Central, Muriel Court).

Each of these areas is shown on the map below, proposed to be included as part of Appendix 1 of LPP 1.2. Each character area is discussed below.

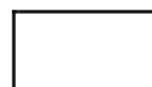


Garden Character Areas (Infill and Established Residential Areas)

The 'Established and Infill Garden Character Area' encompasses three key categories. The table below outlines and summarises the extent of likely infill and/or grouped dwelling development in the 'Garden Character Area', and the role of LPP 1.2.

This demonstrates that while LPP 1.2 will have the greatest role in providing design guidance for the areas upcoded through Revitalisation Strategies, it will also serve a purpose in ensuring that any grouped dwellings in other established residential areas contribute positively to the intended neighbourhood character.

SUMMARY OF IMPLEMENTATION OF LPP 1.2 FOR ESTABLISHED AND INFILL GARDEN CHRCATER AREA		
Established and Infill Garden Character Area	Current opportunities for infill and/or grouped dwellings (based on 2019 codings)	Role of LPP 1.2
<i>Infill Garden Character Areas - Spearwood (Phoenix Revitalisation area), Hamilton Hill, and Coolbellup</i>	HIGH Areas with older housing stock and larger lots that have been recoded through Revitalisation Strategies resulting in subdivision potential throughout the area.	Design guidance for infill development and grouped dwellings throughout the area. Define the intended future neighbourhood character to ensure infill development contributes positively to this character.
<i>Established Garden Character Areas - Bibra Lake, North Lake, South Lake, Spearwood (south, excluding Packham) Jandakot residential area, parts of Munster, Coogee, and Leeming</i>	LOW Areas with limited and scattered potential for infill and grouped dwellings due to current codings, lot sizes and the age of the housing stock.	Design guidance for grouped/multiple dwellings proposed on larger lots/redeveloped/ amalgamated sites; or corner lots in accordance with WAPC DC Policy 2.2 'Residential Subdivision'. Define the intended future neighbourhood character to ensure any grouped dwellings contribute positively to this character.
<i>Newer Established Garden Character Areas - parts of Success and Atwell</i>	VERY LOW Newer established residential areas with very limited opportunities for infill or grouped dwellings (eg. undeveloped sites).	



To establish the future desired character the current valued neighbourhood character elements have first been identified (see Appendix 1 of Attachment 1). In formulating this, consideration has been given to the feedback received through the extensive community engagement on the Revitalisation Strategies.

The character of these areas is still predominately 'suburban residential', even where infill development has occurred throughout Spearwood, Hamilton Hill and Coolbellup.

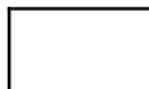
While all areas are unique in their own way there is no intention to control dwelling styles, or to create 'special character' design guidelines, rather the intent is to protect the key neighbourhood characteristics that are valued by the community.

In this regard the following streetscape characteristics are of particular note:

- Dwellings set amongst landscaping and open space, often including mature vegetation which contributes to a green, leafy character.
- Open verges that are often landscaped with lawn or native vegetation and trees.
- Predominately one (single or double) crossover for each existing established residential property which contributes to the creation of a green, leafy streetscape character; minimises disruption to the pedestrian and cyclist environment; and maximises opportunities for street trees and landscaping in verge areas, reducing the heat-island effect.

Each of these suburbs are characterised by a variety of dwelling styles, with no identifiable architectural character or vocabulary dominating. However, notwithstanding different style, age and size of dwellings, they are generally characterised by:

- Facades with different elements and details of design interest, including openings and articulation that provide visual interest and provide passive surveillance.
- Durable external material finishes that generally weather well and maintain a good appearance over time.
- Garages/carports that do not visually dominate the façade or street.
- Good levels of amenity, with some level of flexibility to accommodate furniture and personal goods to meet changing household requirements over time and the needs of different occupants/households.



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Appendix 1 of draft LPP 1.2 (Attachment 1) contains an overview of the key valued character elements of the 'Garden Character Area' (established and infill), and then identifies the intended future neighbourhood character.

The requirement for a 'Garden Area' provides the key opportunity to ensure grouped dwellings protect and enhance the valued character elements, further supported by the design guidance contained within LPP 1.2.

New Garden Character Area

The shortfalls in the R-Codes Vol 1 for grouped dwellings also present in new areas and sometimes results in outcomes that do not meet community expectation. This is particularly the case on larger sites coded R30 or greater. The development outcomes are sometimes characterised by minimal landscaping, excessive hard-standing (driveways, parking and access), and built form that lacks visual interest. This can have the following negative impacts:

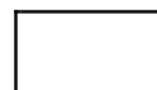
- Creates hostile environments with poor levels of amenity for occupants.
- Contributes to the heat island effect from excessive hard-standing and buildings.
- Does not contribute positively to the streetscape due to the dominance of driveways and hard-standing; and lack of active frontages, visual interest and landscaping.
- Does not contribute positively to pedestrian and cyclist environment.

It is therefore appropriate that LPP 1.2 seeks improved grouped dwelling development outcomes in these areas, and the intended future character must be defined to do this.

These areas are referred to as 'New Garden Character Areas' (see Appendix 1 of Attachment 1).

In these newer areas the neighbourhood character is often emerging, and Appendix 1 of draft LPP 1.2 (Attachment 1) identifies a desired future character which is considered to reflect community expectations for new suburban areas as follows:

- Streetscapes that have a landscaped garden character, with landscaping and trees within the site, front setback, and verge areas that soften the appearance of the built form.
- Dwellings in a garden setting, with open spaces and landscaping creating amenity and functional spaces for occupants.



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- Dwellings with facades that include different elements of design interest, including articulation.
- Dwellings that have openings to the street(s), providing visual interest and passive surveillance.
- Well-planned, liveable dwellings that provide high levels of amenity for occupants, and contribute to the creation of diverse and high quality housing for the community.
- Streets that are pedestrian and cyclist friendly.

Urban Garden Character Areas

The majority of lots within the 'Urban Garden Character Area' are subject to Local Development Plans (LDPs), whereby LPP 1.2 does not apply. LPP 1.2 is therefore likely to have limited application in these areas; however it is still appropriate that LPP 1.2 apply in instances where there is no adopted LDP.

It is acknowledged that these areas have a more urban character, differing from the low-density suburban residential character of established suburbs. Of particular note the dwellings have greater site coverage, with smaller side and rear setbacks, which results in less of a landscaped setting than typically seen in older established suburbs.

Each of these areas is subject to an adopted structure plan and applicable design guidelines which set out objectives and a vision for these areas, including desired character. For 'Urban Character Areas' it is therefore proposed that LPP 1.2 refer to the intended character as being that defined in the relevant structure plan and design guidelines, which have been subject to community consultation. In applying the design guidance within the policy consideration would be given to achieving that desired character.

Key policy provisions/modifications

The proposed draft LPP 1.2 is included at Attachment 1, and the current adopted LPP 1.2 is included at Attachment 2.

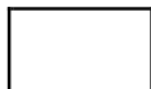
The policy has been restructured and includes substantial changes, including design guidance to ensure infill development and grouped dwellings protect and enhance the intended future character.

Key new elements of the policy are outlined and discussed below:

Guidance for new 'Garden Area' requirements (DG 1.1 Garden Area)

Scheme Amendment No. 149 proposes to introduce the requirement for all proposed grouped dwellings to provide a 9m² Garden Area. This requirement replaces the current 'Garden Area' requirement of LPP 1.2 (clause 10 – Attachment 2).

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It is proposed that LPP 1.2 provide further guidance regarding the 'Garden Area', including criteria for the siting of this area to ensure this provision contributes to the intended neighbourhood character, and achieves objectives to reduce hardscaping, increase tree canopy cover, and improve amenity for occupants.

Landscaping requirements are also proposed within the policy to set out the required planting for the 'Garden Area', and landscaping of the driveway to reduce the visual prominence of hard surfaces (DG 2.1 Landscaping).

For the 'Garden Area' a semi-mature small-medium tree of an appropriate species is required with a minimum 90 litre pot size. This pot size can generally be transported by two people, without the requirement for machinery. Appropriate species need to consider size at maturity; siting, root impacts and maintenance requirements.

Built form and scale

Design guidance is proposed to ensure new development responds to the local context, including requirements to demonstrate how the siting, bulk and scale of new development does not dominate the streetscape. This is particularly important in infill situations to ensure that grouped dwellings sit comfortably alongside existing single dwellings and do not detract from the intended neighbourhood character.

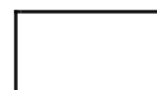
Internal layout/room size guidance

The identified intended neighbourhood character for 'Garden Character Areas (Infill and Established)' and 'New Garden Character Areas' includes well-designed dwellings that provide a high level of amenity for occupants, and contribute to diverse and high quality housing to meet the needs of the community.

In this regard it is considered important that dwellings have a functional internal layout that accommodates differing arrangements of furniture/belongings depending on personal preferences and requirements. Currently there is no guidance in the R-Codes Vol 1 for minimum room dimensions for grouped dwellings, however R-Codes Vol 2 includes these for apartments. To ensure that grouped dwellings achieve a high level of amenity, and meet expected modern standards for living it is recommended that the room dimension guidance provided for apartments in SPP 7.3 be included in the LPP 1.2 (DG 6.1 Size and layout of dwellings).

Sustainability Measures

LPP 1.2 currently includes sustainability provisions and it is recommended that these be updated in line with those set out for apartments in the R-Codes Vol 2. This will ensure that objectives to reduce reliance on technology for heating and cooling and improve occupant comfort are achieved.



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Façade Design

In both the 'Garden Character Areas' and 'New Garden Character Areas' the intended neighbourhood character includes dwellings that are visually appealing, with different elements of design interest, including openings to the street that provide passive surveillance.

It is therefore proposed that LPP 1.2 include design guidance for facades, to ensure that grouped dwellings include different elements and details. This design guidance will ensure that grouped dwellings contribute positively to the intended neighbourhood character, without being overly prescriptive regarding dwelling style.

Design guidance is also proposed requiring facades to internal driveways of grouped dwelling sites to include articulation and setback variation to avoid creation of a monotonous interface and hostile setting for grouped dwellings which detracts from intended neighbourhood character.

Driveway and access design guidance

Additional design guidance is proposed to ensure driveways, access and parking do not detract from the intended neighbourhood character (DG 1.2 Driveways and Access).

Functionality and build quality

In order to achieve high-quality grouped dwellings that contribute positively to the intended neighbourhood character of all areas it is recommend that design guidance be included requiring durable external material finishes that generally weather well and maintain a good appearance over time. This will also ensure reasonable levels of maintenance for property owners over the full life-cycle of the dwelling, therefore contributing to affordable living.

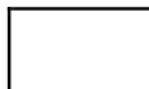
Split-coding requirements

LPP 1.2 currently includes the criteria for R30/R40 and R30/R40/R60 split-coded lots, and a minor change is proposed to align the split codings under one heading. It is proposed that the criteria for R40 within split-coded areas be the same under R30/R40/R60 as it is for R30/R40. The criteria are similar and the change is considered to be minimal but it will provide greater clarity and consistency.

Community Consultation

It is proposed that draft modified LPP 1.2 be advertised for public comment in conjunction with Scheme Amendment No. 149. Together they represent a suite of proposed changes to the local planning framework to implement SPP 7.0 and improve infill development and grouped dwelling outcomes.

An Information Sheet and FAQs will be prepared explaining the proposed changes, and the purpose of these changes.



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Extensive community engagement is proposed, including the following:

- Consultation with the general community and community/resident groups.
- Consultation with builders/developers of grouped dwellings.

Community engagement will include 'Comment on Cockburn', and social media, and displays at libraries and the City's Administration building, seeking feedback from stakeholders on the proposed new requirements and design guidance, including the proposed 'intended neighbourhood character'.

Conclusion

In conjunction with Scheme Amendment No. 149, the proposed modifications to LPP 1.2 will facilitate improved outcomes for grouped dwellings and infill ahead of the next stage of Design WA for grouped dwellings.

The approach taken to identify intended/desired neighbourhood character is considered to allow key characteristics to be protected and enhanced through design guidance, without being overly prescriptive. This will still allow grouped dwellings to be designed to suit individual lifestyles, aspirations and style preferences, providing flexibility for landowners, developers, building designers and architects to use their creativity whilst ensuring the intended neighbourhood character is protected.

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.

Moving Around

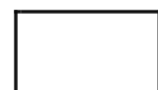
Improve connectivity of transport infrastructure.

Economic, Social and Environmental Responsibility

Improve the appearance of streetscapes, especially with trees suitable for shade.

Budget/Financial Implications

Draft LPP 1.2 has been prepared by Strategic Planning services, and community engagement costs will be within the Strategic Planning advertising budget.



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Legal Implications

NA.

Community Consultation

Extensive stakeholder consultation is proposed to be undertaken regarding the proposed modifications to LPP 1.2, and Scheme Amendment No. 149.

Risk Management Implications

Without modifications to LPP 1.2, the required 'Garden Area' for grouped dwellings proposed by Amendment No. 149 will lack guidance to ensure the key objectives of this requirement are achieved.

Furthermore, SPP 7.0 will remain a challenge to implement with regard to grouped dwellings within the current framework and R-Codes Vol 1. By identifying intended neighbourhood character it makes it easier to establish circumstances where proposed infill development or grouped dwellings detract from neighbourhood character, particularly in areas undergoing transition where the future intended character may not be clear.

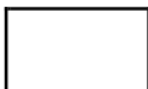
Advice to Proponent(s)/Submitters

N/A

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

Nil.

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Item 9.2 Attachment 1

Title	Residential Design Guidelines
Policy Number (Governance Purpose)	LPP1.2



Policy Type

Local Planning Policy

Policy Purpose

The policy aims to ensure that the 10 design principles of State Planning Policy 7.0 'Design of the Built Environment' are implemented with regard to medium density development. Specifically the policy aims to ensure that development contributes to:

- Local context and intended neighbourhood character;
- Diversity and quality of the City's housing stock, providing sustainable, safe, functional, comfortable homes;
- Tree canopy cover and minimisation of the heat Island effect;
- A safe and comfortable pedestrian and cycling environment.

Town Planning Scheme No.3 (TPS 3) (Clause 4.4.4) provides for the application of this policy.

Policy Statement

- (1) Attachment 1 contains the Residential Design Guidelines.
- (2) This policy applies to all grouped dwellings.
- (3) This policy applies to multiple dwellings (areas coded less than R40).
- (4) This policy applies to single houses on lots with a frontage less than 10.5m wide; single houses on lots less than 260m².
- (5) The following sections of the policy apply to all dwellings (where applicable):
 - i) split coded lots (Clause 9.1, 9.2 & 9.3)
 - ii) retained dwellings (Clause 10.2)
 - iii) garage widths (Clause 10.3)
 - iv) fencing (Clause 10.4)
- (6) This policy does not apply to land which is subject to a Local Development Plan (LDP) adopted under TPS 3.

Title	Residential Design Guidelines
Policy Number <small>(Governance Purpose)</small>	LPP1.2



(7) Intended neighbourhood character is defined for the purposes of applying this policy into three categories as follows, defined in Appendix 1 of the Residential Design Guidelines (Attachment 1):

- 'Garden Neighbourhood Character'
- 'New Garden Neighbourhood Character'
- 'Urban Garden Character Areas'

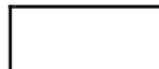
(8) This policy does not exempt compliance with all other requirements of TPS 3, the R-Codes or other relevant City of Cockburn Policies and/or the Building Code of Australia/relevant Australian Standard(s).

(9) Design Statement

Development applications relating to three or more grouped dwellings; or any number of multiple dwellings (in areas coded less than R40) , shall be accompanied by a Design Statement, demonstrating the application addresses the following:

1. The Design Principles of the R-Codes where 'deemed to comply' provisions have not been met;
2. Providing an explanation of how the proposal addresses the identified future neighbourhood character, Design Principles of SPP 7 and this Policy; and
3. TPS3.

The statement shall be between 1 and no more than 5 pages (depending on the size and complexity of the proposal) and be accompanied with a plan illustrating the proposed development and the local contextual considerations including relationship to adjacent properties and interface with the street frontage (Site Context Plan). The aim of the design statement is to explain how design quality requirements of the abovementioned policies have been achieved. Appendix 2 provides example questions an applicant may consider.

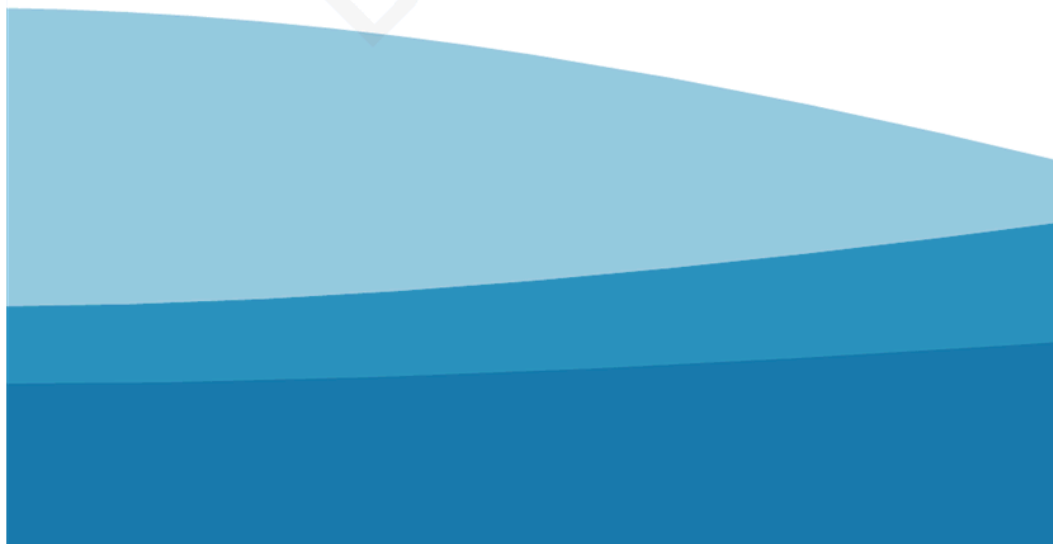




ATTACHMENT 1

City of Cockburn Local Planning Policy 1.2 Residential Design Guidelines

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**Design Principle 1:
Context and Character**

Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.

OBJECTIVES

To ensure that development:

- O 1.1** Responds positively and contributes to the intended future neighbourhood character of the area, as set out in Appendix 1.
- O 1.2** Demonstrates consideration of the local context, and achieves a sympathetic relationship and interface with adjacent sites, streetscapes and the surrounding neighbourhood.
- O 1.3** In areas undergoing change, that the design responds to the identified future character of the locality, while mitigating impacts on existing residents and development.
- O 1.4** Development includes deep soil areas with sufficient area and volume to sustain healthy plant and tree growth to contribute positively to the identified neighbourhood character.

DESIGN GUIDANCE

DG 1.1 GARDEN AREA

A Garden Area is to be provided for each grouped/multiple dwelling to support and sustain the development of tree canopy, and to ensure that dwellings respect and contribute positively to the identified neighbourhood character. Garden Areas shall:

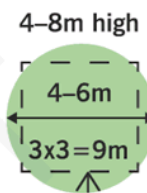
- a) Be a minimum area of 9m² located wholly on site;
- b) Be landscaped, uncovered, unpaved, free draining soil;
- c) Be a minimum length and width dimension of 3m;
- d) Be a minimum of 1m from any building, roof, fence or structure;
- e) Not be used for vehicle parking or access;
- f) Contain no buildings, patios, pergolas, swimming pools or external fixtures;
- g) Be distributed appropriately throughout the development;
- h) Be co-located with existing trees where possible (and the trees are an appropriate species), and in locations best suited to the development of a viable tree canopy;
- i) Be designed to account for irrigation and drainage pathways to reduce staining and ongoing maintenance of the planting infrastructure and the building fabric;

- j) Be accessible for routine pruning as may be required;
- k) Demonstrate measures to manage leaf litter impacts to minimise likely maintenance, and ensure ease of maintenance.

DG 1.2 DRIVEWAYS AND ACCESS

Development to reduce the visual impact of vehicle entries and circulation areas within the site on the intended future neighbourhood character, including consideration of the following:

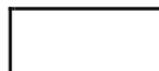
- a) Changes in materials, colour, levels or landscaping to delineate pedestrian and vehicle circulation areas and define pedestrian paths in shared areas;
- b) Locating vehicle entries to minimise ramp lengths and excavation;



- c) where required, incorporating aesthetically pleasing traffic calming devices that are integrated into the design such as changes in paving material or textures;
- d) reducing sections to single lane (3m width) to allow for the incorporation of Garden Areas and landscaping;
- e) minimising the visual impact of unavoidable long driveways through changing alignments and screen planting;
- f) Siting of crossovers to ensure safe and efficient traffic flows and promote intended future neighbourhood character;
- g) No additional crossovers to lots abutting Regional or major roads unless the existing crossover cannot be used for the proposed development. (Major Road defined in Australian Standard 1348: 'Roads and traffic engineering' and the Austroads Glossary of Terms as "A road to which is assigned a permanent priority for traffic movement over that of other roads";
- h) New developments with shared/common property access ways to utilise the shared/common property access way without additional crossover(s) wherever possible;
- i) New or modified crossovers located a minimum of 1m from existing street trees;
- j) Services such as water metres and power domes to be annotated on the site plans demonstrating they do not impact access to rear dwellings.

DG 1.3 CAR PARKING

- a) New carports and garages added to existing retained dwellings designed to complement the style and



- finish of the existing dwelling, considering materials, colour and roof pitch.
- b) Visitor and resident car parking designed to minimise the negative visual and environmental impacts on amenity and the identified neighbourhood streetscape character.

DG 1.4 CORNER LOTS

Development of corner lots shall contribute to enhancement of intended future neighbourhood character and improve passive surveillance, as follows:

- a) One dwelling facing each street (where possible);
- b) Corner dwellings to be designed to address both primary and secondary streets;
- c) Existing blank/solid fencing to the secondary street to be removed and replaced with open style fencing for no less than 50% of the boundary length;
- d) Battleaxe subdivision designs on corner lots will generally not be supported (see diagram below);
- e) Subdivision designs resulting in two long narrow lots with narrow frontages to the primary street generally not supported (see Figure 1).

DG 1.5 OUTDOOR LIVING AREAS

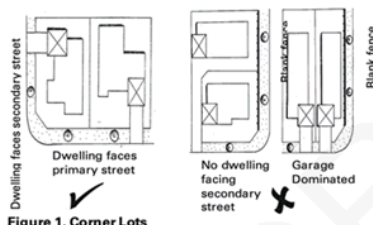


Figure 1. Corner Lots

Outdoor Living Areas (OLAs) may be supported in the front setback of a dwelling or between the dwelling and primary street where:

- a) The OLA achieves the design principles of Clause 5.3.1 of the R-Codes;
- b) The OLA is developed including provision of a level area either paved and drained or turfed and fenced with complementary fencing (mix of solid and open-style);
- c) Any roofing material covering the OLA matches or is complementary to the colour and material of the dwelling; and
- d) A separate drying area provided behind the dwelling alignment.

Design Principle 2: Landscape Quality
 Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.

OBJECTIVES	
O 2.1	To ensure the creation of attractive and functional outdoor spaces designed with people in mind.
O 2.2	To ensure landscape design enhances streetscape and pedestrian amenity; improves the visual appeal and comfort of open space areas; and provides an attractive outlook for habitable rooms.
O 2.3	To ensure soft landscaping creates external environments that interact in a considered manner with built form, resulting in well integrated, engaging places that contribute to local identity and streetscape character.

DESIGN GUIDANCE

DG 2.1 LANDSCAPING

- a) Development Applications for 3 or more Grouped dwellings to include a Landscape Plan containing a Site Schedule and a Site Plan. (See Appendix 3 for Landscape Plan requirements.).
- b) A semi-mature small-medium sized tree (as a minimum) shall be provided in each Garden Area with a minimum 90 litre pot size of an appropriate species considering:
 - i. Size at maturity
 - ii. Siting
 - iii. Root impacts
 - iv. Maintenance requirements
- c) Driveways separated along their length from adjacent structures and walls by a 0.5m wide landscaped area to be densely planted to reduce the visual prominence of adjacent walls and structures, to reduce the apparent width of the driveway, and to assist in dissipating heat build-up in walls and paving materials. This requirement does not apply to driveways under a roofed structure, and at doorways to buildings.
- d) For driveways where 5 or more dwellings are proposed containing straight sections longer than 35m (measured from front lot boundary), the width of the driveway landscaping area to extend a further 1m x 1.5m at no more than 10m intervals along one side of the driveway (Example provided in Figure 3). Selected plant species within these areas shall be taller than the rest of the driveway landscaping.

This is to:

- Create a sense of visual relief for visitors to these developments;
- Reduce the impact of extensive hardscape materials from the street and contribute positively to intended neighbourhood character.

Consideration will be given to alternative layouts that meet the desired design principle of reducing the impact of hardscapes in and around driveways.

DG 2.2 VERGES

- Removal of street trees located within verge areas is strictly not permitted without specific approval of the City. Where removal is approved two replacement trees are to be located and installed (Details of suitable species selection can be found at Appendix 4).
- Verges to be landscaped in accordance with the City's Residential Verge Development Guide.



Figure 3: Curved pavement and landscape planting to reduce visual impact of driveway.

**Design Principle 3:
Built form and scale**

Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.

OBJECTIVES

- To ensure that good design delivers buildings and places of a scale that respond to landform characteristics and existing built fabric in a considered manner, mitigating the potential for negative amenity impacts on both private land and the public realm.
- The scale, massing and height of new development should respond positively to that of the adjoining buildings, the topography, the general pattern of heights, and the views, vistas and landmarks of the place, reinforcing a coherent local identity.
- The orientation, proportion, composition, and articulation of built form elements should deliver an outcome that is suited to the purpose, defines the public domain, contributes to the character of adjacent streetscapes and parks, and provides good amenity for people at ground level.

DESIGN GUIDANCE

DG 3.1 BULK AND SCALE

- Developments to demonstrate how the siting, bulk and scale of new development does not dominate the streetscape; and any adjacent POS, and how they enhance and complement the intended future character.
- Bulk and scale of new buildings to consider the impact on neighbouring properties, the streetscape, and any adjacent POS, and to achieve a compatible interface.
- Overall shape, volume and arrangement of the parts of any new development should not dominate the identified neighbourhood character, with design elements reducing building bulk.



Design Principle 4: Functionality and build quality

Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.

OBJECTIVES

To ensure that good design achieves:

- O 4.1** Good build quality through the use of durable materials, finishes, elements and systems that are - resilient to wear and tear expected from its intended use; easy to maintain; easy to upgrade; weather well over time; and does not have excessive maintenance requirements.
- O 4.2** Considers the full life-cycle of the development and mitigation of potential climate change impacts.
- O 4.3** Accommodates services in an integrated manner, without detriment to the appearance, functionality and serviceability of the final outcome.

DESIGN GUIDANCE

DG 4.1 WASTE STORAGE

Waste storage facilities to minimise negative impacts on the streetscape, building entries and the amenity of residents.

DG 4.2 EXTERNAL MATERIALS

Exterior material finishes to be durable and low-maintenance to ensure:

- The dwelling performs well over time with reasonable levels of maintenance for the property owner;
- A high-quality external appearance, contributing positively to the intended neighbourhood character over the full life-cycle of the dwelling.

Design Principle 5: Sustainability

Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.

OBJECTIVES

- O 5.1** Sustainable built environments that use passive environmental design measures at various scales, responding to local climate and site conditions by providing optimal orientation, shading, thermal performance and natural ventilation.
- O 5.2** To reduce reliance on technology for heating and cooling minimises energy use, resource consumption and operating costs over the life-cycle of the project.
- O 5.3** Building layouts that respond to the streetscape, topography and site attributes while optimising solar and daylight access within the development.
- O 5.4** Dwellings are designed to optimise natural ventilation of habitable rooms.

DESIGN GUIDANCE

DG 5.1 SOLAR AND DAYLIGHT ACCESS

- a) The development is sited and designed to optimise the number of dwellings receiving winter sunlight to private open space and via windows to habitable rooms.
- b) Windows are designed and positioned to optimise daylight access for habitable rooms.
- c) The development incorporates shading and glare control to minimise heat gain and glare from mid-spring to autumn

DG 5.2 NATURAL VENTILATION

- a) Individual dwellings to be designed to optimise natural ventilation of habitable rooms.
- b) To achieve better natural ventilation consider design solutions such as:
 - i. High and low level ventilation openings oriented between 45 degrees to 90 degrees of the prevailing cooling wind direction
 - ii. windows in at least two rooms and connecting doors located at the rear of the room rather than adjacent to the windows
 - iii. using stack effect ventilation/solar chimneys or wind scoops to naturally ventilate internal building areas or rooms such as bathrooms and laundries (particularly in climate zone 3)
 - iv. designing courtyards or building indentations that are open on one side and have a width-to depth ratio of at least 3:1.

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Design Principle 6: Amenity

Good design provides successful places that optimise internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.

OBJECTIVES

To ensure that good design:

- O 6.1** Provides internal rooms and spaces that are adequately sized, comfortable and easy to use and furnish, with good levels of daylight, natural ventilation and outlook.
- O 6.2** Overall floor area of the dwelling and the dimensions of individual rooms that are large enough to accommodate differing arrangements of furniture depending on individual preferences and requirements.
- O 6.3** Provides good levels of internal amenity and also includes the provision of appropriate levels of acoustic protection and visual privacy, adequate storage space, and ease of access for all.

DESIGN GUIDANCE

DG 6.1 SIZE AND LAYOUT OF DWELLINGS

- a) The internal size and layout of dwellings is functional with the ability to flexibly accommodate furniture settings and personal goods, appropriate to the expected household size.
- b) The arrangement of doors, windows, circulation paths and electrical fittings should maximise flexibility and functionality of all dwellings.
- c) Ceiling heights and room dimensions provide for well proportioned spaces that facilitate good natural ventilation and daylight access, and maximise useability. In this regard the Table below will be used for guidance for minimum room sizes.

Habitable room type	Minimum internal floor area	Minimum internal dimension
Master bedroom	10m ²	³3m ²
Other bedrooms	9m ²	³3m ²
Living room	N/A	4m

³Excluding robes

Design Principle 7: Legibility

Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.

OBJECTIVES

To achieve good design that:

- O 7.1** Makes places easy to navigate and ensure they are well-connected to existing movement networks.
- O 7.2** Considers sightlines, with built form responding to important vantage points.
- O 7.3** Ensures that movement is always easy for everyone who uses it, whether they are on foot or by bicycle, public transport or private vehicle.
- O 7.4** Seeks to prioritise pedestrian movement priority over vehicular movement.
- O 7.5** Ensures that access and circulation within developments contributes to a fine-grain network of direct and connected routes within and beyond the site and avoid creating large non-permeable blocks.

DESIGN GUIDANCE

DG 7.1 PEDESTRIAN LINKS

- a) Pedestrian links should be direct, with clear sightlines and passive surveillance from dwellings within the development, while maintaining appropriate privacy for residents.
- b) Consideration should be given to the provision of a gate and clearly defined path leading to front doors.

DG 7.2 CONNECTIVITY

On larger sites consider opportunities to provide pedestrian links through the site to provide connectivity to adjacent key pedestrian routes and key destinations including open space, main streets, activity centres and public transport.



Design Principle 8: Safety

Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.

OBJECTIVES

To promote safety and security by:

- O 8.1** Maximising opportunities for passive surveillance of public and communal areas.
- O 8.2** Providing clearly defined, well-lit, secure access points that are easily maintained and appropriate to the purpose of the development.
- O 8.3** Achieving a positive, clearly defined relationship between public and private spaces and addresses the need to provide optimal safety and security both within a development and to the adjacent public realm.
- O 8.4** Design of vehicular transport routes that integrate safety requirements in a manner that mitigates negative impacts on pedestrian amenity.

DESIGN GUIDANCE**DG 8.1 PASSIVE SURVEILLANCE**

- a) Dwelling design to balance the need for safe and efficient vehicle access and egress, with the needs of pedestrians, cyclists, and other road users, in addition to the impacts on the identified streetscape character.
- b) Clearly defined front door entry to dwellings which incorporates features such as a portico/awning. Variations to these features are encouraged where front doors address an internal driveway to create greater visual interest.
- c) Garages and carports located in front of an existing dwelling to allow at least one major opening (window) facing the primary street and retain a clear entry to enable adequate surveillance of the street.

DG 8.2 SHARED/Common AREA LIGHTING

- a) For 6 or more dwellings, bollard lighting to light shared/common access ways into developments (including the existing retained dwellings).
- b) Light levels to comply with the relevant Australian standards.
- c) Lighting to be automatically switched on by falling ambient light levels.
- d) Details of the proposed bollard lights to be listed in the Landscape Plan schedule.

Design Principle 9: Community

Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.

OBJECTIVES

To promote good design that:

- O 9.1** Achieves a mix of dwelling types, providing housing choice for different demographics, living needs and household budgets, and accommodating all ages and abilities.
 - O 9.2** Has some capacity to adapt to changing demographics, an ageing population, new uses and people with disability so that it makes a positive contribution to the City's housing stock and the needs of the community.
- To promote the following through split-codings:
- O 9.3** Improved surveillance of public open space ("POS") and activation of the streets opposite and adjacent to POS.
 - O 9.4** Opportunities for dwelling diversity within the immediate vicinity of POS while achieving an improved balance between open space and dwelling floorspace through two-storey construction for higher density developments.
 - O 9.5** The assembly of land parcels into larger development sites that can be developed in a more coordinated manner.
 - O 9.6** Promotion of two storey construction for higher density developments so as to achieve an improved balance between open space and dwelling floorspace.

PROVISIONS**DG 9.1 SPLIT CODED R30/40 LOTS**

Split coded R30/R40 residential lots may be developed up to the stated maximum R40 density where development is consistent with this policy and the following criteria:

- a) At least one of the dwellings is two storey or incorporates a habitable mezzanine/loft (excluding bedrooms) to create variety in design and height and provide opportunity for surveillance of the POS;
- b) New dwellings located on the front portion of a lot to have major windows fronting the street, and must not be orientated to solely face internal driveways (as shown in Figure 4);
- c) Wherever possible rear dwellings should be designed so that significant sections of the front elevations can be seen from the street (i.e. major openings to internal living areas)(as shown in Figure 5);

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d) Development on lots larger than 1500m² shall also demonstrate a suitable level of variety in design and height and promote surveillance of the POS.

DG 9.2 SPLIT CODED R30/40/60 LOTS

Split coded R30/R40/R60 residential lots may be developed at R40 or R60, where development is consistent with the requirements of this policy and the following criteria:

- a) In the absence of built development, land within any of the split coded areas depicted on the Scheme Map will only be granted subdivision approval up to the identified base code – that being Residential R30.
- b) Built development refers to buildings constructed to plate height in accordance with an approved Development Application.

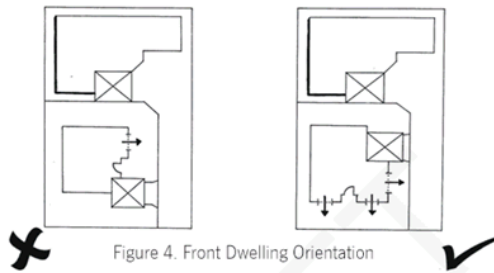


Figure 4. Front Dwelling Orientation

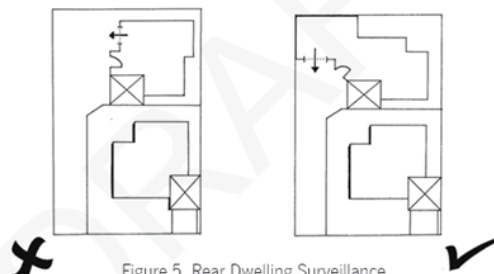


Figure 5. Rear Dwelling Surveillance

R40 Development Criteria	R60 Development Criteria
<ol style="list-style-type: none"> 1. At least one of the dwellings is two storey or incorporates a habitable mezzanine/loft (excluding bedrooms) to create variety in design and height and provide opportunity for surveillance of the POS. 2. New dwellings located on the front portion of a lot to have major windows fronting the street, and must not be orientated to solely face internal driveways (as shown in Figure 4). 3. Wherever possible rear dwellings should be designed so that significant sections of the front elevations can be seen from the street (i.e. major openings to internal living areas) (as shown in Figure 5). 4. Development on lots larger than 1500m² shall also demonstrate a suitable level of variety in design and height and promote surveillance of the POS. 	<ol style="list-style-type: none"> 1. Development assembles more than one existing lot or the development site is over 2000m² in area. 2. The majority of buildings (50%) are two storeys. 3. Dwellings fronting a public street must address the primary street by way of design, fenestration, entry and must contain major opening(s) to a living area and/or master bedroom. 4. Development shall demonstrate a suitable level of variety in design, height and rooflines and promote surveillance of the street and private access way. 5. Development adjacent to POS must comply with the criteria set out in DG 9.1.



Design Principle 10: Aesthetics

Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.

OBJECTIVES

- | | |
|---------------|--|
| O 10.1 | To ensure that good design achieves a visually appealing and coherent outcome that addresses all aesthetic considerations from the articulation of building form through to the selection and detailing of materials and building elements, enabling integrated responses to the character of the place. |
| O 10.2 | To ensure that development responds to the local context, and addresses the intended future character. |
| O 10.3 | Street facing development and landscape design retains and enhances the amenity and safety of the adjoining public domain, including the provision of shade. |

DESIGN GUIDANCE

DG 10.1 FAÇADE DESIGN

Frontages to the street(s) to include:

- a) Well-articulated building facades, through architectural features such as balconies, verandahs, porticos, awnings, plinths and other such elements including cladding.
- b) Building facades visible from the public realm to contain a minimum of three different finished materials such as face brick, painted render and/or painted weatherboard and to incorporate a minimum of two of the following architectural features to provide a consistent architectural character:
 - i. Roof features such as gable ends (open or finished), flat roofs (where concealed by parapet walls), skillion roofs or dormer windows.
 - ii. Wall features such as decorative parapet walls, feature walls (including cladding), treated plinths and exposed brickwork.
 - iii. Protruding feature elements around major openings;
 - iv. A balcony or Juliette balcony.
 - v. Window awnings or window lintels.
 - vi. Porticos.
 - vii. Decorative treatment / moulding to parapet walls, lintels, window sills or horizontally expressed plinths to change in floor levels.

DG 10.2 FACADES TO DRIVEWAYS

Facades to internal driveways to include articulation and setback variations to create visual interest, provide landscaping opportunities, and avoid creation of a monotonous interface and hostile setting for grouped dwellings.

DG 10.3 RETAINED DWELLINGS

- a) Dwellings retained as part of a subdivision or development of grouped or multiple dwellings shall be of a standard capable of being upgraded so its appearance is not out of character with the new development. Upgrading may involve the following requirements:
 - i. Bagging or rendering external walls, replacing or professionally recoating non-masonry walls or professionally cleaning existing brickwork;
 - ii. Replacing or professionally recoating faded or discoloured roof tiles or metal sheeting;
 - iii. Replacing/repairing and painting gutters and downpipes;
 - iv. Replacing/upgrading driveways which are un-drained and extensively cracked or in a state of disrepair;
 - v. Modifying, upgrading or replacing damaged or dilapidated windows and frames;
 - vi. Demolishing unauthorised or poorly maintained additions, flat roof carports/extensions, sleep outs and constructing quality replacement structures (if required) which match or complement the existing dwelling and new development where visible from the street or public domain;
 - vii. Improvements to existing landscaping;
 - viii. Replacement of substandard or asbestos fencing where visible from the street.
- b) Works to be undertaken on the existing dwelling to be completed prior to subdivision clearance or occupation of the new dwelling (whichever comes first), imposed as a development or subdivision condition where appropriate.

DG 10.4 GARAGES AND MINIMUM FRONTAGES

A single-storey dwelling with a double width garage or carport will generally not be supported on a lot with a frontage of less than 10.5m (at the boundary). Double width shall refer to an opening of 4.8m or greater capable of accommodating two vehicles side by side.

DG 10.4 FENCING

Secondary street fencing to be permeable above 1.2m for no less than 50% of the boundary length so it does not detract from the identified neighbourhood character and that active frontages are achieved to secondary streets.

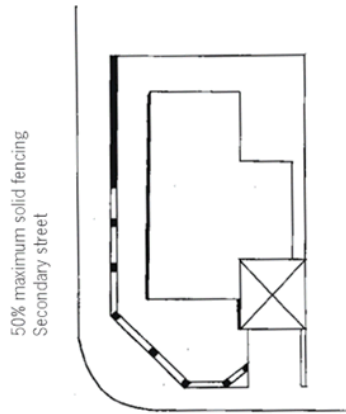


Figure 3. Fencing on corner lots

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APPENDIX 1 INTENDED NEIGHBOURHOOD CHARACTER

No.	Character Area	Intended future character
1	Infill Garden Character Area	As per Table 1
2	New Garden Character Area	As per Table 2
3	Urban Garden Character Area	As identified in the Structure Plan(s) and any associated District Structure Plan, Design Guidelines and/or relevant adopted strategies (such as Place Making Strategies).

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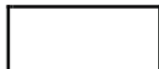
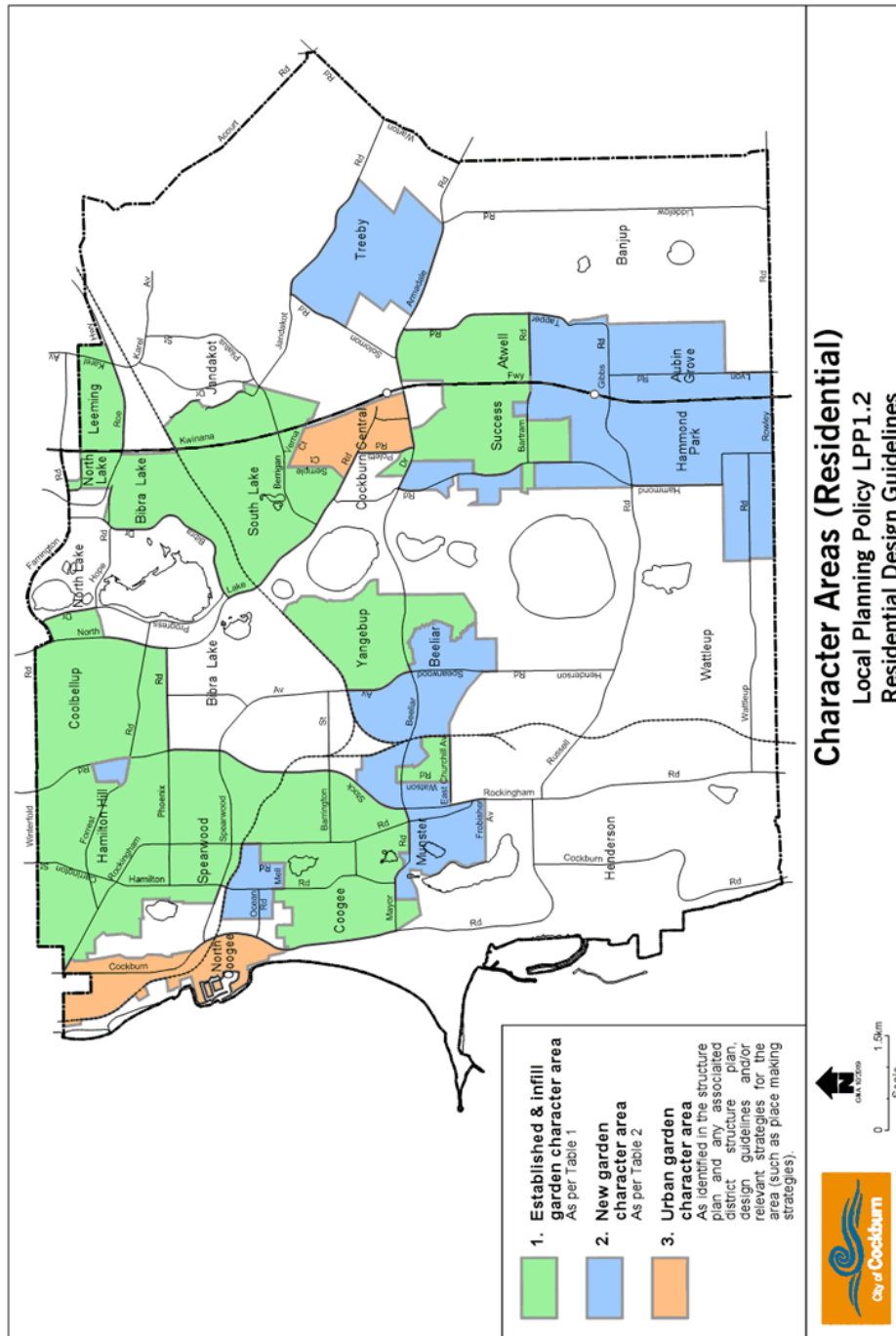


TABLE 1: INFILL GARDEN CHARACTER AREAS – INTENDED FUTURE CHARACTER

	Current Valued Character Elements	Intended Future Desired Infill Character
1. Front Setbacks	<p>Open front setbacks characterised by predominately soft green elements, often including lawn, mature vegetation and trees, with hardscaped elements being integrated and subservient.</p> <p>These are valued for: Contributing to the creation of a green, leafy streetscape character, with landscaping softening the appearance of built form elements. a) Creating open space for the amenity of dwelling occupants. b) Improving dwelling occupant and pedestrian comfort by creating shade and reducing glare. c) Reducing the heat-island effect.</p>	<p>1.1 Streetscapes that have a garden character, with landscaping and trees within the site, front setback, and verge areas that soften the appearance of the built form. 1.2 Hardscaping and car parking areas being subservient elements of the streetscape. 1.3 Open front setback areas that include landscaping, and the opportunity for trees to enhance the streetscape character. 1.4 Landscaping in front setbacks and verges that contribute to the amenity of pedestrians and cyclists. 1.5 Views of front gardens from the street maintained wherever possible.</p>
2. Open Space	<p>Dwellings set amongst landscaping and open space, often including mature vegetation such as shrubs and trees.</p> <p>These are valued for: a) Contributing to the creation of a green, leafy streetscape character, with landscaping softening the appearance of built form elements. b) Creating open space for the amenity of dwelling occupants. c) Improving dwelling occupant and pedestrian comfort by creating shade and reducing glare. d) Reducing the heat-island effect.</p>	<p>2.1 Dwellings in a garden setting, with open spaces and landscaping creating amenity and functional outdoor spaces for occupants. 2.2 A reduced reliance on technology for heating and cooling and minimisation of energy use by minimising hardscaping and maximising opportunities for trees and plants.</p>
3. Bulk & Scale	<p>Dwellings with a form, scale, bulk, style and roof line that generally does not detract from the open, landscaped streetscape, with a style that is distinctly 'suburban residential' in character; aligning with the predominately residential function of the neighbourhood.</p>	<p>3.1 Grouped dwellings with a bulk, scale and form that can sit comfortably alongside single dwellings, and does not dominate the suburban garden streetscape character.</p>
4. Dwelling Design & Liveability	<p>Dwelling facades characterised by: a) Different elements and details of design interest, including openings and articulation (rather than being one flat surface), and a roofline and eaves that provide visual interest; b) Durable external material finishes that generally weather well and maintain a good appearance over time; c) Variety of openings to the street(s) that serve to provide visual interest, break up the facade, and provide passive surveillance; and d) Garages, carports that do not visually dominate the facade.</p> <p>Dwellings that provide high levels of amenity, meet the needs of occupants and flexibly accommodate furniture and personal goods.</p>	<p>4.1 Dwellings that are visually appealing, with facades and rooflines that include different elements of design interest. 4.2 Dwellings on corner lots that address and provide visual interest to both streets. 4.3 Dwellings that have openings to the street(s) to provide visual interest and passive surveillance. 4.4 Durable external material finishes that weather well and maintain a good appearance over time. 4.5 Well-designed dwellings that provide high levels of amenity for occupants, flexibly accommodate furniture and personal goods, and contribute to the creation of diverse and high quality housing to meet the needs of the community.</p>
5. Crossovers & Driveways	<p>Predominately one (single or double crossover) for each existing established residential property which: a) Contribute to the creation of a green, leafy streetscape character, with landscaping softening the appearance of built form elements. b) Minimise disruption to the pedestrian and cyclist environment, thereby improving safety and comfort. c) Maximises opportunities for street trees and landscaping in verge areas which reduces the heat-island effect.</p>	<p>5.1 Streets that are pedestrian and cyclist friendly, with: • Minimal crossover interruptions to maximise pedestrian and cyclist safety, comfort and convenience. • Trees and landscaping in front setbacks and verges creating shade and reducing glare. 5.2 The width and number of crossovers minimised to: • Minimise hard standing and maximise tree and landscaping opportunities in the verge and front setback • Maximise street tree retention • Minimise conflict between vehicles and pedestrian/cyclist movement and maximise pedestrian and cyclist safety and comfort.</p>

TABLE 2: NEW GARDEN NEIGHBOURHOOD CHARACTER AREAS – INTENDED FUTURE CHARACTER

Key Elements of Future Intended Character		Intended Future Character Objectives
1. Front Setbacks	Streetscapes that have a landscaped garden character, with landscaping and trees within the site, front setback, and verge areas that soften the appearance of the built form.	1.1 To create open front setback areas that include landscaping, and the opportunity for trees to contribute to the creation of a landscaped streetscape character. 1.2 To create functional on-site open spaces that contribute to the amenity of dwelling occupants and visitors. 1.3 To minimise hardscaping elements in the front setback and verge and maximise opportunities for landscaping. 1.4 To facilitate landscaping in front setbacks and verges that contributes to the amenity of pedestrians and cyclists. 1.5 To maintain views of front gardens from the street wherever possible.
2. Open Space	Dwellings in a garden setting, with open spaces and landscaping creating amenity and functional spaces for occupants.	2.1 To reduce reliance on technology for heating and cooling and minimise energy use by minimising hardscaping and maximising opportunities for trees and plants. 2.2 Locate open space to optimise connection with living areas and support landscaping and tree planting.
3. Dwelling Design and Liveability	a) Dwellings with facades that include different elements of design interest, including articulation. b) Dwellings that have openings to the street(s), providing visual interest and passive surveillance. c) Well-planned, liveable dwellings that provide high levels of amenity for occupants, and contribute to the creation of diverse and high quality housing for the community.	3.1 Dwellings with an internal layout that is functional for occupants, providing the ability to flexibly accommodate furniture and personal goods. 3.2 Dwellings that have healthy and comfortable living environments for occupants. 3.3 Durable external material finishes that weather well and maintain a good appearance over time.
4. Crossovers & Driveways	Streets that are pedestrian and cyclist friendly, with: a) Trees and landscaping in front setbacks and verges creating shade and reducing glare. b) Minimal crossover interruptions to maximise pedestrian and cyclist safety, comfort and convenience.	4.1 To minimise the number and width of crossovers to: a) Maximise tree and landscaping opportunities in the verge and front setback b) Minimise hard standing. c) Maximise street tree retention d) Minimise conflict between vehicles and pedestrian/ cyclist movement and maximise pedestrian and cyclist safety and comfort.
5. Bulk & Scale	c) Grouped dwellings with a bulk, scale and form that does not dominate the current or future desired landscaped streetscape character. d) Grouped dwellings that contribute to the creation of a suburban residential neighbourhood character whilst contributing to housing diversity.	5.1 To ensure that the siting, bulk and scale of new development does not dominate the streetscape or public realm, or create a monotonous built form interface to internal driveways and common property. 5.2 To ensure that the bulk and scale of new buildings considers the impact on neighbouring properties and the streetscape, and achieves a compatible interface. 5.3 New development that enhances and complements the identified streetscape character.



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APPENDIX 2 – Example questions for consideration of a Design Quality Statement

1. Does the proposal look appropriate in its context? Does the development respond to the intended future character and desirable elements of the area? Provide details.
2. Has the proposal considered the scale of surrounding development? In areas undergoing transition, does the bulk and scale of development consider any future aspirations of the locality? Provide details.
3. Is the built form appropriate for the site? For example how does the development interface with surrounding public domain areas including public open spaces, the street and does it provide a good level of internal amenity?
4. Have facades been designed to include a variety of elements of visual interest (minimum of three) as required by this policy? Outline and identify these features.
5. Where a development includes driveways do facades address the driveways and include variation in setbacks/features, as required by this policy? Provide details.
6. Does the proposal consider sustainable design solutions? Provide details.
7. Does the proposed landscaping integrate with the built form and result in a good aesthetic quality for both occupants and the adjoining public domain? Provide details.
8. Has amenity been considered through appropriate room dimensions, access to sunlight, natural ventilation, private outdoor spaces, privacy etc? Provide details.
9. Does the proposal provide a good level of security both internally and in public areas? Provide details.
10. Has the development considered the localities social context and housing affordability? For example through the provision of a range of housing types? Provide details.
11. Does the proposals aesthetics contribute to the existing or desired future character of the area? Provide details.
12. What site constraints were considered and how did these inform the final design? Provide details.

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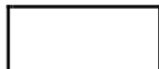
Appendix 3 – Landscape Plan Requirements

The Site Schedule shall include the following:

1. Applicant name, Lot and Deposited Plan Number and address;
2. Area in square meters of:
 - a. Lot;
 - b. Verge excluding 2m wide back of kerb footpath reserve, crossover and footpaths;
 - c. Impervious paving, includes areas beneath roofed structures (buildings and sheds), paving required for car parking bays, and vehicle access driveways (excludes paving proposed but not required for these specific purposes);
 - d. Required 'Garden Area'
 - e. Area of impervious paving required other than that listed in c) above;
 - f. Area of unpaved, free draining soil.

The Landscape Plan is to be a dimensioned plan, drawn to scale, indicating the arrangement of the following:

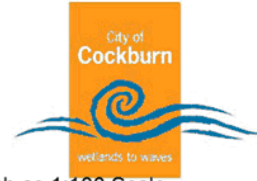
1. The ground floor plan of dwellings and other roofed buildings proposed, including finished floor level, doors, dashed roof gutter line and window positions;
2. External paving and steps – extent of hard materials proposed;
3. Elevations of the finished ground level above Australian Height Datum (AHD) to describe:
 - a. Sudden changes in level
 - b. Highest and lowest points
 - c. Corners of areas of continuous paved or unpaved finish,
 - d. Method of draining all paved areas
4. Unroofed structures including but not limited to:
 - a. Retaining walls,
 - b. Swimming pools,
 - c. Fences and gates,
 - d. Light fittings,
5. Proposed planting, including:
 - a. Botanical and common species name,
 - b. Size of nursery stock to be used,
 - c. Anticipated mature height of species,
 - d. Numbers of plants of each species,
 - e. Methods of cultivating planting such as
 - i. type and depth of mulch
 - ii. details of tree staking, and
 - iii. method of irrigating the planting (source of water, is a reticulation system and controller proposed, source of water – nominated caretaker for site/common areas or separate supply points from each dwelling and so on).



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6. North point, bar scale and scale of drawing at a stated paper size (such as 1:100 Scale when printed on A3 sheet).

Example landscape plan:



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Strategic Link:	Town Planning Scheme No.3
Category	Planning – Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	14 December 2017
Next Review Due: (Governance Purpose Only)	December 2019
ECM Doc Set ID: (Governance Purpose Only)	



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Policy Type

Local Planning Policy

Policy Purpose

This policy aims to improve the design quality of medium to high density residential developments in the City of Cockburn.

Improving the design quality of development subject to the aims of this policy which are:

- Achieve better built form and aesthetics of buildings and streetscapes and the public spaces they define;
- Promote developments that will be a long term asset to the neighbourhood;
- Maximise amenity, safety and security.
- Encourage sustainable dwelling design;

In the assessment of development applications, Clause 2.5.2 (Part 2) of the Residential Design Codes (R-Codes) requires the decision maker to have regard to:

- The City's Town Planning Scheme No. 3 (TPS3);
- Any relevant objectives and provisions of the R-Codes;
- A provision of a local planning policy; and
- Orderly and proper planning.

Specifically to TPS 3, which provides for the application of this policy by stating:

When considering applications for development of grouped and/or multiple dwellings, the Council shall have due regard to Local Planning Policy 1.2 – Residential Design Guidelines. Where an application is not consistent with the provisions or objections of Local Planning Policy 1.2, Council may refuse the applications notwithstanding its level of compliance with the Residential Design Codes.

Policy Statement

- (1) This policy applies to all grouped dwellings; multiple dwellings; dwellings on lots with a frontage less than 10m wide; and single house developments on lots less than 260m² within the City of Cockburn. This policy does not apply

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to land which is subject to a Local Development Plan (LDP) adopted under TPS 3.

- (2) This policy does not exempt compliance with all other requirements of TPS 3, the R-Codes or other relevant City of Cockburn Policies and/or the Building Code of Australia/relevant Australian Standard(s).

- (3) Design quality statement

Development applications relating to three (3) or more grouped dwellings or any number of multiple dwellings, shall be accompanied by a Design Quality Statement, demonstrating the application addresses the following policies:

1. The Design Principles of the R-Codes where Deemed to comply provisions have not been met;
2. TPS3, and;
3. This policy – LPP1.2.

The statement shall be between 1 and no more than 5 pages (depending on the size and complexity of the proposal) and be accompanied with a plan illustrating the proposed development and the local contextual considerations including relationship to adjacent properties and interface with the street frontage (Site Context Plan). The aim of the design statement is to explain how design quality requirements of the abovementioned policies have been achieved. Appendix 2 provides example questions an applicant may consider.

- (4) Retained Dwellings

The following requirements apply to developments where landowners / applicants propose to retain existing dwellings as part of a subdivision or development of grouped or multiple dwellings on a site. In these cases, the existing dwelling must be of a standard capable of being upgraded as determined by the City of Cockburn, so that its appearance is not out of character with the new development. In this regard, upgrading may involve the following requirements where deemed applicable by the City of Cockburn:

1. Bagging or rendering external walls, replacing or professionally recoating non-masonry walls or professionally cleaning existing brickwork.
2. Replacing or professionally recoating faded or discoloured roof tiles or metal sheeting.
3. Replacing/repairing and painting gutters and downpipes.

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4. Replacing/upgrading driveways which are un-drained and extensively cracked or in a state of disrepair.
5. Modifying, upgrading or replacing damaged or dilapidated windows and frames.
6. Where visible from the street or public domain - demolishing unauthorised or poorly maintained additions, flat roof carports/extensions, sleep outs and constructing quality replacement structures (if required) which match or complement the existing dwelling and new development.
7. Improvement of existing landscaping.
8. Replacement of substandard or asbestos fencing where visible from the street.

Where deemed appropriate the City will impose a planning condition requiring the upgrading of an existing dwelling to be retained, and will also recommend the inclusion of a subdivision condition to this effect. All works to be undertaken on the existing dwelling shall be completed prior to subdivision clearance or occupation of the new dwelling (whichever comes first).

(5) Garages and Minimum Lot Frontages

1. A single-storey dwelling with a double width garage or carport will generally not be supported on a lot with a frontage of less than 10 metres (at the boundary). Double width shall refer to an opening of 4.8m or greater capable of accommodating two vehicles side by side.

(6) Vehicle Access & Parking

The design of car parking spaces and siting of crossovers are important to ensure safe and efficient traffic flows are maintained, and in promoting an attractive streetscape. In this regard, the following requirements apply:

1. No additional crossovers to lots abutting Regional Roads or major roads will generally be permitted, unless it can be demonstrated that the existing crossover cannot be utilised for the proposed development (In Australian Standard 1348: Roads and traffic engineering – Glossary of terms (2002), and the Austroads Glossary of Terms (Fifth Edition 2014) a major road is defined as "A road to which is assigned a permanent priority for traffic movement over that of other roads).
2. New grouped or multiple dwelling developments containing a shared/common property access way shall utilise that shared/common

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property access way for vehicle access without the need for an additional crossover(s) unless it can be clearly demonstrated to the satisfaction of the City that access from the shared/common property access way is not possible.

3. All new or modified crossovers should be at least 1 metre from an existing street tree. In cases where removal of an existing street tree is necessary, a replacement tree should be located and installed to the City's satisfaction.
4. New carports and garages added to existing retained dwellings shall be designed to complement the style and finish of an existing dwelling. Matters to consider include materials, colour and roof pitch.
5. Garages and carports proposed to be located in front of an existing dwelling must allow at least one major opening (window) of the dwelling facing the primary street to enable adequate surveillance of the street.
6. In the case of three vacant strata lots or more (or one existing dwelling and two vacant strata lots) containing a shared/common property access way being created in the absence of built form, the access way shall be fully sealed and drained prior to subdivision clearance and bonding shall generally not be accepted. In this case, it is recommended that the treatment of the access way be constructed of asphalt or similar to avoid damage during dwelling construction.
7. Services such as water metres and power domes shall be annotated on the site plans and shall not impact access to rear dwellings.

(7) Corner Lots

To ensure development of corner lots contributes to the enhancement of existing streetscapes by improving passive surveillance, the following design guidelines apply for the development of corner lots:

1. One dwelling facing each street (where possible);
2. A proposed dwelling on the corner lot to be designed to address both primary and secondary streets;
3. Blank/solid fencing to the secondary street to be removed and replaced with open style fencing for no less than 50% of the boundary length;
4. Battleaxe subdivision designs on corner lots will generally not be supported (see diagram below);

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- Subdivision designs resulting in two long narrow lots with narrow frontages to the primary street will generally not be supported (see Figure 1).

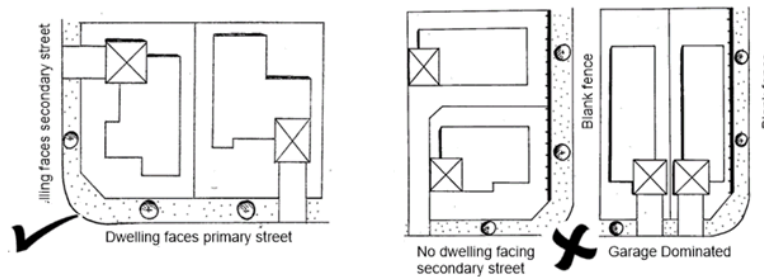
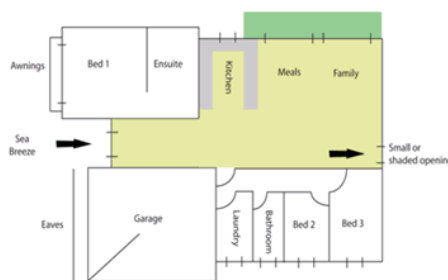


Figure 1: Corner Lots

(8) Sustainable Building Design for New Dwellings

- Internal living areas and outdoor living areas should be located on the northern side of the dwelling to capture the benefits of passive solar design;
- Windows and openings should be located facing the direction of prevailing breezes with openings located opposite each other to maximise air flow through the dwelling creating cross-ventilation;
- Windows on the east and west elevations should be minimised or appropriately shaded. Eaves or fixed awnings shall be used to shade all major openings on the northern, eastern and western sides of a dwelling.
- Notwithstanding the requirements of the Building Codes of Australia, dark roof and wall colours will generally not be supported. Light coloured roof finishes ensure that heat is reflected and the internal temperature of the dwelling is reduced. (Please refer to the City's Preferred Building Colours and Materials Information Sheet.).



Preferred Building Colours and Materials Information Sheet.

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Figure 2: Sustainable House Layout

(9) Outdoor Living Areas

1. To assist with passive surveillance and bring activity to the street, outdoor living areas are encouraged in the front setback for all new dwellings and retained dwellings where the front of the dwelling faces north. Outdoor living areas proposed in the front setback area shall be fully developed including provision of a level area which is either paved and drained or turfed and shall be fenced in a manner compliant with the front fencing requirements of the R-Codes. As required by the R-Codes the outdoor living area shall be directly accessible from a habitable room. In this regard, a floor plan of the existing dwelling will be required to be submitted to demonstrate that this has been achieved.
2. For outdoor living areas proposed in the front setback, any roofing material must match the existing colour and material (where possible) of the respective dwelling;
3. Flat roof patios visible from the primary street will generally not be supported unless it can be clearly demonstrated to the satisfaction of the City that the patio complements the form and character of the dwelling to which it attached to and will not detract from the streetscape.

(10) Design of External Areas

1. Development Applications for 3 or more Grouped Dwellings or any number of Multiple Dwellings shall include a Landscape Plan. The Landscape Plan shall contain a Site Schedule and a Site Plan. See Appendix 3 for Landscape Plan requirements.
2. Multiple dwellings shall provide 10% of the total site area as Garden Area*.

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3. Grouped dwellings shall provide a minimum of 30% of the common property area as Garden Area*.

**Garden Area means - An area of unpaved, free draining soil of a minimum dimension of 0.5m and a minimum area of 4m².*

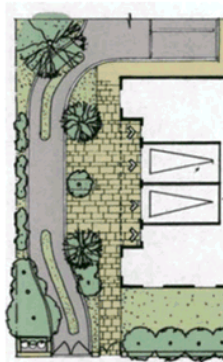


Figure 3: Curved pavement and landscape planting to reduce visual impact of driveway

(11) Trees

1. Removal of street trees located within verge areas is not permitted unless approved by the City. Where approval is given for the removal of an existing street tree a replacement tree should be located and installed to the City's satisfaction. To this regard, all matters in relation to street trees should be direct to the City's Parks Technical Officer.
2. Details of suitable species selection can be found at Appendix 4.
3. As per 10(1) above, development applications for 3 or more Grouped Dwellings or any number of Multiple Dwellings shall include a Landscape Plan containing a Site Schedule and Site Plan showing a street tree in the verge.

(12) Verge design

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The City's Residential Verge Development Guide provides guidance when developing verge areas for grouped and multiple dwellings. Applications are encouraged to seek guidance from the City's Landscape Architect with any queries prior to submitting their development application. The guide can be viewed at:

<https://www.cockburn.wa.gov.au/Waste-and-Environment/Street-Trees-and-Verges/Verge-Maintenance>

(13) Lighting of shared or common areas

1. Bollard lighting shall be used to light shared/common access ways into developments proposing three or more dwellings (including the existing retained dwellings).
2. Light levels shall comply with the requirements of the relevant, current standards produced by Standards Australia for this purpose.
3. Lighting shall be automatically switched on by falling ambient light levels.
4. Details of the proposed bollard lights shall be listed in the Landscape Plan schedule.
5. Bollard lights shall be installed and operational prior to subdivision clearance.

(14) Fencing

1. With the exception of lots abutting major roads all secondary street fencing should be permeable above 1.2m for no less than 50% of the boundary length. Consideration should also be given to the provision of a gate and clearly defined path leading to the front door.

(15) Boundary Walls

1. Boundary walls for buildings and structures to public access ways, public open space, regional open space, reserves, wetlands and waterways will generally not be supported.

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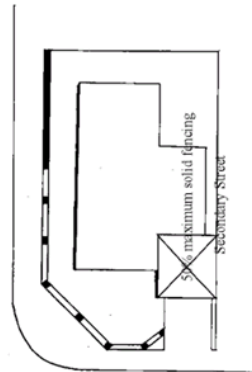


Figure 4: Fencing on corner lots

(16) Split Coded R30/40 Lots

Split coded residential lots which are located opposite or adjacent to Public Open Space (POS) may be developed up to the stated maximum R40 density, where development is consistent with the requirements of this policy and the following criteria:

1. At least one of the dwellings is two storey or incorporates a habitable mezzanine/loft (excluding bedrooms) in order to create variety in design and height and provide opportunity for surveillance of the POS;
2. New dwellings located on the front portion of a lot should have major windows fronting the street, and must not be orientated to solely face internal driveways (as shown in Figure 4).
3. Wherever possible rear dwellings should be designed so that significant sections of the front elevations can be seen from the street (i.e. major openings to internal living areas)(as shown in Figure 5);

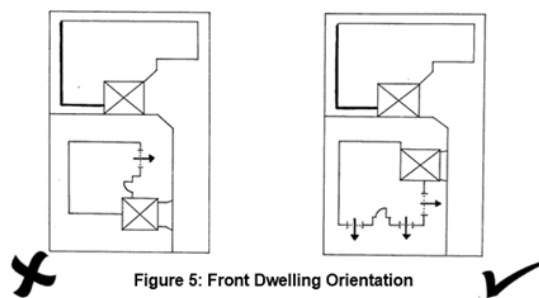


Figure 5: Front Dwelling Orientation

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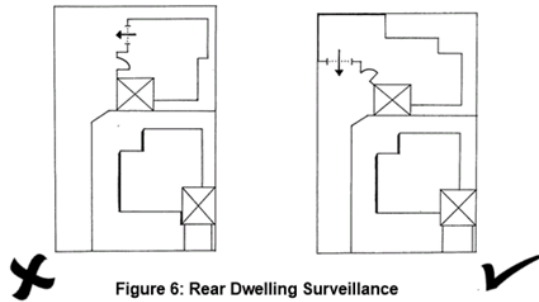


Figure 6: Rear Dwelling Surveillance

4. Provision of an outdoor living area within the front setback of an existing or proposed front dwelling which complies with the requirements of Section 8 of this Policy in order to promote surveillance of the POS;
5. Development on lots larger than 1500m² shall also demonstrate a suitable level of variety in design and height and promote surveillance of the POS.

(17) Split Coded R30/40/60 Lots

The purpose of the split coding R30/40/60 is to encourage improved development outcomes through:

1. The assembly of land parcels into larger development sites that can be developed in a more coordinated manner; and
2. Promotion of two storey construction for higher density developments so as to achieve an improved balance between open space and dwelling floorspace.
3. Split coded residential lots may be developed at R40 or R60, where development is consistent with the requirements of this policy and the following criteria:

R40 Development Criteria	R60 Development Criteria
<ol style="list-style-type: none"> 1. Dwellings/buildings fronting/adjacent to a public street are two storey. 2. Dwellings fronting a public street 	<ol style="list-style-type: none"> 1. Development assembles more than one existing lot or the development site is over 2000m² in area.

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R40 Development Criteria	R60 Development Criteria
<p>must address the primary street by way of design, fenestration, entry and must contain major opening(s) to a living area and/or master bedroom.</p> <p>3. Development shall demonstrate a suitable level of variety in design, height and rooflines and promote surveillance of the street and private access way.</p> <p>4. Development adjacent to POS must comply with the criteria set out in Clause 17.</p>	<p>2. The majority of buildings (50%) are two storeys or more.</p> <p>3. Dwellings fronting a public street must address the primary street by way of design, fenestration, entry and must contain major opening(s) to a living area and/or master bedroom.</p> <p>4. Development shall demonstrate a suitable level of variety in design, height and rooflines and promote surveillance of the street and private access way.</p> <p>5. Development adjacent to POS must comply with the criteria set out in Clause 17.</p>

(18) Implementation of Split Codes

1. In the absence of built development, land within any of the split coded areas depicted on the Scheme Map will only be granted subdivision approval up to the identified base code – that being Residential R30.
2. Built development referred to in clause 18.1 includes development constructed to plate height which is in accordance with an approved Development Application.

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Appendix 1 - City of Cockburn TPS 3, extract for 'Convenience and Functionality'

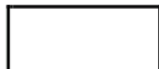
Convenience and Functionality

- (a) Every development shall be designed to ensure that it is convenient and functional for those who will use the development particularly in respect to –
 - (i) the relationship of the development to the use and enjoyment of the adjoining lots;
 - (ii) the convenient location of public and resident facilities provided on the lot;
 - (iii) safety and amenity;
 - (iv) accessibility of driveways, footpaths, car parking bays, service bays and storage areas.

- (b) A development which requires planning approval under the Scheme, that complies with or may be approved under the provisions of the Residential Design Codes but cannot demonstrate convenience and functionality, will not be approved, unless the local government determines otherwise in any particular case.

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Title	Residential Design Guidelines
Policy Number <small>(Governance Purpose)</small>	LPP1.2



Appendix 2 – Example questions for consideration of a Design Quality Statement

1. Does the proposal look appropriate in its context? Does the development respond to the desirable elements of the area? Provide details.
2. Has the proposal considered the scale of surrounding development? In areas undergoing transition, does the bulk and scale of development consider any future aspirations of the locality? Provide details.
3. Is the built form appropriate for the site? For example how does the development interface with surrounding public domain areas including public open spaces, the street and does it provide a good level of internal amenity?
4. Does the proposal consider sustainable design solutions? Refer to Clause 8 of this policy. Provide details.
5. Does the proposed landscaping integrate with the built form and result in a good aesthetic quality for both occupants and the adjoining public domain? Provide details.
6. Has amenity been considered through appropriate room dimensions, access to sunlight, natural ventilation, private outdoor spaces, privacy etc? Provide details.
7. Does the proposal provide a good level of security both internally and in public areas? Provide details.
8. Has the development considered the localities social context and housing affordability? For example through the provision of a range of housing types? Provide details.
9. Does the proposals aesthetics contribute to the existing or desired future character of the area? Provide details.
10. What site constraints were considered and how did these inform the final design? Provide details.

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Title	Residential Design Guidelines
Policy Number (Governance Purpose)	LPP 1.2



Appendix 3 – Landscape Plan Requirements

The Site Schedule shall include the following:

1. Applicant name, Lot and Deposited Plan Number and address;
2. Area in square meters of:
 - a. Lot;
 - b. Verge excluding 2m wide back of kerb footpath reserve, crossover and footpaths;
 - c. Impervious paving, includes areas beneath roofed structures (buildings and sheds), paving required for car parking bays, and vehicle access driveways (excludes paving proposed but not required for these specific purposes);
 - d. Area of impervious paving required other than that listed in c) above;
 - e. Area of unpaved, free draining soil.

The Landscape Plan is to be a dimensioned plan, drawn to scale, indicating the arrangement of the following:

1. The ground floor plan of dwellings and other roofed buildings proposed, including finished floor level, doors, dashed roof gutter line and window positions;
2. External paving and steps – extent of hard materials proposed;
3. Elevations of the finished ground level above Australian Height Datum (AHD) to describe:
 - a. Sudden changes in level
 - b. Highest and lowest points
 - c. Corners of areas of continuous paved or unpaved finish,
 - d. Method of draining all paved areas
4. Unroofed structures including but not limited to:
 - a. Retaining walls,
 - b. Swimming pools,
 - c. Fences and gates,
 - d. Light fittings,
5. Proposed planting, including:
 - a. Botanical and common species name,
 - b. Size of nursery stock to be used,
 - c. Anticipated mature height of species,
 - d. Numbers of plants of each species,
 - e. Methods of cultivating planting such as
 - i. type and depth of mulch
 - ii. details of tree staking, and
 - iii. method of irrigating the planting (source of water, is a reticulation system and controller proposed, source of water – nominated caretaker for site/common areas or separate supply points from each dwelling and so on).
6. North point, bar scale and scale of drawing at a stated paper size (such as 1:100 Scale when printed on A3 sheet).

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Title	Residential Design Guidelines
Policy Number (Governance Purpose)	LPP 1.2



Example landscape plan:



[15]

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Title	Residential Design Guidelines
Policy Number (Governance Purpose)	LPP 1.2



Appendix 4 – Tree Species

Zone 1: Coastal Front Line

- Agonis flexuosa
- Araucaria heterophylla
- Corymbia ficifolia
- Cupaniopsis anacardiodes
- Callistemon Kings Park Special
- Callistemon Viminalis
- Erythrina Sykesii
- Eucalyptus gomphocephala
- Gleditsia tricanthos shademaster
- Hibiscus Tilaceus Rubra
- Melaleuca Quinquenervia
- Olea Europa
- Pyrus Cleveland Select
- Ulmus parvifolia

Beneath Power Lines

- Agonis flexuosa
- Corymbia ficifolia
- Cupaniopsis anacardiodes
- Callistemon Kings Park Special
- Callistemon Viminalis
- Gleditsia tricanthos shademaster
- Hibiscus Tilaceus Rubra
- Olea Europa
- Melaleuca Quinquenervia
- Ulmus parvifolia

Zone 4 Industrial Commercial

- Angophora Costata
- Brachychiton Acerfolia
- Brachychiton Populneus
- Eucalyptus gomphocephala
- Eucalyptus sideroxylon 'rosea'
- Fraxinus oxycarpa Raywood
- Gleditsia tricanthos inermis
- Liquidamber styraciflua
- Magnolia grandaiflora
- Olea europa
- Platanus acerfolia
- Platanus orientalis
- Platanus insularis
- Ulmus parvifolia

Beneath Power Lines

- Angophora Costata
- Eucalyptus sideroxylon 'rosea'
- Gleditsia tricanthos inermis
- Olea europa
- Ulmus parvifolia

Zone 2: Significant Verges, Median, Roundabout

- Araucaria heterophylla
- Erythrina Sykesii
- Platanus acerfolia
- Platanus insularis
- Platanus orientalis
- Fraxinus oxycarpa Raywood
- Liquidamber styraciflua
- Corymbia maculata
- Ulmus parvifolia

Beneath Power Lines

- Ulmus parvifolia
- Erythrina Sykesii

Zone 5 Residential Large Verges

- Agonis flexuosa
- Angophora Costata
- Brachychiton Acerfolia
- Eucalyptus leucoxyton 'Rosea'
- Eucalyptus sideroxylon 'rosea'
- Melaleuca quinquenervia
- Bauhinia sp.
- Fraxinus oxycarpa Raywood
- Delonix regia
- Gleditsia tricanthos inermis
- Hibiscus tilaceus rubra
- Jacaranda mimosifolia
- Lagerstroemia sp.
- Liquidamber styraciflua
- Magnolia gradiflora
- Platanus orientalis
- Platanus insularis
- Paulownia tomentsa
- Prunus dulcis
- Pyrus ussuriensis
- Ulmus parvifolia

Beneath Power Lines

- Agonis flexuosa
- Eucalyptus leucoxyton 'Rosea'
- Melaleuca quinquenervia
- Delonix regia
- Gleditsia tricanthos inermis
- Hibiscus tilaceus rubra
- Jacaranda mimosifolia
- Ulmus parvifolia

Zone 3 Ecological Corridors

- Agonis flexuosa
- Angophora Costata
- Araucaria heterophylla
- Brachychiton Acerfolia
- Callistemon viminalis
- Callistemon 'KPS'
- Corymbia ficifolia
- Corymbia maculata
- Erythrina x Sykesii
- Eucalyptus gomphocephala
- Eucalyptus leucoxyton 'Rosea'
- Eucalyptus sideroxylon 'rosea'
- Eucalyptus Torquata
- Melaleuca quinquenervia

Beneath Power Lines

- Agonis flexuosa
- Callistemon viminalis
- Callistemon 'KPS'
- Corymbia ficifolia
- Eucalyptus leucoxyton 'Rosea'
- Eucalyptus Torquata
- Melaleuca quinquenervia

Zone 6 Residential Narrow Verges

- Callistemon 'KPS'
- Callistemon viminalis
- Corymbia ficifolia
- Eucalyptus Torquata
- Lagerstroemia sp.
- Sapium Sebiferum
- Pyrus calleryana Cleveland select
- Pyrus calleryana capital
- Prunus cerasifera sp.
- Olea europa

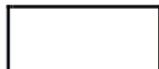
Beneath Power Lines

- Callistemon 'KPS'
- Callistemon viminalis
- Corymbia ficifolia
- Eucalyptus Torquata
- Lagerstroemia sp.
- Sapium Sebiferum
- Pyrus calleryana Cleveland select
- Pyrus calleryana capital
- Prunus cerasifera sp.
- Olea europa

Bookmark 2

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Item 9.2 Attachment 2

Title	Residential Design Guidelines
Policy Number <small>(Governance Purpose)</small>	LPP 1.2

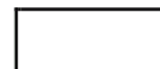


Bookmark 3

Strategic Link:	Town Planning Scheme No.3
Category	Planning – Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: <small>(Yes or No)</small>	Yes
Adoption Date: <small>(Governance Purpose Only)</small>	14 December 2017
Next Review Due: <small>(Governance Purpose Only)</small>	December 2019
ECM Doc Set ID: <small>(Governance Purpose Only)</small>	4517027

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Document Set ID: 4517027
Version: 10, Version Date: 04/07/2019



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9.3 (2019/MINUTE NO 0056) PROPOSED AMENDMENTS TO LOCAL PLANNING POLICY LPP1.3 ANCILLARY DWELLINGS AND REVOCATION OF LOCAL PLANNING POLICIES LPP1.4 AGED OR DEPENDENT PERSONS' DWELLINGS AND LPP1.5 SINGLE BEDROOM DWELLINGS

Author(s) A Lefort

- Attachments**
1. Modified LPP1.3 Special Purpose Dwellings [↓](#)
 2. LPP1.3 Ancillary Dwellings [↓](#)
 3. LPP1.4 Aged or Dependent Persons Dwellings (To be deleted) [↓](#)
 4. LPP1.5 Single Bedroom Dwellings (To be deleted) [↓](#)

RECOMMENDATION
That Council

- (1) adopt the proposed amendments to Local Planning Policy LPP1.3 Ancillary Dwellings for the purposes of advertising in accordance with Clause 5 of the deemed provisions of Town Planning Scheme No.3.
- (2) revoke Local Planning Policy LPP1.4 Aged or Dependent Persons' Dwellings and LPP1.5 Single Bedroom Dwellings in accordance with Clause 6(a) of the deemed provisions of Town Planning Scheme No.3.

COMMITTEE RECOMMENDATION
MOVED Mayor L Howlett SECONDED Cr T Widenbar

That the recommendation be adopted.

CARRIED 3/1

Background

Special Purpose Dwellings are provided for in State Planning Policy SPP 7.3 Residential Design Codes Volume 1 and include Ancillary Dwellings, Aged or Dependent Persons Dwellings and Single Bedroom Dwellings. Currently, Council has three separate Local Planning Policies (LPPs) relating to Special Purpose Dwellings which provide development guidance and these are:

- LPP 1.3 Ancillary Dwellings;
- LPP 1.4 Aged or Dependent Persons Dwellings; and
- LPP 1.5 Single Bedroom Dwellings.



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In addition, proposed Amendment 149 to Town Planning Scheme No.3 (TPS 3) seeks to introduce a new type of Special Purpose Dwelling – Small Dwellings. Rather than introducing a new Local Planning Policy to provide development guidance for this new housing type and to streamline the number of Local Planning Policies it is proposed that all three LPPs are combined into one LPP. In addition, to rationalising the policies, several modifications are proposed to provide consistency and greater clarity.

Submission

N/A

Report

The proposed modifications are summarised as follows:

- Revision of the Policy Purpose to provide more general information about all Special Purpose Dwellings including information from existing LPP1.4 and LPP1.5 (as opposed to information only in relation to Ancillary Dwellings);
- For ancillary dwellings proposed to exceed 70m² plot ratio (up to 100m²), introducing a requirement that the design shall meet the 'Silver Level' of the Liveable Housing Design Guidelines (Liveable Housing Australia). This will ensure that larger ancillary dwellings are also more accessible and therefore suited to a larger number of people in the community including aged persons or persons with a disability;
- For aged or dependent persons' dwellings in a development of less than 5, introducing a requirement that the design meets the 'Silver Level' of the Liveable Housing Design Guidelines (Liveable Housing Australia). This aims to make the density bonus more appealing with the aim of increasing the number of accessible dwellings in the community which are suitable for aged persons or persons with a disability;
- For aged or dependent persons' dwellings where the applicant seeks to have the requirement for the occupant to be aged or dependent and a notification on title imposed, introducing a requirement that the design meets the 'Silver Level' of the Liveable Housing Design Guidelines (Liveable Housing Australia). This aims to make the density bonus more appealing with the aim of increasing the number accessible dwellings in the community which are suitable for aged persons or persons with a disability;
- For single bedroom dwellings, removing the clause that supports the R-Codes density bonus for dwellings proposing more than one room capable of use as a bedroom;



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- Introducing new guidance for the development of small dwellings in relation to the proposed scheme provisions;
- Revocation of LPP 1.4 Aged or Dependent Persons Dwellings as these provisions have been incorporated into LPP1.3; and
- Revocation of LPP 1.5 Single Bedroom Dwellings as these provisions have been incorporated into LPP1.3.

Overall, combining LPP1.3, 1.4 and 1.5 rationalises the number of local planning policies and combines development guidance for all special purpose dwellings in one policy. In addition, requiring dwellings seeking floor space and other variations and bonuses to achieve 'Silver Level' of the Liveable Housing Australia 'Liveable Housing Design Guidelines' will ensure that the amount of accessible housing stock is increased which will benefit the community, especially aged persons and persons with a disability.

Strategic Plans/Policy Implications

City Growth

Ensure a variation in housing density and housing type is available to residents.

Ensure planning facilitates a desirable living environment and meets growth targets.

Leading and Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

Costs involved in advertising the modifications which can be met by municipal funds.

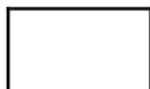
Legal Implications

N/A

Community Consultation

Modifications to LPP1.3 shall be advertised in accordance with Clause 5 of the deemed provisions of TPS3.

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Risk Management Implications

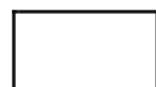
There is no risk to the City of adopting the proposed modifications and deletions as the purpose of the modifications is to rationalise existing policies and to introduce provisions to increase housing diversity. The risk of not adopting the modifications is that there may be less diverse housing opportunities in the City.

Advice to Proponent(s)/Submitters

N/A

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

Nil



Item 9.3 Attachment 1

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Title	Special Purpose Dwellings
Policy Number (Governance Purpose)	LPP1.3



Policy Type

Local Planning Policy

Policy Purpose

The Residential Design Codes (R-Codes) provide for the development of Special Purpose Dwellings which includes ancillary dwellings, aged or dependent persons dwellings and single bedroom dwellings. Such dwellings have the potential to provide affordable, smaller and accessible dwellings to meet the needs of many different families and household types. In October 2014 Council adopted the Housing Affordability and Diversity Strategy (the Strategy) which identifies a shortfall of smaller, affordable, and accessible dwellings.

The development of Special Purpose Dwellings can achieve the following outcomes within the City:

- An increase in the mix of housing types suitable for smaller households (one or two persons);
- An increase in the stock of smaller, affordable, and accessible dwellings;
- Provision more housing opportunities for the growing population of aged and dependent persons in a variety of locations;
- Increased opportunities for existing residents to 'Age in Place' in smaller dwellings;
- Provision of dwellings designed for the well-being of the occupants most, notably in the areas of: function, comfort and safety;
- Provision of development opportunities for lots where the density coding may not accommodate traditional redevelopment opportunities (e.g. grouped dwellings).

The policy provides a set of guidelines for the development of various Special Purpose Dwellings in the City of Cockburn.

Policy Statement

(1) Ancillary Dwellings

1. In the residential zone:
 - a) A maximum of one ancillary dwelling shall be approved on any lot.
 - b) Consideration shall be given to allowing an ancillary dwelling to have a plot ratio area greater than 70m², up to a maximum of 100m², where it is designed and built to the 'deemed-to-comply' standards prescribed in the

[1]



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Item 9.3 Attachment 1

Title	Special Purpose Dwellings
Policy Number (Governance Purpose)	LPP1.3



R-Codes for 'Aged or Dependent Persons' dwellings (i.e. universally accessible) and to the 'Silver Level' of the Liveable Housing Design Guidelines (Liveable Housing Australia).

- c) Appropriate conditions shall be imposed on any development approval for ancillary dwellings with a plot ratio exceeding 70m² to ensure that the requirements under part b of this clause are installed and maintained. This may include the requirement for a restrictive covenant placed on the certificate of title.
 - d) The design, materials and colours of the ancillary dwelling shall match or complement those of the existing single house. Non-reflective materials shall be used and the use of second hand materials is not permitted.
2. In the Rural Living, Rural and Resource Zones:
- a) A maximum of one ancillary dwelling shall be approved on any lot.
 - b) The proposed ancillary dwelling must comply with the definition outlined in the Residential Design Codes.
 - c) The maximum plot ratio area of the ancillary dwelling shall not exceed 100m². The 100m² is the total dwelling area only and does not include verandahs, patios, pergolas, alfresco areas or carports/garages.
 - d) The ancillary dwelling should generally be located behind the main building line unless otherwise approved by the City.
 - e) The design, materials and colours of the ancillary dwelling shall match or complement those of the existing single house. Non-reflective materials shall be used and the use of second hand materials is not permitted.

(2) Aged or Dependent Persons Dwellings

1. Aged or Dependent Persons' Dwellings may be in the form of single, grouped or multiple dwellings comprising the whole of a proposed development; or part of a proposed development, or in combination with other dwellings.
2. Where Aged or Dependent Persons' Dwellings are proposed in combination with other dwellings which do not meet the universal access building requirements, site area concessions will only apply to the aged or dependent persons dwelling component of the development.
3. The minimum number of Aged or Dependent Dwellings (R-Codes 5.5.2 C2.1 (ii)) may be reduced from five dwellings to two dwellings within any single development; or where one dwelling (in addition to an existing dwelling(s)) where approval is sought under the 'Design Principles' of the R-Codes in the following circumstances:

[2]

Item 9.3 Attachment 1

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Title	Special Purpose Dwellings
Policy Number (Governance Purpose)	LPP1.3



- a) Where the aged or dependent dwelling(s) do not exceed a maximum plot ratio of 100m² (single houses and grouped dwellings) and 80m² (for multiple dwellings in areas coded less than R40); and
 - b) the aged and dependent dwelling(s) are built to the 'deemed-to-comply' building standards set out in the R-Codes for aged and dependent' dwellings and the 'Silver Level' of the Liveable Housing Design Guidelines (Liveable Housing Australia); and
 - c) other applicable requirements of this Policy are met.
4. The requirement for at least one occupant being disabled or physically dependent and the requirement for a Section 70A notification on the Certificate of Title (R-Codes 5.5.2 C2.4) may be waived where approval is sought under the 'Design Principles' of the R-Codes in the following circumstances:
- d) Where the aged or dependent dwelling(s) do not exceed a maximum plot ratio of 100m² (single houses and grouped dwellings) and 80m² (for multiple dwellings in areas coded less than R40); and
 - e) the aged and dependent dwelling(s) are built to the 'deemed-to-comply' building standards set out in the R-Codes for aged and dependent' dwellings and the 'Silver Level' of the Liveable Housing Design Guidelines (Liveable Housing Australia); and
 - f) other applicable requirements of this Policy are met.
5. In considering an application for approval to commence the development of medium and large scale aged and/or dependent persons' dwellings (five dwellings or more), the City will have regard to the following requirements:
- a) Location
 - i) The site is to be located within 800m (5-10 minute walk) of an existing or proposed local centre, neighbourhood centre, district centre or regional centre.
 - ii) The site is to be within a 250m of a high frequency bus route as defined by the R-Codes.
 - iii) The travel path to local shops, services and public transport should be manageable taking into account local topography.
 - b) Site Planning
 - i) Dwellings at the front of a site are to address the primary street in a traditional manner. This includes a dwelling entry and a major opening to at least one (1) habitable room (living area and/or bedroom).
 - ii) Dwellings internal to a development are to have clearly identifiable entries and are to front the pedestrian/vehicular access ways with a major opening to at least one (1) habitable room (living area and/or bedroom).

[3]



Title	Special Purpose Dwellings
Policy Number (Governance Purpose)	LPP1.3



- iii) Dwellings shall be positioned on-site to maximise solar access and cross ventilation opportunities.
 - iv) Landscaping is to be carefully determined to ensure sight lines for pedestrians, in wheel chairs and vehicles are maintained. A Landscaping Plan is to be submitted with a Development Application lodged with the City for determination.
 - v) Bin storage and waste management is to be convenient for both occupants of a development and those collecting waste. A Waste Management Plan is to be submitted with a Development Application lodged with the City for determination.
- c) Other
- i) An aged and/or dependant persons' development is to be designed, constructed and finished to look residential in appearance in the case of a grouped development or multiple dwellings. Retirement villages and larger managed facilities are to be suitably detailed and finished to ensure their use is clearly understood as being residential. Where larger buildings are proposed as part of a village development, the massing of these buildings is to be sufficiently articulated to reflect the scale of surrounding residential development.
 - ii) Where two (2) storey dwellings are proposed, the main bedroom, bathroom and living area are to be at the ground floor level (unless an internal lift is provided).
 - iii) A Management Plan is to be submitted with a Development Application lodged with the City for determination, demonstrating how a proposed development will be operated and managed.
 - iv) This Policy is to be read in conjunction with the requirements of Part 5.5.2 of the R-Codes. The City will generally only support the density bonus for the development of aged or dependent persons' dwellings where the proposal complies with the requirements of the R-Codes and those detailed in this policy.

(3) Single Bedroom Dwellings

- a) In the case of a Single Bedroom Dwelling proposal involving the retention or construction of a Single House, the site area for the Single House is to be in accordance with the minimum prescribed in Column 3 of Table 1 (General site requirements) of the R-Codes.
- b) The subdivision of land in association with the development of a Single Bedroom Dwelling will be conditionally supported provided a current Development Approval issued by the City is in place and the minimum site area is met.
- c) Prefabricated dwellings (i.e. those constructed off site and lifted into place) will only be supported where the dwelling provides an appropriate level of design and articulation. Sea containers and dongers proposed to be used as single bedroom dwellings will not be supported.

[4]

Item 9.3 Attachment 1

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Title	Special Purpose Dwellings
Policy Number <small>(Governance Purpose)</small>	LPP1.3



- d) There shall be no more than one car parking bay that is roofed/covered and any additional car parking bay(s) is encouraged to be located directly adjacent to the Outdoor Living Area.

(4) Small Dwellings

- a) Small dwellings proposed in accordance with Clause 4.4.6 of TPS 3 shall be designed and constructed in accordance with the provisions of the Residential Design Codes (Part 5.5.3 Single Bedroom Dwellings) and the provisions of this policy (above) relating to Single Bedroom Dwellings. The definition of a Small Dwelling is contained in TPS 3.
- b) Small dwellings may take the form of a 'Grouped Dwelling' or 'Single House' in accordance with the definitions contained in the R-Codes and Table 1 – Zoning Table of TPS 3.

Strategic Link:	Town Planning Scheme No.3
Category	Planning – Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: <small>(Yes or No)</small>	Yes
Adoption Date: <small>(Governance Purpose Only)</small>	
Next Review Due: <small>(Governance Purpose Only)</small>	
ECM Doc Set ID: <small>(Governance Purpose Only)</small>	

[5]



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Item 9.3 Attachment 2

Title	Ancillary Dwelling
Policy Number (Governance Purpose)	LPP 1.3



Policy Type

Local Planning Policy

Policy Purpose

The Residential Design Codes (R-Codes) provide for the development of ancillary dwellings for people who live either independently or semi-independently of the residents of a single house, sharing some site facilities and services. Such dwellings have the potential to provide affordable, accessible dwellings to meet the needs of people with (or without) disabilities.

In October 2014 Council adopted the Housing Affordability and Diversity Strategy (the Strategy). The Strategy identifies a shortfall of smaller dwellings, affordable dwellings, and universally accessible dwellings.

The Strategy identified that in circumstances where the occupant of an ancillary dwelling has a disability, particularly a physical disability; a plot ratio of 50m² may not be adequate to meet their needs. Additional space requirements may arise to provide for:

- comfortable wheelchair access around the dwelling;
- accommodating equipment, such as hoists and lifts;
- a larger bathroom for wheelchair accessibility and use of aids;
- small additional separate bathroom facilities (shower, toilet, basin) for a carer to use; and
- 'breakout' space for a carer who needs to be present in the dwelling but at times needs their own space.

Applicants have the option to meet the 'design principles', which do not include a maximum floor area. This provides the option to seek consideration under the 'design principles', providing justification for a larger ancillary dwelling. Where development does not satisfy the 'designed to comply' provisions, it must be demonstrated that the following 'design principle' is achieved:

P1 Ancillary dwelling for people who live either independently or semi-dependently to the residents of the single house, sharing some site facilities and services and without compromising the amenity of surrounding properties.

The purpose of this policy is to provide the City with a set of guidelines for the development of ancillary dwellings in Residential zoned areas and Rural Living, Rural and Resource zoned areas.

This Policy will, in particular, provide further guidance on the 'design principles' of the R-Codes for ancillary dwellings in Residential zoned areas, particularly in relation to plot ratio. The objectives of the Policy are to:

[1]

Item 9.3 Attachment 2

DAP 27/11/2019

Title	Ancillary Dwelling
Policy Number (Governance Purpose)	LPP 1.3



- Ensure that ancillary dwellings are able to meet the needs of people with disabilities, whilst still being ancillary to the main dwelling;
- Strongly encourage the development of universally accessible ancillary dwellings;
- Ensure ancillary dwellings do not compromise the amenity of the surrounding properties and the streetscape by remaining at a scale that is ancillary to the main dwelling, and by generally accommodating only one or two people;
- Increase the mix of housing types within the City, with the distinct objective of achieving a greater number of smaller dwellings that serve smaller households (one or two persons).

Ensure that ancillary dwellings remain 'ancillary' to the main dwelling, and that they remain as smaller dwellings for the following key reasons:

- So that they remain affordable - Ancillary dwellings have been found to provide the most affordable rental accommodation in the City of Cockburn, and this is largely due to their modest scale. In line with the objectives of this Strategy, it is considered imperative that ancillary dwellings continue to remain affordable.

To ensure they contribute to the stock of smaller dwellings – Given that the Housing Affordability and Diversity Strategy demonstrates the growing number of one and two person households, and the predominance of dwellings with three or more bedrooms it is important to strongly encourage smaller dwellings.

Policy Statement

(1) Application

This Policy applies to proposals for ancillary dwellings in the City of Cockburn within the Residential, Resource, Rural and Rural Living zones.

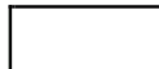
(2) Definitions

1. Ancillary Dwelling: means a self-contained dwelling on the same lot as a single house which may be attached to, or integrated with or detached from the single house.
2. Self-contained: means a dwelling that includes bathroom, kitchen and laundry facilities in accordance with the Building Code of Australia.

(3) Policy Provisions

Ancillary dwellings within the Residential zone are required to meet the following requirements:

1. Consideration will be given to allowing an ancillary dwelling to have a plot ratio area greater than 70m², up to a maximum of 100m², where it is built to [2]



Title	Ancillary Dwelling
Policy Number (Governance Purpose)	LPP 1.3



the 'deemed-to-comply' standards set out in the R-Codes for 'Aged and Dependent' dwellings (ie. universally accessible).

NB. These requirements will be imposed as a condition of development approval.

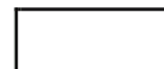
2. Ancillary Dwellings within the Rural Living, Rural and Resource Zones are required to meet the following requirements:
 - a) Not more than one (1) ancillary dwelling shall be approved on any lot.
 - b) The proposed ancillary dwelling must comply with the definitions outlined in Section (1) above.
 - c) The maximum plot ratio area of the ancillary dwelling shall not exceed 100m². The 100m² is the total living area only and does not include verandahs, patios, pergolas, alfresco areas or carports/garages.
 - d) The ancillary dwelling should be located behind the main building line unless otherwise approved by the City.
 - e) The design, materials and colours of the ancillary dwelling shall match or complement those of the existing single house. Non-reflective materials shall be used and the use of second hand materials is not permitted.

Accompanying Information for Development Applications

- (4) Applications for ancillary dwellings that are greater than 70m² will need to be accompanied by plans that demonstrate compliance with the requirements set out in clause (1).

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	14 December 2017
Next Review Due: (Governance Purpose Only)	December 2019
ECM Doc Set ID: (Governance Purpose Only)	4514426

[3]



Item 9.3 Attachment 3

DAP 27/11/2019

Title	Aged or Dependent Persons' Dwelling
Policy Number (Governance Purpose)	LPP 1.4



Policy Type

Local Planning Policy

Policy Purpose

Housing for aged or dependent persons should be designed and located appropriately to meet the needs of the occupants. The Residential Design Codes (R-Codes) sets out the requirements for aged and dependent dwellings, and offers a density bonus for such dwellings. Clause 5.1.1 C1.3 of the R-Codes allows a reduction in the site area for aged and dependent dwellings to be considered.

The City of Cockburn has recognised that there is need to provide access to secure, appropriate and affordable housing options within the community. The City's Housing Affordability Strategy has been developed to help facilitate decision-making within the City in relation to affordable housing opportunities as follows:

- (1) To support the provision of a variety of small scale housing opportunities for the growing population of aged and dependent persons in a variety of locations within the City.
- (2) To increase the stock of smaller, affordable, universally accessible dwellings in the City.
- (3) To ensure aged and/or dependent persons' housing is suitably located and appropriately developed within the City of Cockburn.
- (4) To ensure aged and/or dependent persons' dwellings are located in close and convenient proximity to local shops, services and public transport.
- (5) To ensure that aged and/or dependent persons' development has regard for the wellbeing of the occupants most, notably in the areas of: function, comfort and safety.
- (6) To ensure aged and/or dependent persons' dwellings appear integral to the streetscape and context within which they are to be developed, most notably where it is residential.

Policy Statement

- (1) Definitions

Aged and dependant persons are defined as:

- Aged person: a person who is aged 55 years or over.

[1]



DAP 27/11/2019

Item 9.3 Attachment 3

Title	Aged or Dependent Persons' Dwelling
Policy Number (Governance Purpose)	LPP 1.4



- Dependent person: a person with a recognised form of disability requiring special accommodation for independent living or special care.

(2) Policy Requirements

1. Council will consider applications for Aged or Dependent Person's Dwellings with site area concessions where at least two such dwellings within any single development are proposed; or where one such dwelling is proposed in addition to an existing dwelling(s).
2. Aged or Dependent Persons' Dwellings may be in the form of single, grouped or multiple dwellings comprising the whole of a proposed development; or part of a proposed development, or in combination with other dwellings.
3. Where Aged or Dependent Persons' Dwellings are proposed in combination with other dwellings which do not meet the universal access building requirements, site area concessions will only apply to the aged or dependent persons dwelling component of the development.
4. To encourage the development of universally accessible dwellings, consideration will be given to waiving the requirement for a Section 70A Notification on aged and dependent dwellings where approval is sought under the 'Design Principles' of the R-Codes in the following circumstances:
 - a. Where the aged and dependent dwelling(s) do not exceed a maximum plot ratio of 100:12 (single houses and grouped dwellings) and 80m² (for multiple dwellings); and
 - b. the aged and dependent dwelling(s) are built to the 'deemed-to-comply' building standards set out in the R-Codes for aged and dependent dwellings; and
 - c. the applicable requirements of this Policy are met.
5. In considering an application for approval to commence the development of aged and/or dependent persons' dwellings of five dwellings or more, the City will have regard to the following requirements:
 - a. Location
 - a) The site is to be located within 800m (5-10 minute walk) of an existing or proposed local centre, neighbourhood centre, district centre or regional centre.
 - b) The site is to be within a 250m of a high frequency bus route as defined by the R-Codes.
 - c) The travel path to local shops, services and public transport should be manageable taking into account local topography.

[2]

Title	Aged or Dependent Persons' Dwelling
Policy Number (Governance Purpose)	LPP 1.4



b. Site Planning

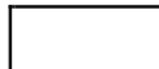
- a) Dwellings at the front of a site are to address the primary street in a traditional manner. This includes a dwelling entry and a major opening to at least one (1) habitable room (living area and/or bedroom).
- b) Dwellings internal to a development are to have clearly identifiable entries and are to front the pedestrian/vehicular access ways with a major opening to at least one (1) habitable room (living area and/or bedroom).
- c) Dwellings shall be positioned on-site to maximise solar access and cross ventilation opportunities.
- d) Landscaping is to be carefully determined to ensure sightlines for pedestrians, in wheel chairs and vehicles are maintained. A Landscaping Plan is to be submitted with a Development Application lodged with the City for determination.
- e) Bin storage and waste management is to be convenient for both occupants of a development and those collecting waste. A Waste Management Plan is to be submitted with a Development Application lodged with the City for determination.

c. Other

- a) An aged and/or dependant persons' development is to be designed, constructed and finished to look residential in appearance in the case of a grouped development or multiple dwellings. Retirement villages and larger managed facilities are to be suitably detailed and finished to ensure their use is clearly understood as being residential. Where larger buildings are proposed as part of a village development, the massing of these buildings is to be sufficiently articulated to reflect the scale of surrounding residential development.
- b) Where two (2) storey dwellings are proposed, the main bedroom, bathroom and living area are to be at the ground floor level (unless an internal lift is provided).
- c) A Management Plan is to be submitted with a Development Application lodged with the City for determination, demonstrating how a proposed development will be operated and managed.
- d) This Policy is to be read in conjunction with the requirements of Part 5.5.2 of the R-Codes. The City will generally only support the density bonus for the development of aged or dependent persons' dwellings where the proposal complies with the requirements of the R-Codes and those detailed in this policy.

TO BE DELETED

[3]



DAP 27/11/2019

Item 9.3 Attachment 3

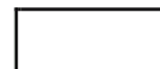
Title	Aged or Dependent Persons' Dwelling
Policy Number <small>(Governance Purpose)</small>	LPP 1.4



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: <small>(Yes or No)</small>	Yes
Adoption Date: <small>(Governance Purpose Only)</small>	14 December 2017
Next Review Due: <small>(Governance Purpose Only)</small>	December 2019
ECM Doc Set ID: <small>(Governance Purpose Only)</small>	4514456

TO BE DELETED

[4]



Item 9.3 Attachment 4

DAP 27/11/2019

Title	Single Bedroom Dwellings
Policy Number (Governance Purpose)	LPP 1.5



Policy Type

Local Planning Policy

Policy Purpose

A 'Single Bedroom Dwelling' is defined in the Residential Design Codes of Western Australia (R-Codes) as: "A dwelling that contains a living room and no more than one other habitable room that is capable of use as a bedroom". Noting that Single Bedroom Dwellings are possible under the City's Town Planning Scheme No. 3 (TPS 3) in accordance with the requirements of the R-Codes, the purpose of this Policy is to provide clear direction on the requirements relating to the development of a Single Bedroom Dwelling.

- (1) To provide guidance to property owners and/or developers seeking to undertake the development of a Single Bedroom Dwelling (or dwellings) within the City.
- (2) To increase the mix of housing types within the City, with the distinct objective of achieving a greater number of smaller dwellings that serve smaller households (one or two persons).
- (3) To provide increased opportunity for existing residents to 'Age in Place' in smaller dwellings in a dwelling type (form of tenure) separate to Ancillary Dwellings.
- (4) To provide for the development of larger residential lots incapable of further development due to an insufficient lot size.
- (5) To improve housing affordability by providing for the development of smaller dwellings on reduced lot areas (compliant with the requirements of the R-Codes).

Policy Statement

- (1) This Policy applies to all proposals for the development of Single Bedroom Dwellings with the City of Cockburn.
- (2) The policy does not exempt compliance with all other requirements of the TPS 3, the R-Codes, other relevant City Policies and/or the Building Code of Australia/relevant Australian Standard/s.
- (3) Minimum Site Area

The R-Codes provide for a variation to the minimum site area required to erect a Single Bedroom Dwelling(s). The variation is a reduction by up to one third. Based

[1]



Title	Single Bedroom Dwellings
Policy Number (Governance Purpose)	LPP 1.5



on this, the land area required is as follows based on different density codes across the City:

- R20 – 233.33m²
- R25 – 200.00m²
- R30 – 173.33m²
- R40 – 120.00m²
- R50 – 106.66m²
- R60 – 80.00m²
- R80 – 66.66m²

Notes:

- (i) The above areas are "effective" lot areas where a Single Bedroom Dwelling is proposed i.e. exclusive of the driveway or Common Property Lot.
- (ii) In the case of a Single Bedroom Dwelling proposal involving the retention or construction of a Single House, the site area for the Single House is to be in accordance with the minimum prescribed in Column 3 of Table 1 (General site requirements) of the R-Codes.

(4) Subdivision

The subdivision of land in association with the development of a Single Bedroom Dwelling will be conditionally supported provided a current Development Approval issued by the City is in place and the Minimum Site Area is met. Support will be subject to the recommendation of a condition safeguarding against speculation, that is, the creation and sale of smaller lots on the basis of the reduced Minimum Site Area afforded in the development of a Single Bedroom Dwelling/s. The condition will read – *A single bedroom dwelling is to be constructed to at least plate height on proposed lot (whichever lot the single bedroom dwelling is proposed on) in accordance with a Planning Approval issued by the City of Cockburn.*

(5) Landscaping

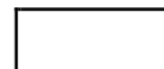
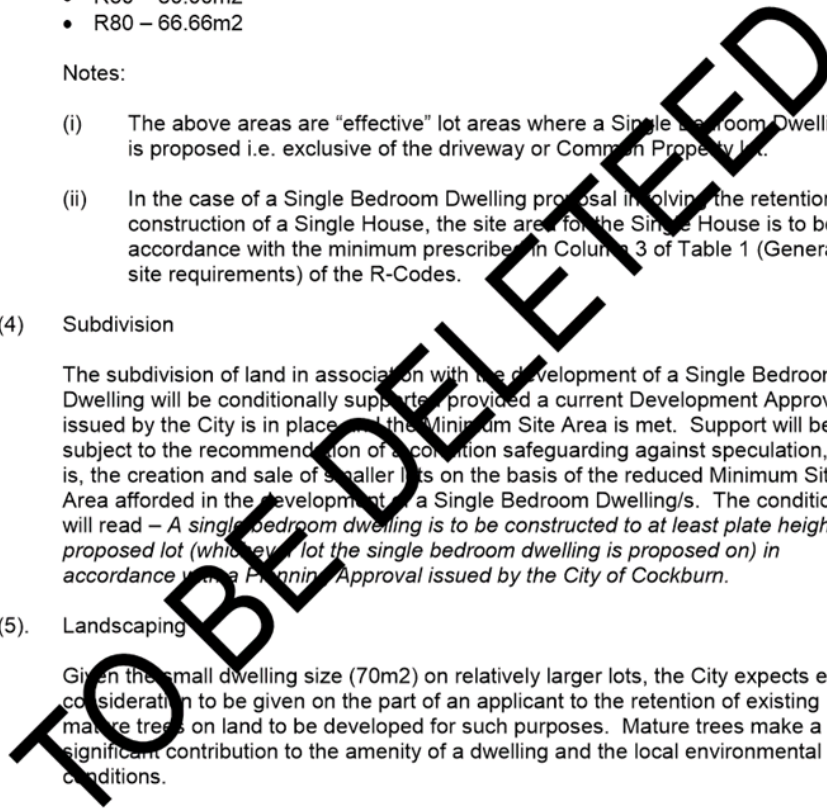
Given the small dwelling size (70m²) on relatively larger lots, the City expects every consideration to be given on the part of an applicant to the retention of existing mature trees on land to be developed for such purposes. Mature trees make a significant contribution to the amenity of a dwelling and the local environmental conditions.

Consideration should always be given to using plant types endemic (local) to an area.

(6) Construction Type

Prefabricated dwellings (i.e. those constructed off site and lifted into place) will only be supported where the dwelling provides an appropriate level of design and

[2]



Item 9.3 Attachment 4

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Title	Single Bedroom Dwellings
Policy Number <small>(Governance Purpose)</small>	LPP 1.5



articulation. Sea containers and dongers proposed to be used as single bedroom dwellings will not be supported.

(7) Parking

- 7.1 There shall be no more than one car parking bay that is roofed/covered; and
- 7.2 Any additional car parking bay(s) are to be located directly adjacent to the Outdoor Living Area.

(8) Floor Plan

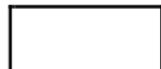
Notwithstanding the definition 'single bedroom dwelling' in the R Codes, the City may support the inclusion of an additional multi-purpose room to a study providing that the proposal meets the following provision:

- 8.1 The total dwelling size does not exceed the maximum plot ratio area of 70m²;
- 8.2 The development is compliant with this Policy; and
- 8.3 A consideration for good development design has been undertaken.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: <small>(Yes or No)</small>	Yes
Adoption Date: <small>(Governance Purpose Only)</small>	03 March 2018
Next Review Due: <small>(Governance Purpose Only)</small>	March 2020
ECM Doc Set ID: <small>(Governance Purpose Only)</small>	4516982

TO BE DELETED

[3]



Item 9.4

DAP 27/11/2019

9.4 (2019/MINUTE NO 0057) PROPOSED AMENDMENTS TO LOCAL PLANNING POLICY LPP 4.6 COCKBURN COAST DESIGN GUIDELINES FOR ROBB JETTY AND EMPLACEMENT PRECINCTS

Author(s) A Lefort

Attachments

1. LPP 4.6 Cockburn Coast Design Guidelines for Robb Jetty and Emplacement Precincts [↓](#)
2. Applicant Justification for Modifications [↓](#)
3. Masterplan Concept [↓](#)

RECOMMENDATION

That Council adopt proposed amendments to Local Planning Policy LPP4.6 Cockburn Coast Design Guidelines for Robb Jetty and Emplacement Precincts for the purposes of advertising in accordance with Clause 5 of the deemed provisions of Town Planning Scheme No.3.

COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Cr T Widenbar

That the recommendation be adopted.

CARRIED 3/1

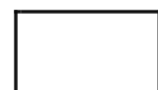
Background

LPP 4.6 provides design guidance for the creation of quality development that ensures the design principles of the Rob Jetty and Emplacement Local Structure Plans are achieved.

The purpose of the proposed modifications outlined in this report is firstly to modify the typology for a portion of land within the precinct (Lot 1 Bennett Avenue North Coogee) from 'High Density' to 'Mixed Residential' (on request from the landowner) and also to make a number of administrative and formatting changes to improve readability of the document.

Lot 1 Bennett Avenue is bounded by Reinforcement Parade to the south, Bennett Avenue to the west, the future expansion of Garston Way to the north and future development sites to the east with a total area of 1.62ha. The site is currently included in the 'High Density' typology however the owner is seeking to have the lot included in the 'Mixed Residential' typology to allow a range of different housing options including single terrace-style houses and apartments.

The current 'High Density' typology requires three-five storey development across the site and is envisaged to contain apartment development. The 'Mixed Residential' typology provides more flexibility and allows a mix of single house and apartment sites with the



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apartment sites being retained for three storeys and above. Whilst the City agrees that two storey may be appropriate for some of the single terrace-style houses, the dwellings fronting Reinforcement Parade should remain three storey to provide a consistent built form along Reinforcement Parade to the east. This can be controlled through a Local Development Plan for the site which would form a condition of subdivision approval.

The landowner engaged Taylor Burrell Barnett Planning Consultants to prepare a 'Masterplan' to support the proposed amendment to the design guidelines and this is contained within Attachment 3. A justification document (Attachment 2) has also been provided by the landowner, which demonstrates that a similar dwelling yield (110 dwellings) can still be achieved on the site regardless of the change to the typology.

It should be noted that several meetings have been held between the landowner, their representatives, and the City during formation of the Masterplan.

Submission

N/A

Report

The proposed modifications to the policy are summarised as follows:

- Amendment of Figure 3 'Built Form Typologies' to include Lot 1 Bennett Avenue in the 'Mixed Residential' typology;
- Amendment of Figure 8 'High Density Built Form Typology' to remove Lot 1 Bennett Avenue;
- Amendment of Figure 15 'Mixed Residential Built Form Typology' to add Lot 1 Bennett Avenue;
- Amendment of Figure 14 'Building Height Plan' to show a range of 2-5 storeys for Lot 1 Bennett Avenue and to renumber to Figure 15;
- Updated Table of Contents;
- Updated minimum floor to ceiling heights for apartments to reflect R-Codes Apartment Design Guide;
- Renamed 'Stage 3 Addendum' containing the 'Mixed Residential Typology' section to Part 2 which contains all other typologies. This has been done to improve the legibility of the document and also noting that 'Stage 3' previously referred to Stage 3 of Development WA's (formerly Landcorp) holdings and Lot 1 Bennett Avenue is not under Development WA's ownership;
- Updated communal open space requirements to reflect R-Codes Apartment Design Guide; and
- Renumbering and other minor formatting changes.

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Overall, the proposed modifications to the policy will provide more flexible development opportunities for Lot 1 Bennett Avenue whilst still maintaining an appropriate density across the site. The other administrative changes will improve readability of the document which will assist in its implementation.

Strategic Plans/Policy ImplicationsCity 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.

Leading and Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

Costs involved in advertising the modifications which can be met by municipal funds.

Legal Implications

NA

Community Consultation

Modifications to LPP4.6 shall be advertised in accordance with Clause 5 of the deemed provisions of TPS3.

Risk Management Implications

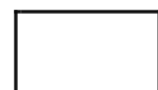
The risk of not adopting the modifications is that the planning framework would not accommodate the housing typology being sought for Lot 1 Bennett Avenue and major variations would have to be considered separately as part of each proposed development. This would be inefficient and uncoordinated and may lead to substandard planning outcomes.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil



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Item 9.4 Attachment 1

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Title	Cockburn Coast Design Guidelines for Robb Jetty <u>and</u> Emplacement Precincts
Policy Number <small>(Governance Purpose)</small>	LPP 4.6



Policy Type

Local Planning Policy

Policy Purpose

The Cockburn Coast Design Guidelines for the Robb Jetty and Emplacement Precinct have been prepared to guide the development and urban form (including subdivision) of Robb Jetty Local Structure Plan and Emplacement Local Structure Plan (LSP) areas.

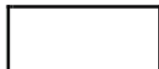
The Design Guidelines will guide the creation of a quality development that ensures the design principles of the Robb Jetty and Emplacement LSP's are achieved.

Policy Statement

Appendix 1 contains the Cockburn Coast Design Guidelines for the Robb Jetty and Emplacement Precinct.

Development applications will be assessed under the Design Guidelines in conjunction with the Residential Design Codes of Western Australian (R-Codes), the approved structure plan, an approved local development plan and any other relevant local planning policy.

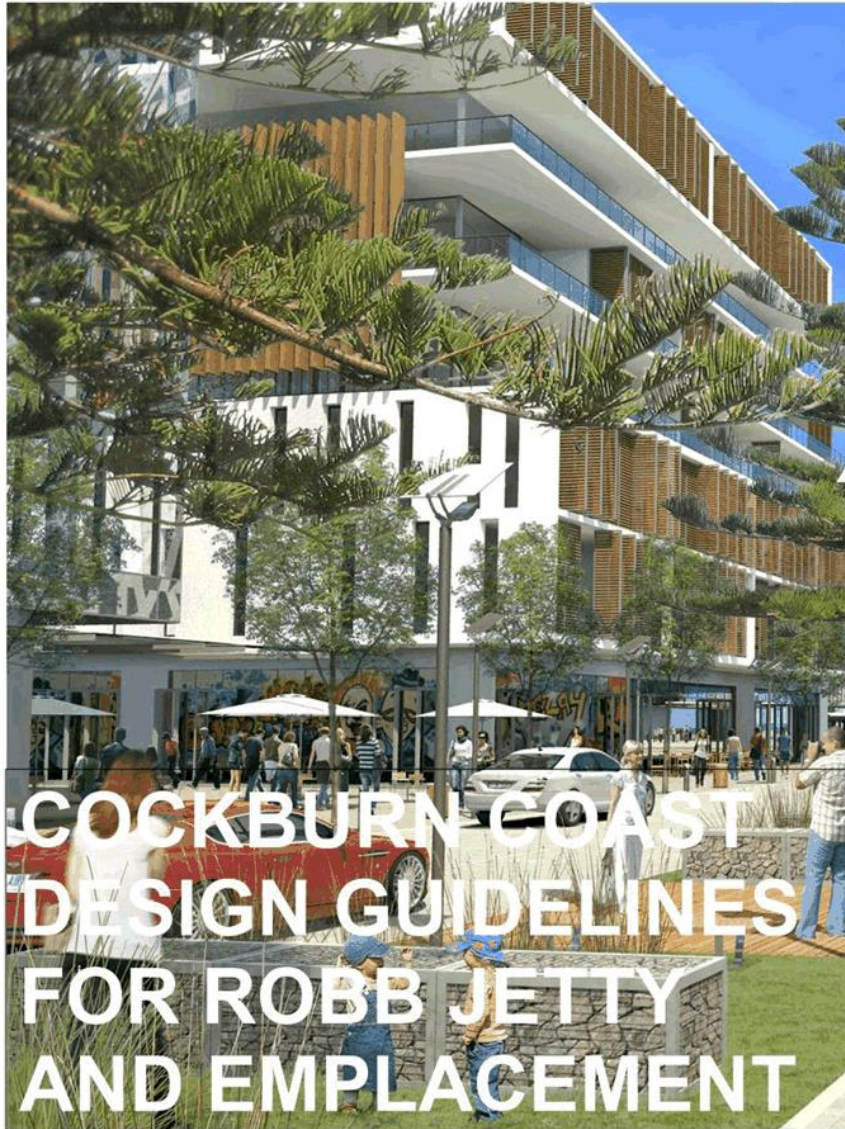
[1]



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Item 9.4 Attachment 1

Title	Cockburn Coast Design Guidelines for Robb Jetty and Emplacement Precincts
Policy Number (Governance Purpose)	LPP 4.6



[2]

Title	Cockburn Coast Design Guidelines for Robb Jetty <u>and</u> Emplacement Precincts
Policy Number <small>(Governance Purpose)</small>	LPP 4.6

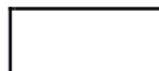


Appendix 1: LPP 4.6 Cockburn Coast Design Guidelines for Robb Jetty and Emplacement

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Item 9.4 Attachment 1

Title	Cockburn Coast Design Guidelines for Robb Jetty and Emplacement Precincts
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[6]

Title	Cockburn Coast Design Guidelines for Robb Jetty <u>and</u> Emplacement Precincts
Policy Number (Governance Purpose)	LPP 4.6



1. Background

1.1 Introduction

The Cockburn Coast Design Guidelines for the Robb Jetty and Emplacement precincts (henceforth referred to as the Design Guidelines) have been prepared to guide the development and urban form (including subdivision) of *Robb Jetty Local Structure Plan* (Robb Jetty LSP) and *Emplacement Local Structure Plan* (Emplacement LSP) areas. The design guidelines are focused on the creation of a quality development that ensures the design principles of the Robb Jetty and Emplacement LSP's are achieved.

The design guidelines will bring to fruition a lively and sustainable urban centre set amongst dense residential development. The design guidelines introduce standards for development to create the intended character and amenity within the Robb Jetty LSP and Emplacement LSP areas. Although some of the criteria are mandatory, the general approach is to provide a series of broad principles for development to follow while allowing flexibility in design outcomes over the project life span.

The design guidelines are a performance orientated assessment tool. Each design element is expressed as a design objective and one or more assessment criteria. Where a stated assessment criterion is proposed to be varied, development must demonstrate that it meets the related design objective. In this way a performance approach to design and assessment is facilitated.

The design guidelines are divided into two main sections:

Typology Specific Guidelines

A series of built form typologies are established in defined areas where specific guideline provisions apply that may expand on or vary the general provisions.

General Provisions

Contain the design guideline general provisions which are applicable to all development.

1.2 Vision for Cockburn Coast

Capitalising on a rare opportunity, these design guidelines set out to inform the development of an exciting mixed use community that celebrates the best of the Western Australian coastal lifestyle.

Cockburn Coast will be different from its neighbouring suburbs; it will be a place that offers choice and variety of living, recreation and working opportunities. Core to the success of the redevelopment is a well-connected Bus Rapid Transit (BRT) system which is intended

[7]



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to link the development to its surrounding areas. As well as connecting the design guideline area to its surrounds, this system will provide an internal system of movement which encourages more sustainable personal transportation choices.

The City of Cockburn's *Cockburn Coast District Structure Plan* (DSP) and *Cockburn Coast District Structure Plan Part 2* (DSP2) nominates three local structure plan areas being Robb Jetty, Emplacement and Power Station. Each of these areas is distinct in character and function. These design guidelines introduce standards for development to create the intended character and amenity within the Robb Jetty and Emplacement LSP areas following a detailed local structure planning process.

Robb Jetty LSP Area

The Robb Jetty LSP area forms the north-western portion of the site and stretches from Rollinson Road in the north, to the Parkland Corridor in the south and Cockburn Road in the east. The area stretches west of Robb Road but excludes the beach.

The Robb Jetty LSP area will contain elements of mixed use development along significant road links including Cockburn Road but is otherwise set aside for medium to high density residential development. The area will also house supporting community facilities in the form of the two storey urban primary school and the area's key active playing field. A coastal character is proposed to complement the adjacent foreshore and areas of open space contained within it.

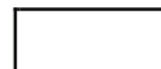
The BRT public transport alignment is set to pass through the heart of the area and be well connected to Fremantle and the rapidly emerging Cockburn Central. A variety of small but connected public spaces will offer a range of experiences from the quiet to the communal, the sheltered to the open and the organic to the formal.

Emplacement LSP Area

The Emplacement LSP area forms the north-east portion of the project area and stretches from the northern boundary of the master plan area, to the middle parkland corridor to the south, to Cockburn Coast Drive in the east, and Cockburn Road in the west.

The distinct character of the Emplacement LSP area is a product of its elevated topography and this landform influences how it shall be treated. Development will be responsive to the topography and shall aim to retain as much of the existing natural character of the site as possible. The Emplacement LSP area will be predominantly mixed use in its north, residential in its south, and contain the east-west linear parks, providing strong connections from Beeliar Park and through Robb Jetty LSP area to the coastal foreshore.

[8]



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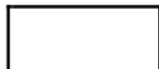
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The Emplacement LSP area will be the new highpoint, a manufactured horizon line that offers the opportunity for a new architectural topography and an integrated landscape of nature and built form.

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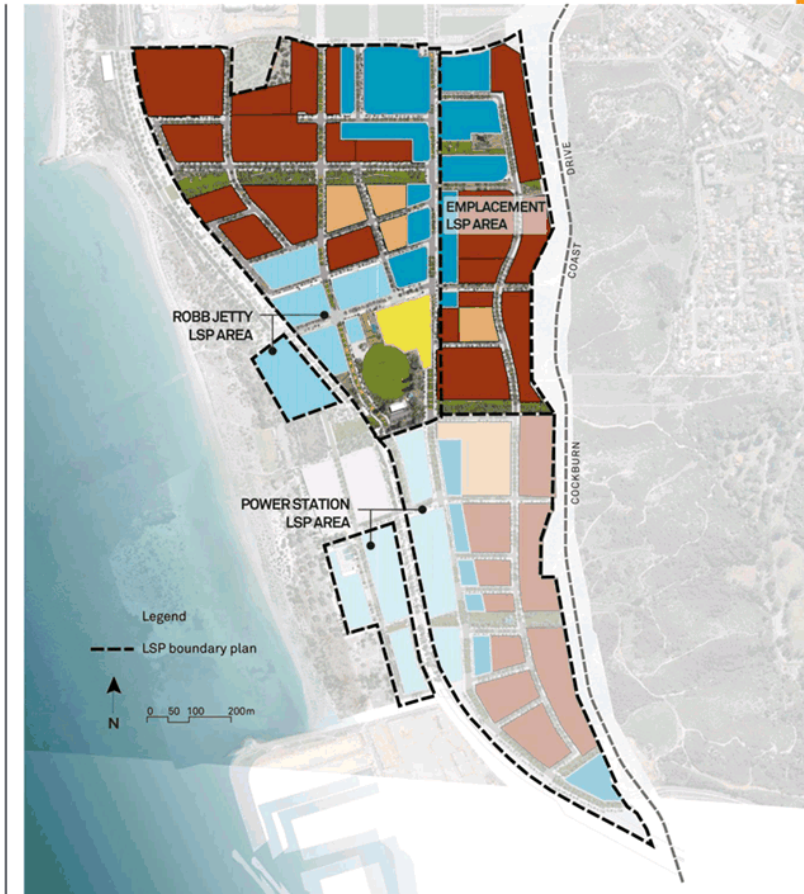


Figure U1_Cockburn Coast Local Structure Plan areas

1.3 III Context

The design guidelines complete a complex process of strategic planning to capitalise on the opportunity for redeveloping Cockburn Coast identified in the Western Australian Planning Commission's strategic planning document 'Directions 2031 and Beyond'. The adoption of the DSP and later DSP2 2012 served to solidify the recognition of the Cockburn Coast's potential and identifies a number of key drivers and opportunities that underpin the vision and intent of the DSP and DSP2. Following an amendment (Amendment 89) to the City of Cockburn Town Planning Scheme No. 3 (The Scheme), which aligns the City of Cockburn's (the City) planning framework with that as proposed in the DSP and DSP2, local structure plans were produced for the Robb Jetty LSP and Emplacement LSP areas which establishes a development agenda and expands on the foundations of the DSP and DSP2.

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These design guidelines bring to fruition a vision established and carried forward through a number of strategic planning documents and processes.

1.4 IV Approach

The DSP established a vision which remains relevant to the ongoing planning of Cockburn Coast:

“To create a vibrant, landmark destination that is connected, integrated, diverse and accessible.”

The vision seeks to create a place that offers new and exciting living, employment and recreation opportunities, whilst providing an appropriate level of compatibility and support for adjoining residents and existing enterprises in the area. These design guidelines are set to establish this vision by creating a sustainable community that celebrates the area’s past as well as taking on creative ideas, innovation and development. Cockburn Coast will be an easily accessible place, with an integrated transit system offering contemporary lively cafes, restaurants, shops, residential and commercial areas, tourism, cultural and recreation activities.

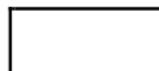
Integral to the vision of Cockburn Coast is the intention to establish a new benchmark for sustainable urban development. This means creating a place where people not only want to live and work today, but also in the future. Sustainable communities cater to the different needs of all its residents; they are safe and inclusive and offer equality of opportunity, they are sensitive to their environment and contribute to a high quality of life.

1.5 V Objectives

The development of Cockburn Coast is guided by a number of key objectives or drivers which will bring to fruition the vision of a sustainable landmark destination. These objectives have influenced the preparation of the design guidelines and underpin their purpose, being to:

- create a hierarchy of coastal nodes providing for the needs of local residents and visitors alike;
- create physical and emotional links between the urban environment and the coast allowing the coastal experience to translate into the urban setting;
- provide attractive, pedestrian-oriented streets and public spaces that create an environment for positive community engagement and business exchange;
- enable buildings and public realm to engage with pedestrians and facilitate a comfortable and safe urban environment;
- allow for activation at ground level by retail and hospitality uses in key streets identified by the Local Structure Plans;
- optimise residential development potential whilst maintaining the intended character of the Cockburn Coast;
- minimise the impact of car parking on the pedestrian experience and quality of the public realm;

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- create a sustainable environment that allows for the implementation of green infrastructure; and
- promote the use of sustainable modes of transport and a health way of living through active engagement with the urban environment.

1.6 VI Purpose

These design guidelines have been prepared to guide development within the Robb Jetty LSP and Emplacement LSP areas under the Scheme. Implementation of the guidelines will ensure the realisation of Cockburn Coast as an urban environment providing both local and district centre activity centres.

1.7 VII Design Guideline Policy Area

These design guidelines apply to the area of land within the Robb Jetty LSP and Emplacement LSP, henceforth referred to as the policy area. The policy area is bound by:

- Rollinson Road to the north;
- Rollinson Road to the north;
- South Fremantle Power Station and the Western Power Switchyard to the south;
- Beeliar Regional Park to the east; and
- The foreshore reserve to the west.



Figure 02_Design Guidelines Policy Area

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1.8 VIII—Relationship to Relevant Planning Documents

The design guidelines are adopted under the provisions of section 4 of the *Planning and Development Regulations 2015* ~~Procedures~~ Procedure for Making Local Planning Policy. The provisions of these design guidelines vary the requirements of the State Planning Policy ~~3.47.3~~ Residential Design Codes (R-Codes). Where these design guidelines are silent the provisions of the R-Codes and relevant local planning policies apply. It should be noted that the plot ratios ~~deemed to comply provisions~~ of the R-Codes are varied and plot ratio will not form part of the assessment criteria for proposals in these precincts.

These design guidelines should be read in conjunction with the Scheme, the Robb Jetty LSP, the Emplacement LSP, any relevant Local Development Plan (LDP) and the R-Codes. In determining any application for development approval, the City will utilise these design guidelines in conjunction with the Scheme, any relevant LDP and policies.

1.9 IX—Relationship to the Robb Jetty LSP and Emplacement LSP

The Robb Jetty LSP and Emplacement LSP set out a number of development objectives relating to the DSP2 redevelopment area. In particular they establish land use, movement, activity, urban form and resource enhancement development standards to ensure Cockburn Coast operates as an effective urban environment.

These design guidelines build upon both LSPs and provide more detailed guidance on development standards in the form of an adopted local planning policy.

1.10 X—Guideline Framework

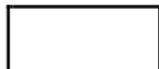
The detailed design guidelines contained in the General Provisions section are set out with the following framework:

Design Objective:

Statements outlining the design philosophy and intent of the assessment criteria. It is mandatory for development to meet the design objective.

Assessment Criteria:

Standards that sets out the specific criteria to satisfy an associated design objective. Compliance with the applicable assessment criteria will achieve the design objective. However individual criteria are not mandatory and alternative solutions for complying with the design objective will be considered on a performance basis subject to supporting evidence.



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The typology specific section of the design guidelines contains character statements. The character statements guide both the design objective and assessment criteria and as such, all development shall be consistent with the relevant character statement.

1.11 ~~XI~~ — Discretion

An important provision within the design guidelines is the opportunity for the applicant or owner to meet the design objective through an alternative solution.

The City may approve a development application or Local Development Plan where the applicant or owner has departed from the recommended assessment criteria. Variations may be considered where, in the City's opinion, the applicant or owner has demonstrated that the alternative solution is consistent with the Robb Jetty LSP or Emplacement LSP where relevant and meets the design objective. Variations will be considered where a proposal does not include an affordable housing component, but will be considered more favourably where it does.

Where a development proposal is determined to be inconsistent with a design objective in a manner that may impact on the public realm or adjoining properties then the proposal may be refused or referred to Council for determination.

Where the applicant or owner has provided a sufficient affordable housing component, a relaxation of the assessment criteria may be considered where the alternative solution is consistent with the relevant LSP and meets the design objective. These design guidelines provide further guidance on those criteria considered suitable for variation.

Each application for development approval will be assessed on an individual basis and the approval of an alternative solution will not set a precedent for other developments.

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1.12 XII—Definitions

Noise Sensitive Premises (as defined in the *Environmental Protection (Noise) Regulations 1997*) includes premises occupied solely or mainly for residential or accommodation purposes, and premises used for the purpose of a hospital, sanatorium, educational establishment, public worship, aged care or child care.

Commercial Laneway includes any laneway within the mixed use or activity centre typology areas as set out by these design guidelines.

All definitions included in the R-Codes are applicable to land affected by these Design Guidelines.

1.13 XIII-Development Process

Owners, developers and/or agents are encouraged to arrange pre-application meetings with the City’s Planning Department prior to lodgement of a formal development application. Once a development application is lodged, it will be assessed by the City to verify it meets all applicable design objectives and assessment criteria.



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Activity Centre – Main Street Typology



Mixed Use – Cockburn Road Typology



High Density Residential Typology



Medium Density Residential Typology

4. 2. Typology Specific Guidelines

The policy area is divided into a number of built form typologies each with their own distinct character and function. There are also a number of landmark and gateway sites identified by the built form typology location plan. These sites are to be developed with a diverse and active facade to facilitate way finding and reflect the natural hierarchy and land use of the area.

Activity Centre - Main Street Typology

Development in this area addresses and activates the identified pedestrian oriented “main” street whilst a high quality public realm creates a comfortable place in which locals meet and conduct business. This area provides a key link between the ocean and urban environment as well as providing for the retail and local service needs of the local community.

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Mixed Use - Cockburn Road Typology

A range of retail and commercial functions complemented by residential development are to be accommodated within this mixed use area. The presence of Cockburn Road informs the scale and built form of development and necessitates the promotion of an active ground floor.

High Density Residential Typology

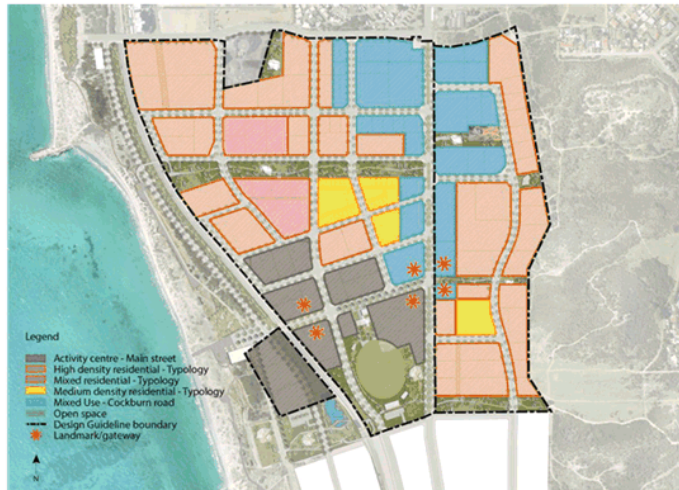
The most intensely developed residential typology to afford the greatest access to the proposed bus rapid transit system. High density residential development is to create a new skyline in Cockburn Coast.

Medium Density Residential Typology

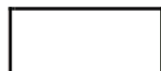
Providing a mix of housing opportunities near the Activity Centre, this typology will feature soft landscape public realm and contemporary urban development ranging from terrace housing to medium scale apartment style buildings.

Mixed Residential Typology

A special urban precinct designed around exploring contemporary urban forms, featuring a mix of housing opportunities, with living choices ranging from high density apartments to compact terrace housing, punctuated by innovative shared access streets and open spaces.



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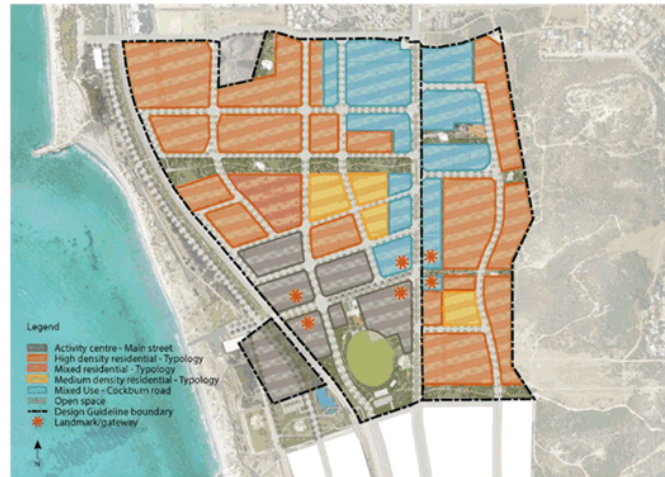


Figure 03_Built Form Typologies

2.1 Activity Centre – Main Street Typology

The activity centre typology is primarily a place for local residents and businesses, a walkable village that is intimate in scale and ‘soft’ in character. The beach comes to the main street and a variety of small but connected public spaces offer a range of experiences from the quiet to the communal. Buildings and land use will facilitate the creation of a central shopping and activity zone resulting in a walkable community hub.

The Main Street provides a convenient and inviting local shopping experience intended to be serviced by a rapid bus transit system. Street trading and active retail is concentrated in the western portion of the area creating a vibrant community hub. A diverse and contiguous streetscape will be developed with civic, business and retail services ensuring a suitable business mix. The oval and park within the activity centre typology represents the traditional village green and is therefore the focus of active recreation at Cockburn Coast. It is a place to be shared harmoniously by many for diverse purposes.

The built form is encouraged to take advantage of the abundant natural assets and create a comfortable outdoor environment that encourages social interactions in a relaxed and personal environment. Future built form should embody the feeling of seamless transition, from indoor to outdoor, from formal to informal, from exposed to protected. Respectful of nature, built form should reflect the natural characteristic of the vegetation and landscape.

Buildings generally of 5 to 8 storeys in height will promote a pedestrian friendly place through podium style built form and a focus on ground floor activation. Development embodies a warm architectural finish through the use of natural materials, whilst street

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awnings, wide footpaths and soft landscaped edges create a sense of intimacy and shelter pedestrians.

Opportunities for laneway development enhance and celebrate the distinctive environment by reflecting the neighbourhood character whilst allowing for it to be developed as a secondary small street. Laneways containing commercial uses will be characterised by small scale tenancies, evolving over time to provide an intimate and unique experience.



Figure U4_Activity Centre built form typology

Building Setbacks

Design Objective

- I. Building setbacks create tightly framed streetscapes and public open spaces
- II. Building setbacks help create highly urban streetscapes

Assessment Criteria

- i. Building setbacks are to be in accordance with the following table

Setback	Street (minimum and maximum)	Side/Rear(minimum)	Laneway (minimum)	Public Open Space (minimum)
Levels 1-5	Nil	Nil	Nil	4.0 metres to wall and 2.0 metres to balconies

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				(cantilevered/Light weight only)
Levels 6+	5.0-metresm to wall and 2.0-metresm to balconies (cantilevered/light weight only)	3.0-metresm	3.0-metresm	5.0-metresm to wall and 2.0-metresm to balconies (cantilevered/light weight only)

* Where there is a commercial laneway the minimum setback above 3 storeys should be a distance equivalent to the width of lane unless a variation to the assessment criteria outlined in clause 23.4.1(ii)c of the general provisions is granted

Table 01_ Building Setbacks for Activity Centre

- ii. The public open space setback area shall include space for landscaping and if necessary an outdoor living area. Where additional outdoor living area is to be provided, the additional outdoor living area shall be absorbed into the building space (i.e. building shall cantilever over the outdoor living area)
- iii. Projections are permitted within the 4.0-metresm setback to public parkland to maximum of 2m-metres into the setback area
- iv. Balconies will be supported within the nil setback on levels 1-5 where a substantial facade is provided to ensure a continuous built form
- v. Balconies for Levels 6+ proposed to be setback between 2-5-metresm shall be lightweight/cantilevered only

Building Articulation

Design Objective

- I. To ensure that building facades add positively to the public realm and its interest. Building articulation will encourage interaction with the street and passive surveillance of adjacent spaces
- II. To promote a pedestrian scale of buildings at street level
- III. The building design shall demonstrate an appropriate level of articulation to avoid building bulk appearing excessive
- IV. Building articulation will express a vibrant and modern design aesthetic

Assessment Criteria

- i. Permanent blank walls are not permitted to any street frontage. Major openings are required to provide for surveillance and interaction with the public realm
- ii. For commercial street level frontages a minimum of 80% of the frontage shall be glazed. For the street frontage for all upper floors a minimum of 40% of the frontage shall be glazed
- iii. Mixed use buildings should provide separate entries for non-residential and residential uses for legibility of pedestrian access
- iv. The facade detail may be simplified on loading areas, parapet walls and walls to 'back of house' areas
- v. Corner buildings are to address both frontages through the provision of:
 - a) distinct roof form at corners;
 - b) variation in materials and colours; and
 - c) varied balcony treatments.

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Building Levels

Design Objective

- I. To ensure development maintains a positive relationship with the street such that pedestrian movement, sight lines and streetscape character are maximised
- II. To allow for the safe use of ceiling fans for cooling

Assessment Criteria

- i. Floor to floor heights on the ground floor should be 4.5 ~~metres~~ to allow for commercial use. Apartments shall achieve minimum floor to ceiling levels as outlined in Clause 4.3 of the Residential Design Codes Volume 2 - Apartments.
- ii. All other floors shall maintain a 3.1 ~~metrem~~ floor to floor height for residential use and a 3.6 ~~metrem~~ floor to floor height for commercial use
- iii. The ground floor should be flush with the adjacent footpath at the boundary
- iv. All development is to achieve a minimum finished floor level of +3.8AHD to ensure development takes into account coastal erosion and accretion patterns. Non habitable rooms and the provision of basement parking are exempt from the finished floor level stated above

Awnings

Design Objective

- I. To encourage a pedestrian scale of development
- II. To provide shelter from environmental conditions
- III. To encourage a seamless flow of the use and function of a building from internal to external
- IV. To maintain a safe separation between passing traffic and awnings

Assessment Criteria

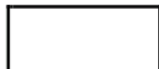
- i. Awnings over footpaths are to be provided for no less than 80% of the primary and secondary street frontage. This requirement does not apply to laneways
- ii. The vertical clearance of awnings shall be consistent and generally 3.2 ~~metres~~ m from pavement level
- iii. Awnings shall project 3.5 ~~metres~~ from the building line except where this results in a setback between to the awning and the outer edge of the road pavement of less than 0.6 ~~metres~~
- iv. Adjoining awnings are to form continuous coverage over the footpath
- v. Awnings are to be provided with non-structural veranda posts along the Robb Jetty Main street. In this respect awnings are to be suspended by cantilevered construction and not use load bearing posts

Building Height

Design Objective

- I. Building heights help create a compact urban built environment
- II. Consistent building heights create a recognisable urban character
- III. Building heights mean the Activity Centre Typology area is highly visible from a distance
- IV. Building heights do not visually overwhelm the streetscape

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V. Building heights avoids continual overshadowing of the streetscape

Assessment Criteria

- i. Building heights shall be in accordance with the Building Height Plan (Figure 14)
- ii. Development shall be a minimum of three storeys and six storeys (depending on site)

Building Materials

Design Objective

- I. To encourage a style of development that is consistent with the coastal location
- II. To provide for a consistency in the standard of finish and materials throughout Cockburn Coast.
- III. To foster a sense of place through an identifiable character and style of development

Assessment Criteria

- i. Extensive use of concrete tilt panels is discouraged. Where concrete tilt panels are used, they shall be integrally coloured (colour tinted concrete)
- ii. Moulded textures imprinted in the external surfaces of any concrete panels are encouraged
- iii. Painted finishes and rendered textures over concrete panels are not permitted
- iv. The use of natural materials such as stone, timber and other such natural products is encouraged in both interior and exterior finishes

Open Space

Design Objective

- I. To ensure that development provides an attractive and engaging interface with the public open space
- II. To maximise the potential for passive surveillance

Assessment Criteria

- i. Where an area of public open space is provided the surrounding development must address the open space by maximising passive surveillance from habitable rooms; buildings must front onto the open space through placement of doors, windows and balconies to create a safe and comfortable pedestrian environment

Landmark Sites

Design Objective

- I. To encourage a sense of place and identity
- II. To increase the legibility of place
- III. To demarcate the natural hierarchy of an area by identifying those places which are of significance

Assessment Criteria

- i. Sites in key locations have been nominated as landmark sites as shown in Figure 04 Built Form Typologies shall:

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- a) Promote prominent architectural form on corner elements to provide a reference point in the built form and landscape;
- b) Encourage additional height elements where appropriate to create a point of difference with the balance of the development area and demarcate points of entry and prominence; and
- c) Variations to setback requirements will be considered in order to create prominent feature elements.

Fencing

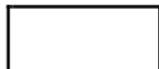
Design Objective

- i. To ensure that fencing does not detract from the function and appearance of the streetscape

Assessment Criteria

- i. Fencing is not permitted forward of the building line adjacent to the primary or secondary street frontage
- ii. The interface between private lots and the public open space may be fenced to a maximum height of 1.2 ~~metres~~ from natural ground level, but must be visually permeable above a height of 1.0 ~~metres~~ above natural ground level

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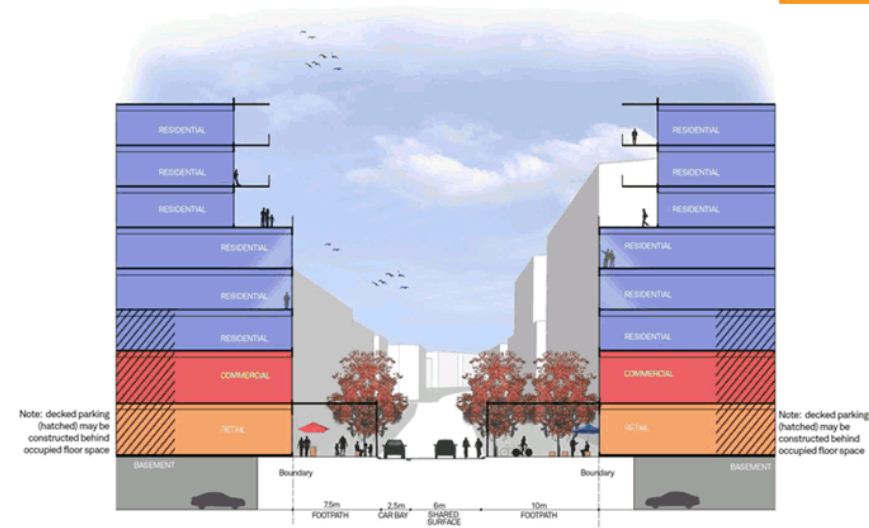


Figure 05_Typical cross section for activity centre development

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2.2 Mixed Use – Cockburn Road Typology

Cockburn Road is the main arterial road through Cockburn Coast and the policy area. Cockburn Road will be the focus of a mixed use form of development allowing for commercial, residential and retail uses. An active ground floor through retail and commercial uses will be encouraged with primarily residential development occupying the upper levels. The impact of the busy Cockburn Road will be softened by landscaping and an active footpath. Alfresco dining opportunities will be encouraged and facilitated by the built forms and land uses. The Mixed Use – Cockburn Road Typology as shown in Figure 06 below, applies to both Mixed Use and Mixed Business zones as shown on the approved Robb Jetty Local Structure Plan.

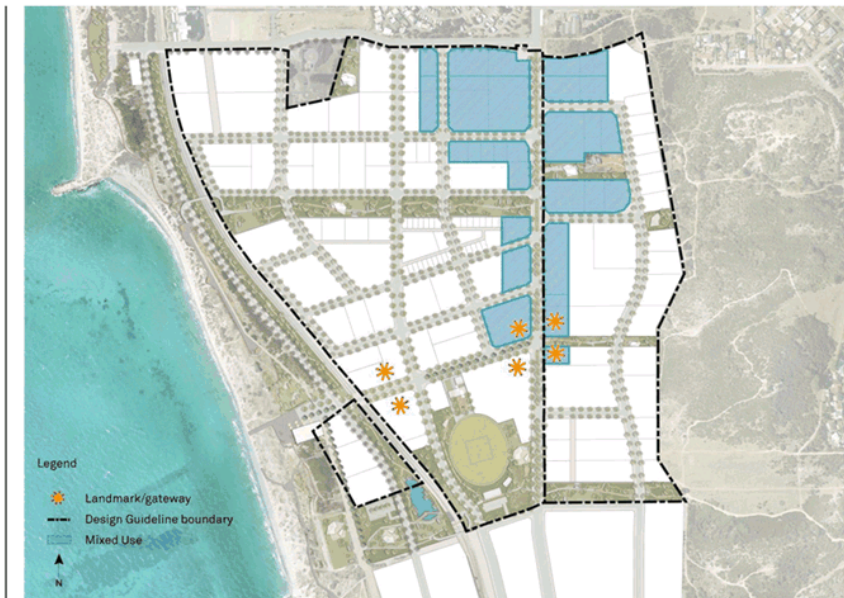


Figure 06_Mixed Use built form typology

Building Setbacks

Design Objective

- I. Building setbacks promote tightly framed streetscapes and public open spaces
- II. Building setbacks help create highly urban streetscapes

Assessment Criteria

- i. Building setbacks are to be in accordance with the following table

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Table 02_ Building Setbacks for Mixed Use development

Setback	Street (minimum and maximum)	Side/Rear (minimum)	Laneway (minimum)	Public Open Space (minimum)
Levels 1-3	Nil	Nil	Nil	4.0-metres _m to wall and 2.0-metres _m to balconies (cantilevered/light weight only)
Levels 4+	5.0-metres _m to wall and 2.0-metres _m to balconies (cantilevered/light weight only)	3.0-metres _m	3.0-metres _m	5.0-metres _m to wall and 2.0-metres _m to balconies (cantilevered/light weight only)

* Where there is a commercial laneway the minimum setback above 3 storeys should be a distance equivalent to the width of lane unless a variation to the assessment criteria outlined in clause 23.4.1(ii)c of the general provisions is granted

- ii. Buildings shall be setback 4.0-metres_m from any boundary adjoining public parkland. This setback area shall include space for landscaping and if necessary an outdoor living area. Where additional outdoor living area is to be provided, the additional outdoor living area shall be absorbed into the building space (i.e. building shall cantilever over the outdoor living area)
- iii. Projections are permitted within the 4.0-metres_m setback to public parkland to maximum of 2.0-metres_m into the setback area
- iv. Balconies will be supported within the nil setback on levels 1-5 where a substantial facade is provided to ensure a continuous built form

Building Articulation

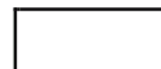
Design Objective

- I. To ensure that building facades add positively to the public realm and its interest. Building articulation will encourage interaction with the street and passive surveillance of adjacent spaces
- II. To promote a pedestrian scale of buildings at street level
- III. The building design shall demonstrate an appropriate level of articulation to avoid building bulk appearing excessive
- IV. Building articulation will express a vibrant and modern design aesthetic

Assessment Criteria

- i. Permanent blank walls are not permitted to any street frontage. Major openings are required to provide for surveillance and interaction with the public realm
- ii. For commercial street level frontages a minimum of 80% of the frontage shall be glazed. For the street frontage for all upper floors a minimum of 40% of the frontage shall be glazed
- iii. Mixed use buildings should provide separate entries for non-residential and residential uses for legibility of pedestrian access
- iv. The facade detail may be simplified on loading areas, parapet walls and walls to 'back of house' areas

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- v. Corner buildings are to address both frontages through the provision of:
 - a) distinct roof form at corners;
 - b) variation in materials and colours; and
 - c) varied balcony treatments.

Building Levels

Design Objective

- I. To ensure development maintains a positive relationship with the street such that pedestrian movement, sight lines and streetscape character are maximised
- II. To allow for the safe use of ceiling fans for cooling

Assessment Criteria

- i. Floor to floor heights on the ground floor should be 4.5 metres to allow for commercial use of the ground floor
- ii. All other floors shall maintain a 3.1 metre floor to floor height for residential use and a 3.6 m metre floor to floor height for commercial use. Apartments shall achieve minimum floor to ceiling levels as outlined in Clause 4.3 of the Residential Design Codes Volume 2 - Apartments.
- iii. The ground floor should be flush with the adjacent footpath at the boundary
- iv. All development is to achieve a minimum finished floor level of +3.8AHD to ensure development takes into account coastal erosion and accretion patterns. Non habitable rooms and the provision of basement parking are exempt from the finished floor level stated above

Awnings

Design Objective

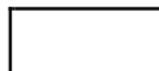
- I. To encourage a human scale of development
- II. To provide shelter from environmental conditions
- III. To encourage a seamless flow of the use and function of a building from internal to external
- IV. To maintain a safe separation between passing traffic and awnings

Assessment Criteria

- i. Awnings over footpaths are to be provided for no less than 80% of the primary and secondary street frontages. This requirement does not apply to laneways
- ii. The vertical clearance of awnings shall be consistent and generally 3.2 metres from pavement level
- iii. Awnings shall project 3.5 metres from the building line except where this resulting in a setback between to the awning and the outer edge of the road pavement of less than 0.6 metres
- iv. Adjoining awnings are to form continuous coverage over the footpath
- v. Any veranda post provided to an awning shall be non-structural. In this respect awnings are to be suspended by cantilevered construction and not use load bearing posts

Building Height

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Design Objective

- I. Building heights help create a compact urban built environment
- II. Consistent building heights create a recognisable urban character
- III. Building heights do not visually overwhelm the streetscape
- IV. Building heights avoids continual overshadowing of the streetscape

Assessment Criteria

- i. Building shall be in accordance with the Building Height Plan (Figure 14)
- ii. Development shall be a minimum of three storeys

Building Materials

Design Objective

- I. To encourage a style of development that is consistent with the coastal location
- II. To provide for a consistency in the standard of finish and materials throughout Cockburn Coast
- III. To foster a sense of place through an identifiable character and style of development

Assessment Criteria

- i. Extensive use of concrete tilt panels is discouraged. Where concrete tilt panels are used, they shall be integrally coloured (colour tinted concrete)
- ii. Moulded textures imprinted in the external surfaces of any concrete panels are encouraged
- iii. Painted finishes and rendered textures over concrete panels are not permitted
- iv. The use of natural materials such as stone, timber and other such natural products is encouraged in both interior and exterior finishes

Open Space

Design Objective

- I. To ensure that development provides an attractive and engaging interface with the public open space
- II. To maximise the potential for passive surveillance

Assessment Criteria

- i. Where an area of public open space is provided the surrounding development must address the open space by maximising passive surveillance from habitable rooms; buildings must front onto the open space through placement of doors, windows and balconies to create a safe and comfortable pedestrian environment

Landmark Sites

Design Objective

- I. To encourage a sense of place and identity
- II. To increase the legibility of place
- III. To demarcate the natural hierarchy of an area by identifying those places which are of significance

Assessment Criteria

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- i. Sites in key locations have been nominated as landmark sites as shown in Figure 06 Built Form Typologies. Development on Landmark Sites shall:
 - a) Promote prominent architectural form on corner elements to provide a reference point in the built form and landscape;
 - b) Encourage additional height elements where appropriate to create a point of difference with the balance of the development area and demarcate points of entry and prominence; and
 - c) Variations to setback requirements will be considered in order to create prominent feature elements.

Fencing

Design Objective

- i. To ensure that fencing does not detract from the function and appearance of the streetscape

Assessment Criteria

- i. Fencing is not permitted forward of the building line to the primary and secondary street frontages
- ii. The interface between residential development and the public open space may be fenced to a maximum height of 1.2 metres from natural ground level, but must be visually permeable above a height of 1.0 metres above natural ground level

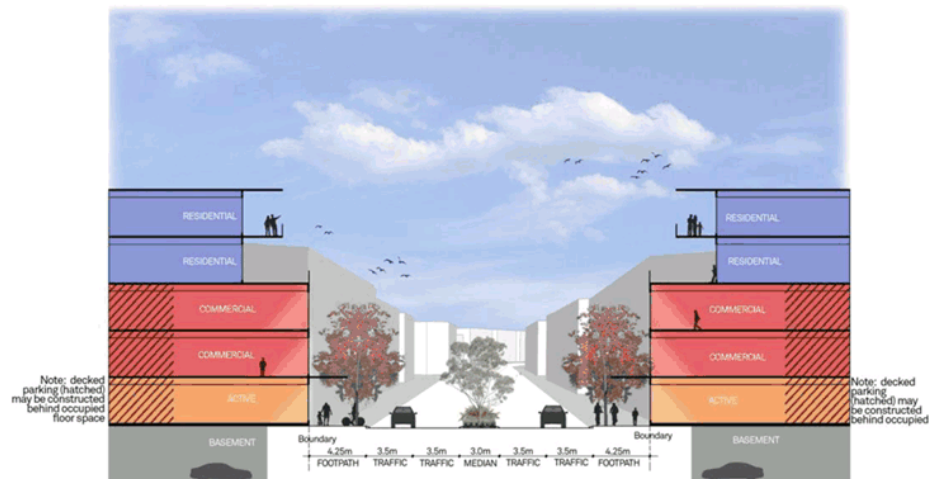
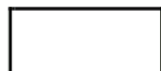


Figure 07 Typical cross section for mixed use development

[29]

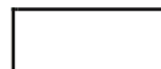


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Mixed use development will encompass active street edges that create a comfortable pedestrian environment

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2.3 High Density Residential Typology

High density housing opportunities along the Emplacement escarpment and within the Robb Jetty LSP area will create a new skyline for the Cockburn Coast. A manufactured horizon line of apartment buildings six to eight storeys in height will offer the opportunity for a new architectural topography and an integrated landscape of nature and built form. Residents will enjoy the expansive views but also the sense of containment and grounding in the environment. Facades and balconies shade and veil occupants whilst the ground level public realm is internalised and places focus on the residential communities' common interest.

Landscaped front setbacks and tree lined verges will combine to create a soft and comfortable urban setting for apartment buildings. Pocket parks and integrated greenery with built form create a calming natural feel throughout the area despite the intensity of development, acting as a backyard space and providing a link to the coast.

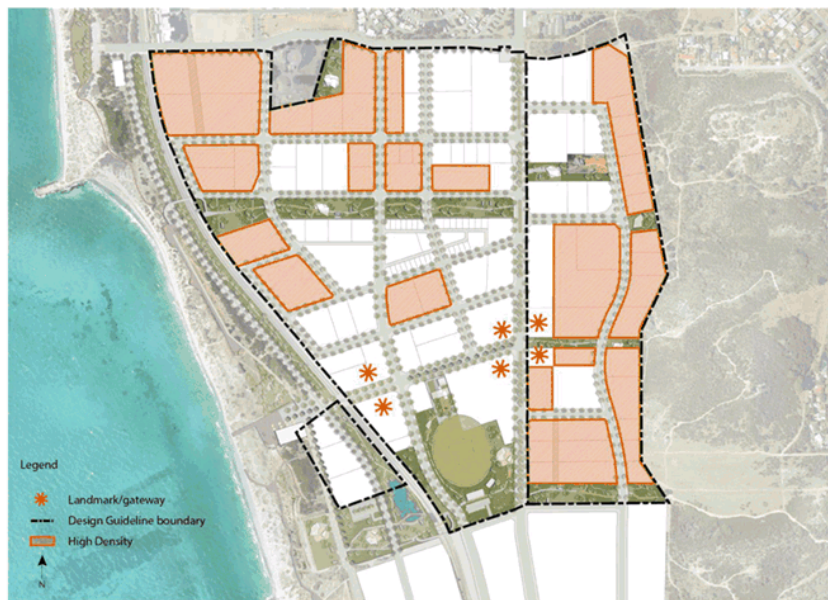


Figure 8_High Density built form typology

Building Setbacks

Design Objective

- I. Building setbacks frame streetscapes and public open spaces
- II. Building setbacks accommodate landscaping which slightly widen and softens the streetscape

Assessment Criteria



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i. Building setbacks are to be in accordance with the following table

Setback	Street (minimum)	Side/Rear (minimum)	Laneway (minimum)	Public Open Space (minimum)
Levels 1-3	3.0-metres _m	Nil	Nil	4.0-metres _m to wall and 2.0-metres _m to balconies (cantilevered/light weight only)
Levels 4+	5.0-metres _m to wall and 2.0-metres _m to balconies (cantilevered/light weight only)	3.0-metres _m	3.0-metres _m	5.0-metres _m to wall and 2.0-metres _m to balconies (cantilevered/light weight only)

Table 03_ Building Setbacks for high density residential development

- ii. Buildings shall be setback 4.0-metres_m from any boundary adjoining public parkland. This setback area shall include space for landscaping and if necessary an outdoor living area. Where additional outdoor living area is to be provided, the additional outdoor living area shall be absorbed into the building space (i.e. building shall cantilever over the outdoor living area)
- iii. Projections are permitted within the 4.0-metres_m setback to public parkland to maximum of 2.0-metres_m into the setback area

Building Articulation

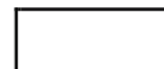
Design Objective

- I. To ensure that building facades add positively to the public realm and its interest. Building articulation will encourage interaction with the street and passive surveillance of adjacent spaces
- II. To promote a pedestrian scale of buildings at street level
- III. The building design shall demonstrate an appropriate level of articulation to avoid building bulk appearing excessive
- IV. Building articulation will express a vibrant and modern design aesthetic

Assessment Criteria

- i. Permanent blank walls are not permitted to any street frontage. Major openings are required to provide for surveillance and interaction with the public realm
- ii. The facade detail may be simplified on loading areas, parapet walls and walls to 'back of house' areas
- iii. Built form is to address parks, pedestrian access ways and in particular laneways by providing windows, balconies and suitable facade articulation facing these areas. These elevations are to match the design quality of the dwellings primary street elevation
- iv. Corner buildings are to address both frontages through the provision of:
 - a. distinct roof form at corners;
 - b. variation in materials and colours; and
 - c. varied balcony treatments

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Building Levels

Design Objective

- I. To ensure development maintains a positive relationship with the street such that pedestrian movement, sight lines and streetscape character are maximised
- II. To allow for the safe use of ceiling fans for cooling

Assessment Criteria

- i. All development shall maintain a minimum floor to floor height of 3.1 metres. Apartments shall achieve minimum floor to ceiling levels as outlined in Clause 4.3 of the Residential Design Codes Volume 2 - Apartments.
- ii. All development is to achieve a minimum finished floor level of +3.8AHD to ensure development takes into account coastal erosion and accretion patterns. Non habitable rooms and the provision of basement parking are exempt from the finished floor level stated above
- iii. Where residential dwellings are proposed on the ground floor adjacent to a street or public open space, a grade separation from 0.5 metres to 1.2 metres between the finished floor level of the ground floor and the adjacent street or public open space is encouraged in order to create a visual distinction between the public and private space

Building Height

Design Objective

- I. Building heights will respond to the pedestrian scale, urban character, intended dwelling density, land use mix as well as the natural topography of the area
- II. The built form of an area shall provide a pedestrian scaled street interface with taller upper floors setback from the street alignment
- III. The built form shall minimise overshadowing to adjacent streets and public spaces

Assessment Criteria

- i. Development shall be in accordance with the Building Height Plan (Figure 14)
- ii. Development shall be a minimum of three storeys

Building Materials

Design Objective

- I. To encourage a style of development that is consistent with the coastal location
- II. To provide for a consistency in the standard of finish and materials throughout Cockburn Coast
- III. To foster a sense of place through an identifiable character and style of development

Assessment Criteria

- i. Extensive use of concrete tilt panels is discouraged. Where concrete tilt panels are used, they shall be integrally coloured (colour tinted concrete)
- ii. Moulded textures imprinted in the external surfaces of any concrete panels are encouraged
- iii. Painted finishes and rendered textures over concrete panels are not permitted

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- iv. The use of natural materials such as stone, timber and other such natural products is encouraged in both interior and exterior finishes

Open Space

Design Objective

- I. To ensure that development provides an appropriate interface with the public open space
- II. To maximise the potential for passive surveillance

Assessment Criteria

- i. Where an area of public open space is provided the surrounding development must address the open space by maximising passive surveillance from habitable rooms; buildings must front onto the open space through placement of doors, windows and balconies to create a safe and comfortable pedestrian environment

Fencing

Design Objective

- I. To ensure that the provision of fencing does not detract from the function and appearance of the streetscape

Assessment Criteria

- i. The interface between private lots and the public open space may be fenced to a maximum height of 1.2 ~~metres~~ from natural ground level, but must be visually permeable above a height of 1.0 ~~metre~~ above natural ground level
- ii. Fencing shall generally not be permitted in the primary or secondary street setback areas

Landscaping

Design Objective

- I. To ensure an attractive streetscape environment
- II. To aid the sustainability of a building through the provision of permeable surface

Assessment Criteria

- i. The front setback area shall include provision for elements of soft landscaping
- ii. In ground landscaping is preferred over shallow landscaping above basements
- iii. Paving that is contiguous with foot paths and other paving in the public realm shall be of the same style and materials, matching exactly wherever possible

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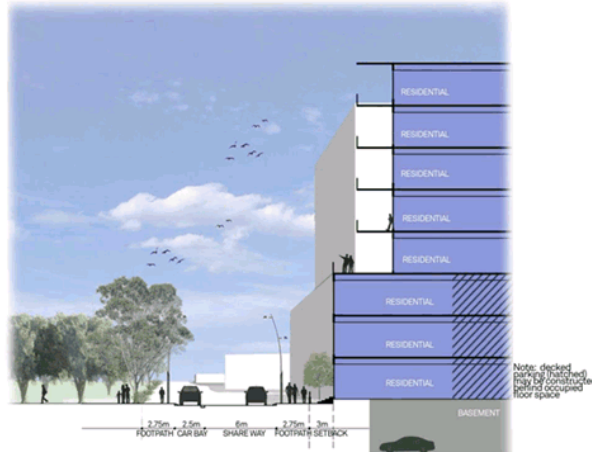


Figure 9_Typical cross section of high density residential adjoining road

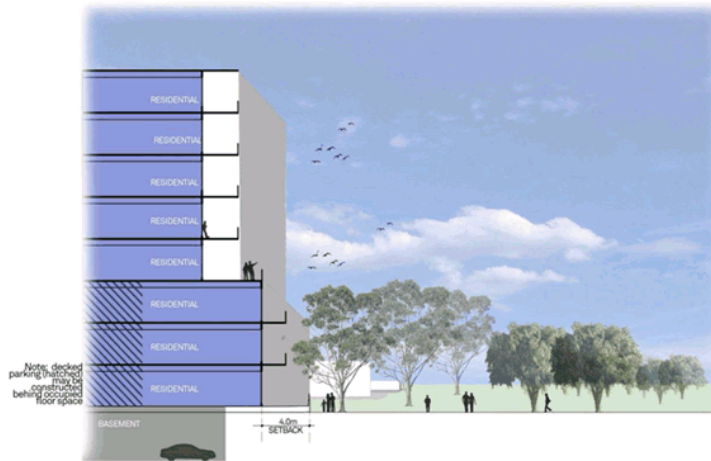
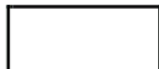


Figure 10_Typical cross section of high density residential directly adjoining public open space



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Figure 11_Typical cross section for high density residential development



High density Residential Development showing the use of natural materials in the facade and a provision of high quality building articulation in keeping with the objectives of these design guidelines

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2.4 Medium Density Residential Typology

The Robb Jetty area provides an important medium density housing area. Leafy streets and small softly landscaped front setbacks will combine to create a comfortable urban setting for contemporary apartment buildings. Future built form will embody a seamless transition from indoor to outdoor, from formal to informal, from exposed to protected. Built form will be respectful of nature and reflect the natural characteristics of the vegetation and landscape within Cockburn Coast.

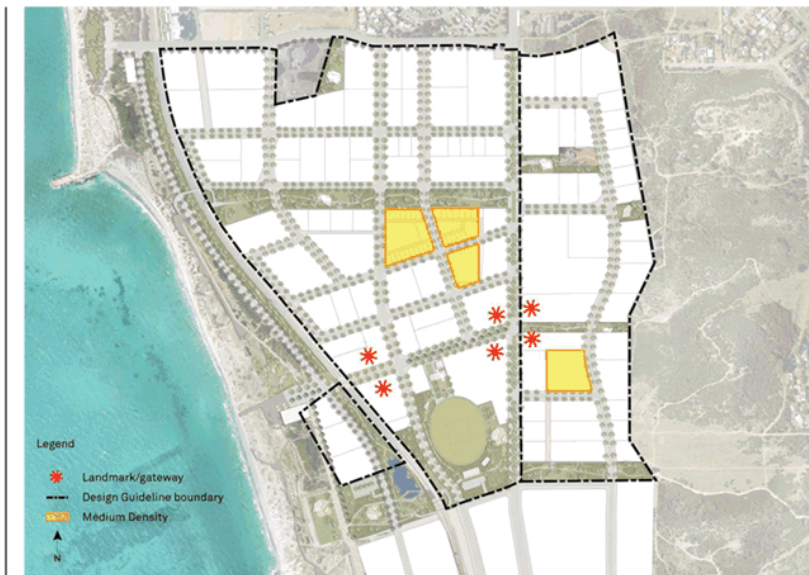


Figure 12_Medium Density built form typology

Building Setbacks

Design Objective

- I. Building setbacks create intimate streetscapes
- II. Building setbacks accommodate landscaping which slightly widen and softens the streetscape

Assessment Criteria

- i. Building setbacks are to be in accordance with the following table

Setback	Street (minimum)	Side (minimum)	Laneway (minimum)	Public Open Space (minimum)
Levels 1-3	2.0 metres (primary) 1.0 metres (secondary)	Nil	Nil	3.0 metres to wall and 2.0 metres to balconies (cantilevered/light

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				weight only)
Levels 4+	5.0-metresm to wall and 2.0-metresm to balconies (cantilevered/light weight only	3.0-metresm	3.0-metresm	5.0-metresm to wall and 2.0-metresm to balconies (cantilevered/light weight only)

Table 04_ Building Setbacks for medium density residential development

- ii. Buildings shall be setback 3.0-metresm from any boundary adjoining public parkland. This setback area shall include space for landscaping and if necessary an outdoor living area. Where additional outdoor living area is to be provided, the additional outdoor living area shall be absorbed into the building space (i.e. building shall cantilever over the outdoor living area)
- iii. Projections are permitted within the 3.0-metresm setback to public parkland to maximum of 2.0-metresm into the setback area

Building Articulation

Design Objective

- I. To ensure that building facades add positively to the public realm and its interest. Building articulation will encourage interaction with the street and passive surveillance of adjacent spaces
- II. To promote a pedestrian scale of buildings at street level
- III. The building design shall demonstrate an appropriate level of articulation to avoid building bulk appearing excessive
- IV. Building articulation will express a vibrant and modern design aesthetic

Assessment Criteria

- i. The facade detail may be simplified on loading areas, parapet walls and walls to 'back of house' areas
- ii. Built form is to address parks, pedestrian access ways and in particular laneways by providing windows, balconies and suitable facade articulation facing these areas. These elevations are to match the design quality of the dwellings primary street elevation
- iii. Balconies are encouraged but shall not run continuously along the facade. Separate individual balconies are appropriate
- iv. The primary frontage shall provide pedestrian access to the major entry (front door) of the building(s)
- v. Corner buildings are to address both frontages through the provision of:
 - a. distinct roof form at corners;
 - b. variation in materials and colours; and
 - c. varied balcony treatments.

Roof Form

Design Objective

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- I. The roof form should be designed as a contemporary and integrated architectural structure as befits this unique metropolitan coastal location

Assessment Criteria

- i. Use of skillion roofs and modern materials is actively promoted
- ii. Use of pitched roofs and dark tiles is discouraged
- iii. Lighting or similar features may be used to accentuate the roofscape and provide a positive architectural feature at night
- iv. Flat roofs are acceptable where concealed behind a building parapet.

Building Levels

Design Objective

- I. To ensure development maintains a positive relationship with the street such that pedestrian movement, sight lines and streetscape character are maximised
- II. To allow for the safe use of ceiling fans for cooling

Assessment Criteria

- i. All development shall maintain a minimum floor to floor height of 3.1-~~metres~~. Apartments shall achieve minimum floor to ceiling levels as outlined in Clause 4.3 of the Residential Design Codes Volume 2 - Apartments.
- ii. All development is to achieve a minimum finished floor level of +3.8AHD to ensure development takes into account coastal erosion and accretion patterns. Non habitable rooms and the provision of basement parking are exempt from the finished floor level stated above
- iii. Where residential dwellings are proposed on the ground floor adjacent to a street or public open space, a grade separation from 0.5-~~metres~~ to 1.2-~~metres~~ between the finished floor level of the ground floor and the adjacent street or public open space is encouraged in order to create a visual distinction between the public and private space

Building Height

Design Objective

- I. Building heights will respond to the pedestrian scale, urban character, intended dwelling density, land use mix as well as the natural topography of the area
- II. The built form of an area shall provide a pedestrian scaled street interface with taller upper floors setback from the street alignment
- III. The built form shall minimise overshadowing to adjacent streets and public spaces

Assessment Criteria

- i. Building shall be in accordance with the Building Height Plan (Figure 14)
- ii. Development shall be a minimum of three storeys, with the exception of Lots 235-239 and 247-259 where the minimum height is two storeys as shown in a relevant Local Development Plan. For the purposes of assessing the number of storeys, a loft can be considered as a third storey, provided the building design gives the appearance of three storeys from the primary street frontage
- iii. Single storey development shall not be supported

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Building Materials

Design Objective

- I. To encourage a style of development that is consistent with the coastal location
- II. To provide for a consistency in the standard of finish and materials throughout Cockburn Coast
- III. To foster a sense of place through an identifiable character and style of development

Assessment Criteria

- i. Extensive use of concrete tilt panels is discouraged. Where concrete tilt panels are used, they shall be integrally coloured (colour tinted concrete)
- ii. Moulded textures imprinted in the external surfaces of any concrete panels should also be applied
- iii. Painted finishes and rendered textures over concrete panels are not permitted
- iv. Warm exterior finishes are encouraged through the use of natural materials such as stone, timber, and other such natural products

Open Space

Design Objective

- I. To ensure that development provides an appropriate interface with the public open space
- II. To maximise the potential for passive surveillance

Assessment Criteria

- i. Where an area of public open space is provided the surrounding development must address the open space by maximising passive surveillance from habitable rooms; buildings must front onto the open space through placement of doors, windows and balconies to create a safe and comfortable relationship to the public open space

Fencing

Design Objective

- I. To ensure that fencing does not detract from the function and appearance of the streetscape

Assessment Criteria

- i. The interface between private lots and the public open space may be fenced to a maximum height of 1.2 ~~metres~~ from natural ground level, but must be visually permeable above a height of 1 ~~metre~~ above natural ground level

Landscaping

Design Objective

- I. To ensure an attractive streetscape environment
- II. To aid the sustainability of a building through the provision of permeable surface

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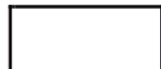
Assessment Criteria

- i. The front setback area shall include provision for elements of soft landscaping
- ii. In ground landscaping is preferred over shallow landscaping above basements, particularly in front setback areas which provides the opportunity for tree planting



Figure 13_Typical cross section for medium density built form typology

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2.5 Mixed Residential Typology

The Robb Jetty Precinct encourages the exploration of innovative approaches to higher density living, emphasising the need to reflect the Cockburn Coast vision of offering choice and variety of living and working opportunities in a form and density that supports the planned Bus Rapid Transit (BRT) system. The Mixed Residential Typology area addresses the 'missing middle' by offering a range of medium density housing typologies. This Typology area evolved from an intensive, design-led, exploration of ground-breaking urban forms. It is intended that the urban form will be unique in the overall precinct and present a point of difference to development elsewhere in the Cockburn Coast district.

In addition to mid-rise apartment living around the western and southern edges, the area will feature a diverse mix of high quality compact single housing options, around a public realm design that blurs the lines between streets and open space. Streets will be designed with visual amenity, landscape and pedestrian movement assuming equal importance to the private vehicle. As a compact, high-density area the built form will be close, special setbacks will apply, and the relationship between private living space and public open space (POS) will be strong.

As a special precinct, the City is prepared to vary some requirements of the Robb Jetty Local Structure Plan (LSP), to facilitate the exploration of creative ideas, on the basis that planning for the area will undergo a rigorous process of consultative, design-led enquiry, including but not limited to, the following steps:

1. Vision definition, explaining how the precinct will differ from other precincts in the Robb Jetty LSP area;
2. An integrated design process, involving qualified architects, landscape architects, urban designers, and civil engineers;
3. Independent design input or peer review from an independent expert in urban design or architecture, such input to be formally documented;
4. Regular engagement with technical staff from the City of Cockburn and Department of Lands, Planning and Heritage, in the form of workshops and briefings, from the initial formation of a design vision to completion of a masterplan concept;
5. Preparation of a masterplan which illustrates a cohesive design that blends the built form, movement systems, open space and servicing, including, but not limited to, the following key elements:
 - a) An overall urban form - in terms of dwelling styles, streets and open space – that displays a unique innovation precinct to address the 'missing middle' and provide a range of living choices that will present a new living choice to the precinct;
 - b) Illustration of proposed dwelling forms, building height and massing;
 - c) Demonstration that the dwelling yield identified in the Robb Jetty LSP is maintained;
 - d) Demonstration that the plan will offer a community benefit outcome equal to, or better than, the urban pattern envisaged under the Robb Jetty LSP;
 - e) Demonstration that the plan will not compromise the planned function or amenity of adjoining typology areas; and

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f) An implementation strategy that ensures the public realm design will be developed in accordance with the plan and that the built form will be delivered in an orderly and progressive manner.

It is also required that any development application in the Mixed Residential Typology area is to be considered by the Design Review Panel (DRP) and written endorsement provided prior to formal consideration by the City of Cockburn.

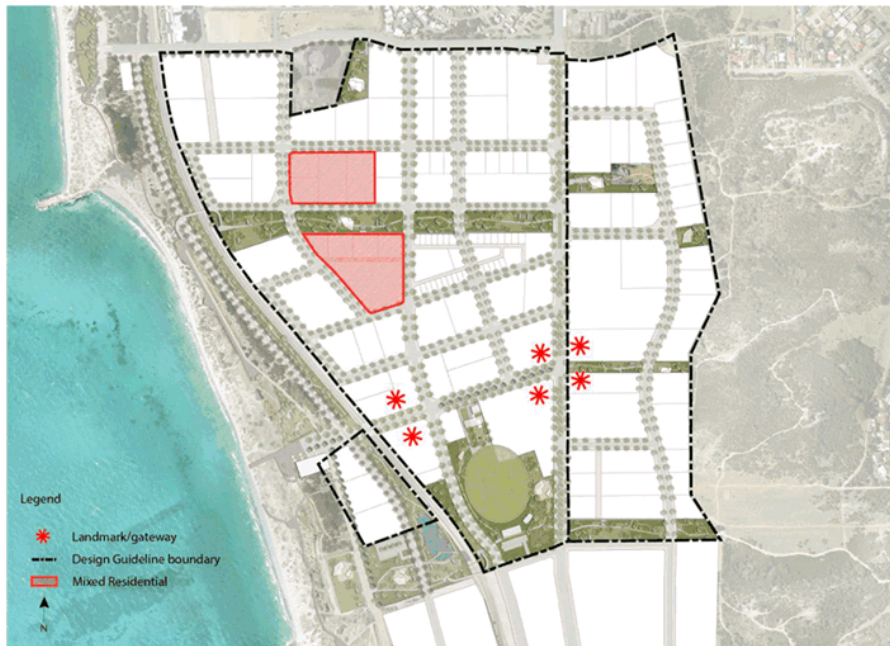


Figure 14. Mixed Residential built form typology

Building Setbacks

Design Objective

- I. Building setbacks frame streetscapes and public open spaces
- II. Building setbacks accommodate landscaping which slightly widens and softens the streetscape

Assessment Criteria

- i. Building setbacks are to be in accordance with the following table



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Setback	Primary Street (minimum)	Secondary (minimum)	Laneway (minimum)	Public Open Space – Northern Drainage Swale (minimum)	Public Open Space – Central Spine (minimum)
Levels 1-3	3m	Nil	Nil	3m to wall and 2m to balconies (cantilevered/light weight only)	2m to wall and nil to balconies (cantilevered/light weight only)
Levels 4+	5m to wall and 2m to balconies (cantilevered/light weight only)	3m to wall and 2m to balconies (cantilevered/light weight only)	3m	5m to wall and 2m to balconies (cantilevered/light weight only)	4m to wall and 2m to balconies (cantilevered/light weight only)

Table 05 Building Setbacks for mixed residential development

- ii. Buildings shall be setback from any boundary adjoining public parkland as specified in the above table. This setback area shall include space for landscaping, and if necessary, an outdoor living area. Where an additional outdoor living area is to be provided, the additional outdoor living area shall be absorbed into the building space (i.e. building shall cantilever over the outdoor living area)

Building Articulation

Design Objective

- I. To ensure that building facades add positively to the public realm and its interest. Building articulation will encourage interaction with the street and passive surveillance of adjacent spaces
- II. To promote a pedestrian scale of buildings at street level
- III. The building design shall demonstrate an appropriate level of articulation to avoid building bulk appearing excessive
- IV. Building articulation will express a vibrant and modern design aesthetic

Assessment Criteria

- i. Permanent blank walls are not permitted to any street frontage. Major openings are required to provide for surveillance and interaction with the public realm
- ii. The facade detail may be simplified on loading areas, parapet walls and walls to 'back of house' areas
- iii. Built form is to address parks, pedestrian access ways and in particular laneways by providing windows, balconies or suitable facade articulation facing these areas. These elevations are to match the design quality of the dwellings primary street elevation

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- iv. Corner buildings are to address both frontages through the provision of:
 - a. distinct building form at corners;
 - b. variation in materials and colours; and
 - c. varied balcony treatments

Roof Form

Design Objective

- I. The roof form should be designed as a contemporary and integrated architectural structure as befits this unique metropolitan coastal location

Assessment Criteria

- i. Use of skillion roofs and modern materials is actively promoted
- ii. Use of dark tiles is discouraged
- iii. Lighting or similar features may be used to accentuate the roofscape and provide a positive architectural feature at night
- iv. Flat roofs are acceptable where concealed behind a building parapet

Building Levels

Design Objective

- I. To ensure development maintains a positive relationship with the street such that pedestrian movement, sight lines and streetscape character are maximised
- II. To allow for the safe use of ceiling fans for cooling

Assessment Criteria

- i. All development shall maintain a minimum floor to floor height of 3.1m. Apartments shall achieve minimum floor to ceiling levels as outlined in Clause 4.3 of the Residential Design Codes Volume 2 – Apartments.
- ii. All development is to achieve a minimum finished floor level of +3.8AHD to ensure development takes into account coastal erosion and accretion patterns. Non habitable rooms and the provision of basement parking are exempt from the finished floor level stated above
- iii. Where residential apartments are proposed on the ground floor adjacent to a street or public open space, a grade separation from 0.5m to 1.2m between the finished floor level of the ground floor and the adjacent street or public open space is encouraged in order to create a visual distinction between the public and private space
- iv. Where single dwellings are proposed on the ground floor adjacent to a street or public open space, a transition between the public and private realm is encouraged to create a visual distinction.

Building Height

Design Objective

- I. Building heights will respond to the pedestrian scale, urban character, intended dwelling density, land use mix as well as the natural topography of the area
- II. The built form of an area shall provide a pedestrian scaled street interface with taller upper floors setback from the street alignment
- III. The built form shall minimise overshadowing to adjacent streets and public spaces

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Assessment Criteria

- i. Development shall be in accordance with the Building Height Plan (Figure 14)
- ii. A Local Development Plan shall be prepared to stipulate more specific height limits for designated sites within the area

Building Materials

Design Objective

- I. To encourage a style of development that is consistent with the coastal location
- II. To provide for a consistency in the standard of finish and materials throughout Cockburn Coast
- III. To foster a sense of place through an identifiable character and style of development

Assessment Criteria

- i. Extensive use of concrete tilt panels is discouraged. Where concrete tilt panels are used, they shall be integrally coloured (colour tinted concrete)
- ii. Moulded textures imprinted in the external surfaces of any concrete panels are encouraged
- iii. Painted finishes and rendered textures over concrete panels are not permitted
- iv. The use of natural materials such as stone, timber and other such natural products is encouraged in both interior and exterior finishes

Open Space

Design Objective

- I. To ensure that development provides an appropriate interface with the public open space
- II. To maximise the potential for passive surveillance

Assessment Criteria

- i. Where an area of public open space is provided the surrounding development must address the open space by maximising passive surveillance from habitable rooms; buildings must front onto the open space through placement of doors, windows and balconies to create a safe and comfortable pedestrian environment

Fencing

Design Objective

- I. To ensure that the provision of fencing does not detract from the function and appearance of the public realm

Assessment Criteria

- i. The interface between private lots and the public open space may be fenced to a maximum height of 1.2m from natural ground level, but must be visually permeable above a height of 1m above natural ground level
- ii. For apartment development, fencing shall generally not be permitted in the primary or secondary street setback areas

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Access and Parking

Design Objective

- I. The design and location of vehicle crossovers should minimise the impact on the pedestrian amenity of the street environment
- II. Provide sufficient visitor parking for the proposed development precinct
- III. Promote street design that creates a shared environment for pedestrian, cyclists and vehicle movement

Assessment Criteria

- i. Open carports are permitted for terrace style or single dwellings where it is considered to improve streetscape character and surveillance, provided that storage and drying areas are suitably screened from public view
- ii. Tandem parking will be permitted where two or more parking bays are provided for the exclusive use of the same dwelling
- iii. Car park entries, driveway crossovers, service areas and bin refuse collection points should be constructed from materials consistent with the road pavement and landscape design treatments of the of the adjacent street
- iv. Where terrace style or single residential lots are proposed the required visitor parking provision shall be located in streets that are immediately adjacent, or in close proximity, to the development

Waste Management

Design Objective

- I. Services required for the function of all proposed development shall be appropriately considered

Assessment Criteria

- iv. Building design shall demonstrate compliance with an approved integrated Waste Management Strategy or as otherwise approved by the City
- v. Rubbish bin storage areas shall be integrated into the development and located to minimise the impact on adjoining residences and the public realm

Landscaping

Design Objective

- I. To ensure an attractive streetscape environment
- II. To aid the sustainability of a building through the provision of permeable surface

Assessment Criteria

- i. The front setback area shall include provision for elements of soft landscaping
- ii. In ground landscaping is preferred over shallow landscaping above basements
- iii. Paving that is contiguous with foot paths and other paving in the public realm shall be of the same style and materials, matching exactly wherever possible

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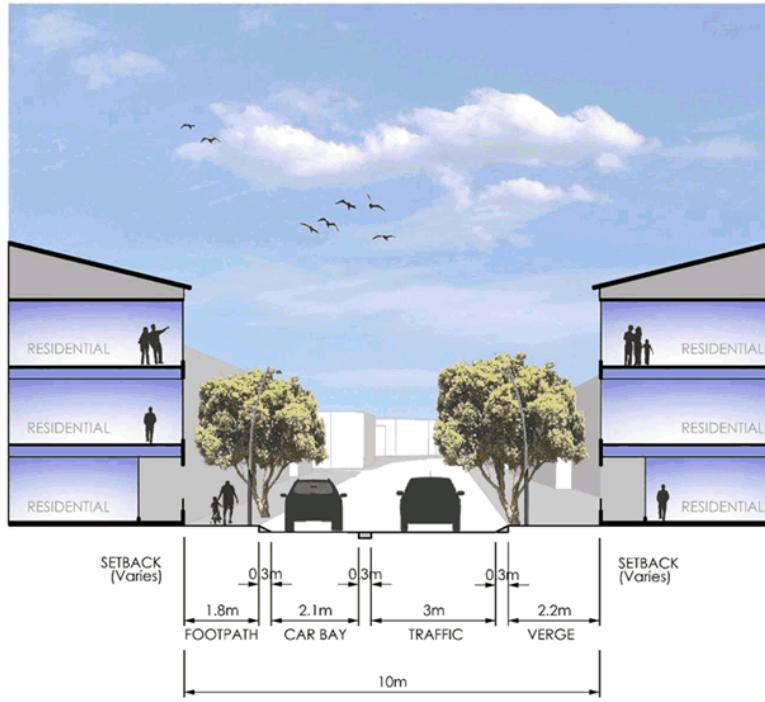


Figure 16 Typical cross section of Mixed Residential adjoining road



Mixed Residential Development showing the use of natural materials in the facade and a provision of high quality building articulation in keeping with the objectives of these design guidelines

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~~3.~~ ~~2.~~ General Provisions

~~3.1~~ ~~2.1~~ **Built Form Requirements**

Built form should provide a pedestrian scale and define streets and public spaces whilst contributing towards creating an urban presence. The built form will contribute towards the intended streetscape character and typology. Taking cues from the natural assets of the site building height responds to site topography, maximising views to the ocean particularly for residential development.

For private open space, visual privacy, storage for grouped and multiple dwellings requirements refers to the relevant section of the R-Codes. For private open space for single houses refer to the relevant Local Development Plan (LDP) or if not specified in the LDP refer to the City of Cockburn's Local Planning Policy LPP 1.16 Single House Standards for Medium Density Housing in the Development Zone. Other elements not listed in the relevant LDP or LPP 1.16 shall be assessed as per the Residential Design Codes.

~~2.1.1~~ ~~3.1.1~~ **Building Height**

Design Objective

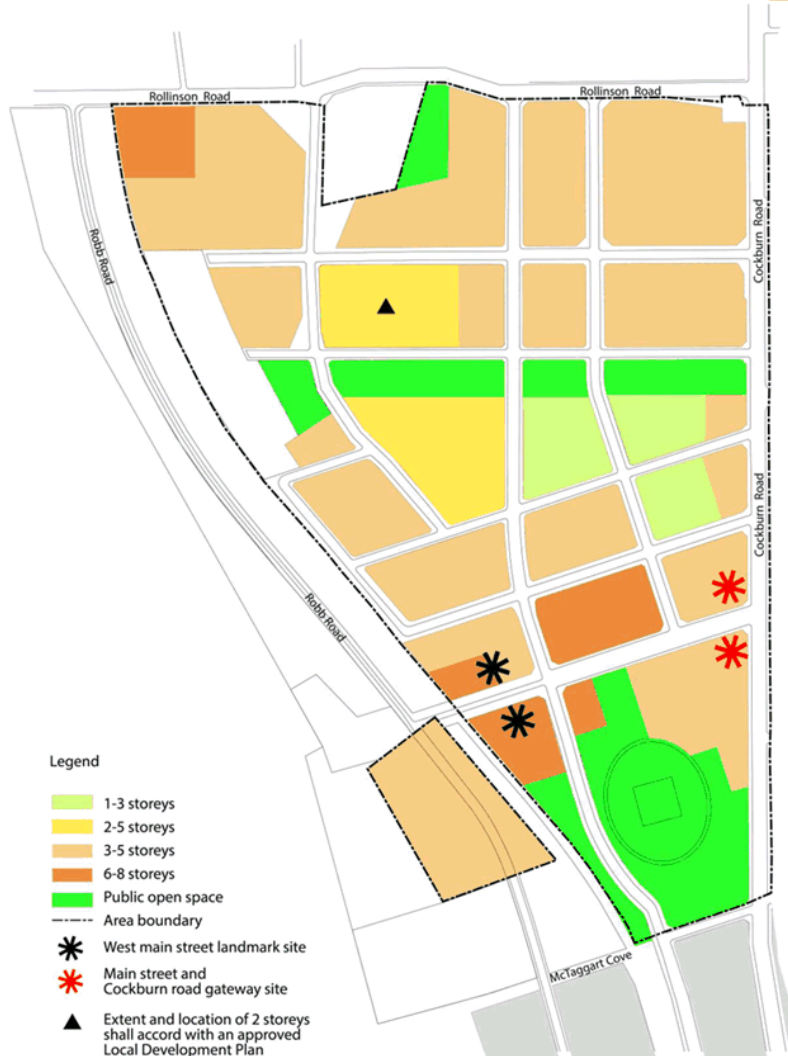
- I. Building heights will respond to the pedestrian scale and urban character of Cockburn Coast, intended dwelling density and land use mix as well as the natural topography
- II. The built form of an area shall provide a pedestrian scaled street interface with taller upper floors setback from the street alignment
- III. The built form shall minimise overshadowing to adjacent streets and public spaces

Assessment Criteria

- i. Heights to be in accordance with the typology specific built form requirements and the Building Height Plan below in Figure 14
- ii. The proposed Primary School may be approved with a minimum of two storeys



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- Legend**
- 1-3 storeys
 - 2-5 storeys
 - 3-5 storeys
 - 6-8 storeys
 - Public open space
 - Area boundary
 - * West main street landmark site
 - * Main street and Cockburn road gateway site
 - ▲ Extent and location of 2 storeys shall accord with an approved Local Development Plan

Figure 1415 Building Height Plan [50]

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2.1.2 3.1.2 Facades

Design Objective

- I. Building facades add significantly to the public realm and its interest. A vibrant and modern design aesthetic for Cockburn Coast will require the provision of visually engaging building exteriors which encourage interaction with the street and passive surveillance of adjacent spaces

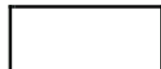
Assessment Criteria

- i. Fenestration, entrances, balconies and awnings shall be provided in a manner that creates visual cohesiveness, interest and interaction with the public realm
- ii. An exposed parapet or boundary wall must have the same standard of finish as the primary facade. Detailing for permanently exposed blank walls shall include texture, patterns or suitable alternatives to the finish of the wall to address the objective
- iii. External ducting, air conditioners, plants, pipes, lift over-runs, service doors and similar building services must be screened from public view or adjacent property and incorporated into the building at the initial design stage
- iv. Ground floor lobbies shall be clearly delineated, well lit and safe to access
- v. Facade design shall address crime prevention through environmental design (CPTED) principles



Buildings shall provide a break up of bulk and scale through ar

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Building facades are to be finished with fine grain architectural elements

2.1.3 3.1.3 Roof Form

Design Objective

- I. The roof form as seen from the street or adjoining sites should be designed to make a contemporary and positive architectural contribution to the streetscape and skyline. Where appropriate the roof form can be designed to enhance the architecture and contribute to creating local landmarks through the use of integrated architectural form and detailing

Assessment Criteria

- i. Roof designs must conceal roof plant and equipment including lift over run structures from view from the public realm and street level
- ii. Lighting or similar features may be used to accentuate the roofscape to provide a feature at night
- iii. Flat roofs are acceptable where concealed behind a building parapet
- iv. Flat roof areas that are **accessible-accessible** concealed behind a building parapet and provide a minimum dimension of 2.4m may be used as an outdoor living area or communal open space, however shall not count towards the private open space area requirement.

2.1.4 3.1.4 Lighting

Design Objective

- I. To ensure perceived and actual safety for all users of the area is achieved by providing lighting around public spaces that allows for a high degree of visibility of pedestrians at all times

Assessment Criteria

- i. Lighting to be integrated into built form to highlight architectural features
- ii. Ensure inset spaces, access, egress and signage is well lit
- iii. Lighting is to be incorporated into building awnings over the footpath and building entrances

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iii.



Innovative lighting built into the facade of a building can contribute to an activated and interesting façade

2.4.5 3.1.5 Acoustics and Vibration

Design Objective

- I. To facilitate a sustainable mixed use environment where a variety of land uses can co-exist
- II. To ensure appropriate noise intrusion and noise emission mitigation measures are incorporated into building design and construction and where necessary, building refurbishment

Assessment Criteria

- i. Design of Noise sensitive premises must be give consideration to the following:
 - a) the identification of existing/potential environmental noise sources;
 - b) development orientation and layout taking into account the location of existing/potential environmental noise sources;
 - c) the location of bedrooms away from noise sources;
 - d) the location of balconies and windows away from noise sources;
 - e) the use of built form (blade walls, etc) to screen noise sources; and
 - f) the use of building design elements (balcony balustrades, decorative screens, etc) to provide some reduction in noise impact on windows.
- ii. Notifications are required to be applied to the created land title and any subsequent strata titles of any noise sensitive premises pursuant to section 70A of the *Transfer of Land Act 1893*, together with section 165 of the *Planning and Development Act 2005* to inform prospective land owners and residents of the likelihood of higher noise levels associated within the inner city environment

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- iii. An acoustic and vibration (as deemed required in the local structure plan) report and associated plans are required detailing compliance with the above design objectives and assessment criteria for noise sensitive and commercial developments. The report is to be prepared by a qualified and experienced acoustic consultant and submitted as part of a DA and should address the requirements of State Planning Policy 5.4 Road and Rail Transport Noise and Freight Considerations in Land Use Planning (and associated guidelines), the City of Cockburn's Local Planning Policy LPP 1.12 Noise Attenuation and Quiet House Design Principles

2.1.6 3.1.6 Active Edges and Street Relationship

Design Objective

- I. The activation of streets and other publicly accessible spaces are fundamental to providing an attractive and safe pedestrian environment throughout Cockburn Coast
- II. All development must be designed to activate streets and laneways. This can be achieved by utilising major openings to residential and commercial land uses, alfresco dining areas, pedestrian shelters and legible building entries to create a vibrant, diverse and safe environment

Assessment Criteria

- i. Passive surveillance of communal areas and public spaces shall be integrated into building design, providing for overlooking of the street, public space and communal open space
- ii. Pedestrian entrances are to be highly visible
- iii. Ground floor non-residential frontages should be designed as shop fronts with no less than 80% of the shop front glazed with clear glass
- iv. Car park entries are to be located appropriately to avoid disruption of the pedestrian experience
- v. Inactive ground floor uses are to be avoided within the Activity Centre and Mixed Use areas particularly on the Robb Jetty Main Street and surrounding the identified landmark development sites

2.1.7 3.1.7 Heritage Considerations

Design Objective

- I. Development of site adjacent to a heritage place shall be respectful of the recognised cultural heritage significance; and should not adversely affect the heritage significance

Assessment Criteria

- i. New buildings adjacent to a Heritage Place should conform with the provisions of the City's Heritage Conservation Guidelines policy to ensure that they respect the heritage significance of the place
- ii. Any new work adjacent to a significant tree should not affect the appearance or health of the tree

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Ground floor commercial land uses will provide active street edges



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23.2 .2 — Service Infrastructure and Access

Service infrastructure and access arrangements are an important part of allowing development to function effectively. However, these elements can often create unsightly urban environments and therefore appropriate treatment and coordination of these elements is required to make them an integral part of new development

2.2.1 3.2.1 Internal Access

Design Objective

- I. Internal access within street blocks to perform as one coordinated and efficient movement network

Assessment Criteria

- i. Internal access ways servicing development to be designed to facilitate adjoining development and where logical allow for reciprocal access arrangements

2.2.2 3.2.2 Parking

Design Objective

- I. Development will encourage and support alternative modes of transport to the car by limiting and screening the provision of car parking on site

Assessment Criteria

- i. Vehicle crossovers for non-residential development are required to be built underneath the building or provide design elements above the crossover to reduce the street impact and pedestrian environment
- ii. Reciprocal use of commercial car parking bays for uses within a comprehensive development with different peak usage requirements (such as restaurants and offices) may be considered
- iii. Residential parking is to be provided in accordance with the City of Cockburn Town Planning Scheme No.3 and the Residential Design Codes of Western Australia.

2.2.3 3.2.3 Parking Location and Access

Design Objective

- I. The number of vehicle crossovers into a development is to be minimised to create a pedestrian friendly environment
- II. Parking is to be located so as minimise the visual impact on the public realm

Assessment Criteria

- i. All on site car parking facilities are to be concealed from public view to ensure car parking does not dominate streetscapes or create conflict with pedestrian and vehicle movement
- ii. Car parking entry is to be subservient to pedestrian entries and shall address street spaces, building returns and recesses
- iii. Where terrace style or single residential lots are proposed vehicle access must be provided at the rear of the dwellings
- iv. Car parking is to be concealed from public view by habitable frontages, or high quality landscaping along minor/secondary streets

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- v. Parking facilities should not be visible from public open space
- vi. Where garage doors service only one dwelling they should be no wider than 6 metres m

2.2.4 3.2.4 Sleeved Parking

Design Objective

- i. To screen multi storey car parks from the public realm and to provide active frontages to the street

Assessment Criteria

- i. All multi storey car parking structures should be sleeved by development to ensure car parking is screened from view of the public realm
- ii. Sleeve above ground car parking structures with other uses, such as offices, residential and retail
- iii. Where it is not possible for car parking structure to be screened any car parking structures that contain three or more levels must be appropriately designed and screened from adjacent or nearby buildings and the street through the use of innovative wall detailing, decorative screening, patterning and vegetation

2.2.5 3.2.5 End of Trip Facilities

Design Objective

- i. To encourage the use of bicycles, walking and other alternative means of transport to reduce the use of private motor vehicles and contribute to public health

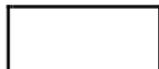
Assessment Criteria

- i. Provision of adequate bicycle and change room facilities. Secure lockers, bicycle storage and showers shall be provided within buildings
- ii. Developments are to be provided with end of trip facilities in accordance with the following table

Commercial	1 Secure bicycle storage per 150m ² of Net Lettable Area (NLA); and
Accessible showers	There must be a minimum of two female and two male showers, located in separate changing rooms, for the first 10 bicycle parking bays. Additional shower facilities to be provided at a rate of one male and one female shower for every 10 bicycle parking bays or part thereof.
Changing facilities	Including secure lockers at 1.5 for each bicycle parking bay.
Visitor Bicycle Storage	A minimum of 1 space per 750m ² of NLA. Located and signed near the main public entrance to the building.
Residential	Bicycle parking facilities for multiple dwellings, short stay accommodation and serviced apartments shall be provided at a minimum of 1 bay per unit.

Table 05_ End of trip facility provision rates

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End of trip facilities



Use of screening can minimise the impact of parking structures

2.2.6 3.2.6 Site Services

Design Objective

- I. Services and related elements required for the function of the building shall be appropriately screened or integrated into the building design

Assessment Criteria

- i. Air-conditioning units must not be visible from the streets and laneways
- ii. Service pipes and wired services are to be concealed from public view
- iii. All meters to be contained within development lots to the requirements of the appropriate authorities
- iv. Provide secure and accessible facilities for mail delivery
- v. Commercial utility and waste storage areas are to be screened or located behind buildings and not visible from public view and residential apartments
- vi. Fire booster cabinets and associated infrastructure are to be discretely designed into development and must not dominate any frontage

2.2.7 3.3 Sustainability Requirements

Integral to the sustainability of the development will be the provision of affordable housing and facilities to encourage alternative modes of transport to the private car. This will

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promote a healthy lifestyle that encourages people to actively engage with the urban environment and create a robust and diverse community

2.3.4 3.3.1 Sustainable Travel

Design Objective

- I. To reduce greenhouse gases through the reduction of motorised transport to and from Cockburn Coast and encourage residents and site visitors to improve their physical health through walking, cycling or other physically active forms of transport either solely or in combination with public transport

Assessment Criteria

- i. Demonstrate that pedestrians and cyclists have been prioritised within the development
- ii. Surface finishes of all driveways and pathways to be safe and comfortable for pedestrians and cyclists
- iii. Grade changes between private and public spaces to be complementary and accessible

3.4 2.4 Laneways

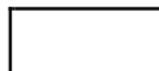
2.4.1 3.4.1 Residential and Commercial Laneways

Design Objective

- I. To create unique and attractive built form and character along laneways through sensitive and innovative design
- II. To encourage activity and interaction between public laneways and adjacent private uses at the ground level
- III. To reinforce the primary function of laneways as key service and vehicle access spaces within the development
- IV. Encourage development to provide highly articulated and well detailed facades that create visual interest, particularly at the lower levels
- V. Encourage development to orientate windows and balconies to overlook lane ways

Assessment Criteria

- i. Residential Laneways
 - a) For lots with a laneway frontage of 8-metresm or greater, pedestrian access to the laneway from the lot should be provided
 - b) Buildings are to provide an elevation to the laneway that is articulated and similarly detailed to the front facade
- ii. Commercial Laneways



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- a) Laneways within the activity centre and mixed used zones are encouraged to be activated at ground floor level, but shall not be done so to the detriment to the activation of the primary or streetscape facade of the building
- b) Buildings shall maintain a nil setback to the laneway for the first three storeys
- c) The minimum setback above 3 storeys should be a distance equivalent to the width of the lane, unless it can be demonstrated that a lesser setback protects the quality of the pedestrian space at ground level including:
 - a. by maintaining or providing greater access to sunlight;
 - b. by maintaining or providing greater wind protection; and
 - c. by avoiding a sense of enclosed space.
- d) Buildings are to provide an elevation to the laneway that is articulated and similarly detailed to the front facade
- e) Development should contain a door which addresses the laneway or is accessed via its own pedestrian access gate



Activated laneways encourage vitality and interaction between public laneways and adjacent private uses

a- **3.5 Communal Open Space**

Design Objective

- I. To provide an adequate area of quality communal open space for multiple dwelling developments which will enhance residential amenity and provide opportunities for soft landscape areas.

Assessment Criteria

[60]

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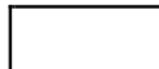
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- i. Communal open space is provided for multiple dwellings in accordance with Clause 3.4 of the Residential Design Codes Volume 2 – Apartments, at the following rates:
 - a) Up to 10 dwellings – no requirement
 - b) 11 to 20 dwellings – 10% of site area
 - c) 21-30 dwellings – 15% of site area
 - d) i. 31+ dwellings – 20% of site area
- ii. Developments achieve a minimum of 50% direct sunlight to the principal usable part of the primary communal open space for a minimum of two hours between 9am and 3pm on 21 June (mid-winter)

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2.5 Stage 3 Addendum

Mixed Residential Typology

The Robb Jetty Precinct encourages the exploration of innovative approaches to higher density living, emphasising the need to reflect the Cockburn Coast vision of offering choice and variety of living and working opportunities in a form and density that supports the planned Bus Rapid Transit (BRT) system. The Mixed Residential Typology area addresses the 'missing middle' by offering a range of medium density housing typologies. This Typology area evolved from an intensive, design-led, exploration of ground-breaking urban forms. It is intended that the urban form will be unique in the overall precinct and present a point of difference to development elsewhere in the Cockburn Coast district.

In addition to mid-rise apartment living around the western and southern edges, the area will feature a diverse mix of high quality compact single housing options, around a public realm design that blurs the lines between streets and open space. Streets will be designed with visual amenity, landscape and pedestrian movement assuming equal importance to the private vehicle. As a compact, high density area the built form will be close, special setbacks will apply, and the relationship between private living space and public open space (POS) will be strong.

As a special precinct, the City is prepared to vary some requirements of the Robb Jetty Local Structure Plan (LSP), to facilitate the exploration of creative ideas, on the basis that planning for the area will undergo a rigorous process of consultative, design-led enquiry, including but not limited to, the following steps:

1. Vision definition, explaining how the precinct will differ from other precincts in the Robb Jetty LSP area;
2. An integrated design process, involving qualified architects, landscape architects, urban designers, and civil engineers;
3. Independent design input or peer review from an independent expert in urban design or architecture, such input to be formally documented;
4. Regular engagement with technical staff from the City of Cockburn and Department of Lands, Planning and Heritage, in the form of workshops and briefings, from the initial formation of a design vision to completion of a masterplan concept;
5. Preparation of a masterplan which illustrates a cohesive design that blends the built form, movement systems, open space and servicing, including, but not limited to, the following key elements:
 - a) An overall urban form – in terms of dwelling styles, streets and open space – that displays a unique innovation precinct to address the 'missing middle' and provide a range of living choices that will present a new living choice to the precinct;
 - b) Illustration of proposed dwelling forms, building height and massing;
 - c) Demonstration that the dwelling yield identified in the Robb Jetty LSP is maintained;
 - d) Demonstration that the plan will offer a community benefit outcome equal to, or better than, the urban pattern envisaged under the Robb Jetty LSP;
 - e) Demonstration that the plan will not compromise the planned function or amenity of adjoining typology areas; and

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f) An implementation strategy that ensures the public realm design will be developed in accordance with the plan and that the built form will be delivered in an orderly and progressive manner.

It is also required that any development application in the Mixed Residential Typology area is to be considered by the Design Review Panel (DRP) and written endorsement provided prior to formal consideration by the City of Cockburn.



Figure 15_Mixed Residential built form typology

Building Setbacks

Design Objective

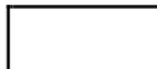
- I. Building setbacks frame streetscapes and public open spaces
- II. Building setbacks accommodate landscaping which slightly widens and softens the streetscape

Assessment Criteria

- i. Building setbacks are to be in accordance with the following table

Setback	Primary Street (minimum)	Secondary (minimum)	Laneway (minimum)	Public Open Space – Northern Drainage Swale (minimum)	Public Open Space – Central Spine (minimum)
Levels 1-3	3.0 metres	Nil	Nil	3.0 metres to wall and 2.0 metres to	2.0 metres to wall and nil to balconies

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				balconies (cantilevered/light weight-only)	(cantilevered/light weight-only)
Levels 4+	5.0 metres to wall and 2.0 metres to balconies (cantilevered/light-weight only)	3.0 metres to wall and 2.0 metres to balconies (cantilevered/light-weight only)	3.0 metres	5.0 metres to wall and 2.0 metres to balconies (cantilevered/light weight-only)	4.0 metres to wall and 2.0 metres to balconies (cantilevered/light weight-only)

Table 05— Building Setbacks for mixed residential development

- ii. Buildings shall be setback from any boundary adjoining public parkland as specified in the above table. This setback area shall include space for landscaping, and if necessary, an outdoor living area. Where an additional outdoor living area is to be provided, the additional outdoor living area shall be absorbed into the building space (i.e. building shall cantilever over the outdoor living area)

Building Articulation

Design Objective

- I. To ensure that building facades add positively to the public realm and its interest. Building articulation will encourage interaction with the street and passive surveillance of adjacent spaces
- II. To promote a pedestrian scale of buildings at street level
- III. The building design shall demonstrate an appropriate level of articulation to avoid building bulk appearing excessive
- IV. Building articulation will express a vibrant and modern design aesthetic

Assessment Criteria

- i. Permanent blank walls are not permitted to any street frontage. Major openings are required to provide for surveillance and interaction with the public realm
- ii. The facade detail may be simplified on loading areas, parapet walls and walls to 'back of house' areas
- iii. Built form is to address parks, pedestrian access ways and in particular laneways by providing windows, balconies or suitable facade articulation facing these areas. These elevations are to match the design quality of the dwellings primary street elevation



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- iv. Corner buildings are to address both frontages through the provision of:
 - a. distinct building form at corners;
 - b. variation in materials and colours; and
 - c. varied balcony treatments

Roof Form

Design Objective

- i. The roof form should be designed as a contemporary and integrated architectural structure as befits this unique metropolitan coastal location

Assessment Criteria

- i. Use of skillion roofs and modern materials is actively promoted
- ii. Use of dark tiles is discouraged
- iii. Lighting or similar features may be used to accentuate the roofscape and provide a positive architectural feature at night
- iv. Flat roofs are acceptable where concealed behind a building parapet

Building Levels

Design Objective

- i. To ensure development maintains a positive relationship with the street such that pedestrian movement, sight lines and streetscape character are maximised
- ii. To allow for the safe use of ceiling fans for cooling

Assessment Criteria

- i. All development shall maintain a minimum floor to floor height of 3.1 metres
- ii. All development is to achieve a minimum finished floor level of +3.8AHD to ensure development takes into account coastal erosion and accretion patterns. Non habitable rooms and the provision of basement parking are exempt from the finished floor level stated above
- iii. Where residential apartments are proposed on the ground floor adjacent to a street or public open space, a grade separation from 0.5 metres to 1.2 metres between the finished floor level of the ground floor and the adjacent street or public open space is encouraged in order to create a visual distinction between the public and private space
- iv. Where single dwellings are proposed on the ground floor adjacent to a street or public open space, a transition between the public and private realm is encouraged to create a visual distinction,

Building Height

Design Objective

- i. Building heights will respond to the pedestrian scale, urban character, intended dwelling density, land use mix as well as the natural topography of the area
- ii. The built form of an area shall provide a pedestrian scaled street interface with taller upper floors setback from the street alignment
- iii. The built form shall minimise overshadowing to adjacent streets and public spaces

Assessment Criteria

[65]



Title	Cockburn Coast Design Guidelines for Robb Jetty <u>and</u> Emplacement Precincts
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- i. Development shall be in accordance with the Building Height Plan (Figure 14)
- ii. A Local Development Plan shall be prepared to stipulate more specific height limits for designated sites within the area

Building Materials

Design Objective

- i. To encourage a style of development that is consistent with the coastal location
- ii. To provide for a consistency in the standard of finish and materials throughout Cockburn Coast
- iii. To foster a sense of place through an identifiable character and style of development

Assessment Criteria

- i. Extensive use of concrete tilt panels is discouraged. Where concrete tilt panels are used, they shall be integrally coloured (colour tinted concrete)
- ii. Moulded textures imprinted in the external surfaces of any concrete panels are encouraged
- iii. Painted finishes and rendered textures over concrete panels are not permitted
- iv. The use of natural materials such as stone, timber and other such natural products is encouraged in both interior and exterior finishes

Open Space

Design Objective

- i. To ensure that development provides an appropriate interface with the public open space
- ii. To maximise the potential for passive surveillance

Assessment Criteria

- i. Where an area of public open space is provided the surrounding development must address the open space by maximising passive surveillance from habitable rooms; buildings must front onto the open space through placement of doors, windows and balconies to create a safe and comfortable pedestrian environment

Fencing

Design Objective

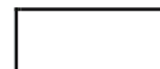
- i. To ensure that the provision of fencing does not detract from the function and appearance of the public realm

Assessment Criteria

- i. The interface between private lots and the public open space may be fenced to a maximum height of 1.2 metres from natural ground level, but must be visually permeable above a height of 1.0 metre above natural ground level
- ii. For apartment development, fencing shall generally not be permitted in the primary or secondary street setback areas

Access and Parking

[66]



Title	Cockburn Coast Design Guidelines for Robb Jetty and Emplacement Precincts
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Design Objective

- I. The design and location of vehicle crossovers should minimise the impact on the pedestrian amenity of the street environment
- II. Provide sufficient visitor parking for the proposed development precinct
- III. Promote street design that creates a shared environment for pedestrian, cyclists and vehicle movement

Assessment Criteria

- i. Open carports are permitted for terrace style or single dwellings where it is considered to improve streetscape character and surveillance, provided that storage and drying areas are suitably screened from public view
- ii. Tandem parking will be permitted where two or more parking bays are provided for the exclusive use of the same dwelling
- iii. Car park entries, driveway crossovers, service areas and bin refuse collection points should be constructed from materials consistent with the road pavement and landscape design treatments of the adjacent street
- iv. Where terrace style or single residential lots are proposed the required visitor parking provision shall be located in streets that are immediately adjacent, or in close proximity, to the development

Waste Management

Design Objective

- I. Services required for the function of all proposed development shall be appropriately considered

Assessment Criteria

- iv. Building design shall demonstrate compliance with an approved integrated Waste Management Strategy or as otherwise approved by the City
- v. Rubbish bin storage areas shall be integrated into the development and located to minimise the impact on adjoining residences and the public realm

Landscaping

Design Objective

- I. To ensure an attractive streetscape environment
- II. To aid the sustainability of a building through the provision of permeable surface

Assessment Criteria

- i. The front setback area shall include provision for elements of soft landscaping
- ii. In ground landscaping is preferred over shallow landscaping above basements
- iii. Paving that is contiguous with foot paths and other paving in the public realm shall be of the same style and materials, matching exactly wherever possible

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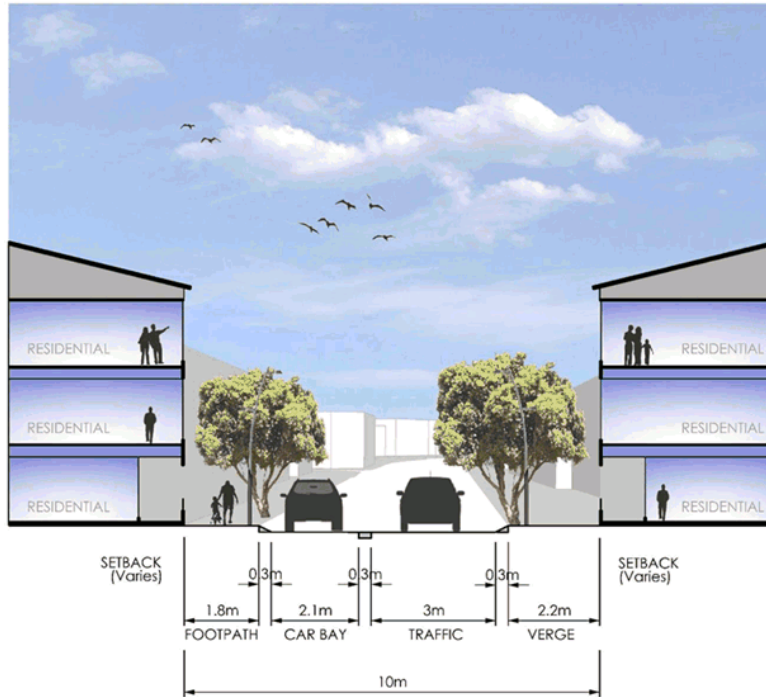


Figure 16_Typical cross-section of Mixed-Residential adjoining road



Mixed Residential Development showing the use of natural materials in the facade and a provision of high quality building articulation in keeping with the objectives of these design guidelines

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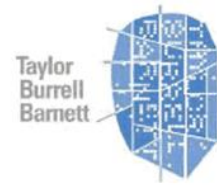
Title	Cockburn Coast Design Guidelines for Robb Jetty <u>and</u> Emplacement Precincts
Policy Number <small>(Governance Purpose)</small>	LPP 4.6



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
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[69]





Design Guidelines for the Robb Jetty and Emplacement Precinct



Prepared for **Schaffer Corporation / City of Cockburn**
Prepared by **Taylor Burrell Barnett**

October 2019



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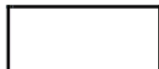
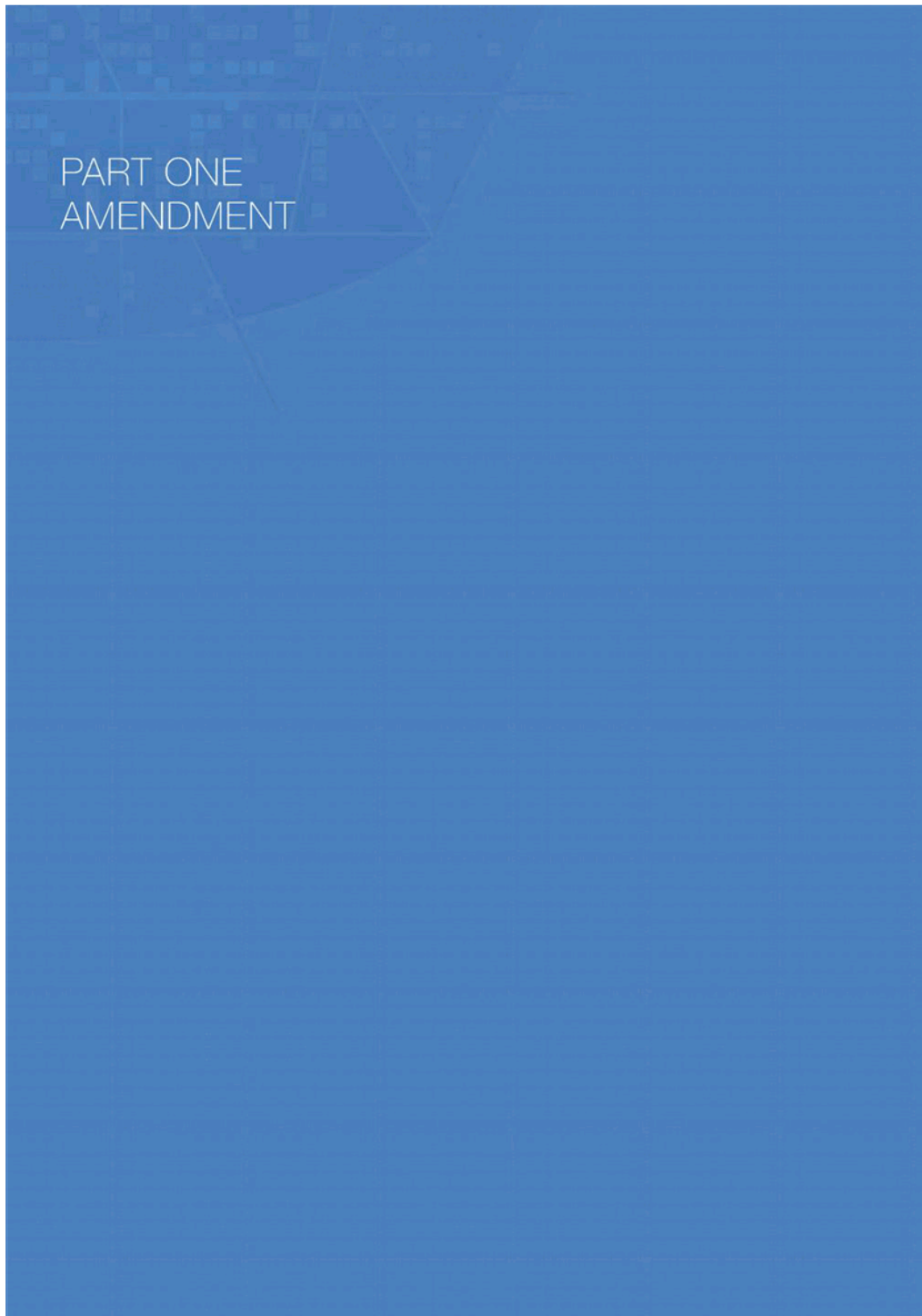


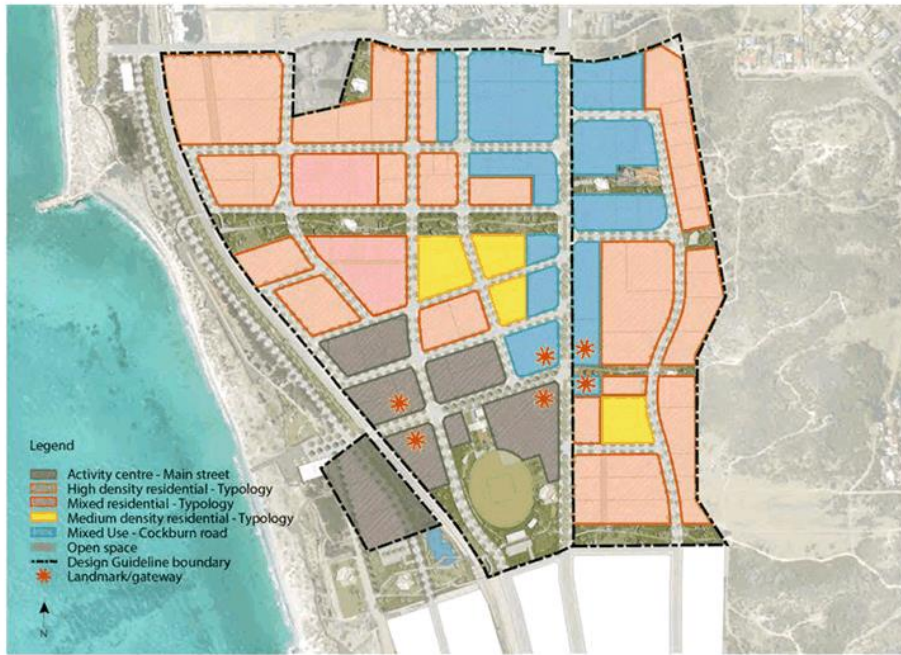
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1 MODIFICATIONS TO LPP 4.6

1. In **Section 1. Typology Specific Guidelines**, amending Figure 03 Built Form Typologies, to identify the subject area as *"Mixed Residential – Typology"*.



2. Amending Figure 08 High Density built form typology, to excise proposed "Mixed Residential - Typology" area.



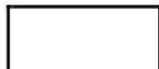
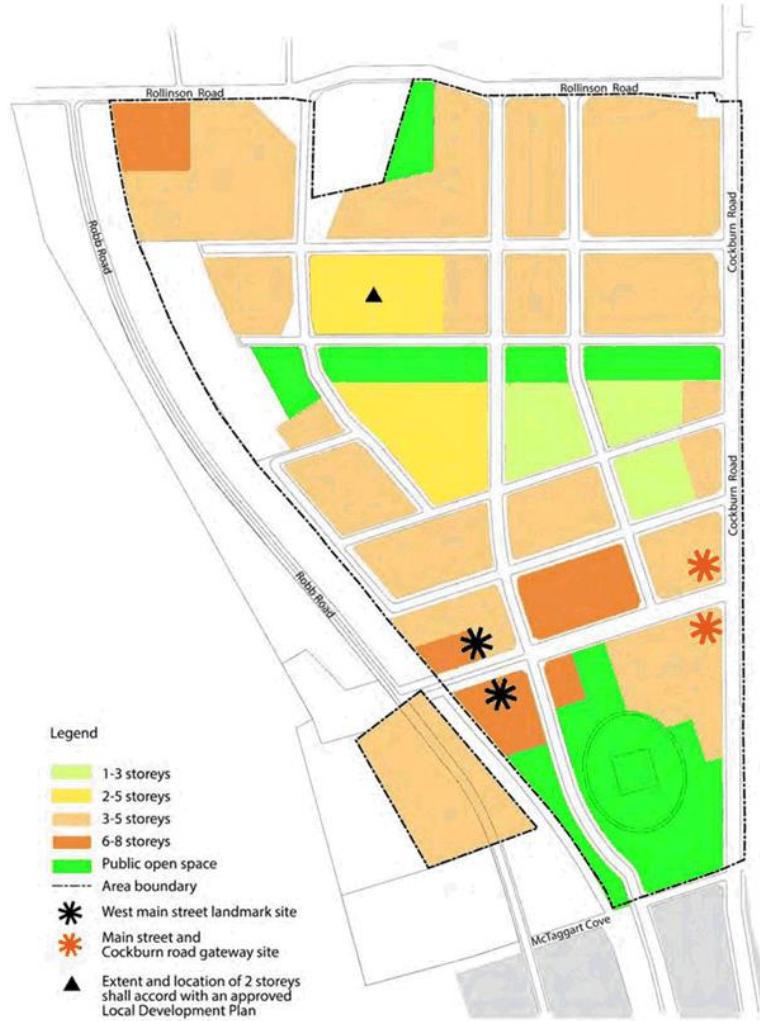
- 3. Amending Figure 15 Mixed Residential built form typology, to identify the subject area as "Mixed Residential – Typology".



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- 4. In **Section 2. General Provisions**, amending Figure 14 Building Height Plan, to show a height range of 2-5 storeys for the "Mixed Residential Typology" area.





2 INTRODUCTION

2.1 PURPOSE OF AMENDMENT

The area the subject of this amendment is bounded by Reinforcement Parade to the south, Bennett Avenue to the west, the future extension of Garston Way to the north and future multiple dwelling sites adjacent Anchorage Drive to the east, comprising an area of 1.62ha. The area is identified in the Residential – High Density (R80) area under the Robb Jetty LSP. The subject area was originally included in the High Density Residential Typology Area in the Design Guidelines for Robb Jetty and Emplacement Precincts (LPP 4.6). The Design Guidelines have been adopted as a Local Planning Policy (LPP) by the City of Cockburn to guide development within the Robb Jetty and Emplacement Precincts. The High Density Residential Typology is defined in the Guidelines as:

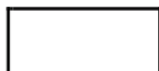
The most intensely developed residential typology to afford the greatest access to the proposed bus rapid transit system. High density residential development is to create a new skyline in Cockburn Coast.

Among the requirements of the LSP is a presumption against single residential development, in favour of housing forms perceived to deliver higher density urban development. The imperative for reviewing the mix of housing forms in the area has been driven by a number of factors, including:

- Contributes to a mix of housing choices that respond to current and future market demand and lifestyle preferences within the Robb Jetty LSP area and wider Cockburn Coast / North Coogee locality.
- Enhancement of the public realm quality and place experience for this precinct.
- Achieve desirable built form design outcomes and character shared street responses that highlight the cohesiveness of the medium density precinct area within Shoreline.
- Provide a diverse range of affordable housing opportunities while maintaining the urban density objectives of the LSP and Design Guidelines.

The Masterplan demonstrates potential preliminary lot formation and sizing with an emphasis on encouraging innovative and contemporary ‘middle density’ outcomes. An integrated design process involving qualified built form designers and landscape architects will occur during the detailed design stage of the process, including ongoing built form interrogation to inform the subdivision layout.

The proposal to include the subject area in the Mixed Residential Typology area will ensure the development of a consolidated precinct which creates synergies with the Salt Lane Mixed Residential precinct located to the south of Reinforcement Parade / east-west linear parkland and ensure continuity of the building character foreseen for this typology. It is considered that the overall concept remains generally consistent with the intent of the LSP, and that no change would be required to that document.



2.1.1 DEVELOPMENT AREA 33 COCKBURN COAST

The subject land forms part of Development Area No. 33 (DA 33) and is subject to the provisions outlined in Schedule 11 of the City of Cockburn Town Planning Scheme No. 3 (TPS 3). The purpose and intent of the Structure Plan area is guided by the objectives contained in DA 33.

Of direct relevance, the proposal is consistent with the following objectives of DA 33 and upholds the purpose and intent of the Structure Plan area:

Objectives	Response
<ul style="list-style-type: none"> Create a place with a mix of people, housing, land uses, experiences and lifestyle. 	<ul style="list-style-type: none"> The Masterplan will create alternative housing opportunities with great built form outcomes in a strategic and high amenity location. The diversity of built form product will create a point of difference within the Robb Jetty precinct and appeal to a mix in demographic.
<ul style="list-style-type: none"> Creation of an integrated mix of land uses – a place to live, work, play, where people have choice of activities throughout the day and night. Promotion of a general transition and intensification of land uses within the Development Area. Facilitation of an urban typology for residential development, and provide extensive opportunities to live/work within the Development Area. Use of the natural landform, different character and roles of individual streets to create a varied land use and built form character precincts. 	<ul style="list-style-type: none"> The Masterplan provides for a range of housing opportunities that will contribute to a diversity in population and enhance the vibrancy of the wider Robb Jetty precinct. The building typology and Masterplan design has taken into consideration the topography of the site and capitalises on the surrounding natural amenity and views to the west towards the ocean.
<ul style="list-style-type: none"> Provide for a range of passive and active recreation opportunities throughout the streets and public spaces. Develop a hierarchy of open space at a regional, district and local scale offering a range of uses and experiences. 	<ul style="list-style-type: none"> The Masterplan provides for predominately passive recreation spaces which will contribute to, and enhance, the hierarchy of open spaces provided within the remainder of the Robb Jetty precinct. The central spine and shared street will offer opportunities for passive recreation and high quality landscaped urban spaces for enhanced amenity setting for dwellings.
<ul style="list-style-type: none"> Production of a highly connected and amenable pedestrian and cyclist network providing access to the regional network. Ensuring attractive, interactive and interesting street environments for pedestrians and cyclists. 	<ul style="list-style-type: none"> The Masterplan proposes a highly connected street and path network that encourages pedestrian and cyclist connectivity through the area and wider context within a shared environment. Road and public realm standards will deliver high quality outcomes that emphasise pedestrian activity and safety.
<ul style="list-style-type: none"> Creation of a variety of building types, with a key focus on sustainable design. 	<ul style="list-style-type: none"> A diversity of building typologies has been incorporated into the Masterplan design, including terraced townhouses, moderate sized squat shaped housing and apartment product. A strong emphasis will be placed on promoting high quality contemporary design and incorporating sustainable building principles.
<ul style="list-style-type: none"> Encouraging active building edges fronting the public realm, particularly at ground floor level. 	<ul style="list-style-type: none"> Residential buildings will overlook the public domain to create active edges and provide passive surveillance, particularly where interfacing with open space.

2.2 BACKGROUND

This proposal has been directly informed by an extensive design exercise undertaken by Landcorp from 2016 through to 2018 and materialising in the form of the Salt Lane Mixed Residential precinct adjacent Anchorage Park immediately south of Reinforcement Parade. Design innovation throughout the public and private realm will deliver a unique solution model for the missing middle housing sector for this Medium Density typology.

It is recommended this amendment achieves a logical expansion to the Salt Lane Medium Residential precinct, providing a comprehensive precinct with enhanced potential, centralised around a key open space thread (Anchorage Park). The crucial design requirements of the Salt Lane precinct have been embodied into this Masterplan proposal.

2.3 RECENT CONSULTATION

The Masterplan (**Figure 1**) has been developed in consultation with the City of Cockburn over a number of months; and the amendment as currently proposed was considered to be the most appropriate approach to facilitate the new precinct design in an orderly and proper manner and remain consistent with that undertaken by LandCorp for Salt Lane Mixed Residential precinct immediately to the south.

The most recent design workshop with the City on 8 August 2019, refined particular design fundamentals relating to the movement network (entry road, shared space, pedestrian connectivity and extension of Garston Way), dwelling orientation and mix of dwelling types, along with improved landscaping opportunities within the street system.

In response, the following fundamental design modifications have been accommodated into the Masterplan:

- The widening and re-design of the central section of the 'Special Street' to create a shared space environment.
- The reduction in the number of lots adjacent to the proposed north-south linear POS, which improves the openness and access to the POS and pedestrian/visitor access to the adjacent dwellings.
- Reorientation of dwellings to address Garston Way and improve the streetscape outcome.
- Setback of dwellings to the laneway to provide for landscaping opportunities within the lane.

2.4 LOCATIONAL CONTEXT

The subject area is approximately 1.62ha in area and is bounded by Reinforcement Parade to the south, Bennett Avenue to the west, the future extension of Garston Way to the north and future multiple dwelling sites adjacent Anchorage Drive to the east. Extensive linear parkland (Anchorage Park) is located to the south of Reinforcement Parade which offers high quality POS. The subject area will be serviced by a future BRT route immediately to the east along Anchorage Drive.

The subject area is strategically located to successfully deliver medium-high density living given its proximity to future public transport options, POS and coastal amenity and access to future retail uses. It is also contiguous with the existing Medium Density Typology area, recently developed by LandCorp, and may therefore be seen as a logical consolidation and comprehensiveness to the proposed Medium Density Typology area.



3 THE MASTERPLAN

The Masterplan (**Figure 1**) has been prepared to support the Design Guidelines Amendment by providing an illustration of the development intent with respect to the desired built form outcome and public realm landscaping. Figure 2 provides an illustration of the cohesive outcome for the Medium Residential Typology.

The vision for the Masterplan is underpinned by the following key urban design principles:

- **Built Form** – high-quality, affordable housing with a mix of densities and choices in proximity to areas of high amenity and activity. Opportunities for innovation and diversity through variety of dwelling designs.
- **Public Realm** – enhance the existing amenity and passive recreational opportunities in the form of diverse public spaces and quality streetscape outcomes.
- **Movement** – a well-connected and legible movement network with a focus on creating high-quality, slow speed shared environments for pedestrians, cyclists and vehicles.
- **Community Establishment** – a cohesive quality urban space will enhance the place making for this location.

The principles for achieving coordinated medium density housing in the formulation of the final Masterplan include:

- Encourage building massing and dwelling orientation to peripheral streets and areas of high amenity such as the southern east-west linear POS – Anchorage Park.
- Enhance the character and amenity of all streetscapes through high-quality landscaping and careful placement of street tree planting and vehicle crossovers.
- Improve the diversity of housing and contribute to housing affordability and choice.
- Prioritise pedestrian and cyclist access within the subject area and enhance peripheral movement to key attractors within the wider context, including the ocean, civic and parkland attractors and future activity centre.
- Central north-south linear POS achieves high-quality amenity, pedestrian connectivity and community benefits for residents.
- Legible and permeable north-south and east-west vehicle connections.

Whilst the Masterplan provided at **Figure 1** provides an illustration of the development intent for the portion of Lot 1 north of the future Garston Way extension to give an indication of how the built form and public spaces of the overall precinct/landholding may be developed, this portion of Lot 1 does not form part of this amendment request and will remain high Density Residential Typology.

3.1 LAND USE

The primary land use within the subject area is residential with associated POS. The Robb Jetty LSP provides for a variety of housing choices consistent with the designated residential density code R80.

TPS 3 and Robb Jetty LSP outlines the following density/dwelling yield targets applicable to this subject area:

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“Each subdivision (excluding amalgamation proposals) and development application shall achieve at least 85% of the potential number of dwellings achievable under the R-code designated for the application areas on the adopted Local Structure Plan. In calculating the potential number of dwellings for the purposes of this provision, the following average lot sizes will apply unless specified by the adopted Local Structure Plan –

- R80 = 125m²”

3.2 BUILDING TYPOLOGIES

Based on the development area of 1.62ha, a minimum 110 dwellings are required to be achieved. The Masterplan delivers a notional yield of approximately 110 dwellings, comprising approximately 37 townhouses, 15 ‘squats’ and 58 apartments (noting that this figure may vary depending on the ultimate mix of dwelling sizes and subdivision refinements). The development of the subject area will provide a variety of dwelling types, which will contribute to the diversity of the housing stock available in the Robb Jetty Precinct, the wider Cockburn Coast district and complement Salt Lane Mixed Residential precinct located to the south of the east-west linear POS.

In order to ensure that the unique characteristics envisaged for the area are carried through to the built form, Schaffer Corporation Ltd, as the owner and proponent, proposes to enforce the following measures through contracts of sale:

- Potential sale of some lots in parcels (e.g. run of 3 or more lots) to builders for construction and sale of homes.
- Condition on contracts of sale to:
 - acknowledge and comply with Design Guidelines (DG) and Local Development Plan (LDP); and
 - for homes that seek variations to the DG’s or LDP, obtain design approval (via Design Review Panel) prior to formal submission of a development application for Council approval.

Table 1 below outlines the residential development outcome likely to be achieved for the subject area, with a mixture of townhouses, ‘squats’ and apartments proposed.

TABLE 1: RESIDENTIAL DEVELOPMENT SCENARIO

Lot Typology	Lots	Dwellings	Dwelling Typology Goals
Multiple Dwelling / Apartments	2	58	3x2x2 and 2x2x2 and 1x1x1
Townhouses (Single Residential)	37	37	4x2x2 and 3x2x2
‘Squats’ (Single Residential)	15	15	3x2x2 and 2x2x2
Total	54	110	

The lot typology as outlined above provides for a diverse mix of medium-density dwelling types and sizes including laneway lots and squarer lots of mixed sizes and configurations (‘squat’ lots). Whilst this proposal has been the subject of a detailed design review exercise to determine optimum lot depths and widths, the detailed subdivision design will be refined further by builders, engineers and landscape architects through the subdivision and detail engineering stages of the development process.

The Masterplan also provides for medium to high density development in the form of apartments of varying dwelling sizes. The development of the apartment site/s will be the subject to further testing and interrogation to achieve dwelling diversity and urban design outcomes.

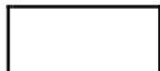




Figure 1 – Masterplan



Figure 2 – Cohesive Mixed Residential Typology Precinct Masterplan



3.2.1 BUILDING HEIGHTS

The proposed amendment to the Design Guidelines includes an amendment to the Building Heights Plan (Figure 14) to show a height range of 2-5 storeys over the Mixed Residential Typology.

The existing Building Height Plan contained within the Design Guidelines identifies a building height range of 3-5 storeys within the subject area. The Masterplan envisages a height range of 2-5 storeys overall with heights varying across the subject area, generally as per the following:

1. A preferred minimum building height of 2 storeys for the townhouse / 'squat' product generally located internally to facilitate the more compact and diverse lot product and achieve a moderated human-scale interface outcome framing the central urban landscape.
2. A preferred minimum building height 3 storeys for the townhouse / 'squat' product generally located on the periphery of the site, to frame the development and ensure an appropriate transition and tiered built form to neighbouring typology areas of 3-5 storeys in height.
3. A height range of 3-5 storeys will remain for the apartment site/s to achieve desirable building outcomes.

To ensure that the intended building height ranges in the Masterplan are achieved, it is proposed that more specific height ranges will be included in a LDP. It is proposed that the preparation of an LDP will be required as a condition of subdivision approval, and will therefore be in place prior to the development approval. The below figure (Figure 3) identifies the specific building heights intended for each street block 'cell' consistent with the overall building height range of 2-5 storeys as identified on Figure 14 for the Mixed Residential Typology, and will inform future LDP detail.

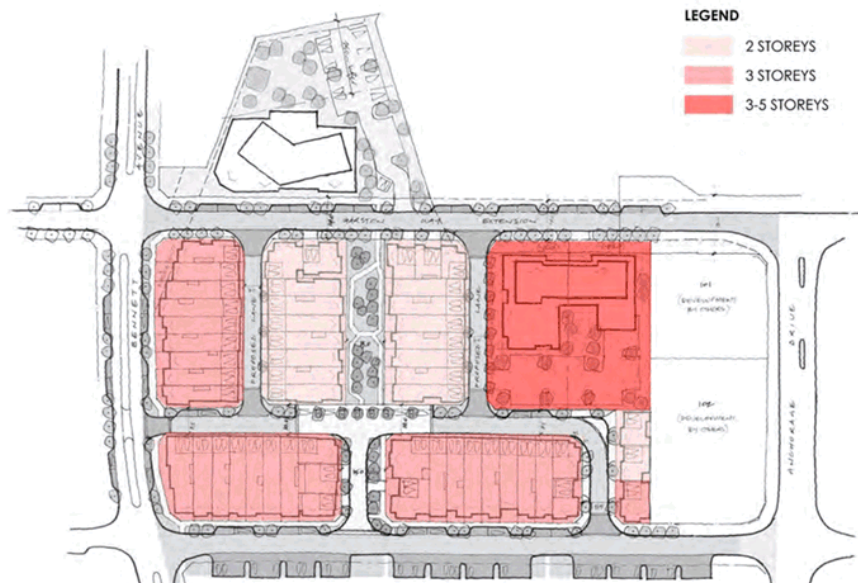


Figure 3 – Building Height

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3.3 PUBLIC OPEN SPACE

Open Space provision for the overall Robb Jetty Precinct has already been established through the LSP, and there is therefore no technical requirement for additional open space within the subject area; however, the design review exercise identified the benefit of providing high quality public realm amenity to support the development of a unique and vibrant mixed density environment. The central linear open space proposed in the Masterplan responds to some key principles:

- Provide a connection between the east-west linear parkland to the south and key pedestrian and cyclist routes.
- Contribute to the existing network of landscaped, shaded linear parklands within the Robb Jetty LSP area.
- Facilitate ease of access to open space and areas of high amenity for residents within and adjoining the subject area, particularly directly abutting lots.
- Provide a sense of place and amenity in 'urban' areas incorporating landscaping, shading, furniture and pedestrian/cycle paths.
- Encourage passive surveillance of, and interaction with, the open space from outdoor living areas and balconies on the upper storeys of adjacent dwellings.

An area of 700m² of additional POS is proposed within the subject area in the form of high-quality linear POS spine. Consistent in width with Salt Lane, the purpose and function of the central POS area is to provide a key north-south pedestrian link that promotes amenity uplift with outlook benefits for adjacent residents. The POS is proposed to accommodate a diversity of public spaces, formalised pedestrian connections, tree planting, seating and shading and spaces for passive recreation, complementing the additional passive and active recreational opportunities provided within the Anchorage Park open space directly to the south and the coastline within the wider context.

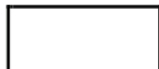
3.4 MOVEMENT NETWORKS

Through consideration of the existing site conditions, locational context and surrounding existing road structure, the internal road system has been carefully designed to ensure a hierarchy of slow speed urban streets that prioritise safe and efficient pedestrian and vehicle movement and enhances their role in the public realm network.

The resultant street design includes the following characteristics:

- Legible movement network structure that provides strong north-south and east-west permeability, maximising public realm amenity.
- Creation of a slow-speed movement network comprising 'Special Streets', laneways and shared spaces for pedestrian, cyclists and vehicles.
- Location of embayment car parking to benefit the appearance and functionality of the streetscape.
- Ability to accommodate sufficient resident and visitor car parking within a landscaped setting.
- Ability to accommodate all required urban services, including safe and efficient waste collection.

The design process has involved design participation and initial consultation with City officers, and will be the subject of further consultation and iterative design development as detailed design progresses to meet servicing requirements. This innovative and non-conventional road design purposely replicates certain design details from the Salt Lane Mixed Residential precinct that were thoroughly tested during their design phases. These include vehicle sight distances, vehicle manoeuvrability, underground servicing and rubbish collection principles.



The Masterplan proposes the opportunity for realignment and partial closure of Garston Way (west of Anchorage Drive) to enable the potential amalgamation of redundant road reserve with the proposed apartment site/s. The extension of Garston Way (west of Anchorage Drive) proposes a 14m wide road reserve consistent with the LSP and existing reservation width further to the east. The proposed cross-section includes a 6m wide road pavement, 2.5m wide on-street parking bays within the northern verge to provide flexibility for lot access / dwelling orientation and 2.75m wide verge/footpath on either side of the street.

3.4.1 'SPECIAL STREET' AND SHARED ENVIRONMENT

The Masterplan proposes an internal 'Special Street' with varying road reserve widths in response to variable functionality along its length. These functions and responses are illustrated in the cross sections on the Masterplan (**Figure 1**).

The Central component of this street system will promote a shared space environment for pedestrians, cyclists and vehicles and will feature distinct paving materials, and landscaping which will differentiate the space from the remainder of the street and encourage slow vehicle speeds. These spaces will create a focal entry point to the subject area from Reinforcement Parade and achieve a logical connection from the north-south linear POS.

As illustrated in the cross-sections on the Masterplan (**Figure 1**), the 10m wide shared space comprises a 6m wide road pavement, 1.8m wide shared path and 2.2m wide on-street parking bays. The 15m wide component of the spared space comprises a 6m wide road pavement, 1.8m wide shared path, 2.75m western verge also accommodating a footpath and widened eastern verge of 4.45m design to accommodate additional tree planting to maximise landscape amenity and pedestrian shade.

The easternmost portion of the 'Special Street' accommodates the typical verge width for Shoreline local streets sans embayment parking, given that the adjacent dwellings will provide adequate driveway lengths to achieve vehicle parking. The proposed 11.5m road reserve will accommodate a 6m wide road pavement and 2.75m wide verge on both sides to accommodate a footpath. No on-street parking is proposed within this short section of the 'Special Street'.

3.4.2 LANEWAYS

The Masterplan proposes two laneways with a 6m wide road reserve providing two-way movement in a north-south direction. It is proposed that streetscape and visual amenity will be enhanced through in-lane street tree planting within specific locations whilst enabling garage accessibility.

3.4.3 PARKING

The provision of optimal parking without comprising the built form and public realm objectives has been carefully considered to accommodate street planting, accessibility to private garages whilst also providing on-street parking opportunities, particularly through the design of the 'Special Street'.

The apartment site will generally accommodate resident and visitor parking requirements on site (likely at basement level), however on-street parking that is immediately adjacent to the development site may be included in parking provision calculations.

The road reserves immediately adjacent the subject area (Bennett Avenue, Reinforcement Parade and the extension of Garston Way) will also provide opportunities for formalised on-street parking to be located.

Resident parking will be accommodated on-site, and this consideration has informed the proposed lot configuration and lot frontages.

Item 9.4 Attachment 2

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Access arrangements to on-site parking will be controlled through the LDP to ensure that the special design characteristics of the 'Special Street' and laneways are not compromised by the dominance of vehicle cross-overs. The LDP will, where appropriate, prescribe garage locations.

3.4.4 WALKING AND CYCLING NETWORK

In order to establish a legible and permeable precinct for pedestrian and cyclists, footpaths are proposed along both sides of Garston Way, through the linear POS spine, the shared space crossing and along one side of the precinct entry road connecting with the established pedestrian network of Anchorage Park and Reinforcement Parade.

The POS spine prioritises a centrally located safe and accessible pedestrian connection within a high-quality landscaped setting with dedicated pathways and shading.

The design of the movement network promotes a safe and connected environment for pedestrians and cyclists through street tree planting, on-street parking, shared surfaces and raised platforms designed to slow the speed of vehicles.

3.4.5 WASTE COLLECTION & MANAGEMENT

Whilst the proposed road design incorporates specific design details from the Salt Lane Mixed Residential precinct that were required for manoeuvrability of waste vehicles, additional testing and consultation will be undertaken with the City's Waste Manger prior to development application phase.

A Waste Management Plan (WMP) will be prepared to inform the ultimate development of the subject area as detailed design progresses. The WMP will detail the proposed waste collection / manoeuvrability, road reserve widths and bin presentation areas to ensure an acceptable design solution that achieves safe and efficient waste collection. Any waste collection strategy and requirements will be addressed through the preparation and approval of the LDP for the subject area based on the recommendations of the WMP and to the satisfaction of the City.

3.5 SERVICING

The Masterplan design will have no impact on the design of the surrounding service infrastructure and drainage systems.

The road and POS systems have been designed to ensure that all service utilities can be suitably accommodated.

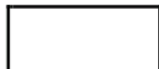
3.5.1 DRAINAGE

It is proposed that the 1YR rainfall event for all lots will be captured on-site via soak wells. Any flow in excess of the 1YR rainfall vent will discharge into the road drainage network from the soak well via a house connection pit. It is proposed that the 20YR rainfall event will be captured in storage cells within the road reserves prior to discharging from the site into the drainage swales within the east-west POS directly to the south.

3.6 DEVELOPER CONTRIBUTION AREA 14 (DCA 14)

Development Contribution Plan No. 14 (DCP 14) is quite specific with regard to identification and calculation of public utility requirements (especially POS) and costs. The proposed additional POS area does not necessitate an amendment to the DCP as there is no intention for the new POS to be included as a DCP cost item.

In relation to the proposed new POS within the Masterplan, the developer will be responsible for the provision of the land and landscaping construction. There will, therefore, be no requirement to modify DCP 14.



4 IMPLEMENTATION

Implementation of the Masterplan for the subject area will require specific controls over public realm, infrastructure and built form. It is considered that the Robb Jetty LSP can facilitate the proposed development; however, the existing Design Guidelines for the Robb Jetty and Emplacement Precincts do not suitably address the envisaged urban form. It is therefore recommended that additional planning controls are adopted to ensure the intended outcomes are achieved.

4.1.1 DESIGN GUIDELINES

It is proposed that the Mixed Residential Typology and design details as outlined in the Design Guidelines be applied to the subject area.

4.1.2 LOCAL DEVELOPMENT PLAN

While most of the built form controls can be administered through the LSP and the Design Guidelines, there are some elements, such as R-Code Design variations, that are more appropriately contained in a LDP. The Design Guidelines are also not suited to controlling the design and construction of the streets and open space.

An LDP will be prepared for the subject area to provide supplementary controls to the LSP and the Design Guidelines. The LDP should address, among other things:

- More specific building height limit locations and extents.
- Permitted variations in building setbacks and private open space requirements (unless otherwise addressed by the Design Guidelines).
- Garage and cross over locations (which may prescribe specific streetscape designs).
- Rubbish bin pad locations (where required).
- Specific design requirements for 'shared space street'.

4.1.3 DESIGN REVIEW PANEL

Each multiple dwelling development proposal within the Mixed Residential Typology will be considered by the City of Cockburn Design Review Panel (DRP). Prior to lodgement of a Development or Building Application, pre-application design meetings are required with the DRP. Through these meetings, the DRP will provide a written response either endorsing the development plans for lodgement with the City or seeking additional information or modifications for further consideration by the DRP.

It is proposed that where development proposals for single house or grouped dwellings do not comply with the Design Guidelines and Local Development Plan design controls within the Mixed Residential Typology, they may be required to be considered by the DRP.

The DRP has the authority to provide endorsement for any variations to the requirements of the Design Guidelines and Local Development Plan where such exemptions deliver built form design excellence whilst still meeting the vision and objectives for the Mixed Residential Typology. The DRP may refuse endorsement of a proposal that is not considered to be in keeping with the objectives of the Design Guidelines.



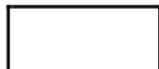
5 CONCLUSION

The purpose of this Amendment to LPP 4.6 Design Guidelines for the Robb Jetty and Emplacement Precincts is to include the subject area in the Mixed Residential Typology.

While the amendment proposes to excise the subject area from the High-Density Residential Typology as currently approved, it is emphasised that the proposed Mixed Residential Typology will maintain the projected dwelling yields.

The proposal will deliver quality built form that contributes to liveability and affordability outcomes and delivers enhanced streetscape outcomes and landscape amenity.

The proposal presents an opportunity to contribute to, and enhance the Salt Lane medium density precinct currently under construction to the south and deliver a consolidated and cohesive precinct of innovative and diverse living opportunities.



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Item 9.4 Attachment 3

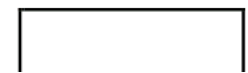


- KEY FEATURES**
- Garston Way Connectivity**
 - Proposed extension as Local Street with a Shared Surface 14.0m width (as per LSP)
 - Four way intersection aligned with constructed western portion of Garston Way
 - Configured with parking in northern verge to align with constructed western extent and provide flexibility to lot access and dwelling orientation
 - High Quality Open Space**
 - Diversity of public realm spaces
 - Amenity uplift/outlook benefits
 - Passive recreational opportunities
 - Enhanced laneway character**
 - Street trees in specified locations upon laneway lots
 - Maintain garage accessibility whilst improving visual amenity
 - Proposed development controls to multiple dwelling site, requiring landscaping interface for benefit of laneway amenity
 - Laneway thresholds accentuate precinct character and slow speed environment
 - Diversity of dwelling types and sizes**
 - Streetscape benefits from dwelling orientation, particularly at corner locations
 - Laneway lots
 - Squarer lots of mixed sizes and configurations (being further interrogated)
 - Apartments of mixed sizes
 - Special Street Response**
 - Adaptation of the Local Street with a Shared Surface
 - Pedestrian pathways to both verges
 - Slow speed curve with extended sight lines
 - Landscaped Spine**
 - Pedestrian connectivity along priority north-south alignment
 - Shaded, desirable public realm
 - Enhanced legibility and precinct permeability
 - Shared Space (10.0m)**
 - Equal priority to pedestrian, cyclist and vehicle
 - Distinctive paving and landscaping
 - Slow vehicle speeds
- 0m 10 20m

MASTER PLAN-KEY FEATURES
 Lot 1 Bennett Avenue, North Coogee
 A Schaffer Corporation Ltd Project

Scale: 1:1000
 Date: 22 Oct 2019
 Project: 19/010/0048

Taylor Bennett Barrett Town Planning and Design
 Level 7, 281/2 George Street, Perth WA 6000
 Tel: 9488 9888
 Fax: 9488 4275
 Email: info@tbb.com.au



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Item 9.5

9.5 (2019/MINUTE NO 0058) DELETION OF STRATEGIC POLICY - SPD2 COMMUNITY FACILITIES INFRASTRUCTURE PLANNING

Author(s) R Adam

Attachments 1. Strategic Policy - SPD2 'Community Facilities Infrastructure Planning' [↓](#)

RECOMMENDATION
That Council delete Strategic Policy SPD2 'Community Facilities Infrastructure Planning'.

COMMITTEE RECOMMENDATION
MOVED Mayor L Howlett SECONDED Cr T Widenbar

That the recommendation be adopted.

CARRIED 4/0

Background

Pursuant to Council Policy SC47, Council reviews its Delegated Authorities, Policies and Position Statements (DAPPS) at least every two years.

Submission

N/A

Report

Strategic Policy SPD2 - Community Facilities Infrastructure Planning (attached) was first adopted in 2000 with the stated purpose of requiring Council to have "due regard" to the *Strategic Community Plan* and associated relevant strategies such as the *Sports and Recreation Facilities Strategy* in the acquisition and management of a range of community facilities.

Currently and since adoption in late 2018, Council has referred to the *Community Sport and Recreation Facilities (CSRF) Plan* to inform these matters. As the City has incorporated Development Contribution Plans (and Areas) into the City of Cockburn Town Planning Scheme No. 3 (TPS No .3), SPD2 has fulfilled its purpose.

Pending the expected, forthcoming adoption of Scheme Amendment 141 to TPS No. 3 (for the Jandakot/Treeby area) which guides community facility provision with reference to the CSRF, it is anticipated that no further Development Contribution Areas will be required. At that point SPD2 will no longer serve a practical purpose.

The present review is an opportune time to delete the policy statement.



Item 9.5

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Strategic Plans/Policy ImplicationsLeading and Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

N/A

Legal Implications

Section 2.7 'Role of Council' paragraph (2)(b) of the *Local Government Act 1995* provides that the role of Council is to 'determine the Local Government's policies'.

Community Consultation

N/A (not required under the *Local Government Act 1995* or any legislation).

Risk Management Implications

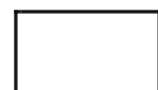
A slight operational risk associated with an unnecessary delay to general workflow.

Advice to Proponent(s)/Submitters

N/A

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

Nil



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POL	COMMUNITY FACILITIES INFRASTRUCTURE PLANNING	SPD2
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POLICY CODE:	SPD2
DIRECTORATE:	Planning and Development
BUSINESS UNIT:	Strategic Planning
SERVICE UNIT:	Strategic Planning
RESPONSIBLE OFFICER:	Manager, Strategic Planning
FILE NO.:	182/001
DATE FIRST ADOPTED:	19 September 2000
DATE LAST REVIEWED:	14 December 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	6

Dates of Amendments / Reviews:		
DAPPS Meeting:	27 September 2012 22 August 2013 26 February 2015	26 November 2015 27 November 2017
OCM:	8 June 2006 11 October 2012 12 September 2013	12 March 2015 10 December 2015

BACKGROUND:

There is a need for local government to take a pro-active role in determining the need, type and location of community infrastructure and active recreation facilities for the district to facilitate orderly and proper planning.

PURPOSE:

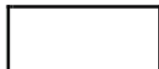
To develop a policy on the provision of community infrastructure which outlines the City's principles for the acquisition and management of facilities, so that landowners and their consultants can be aware of the likely planning requirements when initiating re-developments or structure plans.

POLICY:

The Council will have due regard to the Strategic Community Plan and associated informing strategies when considering proposals to redevelop land in the existing suburbs or the preparation of Structure Plans for the subdivision and development of new areas within the district to ensure that an appropriate range of facilities are properly and conveniently located to serve the needs of the catchment population.

[1]

Document Set ID: 4133546
Version: 5, Version Date: 21/12/2017



POL	COMMUNITY FACILITIES INFRASTRUCTURE PLANNING	SPD2
-----	---	------

It is expected that landowners and consultants will also have due regard for the Strategic Community Plan and associated informing strategies such as the Sports and Recreations Facilities Strategy, Children's and Youth Services Strategies. in the preparation of redevelopment or Structure Plans within the district and that where departures from the plan are proposed, they will need to be justified to the Council's satisfaction.

To be deleted

[2]

Document Set ID: 4133546
Version: 5, Version Date: 21/12/2017

DAP 27/11/2019

Item 10.1

10. FINANCE AND CORPORATE SERVICES DIVISION ISSUES**10.1 (2019/MINUTE NO 0059) PROPOSED AMENDMENT TO POLICY INVESTMENT OF FUNDS****Author(s)** N Mauricio**Attachments** 1. Policy - Investment of Funds [↓](#)**RECOMMENDATION**

That Council adopt proposed amendments to the Policy 'Investment of Funds', as attached to the Agenda.

COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Cr T Widenbar

That the recommendation be adopted.

CARRIED 3/1**Background**

This policy was previously reviewed as part of the Policy Review Project and presented to the November 2018 DAPPS meeting. A number of amendments are now required in order for the City's investment portfolio to better perform in the current low interest rate environment.

Submission

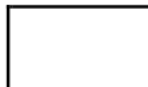
N/A

Report

Section 6.14 of the *Local Government Act 1995* and Regulation 19C of the *Local Government (Financial Management) Regulations* place restrictions on how Local Governments are to invest their funds. The City's existing investment policy is compliant with these legislative requirements and also includes some more prescriptive restrictions around exposure to individual institutions and their credit ratings.

Official interest rates have been dropping of late both in Australia and the global economy generally. The Reserve Bank of Australia trimmed the official cash rate to a low 0.75% at its October 2019 meeting (down from 1.50% at the start of 2019) and financial markets are factoring for another possible cut early next year and for an ongoing period of low interest rates. This scenario greatly inhibits the City's capacity to maximise returns from its invested funds. However, with a minor recalibration of policy settings, the impact can be lessened to an extent.

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Policy Changes Recommended

1. Portfolio Credit Framework (increase exposure to A2 rated institutions)

The current policy limits the exposure to A2 rated authorised deposit-taking institutions (ADI) 60% and it is proposed for this to be lifted to 100% (equal to A1 institutions). The interest rates offered by A2 rated institutions are consistently higher than their A1 counterparts, with the difference is quite material in the current low interest rate environment (7 to 8 basis points). Given A2 rated ADIs are highly creditworthy, with similar characteristics to their A1 counterparts, their risk premium is attractive. This position is already somewhat partly reflected within the City's "Institution Credit Framework" policy setting, allowing for up to 40% of the City's total funds invested to be with a single A2 rated institution. This policy change will potentially yield an extra \$60,000 per annum in interest revenue for the City. The short to medium term risk of any Australian A2 rated institution defaulting on its term deposit liabilities is considered extremely unlikely, given the political environment and governance framework around the banking sector.

2. Approved Investments (Prohibit investments with foreign owned ADIs)

Whilst investing with foreign owned ADIs is permissible under the prevailing legislation, the City's current policy restricts these to no more than 20% of the total portfolio. This cap was put in place in response to foreign owned ADIs being exempt from Division 2 of the Banking Act (Protection of Depositors), lessening Australian Prudential Regulation Authority's intervention powers and increasing inherent risk. However, a certain level of investment in foreign ADIs was deemed appropriate for the City due to the significantly higher rates of interest offered at the time by foreign ADIs, in particular Chinese owned banks. This rates differential (of 10 plus basis points) is no longer achievable in the current market, so it is considered prudent to restrict deposits with foreign owned banks in the absence of an attractive risk premium. Existing term deposits with foreign owned banks totalling \$32.3 million as at 31 October 2019 (15.3% of portfolio), will be allowed to run to maturity.

Strategic Plans/Policy ImplicationsLeading and Listening

Deliver sustainable governance through transparent and robust policy and processes.



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Item 10.1

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

Budget/Financial Implications

The policy changes will allow greater opportunity to maximise investment returns by up to an estimated \$60,000.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

The proposed amendments to the Investment of Funds policy duly address risk versus return considerations and improve overall investment outcomes for the City in a risk adjusted manner.

Advice to Proponent(s)/Submitters

N/A

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

Nil

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Item 10.1 Attachment 1

Title	Investment of Funds
Policy Number (Governance Purpose)	



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).
 6. Ensuring Compliance - Appropriate internal control measures are to be developed and maintained to ensure compliance with Regulation 19 of the Local Government

[1]

Item 10.1 Attachment 1

DAP 27/11/2019

Title	Investment of Funds
Policy Number (Governance Purpose)	



(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 prohibited~~ **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).

(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

[2]



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Item 10.1 Attachment 1

Title	Investment of Funds
Policy Number (Governance Purpose)	



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	60 100%
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.

(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:

- Investments held compared to the Institution Credit Framework.
- Investments held compared to the Global Credit Framework.
- Investments held by sector including foreign owned banks.
- Percentage of investments held deemed free from funding fossil fuel related industries.
- The portfolio's performance against the Performance Benchmark over varying terms.

[3]

Item 10.1 Attachment 1

DAP 27/11/2019

Title	Investment of Funds
Policy Number (Governance Purpose)	



- (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.

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

[4]



Title	Investment of Funds
Policy Number (Governance Purpose)	



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.

Strategic Link:	Local Government Act 1995
Category	Business, Economy & Technology
Lead Business Unit:	Financial Services
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	13 December 2018
Next Review Due: (Governance Purpose Only)	December 2020
ECM Doc Set ID: (Governance Purpose Only)	4133535

[5]

DAP 27/11/2019

Item 11.1

11. ENGINEERING AND WORKS DIVISION ISSUES

11.1 (2019/MINUTE NO 0060) AMALGAMATION OF GRAFFITTI MANAGEMENT AND RESPONSE POSITION STATEMENTS

- Author(s)** CM Macmillan
- Attachments**
1. Policy - Graffiti Management and Response [↓](#)
 2. Position Statement - PSWE20 Graffiti Responsse - Non City Owned Property (to Be Deleted) [↓](#)
 3. Position Statement - PSEW10 Graffiti and Vandalsim Response - Council Property (to Be deleted) [↓](#)

RECOMMENDATION
 That Council:

- (1) adopt proposed Policy Graffiti Management; and
- (2) delete Position Statements PSEW20 Graffiti Response – Non City owned Property and PSEW10 Graffiti and Vandalism Response – Council Property

as attached to the Agenda.

COMMITTEE RECOMMENDATION
 MOVED Mayor L Howlett SECONDED Cr T Widenbar

That the recommendation be adopted.

CARRIED 3/1

Background

At the November 2018 DAPPS meeting the decision was to adopt the proposed policy subject to public consultation. The public consultation was conducted in August 2019.

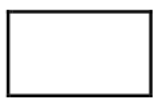
Submission

N/A

Report

The new policy is an amalgamation of the following current Position Statements:

- (1) PSEW20 – Graffiti Response – Non City owned Property
- (2) PSEW10 – Graffiti and Vandalism Response – Council Property



Item 11.1

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All content of both Position Statements has been consolidated in the proposed new policy. There are no changes to the application or intent 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. The public consultation recommended at the November 2018 DAPPS meeting has been completed, with no submissions or responses received.

Strategic Plans/Policy ImplicationsCommunity, Lifestyle and Security

Provide residents with a range of high quality accessible programs and services.

Leading and Listening

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

No submissions or feedback have been received from the public consultation conducted in August 2019.

Risk Management Implications

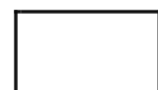
Adoption of the recommendations will ensure that the Council Policy is aligned to the adopted policy framework and provide a consistent approach to the control of graffiti in the City.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil



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Item 11.1 Attachment 1

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Title	Graffiti Management & Response
Policy Number (Governance Purpose)	



Policy Type

Council

Policy Purpose

To define a policy by which the repair of vandalism as a result of graffiti to City property and the removal of graffiti from both City property and non-City owned property can be adequately and uniformly addressed in order for the City to demonstrate its commitment to creating an attractive environment.

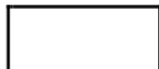
For the purposes of this policy:

- “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 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

[1]



Title	Graffiti Management & Response
Policy Number (Governance Purpose)	



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.
- (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 (4) 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 (5) 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.

[2]

Item 11.1 Attachment 1

DAP 27/11/2019

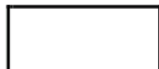
Title	Graffiti Management & Response
Policy Number (Governance Purpose)	



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 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 Policy.

Strategic Link:	Community Safety & CCTV Strategy
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)	

[3]



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Item 11.1 Attachment 2

POS	GRAFFITI RESPONSE – NON-CITY OWNED PROPERTY	PSEW20
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POSITION STATEMENT CODE:	PSEW20
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Engineering Services
SERVICE UNIT:	Roads Services
RESPONSIBLE OFFICER:	Manager Engineering Services
FILE NO.:	182/002
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	9 March 2017
ATTACHMENTS:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:		
DAPPS Meeting:	26 July 2012 31 January 2013	27 August 2015 23 February 2017
OCM:	9 August 2012 14 February 2013	10 September 2015

BACKGROUND:

The Community Needs Survey 2000 identified vandalism and graffiti, particularly of public property, as one of the major issues of concern within the community. Currently Council addresses such issues as they are identified and reported to the extent that available resources allow.

PURPOSE:

To provide a process by which the removal of graffiti from public facilities and private property can be adequately and uniformly addressed in order for the City to demonstrate its commitment to creating an attractive environment.

For the purposes of this Statement "Non City Owned Property" refers to all property which 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.

POSITION:

- (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.

[1]

Item 11.1 Attachment 2

DAP 27/11/2019

POS	GRAFFITI RESPONSE – NON-CITY OWNED PROPERTY	PSEW20
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- (3) The City will remove graffiti free of charge (subject to the conditions set out in 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 provide a Graffiti "hotline" number for the public reporting of incidents of graffiti to all City and other property.
- (6) 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.
- (7) Subject to the acceptance of the conditions outlined in (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.
- (8) 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.
- (9) 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 property owner opts not or fails to conform to the City's requirements or standards.

[2]



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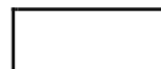
Item 11.1 Attachment 2

POS	GRAFFITI RESPONSE – NON-CITY OWNED PROPERTY	PSEW20
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- (10) 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.
- (11) The City's Road Services budget will provide funds to remove graffiti from surfaces as deemed necessary.

To Be Deleted

[3]



POS	GRAFFITI & VANDALISM RESPONSE – COUNCIL PROPERTY	PSEW10
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POSITION STATEMENT CODE:	PSEW10
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Engineering Department
SERVICE UNIT:	Roads Services
RESPONSIBLE OFFICER:	Manager, Engineering
FILE NO.:	182/002
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	9 March 2017
ATTACHMENTS:	N/A
VERSION NO.	3

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013 27 August 2015 23 February 2017
OCM:	14 February 2013 10 September 2015

BACKGROUND:

The Community Needs Survey 2000 identified vandalism and graffiti, particularly of public property, as one of the major issues of concern within the community. Currently Council addresses such issues as they are identified and reported to the extent that available resources allow.

PURPOSE:

To provide a process by which vandalism of and the removal of graffiti from Council property can be adequately and uniformly addressed in order for Council to demonstrate its commitment to creating an attractive environment.

For the purposes of this Statement "Council Property" refers to all property which is owned or managed by Council. "Council Property" refers to structures or equipment which is the exclusive responsibility of Council to maintain.

POSITION:

- (1) Graffiti of an offensive nature will be removed from all Council 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 Council property within three (3) working days of notice being provided to Council, if possible;

[1]



DAP 27/11/2019

Item 11.1 Attachment 3

POS	GRAFFITI & VANDALISM RESPONSE – COUNCIL PROPERTY	PSEW10
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- (3) Vandal damage to Council property which prevents the equipment from functioning will be made safe and/or repaired within one (1) working day of notice being provided to Council, if possible;
- (4) Vandal damage to Council property of a minor nature will be repaired within five (5) working days of being notified to Council, if possible;
- (5) Council will provide a Graffiti/Vandalism "hotline" number for the public reporting of incidents of vandalism and graffiti to Council and public property;
- (6) All cases of graffiti and property damage made known to Council 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.
- (7) Council's Road Services Budget will provide funds to remove graffiti from surfaces as deemed necessary.

[2]

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Item 12.1

12. COMMUNITY SERVICES DIVISION ISSUES

12.1 (2019/MINUTE NO 0061) PROPOSED NEW POLICY ACCESS AND EQUITY

- Author(s)** K Jamieson
- Attachments**
1. Policy - Access and Equity [↓](#)
 2. Position Statement - PSCS1 'Access and Equity' [↓](#)

RECOMMENDATION
 That Council adopt the proposed new Policy Access and Equity, as attached to the Agenda.

COMMITTEE RECOMMENDATION
 MOVED Mayor L Howlett SECONDED Cr T Widenbar
 That the recommendation be adopted.

CARRIED 3/1

Background

At the December 2017 meeting, Council endorsed the proposal to conduct a review of its current Delegated Authority, Policies and Position Statements (DAPPS) documents. Subsequently at the June 2018 meeting, Council adopted the City's Policy Framework and at the September 2018 meeting, adopted the proposed plan to review all the relevant documents.

The Access and Equity Policy was presented at the 22 November 2018 DAPPS Committee meeting and recommended to:

'Adopt the following proposed policies for public consultation, as attached to the report.'

1. *Proposed Access and Equity Policy*

Presented at the Ordinary Council Meeting held on 13 December 2018.

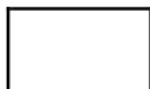
Submission

N/A

Report

Following the presentation of Priority 1 Policies at the December 2018 Council meeting, Officers have continued the organisational internal review of Council Policies and Position Statements and undertaken necessary consultation in accordance with the adopted plan.

As agreed by Council, the Access and Equity policy has been reviewed to date and is ready for consideration.



Item 12.1

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This policy has been summarised, modernised and rewritten 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 from Position Statement PSCS1 'Access and Equity' have been incorporated.

Following the decision to defer adoption until public consultation had been undertaken, City Officers engaged with the staff and community of Cockburn. This included presentation of the proposed policy as follows:

- City of Cockburn internal consultation and presentation;
- Comment on Cockburn;
- Disability Reference Group (5 February 2019); and
- Aboriginal Reference Group (7 January 2019).

All enquiries and feedback were directed to contact the City's Disability and Access Inclusion Officer. In addition to these consultations, a further three responses were received, all providing feedback on the Policy. These have been followed up by the City Officers and the Policy reviewed accordingly to incorporate some minor amendments.

The City's draft Access and Equity Policy has been endorsed by the City's Aboriginal Reference Group and Disability Reference Group for adoption.

Strategic Plans/Policy Implications

Leading and Listening

Deliver sustainable governance through transparent and robust policy and processes.

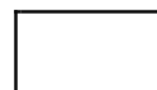
Budget/Financial Implications

N/A

Legal Implications

The policy has been developed in accordance with relevant legislations, including the federal:

- *Australian Human Rights Commission,*
- *Age, Disability, Racial and Sex Discrimination Acts;*
- *Western Australian Equal Opportunity Act (1984);*
- *National Disability Insurance Scheme Act (2013);* and
- *Disability Services Act (1993)*



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Item 12.1

Community Consultation

Community Consultation was conducted as per the Council recommendation and in alignment with the Community Engagement Framework.

Community consultation was undertaken through a staff information session and presentation, a community survey, and presented for review at the Disability Reference Group, the Cockburn Aboriginal Reference Group, and was also advertised on 'Comment on Cockburn'.

A total of 57 respondents, including 37 community members and 20 staff, have also been directly consulted regarding the Draft Access and Equity Policy.

In addition, during the consultation period, community members could have their say via:

- online consultation
- email contact
- face to face interview
- phone interview

Staff could have their say via email or at an internal presentation.

The consultation was promoted:

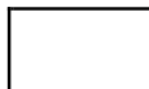
- on the City of Cockburn and Comment on Cockburn websites
- on the City's Facebook page
- via the City's Aboriginal Community Development Officer
- via the Aboriginal Reference Group
- via the City's Disability Access and Inclusion Officer
- via the Disability Reference Group
- on the City's staff Intranet page

Internal introduction of the Draft Access and Equity Policy was held with City of Cockburn employees on 31 January 2019. 34 Staff were directly invited, with a request to forward to other relevant staff members. 20 staff attended and the new policy was presented by the Disability and Inclusion Officer and Aboriginal Community Development Officer.

Online consultation was conducted through the City's online platform, Comment on Cockburn, and ran from 8 February to 8 March 2019. In this time period 23 people accessed the consultation with 8 listed as informed.

The Policy was presented to Disability Reference Group on 5 February 2019.

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The Policy was presented to the Aboriginal Reference Group and members of the Aboriginal Cultural Centre Working Group on Monday 7 January 2019.

Engagement Summary	
Access and Equity - have your say	You said:
Key points in favour:	“I don’t have much to say about the Access and Equity Policy, except that I like its reference to Local Government”
Support for the Policy	“It’s very broad and principle-based and is covering quite a lot of topics/concepts, which is okay for an overarching policy statement, I suppose”
Include information on extra Acts and communicate	“Suggest you may want to include the <i>NDIS Act 2013</i> (federal) in the list.”
Key points to consider:	“Ensure information created and provided by the City is universally accessible”
Query spelling of the word Nyungar	
Universal accessibility	

Risk Management Implications

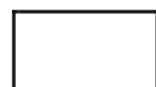
Adoption of the recommendation will ensure that the Council Policies are aligned to the adopted Policy Framework and provide a consistent approach to the development and implementation of policies. This will also be a positive step towards achieving the Council’s approved, scheduled Review Plan in order 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



Item 12.1 Attachment 1

DAP 27/11/2019

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)*; *National Disability Insurance Scheme Act (2013)* and the *Disability Services Act (1993)* which inform 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.

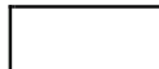
(1) Planning and Development

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.

[1]



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.
2. 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]

POS	ACCESS & EQUITY	PSCS1
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POSITION STATEMENT CODE:	PSCS1
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Community Development Services
SERVICE UNIT:	Family & Community Development
RESPONSIBLE OFFICER:	Manager, Human Services
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:	9 April 2009 9 August 2012	11 September 2014

BACKGROUND:

The introduction of various forms of legislation relating to disability services, equal opportunity and anti-discrimination have made it essential for public authorities to clarify how they are addressing these issues

PURPOSE:

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, facilities, decision-making processes and other activities are open and available to all residents, and in which resources are distributed equitably according to need.

POSITION:

- (1) The City of Cockburn acknowledges its leadership role in the community by demonstrating its commitment to social justice principles. (Definitions of the concepts referred to in this Position Statement are provided in Section 2 of this document).
 - 1. Planning and Development
 - (a) Supports the inclusion of social justice principles into its strategic plan and all other planning and development processes and activities.
 - (b) Supports local area needs based planning which reflects community needs and priorities.

[1]



DAP 27/11/2019

Item 12.1 Attachment 2

POS	ACCESS & EQUITY	PSCS1
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- (c) Recognises that while some services may be provided for all residents, they may not be equally accessible if they are uniformly designed and delivered. The Council therefore supports an approach which reflects community diversity when planning for social, physical and economic infrastructure.
- (d) Recognises the need to plan and develop services in a way which counters racist, ageist, sexist and other discriminatory role stereotyping, eg. women as carers, the aged and disabled as passive and dependent.
- (e) Recognises that certain groups in the community have specific needs and, therefore, may allocate resources according to need to reduce inequalities amongst its residents.
- (f) Supports representation of residents, reflecting community diversity, in planning and development processes.
2. Participation
- (a) Endeavours to ensure that all residents have equal opportunity to participate in Council activities and decisions that affect their lives.
- (b) Recognises the value of creating opportunities for all residents to participate in Local Government elections, as voters and candidates, and in all other political processes.
- (c) Endeavours to minimise physical, attitudinal, social, economic and institutional barriers that prevent participation by individuals and groups in community life.
3. Information and Communication
- (a) Endeavours to provide universally accessible information to members of the community which is appropriate to the culture, language, and ability of residents.
- (b) Endeavours to provide information to residents about their rights and mechanisms for addressing grievances and concerns.
- (c) Supports community education in relation to the role of Local Government and electoral procedures.
- (d) Supports training of staff in the use of translating and interpreting services, both internal and external, to assist staff communicate with residents.

[2]

POS	ACCESS & EQUITY	PSCS1
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(e) Encourage multi-lingual and other staff to use and develop their communicating skills, in accordance with Council guidelines, to assist Council in its activities.

4. Community Relations

(a) Promotes harmonious community relations and is committed to the elimination of all forms of racism and other discrimination within its community.

(b) Supports cultural maintenance and development as a way of enhancing personal growth, quality of life and community diversity.

(c) Promotes self-development of its residents by creating and enhancing opportunities for independence, choice and self-determination, aimed at maintaining and improving quality of life.

5. Training and Development

(a) Supports the training of Council representatives to improve understanding of the requirements of groups with additional needs , and enhance service delivery.

(b) Encourages Council representatives at all levels to be aware of community diversity and the subsequent implications for policy information, program design and service delivery.

(2) DEFINITIONS

1. Access

Equal opportunity for all residents to participate in Council activities. This includes access to services, programs, facilities, decision-making processes, and entitlements.

2. Equity

Fair distribution of resources and opportunities according to need and access to decision-making processes.

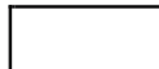
3. Participation

Participation in decision-making about matters affecting people's lives.

4. Rights

Relates to the entitlement to justice for all individuals and includes freedom of assembly, speech, beliefs, and information.

[3]



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Item 12.1 Attachment 2

POS	ACCESS & EQUITY	PSCS1
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5. Community Relations

Is concerned with how people interact and relate to each other as individuals and as a community.

6. Culture

Ideas, beliefs, values, knowledge, and experiences which influence the way in which people behave and relate.

7. Ethnicity

Refers to a person's racial, cultural, and/or linguistic heritage. It has become commonly used to refer to someone from a background other than English-speaking, although everyone has an ethnic background.

8. Social Justice

Refers to the right of all people to equality of treatment and opportunity and the removal of barriers preventing access and equity.

Four main principles underpin the concept of Social Justice. These are: Access, Equity, Participation and Rights.

9. Disability Access and Inclusion Plan (DAIP)

The Disability Services Act 1993 (amended 2004) requires that all public authorities develop and implement a DAIP. The City of Cockburn's DAIP, available at <http://www.cockburn.wa.gov.au>, outlines how the City will work to enable persons with disabilities to have equal access to its facilities and services.

10. Inclusion

The concept that individuals and groups in a community make accommodation to include people with additional needs in everyday social and economic life, without qualification.

NOTE: These definitions are based on definitions provided by State and Federal Government Departments and the Western Australian Local Government Association.

[4]

DAP 27/11/2019

Item 12.2

12.2 (2019/MINUTE NO 0062) REVIEW AND AMENDMENTS TO CITY OF COCKBURN USE OF CLOSED CIRCUIT TELEVISION (CCTV) SYSTEM

- Author(s)** M Emery
- Attachments**
1. Proposed Policy 'City of Cockburn Use of Closed Circuit Television (CCTV) System' [↓](#)
 2. Policy - SC46 'Installation and Use of Closed Circuit Television (CCTV) in the City of Cockburn' (To be deleted) [↓](#)
 3. Community Consultation Report [↓](#)

RECOMMENDATION
 That Council:

- (1) adopt Policy 'City of Cockburn Use of Closed Circuit Television (CCTV) System'; and
- (2) delete Policy SC46 'Installation and Use of Closed Circuit Television (CCTV) in the City of Cockburn'

as attached to the Agenda.

COMMITTEE RECOMMENDATION
 MOVED Mayor L Howlett SECONDED Cr T Widenbar

That the recommendation be adopted.

CARRIED 3/1

Background

The City of Cockburn Use of Closed Circuit Television (CCTV) System (CCTV Policy) was established to govern the use, installation and direction for the proliferation of CCTV systems at City facilities, reserves, and by the use of City Officers.

The proposed CCTV policy (attached) was reformatted and presented at DAPPS in November 2018, where the Committee resolved to seek community consultation prior to adoption.

Since that time, community consultation has been completed and as such the final draft City of Cockburn Use of Closed Circuit Television CCTV System Policy is now presented for consideration.

Submission

N/A



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Report

Since 2012, the City has expanded from eight CCTV cameras located at Coogee Beach to approximately 500 cameras across a number of City facilities and popular public open spaces. The growth in CCTVs has been possible due to emerging technologies and the greater perception of safety by the community within areas under surveillance.

To ensure the CCTV Policy meets the future needs of the City's continued use of CCTV and keep up with the ever-changing technology becoming available, the following salient proposed amendments to the Policy are:

1. Addition of the Memorandum of Understanding with WA Police, relating to the State CCTV Strategy.
2. Clarify the requirement of CCTV being installed at City facilities, while removing references to a perception based installation strategy.
3. The addition of industry standards and professional bodies, such as the Australian New Zealand Policing Advisory Agency to ensure minimum specifications relating to the installation of systems and CCTV network design are met.
4. Remove lighting requirements, due to camera advancement and use of infrared lighting.
5. Clarify the installation of CCTV signage, especially relating to the use of covert cameras monitoring breaches of the City's Local Laws.
6. Remove references to operational monitoring stations requiring Council approval.
7. Provide the ability to negotiate the use of private land to install CCTV infrastructure and cameras to meet City objectives.
8. Promote the use of exploring video analytics programs.
9. Remove the Code of Practice from the Policy, but ensure the Code is consistent with all CCTV related State and Commonwealth legislation.

The proposed CCTV Policy enhances the City's ability to grow the CCTV network, from static cameras into a wider solution to increase community safety, take advantage of emerging technology and enforcement of the City's Local Laws.

Strategic Plans/Policy ImplicationsCity Growth

Ensure planning facilitates a desirable living environment and meets growth targets.



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Community, Lifestyle and Security

Provide safe places and activities for residents and visitors to relax and socialise.

Leading and Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

N/A

Legal Implications

Surveillance Devices Act 1998

Community Consultation

The community were invited to provide feedback during the period of 26 September 2019 to 17 October 2019 on the proposed updates to the City's CCTV Policy. The City collected a total of 101 responses through the advertised comment period.

The majority of respondents (99) lived in the City of Cockburn, with Atwell (17), Beeliar (12) and Yangebup (11) the most represented suburbs.

Respondents were asked to indicate whether they support or oppose each statement listed in the Policy, their overall level of satisfaction with the Policy, and whether they would make any changes.

For each statement, at least 85% of respondents indicated they 'support' the statement and overall 96% indicated they 'agree' or 'strongly agree' with the Policy. 90% indicated they would not change anything about the Policy.

Comments highlighted a strong level of support for the CCTV use in the City and a desire for more. A very small minority (less than 1%) indicated they believe there are too many cameras.

Risk Management Implications

Although not a legislative requirement, a strong CCTV Policy adopted by Council will provide strategic direction for the use of such systems, ensuring there is reduced reputational harm to Council and City administration.

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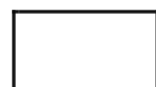
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Advice to Proponent(s)/Submitters

N/A

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

Nil



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Item 12.2 Attachment 1

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Title	CITY OF COCKBURN USE OF CLOSED CIRCUIT TELEVISION(CCTV) SYSTEM
Policy Number (Governance Purpose)	



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.

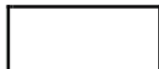
CCTV does not absolutely prevent crime or anti-social behaviour, but can reduce the incidence of opportunistic anti-social behaviour and may provide forensic evidence when such events occur. In 2016, the City of Cockburn signed a Memorandum of Understanding with the WA Police to share data from the City’s 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 will be installed where recurrent anti-social or criminal behaviour has been identified or installed in 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

[1]



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Item 12.2 Attachment 1

Title	CITY OF COCKBURN USE OF CLOSED CIRCUIT TELEVISION(CCTV) SYSTEM
Policy Number <small>(Governance Purpose)</small>	



- 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: <small>(Yes or No)</small>	Yes
Adoption Date: <small>(Governance Purpose Only)</small>	
Next Review Due: <small>(Governance Purpose Only)</small>	
ECM Doc Set ID: <small>(Governance Purpose Only)</small>	

[2]

POL	INSTALLATION AND USE OF CLOSED CIRCUIT TELEVISION (CCTV) IN THE CITY OF COCKBURN	SC46
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POLICY CODE:	SC46
DIRECTORATE:	Administration & Community Services
BUSINESS UNIT:	Community Services
SERVICE UNIT:	Rangers & Community Safety
RESPONSIBLE OFFICER:	Manager, Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	13 October 2011
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	22 September 2011 28 November 2013 24 August 2017
OCM:	13 October 2011 12 April 2012 12 December 2013

To be deleted

BACKGROUND:

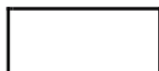
The City of Cockburn has endorsed a Community Safety and CCTV Strategy which details Council's level of support for the implementation of Closed Circuit Television (CCTV) as a tool to reduce criminal and anti-social activity.

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, this agreement outlines the relationship to share data from the City's CCTV system to further enhance community safety.

Evidence from leading Criminologist suggests that CCTV improves the public perception of safety and reduces their fear of being a vi

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 a long established technology, but and is continually evolving. The proliferation of CCTV within the community has been the result of the foreseen benefits CCTV.



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Item 12.2 Attachment 2

POL	INSTALLATION AND USE OF CLOSED CIRCUIT TELEVISION (CCTV) IN THE CITY OF COCKBURN	SC46
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POLICY:

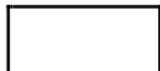
This Policy describes the criteria to be used when a new installation is being considered for deployment.

- (1) CCTV will be installed where recurrent anti-social or criminal behaviour has been identified or installed in 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 to monitoring breaches to Local Laws, such as dumping, 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.
- (5) CCTV cameras may be passive or "event activated" recorded. .
- (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) The end user design of a CCTV system falls predominantly into two types of monitoring, monitored and reactive playback. Studies have shown that constant monitoring via humans (monitored) is not effective or efficient and unsustainable for larger CCTV installations. Based on this research their will continued emphasise to test and trial new technologies such as, but not limited to video analytics programming.
- (8) Access to any CCTV footage and other operational matters will be controlled through a code of Practise that is consistent with all Sate and Commonwealth legislation on the matter of CCTV.

Review of Proposed CCTV Policy

September/October 2019

Public Comment Period Feedback



1. Overview

The community consultation was undertaken between 26 September 2019 to 17 October 2019 on the proposed updates to the City's CCTV Policy (the Policy). The City collected a total of 101 responses through the advertised comment period.

Respondents were asked to indicate whether they support or oppose each statement listed in the Policy, their overall level of satisfaction with the Policy and whether they would make any changes.

For each statement, at least 85% of respondents indicated they "support" the statement. 96% indicated they "agree" or "strongly agree" they are satisfied with the Policy. 90% indicated they would not change anything about the Policy.

2. Engagement Summary

City of Cockburn residents, ratepayers and visitors were invited to provide their feedback on the Policy via an online survey hosted on the City's engagement website, Comment on Cockburn or by writing a submission to the City of Cockburn (accepted via email or post).

To encourage feedback, the City ran a "Win a Dashcam" competition. One respondent was randomly selected as the recipient of the dashcam.

The City advertised the engagement to the community via the following means:

- Newspaper advertisement published in Cockburn Gazette.
- Media release published in Cockburn Gazette.
- Media release published on the City of Cockburn website linking to the online survey.
- Facebook post published on the City's Facebook page.
- Youtube video published on the City's Youtube feed.
- Instagram story published on the City's Instagram story.

3. Engagement Outcomes

A total of 101 responses were received during the public comment period. All responses were lodged via the online survey.

A breakdown of the responses and comments has been provided below. In the interest of transparency, responses have been transcribed verbatim with minimal editing. Therefore some spelling and/or grammatical errors may exist.

Statement 1. CCTV will be installed where recurring anti-social or criminal behaviour has been identified or installed in a proactive measure to minimise damage to Council facilities.

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Support	98
Neutral	3

Statement 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.	
Support	100
Neutral	1

Statement 3. CCTV installations will be clearly signed. In some instances, where covert cameras are used to monitoring breaches to Local Laws, such as dumping, it may not be appropriate to install signage, but all efforts will be made to advise nearby residents where necessary.	
Support	92
Neutral	5
Do not support	4
Comments	<p>I believe by sign posting where the cameras are, it will not reduce crime or anti-social behaviour, just move it elsewhere out of view of cameras.</p> <p>Dont give offenders a warning. No signage just let the cctv do its job</p> <p>If security camera areas are signed then people are going to most likely refrain from actions that they may be planning on taking. Yes that's a good thing but they shouldn't be acting up anyways so only residents that are a house or 2 away should be made aware of the instillations.</p> <p>Residents should have the right to know when they are being monitored. Covert cameras are not the way to go.</p>

Of those that **do not support** this statement and provided their reasoning, 75% (3) commented that signage would give offenders warning and therefore would encourage them to keep offending, just elsewhere.

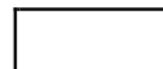


Of those that **do not support** this statement and provided their reasoning, 25% (1) commented that residents should have the right to know when they are being monitored and therefore covert cameras are not suitable.

Statement 4. CCTV cameras may be passive or "event activated" for recording purposes.	
Support	92
Neutral	6
Do not support	3
Comments	<p>I don't think there is any point if it's only going to be recording some areas. Can the footage be stored for a year and then deleted?</p> <p>CCTV cameras need to be monitored 24/7 to be effective... recording for after the fact evidence makes them only 10% effective.</p> <p>There needs to be more clarification on what sort of events activate recording.</p>

Of those that **do not support** this statement and provided their reasoning, 33% (1) commented that only recording some areas would be insufficient, 33% (1) commented that cameras would be ineffective if they are not monitored all the time, and 33% (1) commented they were unable to support without clarification on what events would activate recording.

Statement 5. 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.	
Support	95
Neutral	4



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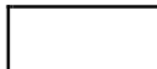
Do not support	2
Comments	Will the council pay towards power bill & how will the householder know how much of their power is being used for CCTV ?? Not supportive of installing in private land.

Of those that **do not support** this statement and provided their reasoning, 100% (1) raised concerns about the cost of running the CCTV camera and if/how reimbursement would work.

Statement 6. The end user design of a CCTV system falls predominantly into two types, monitored and reactive playback. Studies have shown that constant monitoring by humans (monitored) is not effective or efficient and unsustainable for larger CCTV installations. Based on this research there will be continued emphasis to test and trial new technologies such as, but not limited to video analytics programming.	
Support	90
Neutral	10
Do not support	1
Comments	Regardless of so-called studies... CCTV cameras need to be monitored 24/7 to be effective... what is better, catching someone in the act or catching someone after... would you rather prevent a murder or catch the murderer?

Of those that **do not support** this statement and provided their reasoning, 100% (1) commented that CCTV should be monitored 24/7.

Statement 7. Access to any CCTV footage and other operational matters will be controlled through a code of Practise that is consistent with all State and Commonwealth legislation.	
Support	100
Neutral	1



Do you support the City's position not to utilise dummy cameras as they could lead to a false sense of security for users of public areas?	
Support	86
Neutral	11
Do not support	4
Comments	<p>They are a deterrent of criminal or destructive behavior. Particularly if they are identical to real cameras.</p> <p>Dummy cameras serve no purpose</p> <p>I feel that dummy cameras would make the public feel safer, however if an event did occur in the sight of the fake security camera there would be no evidence of this as the camera does not work</p> <p>Dummy cameras would help to prevent some offenders from attempting an offense, Even if only a small number of offenders are stopped due to dummy cameras set up, it would be worth the effort.</p>

Of those that **do not support** this statement and provided their reasoning, 50% (2) commented that dummy cameras would aid in the reduction of crime, 25% (1) commented that dummy cameras would make the public feel safer and 25% (1) indicated that dummy cameras serve no purpose at all.

Is there anything you would change about the draft revised Policy?	
Yes	9
No	91

Comments	<p>I do not believe sign posting cameras in public areas is beneficial.</p> <p>I'm not entirely convinced that have unmonitored cameras are as effective as monitored ones. It seems more reactive than preventative.</p> <p>I believe the Code of Practise needs to be highly transparent, and should be presented upfront as an integrated part of this policy. Without seeing the Code of Practise, I cannot support the draft policy, as how it is applied in practise is the key to its effectiveness and ethics.</p> <p>Survey people who's homes are near the cameras</p> <p>There are some low socioeconomic suburbs that harbour significant crime. I live in Hamilton Hill and our suburb suffers from this. A better monitoring of routes in/out of the suburb would greatly assist.</p> <p>Reactive videos should trigger an alarm when activated but do not require to be constantly monitored, the alarm could be in the reaction to the rangers or security to check out</p> <p>Item 5 needs rewording, currently doesnt read well.</p> <p>Make it so that there are no covert cameras.</p> <p>Fixed security cameras at entrances and exits of housing estates to be included in the Policy.</p>
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Of those that said they **would change something** about the Policy, there was no primary consensus about what should be changed. Each respondent provided a different reason.

11% (1) commented they would have all cameras sign-posted; 11% (1) commented they would have no cameras sign-posted; 11% (1) commented they would have cameras monitored 24/7; 11% (1) commented they would integrate the City's Code of Practice into the Policy; 11% (1) commented they would make reactive cameras have an in built alarm that gets triggered for the Rangers to inspect; 11% (1) would re-word Statement 5 to read better; and 11% (1) would have interviews/surveys with nearby residents a requirement.

Overall, I am satisfied with the draft revised Policy:



Strongly Agree	45
Agree	52
Neutral	2
Disagree	1

Any further comments:

Thank you for taking the communities safety seriously

Very supportive of CCTV

Would be happy to see significantly more CCTV camera. Not fussed by video surveillance if it is catching and deterring crime.

Fully support the use of CCTV but reaction times in the event of an incident should be monitored to be effective for immediate needs. Any technology that deters and/or traces offenders should be adopted.

More Cockburn cars driving around at night is needed.

No

Will these cameras continue during power-outs? Will they operate in conjunction with alarms (silent or audible)?

Any sort of security in the community would be beneficial to keep the crime rate down. As per our local chat page, crime has increased around our area, this would make more people aware and just maybe the criminals would be put off.

perhaps consider a survey of relevant ratepayers of appropriate locations to place CCTV, as they are the people who are more aware of problematic areas in their suburb.

I believe the Code of Practise needs to be highly transparent, and should be presented upfront as an integrated part of this policy. Without seeing the Code of Practise, I cannot support the draft policy, as how it is applied in practise is the key to

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its effectiveness and ethics.

Only people up to no good would be against this. Go for it!

I totally support the use of CCTV, whether it be in a public place or residential. Whilst people think it may be a 'violation of their rights' to be recorded, if you have nothing to hide then surely it's no concern. With the CCTV cameras at the front of our house, we've had enquiries from police asking for footage relating to a burglary incidents and they collected footage. Also an altercation of people on the street which led to youths trying to jump a fence, reported to CoSafe (who were unavailable and the message suggested contacting Cockburn police) which was done and footage saved.

Cctv in shopping centre parking like in gateway will be a good measure

"The city needs to do more to improve security. Not just cameras.

The newer suburbs are far better illuminated at night. Port Coogee/Aubin Grove/Hammond pk for example all have far better street lighting when compared to Hamilton Hill, Coolbellup or Spearwood. The dual standards are simply unacceptable and more needs to be done to modernise the ammenities in the older suburbs. "

Clarity and timeliness of access to data. Ie Theft if number plates in fishing areas- ability to have immediate feedback is useful when contacting police- so that they know the thieves have long gone or are actually still in the area and can be apprehended.

Cameras need to be installed at the entrances and within the Eco-Park, Atwell and suggest there should be one facing the Cockatoo Food Garden/Picnic shelter, within Goodwill Park, Atwell once the water feature is installed to clamp down on any vandalism of an expensive art work and the water tank which has been targetted in the past.

Hopefully the footage can be used to keep people accountable. I think there also needs to be an emphasis on youth resources and resources for the unemployed. Also making sure those with problems stemming from drug-use have facilities available to them to get better. Need to look at the cause of the problems too.

Thank you for improving security greatly appreciated :)

Would need a strong security and ranger presence.

There has to be consequences for the bad behaviour that continues in our community.

I think camera surveillance can be a wonderful deterrent and can assist in the identification of people committing offences. But I also believe it should not replace

9



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police on the ground. Having a strong and visible police presence I believe is far more effective than cameras. Prevention is better than cure. Also governments need to be more consistent and stronger on people who commit the crimes. Educate, rehabilitate, or if required incarcerate. In my opinion there is not enough done to stop people committing crime, especially when it comes to repeat offenders.

"Policy 7 I think it should be ""State"" not ""Sate""

Please amend wording to reflect State and Commonwealth on question 1, currently reads Sate

I think it would be great to have a higher CCTV network in the City of Cockburn, especially in new estates that suffer increased criminal activity. We all have a right to feel safe where we live.

Cockburn Council is very receptive to feedback and meets the needs of the community. The CCTV initiative is really most welcome

I think the need to be in streets too to minimize crime. I live I Mudlark Way and we have someone ha going around for 4 weeks. Plus we have had previously also.

I don't believe that more CCVT installations are required. I believe that there is far too much already and that too much monitoring of citizens leads to fear and paranoia and could too easily drift into dangerous territory.

Installing more cameras in the Cockburn train station and other train stations are highly encouraged. There are a lot of cars getting broken into while we pay for parking at the train station.

We had a handbag stolen and a local resident CCTV help us identify the culprit so yes we are all for more CCTV in our area.

Location of the additional camera opposite DOME should be relocated to the Dome side of the street to ensure it covers the area extending south down Chieftain Esplanade

4. Demographics

Upon registering to provide feedback via the Comment on Cockburn platform, residents provide their demographic details so that their user experience can be tailored to their needs and interests. The demographic data of respondents has been captured and provided below.

The majority of respondents (99) live in the City of Cockburn, with Atwell (17), Beelihar (12) and Yangebup (11) the most represented suburbs.

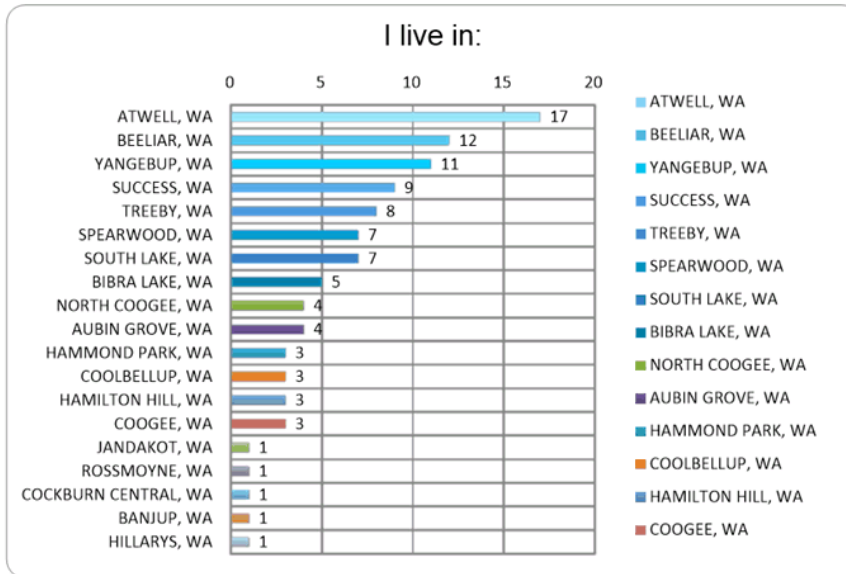
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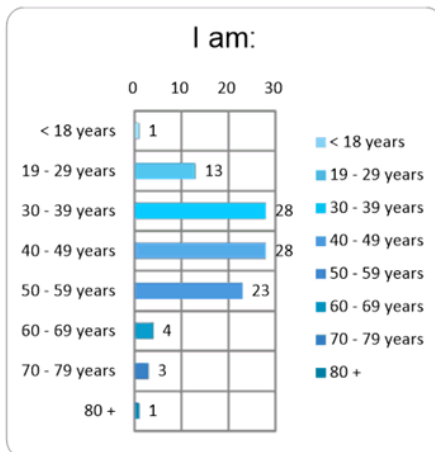
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Most respondents were female (62), between the ages of 30 and 50 (56) and from an English-speaking background (94).

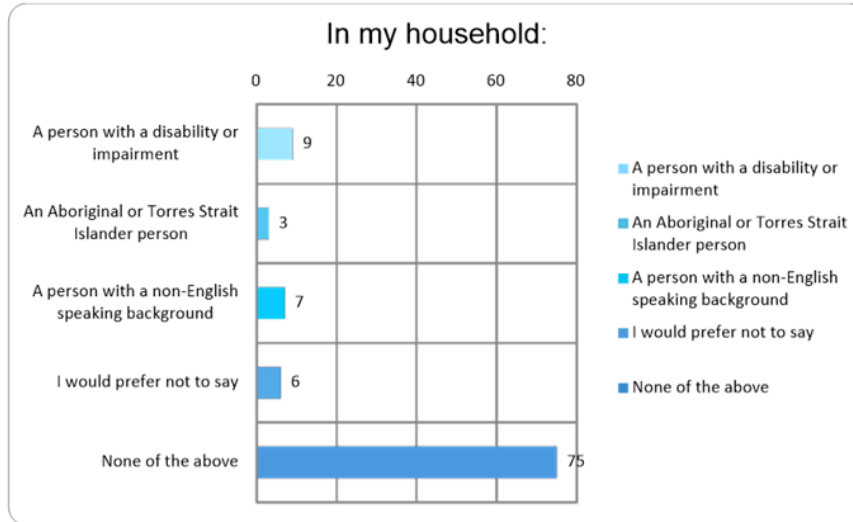


Above: Graph showing breakdown of respondents' place of residence.



Above: Graph showing breakdown of respondents' age ranges.





Above: Graph showing cultural and accessibility data of respondents' and respondents' household members.

5. Next Steps

Feedback captured during the public comment period will be provided to the City's Delegated Authorities, Policies & Position Statements Committee (DAPPS) for review and consideration.

The feedback will be used to guide whether the Committee endorses the revisions to the Policy at their November 2019 meeting. Updates will be made available via the City's Comment on Cockburn page at comment.cockburn.wa.gov.au. Survey participants will be notified of the outcome.



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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



Item 12.3

DAP 27/11/2019

12.3 (2019/MINUTE NO 0063) PROPOSED NEW POLICY SPORTS HALL OF FAME

Author(s) D Burton

Attachments 1. Proposed Sports Hall of Fame Policy [↓](#)

RECOMMENDATION

That Council adopt the proposed new Council Policy Sports Hall of Fame, as attached to the Agenda.

COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Cr T Widenbar

That the recommendation be adopted.

CARRIED 3/1

Background

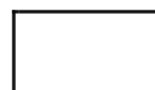
The City of Cockburn Sports Hall of Fame was developed in 2004 to celebrate the achievements of local athletes and sports personnel who have been involved at the elite level.

Since 2004, a total of 19 individuals have been inducted into the City's Sports Hall of Fame, which includes a combination of athletes, administrators and/or media personalities. Inductee achievements have been recognised through plaques at the entry of the City's Administration Building and Cockburn Aquatic and Recreation Centre (ARC), as well as through the Interactive Kiosk installed at the Cockburn ARC in 2019.

At the Ordinary Council Meeting held on 14 September 2017, Council resolved the following:

'That Council:

- (1) *seeks development of a policy for nominations for the City's Sports Hall of Fame to be presented to a future DAPPS meeting;*
- (2) *the policy considers the expansion of the recognition criteria to allow for people of all ages to be considered for nomination; and*
- (3) *as part of the City's consideration to developing a future Performing Arts Centre consideration be given to establishing a similar Wall of Fame for persons that deserve recognition for their efforts in the performing arts sector. Accordingly a policy for nominations needs to be presented to a future DAPPS meeting.'*



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DAP 27/11/2019

Item 12.3

Since that time, Council at its 14 June 2018 meeting adopted the City's Policy Framework and at its 13 September 2018 meeting, adopted the proposed plan to review all relevant policies and documents. As such the development of this policy was deferred.

Submission

N/A

Report

The development of this policy enabled review of the existing criteria for Sports Hall of Fame nominations. The intent of this Policy is to provide a clear framework for both nominees, and for how the Sports Hall of Fame will be administered. In particular, the new Policy has included:

- The frequency of calling for nominations;
- Clarity with the eligibility criteria;
- Criteria for assessment; and
- Approval for nominee induction.

Notably, the Policy has remained silent with regard to the age of nominees. The Policy has purposely been written in this way to afford opportunities for people of all ages to be considered for nomination.

At this time, consideration has not been given to a Hall/Wall of Fame for the Performing Arts, although it is recommended that this policy be considered as part of the overall feasibility process on the development of the City's Performing Arts Centre, which is proposed to commence in early 2020.

Strategic Plans/Policy ImplicationsCity Growth

Maintain service levels across all programs and areas.

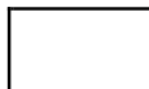
Community, Lifestyle and Security

Provide residents with a range of high quality accessible programs and services.

Budget/Financial Implications

There will be a minor cost of no more than \$5,000 to facilitate the Sports Hall of Fame every three years. This will be sought through the relevant annual budget process as required.

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Item 12.3

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Legal Implications

N/A

Community Consultation

For the purposes of the development of the Policy, community consultation is not required. Each time the nomination process is facilitated, a review of the Policy will be conducted.

Risk Management Implications

Should Council decide not to endorse the Policy, there is a risk that the eligibility and assessment criteria can be changed. Furthermore, governing this program without a policy enables inconsistency with assessment each time nominations are called and assessed.

Advice to Proponent(s)/Submitters

N/A

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

Nil



Item 12.3 Attachment 1

DAP 27/11/2019

Title	Sports Hall of Fame
Policy Number (Governance Purpose)	



Policy Type

Council

Policy Purpose

The purpose of this policy is to:

- (1) Recognise and promote the outstanding sporting achievements of athletes and sport administrators who currently or previously resided in the City of Cockburn.
- (2) Outline the selection criteria in order to be considered eligible for recognition.

Policy Statement

- (1) The promotion of outstanding achievements of athletes and sports administrators is important to:
 1. Recognise the achievements made by individuals from the Cockburn community.
 2. Motivate aspiring individuals within the Cockburn community.
- (2) The City will call for nominations for the City of Cockburn Sports Hall of Fame every three years.
- (3) For consideration to be inducted into the City of Cockburn Sports Hall of Fame, individuals:
 1. Must have been a resident for five years or more of the City of Cockburn.
 2. Can be deceased or living.
- (4) Nominees will be assessed under the following selection criteria:
 1. Demonstrate a consistent high standard of elite level sport performance at a national or international level.
 2. Long term outstanding commitment to and achievement in a sport(s).
 3. Be or have been a participant in sport or involved in sports administration at an elite national or international competition.
 4. Must have been ranked or selected to represent their chosen sport by a National and/or International Sporting Body.

[1]



DAP 27/11/2019

Item 12.3 Attachment 1

Title	Sports Hall of Fame
Policy Number (Governance Purpose)	



(5) Nominees who satisfy the selection criteria will be recommended to Council for approval for induction to the City of Cockburn Sports Hall of Fame.

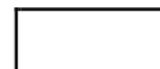
(6) Definitions:

Athlete: Participant in sporting activity competing on the sporting field, court, track, arena etc.

Sports administrator: Individual who contributes to sport off the field, court, track or arena in a paid or unpaid capacity which includes officiating, governing and/or working within the media.

Strategic Link:	Strategic Community Plan - Community, Lifestyle and Security
Category	Sport and Recreation
Lead Business Unit:	Recreation & Community Safety
Public Consultation: (Yes or No)	
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[2]



DAP 27/11/2019

Item 13.1

13. EXECUTIVE DIVISION ISSUES

13.1 (2019/MINUTE NO 0064) FORMAL INTRODUCTION AND REVIEW OF COUNCIL DELEGATED AUTHORITIES AND POLICIES

- Author(s)** B Pinto
- Attachments**
1. Policy - Formal Introduction and Review of Council Delegated Authorities and Policies (To be deleted) [↓](#)
 2. Policy SC47 - Formal Introduction and Review of Council Policies, Position Statements and Delegated Authorities (To be deleted) [↓](#)

RECOMMENDATION
 That Council adopt Policy Formal Introduction and Review of Council Delegated Authorities and Policies, as attached to the agenda.

COMMITTEE RECOMMENDATION
 MOVED Mayor L Howlett SECONDED Cr T Widenbar

That the recommendation be adopted.

CARRIED 3/1

Background

This Policy has been reviewed as part of the Policy Review Project and identified as a Priority 2 review. This has now been completed and is therefore submitted for consideration.

Submission

N/A

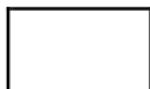
Report

As part of the Policy Review Project a number of Position Statements have either been converted to Administration Policies or Procedures, hence they do not exist anymore. Policy SC47 Formal Introduction and Review of Council Policies, Position Statements and Delegated Authorities has been converted to a Council Policy and all references to Position Statements has been deleted.

Strategic Plans/Policy Implications

Leading and Listening

Deliver sustainable governance through transparent and robust policy and processes.



Item 13.1

DAP 27/11/2019

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

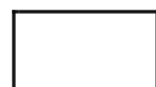
There is a Low level of Compliance risk associated with this item.

Advice to Proponent(s)/Submitters

N/A

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

Nil



Item 13.1 Attachment 1

DAP 27/11/2019

Title	Formal Introduction & Review of Council Delegated Authorities & Policies
Policy Number (Governance Purpose)	



Policy Type

Council

Policy Purpose

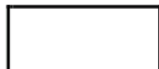
To provide a process by which Council formally introduces and reviews its Delegated Authorities and Policies.

Sec.2.7(2) (b) of the Local Government Act, 1995, provides that the role of the Council is to 'determine the local government's policies'. In the past, this has been achieved through either a committee process, or by providing proposed new or amendment documents directly to Council.

Policy Statement

- (1) Council will formally review all its Delegated Authorities and Policies over a two year period, corresponding with each Electoral Cycle and will ensure any amendments to any relevant Acts and/or subsidiary legislation affecting the City are reflected and incorporated in a timely manner.
- (2) Council will formally review all its adopted Delegated Authorities on at least an annual basis as required by legislation.
- (3) The introduction of new Delegated Authorities and Policies and all reviews of relevant documents may be undertaken in any manner approved by Council.
- (4) Such mechanisms can include:
 1. through a formally established Committee, pursuant to Sec.5.8 of the Act;
 2. an informal Working Group comprising of Elected Members and Staff convened to assess these documents, and/or
 3. individual officer reports provided directly to a meeting of Council.
- (5) The methodology referred to in (4) above will be determined by resolution of the Council.
- (6) It is a requirement that any proposal to introduce, amend or delete any Delegated Authority or Policy of the City can only be effected by a decision of the Council once it has been introduced/reviewed in accordance with Point (3) above
- (7) In recognition of Council's sustainability initiatives, it will only be a requirement to reproduce and attach those documents, for which a material change is proposed to the Agenda Papers. Minor and/or typographical changes will be listed in the Agenda Report.

[1]



DAP 27/11/2019

Item 13.1 Attachment 1

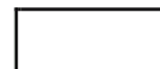
Title	Formal Introduction & Review of Council Delegated Authorities & Policies
Policy Number <small>(Governance Purpose)</small>	



- (8) The Delegated Authorities and Policies Committee (DAP) meetings will be held quarterly. The May Meeting shall include the statutory review of Delegated Authorities required pursuant to the Local Government Act 1995, together with the review of delegations made under other legislation.

Strategic Link:	Strategic Community Plan 2016-2026
Category	Governance
Lead Business Unit:	Governance & Risk
Public Consultation: <small>(Yes or No)</small>	No
Adoption Date: <small>(Governance Purpose Only)</small>	
Next Review Due: <small>(Governance Purpose Only)</small>	
ECM Doc Set ID: <small>(Governance Purpose Only)</small>	

[2]



POL	FORMAL INTRODUCTION AND REVIEW OF COUNCIL POLICIES, POSITION STATEMENTS & DELEGATED AUTHORITIES	SC47
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POLICY CODE:	SC47
DIRECTORATE:	Administration & Community Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	13 October 2011
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:		
DAPPS Meeting:	22 September 2011 22 March 2012 23 May 2013	28 November 2013 24 August 2017
OCM:	13 October 2011 12 April 2012	13 June 2013

TO BE DELETED

BACKGROUND:

Sec.2.7(2) (b) of the Local Government Act, 1995, provides that the role of the Council is to 'determine the local government's policies'. In the past, this has been achieved through either a committee process, or by providing proposed new or amendment documents directly to Council.

PURPOSE:

To provide a process by which Council formally introduces and reviews its Policies, Position Statements and Delegated Authorities.

POLICY:

- (1) Council will formally review all its Policies and Position Statements over a two year period, corresponding with each Electoral Cycle and will ensure any amendments to any relevant Acts and/or subsidiary legislation affecting the City are reflected and incorporated in a timely manner.
- (2) Council will formally review all its adopted Delegated Authorities on at least an annual basis as required by legislation.

[1]



DAP 27/11/2019

Item 13.1 Attachment 2

POL	FORMAL INTRODUCTION AND REVIEW OF COUNCIL POLICIES, POSITION STATEMENTS & DELEGATED AUTHORITIES	SC47
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- (3) The introduction of new Delegated Authorities, Policies and Position Statements and all reviews of relevant documents may be undertaken in any manner approved by Council.
- (4) Such mechanisms can include:
 - 1. through a formally established Committee, pursuant to Sec.5.8 of the Act;
 - 2. an informal Working Group comprising of Elected Members and Staff convened to assess these documents, and/or
 - 3. individual officer reports provided directly to a meeting of Council.
- (5) The methodology referred to in (4) above will be determined by resolution of the Council.
- (6) It is a requirement that any proposal to introduce, amend or delete any Policy, Position Statement or Delegated Authority of the City can only be effected by a decision of the Council once it has been introduced/reviewed in accordance with Point (3) above.
- (7) In recognition of Council's sustainability initiatives, it will only be a requirement to reproduce and attach those documents, for which a material change is proposed to the Agenda Papers. Minor and/or typographical changes will be listed in the Agenda Report. A hard copy is to be provided to Elected Members who request it, one week before the scheduled meeting, otherwise Agendas and Attachments will be provided electronically.
- (8) The DAPPS meetings will be held quarterly. The May Meeting shall include the statutory review of Delegated Authorities required pursuant to the Local Government Act 1995, together with review of delegations made under other legislation.

TO BE DELETED

[2]



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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

Nil

18. CONFIDENTIAL BUSINESS

Nil

19. CLOSURE OF MEETING

The meeting closed at 6.25pm.

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14. PLANNING & DEVELOPMENT DIVISION ISSUES

14.1 PROPOSED SCHEME AMENDMENT 148 - PROPOSED AMENDMENT TO THE ANNUAL REVIEW CLAUSE FOR DEVELOPMENT CONTRIBUTIONS

Author(s)	C Catherwood
Attachments	1. Schedule of Modifications ↓ 2. Scheme Amendment 148 (as advertised) ↓
Location	N/A
Owner	N/A
Applicant	City of Cockburn
Application Reference	109/148

RECOMMENDATION

That Council:

- (1) endorse the Schedule of Modifications prepared in respect of Amendment 148 to City of Cockburn Town Planning Scheme No. 3 (Scheme).
- (2) adopt Scheme Amendment No. 148 for final approval for the purposes of:
 1. Adding a new clause 5.3.11.5 to read:
Notwithstanding clauses 5.3.11.1, 5.3.11.2(ii), 5.3.11.3 and 5.3.11.4, where the development contribution plan relates to community infrastructure, the Local Government may adopt a lesser rate than the independent certification recommends and make up the shortfall in accordance with clause 5.3.17.1
 2. Renumbering existing clauses 5.3.11.5 – 5.3.11.7 accordingly
- (3) note the amendment referred to in resolution (2) above is a 'complex amendment' as it satisfies the following criteria of Regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*:
An amendment relating to development that is of a scale, or will have an impact that is significant, relative to development in the locality;
An amendment to identify or amend a development contribution area or to prepare or amend a Development Contribution Plan;
- (4) 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.

Background

The purpose of this amendment is to insert an additional clause to ensure greater alignment between the intent of the *State Planning Policy 3.6 Development Contributions for Infrastructure* (SPP3.6) and existing City of Cockburn Town Planning Scheme No. 3 (TPS3) wording, in particular those clauses relating to the requirement for annual reviews to be undertaken.

Development contribution provisions (DCP) have been contained in TPS3 for a number of years. The current provisions primarily reflect the wording from SPP3.6 with some additions which clarify and deal with the specific issues related to the City of Cockburn.

Some of the provisions are 'non-discretionary' in that they provide no flexibility to the administrator of the scheme. In some cases, this is prudent, however in relation to the use of the 'best and latest' costs the Local Government has available, it presents an issue.

It is very prudent for an annual review to be undertaken and for that information to inform the annual revision to the DCP rate. It is prudent for an independent expert to be utilised to undertake that review. Probity in procurement is equally important in Local Government and may lead to the use of different independent experts from year to year (or contract to contract). As with most experts, it is possible to end up with differing recommendations, or as in this case, different costings.

Where the lack of discretion becomes a concern is when the expert provides costs which are significantly higher than the previous year. Currently the scheme would require these to simply be applied. No regard is given to whether they might be considered too high by the City, who has recently built a similar item at a much lower cost. No regard is given that the City may seek to find alternative funding sources and not simply pass the estimated higher construction costs onto its ratepayers and/or developers doing business in Cockburn.

To not publish and collect the DCP rates as informed by independent review would be a compliance issue.

The above quandary was not the intent of the SPP, which set out these scheme provisions. Discussions with the Department of Planning, Lands and Heritage (DPLH) indicate they did not intend for Local Governments to be locked into having to accept and charge whatever the experts advise. Flexibility to adopt a lesser rate, with the Local Government providing other sources of funding, was never intended to be prevented.

The amendment has recently been advertised for public comment and is now required to be presented to Council following the submissions period to determine how, and whether, to progress the amendment.

Submission

N/A

Report

Much of the detail of the proposed amendment was set out in the Council report which initiated this matter (Minute No. 0077 - 13 June 2019 OCM refers) and in the Scheme Amendment report (see Attachment 2). The information set out below relates to new information since initiation as opposed to repeating the content of the initiating report.

Draft State Planning Policy 3.6 – Infrastructure Contributions (SPP3.6)

Since the initiation of this amendment, a draft SPP3.6 has been advertised, which mentions a capped rate per dwelling on community infrastructure (\$3,500 for regional, district and local combined). It is not clear whether the cap applies to existing DCP13 and proposed DCP (such as DCP15) should it progress prior to the gazettal of a revised SPP3.6.

As noted in the City's submission (considered at the 8 August 2019 meeting), strong concerns are held with the caps proposed given they appear to use unsubstantiated figures. No further clarity has been obtained on the City's concerns. The City also suggested the figures for DCP13 might provide a considered and logical basis should 'capped' rates be pursued.

What this amendment seeks to introduce may be likened to a 'cap' in that it seeks to temper the costs as established on the DCP's gazettal and minimise fluctuations.

In any case, regardless of its similar intent, the amendment should progress, noting that previous reviews of the SPP have not been finalised. The City also needs to be mindful of its current obligations under TPS3 should this amendment not be progressed; specifically the need for a review of estimated costs at least annually, and a review of forecast dwellings every five years in the case of DCP13. This amendment will enable the City to review the community infrastructure DCP rate in line with reasonable escalation indexes instead of having no option than to use inputs which will produce untenable and possibly unrealistic DCP rates.

Advice from the Department of Planning, Lands and Heritage

DPLH, in considering to grant consent to advertise, flagged that the City might wish to consider a minor wording change to ensure alignment with the intent of draft SPP3.6.

Currently the draft SPP discusses a 'cap' in relation to community infrastructure DCP. It is the intent of the amendment as initiated to relate to only community infrastructure DCP as these are generally where there is a municipal 'share' of the infrastructure cost.

In the advertised version of the scheme amendment report, the potential rewording of the proposed amendment to reflect the above was highlighted in the report, stating in part:

... there may be minor modifications to this proposal as advertised to reflect the draft SPP3.6. Specifically this is likely to involve a slight rewording of the proposed 5.3.11.5 to this effect:

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

It is recommended this minor modification be made prior to adopting the amendment.

Strategic Plans/Policy Implications

City Growth

Ensure planning facilitates a desirable living environment and meets growth targets.

Community, Lifestyle and Security

Provide for community facilities and infrastructure in a planned and sustainable manner.

Create and maintain recreational, social and sports facilities and regional open space.

Leading and 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

Long term financial planning for the City allows for a degree of cost escalation, perhaps to a lesser extent than what an independent expert might recommend.

Legal Implications

Planning and Development Act 2005

Community Consultation

As per Part 5 of the Planning and Development (Local Planning Schemes) Regulations, there are several amendment types: basic, standard and complex. These are defined in Part 5, Division 1, Regulation 34.

A complex amendment (such as this) requires 60 days consultation in recognition that such proposals have a greater impact on the community. Whereas a basic amendment requires no consultation and a standard amendment is 42 days consultation.

The consultation period for this amendment occurred for 60 days from 12 September 2019 until 11 November 2019. No submissions were received.

Risk Management Implications

The risk to Council in not progressing this scheme amendment is that should an independent expert provide the City with substantially increased cost estimates, then there would be no option but for the administration to apply these in the form of an increased DCP rate. This would be despite any belief the administration may have that the costs might be too high. From a reputation perspective, to apply extraordinary increases to a DCP rate would be a poor outcome and likely see substantial decreases in the developers who are able to do business in Cockburn.

Advice to Proponent(s)/Submitters

N/A

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

Nil

File No. 109/148

**SCHEDULE OF MODIFICATIONS
PROPOSED AMENDMENT NO. 148**

NO.	MODIFICATION PROPOSED	ADVERTISED Y/N	EXPLANATION FOR ADVERTISING	PARTICULARS OF ADVERTISING
	<p>Change proposed clause 5.3.11.5 initiated as</p> <p>Notwithstanding clauses 5.3.11.1, 5.3.11.2(ii), 5.3.11.3 and 5.3.11.4, where the local government is a participant in a development contribution plan, the local government may adopt a lesser rate than the independent certification recommends and make up the shortfall in accordance with clause 5.3.17.1</p> <p>To read:</p> <p>Notwithstanding clauses 5.3.11.1, 5.3.11.2(ii), 5.3.11.3 and 5.3.11.4, where the development contribution plan relates to community infrastructure, the local government may adopt a lesser rate than the</p>	<p>Yes</p>	<p>As part of the DoPLH referral which gave consent to advertise, it was noted there may be benefit in reviewing the amendment to ensure consistency with the draft State Planning Policy 3.6 (development contributions for infrastructure) which had been released for advertising since the initiation of the amendment.</p> <p>It was recommended the use of the word 'participant' in proposed clause 5.3.11.5 be reconsidered as a local government may be viewed as a participant in all DCPs.</p> <p>The intent of the City had been for DCP where there is a municipal share (such as DCP13) not all DCPs where the local government may only have an administrator role.</p> <p>The draft SPP3.6 discusses the</p>	<p>Cockburn Gazette published 12 September 2019</p> <p>Comment on Cockburn webpage</p> <p>Letters to larger developers active in Cockburn (most likely impacted):</p> <ul style="list-style-type: none"> • Development WA (previously Landcorp) • Perron • Proven • Stockland <p>Letter to UDIA</p> <p>Front counter display</p> <p>Highlighted within the scheme amendment documents as follows:</p> <p style="text-align: center;">Postscript notes:</p> <p style="text-align: center;">Release of draft State Planning Policy 3.6 – Infrastructure</p>

NO.	MODIFICATION PROPOSED	ADVERTISED Y/N	EXPLANATION FOR ADVERTISING	PARTICULARS OF ADVERTISING
	<p>independent certification recommends and make up the shortfall in accordance with clause 5.3.17.1.</p>		<p>idea of a 'capped rate' for DCP contributions towards <u>community infrastructure DCPs</u> which is aligned to the City's intent and would avoid any confusion from developers within DCPs only dealing with hard infrastructure items (which are generally shared out between the landowners with no City contribution also).</p>	<p style="text-align: center;">Contributions (SPP3.6)</p> <p>Since the initiation and request to advertise this amendment, the State has now released a draft SPP 3.6 for comment. The City of Cockburn will need to align to this proposal with the intent of SPP3.6.</p> <p>It should be therefore noted there may be minor modifications to this proposal as advertised to reflect the draft SPP3.6. Specifically this is likely to involve a slight rewording of the proposed 5.3.11.5 to this effect:</p> <p><i>"Notwithstanding clauses 5.3.11.1, 5.3.11.2(ii), 5.3.11.3 and 5.3.11.4, where the development contribution plan relates to community infrastructure, the local government may adopt a lesser rate than the independent certification recommends and make up the shortfall in accordance with clause 5.3.17.1"</i></p>



TOWN PLANNING SCHEME NO. 3

AMENDMENT NO. 148

Development Contribution annual review clauses

September 2019

PLANNING AND DEVELOPMENT ACT, 2005
RESOLUTION TO ADOPT AMENDMENT TO LOCAL PLANNING SCHEME

CITY OF COCKBURN
TOWN PLANNING SCHEME NO 3
AMENDMENT NO. 148

Resolved that the local government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above local planning scheme for the following purposes:

1. Adding a new clause 5.3.11.5 to read:

Notwithstanding clauses 5.3.11.1, 5.3.11.2(ii), 5.3.11.3 and 5.3.11.4, where the local government is a participant in a development contribution plan, the local government may adopt a lesser rate than the independent certification recommends and make up the shortfall in accordance with clause 5.3.17.1

2. Renumbering existing clauses 5.3.11.5 – 5.3.11.7 accordingly

The Amendment is a 'complex' amendment under the provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reason(s):

an amendment relating to development that is of a scale, or will have an impact, that is significant relative to development in the locality

an amendment to identify or amend a development contribution area or to prepare or amend a development contribution plan

Dated this 13th day of June 2019


A/ CHIEF EXECUTIVE OFFICER

FILE NO. 109/128

REPORT

1. LOCAL AUTHORITY City of Cockburn

2. DESCRIPTION OF TOWN
PLANNING SCHEME: Town Planning Scheme No. 3

3. SERIAL NO. OF AMENDMENT: Amendment No. 148

4. PROPOSAL: Development contribution annual review
clauses

AMENDMENT REPORT

1.0 Introduction

The purpose of this amendment is to insert an additional clause to ensure greater alignment between the intent of the State Planning Policy 3.6 Development contributions for infrastructure ("SPP3.6") and existing City of Cockburn Town Planning Scheme No. 3 ("TPS3") wording, in particular those clauses relating the requirement for annual reviews to be undertaken.

2.0 Background:

Development contribution provisions ("DCP") have been contained in TPS3 for a number of years. The current provisions primarily reflect the wording from SPP3.6 with some additions which clarify and deal with the specific issues related to the City of Cockburn.

Some of the provisions are 'non-discretionary' in that they provide no flexibility to the administrator of the scheme. In some cases, this is prudent. However in relation to the use of the 'best and latest' costs the local government has available it presents an issue.

It is very prudent for an annual review to be undertaken and for that information to inform the annual revision to the DCP rate. It is prudent for an independent expert to be utilised to undertake that review. Probity in procurement is equally important in local government and may lead to the use of different independent experts from year to year (or contract to contract). As with most experts, it is possible to end up with differing recommendations (or in this case, different costings).

Where the lack of discretion becomes a concern is when the expert provides costs which are significantly higher than the previous year. Currently the scheme would require these to simply be applied. No regard is given to whether they might be considered too high by the City who has recently built a similar item at a much lower cost. No regard is given that the City may seek to find alternative funding sources and not simply pass the estimated higher construction costs onto its ratepayers and/or developers doing business in Cockburn.

To not publish and collect the DCP rates as informed by independent review would be a compliance issue.

The above quandary was not the intent of the State Planning Policy which set out these scheme provisions. Discussions with the Department of Planning, Lands and Heritage indicate they did not intend for local governments to be locked into having to accept and charge whatever the experts advise. Flexibility to adopt a lesser rate, with the local government providing other sources of funding was never meant to be prevented.

3.0 Amendment Type

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.

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

This proposed amendment is considered to be a complex amendment which Regulation 34 describes as:

Complex amendment means any of the following amendments to a local planning scheme —

- a) *an amendment that is not consistent with a local planning strategy for the scheme that has been endorsed by the Commission;*
- b) *an amendment that is not addressed by any local planning strategy;*
- c) *an amendment relating to development that is of a scale, or will have an impact, that is significant relative to development in the locality;*
- d) *an amendment made to comply with an order made by the Minister under section 76 or 77A of the Act;*
- e) *an amendment to identify or amend a development contribution area or to prepare or amend a development contribution plan.*

This proposed amendment satisfies two of the above criteria. In particular, it is:

an amendment relating to development that is of a scale, or will have an impact, that is significant relative to development in the locality; and

an amendment to identify or amend a development contribution area or to prepare or amend a development contribution plan.

4.0 Proposal

There are several clauses relevant to the annual review of development contribution plans which create an issue:

“5.3.11 Cost contributions based on estimates

5.3.11.1

The determination of Infrastructure costs and administrative costs is to be based on amounts expended, but when expenditure has not occurred, it is to be based on the best and latest estimated costs available to the local government and adjusted accordingly, if necessary.

5.3.11.2

Where a cost apportionment schedule contains estimated costs, such estimated costs are to be reviewed at least annually by the local government –

- i. in the case of land to be acquired, in accordance with clause 5.3.12; and*
- ii. in all other cases, in accordance with the best and latest information available to the local government, until the expenditure on the relevant item of infrastructure or administrative costs has occurred.”*

5.3.11.3

The local government is to have such estimated costs independently certified by appropriate qualified persons and must provide such independent certification to an owner when requested.

5.3.11.4

Where any cost contribution has been calculated on the basis of an estimated cost, the local government –

- i. is to adjust the cost contribution of any owner in accordance with the revised estimated costs; and*
- ii. may accept a cost contribution, based upon estimated costs, as a final cost contribution and enter into an agreement with the owner accordingly.*

Advice has been sought on the above wording and has confirmed it is non-discretionary.

There is potential to supplement these clauses with an additional clause that gives the local government some flexibility. There are 'draft model provisions' in the current SPP3.6 and none of the advertised revisions to SPP3.6 (or the associated scheme provisions) have sought to alter the above clauses.

It is proposed to add a new clause 5.3.11.5 (subsequent clauses to be renumbered) to enable the local government flexibility reading:

5.3.11.5

Notwithstanding clauses 5.3.11.1, 5.3.11.2(ii), 5.3.11.3 and 5.3.11.4, where the local government is a participant in a development contribution plan, the local government may adopt a lesser rate than the independent certification recommends and make up the shortfall in accordance with clause 5.3.17.1

It should be noted the additional clause relates to estimated construction costs, not land. It is also specific the local government should be a participant in the development contribution plan, meaning this clause could only be used in a DCP where there was a municipal share already (currently DCP13 Community

Infrastructure and proposed DCP15 Treeby/Jandakot). It would not be intended to apply to other DCP such as:

- DCP11 Muriel Court
- DCP12 Packham North
- DCP14 Cockburn Coast (Robb Jetty/Emplacement)

These DCP are entirely developer funded, they do not have a municipal component and therefore the local government is not a participant, purely an administrator.

5.0 Conclusion

The risk to Council in not progressing this scheme amendment is that should an independent expert provide the City with substantially increased cost estimates, then there would be no option but for the administration to apply these in the form of an increased DCP rate. This would be despite any belief the administration may have that the costs might be too high. It is important to note this risk sits with the City of Cockburn but it is a matter which can be addressed quite simply with some additions to the model provisions.

From a reputation perspective, to apply extraordinary increases to a DCP rate would be a poor outcome and likely see substantial decreases in the developers who are able to do business in Cockburn.

With other sources of income available to local government, there should be a choice available to choose to a less punitive approach than an annual review estimate would currently require.

Postscript notes:

Release of draft State Planning Policy 3.6 – Infrastructure Contributions (SPP3.6)

Since the initiation and request to advertise this amendment, the State has now released a draft SPP 3.6 for comment. The City of Cockburn will need to align to this proposal with the intent of SPP3.6.

It should be therefore noted there may be minor modifications to this proposal as advertised to reflect the draft SPP3.6. Specifically this is likely to involve a slight rewording of the proposed 5.3.11.5 to this effect:

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

PLANNING AND DEVELOPMENT ACT, 2005
RESOLUTION TO ADOPT AMENDMENT TO LOCAL PLANNING SCHEME

CITY OF COCKBURN
TOWN PLANNING SCHEME NO 3
AMENDMENT NO. 148

Resolved that the local government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above local planning scheme for the following purposes:

1. Adding a new clause 5.3.11.5 to read:

Notwithstanding clauses 5.3.11.1, 5.3.11.2(ii), 5.3.11.3 and 5.3.11.4, where the local government is a participant in a development contribution plan, the local government may adopt a lesser rate than the independent certification recommends and make up the shortfall in accordance with clause 5.3.17.1

2. Renumbering existing clauses 5.3.11.5 – 5.3.11.7 accordingly

The Amendment is a 'complex' amendment under the provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reason(s):

an amendment relating to development that is of a scale, or will have an impact, that is significant relative to development in the locality

an amendment to identify or amend a development contribution area or to prepare or amend a development contribution plan

Dated this 13th day of June 2019


A/ CHIEF EXECUTIVE OFFICER

FINAL APPROVAL

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

(Seal)
MAYOR

.....
CHIEF EXECUTIVE OFFICER

Recommended/Submitted for Final Approval

.....
DELEGATED UNDER S.16 PLANNING
AND DEVELOPMENT ACT 2005

DATE.....

Final Approval Granted

.....
MINISTER FOR PLANNING

DATE.....

14.2 PROPOSED AMENDMENT NO. 150 TO LOCAL PLANNING SCHEME NO. 3 TO REZONE VARIOUS LAND PARCELS

Author(s) R Adam

Attachments 1. Attachment 1 - Town Planning Scheme No. 3 Mapping Changes [↓](#)

RECOMMENDATION

That Council:

- (1) in pursuance of Section 75 of the *Planning and Development Act 2005* amend the City of Cockburn Town Planning Scheme No. 3 (Scheme) for the following purposes:
 - a) Zoning a portion of Lot 1512 Cockburn Road, Coogee from 'unzoned' to 'Development Zone' and the Development Area 32 boundary extended over it.
 - b) Zoning portions of Lots 501 and 502 Kiesey Street, Coogee from 'unzoned' to the "Residential Zone" and apply the R20 designation.
 - c) Zoning a portion of Lot 9510 Barnong Lookout from 'unzoned' to 'Development Zone' and the Development Area 4 boundary extended over it.
 - d) Zoning land alongside Lot 147 Hammond Road, Cockburn Central from 'unzoned' to 'Development Zone' and the Development Area 35 boundary extended over it.
 - e) Noting the reservation of 'Reserve 49561' and adjacent section of unmade road reserve and removing the Development Area 13 designation.
 - f) Modifying the Scheme maps accordingly.
- (2) note the amendment referred to in the resolution (1) above is a basic amendment as it satisfies the following criteria of Regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*:

An amendment to the local planning scheme that is consistent with a region scheme and will have minimal effect on the scheme or landowners in the scheme area.
- (3) upon preparation of amending documents in support of resolution (1) above, determine that the amendment is consistent with Regulation 35 of the *Planning and Development (Local Planning*

Schemes) Regulations 2015 and the amendment be referred to the Environmental Protection Authority (EPA) as required by Section 81 of the Act, and on receipt of a response from the EPA indicating that the amendment is not subject to formal environmental assessment, 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.

Background

The Minister for Planning approved the Metropolitan Region Scheme (MRS) Amendment 1343/57 on 27 September 2019. This 'South-East and South-West Districts Omnibus 3' amendment included twenty-two (22) modifications, five (5) of which are within the City of Cockburn.

The MRS amendment requires the local planning scheme be modified to ensure that it remains consistent in regards to land use zoning and reservation under the MRS. This requirement is set out in Section 124 of the *Planning and Development Act 2005*.

Submission

N/A

Report

The purpose of this amendment is to amend the zoning and/or reservation of the five (5) sites under the City of Cockburn Town Planning Scheme No. 3 (TPS No. 3).

Four (4) changes have arisen in locations where road reservations are no longer required by the government agency (Main Roads WA) for whom the reservation was made.

The other revision is a change to the scheme map where an area of bushland has been reserved for Parks and Recreation.

The sites are:

Proposal 1 - Coogee

Former Lot 500 Cockburn Road was amalgamated with the adjoining Lot 1512 Cockburn Road and transferred from "Primary Regional Road" reserve to "Urban" zone under the MRS.

Due to the reclassification under the MRS the subject portion of Lot 1512 is now 'unzoned' under the local planning scheme. To achieve consistency with the remaining balance of the lot it is proposed to zone this portion of Lot 1512 as "Development Zone" under TPS No. 3.

Clause 3.2.1 (i) of TPS No. 3 sets out the objective for the “Development Zone”:

To provide for future residential, industrial or commercial development to be guided by a comprehensive Structure Plan prepared under the Scheme.

Structure plan requirements at this location are provided in TPS No. 3 at ‘Table 9 - Development Area 32’, and described as the “Cockburn Road” area. To illustrate, the Scheme Map notes ‘DA32’ at the location. It is proposed that a simple revision to the Scheme Map also be made to show the new portion of Lot 1512 as also within the DA32 boundary.

It is noted that Lot 1512 Cockburn Road contains the Coogee Hotel and Post Office. These are included on the City of Cockburn Municipal Heritage Inventory. No change to the heritage status at this site is proposed (see **Attachment 1 – Map 1**).

Proposal 2 – North Coogee

Portions of Lots 501 and 502 Kiesey Street have been changed from the “Primary Regional Road” reserve to the “Urban” zone under the MRS. To accord with the zoning of the balance of the lots, it is proposed that these portions be zoned “Residential” under TPS No. 3

It is noted that the scheme map designates a density coding of R20 over the subject lots. It is proposed that this designation be similarly applied (see **Attachment – Map 1**)

Proposal 3 - Beeliar

A portion of the existing Lot 9510 Barnong Lookout has been transferred from “Other Regional Roads” reserve to “Urban” zone under the MRS. This subject land is therefore ‘unzoned’ under TPS No. 3. To achieve consistency with the balance of the lot it is proposed to zone this portion of land as “Development Zone”.

Structure plan requirements at this location are described in the Scheme at “Table 9 – Development Area 4” (DA4) as the Yangebup area. It is proposed to update the Scheme Map to include this new portion of the lot.

It is noted that this portion of land adjoins ‘Development Contribution Area 5’ (DCA5) however it is not proposed to change the boundary of DCA5 to include the subject land. This is primarily as developer contributions have previously been paid over the entire Lot 9510. Accordingly, no purpose regarding contributions would be achieved by a change (see **Attachment – Map 2**).

Proposal 4 – Cockburn Central

A former “Other Regional Road” reserve abutting Lot 147 Hammond Road has been zoned “Urban” under the MRS. It is proposed that a portion of this land be zoned as “Development Zone”, and the remaining portion reserved as “Local Road” under TPS No. 3.

This site is located between two distinct portions of land that are both in ‘Development Area 35’ (DA35) of the Scheme Map. Accordingly, to provide for consistency and the future development of the subject lot it is proposed to update the Scheme Map to incorporate the ‘Development Zone’ portion as ‘DA35’ (see **Attachment – Map 3**)

Proposal 5 - Beeliar

Reserve 49561 and the adjacent section of unmade road reserve have been amended from “Urban Deferred” zone to “Parks and Recreation” reserve under the MRS. The subject land has also been identified as a “Bush Forever” area similar to the adjoining Thomsons Lake Nature reserve.

The revision from “Development Zone” to “Parks and Recreation” reserve by virtue of Clause 126 (1) of the *Planning and Development Act 2005* does not in itself require further action from the local government. However the subject land is designated in the TPS No. 3 Scheme Map in both “Development Area 13” (DA13) and “Development Contribution Area 1” (DCA1).

As the subject site is no longer in “Development Zone” the TPS No. 3 provisions regarding structure plans no longer apply. It is proposed that a simple mapping change be made to exclude the subject site from DA13.

Regarding ‘DCA1’ it is considered that a revision to the boundary to exclude this site is not required. The former Reserve 49561 has been and remains exempt from development contribution obligations, as it is covered by a wetland buffer (Conservation category). In addition the unmade road reserve portion of the site remains exempt from a development contribution requirement (land excluded from this is set out in Clause 5.3.9 of the Scheme).

As contributions are excluded from this location, no further change to TPS No. 3 is proposed.

Conclusion

This proposed amendments to the town planning scheme will bring TPS No. 3 into consistency with the Metropolitan Region Scheme.

Strategic Plans/Policy Implications

Town Planning Scheme No. 3 will be updated to remain consistent with the Metropolitan Region Scheme.

Budget/Financial Implications

N/A

Legal Implications

Planning and Development Act 2005

Section 58 provides that within 21 days of passing a resolution to prepare or adopt a basic amendment to a local planning scheme under regulation 35(1), or such longer period as the Commission approves, the local government must provide the amendment to the Commission together with any relevant maps, plans, specifications and particulars required by the Commission.

Planning and Development (Local Planning Scheme) Regulations 2015

Community Consultation

Not applicable. This amendment is an administrative matter and there is no opportunity for any party to suggest changes or modifications.

As per Part 5 of the Planning and Development (Local Planning Schemes) Regulations, there are amendment types: basic, standard and complex. These are defined in Part 5, Division 1, Regulation 34.

Risk Management Implications

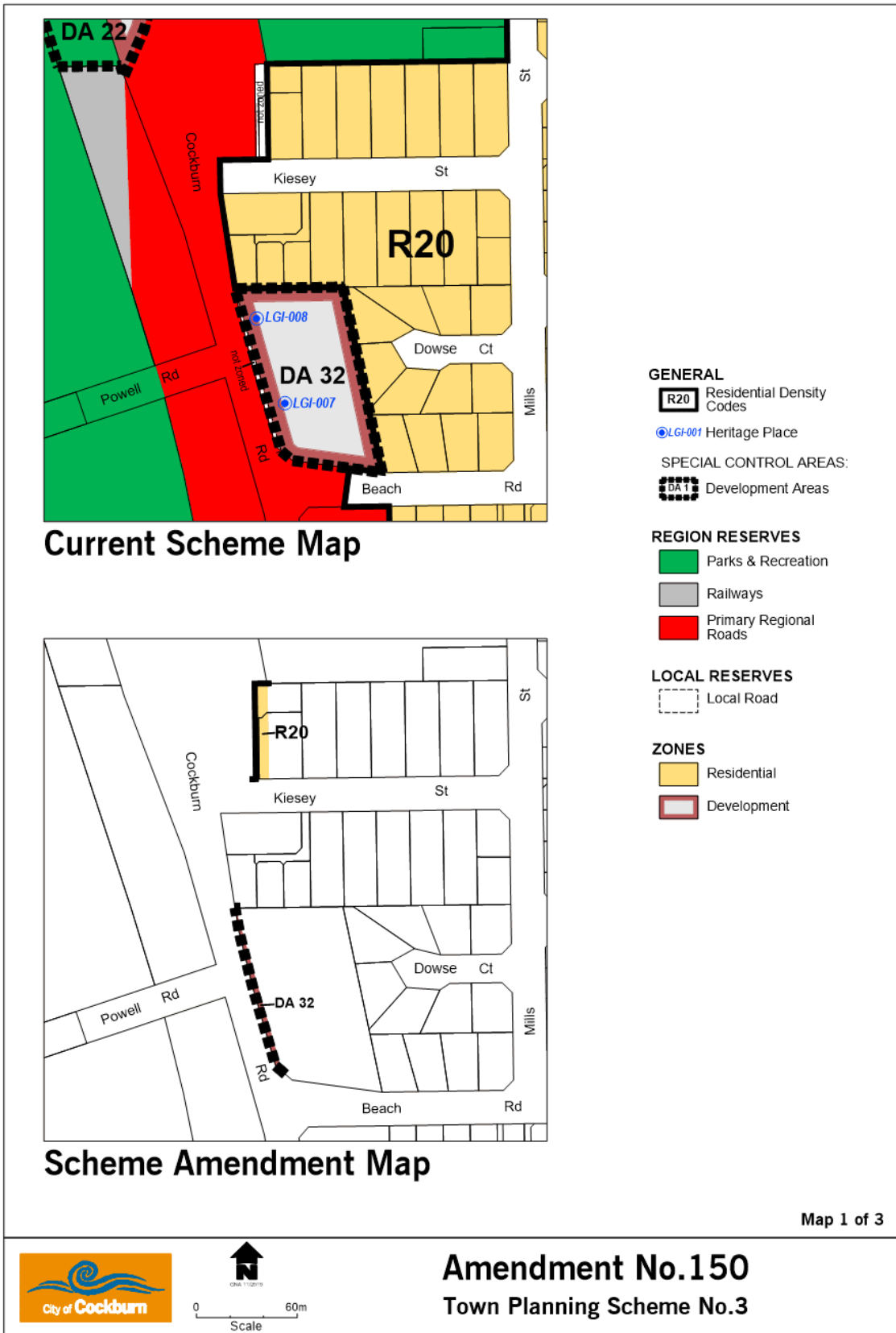
It is considered that the officer recommendation is appropriate in regards to making the most appropriate planning decision.

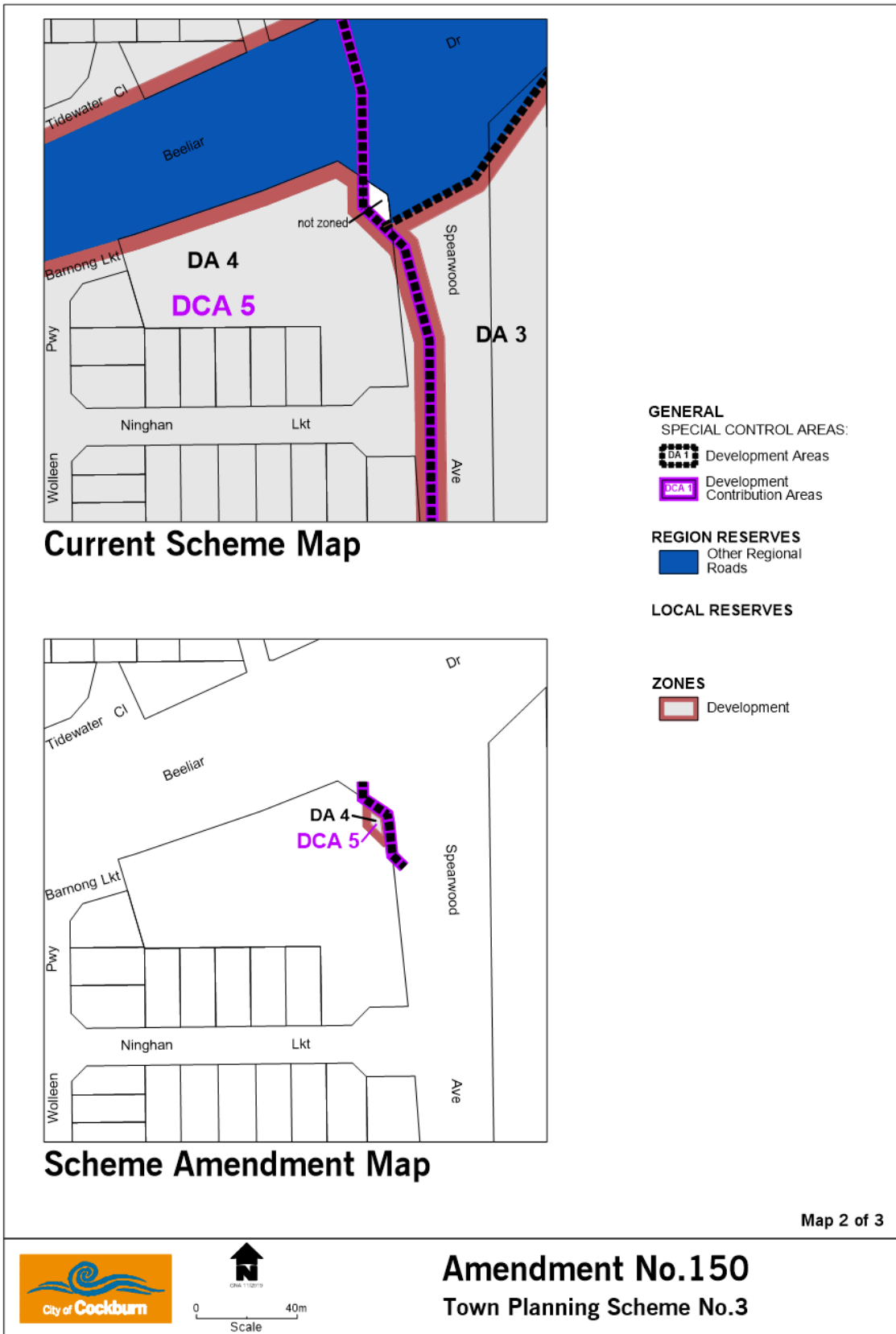
Advice to Proponent(s)/Submitters

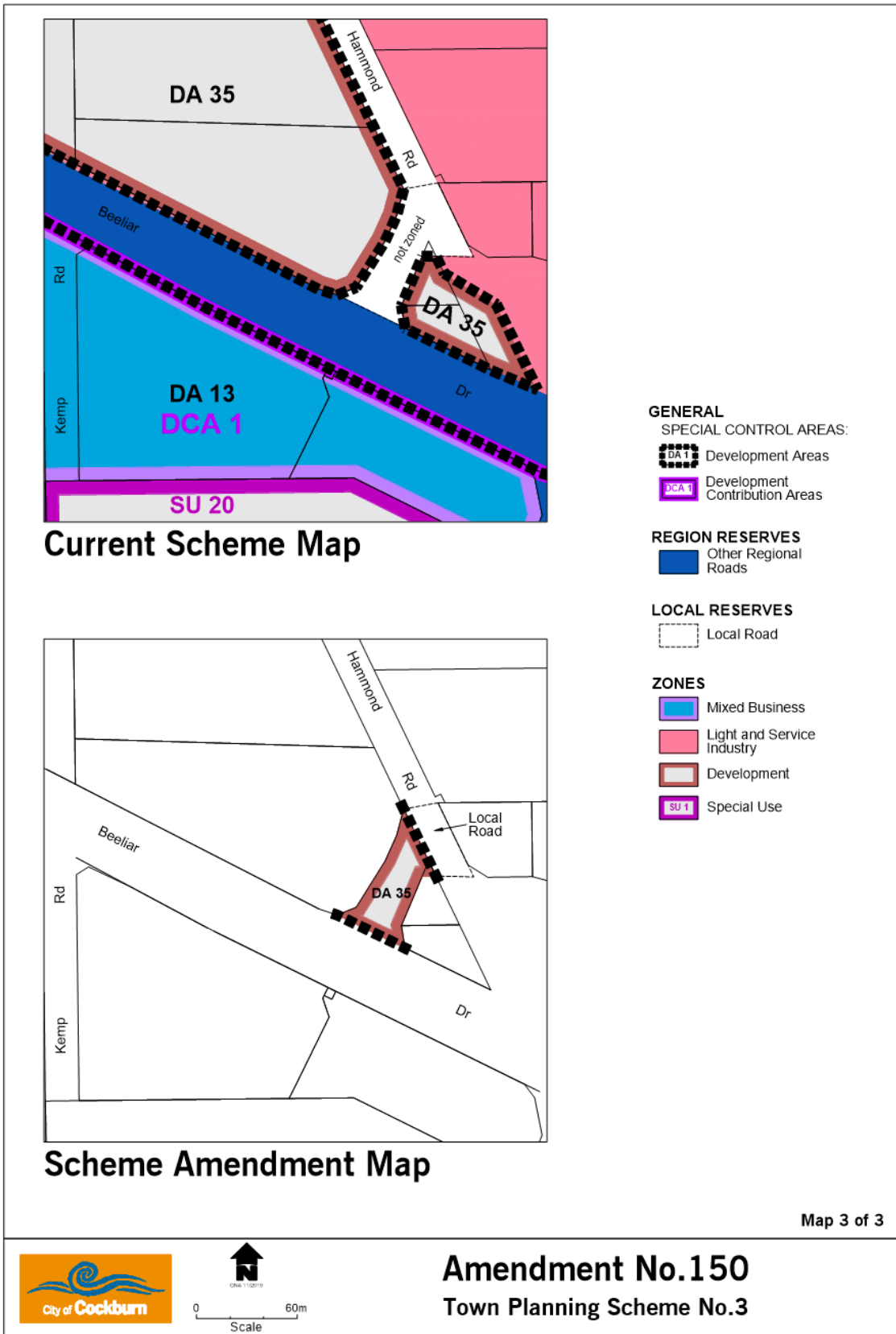
N/A

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

Nil.







14.3 DEVELOPMENT ASSESSMENT PANEL - NOMINATION OF ALTERNATIVE MEMBER FOR THE METRO SOUTH WEST JOINT DEVELOPMENT ASSESSMENT PANEL

Author(s) C Da Costa

Attachments N/A

RECOMMENDATION

That Council

- (1) nominate _____ as its second alternate member of the Metro South West Joint Development Assessment Panel; and
- (2) advise the Director General of the Department of Planning, Lands and Heritage of the above nomination.

Background

At the 14 November 2019 Ordinary Council Meeting, Council resolved to nominate Cr Chamonix Terblanche and Cr Chontelle Stone as its two members of the Metro South West Joint Development Assessment Panel and Cr Lee-Anne Smith and Cr Tom Widenbar as its two alternative members of the Metro South West Joint Development Assessment Panel.

Since this resolution, Cr Lee-Anne Smith has formally withdrawn her application as an alternative member. As a result Council is required to nominate a member to fill this role.

Submission

N/A

Report

Development Assessment Panels (DAPs) are panels set up by the State Government pursuant to the *Planning and Development Act 2005* (the Act). DAPs comprise a mix of technical experts and Local Government representatives with the power to determine some types of development applications in place of the relevant decision making authority. The *Planning and Development (Development Assessment Panel) Regulations 2011* (the Regulations) give effect to the provisions in the Act and enable the operation, constitution and administration of DAPs. A key component of planning reform in Western Australia, DAPs are intended to enhance planning expertise in decision making by improving the balance between technical advice and local knowledge. Each DAP consists of five panel members, three being specialist members and two Local Government Elected Members. Under the

Regulations, each DAP determines development applications that meet set type and value thresholds. The role of DAP members is to determine development applications within a certain type and value threshold through consistent, accountable and professional decision making. There are nine DAPs in Western Australia and the City of Cockburn is part of the Metro South West Joint Development Assessment Panel (JDAP).

The City's current appointments of the Local Government DAP members which were appointed on 26 July 2018 are due to expire on 26 January 2020. Therefore the purpose of this report is to provide a nomination of one alternative member to State Government for the next two year term ending 26 January 2022.

Strategic Plans/Policy Implications

Leading and 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

Should the local government fail to nominate a fourth representative, the Minister has the power to appoint an alternative community representative to provide local representation. Advice to Proponent(s)/Submitters

N/A

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

Nil

14.4 PURCHASE LOT 1001 TINDAL AVENUE BEELIAR AND SALE OF LOT 1001 TINDAL AVENUE AND LOT 1003 BUNDEGI GROVE BEELIAR

Author(s)	L Gatt
Attachments	<ol style="list-style-type: none"> 1. WAPC advice - Lot 1001 Tindal Ave. (CONFIDENTIAL) 2. Executive Summary Valuation - Lot 1001 Tindal Ave Beeliar (CONFIDENTIAL) 3. Yaran offer/terms of contract - Lot 1001 Tindal Ave and Lot 1003 Bundegi Gr. (CONFIDENTIAL) 4. Executive Summary Valuation - Lot 1001 Tindal Ave and Lot 1003 Bundegi Gr (CONFIDENTIAL)

RECOMMENDATION

That Council:

- (1) agree to purchase Lot 1001 (No. 58) Tindal Avenue Yangebup (Lot 1001) from the Western Australian Planning Commission (WAPC) for the purchase price detailed in the Confidential Attachment 1 subject to:
 1. 10% non-refundable deposit payable on signing of the contract;
 2. an additional 30% refundable deposit payable after 6 months;
 3. balance of sale price payable on settlement; and
 4. settlement not occurring after 24 months, the WAPC reserves the right to withdraw from the contract;
- (2) accept the offer in accordance with Confidential Attachment 3 from Yaran Group to purchase former WAPC Lot 1001 and the City's freehold lot abutting Lot 1001 being Lot 1003 Bundegi Grove Yangebup (Lot 1003) being a combined total of 19,209 sqm subject to:
 1. No objections being received following the statutory advertising pursuant to Section 3.58 of the *Local Government Act 1995*;
 2. The contract completion and settlement within 18 months, which includes six months for due diligence. The contract may be extended by agreement between both parties;
 3. A deposit of \$20,000 upon the signing of the contract. A further \$80,000 deposit payment after satisfactory completion

of due diligence.

4. A non-refundable portion of the deposit of \$20,000 if the contract is cancelled after four months from the date of execution of the contract.
 5. The balance of the purchase price and settlement to be the earlier of either 18 Months from the execution of the contract or 21 days from the date the deposited plans are placed in order for dealings; and
 6. The contract being prepared by the City's solicitor at the cost of the purchaser.
- (3) transfer funds from WAPC for the purchase of Lot 1001/58 Tindal Avenue Yangebup (Lot 1001) from the Land Development and Investment Fund Reserve; and
- (4) transfer funds from the sale of the land at Lot 1001 and Lot 1003 to the Land Development and Investment Fund Reserve.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

Background

The City owns Lot 1003 in freehold. The land was initially purchased in 2001 for the construction of Beeliar Drive. The portion of the land being Lot 1003 was not required for the road.

Lots 1001 and 1003 represent strategic pieces of land to the north east of the Beeliar neighbourhood centre. The lots are suited to a range of future land uses that can take full advantage of the very accessible services, facilities and activities that exists nearby in the town centre. The neighbourhood centre is supported by high level of public transport, a primary school, active sports and recreation uses and an integrated surrounding residential neighbourhood. A map of the neighbourhood centre, and the two lots under consideration, follows:



The Beeliar neighbourhood centre has evolved strategically since 2011, when the City sold the land parcel directly west of the subject lots to Coles. The northern frame of the neighbourhood centre was created in 2016 -2017, again as a result of the strategic sale of land that had been held by the City until market conditions were optimal.

These lots have reached what is considered a very high value potential, due to the neighbourhood centre now maturing and also in light of the recently completed integrated sports facility at Visko Park.

WAPC own Lot 1001 in freehold and have agreed to sell it to the City in accordance with the email (refer Attachment 1). A valuation for Lot 1001 has also been obtained (refer Attachment 2). WAPC have agreed to a longer settlement period subject to the payment of a substantial deposit. A contract of sale will be prepared following the council decision which will include the following conditions:

1. 10% non-refundable deposit payable on signing of the contract;
2. an additional 30% refundable deposit payable after 6 months;
3. balance of sale price payable on settlement; and
4. if settlement has not occurred after 24 months, the WAPC reserves the right to withdraw from the contract;

Subject to the successful acquisition of Lot 1001, the City has received an offer to purchase both Lot 1001 and Lot 1003 (refer Attachment 3), subject to following conditions:

1. No objections being received following the statutory advertising pursuant to Section 3.58 of the *Local Government Act 1995*;
2. The contract completion and settlement within 18 months, which includes six months for due diligence. The contract may be extended by agreement between both parties;
3. A deposit of \$20,000 upon the signing of the contract. A further \$80,000 deposit payment after satisfactory completion of due diligence.
4. A non-refundable portion of the deposit of \$20,000 if the contract is cancelled after four months from the date of execution of the contract.
5. The balance of the purchase price and settlement to be the earlier of either 18 Months from the execution of the contract or 21 days from the date the deposited plans are placed in order for dealings; and
6. The contract is to be prepared by the City's solicitor at the cost of the purchaser.

The City has advised that offers will only be considered which either meet or exceed the independent expert valuation amount as determined by the City's valuer. A written valuation for both Lot 1001 and Lot 1003 has been obtained (refer Attachment 4).

Submission

An offer to the City to purchase Lot 1001 from WAPC and an offer from Yaran Group has been received to purchase Lot 1001 and Lot 1003 from the City.

Report

Yaran Group approached the City with a keen interest in both lots, due the close proximity to the newly established Beeliar neighbourhood centre. The site was seen as not only a unique development opportunity in its own right, but one which could supplement the available services and facilities of the town centre and broader neighbourhood.

To date, the City has achieved great success in the sale of land to facilitate the creation of this new town centre. This has been through exercising a high degree of patience in the market, knowing that the market would respond with a competitive offer for land parcels when the town centre itself had reached a level of maturity, coinciding with continued investment in community facilities nearby. This has again been the case with the offer received for these two parcels of land.

The City has routinely received interest for the lots to be subdivided and sold. This option could limit the capital potential of the land, but also the City's ability to achieve a development outcome that is befitting of the eastern edge of the town centre.

The City has communicated with the applicant regarding the expectations for a high quality development outcome on the lots.

Also, the City communicated that offers are only considered which either meet or exceed the independent expert valuation amount as determined by the City's valuer.

In this case, the City's valuer has recommended a total market price for a combined site (refer Attachment 3). The applicant has made their offer for the combined land area of both lots being 19,209sqm in excess of the valuation. As with any land transaction, the applicant has requested terms of the sale to include due diligence and planning approval time allowances.

It is recommended that Council consent to purchase Lot 1001 from the WAPC and to sell Lots 1001 and Lot 1003 to Yaran Group. The Contracts of Sale are to be based upon the terms and conditions being negotiated to the satisfaction of the City.

Strategic Plans/Policy Implications

City Growth

Ensure a variation in housing density and housing type is available to residents.

Leading and Listening

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

Budget/Financial Implications

The funds to purchase Lot 1001 (No. 58) Tindal Ave Yangebup and the proceeds of the sale of Lot 1001 (No. 58) Tindal Avenue and Lot 1003 Bundegi Grove Yangebup will be transferred from and to the Land Development and Investment Fund Reserve. The only costs the City will incur will be associated with the sale and transfer process. These costs are allowed for in the operations budget of Land Administration Business Unit.

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, as required by Section 3.58 of the *Local Government Act 1995*.

Risk Management Implications

The risk to Council is the potential loss of an offer that is equal to or greater than market value. It will be a risk to not embrace opportunities like these to help achieve full and complete development of the town centre.

Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 12 December 2019 Ordinary Council Meeting.

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

Nil

15. FINANCE & CORPORATE SERVICES DIVISION ISSUES

15.1 PAYMENTS MADE FROM MUNICIPAL AND TRUST FUND - OCTOBER 2019

Author(s)	N Mauricio
Attachments	1. Payments Listing - October 2019 ↓ 2. Credit Card Payments Listing - October 2019 ↓

RECOMMENDATION

That Council receive the list of payments made from the Municipal and Trust funds for October 2019, as attached to the Agenda.

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 2019 with a net total of \$14.59 million is attached to the agenda for review. This includes:

- 778 individual EFT payments (trade suppliers and others) - \$10,841,482.10;
- 7 cancelled payments - \$560,321.17;
- Summarised payroll payments - \$4,191,354.84;
- Corporate credit card expenditure - \$100,145.68; and
- Bank transaction fees - \$21,772.20.

Also attached is a separate listing of credit card spend by card holder. This includes transaction line items for the CEO's spend total of \$63.32 (reported in accordance with an Office of the Auditor General recommendation).

Strategic Plans/Policy ImplicationsLeading and 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

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 and 13 of the *Local Government (Financial Management) Regulations 1996*.

Community Consultation

N/A

Risk Management Implications

Council is receiving the list of payments already made by the City under delegation in meeting its contractual obligations. This is a statutory requirement and allows Council to review and question any payment made.

Advice to Proponent(s)/Submissioners

N/A

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

Nil

OCTOBER PAYMENTS LISTING

MUNICIPAL & TRUST FUND

Payment Ref.	Account No.	Account/Payee	Date	\$ Value
EF124417	22623	LANDMARK PRODUCTS LTD	2/10/2019	9,328.00
EF124418	25645	LANDSCAPE INFRASTRUCTURE YELAKITJ MOORT NYUNGAR ASSOCIATION INC	2/10/2019	400.00
EF124419	26987	WELCOME TO THE COUNTRY PERFORMANCES CTI RISK MANAGEMENT	2/10/2019	3,175.30
EF124420	27727	SECURITY - CASH COLLECTION 7 TO 1 PHOTOGRAPHY	2/10/2019	495.00
EF124421	99997	PHOTOGRAPHY BETTY GARLETT	2/10/2019	450.00
EF124422	10152	INV 28 - WELCOME TO THE COUNTRY AUST SERVICES UNION	24/10/2019	1,115.60
EF124423	10154	PAYROLL DEDUCTIONS AUSTRALIAN TAXATION OFFICE	24/10/2019	424,248.00
EF124424	10305	PAYROLL DEDUCTIONS CHILD SUPPORT AGENCY	24/10/2019	2,562.63
EF124425	10484	PAYROLL DEDUCTIONS DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	24/10/2019	478.32
EF124426	11001	BUILDING SERVICES LEVY LOCAL GOVERNMENT RACING & CEMETERIES EMPLOYEES UNION LGRCEU	24/10/2019	102.50
EF124427	11857	PAYROLL DEDUCTIONS CHAMPAGNE SOCIAL CLUB	24/10/2019	468.00
EF124428	11860	PAYROLL DEDUCTIONS 45S CLUB	24/10/2019	16.00
EF124429	18553	PAYROLL DEDUCTIONS SELECTUS PTY LTD	24/10/2019	14,133.58
EF124430	19726	PAYROLL DEDUCTIONS HEALTH INSURANCE FUND OF WA	24/10/2019	1,526.95
EF124431	25987	PAYROLL DEDUCTIONS TOYOTA FLEET MANAGEMENT	24/10/2019	608.14
EF124432	26987	PAYROLL DEDUCTIONS - NOVATED LEASE CTI RISK MANAGEMENT	24/10/2019	1,159.60
EF124433	27737	SECURITY - CASH COLLECTION THE PLAY WORKS	24/10/2019	15,137.79
EF124434	99997	PLAYGROUND EQUIPMENT MANUFACTURER RONALD ADDISON	24/10/2019	300.00
EF124435	99997	SENIOR SECURITY SUBSIDY SCHEME HAMMOND PARK PRIMARY SCHOOL	24/10/2019	425.00
EF124436	99997	ACS7 AMY BUCKINGHAM	24/10/2019	300.00
EF124437	99997	BIBRA LAKE FUN RUN PRIZEMONEY TATE EVANS	24/10/2019	400.00
EF124438	99997	JUNIOR SPORTS TRAVEL GRANT TARA STROUD	24/10/2019	292.50
EF124439	10118	STAFF REIMBURSEMENT - RU OK DAY AUSTRALIA POST	15/10/2019	44,322.90
EF124440	10255	POSTAGE CHARGES CABCHARGE AUSTRALIA PTY LTD	15/10/2019	919.91
EF124441	11787	CABCHARGES DEPARTMENT OF TRANSPORT	15/10/2019	42.65
EF124442	17555	VEHICLE SEARCH FEES MAIA FINANCIAL PTY LTD	15/10/2019	21,442.22
EF124443	17827	EQUIPMENT LEASE PAYMENTS NIL SEN (WA) PTY LTD	15/10/2019	1,976.70
EF124444	22339	ELECTRICAL SERVICES EDITH COWAN UNIVERSITY	15/10/2019	2,200.00
EF124445	22806	EDUCATIONAL SERVICES - TERTIARY PUMA ENERGY (AUSTRALIA) FUELS PTY LTD	15/10/2019	21,182.40
EF124446	25774	FUEL SUPPLIES GOLD ESTATES HOLDINGS PTY LTD	15/10/2019	2,628.12
EF124447	26696	PROPERTY DEVELOPMENT CHAMONIX TERBLANCHE	15/10/2019	336.98
EF124448	26854	MONTHLY COUNCILLOR ALLOWANCE IFAP	15/10/2019	1,335.00
EF124449	26964	TRAINING SOUTH METROPOLITAN TAFE	15/10/2019	93.00
EF124450	26987	EDUCATION CTI RISK MANAGEMENT	15/10/2019	2,018.20
EF124451	88888	SECURITY - CASH COLLECTION SISKAA MARIANA	15/10/2019	150.00
EF124452	88888	HALL BOND REFUND DUNCAN WEEL	15/10/2019	100.00
EF124453	88888	BOND REFUND LIFE WITHOUT BARRIERS	15/10/2019	1,000.00
EF124454	88888	BOND REFUND COOLBELLUP WOMENS FOOTBALL CLUB	15/10/2019	950.00
EF124455	88888	BOND REFUND RACHAEL NINYETTE	15/10/2019	1,000.00
EF124456	88888	BOND REFUND SHYHAWK P/L	15/10/2019	500.00
EF124457	88888	BOND REFUND JOE BOROVINA	15/10/2019	8,875.00
EF124458	99996	BOND REFUND JONATHAN HUNTER	15/10/2019	75.00
EF124459	99996	RATES REFUND WOW GROUP PTY LTD	15/10/2019	654.00
		RATES REFUND		

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EF124460	99996	888 ABALONE PTY LTD RATES REFUND	15/10/2019	359.56
EF124461	99996	ACEFIELD HOLDINGS PTY LTD RATES REFUND	15/10/2019	820.53
EF124462	99996	QUBE HAMMOND SOUTH DEVELOPMENT PTY LTD RATES REFUND	15/10/2019	44,629.30
EF124463	99996	OFFICE OF STATE REVENUE RATES REFUND	15/10/2019	190.98
EF124464	99996	GILBERT KAREL RATES REFUND	15/10/2019	150.00
EF124465	99996	JP LOVE FAMILY TRUST RATES REFUND	15/10/2019	337.28
EF124466	99996	SIMON LAMKIN RATES REFUND	15/10/2019	175.60
EF124467	99996	TRACEY INNES MCCrackEN RATES REFUND	15/10/2019	289.74
EF124468	99996	PROFESSIONALS DONALD PROPERTY GROUP RATES REFUND	15/10/2019	424.65
EF124469	99996	SVN COMMERCIAL REAL ESTATE ADVISORS RATES REFUND	15/10/2019	3,626.00
EF124470	99996	EDISON PROPERTY COMMERCIAL RATES REFUND	15/10/2019	687.56
EF124471	99996	ABSOLUTE REALTORS RATES REFUND	15/10/2019	1,916.73
EF124472	99996	ASHMY PTY LTD RATES REFUND	15/10/2019	515.52
EF124473	99996	HOUSING AUTHORITY RATES REFUND	15/10/2019	1,556.77
EF124474	99996	BILATERAL HOLDINGS PTY LTD RATES REFUND	15/10/2019	839.61
EF124475	99996	J J SGHERZA RATES REFUND	15/10/2019	195.89
EF124476	99996	SUPREME SETTLEMENTS RATES REFUND	15/10/2019	253.25
EF124477	99996	INES BABIC RATES REFUND	15/10/2019	203.64
EF124478	99996	OFFICE OF STATE REVENUE RATES REFUND	15/10/2019	8.35
EF124479	99996	STOCKLAND WA DEVELOPMENT PTY LTD RATES REFUND	15/10/2019	839.61
EF124480	99996	OFFICE OF STATE REVENUE RATES REFUND	15/10/2019	163.66
EF124481	99996	LIFE WITHOUT BARRIERS RATES REFUND	15/10/2019	960.00
EF124482	99996	KATHERINE LOUISE PILLAI RATES REFUND	15/10/2019	30.00
EF124483	99996	MATHILDA CARMICHAEL RATES REFUND	15/10/2019	150.00
EF124484	99996	AUSTRALIAN OUTDOOR LIVING (WA) PTY LTD RATES REFUND	15/10/2019	147.00
EF124485	99996	ANNE-MARIE BOXHALL RATES REFUND	15/10/2019	10.00
EF124486	99996	EILEEN WARD RATES REFUND	15/10/2019	38.75
EF124487	99996	HOUSING AUTHORITY RATES REFUND	15/10/2019	1,502.65
EF124488	99996	DEVON CONVEYANCING & LEGAL RATES REFUND	15/10/2019	131.99
EF124489	99996	AYERS REAL ESTATE RATES REFUND	15/10/2019	2,370.00
EF124490	99996	JENNY CHONG RATES REFUND	15/10/2019	1,633.27
EF124491	99996	STRAND LEGAL & CONVEYANCING RATES REFUND	15/10/2019	603.78
EF124492	99996	GALATI GROUP RATES REFUND	15/10/2019	205.28
EF124493	99996	HOUSING AUTHORITY RATES REFUND	15/10/2019	21,841.10
EF124494	99997	FDC FDC PAYMENT WE 06/10/19	15/10/2019	55,409.96
EF124495	99997	IHC IHC PAYMENT WE 06/10/19	15/10/2019	23,708.40
EF124496	10184	BENARA NURSERIES PLANTS	16/10/2019	2,645.26
EF124497	10226	BRIDGESTONE AUSTRALIA LTD TYRE SERVICES	16/10/2019	799.70
EF124498	10535	WORKPOWER INCORPORATED EMPLOYMENT SERVICES - PLANTING	16/10/2019	2,498.56
EF124499	10768	INST OF PUBLIC WORKS ENG AUST - WA MEMBERSHIP FEES	16/10/2019	308.00
EF124500	10938	MAXWELL ROBINSON & PHELPS PEST & WEED MANAGEMENT	16/10/2019	69.85
EF124501	10944	MCLEODS LEGAL SERVICES	16/10/2019	2,247.97
EF124502	10991	BEACON EQUIPMENT MOWING EQUIPMENT	16/10/2019	117.70
EF124503	11177	PITNEY BOWES AUSTRALIA PTY LTD GIS SOFTWARE	16/10/2019	1,056.00
EF124504	11208	QUICK CORPORATE AUSTRALIA PTY LTD STATIONERY/CONSUMABLES	16/10/2019	1,023.55

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EF124505	11304	SANAX MEDICAL & FIRST AID SUPPLIES MEDICAL SUPPLIES	16/10/2019	691.22
EF124506	11557	TECHNOLOGY ONE LTD IT CONSULTANCY SERVICES	16/10/2019	548.90
EF124507	11625	TOTAL EDEN PTY LTD RETICULATION SUPPLIES	16/10/2019	12,056.00
EF124508	11651	TREE WATERING SERVICES TREE WATERING SERVICES	16/10/2019	848.00
EF124509	11667	TURFMASTER FACILITY MANAGEMENT TURF & MOWING SERVICES	16/10/2019	5,742.00
EF124510	11715	WA BLUEMETAL ROADBASE SUPPLIES	16/10/2019	9,961.32
EF124511	11726	WA LIMESTONE LIMESTONE SUPPLIES	16/10/2019	1,548.80
EF124512	11794	SYNERGY ELECTRICITY USAGE/SUPPLIES	16/10/2019	417,130.19
EF124513	13102	MICHAEL PAGE INTERNATIONAL (AUSTRALIA) PTY LTD EMPLOYMENT SERVICES	16/10/2019	14,406.48
EF124514	13671	WINC AUSTRALIA PTY LTD OFFICE/STATIONERY SUPPLIES	16/10/2019	568.00
EF124515	13825	JACKSON MCDONALD LEGAL SERVICES	16/10/2019	7,389.32
EF124516	15850	ECOSCAPE ENVIRONMENTAL CONSULTANCY	16/10/2019	6,765.00
EF124517	15868	CARDNO (WA) PTY LTD CONSULTANCY SERVICES - ENGINEERING	16/10/2019	5,007.75
EF124518	16107	WREN OIL WASTE DISPOSAL SERVICES	16/10/2019	16.50
EF124519	16985	WA PREMIX CONCRETE SUPPLIES	16/10/2019	4,288.02
EF124520	18621	PLANNING INSTITUTE AUSTRALIA REGISTRATION	16/10/2019	870.00
EF124521	19107	FOREVER SHINING MONUMENT	16/10/2019	121.00
EF124522	19776	JOSH BYRNE & ASSOCIATES ENVIRONMENTAL CONSULTANT	16/10/2019	4,004.00
EF124523	19938	EHELON AUSTRALIA PTY LTD INSURANCE SERVICES	16/10/2019	660.00
EF124524	22337	SEGAFREDO ZANETTI AUST PTY LTD COFFEE & COFFEE MACHINES	16/10/2019	414.40
EF124525	25115	FIIG INVESTMENT MANAGEMENT SERVICES	16/10/2019	2,750.00
EF124526	25415	JANDAKOT STOCK & PET SUPPLIES PET SUPPLIES	16/10/2019	92.75
EF124527	25713	DISCUS ON DEMAND THE TRUSTEE FOR DISCUS ON DEMAND UNIT TRUST PRINTING SERVICES	16/10/2019	879.89
EF124528	25736	BLUE TANG (WA) PTY LTD (THE TRUSTEE FOR THE REEF UNIT TRUST) EMERGE ASSOCIATES CONSULTANCY SERVICES	16/10/2019	2,255.00
EF124529	26442	BULLANT SECURITY PTY LTD KEY WEST LOCK SERVICE & SALES LOCKSMITH & SECURITY SERVICES	16/10/2019	75.20
EF124530	26614	MARKETFORCE PTY LTD ADVERTISING	16/10/2019	1,026.78
EF124531	26735	SHANE MCMASTER SURVEYS SURVEY SERVICES	16/10/2019	2,200.00
EF124532	26745	EMBROIDME MYAREE EMBROIDERY	16/10/2019	47.00
EF124533	26773	LASER CORPS COMBAT ADVENTURES ENTRY FEES	16/10/2019	1,014.00
EF124534	26810	RMS SOFTWARE	16/10/2019	1,375.00
EF124535	26831	AFL SPORTS READY LTD EDUCATION & TRAINING	16/10/2019	1,614.23
EF124536	26843	ERGOLINK ERGONOMIC OFFICE FURNITURE	16/10/2019	857.35
EF124537	26888	MEDIA ENGINE GRAPHIC DESIGN, MARKETING, VIDEO PRODUCT	16/10/2019	880.00
EF124538	26917	CIRRUS NETWORKS PTY LTD IT NETWORK & TELEPHONY SERVICES	16/10/2019	305.14
EF124539	26921	JULIET COGHLAN - PHOTOGRAPHER PHOTOGRAPHY SERVICES	16/10/2019	240.00
EF124540	27085	SAVILLS PROJECT MANAGEMENT PTY LTD PROJECT MANAGEMENT	16/10/2019	14,960.00
EF124541	27144	PROPERTY VALUATION & ADVISORY (WA) PTY LTD VALUATION SERVICES	16/10/2019	1,320.00
EF124542	27154	SUEZ RECYCLING & RECOVERY PTY LTD WASTE SERVICES	16/10/2019	298.56
EF124543	27241	LANDSCAPE ELEMENTS PTY LTD LANDSCAPING SERVICES	16/10/2019	40,960.12
EF124544	27242	KP ELECTRIC (AUSTRALIA) PTY LTD ELECTRICAL SERVICES	16/10/2019	963.13
EF124545	27392	AXIS MAINTENANCE SERVICES PTY LTD MAINTENANCE	16/10/2019	1,204.71
EF124546	27403	FREEDOM FAIRIES PTY LTD AMUSEMENT	16/10/2019	341.00
EF124547	27518	KYOCERA DOCUMENT SOLUTIONS AUSTRALIA PTY LTD PHOTOCOPYING MACHINES	16/10/2019	4,723.33
EF124548	27535	THE FOREVER PROJECT PTY LTD CONSULTANCY	16/10/2019	2,750.00
EF124549	27539	JASMIN CARPENTRY & MAINTENANCE CARPENTRY	16/10/2019	339.74

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EF124550	27576	ZUMBA FITNESS WITH TRACY ZUMBA FITNESS CLASSES	16/10/2019	720.00
EF124551	27622	TRUGRADE MEDICAL SUPPLIES MEDICAL SUPPLIES	16/10/2019	547.06
EF124552	27712	PERTH PLAYGROUND AND RUBBER PTY LTD PLAYGROUND SOFTFALL/EQUIPMENT	16/10/2019	6,160.00
EF124553	27751	ES2 CYBER SPACE SECURITY	16/10/2019	2,200.00
EF124554	27816	ASTERISK INFORMATION SECURITY IT CONSULTANCY	16/10/2019	1,980.00
EF124555	27823	IN2FOOD PERTH FRUIT & VEG	16/10/2019	183.41
EF124556	10152	AUST SERVICES UNION PAYROLL DEDUCTIONS	22/10/2019	1,141.50
EF124557	10154	AUSTRALIAN TAXATION OFFICE PAYROLL DEDUCTIONS	22/10/2019	444,802.00
EF124558	10305	CHILD SUPPORT AGENCY PAYROLL DEDUCTIONS	22/10/2019	2,562.63
EF124559	11001	LOCAL GOVERNMENT RACING & CEMETERIES EMPLOYEES UNION LGRCEU PAYROLL DEDUCTIONS	22/10/2019	102.50
EF124560	11857	CHAMPAGNE SOCIAL CLUB PAYROLL DEDUCTIONS	22/10/2019	472.00
EF124561	11860	45\$ CLUB PAYROLL DEDUCTIONS	22/10/2019	18.00
EF124562	18553	SELECTUS PTY LTD PAYROLL DEDUCTIONS	22/10/2019	14,699.34
EF124563	19726	HEALTH INSURANCE FUND OF WA PAYROLL DEDUCTIONS	22/10/2019	1,526.95
EF124564	25987	TOYOTA FLEET MANAGEMENT PAYROLL DEDUCTIONS - NOVATED LEASE	22/10/2019	608.14
EF124565	26696	CHAMONIX TERBLANCHE MONTHLY COUNCILLOR ALLOWANCE	22/10/2019	1,597.50
EF124566	26987	CTI RISK MANAGEMENT SECURITY - CASH COLLECTION	22/10/2019	2,112.85
EF124567	88888	SUNDRY CREDITOR EFT REFUND	22/10/2019	1,000.00
EF124568	27492	SUPERCHOICE SERVICES PTY LIMITED PAYROLL DEDUCTIONS	22/10/2019	817,115.39
EF124569	27277	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION QUARTERLY LAND FILL LEVY	28/10/2019	861,475.86
EF124570	99997	FAMILY DAY CARE FDC PAYMENT W/E 20/10/2019	29/10/2019	53,113.04
EF124571	99997	IN HOME CARE PAYMENTS IHC PAYMENT W/E 20/10/2019	29/10/2019	22,918.75
EF124572	26987	CTI RISK MANAGEMENT SECURITY - CASH COLLECTION	29/10/2019	1,903.80
EF124573	10032	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD CONTROLLERS AND SIGNS	31/10/2019	519.20
EF124574	10035	ADVENTURE WORLD ENTERTAINMENT SERVICES	31/10/2019	972.00
EF124575	10058	ALSCO PTY LTD HYGIENE SERVICES/SUPPLIES	31/10/2019	438.32
EF124576	10160	DORMA AUSTRALIA PTY LTD AUTOMATIC DOOR SERVICES	31/10/2019	9,831.63
EF124577	10184	BENARA NURSERIES PLANTS	31/10/2019	5,805.04
EF124578	10207	BOC GASES GAS SUPPLIES	31/10/2019	1,325.21
EF124579	10220	BOYA EQUIPMENT PTY LTD EQUIPMENT SUPPLIES	31/10/2019	5,567.38
EF124580	10221	BP AUSTRALIA PTY LTD DIESEL/PETROL SUPPLIES	31/10/2019	26,968.57
EF124581	10226	BRIDGESTONE AUSTRALIA LTD TYRE SERVICES	31/10/2019	28,568.78
EF124582	10244	BUILDING & CONST INDUSTRY TRAINING FUND LEVY PAYMENT	31/10/2019	19,204.76
EF124583	10246	BUNNINGS BUILDING SUPPLIES PTY LTD HARDWARE SUPPLIES	31/10/2019	4,054.91
EF124584	10247	BUNZL AUSTRALIA LTD PAPER/PLASTIC/CLEANING SUPPLIES	31/10/2019	256.55
EF124585	10256	CABLE LOCATES & CONSULTING LOCATING SERVICES	31/10/2019	17,395.13
EF124586	10287	CENTRELINE MARKINGS LINEMARKING SERVICES	31/10/2019	5,390.00
EF124587	10333	CJD EQUIPMENT PTY LTD HARDWARE SUPPLIES	31/10/2019	1,923.30
EF124588	10338	CLEANAWAY PTY LTD WASTE DISPOSAL SERVICES	31/10/2019	19,125.26
EF124589	10346	COATES HIRE OPERATIONS PTY LTD EQUIPMENT HIRING SERVICES	31/10/2019	269.02
EF124590	10354	COCKBURN COMMUNITY AND CULTURAL COUNCIL POSTER BOARDS	31/10/2019	940.00
EF124591	10359	COCKBURN PAINTING SERVICE PAINTING SUPPLIES/SERVICES	31/10/2019	7,991.50
EF124592	10368	COCKBURN WETLANDS EDUCATION CENTRE COMMUNITY GRANT	31/10/2019	736.00
EF124593	10375	VEOLIA ENVIRONMENTAL SERVICES WASTE SERVICES	31/10/2019	10,315.90
EF124594	10456	DATANET SOFTWARE MODIFICATIONS	31/10/2019	237.60

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EF124595	10459	DAVID GRAY & CO PTY LTD MOBILE GARBAGE BINS	31/10/2019	316.80
EF124596	10483	LANDGATE MAPPING/LAND TITLE SEARCHES	31/10/2019	7,367.41
EF124597	10484	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY BUILDING SERVICES LEVY	31/10/2019	530.26
EF124598	10526	E & MJ ROSHER PTY LTD MOWER EQUIPMENT	31/10/2019	4,140.88
EF124599	10528	EASIFLEET VEHICLE LEASE	31/10/2019	1,753.13
EF124600	10535	WORKPOWER INCORPORATED EMPLOYMENT SERVICES - PLANTING	31/10/2019	25,702.74
EF124601	10537	EDART SUPPLIES ART/CRAFT SUPPLIES	31/10/2019	130.19
EF124602	10580	FC COURIERS COURIER SERVICES	31/10/2019	2,336.81
EF124603	10589	FINES ENFORCEMENT REGISTRY FINES ENFORCEMENT FEES	31/10/2019	2,100.00
EF124604	10590	DEPARTMENT OF FIRE AND EMERGENCY SERVICES ESL LEVY & RELATED COSTS	31/10/2019	171,372.01
EF124605	10597	FLEXI STAFF PTY LTD EMPLOYMENT SERVICES	31/10/2019	62,471.28
EF124606	10611	FORPARK AUSTRALIA PLAYGROUND EQUIPMENT	31/10/2019	42,411.60
EF124607	10641	GALVINS PLUMBING SUPPLIES PLUMBING SERVICES	31/10/2019	815.28
EF124608	10655	GHD PTY LTD CONSULTANCY SERVICES	31/10/2019	1,564.20
EF124609	10679	GRASSTREES AUSTRALIA PLANTS & PLANTING SERVICES	31/10/2019	3,371.50
EF124610	10692	AECOM AUSTRALIA PTY LTD CONSULTANCY SERVICES	31/10/2019	6,374.50
EF124611	10726	HOLTON CONNOR ARCHITECTS & PLANNERS ARCHITECTURAL SERVICES	31/10/2019	11,673.20
EF124612	10732	HORIZONS WEST BUS & COACHLINES TRANSPORTATION SERVICES	31/10/2019	1,001.00
EF124613	10740	HYDRO-DYNAMIC MINING SERVICES PTY LTD REPAIRS/MAINTENANCE SERVICES	31/10/2019	25,103.10
EF124614	10787	JANDAKOT ACCIDENT REPAIR CENTRE PANEL BEATING SERVICES	31/10/2019	2,641.20
EF124615	10794	JASON SIGNMAKERS SIGNS	31/10/2019	2,194.72
EF124616	10814	JR & A HERSEY PTY LTD SAFETY CLOTHING SUPPLIES	31/10/2019	261.80
EF124617	10879	LES MILLS AEROBICS INSTRUCTION/TRAINING SERVICES	31/10/2019	5,114.33
EF124618	10888	LJ CATERERS CATERING SERVICES	31/10/2019	11,584.10
EF124619	10900	LO-GO APPOINTMENTS EMPLOYMENT SERVICES	31/10/2019	464.70
EF124620	10912	M2 TECHNOLOGY GROUP MESSAGING SERVICES	31/10/2019	396.00
EF124621	10913	BUCHER MUNICIPAL PTY LTD PURCHASE OF NEW PLANT / REPAIR SERVICES	31/10/2019	5,088.21
EF124622	10918	MAIN ROADS WA REPAIRS/MAINTENANCE/FUNDING CONTRIBUTION	31/10/2019	4,781.67
EF124623	10923	MAJOR MOTORS PTY LTD REPAIRS/MAINTENANCE SERVICES	31/10/2019	816.61
EF124624	10938	MAXWELL ROBINSON & PHELPS PEST & WEED MANAGEMENT	31/10/2019	7,639.14
EF124625	10944	MCLEODS LEGAL SERVICES	31/10/2019	15,030.23
EF124626	10991	BEACON EQUIPMENT MOWING EQUIPMENT	31/10/2019	2,826.40
EF124627	11022	NATIVE ARC GRANTS & DONATIONS	31/10/2019	250.00
EF124628	11028	NEVERFAIL SPRINGWATER LTD BOTTLED WATER SUPPLIES	31/10/2019	938.95
EF124629	11036	NORTHLAKE ELECTRICAL ELECTRICAL SERVICES	31/10/2019	131,898.92
EF124630	11077	P & G BODY BUILDERS PTY LTD PLANT BODY BUILDING SERVICES	31/10/2019	8,498.60
EF124631	11152	FULTON HOGAN INDUSTRIES PTY LTD ROAD MAINTENANCE	31/10/2019	7,356.80
EF124632	11155	PK PRINT PTY LTD PRINTING SERVICES	31/10/2019	4,785.00
EF124633	11182	PREMIUM BRAKE & CLUTCH SERVICE BRAKE SERVICES	31/10/2019	1,903.00
EF124634	11208	QUICK CORPORATE AUSTRALIA PTY LTD STATIONERY/CONSUMABLES	31/10/2019	4,160.96
EF124635	11231	REDOX CHEMICALS PTY LTD CHEMICALS	31/10/2019	371.25
EF124636	11244	RESEARCH SOLUTIONS PTY LTD RESEARCH SERVICES	31/10/2019	10,511.27
EF124637	11304	SANAX MEDICAL & FIRST AID SUPPLIES MEDICAL SUPPLIES	31/10/2019	46.20
EF124638	11307	SATELLITE SECURITY SERVICES PTY LTD SECURITY SERVICES	31/10/2019	10,000.86
EF124639	11308	BOSS INDUSTRIAL FORMALLY SBA SUPPLIES HARDWARE SUPPLIES	31/10/2019	2,807.30

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EF124640	11311	SCITECH ENTERTAINMENT SERVICES	31/10/2019	440.00
EF124641	11337	SHERIDAN'S FOR BADGES NAME BADGES & ENGRAVING	31/10/2019	555.78
EF124642	11387	BIBRA LAKE SOILS SOIL & LIMESTONE SUPPLIES	31/10/2019	468.00
EF124643	11425	SOUTHERN METROPOLITAN REGIONAL COUNCIL WASTE DISPOSAL GATE FEES	31/10/2019	260,642.86
EF124644	11449	SPEARWOOD FLORIST ULTIMATE CO PTY LTD FLORAL ARRANGEMENTS	31/10/2019	125.00
EF124645	11459	SPEARWOOD VETERINARY HOSPITAL VETERINARY SERVICES	31/10/2019	650.00
EF124646	11469	SPORTS TURF TECHNOLOGY PTY LTD TURF CONSULTANCY SERVICES	31/10/2019	6,627.50
EF124647	11483	ST JOHN AMBULANCE AUST WA OPERATIONS FIRST AID COURSES	31/10/2019	1,086.16
EF124648	11511	STATEWIDE BEARINGS BEARING SUPPLIES	31/10/2019	104.28
EF124649	11557	TECHNOLOGY ONE LTD IT CONSULTANCY SERVICES	31/10/2019	4,002.90
EF124650	11625	TOTAL EDEN PTY LTD RETICULATION SUPPLIES	31/10/2019	65,556.90
EF124651	11651	TREE WATERING SERVICES TREE WATERING SERVICES	31/10/2019	18,960.00
EF124652	11657	TRUCKLINE PARTS CENTRES AUTOMOTIVE SPARE PARTS	31/10/2019	54.46
EF124653	11667	TURFMASTER FACILITY MANAGEMENT TURF & MOWING SERVICES	31/10/2019	6,182.00
EF124654	11699	VERNON DESIGN GROUP ARCHITECTURAL SERVICES	31/10/2019	378.13
EF124655	11701	VIBRA INDUSTRIAL FILTRATION A/ASIA FILTER SUPPLIES	31/10/2019	565.62
EF124656	11702	VILLA DALMACIA ASSOCIATION INC. SPCIAL CLUB ACTIVITIES	31/10/2019	1,000.00
EF124657	11708	VITAL PACKAGING PTY LTD PACKAGING SUPPLIES	31/10/2019	202.40
EF124658	11710	VOLUNTEERING WA SUBSCRIPTIONS	31/10/2019	330.00
EF124659	11722	WA HINO SALES & SERVICE PURCHASE OF NEW TRUCKS / MAINTENANCE	31/10/2019	157,268.68
EF124660	11738	WA RANGERS ASSOCIATION CONFERENCES/SEMINARS	31/10/2019	645.00
EF124661	11749	WARREN'S EARTHMOVING CONTRACTORS EARTHMOVING SERVICES	31/10/2019	4,367.00
EF124662	11773	WESFARMERS LANDMARK LIMITED CHEMICAL SUPPLIES	31/10/2019	1,828.20
EF124663	11789	WALGA ADVERTISING/TRAINING SERVICES	31/10/2019	3,109.00
EF124664	11793	WESTERN IRRIGATION PTY LTD IRRIGATION SERVICES/SUPPLIES	31/10/2019	53,328.26
EF124665	11835	WURTH AUSTRALIA PTY LTD HARDWARE SUPPLIES	31/10/2019	2,066.50
EF124666	11854	ZIPFORM PRINTING SERVICES	31/10/2019	8,955.70
EF124667	11873	WATTLEUP TRACTORS HARDWARE SUPPLIES	31/10/2019	508.20
EF124668	11985	IVO GRUBELICH BUS HIRE	31/10/2019	4,752.00
EF124669	12014	TUTT BRYANT EQUIPMENT BT EQUIPMENT PTY LTD T/AS EXCAVATING/EARTHMOVING EQUIPMENT	31/10/2019	4,861.70
EF124670	12018	O'CONNOR LAWNMOWER & CHAINSAW CENTRE MOWING EQUIPMENT/PARTS/SERVICES	31/10/2019	168.40
EF124671	12153	HAYS PERSONNEL SERVICES PTY LTD EMPLOYMENT SERVICES	31/10/2019	16,929.78
EF124672	12193	SAGE CONSULTING ENGINEERS P/L CONSULTANCY SERVICES - LIGHTING	31/10/2019	13,976.60
EF124673	12207	CIVICA PTY LTD SOFTWARE SUPPORT/LICENCE FEES	31/10/2019	4,661.51
EF124674	12507	TECHNOLOGY FOR AGEING AND DISABILITY WA MEDICAL SUPPLIES	31/10/2019	165.00
EF124675	12589	AUSTRALIAN INSTITUTE OF MANAGEMENT TRAINING SERVICES	31/10/2019	1,012.00
EF124676	12672	NORMAN DISNEY & YOUNG CONSULTANCY SERVICES	31/10/2019	5,170.00
EF124677	12693	SUFFLING, THOMAS JAMES T/A RIVERGODS OUTDOOR ACTIVITIES - RAFTING	31/10/2019	1,350.00
EF124678	12791	ALCHEMY TECHNOLOGY COMPUTER SOFTWARE SERVICES	31/10/2019	8,701.55
EF124679	13056	CLEANDUSTRIAL SERVICES PTY LTD CLEANING SERVICES	31/10/2019	89,316.51
EF124680	13102	MICHAEL PAGE INTERNATIONAL (AUSTRALIA) PTY LTD EMPLOYMENT SERVICES	31/10/2019	17,807.57
EF124681	13325	MARTINS ENVIRONMENTAL SERVICES WEED SPRAYING SERVICES	31/10/2019	113,726.25
EF124682	13462	ATI-MIRAGE PTY LTD TRAINING SERVICES	31/10/2019	940.50
EF124683	13563	GREEN SKILLS INC EMPLOYMENT SERVICES	31/10/2019	17,848.16
EF124684	13670	HISCO PTY LTD HOSPITALITY SUPPLIES	31/10/2019	479.57

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EF124685	13671	WINC AUSTRALIA PTY LTD OFFICE/STATIONERY SUPPLIES	31/10/2019	355.64
EF124686	13779	PORTER CONSULTING ENGINEERS ENGINEERING CONSULTANCY SERVICES	31/10/2019	9,680.00
EF124687	13825	JACKSON MCDONALD LEGAL SERVICES	31/10/2019	1,512.13
EF124688	13849	MCMULLEN NOLAN GROUP PTY LTD SURVEYING SERVICES	31/10/2019	4,895.00
EF124689	13860	KRS CONTRACTING WASTE COLLECTION SERVICES	31/10/2019	73,708.25
EF124690	14258	WARP GROUP PTY LTD ROAD CONSTRUCTION MATERIALS	31/10/2019	248.91
EF124691	14350	BAILEYS FERTILISERS FERTILISER SUPPLIES	31/10/2019	3,621.75
EF124692	14530	DONALD VEAL CONSULTANTS PTY LTD CONSULTANCY SERVICES	31/10/2019	7,122.50
EF124693	14593	AUSTREND INTERNATIONAL PTY LTD ALUMINIUM SUPPLIES	31/10/2019	1,237.23
EF124694	14667	APPEALING SIGNS SIGNS	31/10/2019	269.50
EF124695	15393	STRATAGREEN HARDWARE SUPPLIES	31/10/2019	2,507.14
EF124696	15588	NATURAL AREA HOLDINGS PTY LTD WEED SPRAYING	31/10/2019	13,769.88
EF124697	15609	CATALYSE PTY LTD CONSULTANCY SERVICES	31/10/2019	11,000.00
EF124698	15746	WESTERN AUSTRALIA POLICE SERVICE POLICE CLEARANCES	31/10/2019	82.00
EF124699	15785	DIEBACK TREATMENT SERVICES CONSULTANCY SERVICES - ENVIRONMENTAL	31/10/2019	1,350.00
EF124700	15850	ECOSCAPE ENVIRONMENTAL CONSULTANCY	31/10/2019	776.88
EF124701	15868	CARDNO (WA) PTY LTD CONSULTANCY SERVICES - ENGINEERING	31/10/2019	35,178.00
EF124702	16064	CMS ENGINEERING PTY LTD AIRCONDITIONING SERVICES	31/10/2019	30,305.27
EF124703	16107	WREN OIL WASTE DISPOSAL SERVICES	31/10/2019	33.00
EF124704	16108	ALTIFORM PTY LTD OUTDOOR FURNITURE	31/10/2019	5,996.10
EF124705	16226	PERTH EXPO DISPLAY/EXHIBITION EQUIPMENT/SERVICES	31/10/2019	776.60
EF124706	16396	MAYDAY EARTHMOVING ROAD CONSTRUCTION MACHINE HIRE	31/10/2019	83,842.00
EF124707	16533	TOTAL PACKAGING PACKAGING	31/10/2019	463.38
EF124708	16573	FAIRIES & THEMES AMUSEMENT ACTIVITY'S	31/10/2019	500.00
EF124709	16653	COMPLETE PORTABLES PTY LTD SUPPLY & HIRE OF MODULAR BUILDINGS	31/10/2019	205.85
EF124710	16846	ACTION GLASS & ALUMINIUM GLAZING SERVICES	31/10/2019	16,121.81
EF124711	16894	TREBLEX INDUSTRIAL PTY LTD CHEMICALS - AUTOMOTIVE	31/10/2019	1,479.50
EF124712	16985	WA PREMIX CONCRETE SUPPLIES	31/10/2019	19,343.83
EF124713	17345	KENNARDS HIRE - MYAREE EQUIPMENT HIRE	31/10/2019	299.00
EF124714	17471	PIRTEK (FREMANTLE) PTY LTD HOSES & FITTINGS	31/10/2019	7,856.06
EF124715	17600	LIGHTFORCE ASSET PTY LTD (ERECTIONS!) GUARD RAILS	31/10/2019	825.00
EF124716	17624	ALLSPORTS LINEMARKING LINEMARKING SERVICES	31/10/2019	2,024.00
EF124717	17790	CPA AUSTRALIA LTD CONFERENCES & SEMINARS	31/10/2019	3,738.50
EF124718	17827	NILSEN (WA) PTY LTD ELECTRICAL SERVICES	31/10/2019	2,412.56
EF124719	17927	SHARYN EGAN ARTISTIC SERVICES	31/10/2019	2,420.00
EF124720	18126	DELL AUSTRALIA PTY LTD COMPUTER HARDWARE	31/10/2019	5,966.40
EF124721	18203	NATSYNC ENVIRONMENTAL PEST CONTROL	31/10/2019	776.00
EF124722	18272	AUSTRACLEAR LIMITED INVESTMENT SERVICES	31/10/2019	77.64
EF124723	18286	IW PROJECTS PTY LTD CONSULTANCY SERVICES - CIVIL ENGINEERING	31/10/2019	16,500.00
EF124724	18512	ANTHONY BEARD CONSULTANCY SERVICES	31/10/2019	500.00
EF124725	18533	FRIENDS OF THE COMMUNITY INC. DONATION	31/10/2019	2,711.00
EF124726	18681	MARILYN HOPKINS LEGAL SERVICES	31/10/2019	825.00
EF124727	18734	P & R EDWARDS ENTERTAINMENT SERVICES	31/10/2019	895.00
EF124728	18763	LOCAL COMMUNITY INSURANCE SERVICES (PART OF JLT GROUP) COMMUNITY INSURANCE POLICIES	31/10/2019	12,100.00
EF124729	18799	DOWN TO EARTH TRAINING & ASSESSING TRAINING SERVICES	31/10/2019	7,907.00

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EF124730	18801	FREMANTLE BIN HIRE BIN HIRE - SKIP BINS	31/10/2019	840.00
EF124731	18941	ALL STAMPS STATIONERY	31/10/2019	95.88
EF124732	18962	SEALANES (1985) P/L CATERING SUPPLIES	31/10/2019	2,489.56
EF124733	18997	GISSA INTERNATIONAL PTY LTD TRAINING SERVICES	31/10/2019	3,548.60
EF124734	19502	WORLEYPARSONS SERVICES PTY LTD ENGINEERING CONSULTANCY SERVICES	31/10/2019	30,841.09
EF124735	19533	WOOLWORTHS LTD GROCERIES	31/10/2019	5,005.20
EF124736	19541	TURF CARE WA PTY LTD TURF SERVICES	31/10/2019	88,993.00
EF124737	19673	WA INTERPRETERS PTY LTD TRANSLATION/INTERPRETING	31/10/2019	165.00
EF124738	19731	IPDAT CONSULTING SERVICES CONSULTANCY SERVICES - TELECOMMUNICATION	31/10/2019	3,456.20
EF124739	19776	JOSH BYRNE & ASSOCIATES ENVIRONMENTAL CONSULTANT	31/10/2019	1,716.00
EF124740	20000	AUST WEST AUTO ELECTRICAL PTY LTD AUTO ELECTRICAL SERVICES	31/10/2019	17,103.87
EF124741	20146	DATA#3 LIMITED CONTRACT IT PERSONNEL & SOFTWARE	31/10/2019	33,813.17
EF124742	20247	CHRISTIE PARKSAFE PARKS & RECREATIONAL PRODUCTS	31/10/2019	16,775.00
EF124743	20321	RIVERJET PTY LTD EDUCATING-CLEANING SERVICES	31/10/2019	21,969.75
EF124744	20549	A1 CARPET, TILE & GROUT CLEANING CLEANING SERVICES - TILES/CARPET	31/10/2019	2,805.00
EF124745	20856	SJR CIVIL CONSULTING PTY LTD CONSULTANCY SERVICES - ROAD DESIGN	31/10/2019	7,656.00
EF124746	20857	DOCKSIDE SIGNS SIGN MAKERS	31/10/2019	79.20
EF124747	20890	SUBARU & VW OSBORNE PARK FLEET VEHICLES	31/10/2019	37,608.99
EF124748	21120	SHOREWATER MARINE PTY LTD MARINE CONSTRUCTION SERVICES	31/10/2019	17,382.57
EF124749	21127	JOANNA AYCKBOURN (VOICES IN SINC) INSTRUCTION - SINGING	31/10/2019	1,075.00
EF124750	21294	CAT HAVEN ANIMAL SERVICES	31/10/2019	1,744.00
EF124751	21371	LD TOTAL SANPOINT PTY LTD LANDSCAPING WORKS/SERVICES	31/10/2019	25,443.07
EF124752	21529	BRAND SUCCESS PROMOTIONAL PRODUCTS	31/10/2019	46.64
EF124753	21665	MMJ REAL ESTATE (WA) PTY LTD PROPERTY MANAGEMENT SERVICES	31/10/2019	22,519.12
EF124754	21672	MEGA MUSIC AUSTRALIA PTY LTD MUSICAL INSTRUMENTS/SOUND EQUIPMENT	31/10/2019	3,006.94
EF124755	21678	IANNELLO DESIGNS GRAPHIC DESIGN	31/10/2019	808.50
EF124756	21744	JB HI FI - COMMERCIAL ELECTRONIC EQUIPMENT	31/10/2019	28,746.50
EF124757	21747	UNICARE HEALTH WHEELCHAIR HIRE	31/10/2019	6,960.00
EF124758	21915	ECOWATER SERVICES PTY LTD MAINTENANCE SERVICES - WASTE SYSTEMS	31/10/2019	385.40
EF124759	21946	RYAN'S QUALITY MEATS MEAT SUPPLIES	31/10/2019	518.64
EF124760	22051	XSENTIAL PTY LTD WATER FILTER SERVICES	31/10/2019	220.00
EF124761	22106	INTELLIFE GROUP SERVICES - DAIP	31/10/2019	3,785.89
EF124762	22119	BINDI BINDI DREAMING MARISSA VERMA CONSULT - ABORIGINAL EDUCATION/ENT	31/10/2019	660.00
EF124763	22192	VANESSA PAGET - BUSH WISDOM SURVIVAL EDUCATION/ENTERTAINMENT	31/10/2019	440.00
EF124764	22337	SEGAFREDO ZANETTI AUST PTY LTD COFFEE & COFFEE MACHINES	31/10/2019	554.40
EF124765	22448	CAKES WEST PTY LTD CATERING	31/10/2019	124.78
EF124766	22553	BROWNES FOOD OPERATIONS CATERING SUPPLIES	31/10/2019	1,235.94
EF124767	22569	SONIC HEALTH PLUS PTY LTD MEDICAL SERVICES	31/10/2019	3,911.60
EF124768	22613	VICKI ROYANS ARTISTIC SERVICES	31/10/2019	750.00
EF124769	22623	LANDMARK PRODUCTS LTD LANDSCAPE INFRASTRUCTURE	31/10/2019	19,008.00
EF124770	22624	AUSSIE EARTHWORKS PTY LTD EARTHWORKS	31/10/2019	17,588.45
EF124771	22639	SHATISH CHAUHAN TRAINING SERVICES - YOGA	31/10/2019	1,441.00
EF124772	22651	SPRAYMASTER SPRAY SHOP SPAYING EQUIPMENT	31/10/2019	1,008.00
EF124773	22682	BEAVER TREE SERVICES PTY LTD TREE PRUNING SERVICES	31/10/2019	50,346.80
EF124774	22806	PUMA ENERGY (AUSTRALIA) FUELS PTY LTD FUEL SUPPLIES	31/10/2019	132,476.31

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EF124775	22809	NORTON ROSE FULBRIGHT AUSTRALIA LEGAL SERVICES	31/10/2019	3,614.60
EF124776	22854	LGISWA INSURANCE PREMIUMS	31/10/2019	715,421.04
EF124777	22859	TOP OF THE LADDER GUTTER CLEANING SERVICES	31/10/2019	12,900.42
EF124778	22913	AUSTRALIAN OFFICE LEADING BRANDS.COM.AU ENVELOPES	31/10/2019	764.13
EF124779	23288	ARIANE ROEMMELE AMUSEMENT - CHILDREN'S ACTIVITIES	31/10/2019	1,190.00
EF124780	23351	COCKBURN GP SUPER CLINIC LIMITED T/A COCKBURN INTEGRATED HEALTH LEASING FEES	31/10/2019	1,982.02
EF124781	23412	COASTAL MOTORCYCLE CLUB WA INC MOTORCROSS	31/10/2019	693.00
EF124782	23450	CLEVER DESIGNS UNIFORMS	31/10/2019	1,123.60
EF124783	23457	TOTALLY WORKWEAR FREMANTLE CLOTHING - UNIFORMS	31/10/2019	7,411.82
EF124784	23570	A PROUD LANDMARK PTY LTD LANDSCAPE CONSTRUCTION SERVICES	31/10/2019	69,873.10
EF124785	23579	DAIMLER TRUCKS PERTH PURCHASE OF NEW TRUCK	31/10/2019	1,065.43
EF124786	23808	QUIK CORP PTY LTD CONTROLLER BOOM KITS	31/10/2019	1,545.50
EF124787	23817	ARUP PTY LTD CONSULTANCY-ENG.PLANNING,DESIGN	31/10/2019	5,742.37
EF124788	23848	GREENBASE PTY LTD ENVIROMENTAL CONSULTANCY	31/10/2019	3,256.00
EF124789	23849	JCB CONSTRUCTION EQUIPMENT AUSTRALIA PLANT/MACHINERY PURCHASE & MAINTENANCE	31/10/2019	798.67
EF124790	24142	WATMARINE ENGINEERING SERVICES FABRICATION SERVICIES	31/10/2019	48,180.00
EF124791	24156	MASTEC AUSTRALIA PTY LTD PURCHASE OF NEW BINS	31/10/2019	82.50
EF124792	24275	TRUCK CENTRE WA PTY LTD PURCHASE OF NEW TRUCK	31/10/2019	5,351.04
EF124793	24506	AMARANTI'S PERSONAL TRAINING PERSONAL TRAINING SERVICES	31/10/2019	463.50
EF124794	24527	AUSTRALIAN ASSOCIATION FOR ENVIRONMENTAL EDUCATION (WA CHAPT COURSE REGISTRATION	31/10/2019	249.70
EF124795	24610	ALL FLAGS SIGNS & BANNERS SIGNS, FLAGS, BANNERS	31/10/2019	3,223.00
EF124796	24643	BIBLIOTHECA RFID LIBRARY SYSTEMS AUSTRALIA PTY LTD PURCHASE OF LIBRARY TAGS	31/10/2019	16,020.01
EF124797	24655	AUTOMASTERS SPEARWOOD VEHICLE SERVICING	31/10/2019	2,166.00
EF124798	24718	SOLAR LIGHTING DESIGNS SOLAR DESIGN	31/10/2019	19,668.00
EF124799	24725	FERAL INVASIVE SPECIES ERADICATION MANAGEMENT ERADICATION MANAGEMENT SERVICES	31/10/2019	2,150.00
EF124800	24748	PEARMANS ELECTRICAL & MECHANICAL SERVICES P/L ELECTRICAL SERVICES	31/10/2019	18,761.61
EF124801	24864	FREMANTLE FOOTBALL CLUB MERCHANDISE STOCK FOR RETAIL SALE	31/10/2019	3,711.51
EF124802	24945	NS PROJECTS PTY LTD PROJECT MANAGEMENT SERVICES	31/10/2019	15,635.40
EF124803	24959	PERTH TEMPORARY AIRBRUSH TATTOOS ENTERTAINMENT SERVICES	31/10/2019	400.00
EF124804	24974	SCOTT PRINT PRINTING SERVICES	31/10/2019	12,329.90
EF124805	24978	AMBIUS PLANTS SUPPLIES	31/10/2019	572.00
EF124806	25063	SUPERIOR PAK PTY LTD VEHICLE MAINTENANCE	31/10/2019	2,615.95
EF124807	25102	FREMANTLE MOBILE WELDING WELDING SERVICES	31/10/2019	13,806.02
EF124808	25115	FIG INVESTMENT MANAGEMENT SERVICES	31/10/2019	2,750.00
EF124809	25121	IMAGESOURCE DIGITAL SOLUTIONS BILLBOARDS	31/10/2019	5,567.31
EF124810	25128	HORIZON WEST LANDSCAPE & IRRIGATION P/L LANDSCAPING SERVICES	31/10/2019	49,935.87
EF124811	25264	ACURIX NETWORKS PTY LTD WIFI ACCESS SERVICE	31/10/2019	5,946.60
EF124812	25415	JANDAKOT STOCK & PET SUPPLIES PET SUPPLIES	31/10/2019	57.75
EF124813	25418	CS LEGAL LEGAL SERVICES	31/10/2019	13,943.13
EF124814	25644	DYMOCKS GARDEN CITY PURCHASE OF BOOKS	31/10/2019	3,750.00
EF124815	25713	DISCUS ON DEMAND THE TRUSTEE FOR DISCUS ON DEMAND UNIT TRUST PRINTING SERVICES	31/10/2019	1,310.49
EF124816	25733	MIRACLE RECREATION EQUIPMENT PLAYGROUND INSTALLATION / REPAIRS	31/10/2019	2,211.00
EF124817	25813	LG CONNECT PTY LTD ERP SYSTEMS DEVELOPMENT	31/10/2019	5,599.00
EF124818	25832	EXTERIA STREET AND PARK INFRASTRUCTURE	31/10/2019	33,368.50
EF124819	25940	LEAF BEAN MACHINE COFFEE BEAN SUPPLY	31/10/2019	600.00

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EF124820	25952	CUTTING EDGES SPARE PARTS	31/10/2019	3,598.49
EF124821	25962	ALL LINES LINEMARKING SERVICES	31/10/2019	990.00
EF124822	26029	AUTOSWEEP WA SWEEPING SERVICES	31/10/2019	4,587.00
EF124823	26067	SPRAYKING WA PTY LTD CHEMICAL WEED CONTROL SERVICES	31/10/2019	17,180.81
EF124824	26110	DASH CIVIL CONTRACTING CONCRETING SERVICES	31/10/2019	23,903.00
EF124825	26114	GRACE RECORDS MANAGEMENT RECORDS MANAGEMENT SERVICES	31/10/2019	2,626.49
EF124826	26123	KENTICO SOFTWARE SOFTWARE LICENSE	31/10/2019	27,607.80
EF124827	26173	SOUTHSIDE PLUMBING PLUMBING SERVICES	31/10/2019	8,831.90
EF124828	26195	PLAY CHECK CONSULTING SERVICES	31/10/2019	577.50
EF124829	26257	PAPERBARK TECHNOLOGIES ARBORICULTURAL CONSULTANCY SERVICES	31/10/2019	33,515.25
EF124830	26303	GECKO CONTRACTING TURF & LANDSCAPE MAINTENANCE TURF & LANDSCAPE MAINTENANCE	31/10/2019	231,856.57
EF124831	26314	CPE GROUP TEMPORARY EMPLOYMENT SERVICES	31/10/2019	9,132.08
EF124832	26321	SKATEBOARDING WA SKATEBOARDING CLINICS	31/10/2019	2,103.75
EF124833	26359	WILSON SECURITY SECURITY SERVICES	31/10/2019	261.67
EF124834	26399	PAPERSCOOT THE TRUSTEE FOR PETERS MORRISON FAMILY TRUST GRAPHIC DESIGN SERVICES	31/10/2019	15,664.00
EF124835	26403	CHES POWER GROUP ENGINEERING SOLUTIONS / BACK UP GENERATO	31/10/2019	660.00
EF124836	26418	INTEGRANET TECHNOLOGY GROUP PTY LTD ICT CONSULTANCY SERVICES	31/10/2019	741.68
EF124837	26423	ALPHA PEST ANIMAL SOLUTIONS INVASIVE SPECIES PTY LTD PEST CONTROL SERVICES	31/10/2019	5,472.50
EF124838	26442	BULLANT SECURITY PTY LTD KEY WEST LOCK SERVICE & SALES LOCKSMITH & SECURITY SERVICES	31/10/2019	4,184.97
EF124839	26470	SCP CONSERVATION FENCING SERVICES	31/10/2019	60,020.50
EF124840	26482	NATIONAL STORAGE (OPERATIONS) PTY LTD STORAGE HIRE SERVICES	31/10/2019	388.00
EF124841	26549	SHARON GREGORY (KOORT-KADAK CONSULTANCY) CONSULTANCY SERVICES	31/10/2019	100.00
EF124842	26574	EVA BELLYDANCE ENTERTAINMENT - BELLY DANCING	31/10/2019	375.00
EF124843	26586	WA TEMPORARY FENCING SUPPLIES FENCING - TEMPORARY	31/10/2019	1,100.00
EF124844	26588	SOURCE SEPARATION SYSTEMS P/L PROVIDING WASTE AND RECYCLING BINS	31/10/2019	1,883.04
EF124845	26606	ENVIRO INFRASTRUCTURE PTY LTD CONSTRUCTION& FABRICATION	31/10/2019	14,448.19
EF124846	26609	BASICS APPROVAL SERVICES BUILDING SURVEYING	31/10/2019	220.00
EF124847	26614	MARKETFORCE PTY LTD ADVERTISING	31/10/2019	8,811.54
EF124848	26618	GLOBAL SPILL CONTROL PTY LTD ROAD SAFETY PRODUCTS	31/10/2019	2,119.04
EF124849	26625	ANDOVER DETAILERS CAR DETAILING SERVICES	31/10/2019	2,616.90
EF124850	26650	CARNIVAL AMUSEMENTS RIDES AND AMUSEMENTS	31/10/2019	4,590.00
EF124851	26655	WORLDWIDE PRINTING SOLUTIONS EAST PERTH PRINTING SERVICES	31/10/2019	448.00
EF124852	26667	TANGELO CREATIVE GRAPHIC DESIGN	31/10/2019	16,170.00
EF124853	26709	TALIS CONSULTANTS PTY LTD WASTE CONSULTANCY	31/10/2019	30,920.55
EF124854	26721	QUAD SERVICES PTY LTD CLEANING SERVICES	31/10/2019	19,171.28
EF124855	26727	ANDME CONSULTING CONSULTANCY - COMMUNITY DEVELOPMENT; CHI	31/10/2019	800.00
EF124856	26728	PROGRESSING PRIORITY PROJECTS CONSULTANCY - COMMUNITY SERVICES	31/10/2019	8,415.00
EF124857	26735	SHANE MCMASTER SURVEYS SURVEY SERVICES	31/10/2019	11,660.00
EF124858	26739	KERB DOCTOR KERB MAINTENANCE	31/10/2019	17,123.70
EF124859	26743	STATEWIDE TURF SERVICES TURF RENOVATION	31/10/2019	165,603.25
EF124860	26754	INSIGHT CALL CENTRE SERVICES CALL CENTRE SERVICES	31/10/2019	12,707.92
EF124861	26756	TRENCHBUSTERS PTY LTD EARTHMOVING	31/10/2019	430.00
EF124862	26757	INCREDIBLE CREATURES MOBILE FARM BRINGING ANIMALS TO SHOWS FOR PUBLIC INT	31/10/2019	1,645.00
EF124863	26761	THE SAND CARD COMPANY ENTERTAINMENT SERVICES	31/10/2019	685.00
EF124864	26773	LASER CORPS COMBAT ADVENTURES ENTRY FEES	31/10/2019	1,933.00

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EF124865	26781	THE ARCHERY CENTRE & LASER RANGER ENTRY FEES	31/10/2019	2,970.00
EF124866	26782	SOFT LANDING RECYCLING SERVICES	31/10/2019	5,596.47
EF124867	26789	RAECO SUPPLIER OF LIBRARY SHELVING AND FURNITU	31/10/2019	176.94
EF124868	26811	ROMERI MOTOR TRIMMERS UPHOLSTERY REPAIR	31/10/2019	653.00
EF124869	26812	BROOKS CHOICE REMOVALS REMOVALISTS	31/10/2019	1,925.00
EF124870	26820	NBN CO LTD TELECOMMUNICATIONS	31/10/2019	1,100.00
EF124871	26824	WEB KEY IT PTY LTD WEBSITE CONSULTANCY	31/10/2019	22,686.40
EF124872	26839	BOKASHI COMPOSTING AUSTRALIA PTY LTD COMPOSTING SYSTEMS	31/10/2019	2,634.81
EF124873	26843	ERGOLINK ERGONOMIC OFFICE FURNITURE	31/10/2019	1,404.48
EF124874	26854	IFAP TRAINING	31/10/2019	399.00
EF124875	26882	COHESION LABELS STICKERS/LABELS	31/10/2019	485.10
EF124876	26883	GTA CONSULTANTS TRANSPORT PLANNING	31/10/2019	9,009.00
EF124877	26888	MEDIA ENGINE GRAPHIC DESIGN, MARKETING, VIDEO PRODUCT	31/10/2019	1,940.00
EF124878	26898	SPANDEX ASIA PACIFIC PTY LTD SIGNAGE SUPPLIER	31/10/2019	1,452.25
EF124879	26901	ALYKA PTY LTD DIGITAL CONSULTANCY AND WEB DEVELOPMENT	31/10/2019	4,125.00
EF124880	26903	WOOD & GRIEVE ENGINEERS LTD ENGINEERING	31/10/2019	3,850.00
EF124881	26906	ASPIRE PERFORMANCE TRAINING REGISTERED TRAINING ORGANISATION	31/10/2019	243.75
EF124882	26910	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA NSW EVENTS AND TRAINING	31/10/2019	1,100.00
EF124883	26915	FOCUSED VISION CONSULTING PTY LTD CONSULTING	31/10/2019	3,641.00
EF124884	26917	CIRRUS NETWORKS PTY LTD IT NETWORK & TELEPHONY SERVICES	31/10/2019	71,022.35
EF124885	26926	OZGREEN ENERGY PTY LTD WIRELESS EQUIPMENT SUPPLY	31/10/2019	10,598.20
EF124886	26929	ELAN ENERGY MATRIX PTY LTD RECYCLING SERVICES	31/10/2019	1,263.77
EF124887	26932	CENTRAL REGIONAL TAFE TAFE	31/10/2019	1,703.75
EF124888	26938	MAJESTIC PLUMBING PLUMBING SERVICES	31/10/2019	36,108.91
EF124889	26940	FLOORWEST FLOOR COVERINGS	31/10/2019	3,245.00
EF124890	26946	AV TRUCK SERVICES PTY LTD TRUCK DEALERSHIP	31/10/2019	515.94
EF124891	26961	NORTH METROPOLITAN TAFE EDUCATION	31/10/2019	1,013.40
EF124892	26964	SOUTH METROPOLITAN TAFE EDUCATION	31/10/2019	585.00
EF124893	26987	CTI RISK MANAGEMENT SECURITY - CASH COLLECTION	31/10/2019	1,098.90
EF124894	26988	BLADON WA PTY LTD PROMOTIONAL PRODUCTS	31/10/2019	2,285.32
EF124895	27002	COCKBURN PARTY HIRE HIRE SERVICES	31/10/2019	8,320.35
EF124896	27006	BIBRA LAKE IGA XPRESS LIQUOR SUPPLIES	31/10/2019	783.80
EF124897	27010	QUANTUM BUILDING SERVICES PTY LTD BUILDING MAINTENANCE	31/10/2019	18,467.08
EF124898	27011	BAILEYS MARINE FUEL AUSTRALIA FUEL	31/10/2019	3,346.51
EF124899	27018	MARK NORMAN CONSULTING CONSULTANCY - ELECTRICAL	31/10/2019	825.00
EF124900	27027	FRIG TECH WA REFRIDGERATION SERVICES	31/10/2019	473.00
EF124901	27031	DOWNER EDI WORKS PTY LTD ASPHALT SERVICES	31/10/2019	9,758.09
EF124902	27032	WTP AUSTRALIA PTY LTD QUANTITY SURVEYORS	31/10/2019	4,708.00
EF124903	27034	ADELBY PTY LTD FIREBREAK CONSTRUCTION	31/10/2019	6,776.00
EF124904	27044	GRAFFITI SYSTEMS AUSTRALIA GRAFFITI REMOVAL & ANTI-GRAFFITI COATING	31/10/2019	14,818.19
EF124905	27045	GANTNER ELECTRONICS PTY LTD ELECTRICAL	31/10/2019	20,104.70
EF124906	27052	EVENT MARQUEES MARQUEE HIRE	31/10/2019	949.00
EF124907	27054	VOCUS PTY LTD TELECOMMUNICATIONS	31/10/2019	2,323.20
EF124908	27059	FRONTLINE FIRE AND RESCUE EQUIPMENT MANUFACTURE-FIRE VEHICLES/EQUIPMENT	31/10/2019	986.27
EF124909	27061	BON LEISURE CONSULTANCY	31/10/2019	6,416.66

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EF124910	27065	WESTBOOKS BOOKS	31/10/2019	5,754.38
EF124911	27072	NORDIC FITNESS EQUIPMENT FITNESS EQUIPMENT	31/10/2019	914.00
EF124912	27082	KULBARDI PTY LTD STATIONERY SUPPLIES	31/10/2019	930.60
EF124913	27085	SAVILL S PROJECT MANAGEMENT PTY LTD PROJECT MANAGEMENT	31/10/2019	3,300.00
EF124914	27098	Q2 (Q-SQUARED) DIGITAL DATA SERVICE	31/10/2019	2,750.00
EF124915	27107	A.LEVIS & SONS BORE DRILLING	31/10/2019	40,391.31
EF124916	27130	ADLINE MEDIA PTY LTD DIGITAL MARKETING & SOFTWARE SERVICE PRO	31/10/2019	709.82
EF124917	27132	WILMA SCENINI TRAINING & INSTRUCTOR	31/10/2019	450.00
EF124918	27154	SUEZ RECYCLING & RECOVERY PTY LTD WASTE SERVICES	31/10/2019	16,972.46
EF124919	27155	EDUCATED BY NATURE PTY LTD EDUCATION SERVICES	31/10/2019	700.00
EF124920	27161	NEXT POWER SOLAR PANEL	31/10/2019	1,897.50
EF124921	27165	LYPA NATURE PLAY STYLE EQUIPMENT	31/10/2019	1,075.69
EF124922	27168	NIGHTLIFE MUSIC PTY LTD MUSIC MANAGEMENT	31/10/2019	1,044.62
EF124923	27174	PERTH GEOTECHNICS ENGINEERING AND GEOTECHNICAL CONSULTANT	31/10/2019	3,795.00
EF124924	27177	INITIAL HYGIENE HYGIENE	31/10/2019	15,525.33
EF124925	27179	PLUNGE & CO CAFE CATERING SERVICES	31/10/2019	334.50
EF124926	27187	NEVE CONTRACTING DESIGN SERVICES	31/10/2019	3,685.00
EF124927	27189	HEALTHSTRONG PTY LTD HOME CARE	31/10/2019	220.00
EF124928	27210	URBAN DESIGN LAB LANDSCAPE DESIGN	31/10/2019	600.00
EF124929	27217	CROTHERS CONSTRUCTION PTY LTD BUILDING CONSTRUCTION SERVICES	31/10/2019	81,536.22
EF124930	27226	SHOWTIME ATTRACTIONS PTY LTD ENTERTAINMENT	31/10/2019	4,400.00
EF124931	27231	CIVIL SURVEY SOLUTIONS PTY LTD CONSULTANCY - ENGINEERING	31/10/2019	649.00
EF124932	27235	COVE WATERWAYS MANAGEMENT AQUATIC WEED REMOVAL	31/10/2019	11,550.00
EF124933	27241	LANDSCAPE ELEMENTS PTY LTD LANDSCAPING SERVICES	31/10/2019	73,148.75
EF124934	27242	KP ELECTRIC (AUSTRALIA) PTY LTD ELECTRICAL SERVICES	31/10/2019	5,437.09
EF124935	27243	ARJOHUNTLEIGH PTY LTD SUPPLY, REPAIRS HEALTH EQUIPEMNT	31/10/2019	286.00
EF124936	27246	VEALE AUTO PARTS SPARE PARTS MECHANICAL	31/10/2019	1,395.20
EF124937	27253	SOUTH WEST CORRIDOR DEVELOPMENT FOUNDATION INCORPORATED. FACILITATION	31/10/2019	14,025.00
EF124938	27269	INTEGRAPAY PTY LTD PAYMENT PROCESSING	31/10/2019	23,169.07
EF124939	27270	SALMAT MEDIAFORCE PTY LTD DISTRIBUTION SERVICES	31/10/2019	2,727.20
EF124940	27281	NR METAL RECYCLING RECYCLING SERVICES	31/10/2019	2,574.00
EF124941	27308	JATU CLOTHING & PPE PTY LTD CLOTHING PPE	31/10/2019	2,350.57
EF124942	27314	BRINKMAN AUSTRALIA PTY LTD SALT SUPPLIES (SWIMMING POOL)	31/10/2019	4,545.64
EF124943	27324	BEBBCART PTY LTD CARTOGRAPHIC AND DRAFTING SERVICES	31/10/2019	264.00
EF124944	27334	WESTCARE PRINT PRINTING SERVICES	31/10/2019	869.00
EF124945	27346	OFFICE LINE FURNITURE OFFICE	31/10/2019	52,558.00
EF124946	27348	MESSAGE MEDIA TELECOMMUNICATIONS	31/10/2019	144.83
EF124947	27351	PROGRAMMED PROPERTY SERVICES PROPERTY MAINTENANCE	31/10/2019	5,819.36
EF124948	27374	SOUTHERN CROSS CLEANING COMMERCIAL CLEANING	31/10/2019	12,248.74
EF124949	27377	ACCIDENTAL HEALTH AND SAFETY - PERTH FIRST AID SUPPLIES	31/10/2019	753.71
EF124950	27379	ESRI AUSTRALIA PTY LTD GIS SOFTWARE	31/10/2019	2,090.00
EF124951	27381	FIT FOR LIFE EXERCISE PHYSIOLOGY EXERCISE CLASSES	31/10/2019	3,167.00
EF124952	27384	SIFTING SANDS SAND CLEANING	31/10/2019	3,103.32
EF124953	27392	AXIS MAINTENANCE SERVICES PTY LTD MAINTENANCE	31/10/2019	1,226.50
EF124954	27396	ANKEET MEHTA SPEARWOOD NEWSPAPER ROUND DELIVERY NEWSPAPER DELIVERY	31/10/2019	360.48

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EF124955	27401	EMPRISE MOBILITY PTY LTD MOBILITY EQUIPMENT	31/10/2019	316.00
EF124956	27403	FREEDOM FAIRIES PTY LTD AMUSEMENT	31/10/2019	1,793.00
EF124957	27420	CYGNET WORKPLACE INVESTIGATIONS CONSULTANCY - HUMAN RESOURCES	31/10/2019	5,225.00
EF124958	27423	MECHANICAL PROJECT SERVICES PTY LTD AIRCONDITIONING SERVICES	31/10/2019	6,700.08
EF124959	27431	UNITED DIAMOND TOOLS TOOLS	31/10/2019	4,710.00
EF124960	27434	CARTWRIGHT MEDIA VIDEO PRODUCTION	31/10/2019	360.00
EF124961	27438	ERTECH PTY LTD ENGINEERING CIVIL	31/10/2019	216,517.35
EF124962	27448	SELECTRO SERVICES PTY LTD ELECTRICAL	31/10/2019	10,505.00
EF124963	27450	AAA PRODUCTION SERVICES HIRE PA/SATGE SYSTEMS	31/10/2019	1,911.24
EF124964	27452	INTEGRATED FUEL SERVICES & SOLUTION PTY LTD PETROLEUM CHEMICAL	31/10/2019	3,652.22
EF124965	27455	SITE PROTECTIVE SERVICES CCTV PARTS	31/10/2019	19,721.64
EF124966	27456	SECUREPAY PTY LTD PAYMENT SOLUTIONS	31/10/2019	299.48
EF124967	27460	SURF ONLINE SAFE INTERNET AWARENESS EDUCATION	31/10/2019	858.00
EF124968	27463	AGILE DOGS DOG TRAINING	31/10/2019	450.00
EF124969	27476	MERCHANDISING LIBRARIES PTY LTD SIGNAGE & DISPLAYS	31/10/2019	634.70
EF124970	27482	BILLI AUSTRALIA PTY LTD WATER FILTER TAPS	31/10/2019	5,783.67
EF124971	27495	BEST CONSULTANTS CONSULTANCY	31/10/2019	858.00
EF124972	27499	HODGE COLLARD PRESTON ARCHITECTS ARCHITECTS	31/10/2019	25,382.50
EF124973	27507	FACILITIES FIRST AUSTRALIA CLEANING SERVICES	31/10/2019	107,623.36
EF124974	27512	AGENT SALES & SERVICES PTY LTD POOL CHEMICALS	31/10/2019	2,322.10
EF124975	27523	ROBERT LAWRENCE TOOHEY HIGH PRESSURE CLEANING	31/10/2019	4,735.00
EF124976	27534	RALPH & BEATTIE BOSWORTH PTY LTD QUANTITY SURVEY	31/10/2019	10,639.20
EF124977	27535	THE FOREVER PROJECT PTY LTD CONSULTANCY	31/10/2019	2,750.00
EF124978	27539	JASMIN CARPENTRY & MAINTENANCE CARPENTRY	31/10/2019	4,631.00
EF124979	27548	STANDING FORK CATERING	31/10/2019	1,000.00
EF124980	27555	FRICHOT & FRICHOT LEGAL FEES	31/10/2019	642.40
EF124981	27566	THUROONA SERVICES ASBESTOS REMOVAL	31/10/2019	6,590.10
EF124982	27575	SHRED X SECURE DESTRUCTION DOCUMENT DESTRUCTION	31/10/2019	20.24
EF124983	27576	ZUMBA FITNESS WITH TRACY ZUMBA FITNESS CLASSES	31/10/2019	560.00
EF124984	27578	VORGEE PTY LTD SWIMWEAR	31/10/2019	514.47
EF124985	27579	TRAVIS HAYTO PHOTOGRAPHY PHOTOGRAPHY SERVICES	31/10/2019	2,620.75
EF124986	27583	PERTH KIDS PARTY HIRE HIRE SERVICES - KIDS PALY EQUIPMENT	31/10/2019	745.00
EF124987	27584	THE NOMAD COMPANY PHOTGRAPHY SERVICES	31/10/2019	210.00
EF124988	27587	NEW GROUND WATER SERVICES PTY LTD IRRIGATION/RETICULATION	31/10/2019	10,978.00
EF124989	27598	ILLUMINATE GROUP TRAINING AND CONSULTING	31/10/2019	286.25
EF124990	27602	RAWLINSONS (WA) SURVEYING SERVICES	31/10/2019	10,890.00
EF124991	27610	ROCKWATER PTY LTD HYDROGEOLOGICAL CONSULTANCY	31/10/2019	7,898.00
EF124992	27617	GALAXY 42 PTY LTD CONSULTANCY - IT	31/10/2019	11,968.00
EF124993	27622	TRUGRADE MEDICAL SUPPLIES MEDICAL SUPPLIES	31/10/2019	953.72
EF124994	27626	INTERNATIONAL MARINA CONSULTANTS PTY LTD	31/10/2019	2,680.92
EF124995	27631	AQUATIC SERVICES WA PTY LTD POOL EQUIPMENT & MAINTENANCE	31/10/2019	3,400.52
EF124996	27635	THREAT PROTECT SECURITY	31/10/2019	66.00
EF124997	27640	RANGE FORD MOTOR VEHICLES	31/10/2019	33,569.24
EF124998	27644	CMAKTECH ICT ENGINEERING & CONSULTING	31/10/2019	7,409.29
EF124999	27646	THE TRUSTEE FOR SAS UNIT TRUST (SITE ARCHITECTURE STUDIO) ARCHITECTURAL SERVICES	31/10/2019	13,557.50
EF125000	27657	POSITIVE BALANCE MASSAGE	31/10/2019	200.00

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EF125001	27659	MASSAGE THERAPY TRASKO INDUSTRIAL PHOTOGRAPHICS	31/10/2019	2,720.00
EF125002	27660	PHOTOGRAPHY FUTURE POWER WA PTY LTD	31/10/2019	1,650.00
EF125003	27662	ELECTRICAL HOME NURSE MANDURAH PTY LTD	31/10/2019	412.50
EF125004	27676	NURSING SERVICES BLUE FORCE PTY LTD	31/10/2019	2,193.00
EF125005	27684	SECURITY SERVICES JANI MURPHY PTY LTD	31/10/2019	2,590.83
EF125006	27695	TRAINING QTM PTY LTD	31/10/2019	34,585.94
EF125007	27701	TRAFFIC MANAGEMENT PERTH BETTER HOMES	31/10/2019	20,288.40
EF125008	27702	SHADE SAILS ARCHAE-AUS PTY LTD	31/10/2019	7,843.00
EF125009	27708	CONSULTANCY - CULTURAL FUNNELBACK PTY LTD	31/10/2019	11,180.40
EF125010	27719	IT SERVICES PULSE LOCATING	31/10/2019	3,015.38
EF125011	27735	CABLE LOCATIONS THE MARABOO ISLAND UNIT TRUST	31/10/2019	88,000.00
EF125012	27746	PROPERTY DEVELOPMENT SCARTERFIELD CONSULTANCY SERVICES	31/10/2019	3,432.00
EF125013	27753	CONSULTANCY - IRRIGATION AAPT LTD	31/10/2019	11,000.00
EF125014	27762	CONSTRUCTION PONIES FOR ANY OCCASION	31/10/2019	935.00
EF125015	27764	AMUSEMENT - PONY RIDES DESIGN OUT CRIME AND CPTED CENTRE	31/10/2019	975.00
EF125016	27771	CONSULTANCY SECURITY WOMEN'S BUSINESS WEAVING	31/10/2019	850.00
EF125017	27772	ABORIGINAL WEAVING ART AND CULTURAL WORK STC ARCHAEOLOGY	31/10/2019	365.00
EF125018	27776	EDUCATION - ARCHAEOLOGY AND HISTORY URBAN RESOURCES PTY LTD	31/10/2019	8,800.00
EF125019	27777	HIRE PALNT & EQUIPMENT MOLIVI CONSTRUCTION PTY LTD	31/10/2019	73,150.65
EF125020	27779	COMMERCIAL, CIVIL, INDUSTRIAL MAINTENANC SPORTS CIRCUIT LINEMARKING	31/10/2019	7,733.00
EF125021	27787	LINEMARKING CRAIG CARPENTER	31/10/2019	607.75
EF125022	27790	LANDSCAPE ARCHITECTURAL SERVICES LATITUDE CREATIVE SERVICES	31/10/2019	17,080.35
EF125023	27794	CULTURAL HERITAGE SERVICES DOMUS NURSERY	31/10/2019	1,061.78
EF125024	27797	PLANT NURSERY CITY LIFTS	31/10/2019	5,886.00
EF125025	27799	LIFT MAINTENANCE WA PROFILING AND STABILISATION PTY LTD	31/10/2019	12,099.49
EF125026	27816	ROAD PROFILING ASTERISK INFORMATION SECURITY	31/10/2019	2,087.80
EF125027	27818	IT CONSULTANCY MODUS COMPLIANCE PTY LTD	31/10/2019	4,158.00
EF125028	27822	CONSULTANCT ENGINEERING JOHNSTAFF PROJECTS (WA) PTY LTD	31/10/2019	8,800.00
EF125029	27823	PROJECT MANAGEMENT IN2FOOD PERTH	31/10/2019	557.47
EF125030	27824	FRUIT & VEG TIMEZONE PTY LTD	31/10/2019	414.00
EF125031	27825	AMUSEMENT WESPRAY ON PAVING	31/10/2019	14,586.00
EF125032	27829	CONCRETE WORKS SMC AUSTRALIA PTY. LTD.	31/10/2019	20,000.00
EF125033	27831	CONSULTANCY - ENGINEERING BUTLER AND BROWN	31/10/2019	16,500.00
EF125034	27834	EVENT MANAGEMENT ALEMBA PTY LTD	31/10/2019	68,750.00
EF125035	27840	COMPUTER SOFTWARE GEARED CONSTRUCTION PTY LTD	31/10/2019	173,393.66
EF125036	27842	CONSTRUCTION LIGHT HOUSE LAUNDRY	31/10/2019	224.18
EF125037	27847	LAUNDERING MATRIX TRAFFIC AND TRANSPORT DATA PTY LTD	31/10/2019	5,126.00
EF125038	27848	TRAFFIC SURVEYS GO VOTE PTY LTD	31/10/2019	2,090.00
EF125039	27849	VOTING SERVICES ON-LINE DAMIAN FOLEY	31/10/2019	500.00
EF125040	27850	ANIMAL FARN DOWSING GROUP PTY LTD	31/10/2019	2,574.00
EF125041	27852	CONCRETING SERVICES FIRST 5 MINUTES PTY LTD	31/10/2019	814.00
EF125042	27860	TRAINING & EDUCATION FREMANTLE COLLEGE	31/10/2019	2,000.00
EF125043	27866	CONTRIBUTION IBISWORLD PTY LTD	31/10/2019	2,750.00
EF125044	11867	BUSINESS INFORMATION SERVICES KEVIN JOHN ALLEN	31/10/2019	6,139.83
EF125045	12740	MONTHLY COUNCILLOR ALLOWANCE MAYOR LOGAN HOWLETT	31/10/2019	14,939.09

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EF125046	19059	MONTHLY COUNCILLOR ALLOWANCE CAROL REEVE-FOWKES	31/10/2019	3,067.99
EF125047	20634	MONTHLY COUNCILLOR ALLOWANCE LEE-ANNE SMITH	31/10/2019	7,527.12
EF125048	23339	MONTHLY COUNCILLOR ALLOWANCE STEPHEN PRATT	31/10/2019	1,648.99
EF125049	25353	MONTHLY COUNCILLOR ALLOWANCE PHILIP EVA	31/10/2019	6,139.83
EF125050	26696	MONTHLY COUNCILLOR ALLOWANCE CHAMONIX TERBLANCHE	31/10/2019	6,139.83
EF125051	27326	MONTHLY COUNCILLOR ALLOWANCE MICHAEL SEPAROVICH	31/10/2019	6,139.83
EF125052	27327	MONTHLY COUNCILLOR ALLOWANCE CHONTELLE SANDS	31/10/2019	6,139.83
EF125053	27475	MONTHLY COUNCILLOR ALLOWANCE LARA KIRKWOOD	31/10/2019	6,622.37
EF125054	27871	MONTHLY COUNCILLOR ALLOWANCE COUNCILLOR TOM WIDENBAR	31/10/2019	4,541.47
EF125055	27872	MONTHLY COUNCILLOR ALLOWANCE COUNCILLOR PHOEBE CORKE	31/10/2019	4,541.47
EF125056	88888	MONTHLY COUNCILLOR ALLOWANCE SOMASCAN MOVEMENT AUSTRALIA INC	31/10/2019	150.00
EF125057	88888	BOND REFUND PAIGE GOODSSELL	31/10/2019	150.00
EF125058	88888	BOND REFUND RICHARDO ZANDVLIET	31/10/2019	500.00
EF125059	88888	BOND REFUND ANTHONY SVILICICH	31/10/2019	80.00
EF125060	99997	BOND REFUND AMY COWDELL	31/10/2019	300.00
EF125061	99997	GRANTS, DONATIONS & REFUNDS LYNNE BAKER	31/10/2019	300.00
EF125062	99997	28 INGRILLI CRT MUNSTER KRISTIE SMITH	31/10/2019	500.00
EF125063	99997	WATERWISE VERGE REBATE - K SMITH AG & PE ROSHER	31/10/2019	500.00
EF125064	99997	WATERWISE VERGE REBATE - P ROSHER TINH QUOC IRAN	31/10/2019	500.00
EF125065	99997	WATERWISE VERGE REBATE - J TRAN MR K HARPER-MEREDITH	31/10/2019	500.00
EF125066	99997	WATERWISE VERGE REBATE - K HARPER-SMITH PJ & PA BAKER	31/10/2019	96.00
EF125067	99997	PRIVATE DRIVING ASSESSMENT - P BAKER MISS JULIE HELEN FORRESTER	31/10/2019	50.00
EF125068	99997	COMPOST BIN REBATE - J FORRESTER TONY VANGOOL	31/10/2019	100.00
EF125069	99997	SENIOR SECURITY SUBSIDY SCHEME CLARE COLLINS	31/10/2019	100.00
EF125070	99997	SENIOR SECURITY SUBSIDY SCHEME STEWART MIDDLETON	31/10/2019	200.00
EF125071	99997	SENIOR SECURITY SUBSIDY SCHEME MICHAEL BLADES	31/10/2019	200.00
EF125072	99997	SENIOR SECURITY SUBSIDY SCHEME PETER HERMET	31/10/2019	200.00
EF125073	99997	SENIOR SECURITY SUBSIDY SCHEME GEORGE MILLS	31/10/2019	100.00
EF125074	99997	SENIOR SECURITY SUBSIDY SCHEME HELEN ELLIOTT	31/10/2019	200.00
EF125075	99997	SENIOR SECURITY SUBSIDY SCHEME BERYL MCINNES	31/10/2019	300.00
EF125076	99997	SENIOR SECURITY SUBSIDY SCHEME MAUREEN JONES	31/10/2019	200.00
EF125077	99997	SENIOR SECURITY SUBSIDY SCHEME STEFAN GOEDECKE	31/10/2019	200.00
EF125078	99997	SENIOR SECURITY SUBSIDY SCHEME RUZA RADIC	31/10/2019	300.00
EF125079	99997	SENIOR SECURITY SUBSIDY SCHEME NANCY RAE	31/10/2019	90.00
EF125080	99997	SENIOR SECURITY SUBSIDY SCHEME MELINDA GRONDAL	31/10/2019	500.00
EF125081	99997	GRANTS, DONATIONS & REFUNDS ANDREW AGNEW	31/10/2019	250.00
EF125082	99997	GRANTS, DONATIONS & REFUNDS ZURICH AUSTRALIAN INSURANCE LTD	31/10/2019	1,000.00
EF125083	99997	EXCESS FOR CLAIM NUMBER : 638029823 SCOUTS WA - BIBRA LAKE ROVERS CREW	31/10/2019	200.00
EF125084	99997	DONATION TOWARDS QUIZ NIGHT FOR BIBRA LA MAUREEN KAVANAGH	31/10/2019	165.30
EF125085	99997	WATERWISE VERGE REBATE - M KAVANAGH KATIE DOYLE	31/10/2019	50.00
EF125086	99997	COMPOST BIN REBATE - K DOYLE CITY OF WANNEROO	31/10/2019	1,332.55
EF125087	99997	LSL LIABILITY CLAIM - DALE MARTIN GILLIAN SAUNDERS	31/10/2019	12.50
EF125088	99997	BIRD BATH REBATE - GILLIAN SAUNDERS NATALIE EVANS	31/10/2019	500.00
EF125089	99997	WATERWISE VERGE REBATE N EVANS ROBERTA BUNCE	31/10/2019	51.60
EF125090	99997	REIMBURSEMENT FOR LUNCH KENNEDY BAPTIST COLLEGE	31/10/2019	400.00

Payment Ref.	Account No.	Account/Payee	Date	\$ Value
EF125091	99997	COCKBURN YOUTH FUND - BEACH CLEAN UP	31/10/2019	50.00
EF125092	99997	MUHAMMAD FAKHARI BIN JAFFAR GRANTS, DONATIONS & REFUNDS	31/10/2019	500.00
EF125093	99997	JANDAKOT BUSH FIRE BRIGADE INC. FUEL REDUCTION BURN. COOGEE PRIMARY SCHO	31/10/2019	500.00
EF125094	99997	JANDAKOT BUSHFIRE BRIGADE REIMBURSEMENT FUEL REDUCTION BURN. GLEN IRIS GOLF CLUB	31/10/2019	45.00
EF125095	99997	IAN RUSSO COMPOST BIN REBATE	31/10/2019	336.00
EF125096	99997	ANTHONY ASLETT REFUND REQUEST - A ASLETT	31/10/2019	140.00
EF125097	99997	CHLOE LITTLEWOOD REFUND - THE NETS BEST THING	31/10/2019	4,566.00
EF125098	99997	CURTIN UNIVERSITY MASTERS OF BUSINESS ADMIN - REPAYMENT	31/10/2019	300.00
EF125099	99997	PETER AND SHARON MURPHY CROSSOVER REBATE - 6 FUCHSIA ROAD	31/10/2019	300.00
EF125100	99997	MICHAEL LUNES CROSSOVER REBATE - 22 SUNDEW ROAD	31/10/2019	300.00
EF125101	99997	MESKEREM ASHAGRIE CROSSOVER REBATE - 16 CRIDDLE WAY	31/10/2019	300.00
EF125102	99997	RODNEY CRIDDLE CROSSOVER REBATE - 12 BODELLA GARDENS	31/10/2019	45.00
EF125103	99997	ANTHONY KNOWLES COMPOST BIN REBATE - ANTHONY KNOWLES	31/10/2019	50.00
EF125104	99997	HEATHER ROGERS COMPOST BIN REBATE HEATHER ROGERS	31/10/2019	61.98
EF125105	99997	SHANNON NICHOLAS LHD YOUTH JUSTICE PETTY CASH REIMBURSEME	31/10/2019	45.00
EF125106	99997	REGINALD MEEHAN-SMITH COMPOST BIN REBAT R MEEHAN-SMITH	31/10/2019	50.00
EF125107	99997	NIYONIZERA KARABONA COMPOST BIN REBATE - N KARABONA	31/10/2019	50.00
EF125108	99997	ALANA GALLAGHER COMPOST BIN REBATE - ALANA GALLAGHER	31/10/2019	50.00
EF125109	99997	JESSICA WIDENBAR GRANTS, DONATIONS & REFUNDS	31/10/2019	5,286.34
EF125110	99997	PETER BIRCH PEN FEE C087 REFUND	31/10/2019	45.00
EF125111	99997	DAVID SEWELL SENIOR SECURITY SUBSIDY SCHEME	31/10/2019	200.00
EF125112	99997	KATHERINE FERGUSON SENIOR SECURITY SUBSIDY SCHEME	31/10/2019	200.00
EF125113	99997	JANET VLYMINCK SENIOR SECURITY SUBSIDY SCHEME	31/10/2019	120.00
EF125114	99997	CAROLYN RAINEY SENIOR SECURITY SUBSIDY SCHEME	31/10/2019	200.00
EF125115	99997	CARMELO ZAGARI SENIOR SECURITY SUBSIDY SCHEME	31/10/2019	200.00
EF125116	99997	WILLIAM DELAFORCE SENIOR SECURITY SUBSIDY SCHEME	31/10/2019	300.00
EF125117	99997	BRUCE UTTLEY SENIOR SECURITY SUBSIDY SCHEME	31/10/2019	200.00
EF125118	99997	ELIZABETH MEYERKORT SENIOR SECURITY SUBSIDY SCHEME	31/10/2019	200.00
EF125119	99997	ELIZABETH MCKIE SENIOR SECURITY SUBSIDY SCHEME	31/10/2019	300.00
EF125120	99997	JOHN WOOD SENIOR SECURITY SUBSIDY SCHEME	31/10/2019	75.00
EF125121	99997	COOGEE BEACH CARAVAN RESORT LOWER CHITTERING - TOODYAY ON THE 19/9/1	31/10/2019	200.00
EF125122	99997	NAYDENE MUTCH 1ST PRIZE AWARDED FOR THE BEST STALL AT	31/10/2019	418.00
EF125123	99997	FREMANTLE CHRISTIAN COLLEGE DONATIONS TO SCHOOLS	31/10/2019	4,400.00
EF125124	99997	COCKBURN BASKETBALL ASSOCIATION MCWG 2019/8585215	31/10/2019	700.00
EF125125	99997	SPANISH CLUB WA INC GRANTS, DONATIONS & REFUNDS	31/10/2019	5,042.93
EF125126	99997	SPEARWOOD DALMATINAC SPORT AND COMMUNITY MAJOR CAPITAL WORKS FENCE PROJECT	31/10/2019	350.00
EF125127	99997	EMIL HOVANE-ITALIANO DONATION - YOUTH ARTS ASSISTANCE	31/10/2019	3,000.00
EF125128	99997	HARMONY PRIMARY SCHOOL P&C SMALL EVENTS SPONSORSHIP	31/10/2019	3,000.00
EF125129	99997	HARVEST LAKE S RESIDENTS ASSOCIATION SMALL EVENTS SPONSORSHIP	31/10/2019	350.00
EF125130	99997	HARSHITA SHARMA DONATION - YOUTH ACADEMIC ASSISTANCE	31/10/2019	1,346.00
EF125131	99997	FISH ARMY WA INC SMALL EVENTS SPONSORSHIP	31/10/2019	720.00
EF125132	99997	TOP OF THE STAIRS ONE OFF PERFORMER AT SPRING	31/10/2019	2,420.00
EF125133	99997	SPARE PARTS PUPPET THEATRE ONE OFF PAYMENT FOR ENTERTAINMENT AT	31/10/2019	129.77
EF125134	99997	RE & GP SMITH REFUND REQUEST - E RILEY	31/10/2019	50.00
EF125135	99997	STEVEN CARRABS COMPOST BIN REBATE - STEVEN CARRABS	31/10/2019	229.68
		CSDAOFFICIAL DEPARTMENTAL RECEIPTS AND P		

Payment Ref.	Account No.	Account/Payee	Date	\$ Value
EF125136	99997	DEPARTMENT OF HUMAN SERVICES # 180101410 COCKBURN SES REIMBURSEMENT	31/10/2019	750.93
EF125137	99997	COCKBURN SES REIMBURSEMENT MARY O'SULLIVAN	31/10/2019	375.02
EF125138	99997	WATERWISE VERGE INCENTIVE SCHEME ANNE MARLIAC	31/10/2019	500.00
EF125139	99997	WATERWISE VERGE INCENTIVE SCHEME TRACEY COUSENS	31/10/2019	369.83
EF125140	99997	WATERWISE VERGE REBATE T COUSENS ALAN ROBERTSON	31/10/2019	50.00
EF125141	99997	COMPOST BIN REBATE - ALAN ROBERTSON CALIDA TACKEN	31/10/2019	50.00
EF125142	99997	COMPOST BIN REBATE - CALIDA TACKEN DANE GRIMMOND	31/10/2019	300.00
EF125143	99997	CROSSOVER CONTRIBUTION 8 WOOLWICH WAY KIM EDWARDS	31/10/2019	300.00
EF125144	99997	CROSSOVER REBATE 4 VOYAGEURS WAY WICKRAMAARACHHIGE WICKRAMARATHNE	31/10/2019	300.00
EF125145	99997	CROSSOVER CONTRIBUTION 12 DEPTFORD STREE GAIL RICHARSON	31/10/2019	30.00
EF125146	99997	BIRD BATH REBATE - GAIL RICHARDSON SARA CULVERHOUSE	31/10/2019	18.00
EF125147	99997	BIRD BATH REBATE - SARA CULVERHOUSE PHYLLIS MARTIN	31/10/2019	541.58
EF125148	99997	UNSPENT HOME CARE FUNDS - PHYLLIS MARTIN MELISSA BRYSON	31/10/2019	22.50
EF125149	99997	REFUND OF SPECTATOR PASS HINAL GIRDHAR	31/10/2019	300.00
EF125150	99997	CROSSOVER REBATE - 12 WOOLWICH WAY JANDAKOT BUSHFIRE BRIGADE	31/10/2019	181.82
EF125151	99997	INVOICE 290 SOUTH COOGEE BUSHFIRE BRIGADE	31/10/2019	523.76
EF125152	99997	INVOICE NO. 111019 - 001 CHARLES THOMAS ALSOP	31/10/2019	488.66
EF125153	99997	WATERWISE VERGE INCENTIVE SCHEME MR SC & MRS S MIRCO	31/10/2019	750.00
EF125154	99997	WATERWISE VERGE INCENTIVE SCHEME CHARLES ROBBINS	31/10/2019	34.98
EF125155	99997	BIRD BATH REBATE - C ROBBINS AOIFE AND CAMERON HAYES	31/10/2019	50.00
EF125156	99997	COMPOST BIN REBATE - AOIFE HAYES RICHARD & RHONDA ZANDVLIET	31/10/2019	2,681.00
EF125157	99997	R AND R ZANDVLIET PEN E169 REFUND BEAUCHAMP NOMINEES & FOBING HALL	31/10/2019	1,254.17
EF125158	99997	FNAL INTEREST PAYMENT - DCA10 RESERVE MR ERROL J HASSETT	31/10/2019	500.00
EF125159	99997	WATERWISE VERGE INCENTIVE SCHEME - HASSE CATHERINE WHITTEN	31/10/2019	270.00
EF125160	99997	INVOICE 149 JOEL PEMBER - FINE FOOD WA	31/10/2019	50.00
EF125161	99997	REFUND OVERCHARGE JOEL PEMBER COOPER & JONES PLUMBING PTY LTD	31/10/2019	392.70
EF125162	99997	INVOICE 305105 SHU HAO LOW	31/10/2019	81.00
EF125163	99997	REFUND REQUEST ARC - SHU HAO LOW AMIT GANDHI	31/10/2019	140.89
EF125164	10047	CONTRACT 2019 LOCAL GOVERNMENT ELECTIONS ALINTA ENERGY	31/10/2019	12,365.60
EF125165	11794	NATURAL GAS & ELECTRCITY SUPPLY SYNERGY	31/10/2019	34,077.66
EF125166	12025	ELECTRICITY USAGE/SUPPLIES TELSTRA CORPORATION	31/10/2019	17,542.18
EF125167	99996	COMMUNICATIONS SERVICES PORTSTONE INVESTMENTS PTY LTD	31/10/2019	70.35
EF125168	99996	RATES REFUND CARCIONE NOMINEES PTY LTD	31/10/2019	56.65
EF125169	99996	RATES REFUND NATALIA CLAIRE CRABBE	31/10/2019	42.50
EF125170	99996	RATES REFUND MALLISON REAL ESTATE	31/10/2019	492.91
EF125171	99996	RATES REFUND COCKBURN CENTRAL PROPERTY EXECUTIVES	31/10/2019	373.73
EF125172	99996	RATES REFUND MOD PROPERTY GROUP	31/10/2019	1,921.68
EF125173	99996	RATES REFUND JOSHUA SPECA	31/10/2019	2,078.67
EF125174	99996	RATES REFUND FRASERS PROPERTY	31/10/2019	11,579.13
EF125175	99996	RATES REFUND KIM TERESE KIEPE	31/10/2019	20.00
EF125176	99996	RATES REFUND CHRISTOPHER PLATT	31/10/2019	373.08
EF125177	99996	RATES REFUND ZHAO	31/10/2019	1,798.25
EF125178	99996	RATES REFUND NATHANIEL MOTAS	31/10/2019	387.46
EF125179	99996	RATES REFUND STOCKLAND WA DEVELOPMENT PTY LTD	31/10/2019	1,609.74
EF125180	99996	RATES REFUND JANET ANNE OLIJINK	31/10/2019	15.00

Payment Ref.	Account No.	Account/Payee	Date	\$ Value
EF125181	99996	RATES REFUND JOSHUA KUCAN	31/10/2019	150.00
EF125182	99996	RATES REFUND KIRILEE P KING	31/10/2019	1,569.21
EF125183	10747	RATES REFUND IINET LIMITED	31/10/2019	953.62
EF125184	11758	INTERNET SERVICES WATER CORP	31/10/2019	56,930.42
EF125185	10152	WATER USAGE / SUNDRY CHARGES AUST SERVICES UNION	31/10/2019	1,089.70
EF125186	10154	PAYROLL DEDUCTIONS AUSTRALIAN TAXATION OFFICE	31/10/2019	448,420.00
EF125187	10305	PAYROLL DEDUCTIONS CHILD SUPPORT AGENCY	31/10/2019	2,562.63
EF125188	11001	PAYROLL DEDUCTIONS LOCAL GOVERNMENT RACING & CEMETERIES EMPLOYEES UNION LGRCEU	31/10/2019	102.50
EF125189	11857	PAYROLL DEDUCTIONS CHAMPAGNE SOCIAL CLUB	31/10/2019	466.00
EF125190	11860	PAYROLL DEDUCTIONS 45S CLUB	31/10/2019	14.00
EF125191	19726	PAYROLL DEDUCTIONS HEALTH INSURANCE FUND OF WA	31/10/2019	1,526.95
EF125192	27859	PAYROLL DEDUCTIONS PRO1 SECURITY PTY LTD	31/10/2019	19,635.00
EF125193	27874	SECURITY SERVICES SMARTSALARY	31/10/2019	13,699.77
EF125194	88888	SALARY PACKAGING/LEASING ADMINISTRATION SASA VUKELIC	31/10/2019	1,000.00
		BOND REFUND		
		TOTAL OF 778 EFT PAYMENTS		10,841,482.10
		LESS CANCELLED PAYMENTS:		
EF123787		PAYCLEAR SERVICES PTY LTD	2/10/2019	-543,683.38
EF124253		RONALD ADDISON	7/10/2019	-300.00
EF124316		AMY BUCKINGHAM	7/10/2019	-300.00
EF124364		TATE EVANS	7/10/2019	-400.00
EF124294		HAMMOND PARK PRIMARY SCHOOL	7/10/2019	-425.00
EF124208		THE PLAY WORKS	7/10/2019	-15,137.79
EF124384		JONATHAN HUNTER	9/10/2019	-75.00
		PAYMENT LIST TOTAL		10,281,160.93
		BANK FEES AND CREDIT CARD PAYMENTS:		
		BANK FEES		20.16
		MERCHANT FEES COC		10,564.88
		MERCHANT FEES MARINA		133.62
		MERCHANT FEES ARC		2,356.34
		MERCHANT FEES VARIOUS OUT CENTRES		1,041.34
		NATIONAL BPAY CHARGE		6,719.36
		RTGS/ACLR FEE		
		NAB TRANSACT FEE		936.50
		MERCHANDISE / OTHER FEES		
		CBA CREDIT CARD PAYMENT		100,145.68
				121,917.88
		PAYROLL PAYMENTS:		
		COC29/09/19 Pmt 000146381296 City of Cockburn	2/10/2019	1,367,078.96
		COC13/10/19 Pmt 000147226429 City of Cockburn	16/10/2019	1,402,945.89
		COC17/10/19 Pmt 000147331107 City of Cockburn	17/10/2019	1,252.57
		COC18/10/19 Pmt 000147528341 City of Cockburn	22/10/2019	5,622.33
		COC25/10/19 Pmt 000148091708 City of Cockburn	30/10/2019	1,412,878.55
		COC31/10/19 Pmt 000148178688 City of Cockburn	31/10/2019	1,576.54
				4,191,354.84
		TOTAL PAYMENTS		14,594,433.65

CBA Credit Card Breakdown		Oct-19
Row Labels	Sum of FIN.Transaction Amount	
ALEXANDRA K MORTON		2473
ALISON WATERS		854.86
ANDREW LEFORT		560.41
ANTON LEES		1313.22
ASANKA VIDANAGE		768.5
CASSANDRA COOPER		528
CHERIE CABLE		759.85
CHRISTOPHER BEATON		1180.78
CLIFF MCKINLEY		3940.45
COLLEEN MILLER		107.9
COURTNEE THOMSON		18912.85
DEAN BURTON		500
KAROLINE JAMIESON		1711.67
LEAH NAPIER		1971.63
LINDA SEYMOUR		3576.92
LINDA WALKER		1051.41
MARIE LA FRENAIS		309.02
MICHAEL EMERY		565
MIJALCE DANILOV		150
MIRANDO RADJA		1170.41
MISS JESSICA DONALD		1984.36
MR ANTONIO NATALE		1041.63
MR BRETT FELLOWS		3441.11
MR BRETT MCEWIN		1704.46
MR C MACMILLAN		1876.56
MR CHARLES SULLIVAN		1663.26
MR CLIFFORD RYAN		1415.64
MR CLIVE J CROCKER		1075.67
MR DANIEL ARNDT		857.81
MR DONALD M GREEN		8717.57
MR GLEN WILLIAMSON		1875.81
MR GLENN PETHICK		99
MR MICHAEL HAYNES		302.47
MR NICHOLAS JONES		93.16
MR PAUL HOGAN		75.5
MR PAUL J DE BRUIN		1262.36
MR S ATHERTON		619.75
MR S PALMER		1618.22
MR STEPHEN G CAIN		63.32
MR TRAVIS MOORE		769.45
MRS GLORIA ASKANDER		1026.97
MRS JULIE MCDONALD		1915.53
MRS KIM HUNTER		1905.74
MRS S SEYMOUR-EYLES		3933.87
MRS SANDRA TAYLOR		1194.87
MRS SARAH KAHLE		597.82
MS BARBARA FREEMAN		156.77
MS CAROLINE LINDSAY		848.17
MS GAIL M BOWMAN		128.61
MS JILL ZUMACH		1386
MS MICHELLE CHAMPION		1067.5
MS NICOLA JANE LEDGER		701.04
MS NICOLE CAMARDA		933.19
MS PENELOPE PRICE		3978.94
MS SAMANTHA BARON		61.98
MS SAMANTHA STANDISH		-1820.21
MS SANDRA EDGAR		775.22
MS SIMONE SIEBER		2266.24
STEVEN JOHN ELLIOT		1302.09
STUART DOWNING		4822.35
Grand Total		100145.68

OCTOBER BREAKDOWN - STEPHEN CAIN			
MR STEPHEN G CAIN	Amount	Account Number	Narration
115 GROUNDHOUSE PTY L	9.00	GL116-6256	Mtg with Cr Kirkwood
CITY OF PERTH PARKING-	13.73	GL116-6304	Parking PCA Breakfast
CPP STATE LIBRARY	4.04	GL116-6304	Parking Showcase
SECURE PARKING - COLLI	11.27	GL116-6304	Parking Mtg with lawyers
SECURE PARKING FORTE	19.48	GL116-6304	Parking Mtg Jason Pugh
TOWN OF CAMBRIDGE	5.80	GL116-6304	Secure Parking - Colli
Total	63.32		

15.2 STATEMENT OF FINANCIAL ACTIVITY AND ASSOCIATED REPORTS - OCTOBER 2019

Author(s) N Mauricio

Attachments 1. Statement of Financial Activity - October 2019 [↓](#)

RECOMMENDATION

That Council:

- (1) adopt the Statement of Financial Activity and associated reports for October 2019, as attached to the Agenda; and
- (2) amend the 2019-2020 Municipal Budget in accordance with the detailed schedule attached as follows:

Revenue	1,462,176	Increase
Operating Expenditure	466,340	Increase
Capital Expenditure	815,426	Increase
Transfers from Reserves	159,590	Increase
Transfers to Reserves	340,000	Increase
Net impact on closing Municipal budget surplus	Nil	

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

Background

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

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

1. Details of the composition of the closing net current assets (less restricted and committed assets);
2. Explanation for each material variance identified between YTD budgets and actuals; and
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 2019 meeting to set a materiality threshold of \$300,000 for the 2019-2020 financial year. Detailed analysis of budget variances is an ongoing exercise, with necessary budget amendments either submitted to Council each month via this standing agenda item or included in the City's mid-year budget review, as required by legislation.

Submission

N/A

Report

Opening Surplus

The opening surplus position brought forward from 2018-19 is currently \$12.50 million (subject to final audit). This includes \$8.78 million of municipal funding committed to carried forward works and projects. The remaining \$3.72 million is the uncommitted surplus, which is now \$1.72 million over the \$2.0 million surplus forecast in the 2019-2020 adopted budget. \$1.63 million of this was previously transferred to the Major Buildings Reserve (in line with Council policy to transfer such funds to reserves). The additional \$88k and any other change resulting from audit will be addressed once the 2018-19 audit is complete.

Closing Surplus

The City's actual closing surplus position for the month of \$104.52 million was \$7.52 million up on the YTD budget. The reported surplus is a large number at the start of each year, due to the inclusion of the annual rates revenue in the month of July. It then progressively reduces during the year as the City delivers its programs and services. The YTD budget variance in the surplus reflects the sum of all budget variances across the operating and capital programs as further detailed in this report.

The 2019-2020 revised budget is currently showing a closing surplus of \$67,246 (up from \$12,771 in the adopted budget).

Operating Revenue

Operating revenue of \$124.55 million was over the YTD budget by \$1.18 million. A significant portion of the City's operating revenue is brought to account in July each year upon the issue of the annual rates notices. The remaining revenue, largely comprising service fees, operating grants, contributions and interest earnings, 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	104.77	104.62	0.14	105.62
Specified Area Rates	0.56	0.52	0.05	0.56
Fees and Charges	13.00	12.03	0.97	29.30
Operating Grants and Subsidies	3.46	3.74	(0.28)	12.49
Contributions, Donations, Reimbursements	0.54	0.48	0.06	1.34
Interest Earnings	2.23	1.99	0.24	5.14
Total	124.55	123.37	1.18	154.45

The material variance identified for the month included:

- Fees and Charges (\$0.97 million above YTD budget)
 - The City has recognised forfeited performance and defect liability period bonds totalling \$0.43 million during the month.

Operating Expenditure

Operating expenditure of \$48.62 million was under the YTD budget by \$3.49 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	19.81	(1.39)	57.41
Employee Costs - Indirect	0.28	0.33	(0.05)	1.58
Materials and Contracts	12.56	14.73	(2.17)	41.28
Utilities	1.73	1.90	(0.17)	5.72
Interest Expenses	0.39	0.42	(0.02)	2.28
Insurances	1.66	1.03	0.63	1.56
Other Expenses	2.62	2.71	(0.09)	9.48
Depreciation (non-cash)	11.25	11.25	(0.00)	33.71
Amortisation (non-cash)	0.38	0.38	0.00	1.14
Internal Recharging-CAPEX	(0.69)	(0.46)	(0.23)	(1.57)
Total	48.62	52.11	(3.49)	152.60

- Employee Costs – Direct (\$1.39 million under YTD budget):
 - There were no material variances identified, with most business units under their YTD budgets.
- Material and Contracts (\$2.17 million under YTD budget):
 - Parks maintenance was showing an under spend of \$0.28 million, contracting from an under spend of \$0.58 million last month.
 - Environmental management was reporting an underspend of \$0.34 million, mainly due to the Roe 8 land rehabilitation project (under by \$0.21 million).
 - Recreation and Community Safety were under spent by \$0.43 million at month's end, with the Cockburn ARC contributing \$0.28 million to this result.

- Community Development Services were \$0.40 million under YTD budget with the most significant contributor being Aged and Disabled Services at \$0.18 million under.
- Insurances (\$0.63 million over YTD budget):
 - This result was caused by the second instalment payment for LGIS scheme insurances coming in one month ahead of budget (timing issue).

Capital Expenditure

The City's adopted capital budget of \$43.38 million has increased to \$70.96 million, primarily due to the addition of carried forward works and projects.

At the end of the month, the City had actual spending of \$7.71 million against a YTD budget of \$11.88 million (\$4.17 million under budget).

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	1.07	1.05	(0.02)	25.59	4.78
Drainage	0.32	0.40	0.08	2.32	0.15
Footpaths	0.47	0.32	(0.15)	2.13	0.37
Parks Infrastructure	2.17	2.56	0.39	12.01	2.03
Landfill Infrastructure	0.17	0.22	0.05	0.56	0.14
Freehold Land	0.00	2.50	2.50	2.50	0.00
Buildings	1.76	1.93	0.17	17.08	2.47
Furniture & Equipment	0.02	0.03	0.01	0.03	0.01
Information Technology	0.31	1.14	0.83	2.13	0.56
Plant & Machinery	1.10	1.55	0.45	5.23	1.91
Marina Infrastructure	0.31	0.17	(0.14)	1.39	0.41
Total	7.71	11.88	4.17	70.96	12.82

Significant project budget variances recorded for the month are detailed below:

- Freehold Land (under by \$2.50 million)
 - The purchase of land for the construction of Verde Drive and Prinsep Road is behind the YTD budget setting by \$2.50

million. This purchase will not result in any freehold landholding for the City (to become road reserve belonging to the Crown). Accordingly, this will be retreated as a non-operating expense item in the budget.

- Buildings Infrastructure (under by \$0.74 million):
 - The recently completed Lakelands Reserve Hockey Facility and Clubrooms is showing an unfavourable budget variance of \$0.30 million against its total budget of \$6.5 million. General underspends across the other building projects more than offset this result at month's end.
- Information Technology (under by \$0.83 million):
 - Various software and technology infrastructure projects were collectively \$0.64 million under the YTD budget.
 - The CCTV construction program was \$0.19 million under YTD budget
- Plant and Machinery (under by \$0.45 million):
 - The light fleet replacement program is trailing the YTD budget by \$0.40 million.

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). No material variances were identified for the month.

Reserve Transfers

- Transfers from reserves of \$13.46 million were \$1.96 million under YTD budget.
 - Reserve transfers for capital works projects were collectively \$4.289 million below YTD budget.
 - The transfer from reserves of the advance FAGS payment received last year is causing a \$2.12 million budget variance. This will be adjusted against revenue in due course.
- Transfers to financial reserves of \$4.07 million were on track against the YTD budget of \$4.02 million, with no material variances being identified.

Cash and Investments

The closing cash and financial investment holding at month's end totalled \$213.82 million, up from \$207.45 million the previous month due to the timing of the second rates instalment. \$133.49 million of this was held in the City's financial reserves (slightly down on \$136.62 million last month). The remaining \$62.40 million represented available funding to cover operational requirements over the 2019-2020 financial year.

Investment Performance, Ratings and Maturity

The cash rate was most recently cut by the Reserve Bank of Australia (RBA) at its October meeting to a record low of 0.75 per cent. The statement issued with the decision indicated the RBA's expectation that an extended period of low interest rates is needed in order to assist the nation achieve full employment and hit inflation targets. The RBA Governor has since stated that a cash rate of 0.25% would be the lowest it would cut to, before considering quantitative easing measures (introduction of new money into the economy through the purchase of government bonds). Markets are now starting to price another two rate cuts by June 2020, which will have a negative impact on the City's interest revenue for 2019-2020. The budgeted \$4.4 million in interest revenue is likely to be revised downwards by up to \$0.5 million during the mid-year budget review.

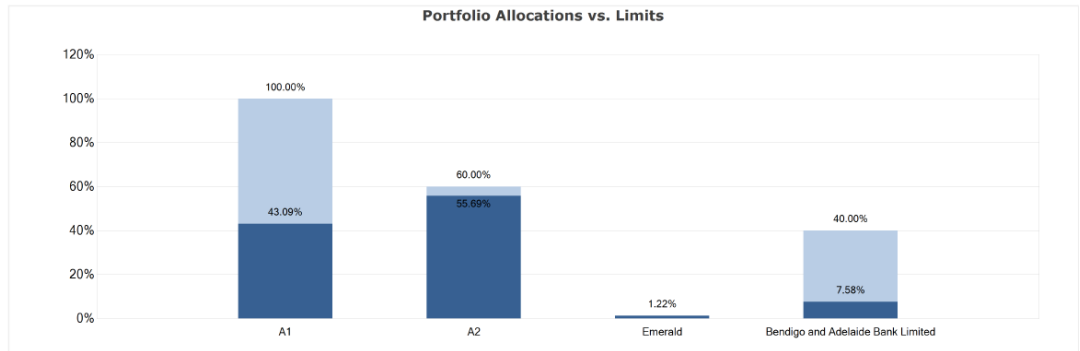
The City's investment portfolio yielded a weighted annualised return of 2.08 percent for the month (down from 2.19% last month and 2.27% the month before). This outperformed the City's target rate of 2.10 percent (RBA cash rate of 0.75 percent plus 1.10 percent performance margin) by 0.23 percent. Interest earnings on the investment portfolio were \$1.59 million, outperforming the YTD budget by \$0.19 million. This outperformance position is expected to deteriorate as the year progresses due to lower reinvestment interest rates.

The City's surplus funds are invested in term deposit (TD) products placed with highly rated APRA (Australian Prudential Regulation Authority) regulated Australian and foreign owned banks. All current investments held are compliant with what's allowed under Council's Investment Policy, other than those made under previous policy and statutory provisions and since grandfathered by updated legislation. Specifically, these are Australian reverse mortgage funds having a current face value of \$2.575 million and book value of \$1.0 million (net of \$1.57million impairment provision previously required by audit). These continue to pay attractive interest coupons and slowly return capital (\$0.425 million returned to date from the original \$3.0 million investment).

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 increased slightly from 55.0 percent to 55.7 percent. This remains within the policy limit of 60 percent, with all other policy compliance requirements also being met by the portfolio:

FIIG Portfolio Limits

Compliant
 City of Cockburn
 31 Oct 2019



Category	Item	Limit Type	Limit	Actual	Variance	Test
Group						
	A1	Maximum	100.00%	43.09%	56.91%	Compliant
	A2	Maximum	60.00%	55.69%	4.31%	Compliant
	Emerald	Maximum	1.22%	1.22%	0.00%	Compliant
	Bendigo and Adelaide Bank Limited	Maximum	40.00%	7.58%	32.42%	Compliant

Figure 1: Portfolio allocations compared to Investment Policy limits

Given the negative outlook for future interest rates, the current investment strategy aims to secure the best rate on offer for the longest possible period, subject to cash flow planning and investment policy requirements. The Council’s investment policy is also being reviewed in order to take great advantage of higher interest rates being offered by A2 financial institutions. This was presented to the November Delegated Authorities & Policies (DAP) committee meeting

The City’s TD investment portfolio duration at the end of the month was 171 days (little changed from 172 days last month). The maturity profile of the City’s TD investments is graphically depicted below, showing adequate maturities across the next six months to meet liquidity requirements (at least \$15 million each month):

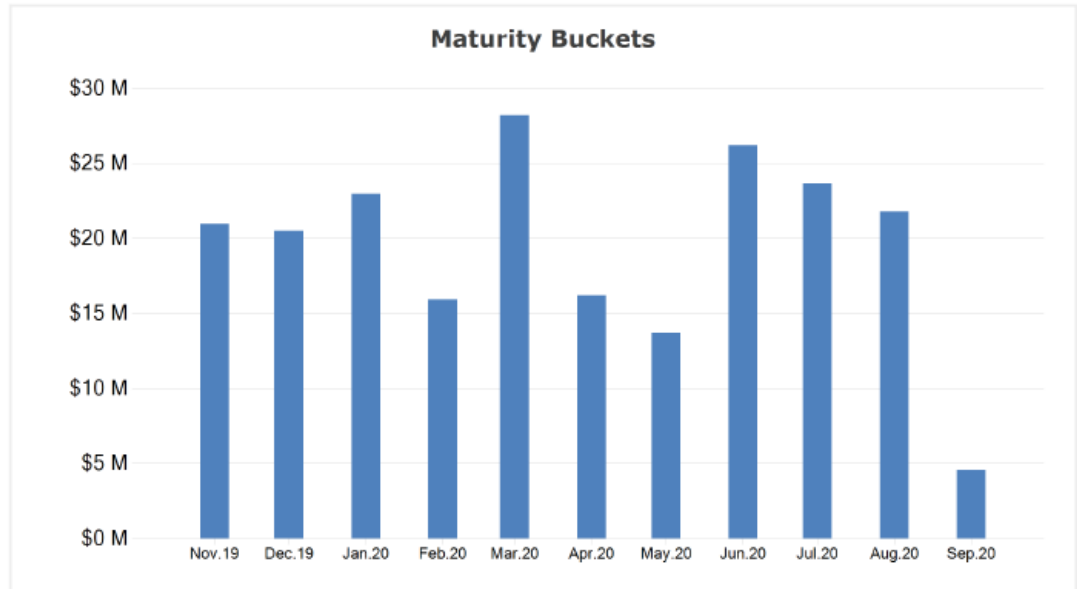


Figure 2: Council Investment Maturity Profile

Investment in Fossil Fuel Free Banks

At month end, the City held 62 percent of its TD investment portfolio with banks considered non-funders of fossil fuel related industries (slightly up on 61 percent last month). The amount invested with fossil fuel free banks will fluctuate month to month in line with policy limits and the deposit rates available at time of placement.

Rates Debt Recovery

At month’s end, the City had \$48.0 million in outstanding rates and property charges to collect (down from \$62.20 million last month), not including \$0.64 million received in prepaid rates for future years. This represented 36.4 percent in uncollected charges against the \$132.7 million levied to month’s end (inclusive of prior year outstanding balances and part year rating).

The City had 633 properties owing \$1.72 million under formal and legal debt recovery at the end of the month (up from 167 properties owing a total of \$0.58 million the previous month). The number of properties under debt recovery has increased significantly, as formal processes now commence for those ratepayers in default for their 2019-20 rates account.

Budget Amendments

The following budget amendments require Council adoption:

- Defects & maintenance bonds totalling \$430,158 associated with land developments at least 10 years old have been forfeited following a management review (funds to be allocated to NCAC project).
- An additional \$329,000 is being allocated towards the New Council and Administration Centre (NCAC) project for concept design and planning (total allocated now \$429,000 funded from forfeited bond monies);
- EM Contingency Fund is being recouped \$100,000 previously allocated towards the NCAC project (balance of forfeited bond monies);
- Jandakot Volunteer Fire Brigade shed fit-out is being increased by \$247,000 (increased funding from DFES);
- Farrington Rd and Bibra Dr Intersection construction works budget is being increased by \$397,000 (increased Blackspot funding);
- Capping Cell 6 HWRP - preliminary design funding of \$135,000 (funded from Waste Reserve);
- Sale of Lot 8001 Riverina Pde, Munster for \$340,000 (transferred into the Land Development Reserve);
- Two Way Radio Replacement allocation of \$36,126 (remaining budget missed from 2018-19 carried forwards);
- DCPFS Youth Diversion EOY surplus reduction of \$11,536 requiring expenditure reduction (via Restricted Grants Reserve);
- Roe 8 Rehabilitation project – increase expenditure to match approved budget (grant funded).

The attached financial report includes a schedule with these proposed budget changes and the associated funding sources.

Description of Graphs and 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 \$5.80 million within its trust fund, comprised totally of POS cash in lieu contributions (unchanged from last month).

Strategic Plans/Policy Implications

Leading and 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 2019-2020 revised budget surplus as showing in the October financial report is \$67,246. This was reduced by \$30,668 to \$36,578 following the adoption of budget amendments in the September report presented at the November Council meeting. There is no further impact on the budget surplus from the adoption of the amendments in this report.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

Council's adopted budget for revenue, expenditure and the closing financial position will misrepresent actual financial outcomes if the recommendation amending the budget is not adopted. Further, some services and projects may be disrupted if budgetary requirements are not appropriately addressed.

Advice to Proponent(s)/Submissioners

N/A

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

Nil

STATEMENT OF FINANCIAL ACTIVITY

for the period ended 31 October 2019

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget	Revised Budget	Adopted Budget
	\$	\$	%	\$	\$	\$
Operating Revenue						
Governance	(37,434)	-	0%	(37,434)	-	-
Financial Services	108,804,821	108,347,569	0%	457,252	115,788,468	117,846,000
Information Services	-	500	-100%	(500)	1,500	1,500
Human Resource Management	67,408	97,331	-31%	(29,922)	292,000	292,000
Library Services	16,158	18,715	-14%	(2,557)	56,146	56,146
Recreation & Community Safety	4,269,895	4,054,908	5%	214,987	13,058,788	13,034,278
Community Development & Services	3,261,062	3,252,382	0%	8,680	8,599,857	8,599,857
Corporate Communications	2,218	13,200	-83%	(10,982)	118,600	118,600
Governance & Risk	1,226	267	360%	960	800	800
Statutory Planning	301,580	313,103	-4%	(11,522)	1,002,000	1,002,000
Strategic Planning	1,463,299	1,326,794	10%	136,505	3,126,262	3,126,262
Building Services	586,272	594,318	-1%	(8,046)	1,334,014	1,334,014
Environmental Health	283,875	255,333	11%	28,542	333,500	333,500
Waste Services	4,526,063	4,403,209	3%	122,854	8,604,255	8,558,998
Parks & Environmental Services	136,511	(85,075)	-260%	221,586	838,166	1,482,623
Engineering Services	56,577	69,500	-19%	(12,923)	291,000	281,000
Infrastructure Services	814,128	711,345	14%	102,783	1,003,350	1,003,350
	124,553,661	123,373,399	1%	1,180,262	154,448,705	157,070,927
Total Operating Revenue	124,553,661	123,373,399	1%	1,180,262	154,448,705	157,070,927
Operating Expenditure						
Governance	(1,083,930)	(1,065,162)	2%	(18,768)	(3,417,406)	(3,530,263)
Strategy & Civic Support	(268,180)	(375,668)	-29%	107,488	(1,209,377)	(1,188,978)
Financial Services	(3,223,979)	(2,494,252)	29%	(729,727)	(6,300,250)	(6,218,115)
Information Services	(2,426,793)	(2,663,130)	-9%	236,338	(6,747,811)	(6,410,628)
Human Resource Management	(917,022)	(953,701)	-4%	36,679	(3,003,966)	(2,952,449)
Library Services	(1,179,721)	(1,422,045)	-17%	242,324	(4,049,223)	(3,988,344)
Recreation & Community Safety	(5,161,831)	(5,869,093)	-12%	707,261	(17,019,937)	(16,874,107)
Community Development & Services	(3,543,727)	(4,249,394)	-17%	705,667	(13,227,499)	(12,774,540)
Corporate Communications	(1,048,950)	(1,244,400)	-16%	195,451	(4,112,373)	(3,997,821)
Governance & Risk	(172,896)	(166,990)	4%	(5,906)	(472,875)	(472,875)
Statutory Planning	(434,590)	(461,953)	-6%	27,363	(1,428,683)	(1,428,683)
Strategic Planning	(800,208)	(645,969)	24%	(154,239)	(1,889,225)	(1,889,225)
Building Services	(509,366)	(576,178)	-12%	66,811	(1,716,537)	(1,716,537)
Environmental Health	(612,928)	(713,057)	-14%	100,129	(2,021,780)	(2,015,928)
Waste Services	(5,962,691)	(6,285,459)	-5%	322,768	(17,214,261)	(17,144,443)
Parks & Environmental Services	(4,413,635)	(5,364,401)	-18%	950,766	(16,444,591)	(16,489,237)
Engineering Services	(2,671,921)	(2,714,964)	-2%	43,043	(8,039,233)	(7,989,249)
Infrastructure Services	(3,253,472)	(3,678,629)	-12%	425,157	(11,001,387)	(10,869,941)
	(37,685,841)	(40,944,445)	-8%	3,258,604	(119,316,416)	(117,951,365)

STATEMENT OF FINANCIAL ACTIVITY

for the period ended 31 October 2019

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget		Revised Budget	Adopted Budget
	\$	\$	%	\$		\$	\$
Less: Net Internal Recharging	689,254	463,806	49%	225,447	√	1,569,949	1,515,474
Add: Depreciation & Amortisation on Non-Current Assets							
Computer Equipment	(518,444)	(518,444)	0%	-		(1,555,332)	(1,555,332)
Furniture and Equipment	(119,688)	(119,688)	0%	-		(359,052)	(359,052)
Plant & Machinery	(1,100,480)	(1,094,975)	1%	(5,505)		(3,249,355)	(3,249,355)
Buildings	(2,127,700)	(2,127,700)	0%	-		(6,383,100)	(6,383,100)
Infrastructure - Roads	(4,063,168)	(4,063,168)	0%	-		(12,189,504)	(12,189,504)
Infrastructure - Drainage	(890,580)	(898,580)	-1%	8,000		(2,695,740)	(2,695,740)
Infrastructure - Footpaths	(475,972)	(475,972)	0%	-		(1,427,916)	(1,427,916)
Infrastructure - Parks Equipment	(1,589,676)	(1,589,676)	0%	-		(4,769,028)	(4,769,028)
Landfill Infrastructure	(380,996)	(380,996)	0%	-		(1,142,988)	(1,142,988)
Marina Infrastructure	(346,796)	(346,796)	0%	-		(1,040,400)	(1,040,400)
Leased Equipment	(13,736)	(13,736)	0%	-		(41,200)	(41,200)
	(11,627,236)	(11,629,731)	0%	2,495		(34,853,615)	(34,853,615)
Total Operating Expenditure	(48,623,823)	(52,110,369)	-7%	3,486,546		(152,600,082)	(151,289,506)
Change in Net Assets Resulting from Operations	75,929,838	71,263,030	7%	4,666,808		1,848,623	5,781,421
Non-Operating Activities							
Profit/(Loss) on Assets Disposal							
Plant and Machinery	354,992	(191,864)	-285%	546,856	√	(328,092)	(590,592)
Freehold Land	1,376,364	1,100,000	25%	276,364	√	1,100,000	-
Furniture and Equipment	-	-	0%	-		-	-
Buildings	-	-	0%	-		-	-
	1,731,356	908,136	91%	823,220		771,908	(590,592)
Capital Expenditure							
Computer Equipment	(311,512)	(1,143,455)	-73%	831,943	√	(2,129,883)	(1,165,620)
Furniture and Equipment	(20,000)	(29,472)	-32%	9,472		(29,472)	-
Plant & Machinery	(1,097,572)	(1,548,000)	-29%	450,428	√	(5,228,000)	(3,870,000)
Land	(3,939)	(2,500,000)	-100%	2,496,061	√	(2,500,000)	-
Buildings	(1,757,682)	(1,929,251)	-9%	171,569		(17,081,644)	(10,244,500)
Infrastructure - Roads	(1,066,100)	(1,046,897)	2%	(19,203)		(25,590,648)	(19,303,359)
Infrastructure - Drainage	(323,247)	(404,146)	-20%	80,899		(2,319,397)	(1,318,000)
Infrastructure - Footpaths	(473,912)	(323,880)	46%	(150,032)		(2,125,791)	(1,439,268)
Infrastructure - Parks Equipment	(1,903,944)	(2,154,896)	-12%	250,952	√	(10,439,844)	(4,812,000)
Infrastructure - Parks Landscaping	(267,526)	(408,332)	-34%	140,806		(1,568,440)	(620,000)
Landfill Infrastructure	(170,327)	(222,752)	-24%	52,425		(556,251)	(179,000)
Marina Infrastructure	(311,969)	(170,470)	83%	(141,499)		(1,386,176)	(425,000)
Note 1.	(7,707,730)	(11,881,552)	-35%	4,173,822		(70,955,546)	(43,376,747)

STATEMENT OF FINANCIAL ACTIVITY

for the period ended 31 October 2019

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget	Revised Budget	Adopted Budget
	\$	\$	%	\$	\$	\$
Add: Land - Vested in Crown	(2,800)	-	0%	(2,800)	-	-
Add: Transfer to Reserves	(4,074,783)	(4,020,600)	1%	(54,182)	(39,103,831)	(27,595,783)
Add Funding from						
Non-Operating Grants and Subsidies	121,203	235,586	-49%	(114,383)	6,680,069	6,058,933
Non-Government Contributions	29,103	(639,182)	-105%	668,285	3,832,174	2,150,000
Developers Contributions Plans: Cash	1,093,930	1,168,319	-6%	(74,389)	4,080,000	4,080,000
Proceeds on Sale of Assets	1,731,356	1,410,000	23%	321,356	2,277,500	915,000
Reserves	13,460,184	15,425,803	-13%	(1,965,619)	46,646,593	17,646,331
	16,435,777	17,600,527	-7%	(1,164,750)	63,516,336	30,850,264
Non-Cash/Non-Current Item Adjustments						
Depreciation on Assets	11,246,240	11,248,735	0%	(2,495)	33,710,627	33,710,627
Amortisation on Assets	380,996	380,996	0%	-	1,142,988	1,142,988
Profit/(Loss) on Assets Disposal	(1,731,356)	(908,136)	91%	(823,220)	(771,908)	590,592
Loan Repayments	-	-	0%	-	(2,500,000)	(2,500,000)
Non-Current Accrued Debtors	(288,248)	-	0%	(288,248)	-	-
Non-Current Leave Provisions	89,885	-	0%	89,885	-	-
Deferred Pensioners Adjustment	12,292	-	0%	12,292	-	-
	9,709,809	10,721,595	-9%	(1,011,786)	31,581,707	32,944,207
Add: Surplus/(Deficit) B/F July 1	12,496,664	12,408,048	1%	88,616	12,408,048	2,000,000
Less: Surplus/(Deficit) C/F	104,518,132	96,999,184	8%	7,518,948	67,246	12,771
	-	-	-	-	-	-

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	(311,512)	(676,528)	(988,040)	(1,143,455)	(2,129,883)	1,141,843
Furniture and Equipment	(20,000)	-	(20,000)	(29,472)	(29,472)	9,472
Plant & Machinery	(1,097,572)	(1,070,696)	(2,168,268)	(1,548,000)	(5,228,000)	3,059,732
Land	(3,939)	-	(3,939)	(2,500,000)	(2,500,000)	2,496,061
Buildings	(1,757,682)	(2,557,282)	(4,314,964)	(1,929,251)	(17,081,644)	12,766,680
Infrastructure - Roads	(1,066,100)	(2,142,425)	(3,208,525)	(1,046,897)	(25,590,648)	22,382,123
Infrastructure - Drainage	(323,247)	(121,463)	(444,710)	(404,146)	(2,319,397)	1,874,687
Infrastructure - Footpaths	(473,912)	(354,787)	(828,699)	(323,880)	(2,125,791)	1,297,092
Infrastructure - Parks Equipment	(1,903,944)	(2,062,394)	(3,966,338)	(2,154,896)	(10,439,844)	6,473,506
Infrastructure - Parks Landscaping	(267,526)	(113,501)	(381,027)	(408,332)	(1,568,440)	1,187,413
Landfill Infrastructure	(170,327)	(89,826)	(260,153)	(222,752)	(556,251)	296,098
Marina Infrastructure	(311,969)	(357,854)	(669,823)	(170,470)	(1,386,176)	716,353
	(7,707,730)	(9,546,755)	(17,254,485)	(11,881,552)	(70,955,546)	53,701,061

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	212,815,738	216,305,500	124,164,537	135,740,426
Rates Outstanding	45,901,528	3,500,000	3,500,000	3,500,000
Rubbish Charges Outstanding	197,267	50,000	50,000	50,000
Sundry Debtors	3,541,424	1,184,300	1,184,300	1,184,300
GST Receivable	651,464	-	-	-
Prepayments	181,663	100,000	100,000	100,000
Accrued Debtors	2,330,544	-	-	-
Stock on Hand	81,997	15,000	15,000	15,000
	265,701,624	221,154,800	129,013,837	140,589,726
Current Liabilities				
Creditors	(15,191,476)	(5,768,600)	(6,154,801)	(6,154,801)
Income Received in Advance	(859,653)	(1,200,000)	(1,200,000)	(1,200,000)
GST Payable	(249,024)	-	-	-
Withholding Tax Payable	-	-	-	-
Provision for Annual Leave	(4,144,588)	(4,000,000)	(4,000,000)	(4,000,000)
Provision for Long Service Leave	(3,043,055)	(2,400,000)	(2,400,000)	(2,400,000)
	(23,487,796)	(13,368,600)	(13,754,801)	(13,754,801)
Net Current Assets	242,213,828	207,786,200	115,259,035	126,834,925
Add: Non Current Investments	1,000,423	1,000,000	1,000,000	1,000,000
	243,214,250	208,786,200	116,259,035	127,834,925
Less: Restricted/Committed Assets				
Cash Backed Reserves #	(133,495,768)	(106,490,366)	(110,330,140)	(127,822,154)
Deposits & Bonds Liability *	(5,200,351)	(5,296,650)	(5,861,650)	-
	104,518,132	96,999,184	67,246	12,771
Closing Funds (as per Financial Activity Statement)	104,518,132	96,999,184	67,246	12,771

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)				12,771
Various	ABC allocation adjustments		OCM 12/09/19		54,475			67,246
				Closing Funds Surplus (Deficit)	<u>54,475</u>	<u>0</u>	<u>0</u>	<u>67,246</u>

Statement of Comprehensive Income *by Nature and Type*

for the period ended 31 October 2019

	Actual	Amended YTD Budget	\$ Variance to YTD Budget	Forecast	Amended Budget	Adopted Budget
	\$	\$	\$	\$	\$	\$
OPERATING REVENUE						
01 Rates	104,768,410	104,623,924	144,485	105,766,953	105,622,468	107,680,000
02 Specified Area Rates	561,244	515,000	46,244	601,244	555,000	490,000
05 Fees and Charges	Note 1 13,001,031	12,030,052	970,979	30,267,437	29,296,458	29,361,458
10 Grants and Subsidies	3,456,832	3,737,488	(280,656)	12,208,277	12,488,933	13,203,983
15 Contributions, Donations and Reimbursements	535,428	477,314	58,114	1,399,488	1,341,374	1,191,014
20 Interest Earnings	2,230,716	1,989,620	241,096	5,385,569	5,144,473	5,144,473
25 Other revenue and Income	-	-	-	-	-	-
Total Operating Revenue	124,553,661	123,373,399	1,180,262	155,628,967	154,448,705	157,070,927
OPERATING EXPENDITURE						
50 Employee Costs - Salaries & Direct Oncosts	Note 2 (18,425,004)	(19,812,268)	1,387,264	(56,021,183)	(57,408,447)	(57,343,930)
51 Employee Costs - Indirect Oncosts	(282,927)	(331,953)	49,026	(1,529,443)	(1,578,469)	(1,578,469)
55 Materials and Contracts	Note 3 (12,562,669)	(14,733,758)	2,171,089	(39,105,705)	(41,276,794)	(39,976,260)
65 Utilities	(1,734,855)	(1,904,639)	169,784	(5,555,156)	(5,724,940)	(5,724,940)
70 Interest Expenses	(393,981)	(416,750)	22,769	(2,261,856)	(2,284,625)	(2,284,625)
75 Insurances	(1,661,415)	(1,030,700)	(630,715)	(2,191,415)	(1,560,700)	(1,560,700)
80 Other Expenses	(2,624,990)	(2,714,377)	89,387	(9,393,054)	(9,482,441)	(9,482,441)
85 Depreciation on Non Current Assets	(11,246,240)	(11,248,735)	2,495	(33,708,132)	(33,710,627)	(33,710,627)
86 Amortisation on Non Current Assets	(380,996)	(380,996)	-	(1,142,988)	(1,142,988)	(1,142,988)
Add Back: Indirect Costs Allocated to Capital Works	689,254	463,806	225,447	1,795,397	1,569,949	1,515,474
Total Operating Expenditure	(48,623,823)	(52,110,369)	3,486,546	(149,113,535)	(152,600,082)	(151,289,506)
CHANGE IN NET ASSETS RESULTING FROM OPERATING ACTIVITIES						
	75,929,838	71,263,030	4,666,808	6,515,431	1,848,623	5,781,421
NON-OPERATING ACTIVITIES						
11, 16 Non-Operating Grants, Subsidies and Contributions	150,306	(403,596)	553,902	11,066,145	10,512,243	8,208,933
18 Developers Contributions Plans: Cash	1,093,930	1,168,319	(74,389)	4,005,611	4,080,000	4,080,000
95 Profit/(Loss) on Sale of Assets	1,731,356	908,136	823,220	1,595,128	771,908	(590,592)
Total Non-Operating Activities	2,972,793	1,672,859	1,299,933	16,664,084	15,364,151	11,698,341
NET RESULT						
	78,902,631	72,935,889	5,966,741	23,179,516	17,212,774	17,479,762

Notes to Statement of Comprehensive Income

Note 1.

Additional information on main sources of revenue in fees & charges.

	Actual	Amended YTD Budget	Amended Budget	Adopted Budget
	\$	\$	\$	\$
<u>Recreation & Community Safety</u>				
Recreational Services	235,300	200,610	601,830	601,830
Law and Public Safety	213,722	118,105	462,551	462,551
Cockburn ARC	3,468,186	3,432,968	11,193,223	11,193,223
	3,917,208	3,751,684	12,257,604	12,257,604
<u>Waste Services:</u>				
Waste Collection Services	2,617,578	2,517,322	2,647,216	2,647,216
Waste Disposal Services	1,887,648	1,837,257	5,699,662	5,699,662
	4,505,226	4,354,579	8,346,878	8,346,878
<u>Infrastructure Services:</u>				
Port Coogee Marina	749,824	707,512	991,850	991,850
	749,824	707,512	991,850	991,850
	9,172,259	8,813,774	21,596,331	21,596,331

Note 2.

Additional information on Salaries and Direct On-Costs by each Division.

	Actual	Amended YTD Budget	Amended Budget	Adopted Budget
	\$	\$	\$	\$
Executive Services	(856,037)	(863,917)	(2,497,136)	(2,497,136)
Finance & Corporate Services Division	(2,658,754)	(2,761,615)	(8,096,106)	(8,044,589)
Governance & Community Services Division	(6,844,969)	(7,398,444)	(21,415,210)	(21,402,210)
Planning & Development Division	(1,849,481)	(2,045,070)	(5,910,862)	(5,910,862)
Engineering & Works Division	(6,215,763)	(6,743,221)	(19,489,132)	(19,489,132)
	(18,425,004)	(19,812,268)	(57,408,447)	(57,343,930)

Note 3

Additional information on Materials and Contracts by each Division.

	Actual	Amended YTD Budget	Amended Budget	Adopted Budget
	\$	\$	\$	\$
Executive Services	(266,514)	(392,780)	(1,462,931)	(1,555,389)
Finance & Corporate Services Division	(1,972,250)	(2,055,256)	(4,780,694)	(4,361,376)
Governance & Community Services Division	(3,387,435)	(4,506,433)	(13,828,995)	(13,067,775)
Planning & Development Division	(390,413)	(318,951)	(994,712)	(988,860)
Engineering & Works Division	(6,546,057)	(7,460,339)	(20,209,463)	(20,002,861)
Not Applicable	0	0	0	0
	(12,562,669)	(14,733,758)	(41,276,794)	(39,976,260)

City of Cockburn - Reserve Funds

Financial Statement for Period Ending 31/10/2019 12:00:00 AM

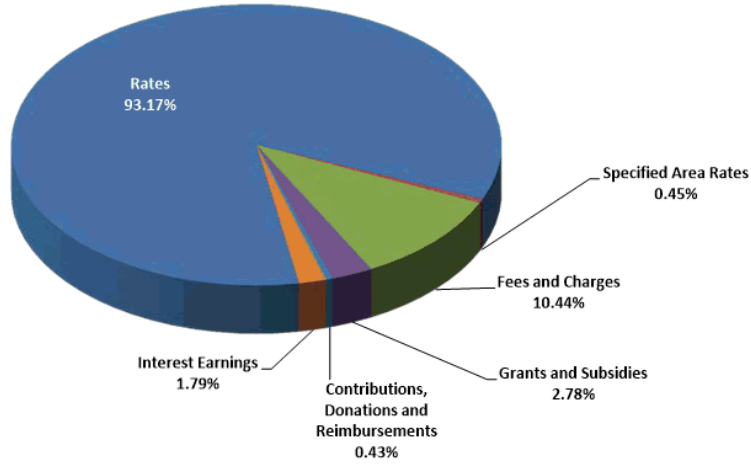
Account Details	Opening Balance		Interest Received		t/f's from Municipal		t/f's to Municipal		Closing Balance	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Council Funded										
Bibra Lake Management Plan	513,115	579,591	12,170	2,323	-	-	(64,810)	(39,440)	460,475	542,474
Carry Forward Projects	2,212,053	6,054,573	-	-	8,780,584	-	(13,775,574)	(5,045,080)	(2,782,937)	1,009,493
CIHCF Building Maintenance	7,613,395	7,746,691	130,254	31,401	1,486,079	572,605	-	-	9,229,728	8,350,697
Cockburn ARC Building Maintenance	2,064,181	2,054,346	40,502	8,191	1,640,000	-	-	-	3,744,683	2,062,537
Cockburn Coast SAR	-	16,840	-	63	30,000	-	(8,887)	(7,834)	21,113	9,070
Community Infrastructure	16,751,412	19,295,139	298,919	76,940	9,500,000	-	(2,511,284)	(189,737)	24,039,047	19,182,342
Community Surveillance	713,562	778,372	16,733	3,095	200,000	-	(139,633)	(63,876)	790,662	717,591
Environmental Offset	312,545	311,136	6,085	1,241	-	-	-	-	318,630	312,376
Greenhouse Action Fund	550,222	572,893	8,367	2,284	200,000	-	(96,000)	(32,970)	662,589	542,207
HWRP Post Closure Management & Contaminated	2,239,695	2,373,754	46,777	9,866	1,100,000	366,667	(135,000)	(1,422)	3,251,472	2,748,865
Information Technology	293,703	302,718	3,803	1,207	200,000	-	(5,000)	-	492,506	303,925
Insurance	1,786,620	1,806,509	31,946	7,054	500,000	-	-	-	2,318,566	1,813,563
Land Development and Investment Fund	7,351,453	9,638,807	99,069	39,687	1,389,081	1,503,914	(1,748,612)	(68,509)	7,090,991	11,113,899
Major Building Refurbishment	14,565,981	14,878,218	263,171	59,323	1,627,464	-	(175,000)	-	16,281,616	14,937,542
Municipal Elections	82,014	80,756	-	322	-	-	-	-	82,014	81,078
Naval Base Shacks	1,132,801	1,132,099	21,677	4,513	30,000	-	(50,000)	(645)	1,134,478	1,135,967
Plant & Vehicle Replacement	9,430,065	11,016,204	185,588	42,513	3,000,000	-	(4,226,230)	(932,571)	8,389,423	10,126,146
Port Coogee Marina Assets Replacement	1,285,423	1,291,632	5,705	5,150	300,000	-	(60,000)	-	1,531,128	1,296,782
Port Coogee Special Maintenance - SAR	1,619,714	1,644,432	31,375	6,525	400,000	-	(204,154)	(119,398)	1,846,935	1,531,560
Port Coogee Waterways - SAR	120,874	94,237	2,852	376	60,000	-	(50,000)	-	133,726	94,612
Port Coogee Waterways - WEMP	1,212,627	1,360,710	33,847	5,438	-	-	(100,000)	-	1,146,474	1,366,147
Roads & Drainage Infrastructure	8,636,662	12,944,727	290,552	50,751	-	-	(10,639,009)	(257,762)	(1,711,795)	12,737,716
Staff Payments & Entitlements	1,691,755	1,679,842	32,136	6,442	125,000	-	(190,000)	(102,900)	1,658,891	1,583,384
Waste & Recycling	14,867,166	15,481,387	283,137	61,835	734,000	-	(529,251)	(134,993)	15,355,052	15,408,230
Waste Collection	3,226,918	3,288,540	41,263	13,078	1,414,645	-	(100,000)	(19,428)	4,582,826	3,282,190
Welfare Redundancies	43,431	43,561	-	174	-	-	-	-	43,431	43,735
POS Cash in Lieu (Restricted Funds)	-	-	-	-	-	-	-	-	-	-
	100,317,387	116,467,714	1,885,928	439,791	32,716,853	2,443,186	(34,808,444)	(7,016,564)	100,111,724	112,334,127
Grant Funded										
Aged and Disabled Asset Replacement	281,276	372,120	8,628	1,295	57,505	19,168	-	-	347,409	392,583
Family Day Care Accumulation Fund	30,675	11,342	-	45	-	-	-	-	30,675	11,387
Naval Base Shack Removal	594,822	595,485	10,649	2,374	50,000	-	-	-	655,471	597,860
Restricted Grants & Contributions	557,080	6,690,933	-	-	-	-	(3,962,283)	(6,442,366)	(3,405,203)	248,568
Underground Power - Service Charge	-	0	-	-	-	-	-	-	-	0
Welfare Projects Employee Entitlements	714,717	1,044,584	12,646	3,752	-	-	-	-	727,363	1,048,336
	2,178,570	8,714,464	31,923	7,467	107,505	19,168	(3,962,283)	(6,442,366)	(1,644,285)	2,298,734
Development Cont. Plans										
Cockburn Coast DCP14	-	73,383	-	293	-	-	(43,110)	-	(43,110)	73,675
Community Infrastructure DCP 13	3,541,917	5,708,631	144,588	24,315	3,000,000	838,341	(7,767,705)	-	(1,081,200)	6,571,287
Hammond Park DCP	3,257,405	3,069,175	24,032	12,238	250,000	-	(6,914)	-	3,524,523	3,081,413
Munster Development	1,347,978	1,350,746	21,830	5,386	80,000	-	(7,765)	-	1,442,043	1,356,132

City of Cockburn - Reserve Funds

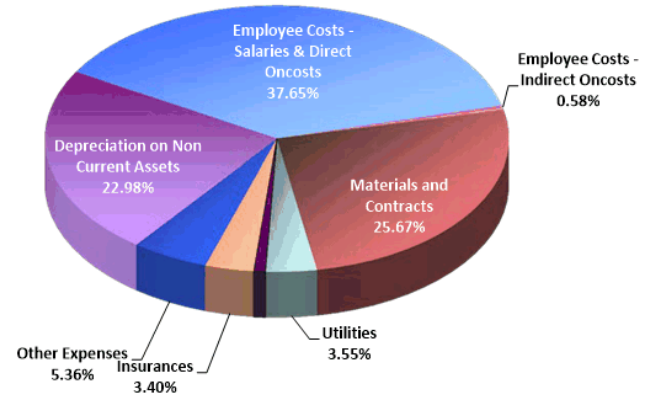
Financial Statement for Period Ending 31/10/2019 12:00:00 AM

<i>Account Details</i>	<i>Opening Balance</i>		<i>Interest Received</i>		<i>t/f's from Municipal</i>		<i>t/f's to Municipal</i>		<i>Closing Balance</i>	
	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual</i>
Muriel Court Development Contribution	531,179	189,874	179	1,134	250,000	144,442	(22,929)	-	758,429	335,449
Packham North - DCP 12	104,143	80,659	1,146	322	100,000	-	(9,163)	-	196,126	80,981
Solomon Road DCP	648,266	649,076	16,500	2,588	-	-	(4,676)	-	660,090	651,664
Success Nth Development Cont. Plans	3,345,472	3,851,777	40,540	15,358	50,000	-	(3,776)	-	3,432,236	3,867,135
Thomas St Development Cont. Plans	13,556	13,550	294	54	-	-	-	-	13,850	13,604
Wattleup DCP 10	261,530	19,333	3,394	223	250,000	56,127	(6,914)	(1,254)	508,010	74,430
Yangebup East Development Cont. Plans	1,437,861	1,816,937	18,907	7,384	-	53,475	(1,356)	-	1,455,412	1,877,796
Yangebup West Development Cont. Plans	887,438	875,848	10,212	3,492	100,000	-	(1,356)	-	996,294	879,341
	15,376,745	17,698,991	281,622	72,786	4,080,000	1,092,384	(7,875,666)	(1,254)	11,862,701	18,862,907
<i>Total Reserves</i>	117,872,702	142,881,169	2,199,473	520,045	36,904,358	3,554,738	(46,646,393)	(13,460,184)	110,330,140	133,495,768

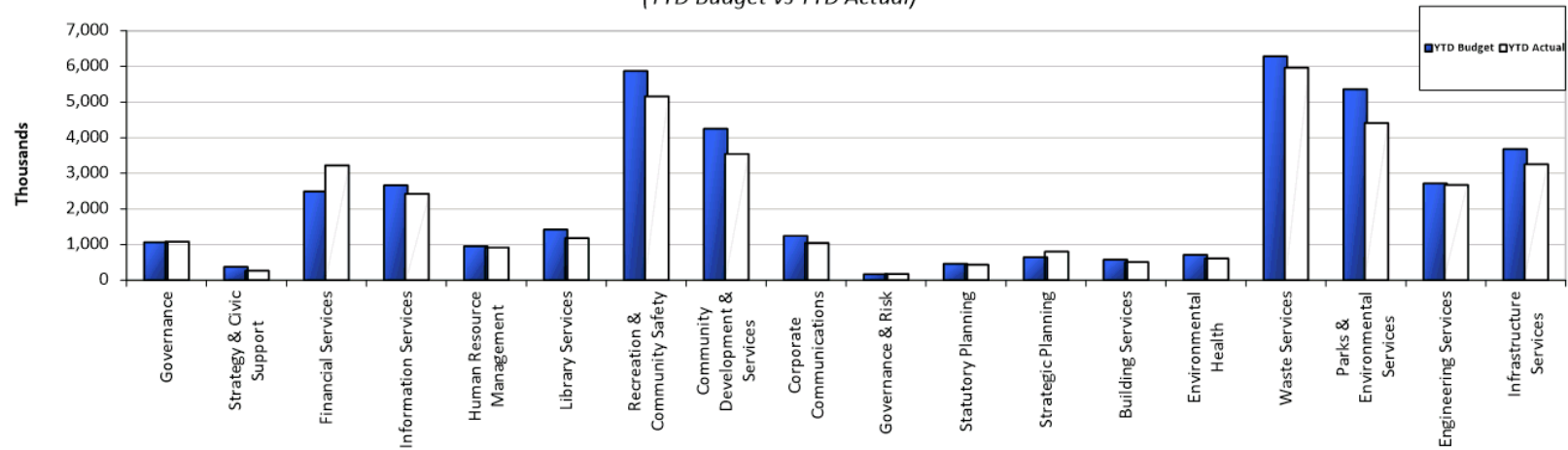
Operating Income by Nature and Type
(YTD Actual)

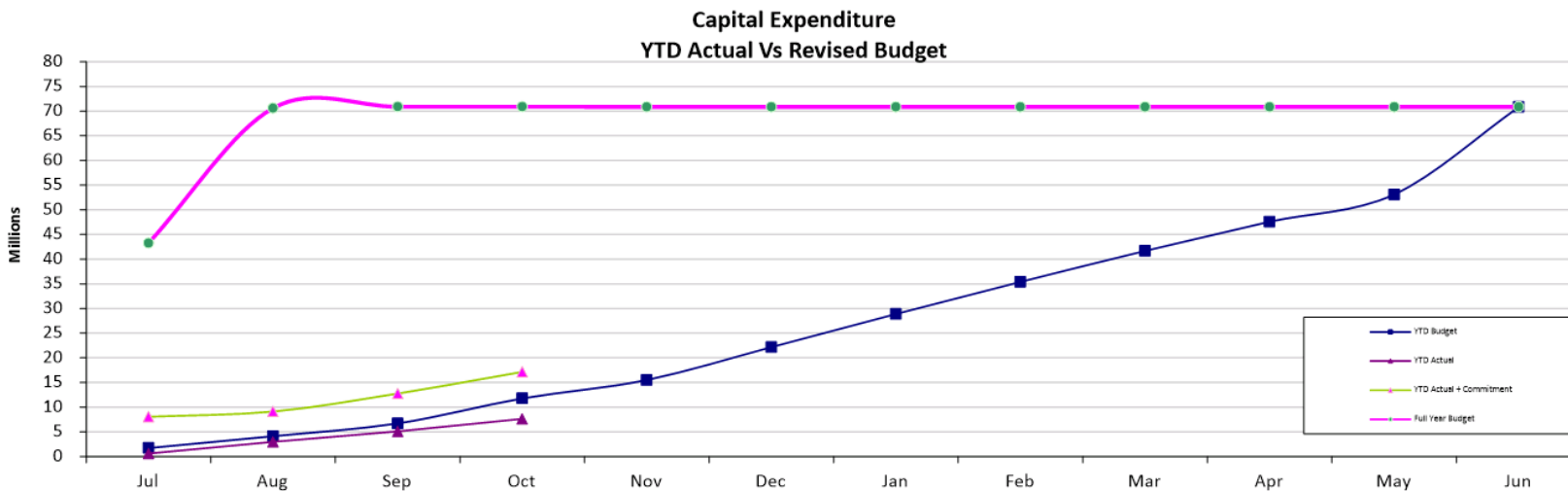
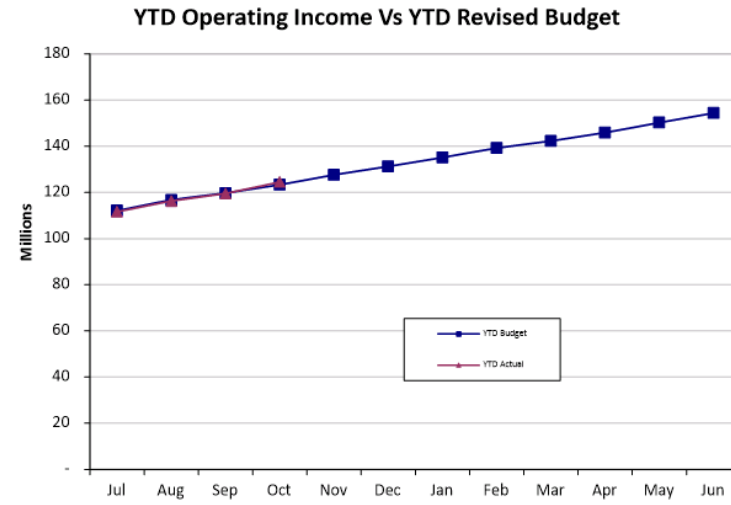
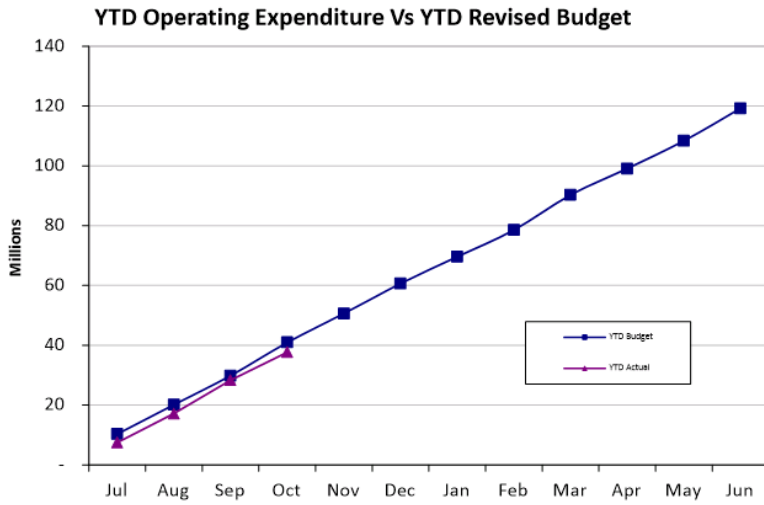


Operating Expenditure by Nature and Type
(YTD Actual)

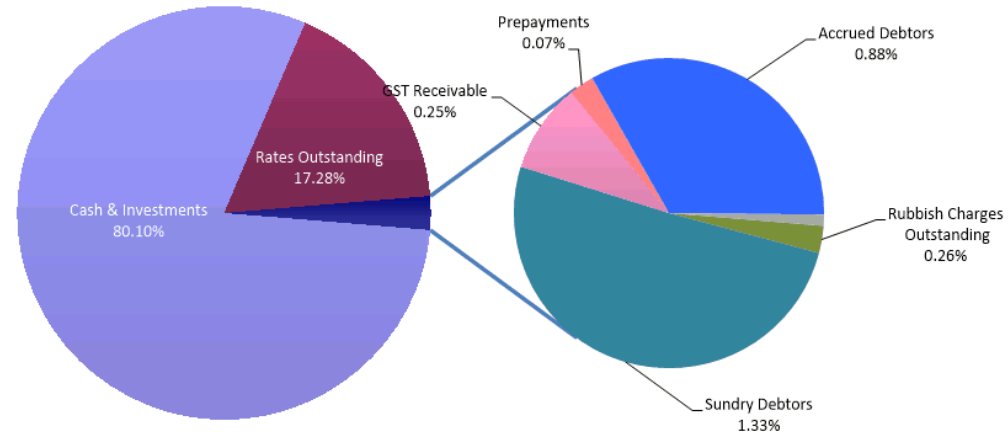


Operating Expenditure by Business Unit
(YTD Budget vs YTD Actual)

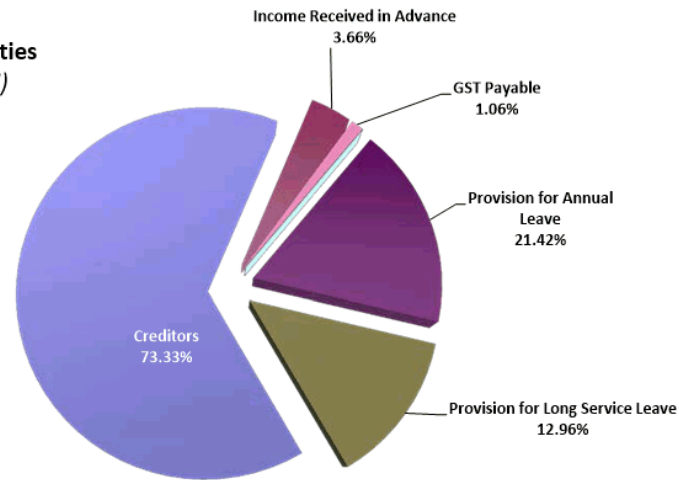


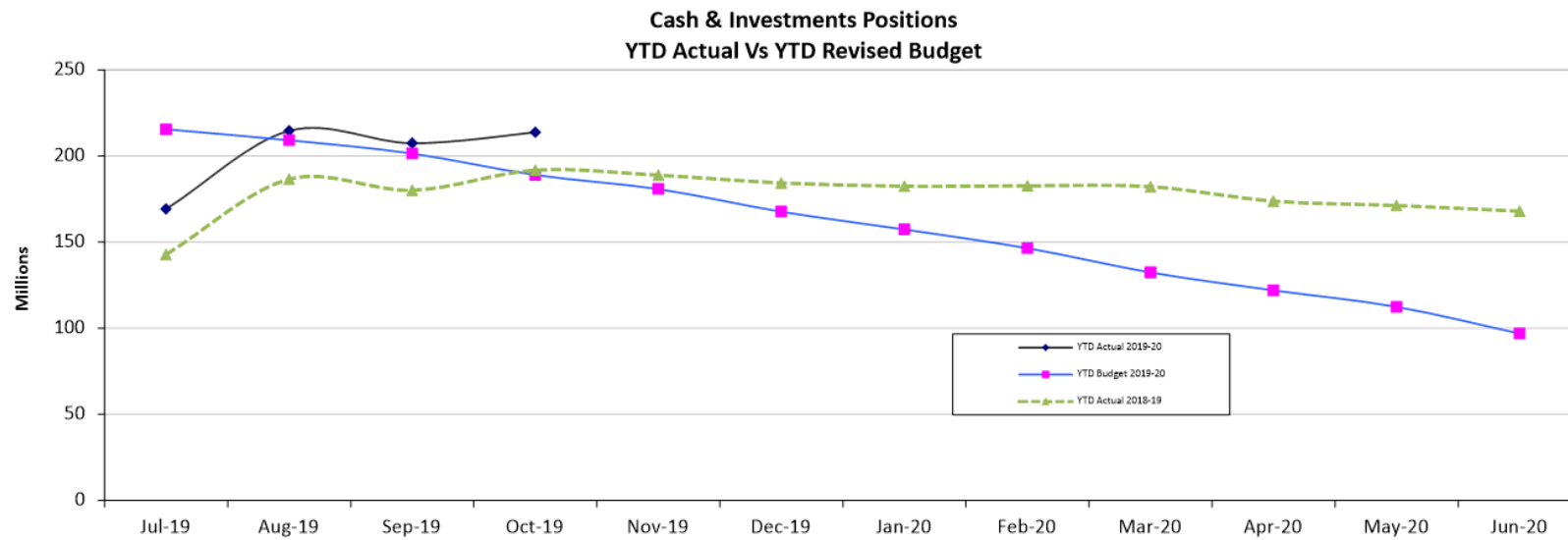
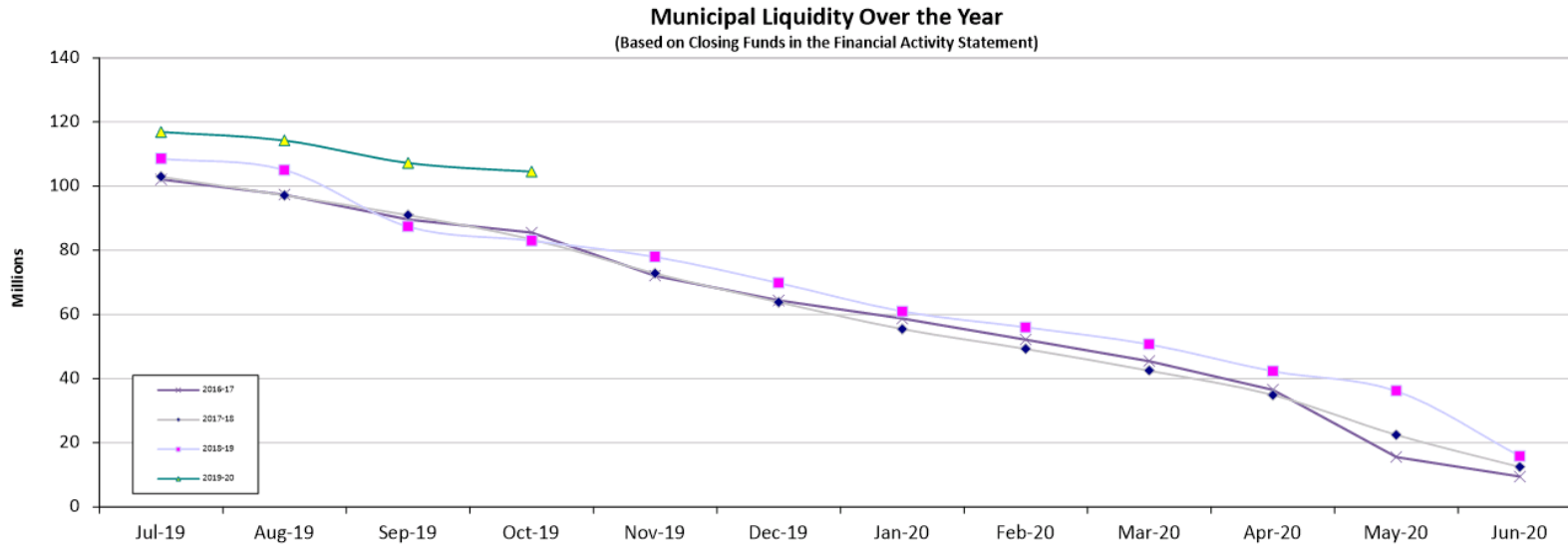


Current Assets
(YTD Actual)



Current Liabilities
(YTD Actual)





DETAILED BUDGET AMENDMENTS REPORT
for the period ended 31 October 2019

PROJECT/ACTIVITY LIST	DESCRIPTION	ADD/LESS	EXPENDITURE	TF TO RESERVE	FUNDING SOURCES				
					RESERVE	REVENUE	MUNICIPAL	NON-CASH	
GL105	Other General Purpose Income	Forfeiting over 9 year bonds	ADD			(430,158)	430,158		
OP6004	New Council and Admin Centre	Increased funding from Other General Purpose Income	ADD	329,000				(329,000)	
OP8272	EM Contingency Funds	Excess from forfeited 9 year bonds revenue	ADD	101,158				(101,158)	
CW4698	Jandakot Volunteer Fire Brigade	Increased funding from DFES	ADD	247,000		(247,000)			
CW3991	Farrington Rd and Bibra Dr Intersection	Increased funding from Blackspot	ADD	397,300		(397,300)			
CW1498	Capping Cell 6 HWRP	Preliminary design	ADD	135,000		(135,000)			
CW1608	Sale of Lot 8001 Riverina Pde, Munster	Proceeds of sale	ADD		340,000	(340,000)			
CW1263	Two Way Radio Replacement	Missed from 18/19 carry forward list	ADD	36,126		(36,126)			
OP8987	DCPFS Youth Diversion	Surplus adjustment as error in 18/19 was identified	LESS	(11,536)		11,536			
OP8906	Roe 8 Rehabilitation	Increase in funding and expenditure	ADD	47,718			(47,718)		
				1,281,766	340,000	(159,590)	(1,462,176)	0	0

16. ENGINEERING & WORKS DIVISION ISSUES

16.1 C100684 (RFT28/2019) - HENDERSON LANDFILL CELL 6 CAPPING CONSTRUCTION

Author(s) L Davieson

Attachments 1. Confidentials - C100684 Henderson Landfill Cell 6 Capping Construction (**CONFIDENTIAL**)

RECOMMENDATION

That Council

1. accepts the tender submitted by Raubex Construction Pty Ltd for Tender No. RFT 28/2019 Henderson Landfill Cell 6 Capping Construction, for an estimated contract value of \$2,904,720.68 (Ex GST) and the additional provided Schedule of Rates for determining variations and/or additional services;
2. allocate an additional \$4,865,000 against budget code CW 1498 (funded from the Waste and Recycling Reserve), achieving a total budget of \$5,000,000 to cover the capping construction and other associated costs.

Background

The City of Cockburn owns and operates the Henderson Waste Recovery Park (HWRP) which includes a community drop off facility, a reuse shop, a 3.2MW methane extraction facility, a green waste decontamination plant and seven landfill cells.

This landfill facility was opened in February 1990. It was the first lined landfill in WA. Cells 1, 2 and 3 were filled in the first decade and capped. In 2002, Cell 4 was constructed, followed by Cells 5 and 6 in 2004 and 2006 respectively. All Cell 6 airspace is now consumed and the City is seeking the services of a competent contractor to cap Cell 6 in accordance with the City's licence amendment. The successful contractor will work closely with the City's Superintendent.

The work is anticipated to commence in the summer of 2019/20, subject to the timely approval of the Department of Water and Environment Regulation (DWER) works approval and licence amendment which was submitted on 7 October 2019.

The scope includes, but is not limited to:

- Site survey, plan set out and project mobilization;
- Excavation to suit design layout (if required), including stockpiling of the various excavated materials (soft material, clay material and unsuitable material) as instructed by the Superintendent;

- Fill placement as required to re-contour the landfill surface;
- Construction of Cell 6 landfill capping;
- Construction quality control testing and sampling; and,
- Provision of As Constructed information.

The contractor will also work closely with an independent third-party Certified Quality Auditor (CQA) consultant with experience in landfill capping construction. The consultant will verify the contractor's works to the agreed standards to ensure the geomembrane and geotextile performance characteristics are met.

Tender number RFT28/2019 Henderson Landfill Cell 6 Capping Construction, was advertised on Wednesday 16 October 2019 in the Local Government Tenders section of The West Australian newspaper. It was also displayed on the City's e-Procurement website between Wednesday 16 October 2019 and Thursday 31 October 2019.

Submission

The request for tender closed at 2:00pm (AWST) Thursday 31 October 2019 with two (2) submissions received from the following companies.

Tenderers Name	Registered Name
Raubex Construction	Raubex Construction Pty Ltd
WBHO Infrastructure	WBHO Infrastructure Pty Ltd

Report

Compliance Criteria

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

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

Compliance Tenderers

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

Evaluation Criteria

Evaluation Criteria	Weighting Percentage
Demonstrated Experience	20%
Tenderer's Resources	15%
Methodology	20%
Sustainability	5%
Tendered Price	40%
TOTAL	100%

Tender Intent/ Requirements

The intent of this tender is to select a competent and experienced contractor to cap Cell 6 at Henderson Landfill in accordance with the City's Licence amendment.

Evaluation Panel

Name	Position
Lyall Davieson	Waste Manager (Chairperson)
Mike Haynes	Recovery Park Coordinator
Chris Beaton	Manager Parks & Environment
Stuart Downing	Director Finance & Corporate
Ian Watkins	IW Projects
Probity Role Only	
Caron Peasant	Contracts and Category Advisor

Scoring Table – Combined Totals

The assessment panel evaluated the Qualitative Criteria of the respondents in the absence of the tendered prices (two-envelope system).

Tenderer's Name	Percentage Score		
	Non-Cost Evaluation	Cost Evaluation	Total
	60%	40%	100%
**Raubex Construction	42.30%	40.00%	82.30%
WBHO Infrastructure	42.40%	36.79%	79.19%

** Recommended Submission

Evaluation Criteria AssessmentDemonstrated Experience

WBHO Infrastructure demonstrated that landfill liner and capping construction was their core business for more than a decade. Raubex Construction cited relevant projects from experienced newly appointed personnel within the landfill construction sector. Therefore, the evaluation panel considered the Tenderer's personnel, in substantiating their demonstrated experience and scoring for this criterion. Raubex Construction was unable to nominate a project with their new team. As a consequence WBHO Infrastructure scored slightly higher in this criterion.

Tenderers' Resources

The panel considered the personnel allocated by Raubex Construction for the work superior in comparison to WBHO Infrastructure personnel. WBHO Infrastructure personnel did not have such extensive depth of experience. Both contractors have access to plant and equipment necessary to undertake the work. Whilst both tenderers rely heavily on sub-contracted plant, Raubex Construction scored marginally higher for this criterion.

Methodology

Both tenderers demonstrated an understanding of the requirements of the capping project. Raubex Construction provided the superior methodology, whilst WBHO Infrastructure methodology contained non-preferred practices and generic statements. Both tenderers presented timetables that met the summer 2020 requirement, subject to the DWER approval. Raubex Construction scored marginally higher in this criterion.

Sustainability

WBHO Infrastructure scored highest in this criterion with a carbon neutral target and an extensive history of awards, using local contractors, indigenous engagement, apprenticeships, disability inclusion and mature age employment. Raubex Construction is a new company in Australia and did not provide a substantive response for this criterion.

Summation

The evaluation panel recommends that Council accept the submission from Raubex Construction Pty Ltd for RFT28-2019 – Henderson Landfill Cell 6 Capping Construction, as the most advantageous contractor for the City. Raubex Construction Pty Ltd has provided the best overall assessment against the selection criteria, including the cost evaluation.

The recommendation is based on:

- A range of key personnel that have experience in managing the works associated with the requirements of the contract;
- The required resources and contingency measures to undertake the scope of works;
- Demonstrated methodology and a program schedule to meet the key objectives of the tender; and
- Best value for money.

Strategic Plans/Policy Implications

Economic, Social and Environmental Responsibility

Improve water efficiency, energy efficiency and waste management within the City's buildings and facilities and more broadly in our community.

Further develop adaptation actions including planning; infrastructure and ecological management to reduce adverse outcomes arising from climate change.

Leading and 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

The City has a Landfill Rehabilitation Financial Model that identifies and projects the income and liabilities across the life and post closure management of the Henderson Waste Recovery Park. This model is used to estimate the Cell 6 capping costs. Securing adequate fill material (166,600 tonnes) prior to the commencement of the project will significantly reduce the capital costs of the project.

A preliminary budget of \$135,000 has been approved in the 2019/2020 FY in CW 1498 to cover costs associated with the preparation for the Cell 6 capping project. This excludes the budget for the construction of the Cell 6 cap which will be created in line with this recommendation.

The total budget of \$5,000,000 is to be established for the Cell 6 Capping from the Waste and Recycling Reserve. The budget will consolidate the existing expenditure and all costs associated with the Superintendent and Construction Quality Assurance Consultants (tender pending), plus any additional services and soil required to complete the capping.

Legal Implications

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

Community Consultation

N/A

Risk Management Implications

Any delay in this tender award or the placement of this capping in the summer of 2019-2020 will result in another winter or more of leachate creation that will require management and reduction. Significant challenges were faced during the winter of 2019 in managing the increasing leachate volumes within the existing cells and ponds. Environmental contamination of leachate will require expensive remediation techniques that must be avoided. The current leachate levels on the site are not at a critical level.

Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 12 December 2019 Ordinary Council Meeting.

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

Nil

16.2 C100683 (RFT26-2019) - CONSTRUCTION SERVICES (REDEVELOPMENT) COCKBURN WETLANDS PRECINCT, HOPE ROAD, BIBRA LAKE

Author(s) A Lees

Attachments 1. C100683 - (RFT26-2019) Confidentials
Construction Services Cockburn Wetlands
Precinct Redevelopment (**CONFIDENTIAL**)

RECOMMENDATION

That Council accept the tender submitted by BE Projects (WA) Pty Ltd for Tender No. RFT 26/2019 Construction Services Redevelopment – Cockburn Wetlands Precinct, Hope Road, Bibra Lake WA, for a lump sum contract value of \$4,571,394.80 (Ex GST) and the additional Schedule of Rates for determining variations and/or additional services.

Background

The City of Cockburn (the Principal) is seeking the services of a suitably qualified, registered and experienced commercial building construction contractor to undertake the construction of the redevelopment to The Wetlands Centre Cockburn (TWCC), Native Animal Rehabilitation Centre (NARC) and Bibra Lake Scouts (BLS) buildings and other infrastructure located within the area collectively known as the Wetlands Precinct, located at Bibra Lake Reserve.

The Precinct is the gateway to the Beeliar Regional Park, providing a location where the Principal's environmental, recreational and cultural and community values come together. The site has an area of 31,483m² and is situated within the Bibra Lake Reserve (Reserve No. 46787).

The works comprise of the redevelopment of TWCC, NARC and BLS buildings plus other infrastructure with the aim to create a state of the art integrated sustainable, environmental wildlife protection and community engagement hub for existing and future residents of the City of Cockburn and the surrounding suburbs.

The scope of works is summarised below, but is not limited to:

1. Develop an integrated sustainable community hub that meets the needs of the current and growing local and regional communities;
2. Create a series of interconnected buildings supported by landscaped connected walkways, pathways and outdoor classrooms to support multiple site uses and events;

3. Retain, renovate and extend the TWCC to provide additional education meeting rooms and workshop space with a multi-purpose space for the BLS;
4. Refurbish the existing NARC facility into a dedicated education space;
5. Construct a new NARC building including an administration area, animal hospital plus pre-release and permanent enclosures;
6. Construct a new BLS shed including Scouts' Den and kitchenette;
7. Relocate the existing NARC toilets for dedicated BLS use;
8. Construct a modern native plant nursery;
9. Develop an artificial wetland for year-round education sessions and outdoor classrooms; and
10. Provide additional car and bus parking facilities.

The Principal's expectation is that the proposed contract will commence in January 2020 with an expected 12 month delivery schedule. A full statement of the services required under the proposed contract appears in the Specifications and Special Conditions of Contract.

Tender Number RFT 26/2019 Construction Services Redevelopment – Cockburn Wetlands Precinct, Hope Road, Bibra Lake WA, was advertised on Saturday 2 October 2019 in the Local Government Tenders section of The West Australian newspaper. It was also displayed on the City's e-Procurement website between Saturday, 2 October and Thursday 31 October 2019.

Submission

Tenders closed at 2:00pm (AWST) Thursday 31 October 2019 and four (4) tender submissions were received from:

Tenderer's Name	Registered Business Name
Assemble WA	Assemble WA Pty Ltd
BE Projects (WA)	BE Projects (WA) Pty Ltd
Devlyn Construction	Devlyn Australia Pty Ltd
Swan Group (WA)	Swan Group (WA) Pty Ltd

Report

Compliance Criteria

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

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

Compliance Tenderers

Procurement Services undertook an initial compliance assessment and the four (4) submitted Tenders were deemed compliant and released for evaluation.

Evaluation Criteria

Evaluation Criteria	Weighting Percentage
Demonstrated Experience	20%
Methodology	20%
Tenderers Resources	10%
Sustainability	10%
Tendered Price	40%
TOTAL	100%

Tender Intent/ Requirements

The intent of this tender is to select a suitably qualified, experienced and licenced building construction contractor to undertake the construction of The Wetlands Centre Cockburn (TWCC), Native Animal Rehabilitation Centre (NARC) and the Bibra Lake Scouts (BLS) buildings and other infrastructure that are located within the Wetlands Precinct located at Bibra Lake Reserve.

Evaluation Panel

Name	Position
Anton Lees	Manager Parks & Environment (Chairperson)
Stuart Downing	Director - Finance & Corporate Services
Peter McCullagh	Project Manager – Infrastructure Services
Chris Beaton	Environment Manager
Tracy Mackay	NS Projects Pty Ltd
Probity Role Only	
Tammey Chappel	Contracts Lead (Projects)

Scoring Table – Combined Totals

Tenderer's Name	Percentage Score		
	Non-Cost Evaluation	Cost Evaluation	Total
	60%	40%	100%
BE Projects (WA)**	39.16%	40.00%	79.16%
Swan Group (WA) (Alternate)	37.68%	35.63%	73.31%
Devlyn Construction	35.40%	36.59%	71.99%
Swan Group (WA)	37.68%	33.72%	71.40%
Assemble WA	28.76%	32.57%	61.33%

** Recommended Submission

Evaluation Criteria Assessment

Demonstrated Experience

All submissions demonstrated to the panel their exposure to projects relevant to the scope of work as outlined in the tender, especially in regards to ecological sustainable design (ESD), facilities incorporating laboratories, community facilities and delivering projects with a similar budget allocation.

BE Projects (WA) and Swan Group (WA) provided sound documentation on their organisation's capability and business model to deliver the tender requirements, whilst Devlyn Construction and Assemble WA submitted documentation that was less detailed resulting in a lower score for this criterion.

Devlyn Construction and BE Projects (WA) clearly articulated to the panel their understanding of the tender requirements by highlighting areas of concern, such as environmental management, stakeholder management, public interaction, sewerage, noise and staging. Swan Group (WA) provided similar information with less detail, while Assemble WA failed to submit details in this criterion.

Tenderers' Resources

All four submissions provided Curriculum Vitae's of their personnel assigned to deliver the project requirements. All four submissions satisfied the panel that their nominated personnel and proposed sub-contractors had the relevant skills and experience required to deliver the project.

Methodology

BE Projects (WA), Swan Group (WA) and Devlyn Construction provided detailed work programs identifying key tasks, interdependencies and critical flow paths. Furthermore, all tenderers demonstrated their ability to deliver the required project deliverables from contract award to practical completion through a staged works schedule in order for the key stakeholder to remain onsite and continue business operations. Assemble WA provided a sound works program that was not as well articulated in comparison, resulting in a lower score for this criterion.

BE Projects (WA), Swan Group (WA) and Assemble WA submitted methodical documentation and detailed staging maps which provided confidence to the panel in their comprehension of the tender requirements. Devlyn Construction submitted good project methodology with less detail, resulting in a slightly lower score.

BE Projects (WA) submitted a detailed risk assessment of the project covering off environmental conditions, noise implications, site users, public access, bushfire management and the consideration of dieback. Swan Group (WA), Devlyn Construction and Assemble WA provided similar documentation with less comparable information, resulting in lower scores for this criterion.

Sustainability

The submission by BE Projects (WA) provided a well-structured and detailed response to environmental sustainability, addressing waste and water management, energy efficient measures, policies and strategies. The submissions by Swan Group (WA), Assemble WA and Devlyn Construction were less detailed.

Swan Group (WA) addressed the social sustainability element of this criterion by demonstrating their corporate social responsibilities, engagement of indigenous companies, workplace culture and support of local community sporting and community groups. The other tenderers' submissions were not as thorough in this criterion. All tenderers provided sound economic sustainability measures in this criterion.

Summation

The evaluation panel recommends that Council accept the tender submitted by BE Projects (WA) Pty Ltd for Tender No. RFT 26/2019 Construction Services Redevelopment – Cockburn Wetlands Precinct, Hope Road, Bibra Lake WA, for a lump sum contract as the most advantageous contractor for the City with a prequalified Level 3 Government of Western Australia Building Management and Works status.

Referees were consulted who considered BE Projects (WA) Pty Ltd efficient and capable in strongly supporting their capacity and personnel to deliver the scope of works as set out in the tender. The recommendation is based on:

- Well demonstrated and extensive experience in performing similar construction works for other Local Governments and private consortiums in the ESD environment and laboratory delivery;
- A business framework and range of key personnel that have experience in managing the works associated;
- The required resources and contingency measures to undertake the scope of works;
- Demonstration of a detailed methodology and works program schedule to meet the key objectives of the tender;
- A sound comprehension of the key project risks and mitigation measures;
- Best value for money

Strategic Plans/Policy Implications

Community, Lifestyle and Security

Provide for community facilities and infrastructure in a planned and sustainable manner.

Economic, Social and Environmental Responsibility

Sustainably manage our environment by protecting, managing and enhancing our unique natural resources and minimising risks to human health.

Leading and Listening

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

Budget/Financial Implications

The budget allocation for the Wetlands Education Centre - CW4156 / WC01234 for 2019/20 is \$5,892,446, which includes carry forward funds from 2018-2019, providing for Quantity Surveying, Project Management (external and internal), Architectural Services, Bushfire Consultant, Civil and Hydraulics Engineers, Electrical and Structural Engineers, ESD Consultants and Artist. The lump sum submitted amount of \$4,571,394.80 by BE Projects (WA) Pty Ltd can be accommodated within the remaining uncommitted funds of \$5,552,012.

An independent financial risk assessment is currently being undertaken and will be available for the Council Meeting.

Legal Implications

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

Community Consultation

N/A

Risk Management Implications

The Wetlands Precinct Redevelopment is a project listed within the Developer Contribution Plan 13. Failure to accept the tender will result in this key community infrastructure not being delivered in accordance with the delivery schedule outlined in the plan. Furthermore, the key stakeholders have been waiting for this project to commence for a significant period of time and delaying the delivery will erode the City's brand and strong foundations developed with these community groups.

Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 12 December 2019 Ordinary Council Meeting.

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

Nil

16.3 ROAD SAFETY ISSUES AT THE INTERSECTION OF NORTH LAKE ROAD AND WAVERLEY ROAD, COOLBELLUP

Author(s) J Kiurski

Attachments

1. Traffic Counts Data [↓](#)
2. Detailed Crash History at Intersection of North Lake Road and Waverley Road [↓](#)
3. MRWA Road Use Movement (RUM) Codes [↓](#)
4. Main Roads WA KEEP CLEAR at T-junctions [↓](#)
5. North Lake Road Farrington Road BSP submission proposal [↓](#)

RECOMMENDATION

That Council

- (1) note the report, and:
- (2) submit a proposal to the Main Roads WA for approval of a KEEP CLEAR zone at the intersection of North Lake Road and Waverley Road and:
- (3) support the installation of second right turn lane from North Lake Road into Farrington Road, subject to State funding approval.

Background

At the Ordinary Meeting of Council (OCM) on 8 August 2019 former Cr Stephen Pratt requested the following Matter for Investigation, Without Debate:

Item 22.4 ROAD SAFETY ISSUES AT THE INTERSECTION OF NORTH LAKE AND WAVERLEY ROADS, COOLBELLUP

A report be presented to a future Council meeting on the road safety issues at the intersection of North Lake and Waverley Roads. The report to include details of any improvements that can be made to the intersection, such as signage and improved markings and costing for these measures; as well as details of the relevant authority that has control over the intersection.

Reason:

There needs to be an improvement to road safety at this intersection. If control of this is not the responsibility of the City then it will allow the City to advocate to the relevant State Government Minister.

The subject site of this report is the T-intersection of North Lake Road and Waverley Road - Figure 1 shows the location of the study area.

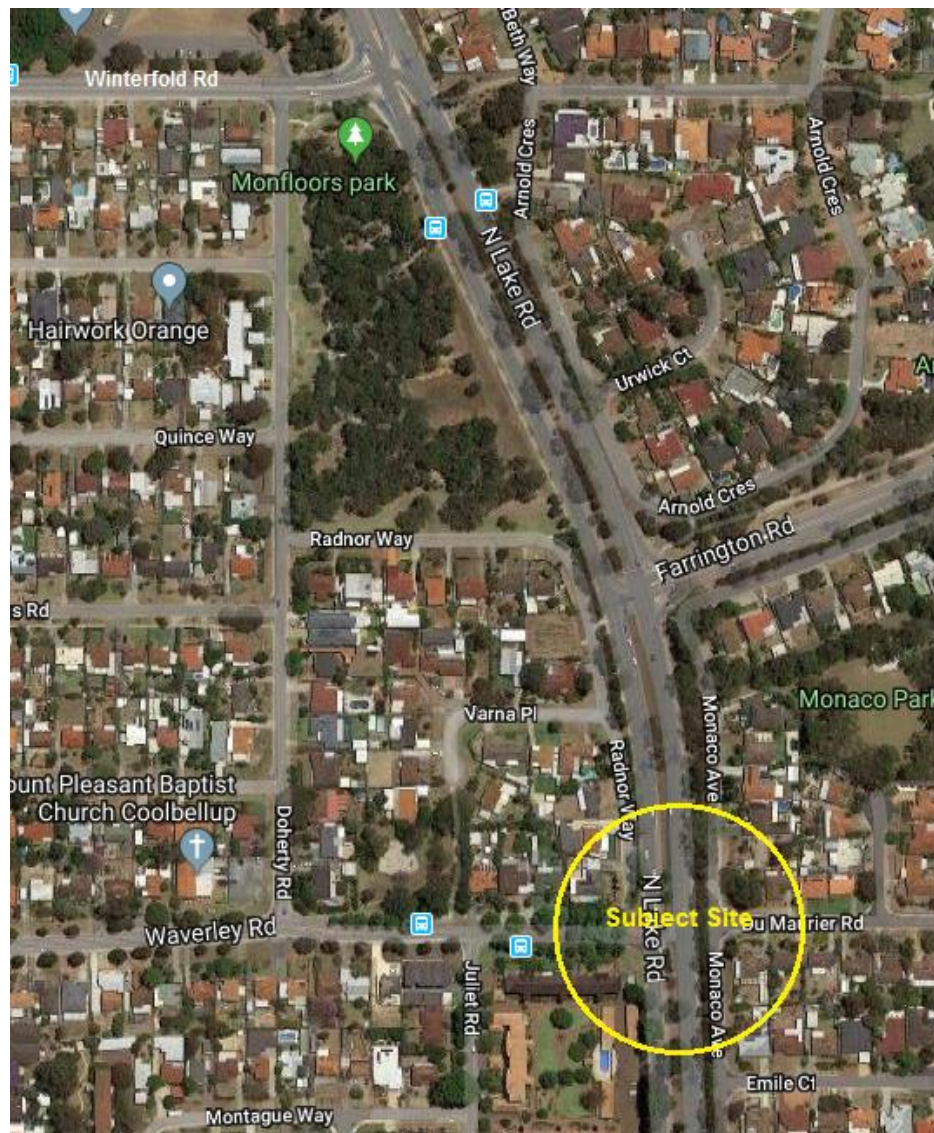


Figure 1 – Location of the subject site

Submission

N/A

Report

Existing Road Network

The existing full-movement T-intersection of North Lake Road and Waverley Road is located at approximately 190m south of the signalised intersection of North Lake Road and Farrington Road.

North Lake Road in the vicinity was constructed as a 5-lane divided carriageway with a pedestrian path provided on the eastern side of the road. A 60m right turn lane from North Lake Road exists at the T-intersection of North Lake Road and Waverley Road.

North Lake Road is classified as a Distributor A in the Main Roads WA Metropolitan Functional Road Hierarchy and operates under a sign posted speed limit of 70km/h.

Waverley Road in the vicinity was constructed as a two lane divided road with a shared path provided on the northern side of the road. A pedestrian crossing with a refuge island exists in the vicinity of the T-intersection of North Lake Road and Waverley Road. Waverley Road is classified as a Local Distributor in the Main Roads WA Metropolitan Functional Road Hierarchy and operates under the default, built-up area speed limit of 50km/h.

Traffic Volume

Traffic count data obtained from Main Roads WA indicates that North Lake Road carried an average weekday traffic flow of 33,440 vehicles per day (vpd) in 2017/2018 south of Farrington Road. The weekday AM peak hour on North Lake Road occurred between 7:15am and 8:15am and the PM peak hour occurs between 3:45pm and 4:45pm with 2,915 and 2,934 vehicles per day hour (vph) respectively (refer Attachment 1).

A traffic survey undertaken by the City of Cockburn indicates that Waverley Road carried an average weekday traffic flow of 3,854 vehicles per day (vpd) in 2014 in the vicinity of the T-intersection of North Lake Road and Waverley Road. The recorded heavy vehicle traffic component was 8.1% of total weekday traffic volume and the 85th percentile speed was 55km/h (refer Attachment 1).

Sightlines

Site observation shows that overgrown vegetation at the T-intersection of North Lake Road and Waverley Road may potentially impact on the driver's sightline. City's officers have undertaken sightline assessment based on Austroads 2017 Guide to Road Design Part 4A: Unsignalised and Signalised Intersections, which provides guidance on a number of different sight distances including Safe Intersection Sight Distance (SISD).

The SISD area that impacts on the intersection of North Lake Road and Waverley Road was established and the City's Parks Services team will carry out vegetation clearing, so that driver's sightlines will not be obstructed.

Crash Data Analysis

Crash data at the T-intersection of North Lake Road and Waverley Road was reviewed. Main Roads WA Crash Analysis Reporting (CAR) data indicates this intersection recorded a total of 21 crashes during the five-year period ending in December 2018. A copy of the detailed crash history is included in Attachment 2 for reference.

Review of the detailed crash history indicates 15 out of 21 crashes are thru-right crashes (RUM 22). A copy of Main Roads WA Road Use Movement (RUM) Codes is included in Attachment 3 for reference.

Further investigation undertaken indicates that the cause of these crashes is that the T-intersection of North Lake Road and Waverley Road is obstructed by queuing back from the signalised intersection of North Lake Road and Farrington Road during peak hours, in particular traffic queuing on North Lake Road to turn right into Farrington Road. This causes a lack of gap acceptance time for vehicles on North Lake Road turning right into the Waverley Road.

The City of Cockburn submitted a request to Main Roads WA that KEEP CLEAR line marking to be implemented at the T-intersection of North Lake Road and Waverley Road in May 2015. This request was refused because this intersection was considered as not meeting Main Roads WA policy for the application of KEEP CLEAR line marking at the time (refer Attachment 4).

The latest crash data demonstrates that the majority of the crashes at the T-intersection of North Lake Road and Waverley Road are due to long queues from the signalised intersection of North Lake Road and Farrington Road, which should satisfy the warrant of the application of KEEP CLEAR line marking in accordance with Main Roads WA policy. Therefore, it is proposed to re-submit the application to Main Roads WA for approval of a KEEP CLEAR zone at the T-intersection of North Lake Road and Waverley Road.

Further, the installation of a second right turn lane at the signalised intersection of North Lake Road and Farrington Road would improve road safety at the T-intersection of North Lake Road and Waverley Road. This would allow more traffic to turn right at the signals and therefore reduce queues caused on North Lake Road, which would also improve the performance of the signals by providing more green time for other movements.

The City submitted a 2019/2020 Black Spot Program grant application for the installation of a second right turn lane at the signalised intersection of North Lake Road and Farrington Road intersection. The subject site is listed for funding from the Black Spot Program and this will need to be approved by Main Roads WA. At this stage the funding is not confirmed yet as the City is competing against other local government projects. A copy of the concept layout and cost estimate is included for reference as Attachment 5.

It should be noted that the intersection of Winterfold Road and North Lake Road is located at approximately 300m north of Waverley Road and North Lake Road intersection and it provides an alternative access to North Lake Road. This intersection was modified as a joint project

with the City of Melville under the Main Roads WA Black Spot Program in 2008/09.

Also, in 2006 under the Main Roads WA Black Spot Program, the City extended the right turn lane from North Lake Road to Winterfold Road to improve traffic flow and reduce traffic congestion at the intersection of North Lake Road and Waverley Road.

Since that time, the traffic volume on North Lake Road has increased by almost 4,000v/day (Uloth and Associates District Study Report 2006 – North Lake Road 29,510v/day) and the service level of the North Lake Road and Waverley Road intersection has decreased as a result.

The analysis from the revision of the District Traffic Study in 2018 has also shown that there are no issues with the traffic volume capacity along this section of North Lake Road, but there is and will continue to be some congestion at intersections with side roads.

The City and MRWA need to continue to monitor North Lake Road and the side road intersections to identify if any changes are required to improve traffic flow and reduce congestion.

Strategic Plans/Policy Implications

Moving Around

Reduce traffic congestion, particularly around Cockburn Central and other activity centres.

Improve connectivity of transport infrastructure.

Leading and Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

The installation of the KEEP CLEAR line marking at the intersection of North Lake Road and Waverley Road needs to be approved by Main Roads WA. City Officers have estimated this modification could cost in the order of \$20,000 and would be funded in the 2019/20 capital works program by using the account for Traffic Management CW696.

Legal Implications

N/A

Community Consultation

Consultation with adjacent or impacted property owners would be carried out by letter drop and public notices as is normal practice should Council wish to proceed as well as consultation with the local Resident Groups.

Risk Management Implications

The proposed modification will improve road user safety and traffic movement at the intersection. Should Council not approve the recommendations, uncertainty will remain on the intersection performance and safety risk.

Advice to Proponent(s)/Submitters

N/A

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

Nil.



SITE 5423

Hourly Volume

North Lake Rd (1030010)

2017/18
Monday to Sunday

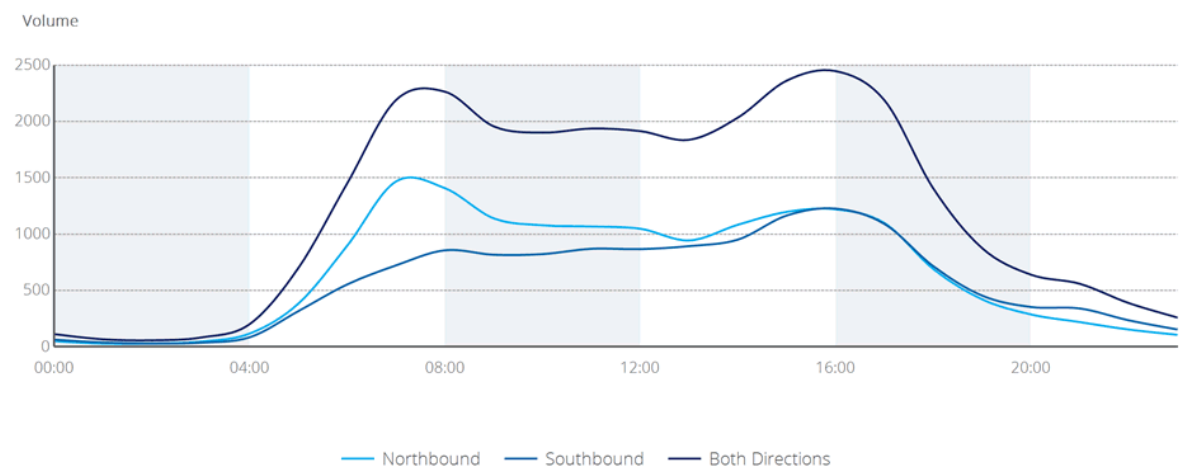
South of Farrington Rd (SLK 0.71)

	All Vehicles				Both
	NB	SB	Both		
00:00	49	63	112		
01:00	28	38	66		
02:00	28	29	57		
03:00	46	36	82		
04:00	117	84	201		
05:00	384	317	701		
06:00	899	554	1453		
07:00	1469	723	2192		
08:00	1408	857	2265		
09:00	1140	817	1957		
10:00	1079	823	1902		
11:00	1068	870	1938		
12:00	1048	867	1915		
13:00	944	894	1838		
14:00	1084	952	2036		
15:00	1198	1166	2364		
16:00	1221	1227	2448		
17:00	1098	1090	2188		
18:00	690	715	1405		
19:00	421	454	875		
20:00	287	353	640		
21:00	219	340	559		
22:00	153	235	388		
23:00	106	153	259		
TOTAL	16184	13657	29841		

Peak Statistics

AM	TIME	07:15	11:30	07:30
	VOL	1566	881	2348
PM	TIME	15:45	15:45	15:45
	VOL	1255	1234	2489

Information Not Available





SITE 5423

Hourly Volume

2017/18
Weekend

North Lake Rd (1030010)

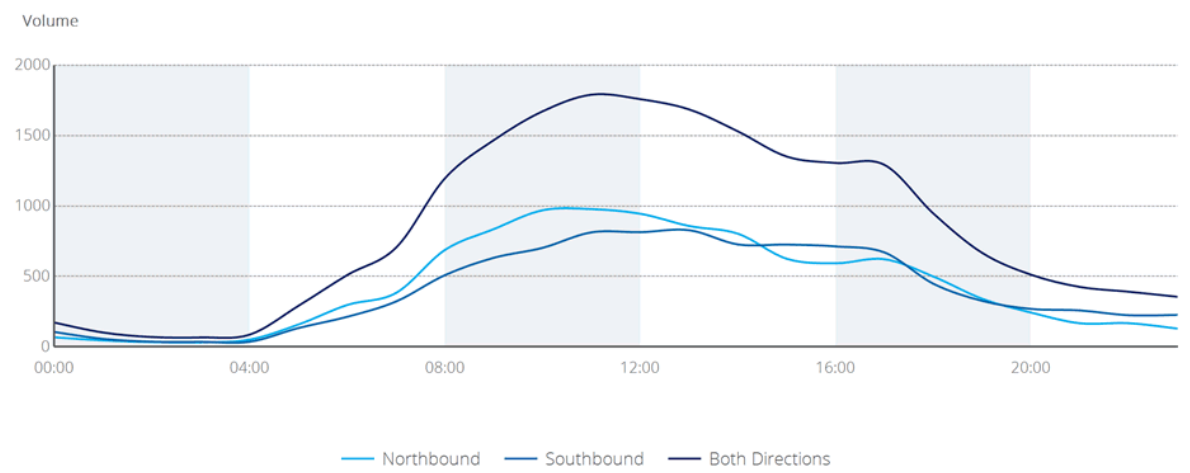
South of Farrington Rd (SLK 0.71)

	All Vehicles				Both
	NB	SB	Both		
00:00	67	105	172		
01:00	45	56	101		
02:00	33	36	69		
03:00	31	35	66		
04:00	51	35	86		
05:00	158	133	291		
06:00	297	213	510		
07:00	383	322	705		
08:00	688	509	1197		
09:00	836	632	1468		
10:00	970	703	1673		
11:00	978	813	1791		
12:00	945	814	1759		
13:00	858	828	1686		
14:00	803	727	1530		
15:00	625	726	1351		
16:00	593	713	1306		
17:00	622	670	1292		
18:00	499	448	947		
19:00	341	326	667		
20:00	243	269	512		
21:00	167	258	425		
22:00	167	224	391		
23:00	129	226	355		
TOTAL	10529	9821	20350		

Peak Statistics

AM	TIME	11:30	11:30	11:30
	VOL	1008	860	1868
PM	TIME	12:15	13:00	12:00
	VOL	949	828	1759

Information Not Available



MetroCount Traffic Executive
Weekly Vehicle Counts (Virtual Week)

VirtWeeklyVehicle-582 -- English (ENA)**Datasets:**

Site: [Waverley-02] Waverley Rd - 90m west of North Lake Rd <50>
Direction: 8 - East bound A>B, West bound B>A. **Lane:** 0
Survey Duration: 14:05 Thursday, 6 February 2014 => 8:37 Saturday, 15 February 2014
Zone:
File: Waverley-02 0 2014-02-15 0847.EC0 (Plus)
Identifier: CW0682VW MC56-L5 [MC55] (c)Microcom 19Oct04
Algorithm: Factory default axle (v4.02)
Data type: Axle sensors - Paired (Class/Speed/Count)

Profile:

Filter time: 15:00 Thursday, 6 February 2014 => 8:00 Saturday, 15 February 2014
Included classes: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
Speed range: 10 - 160 km/h.
Direction: East, West (bound), P = East
Separation: All - (Headway)
Name: Default Profile
Scheme: Vehicle classification (AustRoads94)
Units: Metric (meter, kilometer, m/s, km/h, kg, tonne)
In profile: Vehicles = 31515 / 31793 (99.13%)

Weekly Vehicle Counts (Virtual Week)

VirtWeeklyVehicle-582

Site: Waverley-02.0.0EW
Description: Waverley Rd - 90m west of North Lake Rd <50>
Filter time: 15:00 Thursday, 6 February 2014 => 8:00 Saturday, 15 February 2014
Scheme: Vehicle classification (AustRoads94)
Filter: Cls(1 2 3 4 5 6 7 8 9 10 11 12) Dir(EW) Sp(10,160) Headway(>0)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages	
								1 - 5	1 - 7
0000-0100	13.0	19.0	19.0	21.0	22.0	43.0	56.0	19.3	28.7
0100-0200	5.0	7.0	12.0	6.0	11.5	21.0	26.0	8.8	13.4
0200-0300	7.0	5.0	11.0	11.0	8.0	20.5	27.0	8.3	13.1
0300-0400	11.0	8.0	13.0	8.0	13.0	13.5	21.0	11.0	12.7
0400-0500	10.0	18.0	11.0	20.0	21.5	17.0	19.0	17.0	17.2
0500-0600	88.0	109.0	88.0	89.0	90.5	39.5	22.0	92.5	72.9
0600-0700	183.0	154.0	184.0	174.0	170.0	59.0	52.0	172.5	133.9
0700-0800	188.0	212.0	171.0	228.0	210.5	103.0	83.0	203.3	167.7
0800-0900	239.0	212.0	249.0	238.0	251.0	173.0	112.0	240.0	215.6
0900-1000	203.0	229.0	233.0	230.0	225.0	233.0	164.0	224.2	217.8
1000-1100	206.0	180.0	189.0	212.0	207.5	239.0	214.0	200.3	206.9
1100-1200	187.0	194.0	193.0	209.0	233.0	260.0	209.0	208.2	214.8
1200-1300	209.0	217.0	203.0	207.0	226.5	263.0	220.0	214.8	221.5
1300-1400	241.0	225.0	219.0	189.0	214.0	227.0	202.0	217.0	216.4
1400-1500	257.0	243.0	254.0	231.0	279.0	236.0	213.0	257.2	249.0
1500-1600	322.0	305.0	305.0	308.5	334.5	225.0	258.0	316.9	300.1
1600-1700	266.0	332.0	292.0	319.0	311.0	251.0	207.0	307.1	289.8
1700-1800	305.0	320.0	340.0	338.5	326.0	269.0	204.0	327.7	307.4
1800-1900	241.0	243.0	266.0	254.5	261.0	212.0	154.0	254.4	238.6
1900-2000	159.0	149.0	197.0	185.0	178.0	165.0	135.0	175.9	170.1
2000-2100	96.0	128.0	150.0	174.5	152.0	106.0	105.0	146.7	137.6
2100-2200	83.0	100.0	119.0	127.5	128.5	101.0	99.0	116.3	112.7
2200-2300	48.0	46.0	72.0	73.0	100.5	94.0	50.0	73.3	73.0
2300-2400	28.0	24.0	41.0	31.5	64.5	66.0	30.0	40.7	42.3
Totals									
0700-1900	2864.0	2912.0	2914.0	2964.5	3079.0	2691.0	2240.0	2971.1	2845.4
0600-2200	3385.0	3443.0	3564.0	3625.5	3707.5	3122.0	2631.0	3582.5	3399.7
0600-0000	3461.0	3513.0	3677.0	3730.0	3872.5	3282.0	2711.0	3696.5	3515.0
0000-0000	3595.0	3679.0	3831.0	3885.0	4039.0	3436.5	2882.0	3853.5	3673.0
AM Peak	0800	0900	0800	0800	0800	1100	1000		
	239.0	229.0	249.0	238.0	251.0	260.0	214.0		
PM Peak	1500	1600	1700	1700	1500	1700	1500		
	322.0	332.0	340.0	338.5	334.5	269.0	258.0		

* - No data.

Weekly Vehicle Counts (Virtual Week)

VirtWeeklyVehicle-583

Site: Waverley-02.0.0EW
Description: Waverley Rd - 90m west of North Lake Rd <50>
Filter time: 15:00 Thursday, 6 February 2014 => 8:00 Saturday, 15 February 2014
Scheme: Vehicle classification (AustRoads94)
Filter: Cls(1 2 3 4 5 6 7 8 9 10 11 12) Dir(W) Sp(10,160) Headway(>0)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages	
								1 - 5	1 - 7
0000-0100	10.0	13.0	13.0	12.0	15.5	33.0	42.0	13.2	20.8
0100-0200	3.0	4.0	8.0	3.0	7.0	10.5	18.0	5.3	7.9
0200-0300	2.0	1.0	6.0	6.0	4.0	12.5	19.0	3.8	7.4
0300-0400	7.0	3.0	5.0	3.0	4.5	7.0	12.0	4.5	5.9
0400-0500	2.0	5.0	5.0	6.0	7.5	6.0	7.0	5.5	5.8
0500-0600	15.0	20.0	14.0	21.0	20.0	10.0	8.0	18.3	15.3
0600-0700	50.0	46.0	51.0	45.0	47.0	20.0	12.0	47.7	37.6
0700-0800	53.0	53.0	47.0	65.0	59.5	29.0	34.0	56.2	47.7
0800-0900	87.0	89.0	93.0	103.0	98.5	55.0	48.0	94.8	84.0
0900-1000	91.0	97.0	96.0	94.0	83.5	95.0	61.0	90.8	87.6
1000-1100	92.0	82.0	92.0	88.0	96.5	109.0	86.0	91.2	92.8
1100-1200	82.0	82.0	97.0	110.0	107.5	127.0	103.0	97.7	102.0
1200-1300	104.0	112.0	100.0	103.0	116.5	126.0	118.0	108.7	112.0
1300-1400	122.0	112.0	119.0	101.0	110.5	119.0	99.0	112.5	111.6
1400-1500	132.0	122.0	134.0	118.0	141.0	125.0	105.0	131.3	127.3
1500-1600	176.0	161.0	170.0	176.0	182.5	128.0	129.0	174.9	164.6
1600-1700	177.0	201.0	176.0	197.5	184.0	142.0	103.0	188.1	173.6
1700-1800	199.0	218.0	232.0	212.5	200.0	142.0	112.0	210.6	192.0
1800-1900	140.0	145.0	148.0	140.5	145.0	93.0	87.0	143.4	131.6
1900-2000	93.0	84.0	110.0	99.5	90.0	84.0	83.0	95.1	92.6
2000-2100	56.0	77.0	96.0	101.5	87.0	50.0	47.0	86.6	78.1
2100-2200	51.0	61.0	79.0	86.5	79.5	59.0	56.0	74.7	70.9
2200-2300	32.0	28.0	48.0	46.5	60.5	64.0	36.0	46.0	46.9
2300-2400	14.0	20.0	28.0	21.5	44.5	46.0	20.0	27.7	28.9
Totals									
0700-1900	1455.0	1474.0	1504.0	1508.5	1525.0	1290.0	1085.0	1500.2	1426.6
0600-2200	1705.0	1742.0	1840.0	1841.0	1828.5	1503.0	1283.0	1804.3	1705.7
0600-0000	1751.0	1790.0	1916.0	1909.0	1933.5	1613.0	1339.0	1878.0	1781.5
0000-0000	1790.0	1836.0	1967.0	1960.0	1992.0	1692.0	1445.0	1928.6	1844.6
AM Peak	1000	0900	1100	1100	1100	1100	1100		
	92.0	97.0	97.0	110.0	107.5	127.0	103.0		
PM Peak	1700	1700	1700	1700	1700	1700	1500		
	199.0	218.0	232.0	212.5	200.0	142.0	129.0		

* - No data.

Weekly Vehicle Counts (Virtual Week)

VirtWeeklyVehicle-584

Site: Waverley-02.0.0EW
Description: Waverley Rd - 90m west of North Lake Rd <50>
Filter time: 15:00 Thursday, 6 February 2014 => 8:00 Saturday, 15 February 2014
Scheme: Vehicle classification (AustRoads94)
Filter: Cls(1 2 3 4 5 6 7 8 9 10 11 12) Dir(E) Sp(10,160) Headway(>0)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages	
								1 - 5	1 - 7
0000-0100	3.0	6.0	6.0	9.0	6.5	10.0	14.0	6.2	7.9
0100-0200	2.0	3.0	4.0	3.0	4.5	10.5	8.0	3.5	5.6
0200-0300	5.0	4.0	5.0	5.0	4.0	8.0	8.0	4.5	5.7
0300-0400	4.0	5.0	8.0	5.0	8.5	6.5	9.0	6.5	6.8
0400-0500	8.0	13.0	6.0	14.0	14.0	11.0	12.0	11.5	11.4
0500-0600	73.0	89.0	74.0	68.0	70.5	29.5	14.0	74.2	57.6
0600-0700	133.0	108.0	133.0	129.0	123.0	39.0	40.0	124.8	96.3
0700-0800	135.0	159.0	124.0	163.0	151.0	74.0	49.0	147.2	120.0
0800-0900	152.0	123.0	156.0	135.0	152.5	118.0	64.0	145.2	131.6
0900-1000	112.0	132.0	137.0	136.0	141.5	138.0	103.0	133.3	130.1
1000-1100	114.0	98.0	97.0	124.0	111.0	130.0	128.0	109.2	114.1
1100-1200	105.0	112.0	96.0	99.0	125.5	133.0	106.0	110.5	112.8
1200-1300	105.0	105.0	103.0	104.0	110.0	137.0	102.0	106.2	109.5
1300-1400	119.0	113.0	100.0	88.0	103.5	108.0	103.0	104.5	104.8
1400-1500	125.0	121.0	120.0	113.0	138.0	111.0	108.0	125.8	121.8
1500-1600	146.0	144.0	135.0	132.5	152.0	97.0	129.0	142.0	135.6
1600-1700	89.0	131.0	116.0	121.5	127.0	109.0	104.0	119.0	116.2
1700-1800	106.0	102.0	108.0	126.0	126.0	127.0	92.0	117.1	115.4
1800-1900	101.0	98.0	118.0	114.0	116.0	119.0	67.0	111.0	107.0
1900-2000	66.0	65.0	87.0	85.5	88.0	81.0	52.0	80.7	77.6
2000-2100	40.0	51.0	54.0	73.0	65.0	56.0	58.0	60.1	59.4
2100-2200	32.0	39.0	40.0	41.0	49.0	42.0	43.0	41.6	41.8
2200-2300	16.0	18.0	24.0	26.5	40.0	30.0	14.0	27.3	26.1
2300-2400	14.0	4.0	13.0	10.0	20.0	20.0	10.0	13.0	13.4
Totals									
0700-1900	1409.0	1438.0	1410.0	1456.0	1554.0	1401.0	1155.0	1471.0	1418.8
0600-2200	1680.0	1701.0	1724.0	1784.5	1879.0	1619.0	1348.0	1778.2	1694.0
0600-0000	1710.0	1723.0	1761.0	1821.0	1939.0	1669.0	1372.0	1818.5	1733.5
0000-0000	1805.0	1843.0	1864.0	1925.0	2047.0	1744.5	1437.0	1924.9	1828.4
AM Peak	0800	0700	0800	0700	0800	0900	1000		
	152.0	159.0	156.0	163.0	152.5	138.0	128.0		
PM Peak	1500	1500	1500	1500	1500	1200	1500		
	146.0	144.0	135.0	132.5	152.0	137.0	129.0		

* - No data.

Detailed Crash History



Report Criteria

Parameter	Value	Description
Intersection	041461	NORTH LAKE RD & WAVERLEY RD
From Date	01/01/2014	
To Date	31/12/2018	
Crash Type	All	
Severity	All	

Road	Road Name	SLK	CLM	True Dist	Intersection	Date	Day	Time	Severity	Crash No.	Type	Light Cond	Road Cond	Speed Limit	Traffic Control	Road Feature	Road Alignment	Speed Factor	MR Nature	Location	RUM	Unit	Unit Type	From Dir	To Dir	Veh/Ped Move	First Object Hit	Second Object Hit	Third Object Hit	Target Impact Point	
10300	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	15/01/2014	Wednesday	1610	PDO Major	2014617604	Intersection	Daylight	Dry		No Sign Or Control	3-way Intx (T-junction)	Straight		Right Turn Thru	On Cway	22 Opposite Dim: Thru - Right	Colliding	Car	S - NOR TH LAK E RD	N - NOR TH LAK E RD	Straight Ahead Not Out Of Control					
10300	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	15/01/2014	Wednesday	1610	PDO Major	2014617604	Intersection	Daylight	Dry		No Sign Or Control	3-way Intx (T-junction)	Straight		Right Turn Thru	On Cway	22 Opposite Dim: Thru - Right	Target	Car	N - NOR TH LAK E RD	W - WAV ERL EY RD	Turning: To Make Right Turn					Side
10300	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	24/02/2014	Monday	0930	PDO Minor	2014777720	Intersection	Daylight	Dry		Stop Sign	3-way Intx (T-junction)	Straight		Rear End	On Cway	31 Same Dim: Same Lane Rear End	Colliding	Car	W - WAV ERL EY RD		Straight Ahead Not Out Of Control					
10300	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	24/02/2014	Monday	0930	PDO Minor	2014777720	Intersection	Daylight	Dry		Stop Sign	3-way Intx (T-junction)	Straight		Rear End	On Cway	31 Same Dim: Same Lane Rear End	Target	Motor Cycle	W - WAV ERL EY RD		Stopped: By Traffic Control					Rear
10300	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	07/05/2014	Wednesday	0740	Hospital	2014731166	Intersection	Daylight	Wet		Give Way Sign	3-way Intx (T-junction)	Straight		Right Turn Thru	On Cway	22 Opposite Dim: Thru - Right	Colliding	Car	S - NOR TH LAK E RD	N - NOR TH LAK E RD	Straight Ahead Not Out Of Control					
10300	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	07/05/2014	Wednesday	0740	Hospital	2014731166	Intersection	Daylight	Wet		Give Way Sign	3-way Intx (T-junction)	Straight		Right Turn Thru	On Cway	22 Opposite Dim: Thru - Right	Target	Station Wagon	N - NOR TH LAK E RD	W - WAV ERL EY RD	Turning: To Make Right Turn					Side
10300	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	07/05/2014	Wednesday	1630	Medical	2014731236	Intersection	Daylight	Wet		No Sign Or Control	3-way Intx (T-junction)	Straight		Right Turn Thru	On Cway	22 Opposite Dim: Thru - Right	Colliding	Utility	S - NOR TH LAK E RD	N - NOR TH LAK E RD	Straight Ahead Not Out Of Control					
10300	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	07/05/2014	Wednesday	1630	Medical	2014731236	Intersection	Daylight	Wet		No Sign Or Control	3-way Intx (T-junction)	Straight		Right Turn Thru	On Cway	22 Opposite Dim: Thru - Right	Target	Car	N - NOR TH LAK E RD	W - WAV ERL EY RD	Turning: To Make Right Turn					Side
10300	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	13/06/2014	Friday	0850	PDO Major	2014859605	Intersection	Daylight	Dry		Intersection Traffic Lights	3-way Intx (T-junction)	Straight		Rear End	On Cway	31 Same Dim: Same Lane Rear End	Colliding	Four Wheel Drive (Not Car Design)	S - NOR TH LAK E RD	N - NOR TH LAK E RD	Straight Ahead Not Out Of Control					
10300	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	13/06/2014	Friday	0850	PDO Major	2014859605	Intersection	Daylight	Dry		Intersection Traffic Lights	3-way Intx (T-junction)	Straight		Rear End	On Cway	31 Same Dim: Same Lane Rear End	Target	Car	S - NOR TH LAK E RD	N - NOR TH LAK E RD	Straight Ahead Not Out Of Control					Rear
10300	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	14/01/2015	Wednesday	1300	PDO Major	2015033901	Intersection	Daylight	Dry		Stop Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	14 Intx: Thru - Right	Colliding	Car	W - WAV ERL EY RD	S - NOR TH LAK E RD	Turning: To Make Right Turn					
10300	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	14/01/2015	Wednesday	1300	PDO Major	2015033901	Intersection	Daylight	Dry		Stop Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	14 Intx: Thru - Right	Target	Car	S - NOR TH LAK E RD	N - NOR TH LAK E RD	Straight Ahead Not Out Of Control					Side

Detailed Crash History 

Road	Road Name	SLK	CWA	True Dist	Intersection	Date	Day	Time	Severity	Crash No.	Type	Light Cond	Road Cond	Speed Limit	Traffic Control	Road Feature	Road Alignment	Speed Factor	MR Nature	Location	RUM	Unit	Unit Type	From Dir	To Dir	Veh/Ped Move	First Object Hit	Second Object Hit	Third Object Hit	Target Impact Point	
10300 10	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	31/08/2015	Monday	1910	PDO Minor	20152 74314	Intersection	Dark - Street Lights On			No Sign Or Control	3-way Intx (T-junction)				Hit Object	On Left Verge After Leaving Cway	77.Loss Of Control: Right Turn - Intx	Colliding	Car	N - NOR TH LAK E RD	W - WAVE RLEY RD	Out Of Control: Other	Kerb When Slated As Cause	Pedestrian Conveyance		
10300 10	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	17/09/2015	Thursday	1720	PDO Major	20152 42851	Intersection	Daylight	Dry		No Sign Or Control	Median Opening	Straight			Right Turn Thru	On Cway	22:Opposite Dim. Thru - Right	Colliding	Car			Straight Ahead: Not Out Of Control				
10300 10	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	17/09/2015	Thursday	1720	PDO Major	20152 42851	Intersection	Daylight	Dry		No Sign Or Control	Median Opening	Straight			Right Turn Thru	On Cway	22:Opposite Dim. Thru - Right	Target	Car			Turning: To Make Right Turn				Front
10300 10	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	22/02/2016	Monday	1600	PDO Major	20160 48532	Intersection	Daylight	Dry		Stop Sign	3-way Intx (T-junction)	Straight			Right Turn Thru	On Cway	22:Opposite Dim. Thru - Right	Colliding	Car	N - NOR TH LAK E RD	W - WAVE RLEY RD	Turning: To Make Right Turn				
10300 10	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	22/02/2016	Monday	1600	PDO Major	20160 48532	Intersection	Daylight	Dry		Stop Sign	3-way Intx (T-junction)	Straight			Right Turn Thru	On Cway	22:Opposite Dim. Thru - Right	Target	Car	S - NOR TH LAK E RD	N - NOR TH LAK E RD	Straight Ahead: Not Out Of Control				Side
10300 10	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	15/03/2016	Tuesday	0645	PDO Major	20160 84125	Intersection	Daylight	Dry		No Sign Or Control	3-way Intx (T-junction)	Straight			Right Turn Thru	On Cway	22:Opposite Dim. Thru - Right	Colliding	Utility	S - NOR TH LAK E RD	N - NOR TH LAK E RD	Straight Ahead: Not Out Of Control				
10300 10	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	15/03/2016	Tuesday	0645	PDO Major	20160 84125	Intersection	Daylight	Dry		No Sign Or Control	3-way Intx (T-junction)	Straight			Right Turn Thru	On Cway	22:Opposite Dim. Thru - Right	Target	Car	N - NOR TH LAK E RD	W - WAVE RLEY RD	Turning: To Make Right Turn				Side
10300 10	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	10/06/2016	Friday	1445	Medical	20161 37745	Intersection	Daylight			No Sign Or Control	3-way Intx (T-junction)	Straight			Right Turn Thru	On Cway	22:Opposite Dim. Thru - Right	Colliding	Car	S - NOR TH LAK E RD	N - NOR TH LAK E RD	Straight Ahead: Not Out Of Control				
10300 10	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	10/06/2016	Friday	1445	Medical	20161 37745	Intersection	Daylight			No Sign Or Control	3-way Intx (T-junction)	Straight			Right Turn Thru	On Cway	22:Opposite Dim. Thru - Right	Target	Car	N - NOR TH LAK E RD	W - WAVE RLEY RD	Turning: To Make Right Turn				Side
10300 10	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	13/06/2016	Monday	0810	PDO Major	20161 80482	Intersection	Daylight	Dry		No Sign Or Control	3-way Intx (T-junction)	Straight			Right Turn Thru	On Cway	22:Opposite Dim. Thru - Right	Colliding	Station Wagon	S - NOR TH LAK E RD	N - NOR TH LAK E RD	Straight Ahead: Not Out Of Control				
10300 10	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	13/06/2016	Monday	0810	PDO Major	20161 80482	Intersection	Daylight	Dry		No Sign Or Control	3-way Intx (T-junction)	Straight			Right Turn Thru	On Cway	22:Opposite Dim. Thru - Right	Target	Car	N - NOR TH LAK E RD	W - WAVE RLEY RD	Turning: To Make Right Turn				Side
10300 10	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	02/08/2016	Tuesday	1515	PDO Major	20162 18584	Intersection	Daylight	Dry		No Sign Or Control	3-way Intx (T-junction)	Straight			Right Turn Thru	On Cway	22:Opposite Dim. Thru - Right	Colliding	Utility	S - NOR TH LAK E RD	N - NOR TH LAK E RD	Straight Ahead: Not Out Of Control				
10300 10	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	02/08/2016	Tuesday	1515	PDO Major	20162 18584	Intersection	Daylight	Dry		No Sign Or Control	3-way Intx (T-junction)	Straight			Right Turn Thru	On Cway	22:Opposite Dim. Thru - Right	Target	Car	N - NOR TH LAK E RD	W - WAVE RLEY RD	Turning: To Make Right Turn				Side
10300 10	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	02/02/2017	Thursday	1600	Hospital	20170 03254	Intersection	Daylight	Dry	70	No Sign Or Control	3-way Intx (T-junction)	Straight			Right Turn Thru	On Cway	22:Opposite Dim. Thru - Right	Colliding	Motor Cycle	S - NOR TH LAK E RD	N - NOR TH LAK E RD	Straight Ahead: Not Out Of Control				
10300 10	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	02/02/2017	Thursday	1600	Hospital	20170 03254	Intersection	Daylight	Dry	70	No Sign Or Control	3-way Intx (T-junction)	Straight			Right Turn Thru	On Cway	22:Opposite Dim. Thru - Right	Target	Car	N - NOR TH LAK E RD	W - WAVE RLEY RD	Turning: To Make Right Turn				Side
10300 10	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	03/05/2017	Wednesday	1615	PDO Major	20171 49226	Intersection	Daylight	Dry		No Sign Or Control	3-way Intx (T-junction)	Straight			Right Turn Thru	On Cway	22:Opposite Dim. Thru - Right	Colliding	Utility	S - NOR TH LAK E RD	N - NOR TH LAK E RD	Straight Ahead: Not Out Of Control				

Detailed Crash History



Road	Road Name	SLK	CA	True Dist	Intersection	Date	Day	Time	Severity	Crash No.	Type	Light Cond	Road Cond	Speed Limit	Traffic Control	Road Feature	Road Alignment	Speed Factor	MR Nature	Location	RUM	Unit	Unit Type	From Dir	To Dir	Veh/Ped Move	First Object Hit	Second Object Hit	Third Object Hit	Target Impact Point
1030010	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	03/05/2017	Wednesday	1615	PDO Major	2017149226	Intersection	Daylight	Dry		No Sign Or Control	3-way Intx (T-junction)	Straight		Right Turn Thru	On Cway	22:Opposite Dim. Thru - Right	Target	Car	N - NOR TH LAK E RD	W - WAV ERL Y RD	Turning: To Make Right Turn				Side
1030010	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	06/06/2017	Tuesday	1615	Medical	2017191204	Intersection	Daylight	Dry		No Sign Or Control	3-way Intx (T-junction)	Straight		Right Angle	On Cway	14:Intr: Thru - Right	Colliding	Utility	S - NOR TH LAK E RD	N - NOR TH LAK E RD	Straight Ahead: Not Out Of Control				
1030010	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	06/06/2017	Tuesday	1615	Medical	2017191204	Intersection	Daylight	Dry		No Sign Or Control	3-way Intx (T-junction)	Straight		Right Angle	On Cway	14:Intr: Thru - Right	Target	Car	W - WAV ERL Y RD	S - NOR TH LAK E RD	Turning: To Make Right Turn				Side
1030010	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	09/06/2017	Friday	1100	PDO Minor	2017136766	Intersection	Daylight			No Sign Or Control	3-way Intx (T-junction)	Straight		Right Turn Thru	On Cway	22:Opposite Dim: Thru - Right	Colliding	Car	S - NOR TH LAK E RD	N - NOR TH LAK E RD	Straight Ahead: Not Out Of Control				
1030010	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	09/06/2017	Friday	1100	PDO Minor	2017136766	Intersection	Daylight			No Sign Or Control	3-way Intx (T-junction)	Straight		Right Turn Thru	On Cway	22:Opposite Dim: Thru - Right	Target	Station Wagon	N - NOR TH LAK E RD	W - WAV ERL Y RD	Turning: To Make Right Turn				Side
1030010	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	13/04/2018	Friday	1145	Hospital	2018095574	Intersection	Daylight	Dry	50	No Sign Or Control	3-way Intx (T-junction)	Straight		Right Turn Thru	On Cway	22:Opposite Dim: Thru - Right	Colliding	Car	S - NOR TH LAK E RD	N - NOR TH LAK E RD	Straight Ahead: Not Out Of Control				
1030010	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	13/04/2018	Friday	1145	Hospital	2018095574	Intersection	Daylight	Dry	50	No Sign Or Control	3-way Intx (T-junction)	Straight		Right Turn Thru	On Cway	22:Opposite Dim: Thru - Right	Target	Car	N - NOR TH LAK E RD	W - WAV ERL Y RD	Turning: To Make Right Turn				Side
1030010	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	01/08/2018	Wednesday	0635	PDO Minor	2018217842	Intersection	Dark - Street Lights On	Wet	50	Stop Sign	3-way Intx (T-junction)	Curve		Rear End	On Cway	32:Same Dim: Same Lane Left Rear	Colliding	Car	W - WAV ERL Y RD	N - NOR TH LAK E RD	Straight Ahead: Not Out Of Control				
1030010	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	01/08/2018	Wednesday	0635	PDO Minor	2018217842	Intersection	Dark - Street Lights On	Wet	50	Stop Sign	3-way Intx (T-junction)	Curve		Rear End	On Cway	32:Same Dim: Same Lane Left Rear	Target	Car	W - WAV ERL Y RD	N - NOR TH LAK E RD	Stopped: By Traffic Control				Rear
1030010	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	12/10/2018	Friday	1600	PDO Major	2018293560	Intersection	Daylight	Dry	70	No Sign Or Control	3-way Intx (T-junction)	Straight		Right Turn Thru	On Cway	22:Opposite Dim: Thru - Right	Colliding	Car	S - NOR TH LAK E RD	N - NOR TH LAK E RD	Straight Ahead: Not Out Of Control				
1030010	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	12/10/2018	Friday	1600	PDO Major	2018293560	Intersection	Daylight	Dry	70	No Sign Or Control	3-way Intx (T-junction)	Straight		Right Turn Thru	On Cway	22:Opposite Dim: Thru - Right	Target	Car	N - NOR TH LAK E RD	W - WAV ERL Y RD	Turning: To Make Right Turn				Side
1030010	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	12/10/2018	Friday	1655	PDO Major	2018277434	Intersection	Daylight	Wet	70	Intersection Traffic Lights	4-way Intx	Straight		Right Turn Thru	On Cway	22:Opposite Dim: Thru - Right	Colliding	Car	S - NOR TH LAK E RD	N - NOR TH LAK E RD	Straight Ahead: Not Out Of Control				
1030010	North Lake Rd	0.53	L	0.53	WAVERLEY RD (041461)	12/10/2018	Friday	1655	PDO Major	2018277434	Intersection	Daylight	Wet	70	Intersection Traffic Lights	4-way Intx	Straight		Right Turn Thru	On Cway	22:Opposite Dim: Thru - Right	Target	Car	N - NOR TH LAK E RD	W - WAV ERL Y RD	Turning: To Make Right Turn				Side

Road Use Movement (RUM) Codes

Pedestrian		Intersection		Vehicles From Opposing Directions		Vehicles From One Direction		Manoeuvring		Overtaking		On Path		Off Path On Straight		Off Path On Curve		Passengers & Miscellaneous		
1	Near Side	11	Thru - Thru	21	SSwipe / Head On	31	Same Lane Rear End	42	Leaving Parking	51	Head On	61	Parked	71	Left Off Oway	81	Left Off Right Bend	91	Passenger Fell In / Front of Vehicle	
2	Emerging	12	Right - Thru	22	Thru - Right	32	Same Lane Left Rear	43	Parking	52	Out Of Control	62	Double Parked	72	Left Off Oway Into Object / Vehicle	82	Off Right Bend Into Object	92	Load / Struck Vehicle	
3	Far Side	13	Left - Thru	23	Right - Left	33	Same Lane Right Rear	44	Leaving Parking	53	Pulling Out	63	Accident Or Breakdown	73	Right Off Oway	83	Left Off Left Bend	93	Struck Train	
4	Play / Work Stands On Oway	14	Thru - Right	24	Right - Right	34	Same Lane U - Turn	45	Reversing In Traffic	54	Cutting In	64	Open Car Door	74	Right Off Oway Into Object / Vehicle	84	Left Off Left Bend Into Object	94	Struck Railway Object	
5	Walking With Traffic	15	Right - Right	25	Thru - Left	35	Parallel Lanes - S/Swipe	46	Reverse Into Fixed Object	55	Pulling Out Rear End	65	Permanent Obstruction	75	Left Off Control On Oway	85	Out Of Control On Oway	95	Struck Animal	
6	Walking Against Traffic	16	Left - Right	26	Left - Left	36	Change Lanes - Right	47	Leaving Driveway	56	Into Right Turn	66	Temp Roadworks	76	Left Turn	86	Parked Car Ran Away	96	Parked Car Ran Away	
7	Driveway	17	Thru - Left	27	U - Turn	37	Change Lanes - Left	48	Loading Bay	49	From Footway	67	Temp Object On Oway	77	Right Turn	87	Vehicle Movements Not Known	97	Vehicle Movements Not Known	
8	On Footway	18	Right - Left	38	Parallel Turn Right S/Swipe	38	Parallel Turn Right S/Swipe	49	From Footway	Other	40	Other	69	Hit Animal	Other	70	Other	Other	90	Other
9	Struck while entering or exiting	19	Left - Left	39	Parallel Turn Left S/Swipe	39	Parallel Turn Left S/Swipe	Other	30	Other	50	Other	60	Other	Other	80	Other	Other	90	Other
Other	98	Other	10	Other	20	Other	30	Other	Other	40	Other	50	Other	Other	70	Other	Other	Other	90	Other



TRM/N: 1021-041100

Jadranka Kiurski

From: MCAULIFFE Barry (TSO/A) <barry.mcauliffe@mainroads.wa.gov.au>
Sent: Monday, 11 May 2015 10:47 AM
To: Craig Edmeades
Subject: RE: North Lake Road and Waverley Avenue - Keep Clear request.
Attachments: 11052015103613-0001.pdf

Gidday Craig,

Unfortunately this request does not meet Main Roads Western Australia’s current policy for the application of KEEP CLEAR marking (attached).

Regards

Barry McAuliffe
Traffic Services Officer
Road Network Services / South-West
p: +61 9323 4982
w: www.mainroads.wa.gov.au



From: Craig Edmeades [<mailto:cedmeades@cockburn.wa.gov.au>]
Sent: Monday, 11 May 2015 9:43 AM
To: MCAULIFFE Barry (TSO/A)
Subject: North Lake Road and Waverley Avenue - Keep Clear request.

Hi Barry
I have received a complaint regarding traffic not leaving a gap for motorists to enter North Lake Road off Waverley Avenue and make a left turn at Farrington Road in Coolbelup.

In peak hours, this movement is almost impossible unless someone is kind enough to let you into the traffic flow. Therefore the request of Keep Clear at this above intersection.

Regards

Craig Edmeades
Technical Officer - Traffic
Engineering Services



P: (08) 9411 3476 | **Visit:** 9 Coleville Cres. Spearwood, WA 6163
F: (08) 9411 3333 | **Post:** PO BOX 1215, Bibra Lake DC WA 6965
Web: www.cockburn.wa.gov.au



3.2.2 T-Junctions

At most minor roads near signalised intersections or crossings, it should be accepted that drivers will inadvertently block the minor road junction. The use of KEEP CLEAR marking is not warranted if this occurs occasionally during heavy traffic conditions.

KEEP CLEAR marking at a T-junction may be considered where:

- The T-junction is in close proximity to a signalised intersection or another junction and queued vehicles are blocking right turn access to the minor road, resulting in vehicles regularly queuing behind the right turning vehicles extending back into the preceding intersection and preventing other vehicles to enter or cross the intersection.
- The T-junction is in close proximity to a pedestrian crossing facility where, as a result of numerous crossing activations, queued vehicles are blocking right turn access to the minor road, resulting in vehicles regularly queuing behind the right turning vehicles extending back into the preceding crossing at the same time the crossing is active and pedestrians are crossing the road.

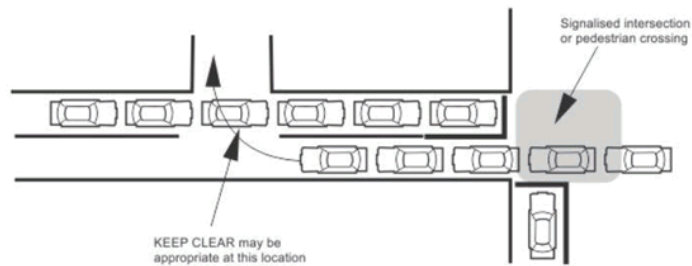
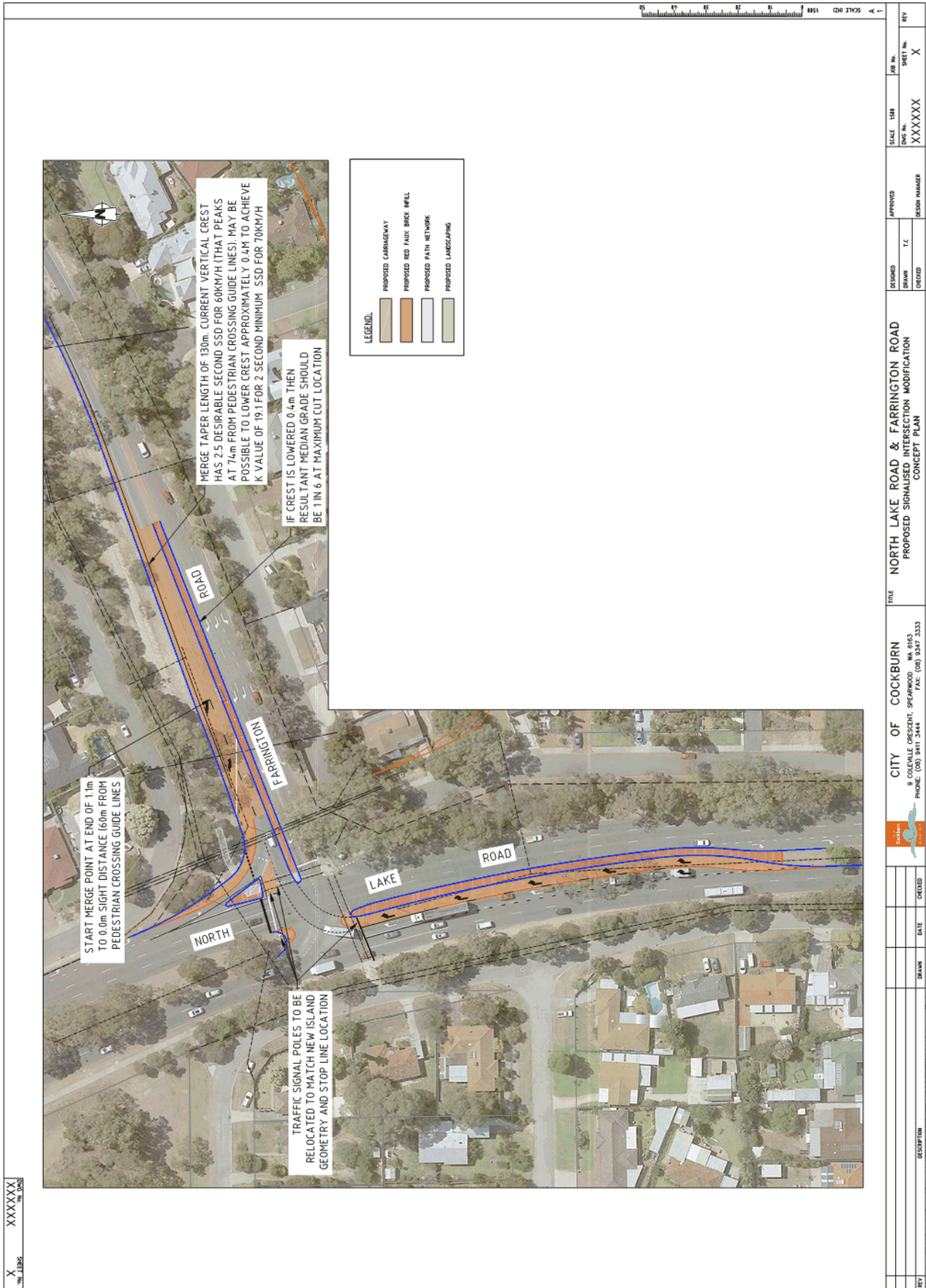


Figure 1: Situation where KEEP CLEAR message may be used



X
ON JERMS
XXXXXXXX
SHEET NO.

REV	DESCRIPTION	DATE	DRAWN	CHECKED
CITY OF COCKBURN 9 COLVILLE CRESCENT, SPEARWOOD WA 6163 PHONE: (08) 9411 3444 FAX: (08) 9347 3333				
TITLE: NORTH LAKE ROAD & FARRINGTON ROAD PROPOSED SIGNALISED INTERSECTION MODIFICATION CONCEPT PLAN				
DESIGNED	DRAWN	T.C.	APPROVED	DESIGN NUMBER
SCALE	1:500	JOB NO.	SHEET NO.	REV
			XXXXXX	X

NOMINATION SUPPLEMENTARY FORM

Item	Estimate (\$)	Estimate (\$)	Estimate (\$)
	Non Staged Project	Staged Project Stage One	Staged Project Stage Two
<u>Pre-Construction Works</u>			
Project Management	5,000		
Design (includes survey, traffic analyses)	40,000		
Environmental, Heritage and Aboriginal Clearances/Requirements	NA		
<u>Construction Works</u>			
Contract Management	5,000		
Traffic Control (Roadwork traffic management etc.)	63,000		
Clearing	63,000		
Service Relocations (e.g. Telstra, Water Corporation requirements)	40,000		
Drainage Installation	61,000		
Earthworks	26,300		
Pavements	106,000		
Concrete Works (e.g.: kerbing, islands, paths)	90,000		
Signs	5,000		
Pavement Markings	15,000		
Lighting	200,000		
Traffic Signals	160,000		
Landscaping	15,000		
<u>Road Safety Audit Cost</u>			
Initial Road Safety Audit*	2,700		
Anticipated cost of Design Audit	3,000		
<u>Other</u>			
Total	900,000		
Staged Project: Total Cost			
TOTAL	900,000		

*Note: Cost of Road Safety Inspection is not an eligible cost under the Australian Government Program

MAIN ROADS Western Australia

16.4 COMMUNITY ENGAGEMENT SUMMARY - PORT COOGEE MARINA EXPANSION BUSINESS CASE AND DRAFT CONCEPT DESIGN

Author(s)	S Standish
Attachments	<ol style="list-style-type: none"> 1. Engagement Summary - Port Coogee Marina Business Case ↓ 2. Revised Draft Concept Expansion Design - Port Coogee Marina ↓

RECOMMENDATION

That Council

- (1) note the report and;
- (2) authorise City Officers to progress from a concept into a final detailed design, the preferred Concept Design and supporting facilities incorporating feedback from the Community Consultation and;
- (3) include a budget item for Council's consideration at the midyear financial review for Stage 1 of the marina expansion (including Maraboo Island jetties, gatehouses and boardwalk, plus building ablution upgrades).

Background

A report on the Port Coogee Marina expansion business case was presented at the September 2019 Ordinary Meeting of Council (OCM) and Council resolved to (2019/Minute No. 0146):

- i. endorse the Marina Expansion Business Case and Financial Annexure as prepared by International Marina Consultants for the purpose of public consultation;*
- ii. authorise City Officers to carry out community consultation for the public to view and comment on the preferred expansion layout option; and*
- iii. consider a report to a future Council Meeting on the results of the community consultation*

As per the *Local Government Act 1995*, Part 3, Division 3, s3.59 Commercial Enterprises by Local Government, certain criteria for the Community Consultation were required to be met including:

- i. Statewide public notice of the major trading undertaking
- ii. a copy of the business case to be inspected or obtained at any place specified in the notice
- iii. Submissions about the proposed undertaking may be made to the Local Government for a time that is not less than six weeks.

The Port Coogee Marina Business Case and Draft Concept Design Community Consultation commenced 26 September 2019 and ended 6 November 2019. Responses were received through the online Comment on Cockburn survey as well as email responses. An overall total of 79 submissions were received.

On completion of the Community Consultation a summary of the results was prepared and are included for reference as Attachment 1.

Submission

N/A

Report

The Consultation was advertised in the West Australian and the Cockburn Gazette, a letter drop was sent to North Coogee residents and home owners, emails were sent to current marina pen licence holders and those on the various waitlists. Local Business owners, Government Departments and Community Groups were invited to comment, Information Sessions and group presentations were included in the Consultation Plan to inform relevant stakeholders of their opportunity to comment.

Feedback was predominately received through the online Comment on Cockburn survey where 75 responses were captured, the majority received from North Coogee property and business owners and marina customers. Only seven respondents did not have a home, business or boat pen in North Coogee.

Four email submissions were received, including from the Port Coogee Community Association, Department of Transport Maritime Planning, and two residents, totalling 79 responses overall.

For those that chose to provide demographic information, survey results show most respondents were male in the 55-64 age group and resided in North Coogee.

A summary of all comments is provided in Attachment 1, however the four highest ranked issues overall are detailed below.

Parking – Volume, secure, close, marina dedicated

Guidelines for the Design of Marinas AS 3962-2001 recommends 0.3 spaces be provided per wet berth, totalling 75 car parking bays for 250 boat bays. The Local Structure Plan provides for approximately 800 parking bays in the Port Coogee Marina Village precinct upon ultimate completion of development to cater for the general parking requirements of the precinct, including Marina purposes.

The July 2009 SKM Port Coogee Transport Report describes up to 30% of marina licence holders to be local residents, potentially reducing the required number of marina car spaces. The SKM Port Coogee Transport Report also describes many roadside bays to be provided within the marina village that are proposed for visitors to the area and marina users. These are located around the immediate blocks to the east of the waterways. An excerpt from the report is reproduced below:

Conventional rates of parking that are listed as minimum requirements in town planning schemes are generally applicable to suburban areas, and often apply to a single land use. When applied to mixed use centres such as Port Coogee, application of these standards can result in too much parking that can induce vehicle trips, which in turn can increase local congestion, reduce the ease of movement and safety of pedestrians and cyclists, and diminish vibrancy within the centre. At Port Coogee, the aim is to develop a sustainable transport system supported by the right amount of parking, neither too much nor too little.

For future development of the area, the Port Coogee Local Structure Plan describes larger multipurpose car parks for the southern peninsula. These four public car parks are pictured in the image below.



In recognising parking challenges, the Marina Expansion Business Case and Draft Concept Design proposes enhanced parking capacity, beyond that provided for in the 2009 Transport Report. This includes 27 new car bays on Maraboo Island on construction of the boardwalk on the southern side of the island, in addition to at least 30 new car bays along Chieftain Esplanade when the southern extension of this road occurs.

Although these proposed bays are not dedicated exclusively to marina users, they add to the parking available within the Port Coogee precinct. To ensure adequate parking access for marina users, the City could apply time limits on some bays for general visitors to the marina village and longer parking via a permit system for marina licence holders.

Area Activation – Retail, commercial, something for the wider Community

The Port Coogee Marina will form a focal point of the overall marina village development. The majority of the marina area is waterway, for the purpose of providing boat bays, and the land area includes the land mark Marina Services Building, which will be required to provide services and facilities to support the marina business.

A Matter for Investigation, Without Debate was raised by Cr Terblanche at the August 2019 OCM *'for a report to be presented to a future Council meeting on possible modifications that could be made to the Marina Services Building to add a commercial food and beverage business'*. A report on this Matter for Investigation will be submitted to Council at the December 2019 OCM.

The Maraboo Island boardwalk and the new public jetty aim to incorporate enjoyment of the marina to the wider community, with Ngarkal Beach close by and future commercial possibilities on the lower level of the nearby Regis Facility.

Development and expansion of the Port Coogee Marina will compliment and encourage the occupation of the existing commercial premises in proximity to the marina basin. Additional boat bays will bring more visitation and activation into the area, and encourage the development of vacant waterside land which is earmarked for commercial purposes, including retail and entertainment.

Pens Sizes - Not enough small pens and too many big pens

The Marina Expansion Business Case involved Demand Assessment and Market Overview, involving interviews with neighbouring marinas and information from the Department of Transport, in researching WA trends.

The results found average boat sizes have increased from 12m to 15m over the past 10 years and 10m berths are in less demand. This research was reflected in the Draft Concept Design.

Stage 2 in the Draft Concept Design for the southern water space has been proposed for construction after approximately five years. This design would be reviewed prior to Stage 2 commencing and can be modified to suit demand predicted at that time. Currently the majority of

boat bays in Stage 2 are for 20m boats, however this design can be reconfigured to accommodate smaller boat bays if market demand suggests this is more suitable at the time of development.

Pen Numbers – Too many pens/congestion

On handover of the marina to the City of Cockburn, it was a development condition of the Department of Transport to expand the marina to its full capacity at the appropriate time, being approximately 300 marina pens. The current draft concept design includes 246 boat bays. The Department of Transport has agreed to this reduction.

Following this feedback and further consultation with the Department of Transport, the preferred concept design has been modified to provide for additional water space in higher-traffic areas. The draft concept design has been modified based on all feedback received and is included for reference as Attachment 2.

Other Feedback

Other items raised aside from the four highest ranked issues were:

- i. a high importance in overall aesthetics
- ii. pedestrian and accessibility ramps considered highly important
- iii. bin storage and access were important
- iv. jet ski bays were supported but considered not an important aspect of the design
- v. pollution and algae concerns
- vi. provision of a club house type area for boat owners was important

In summary, the Marina Expansion Business Case and Draft Concept Design gained strong support, however some changes and refinement to the concept design for detailed design can be made.

Strategic Plans/Policy Implications

City Growth

Ensure growing high density living is balanced with the provision of open space and social spaces.

Maintain service levels across all programs and areas.

Moving Around

Improve parking facilities, especially close to public transport links and the city centre.

Community, Lifestyle and Security

Provide for community facilities and infrastructure in a planned and sustainable manner.

Provide safe places and activities for residents and visitors to relax and socialise.

Economic, Social & Environmental Responsibility

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

Leading and Listening

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

Budget/Financial Implications

The cost estimate for Stage 1 of the marina expansion totals \$5.28M and for Stage 2 is \$1.43M. If Council adopts the recommendation, a budget item would need to be considered by Council at the midyear financial review for 2019-2020 to allow the project to progress to detail design and then construction.

Legal Implications

The advertising of a business case must comply with the requirements of section 3.59 of the Local Government Act 1995 as amended, which has been carried out.

Community Consultation

A publicly advertised community and stakeholder consultation was carried out over a period of 42 days and was completed on 6 November 2019. Refer to Attachment 1 for the summary of results.

Risk Management Implications

The following risks are associated with the decision on adoption of the detailed design for the marina expansion;

- 1) It is expected that tenants will take up residence on Maraboo Island from mid-2020. The risk of delaying marina expansion works could result in excessive noise from pile driving and disrupting the residents. The recommendation would be to progress the detailed design and therefore Stage 1 of the expansion while there are no or only a few residents on Maraboo Island. In view of the potential negative impact of noise and disruption, this risk is assessed as high due to the estimated cost of the proposed works.
- 2) Failure to undertake a marina expansion will subject the City to reputational risk of non-compliance with the development conditions of the marina. This risk is assessed as high.

Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 12 December 2019 Ordinary Council Meeting.

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

Nil.

Port Coogee Marina: Business Case and Concept Design

November 2019
Community Engagement Summary

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1. Overview

In July 2016, management of the Port Coogee Marina was delegated to the City of Cockburn as part of the progressive handover of assets from Frasers Property Australia. At the appropriate time, the City is required to expand the marina to its full capacity of approximately 300 pens, as part of a development condition from the Department of Transport.

With current occupancy rates above 90 per cent, growing wait lists and the recent development of Maraboo Island, it is considered a suitable time to commence the initial stages of the expansion by way of a business case.

At the June 2018 Ordinary Meeting of Council, Council endorsed two preliminary concepts for the marina expansion pending consideration of a detailed business case to be presented at a future Council Meeting.

The purpose of the business case is to enhance and complement the existing marina and surrounds for boat owners, members of the community and visitors to the Marina Village precinct.

International Marina Consultants (IMC) were engaged to prepare the Marina Expansion Business Case, which was presented to Council at the September 2019 Ordinary Meeting of Council.

Council resolved to:

- 1) endorse the Marina Expansion Business Case and Financial Annexure as prepared by International Marina Consultants for the purpose of public consultation;
- 2) authorise City officers to carry out community consultation for the public to view and comment on the preferred expansion layout option; and
- 3) consider a report to a future Council Meeting on the results of the community consultation.

The purpose of this document is to provide a summary of the community consultation process and outcomes regarding the preferred expansion layout and business case.

2. Engagement Summary

The community was invited to provide feedback from 26 September to 6 November 2019 on the preferred expansion layout and business case for the Port Coogee Marina in North Coogee.

The City collected a total of 79 responses throughout the 42-day advertised public comment period. 75 responses were captured through the online survey and four (4) via online email submission.

Of the approximate 1500 letters issued to property owners, occupants and businesses in Port Coogee, 64 provided responses. Of the 250 marina licence holders and waitlist members, 22 provided feedback. 17 of the pen owners are also a property owner or occupant in the area. 7 respondents do not live, own property or occupy a pen in Port Coogee.

Further, submissions were received from the Port Coogee Community Association (PCCA), Department of Transport Maritime Planning and two local residents.

Feedback was invited in the following ways:

- Coffee and Chat session with Marina licence holders or wait list members at Dome Café, Port Coogee
- Two Information Sessions at Regis Aged Care, Port Coogee
- Staffed public display evening outside Woolworths, Port Coogee
- Online survey
- Email submission
- Hard copy submission
- Meetings with City of Cockburn Marina Staff

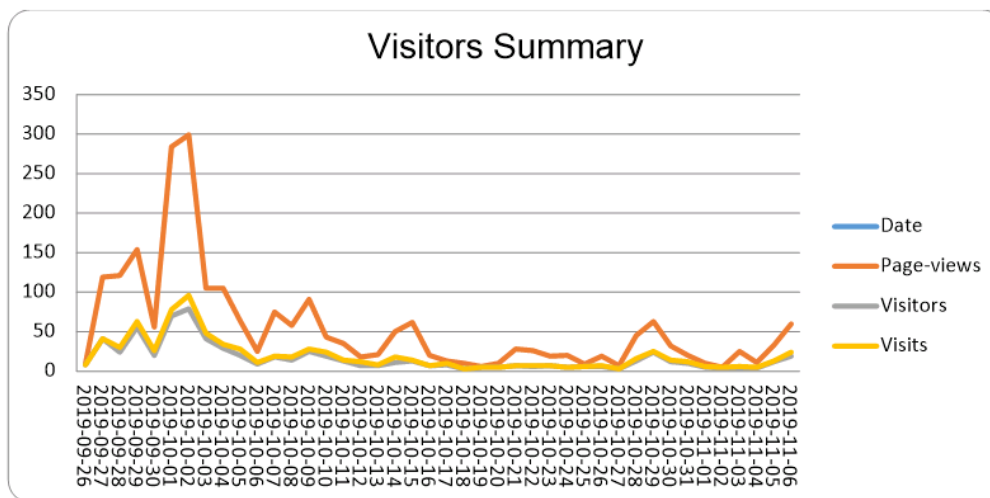
The public comment period was advertised in the following ways:

- Advertisement in The West Australian (2 October 2019)
- Advertisements in the Cockburn Gazette (10 October and 24 October 2019)
- Presentation to Port Coogee Community Association – Annual Meeting
- Static public display at Woolworths Port Coogee
- Information on City of Cockburn website
- Information on Comment on Cockburn website
- City of Cockburn social media
- On-site signage
- Information in Cockburn Soundings
- Information in various City of Cockbrun e-newsletters
- Letters to approximately 1500 Port Coogee residents, ratepayers and businesses
- Email to 250 Port Coogee Marina licence holders and wait list members
- Direct correspondence to key state government stakeholders
- Direct correspondence to local resident associations
- Information flyers on display at high-traffic local businesses
- Media release

Copies of the Business Case and preferred concept layout were available for viewing at all City of Cockburn libraries, the Administration Centre, Marina Administration Office and City website.

The dedicated project page on Comment on Cockburn was visited 816 times across the comment period time frame. Documents (the business case and preferred concept layout) were downloaded 451 times. The survey was visited 166 times.

The below graph demonstrates the trend in visitation dates to the Comment on Cockburn page. Peak visitations coincide with the West Australian advertisement and letter delivery dates.



As part of the consultation, participants were asked to indicate their overall level of support for the preferred concept layout and business case. Participants were also asked to identify features of the concept design they believe are most important and provide comment on the suitability of their design.

Survey results indicate that 77% of respondents either agree or strongly agree that they would like to see the Marina expanded for greater use. 61% of respondents either agree or strongly agree that the business case identifies the needs and vision for Port Coogee Marina well. 53% believe that overall, the preferred concept design is good or very good and 25% consider the concept design OK. 51% believe that overall, the business case is good or very good and 28% believe it is OK.

Comments on how well the business case meets the needs and vision for Port Coogee Marina indicate that there is some concern (12%) over the size of pens provided in the concept layout (not enough small pens) and that this may not be reflective of user needs or future demand. Other themes include the need for

sufficient parking for pen owners (17%) and the provision for commercial, retail and community gathering spaces to enable all to enjoy the Marina area (12%).

When asked about levels of support for the expansion in general, some respondents (15%) pointed out the need to ensure it caters to both the boating and wider community through the provision of activated spaces or retail and commercial opportunities. The need for the expansion has strong overall support (77%).

Of the features included in the concept layout, the overall aesthetic is considered the most important with 92% indicating it is important or very important. Pedestrian and accessibility ramps are also highly valued with 86% agreeing they are important or very important, followed by bin storage and access to bins (74%). Respondents (9%) also indicated that retail and commercial opportunities are important to them, but have not been included on the concept design.

Jetski bays are considered least important amongst respondents, with 63% indicating they feel the bays are not very important or not at all important. Informal dialogue with a small handful of residents at the information sessions also indicates that the provision of jetski bays is not preferable amongst some residents and licence holders.

Further, of the features included in the preferred layout, the suitability of jetski bays received the most varied response. 33% of respondents indicated the design inclusion of jetski bays is not suitable or very unsuitable, 35% believe the jetski bays are OK and 28% believe the inclusion is suitable or very suitable (4% did not provide a preference). Therefore overall, the majority of respondents are OK or supportive of the inclusion of jetski bays (63%), but do not consider them an important aspect or inclusion to the design (63%). Amongst those that do not support the inclusion of jetski bays, comments indicate that they consider this to be an important matter.

In terms of the suitability of other design aspects, parking was indicated as an area requiring review. 31% said the parking design was either unsuitable or very unsuitable and 30% indicated it was just OK. Key concerns regarding parking are the volume, security, proximity to marina and dedicated bays for pen owners. Other comments highlight that a number of respondents (5%) feel there are not enough small pens (8-10m) and 4% believe there are too many pens altogether, which will create problems with congestion, pollution and algae.

43% of survey respondents indicated they would like to see some more features added to the design. The most prominent responses include a premises for a marina social club (7%), something for the wider community such as retail and commercial opportunity (7%) and revised parking (4%). Other examples of inclusions are ice and bait stores, storage for small non-trailer vessels and an underground bin system.

63% indicated they would change something about the concept design if they could. Revisions to the parking were the most common changes (13%), followed by the removal of jetski bays (7%), commercial and retail opportunities (5%) and reduction in the overall number of pens (5%).

Of the submissions received from local residents or residents groups (3), parking was the primary concern raised. This matter was raised in all submissions made by local residents. Residents would like to see forward planning for large volumes of parking, as opposed to gradually reducing existing green spaces to fit small numbers of additional bays. Informal dialogue with a small handful of residents at the Information Session also highlighted insufficient parking to be a primary concern for residents and pen occupants.

Other matters raised include concerns over the provision of jetski bays and a preference to convert the City's Marina Office to a community space so non-boat pen owners can benefit from the expansion. All submissions received by local residents were generally supportive of an expansion, provided their concerns can be addressed.

One (1) submission was received by the Department of Transport Maritime Planning. The submission indicated support for the expansion, however identified the proposed interior channel widths as an area requiring review.

Overall, feedback indicates strong support from pen owners, government agencies, local residents and the wider community for the marina expansion. The business case and concept design are also supported, however some changes to the concept design are needed.

Amongst most respondents, the look and feel of the marina is one of the most important things to consider, whilst the provision of parking is the feature requiring the most attention as well as the volume and size of boat bays. For both the local and wider community the provision of commercial, retail or community opportunities is important. For government departments, the primary area of focus is addressing the width of the interior channels.

3. Engagement Outcomes

1.1.1 Survey Results

**Note: In the interest of transparency, responses have been transcribed verbatim with minimal editing. Therefore some spelling and/or grammatical errors may exist.*

1. How often do you visit Port Coogee Marina?

Sometimes (between two and ten times a year)	3
Often (more than ten times a year)	18
Very Often (most days, if not every day)	53

2. Which of these best describes you? (Tick all that apply)	
I am a property owner or resident of Port Coogee / North Coogee	61
I occupy a boat pen in Port Coogee Marina	22
I am considering occupying a boat pen in Port Coogee Marina	9
I am considering moving to Port Coogee / North Coogee	3
I own / operate a business in Port Coogee / North Coogee	1
I am a visitor to the Port Coogee Marina	8

3. I feel the Business Case identifies the needs and vision for Port Coogee Marina well:	
Strongly Agree	22
Agree	24
Neither Agree or Disagree	12
Disagree	11
Strongly Disagree	5
Comments: <ul style="list-style-type: none"> This business case for marina expansion does nothing to provide for the wider community of Port Coogee or its surrounds. Its only facilitating those who have a pen, land or boat in the marina. what legacy will it leave for others? Its internally focused and provides no activation of the wider area for Port Coogee. CoC would do well to put this on hold as a minimum and tell the consultants to go away and reconsult and provide a marina expansion that provides for land and pen owners but also provides a legacy and an improvement to the stagnant 	

business area at Port Coogee Marina.

- I think there are too many new pens. There are limited cruising grounds and offshore islands around the area and already on a weekend you can have 80 boats anchored at Carnac Island which is awful and very disturbing to the wildlife particularly the endangered Australian Sealion
- Would be wonderful to see this progress happen
- It is dissapointing to see that the smallest pen offered is again only 10 metres. There were a few 8m pens in original design buth these are now designated 10 m pens for the sake of raising more revenue.
- Walking around the marina there are a lot of sub 8m vessels sitting in 10m pens and paying a privelege, there are even some vessels less than 6m. I know of many residents in port coogee that would keep vessels in the marina if they catered for smaller boats.
- I recommend the team consider creative ways to more effectively utilize the space to enable smaller pens. MY past pen could have fit two of my boats in it.
- If jetski bays are being considered how about also considering small vessel pens or bays or kayak bays for stor tage (I would store my kayak in the marina if there was a secure space).
- Im also astounded at the upper size of some of the pens you are offering, do you have owners in mind already? What about the greater majority of cockburn residents that own smaller boats.
- The waitlist numbers show 49people waiting for a 10m pen, many of those probably have sub 10m vessels.
- Your business case also does not appear to assess the appetite for 8m pens.
- Seems to only consider satisfying penned vessel owners.
- Is it possible to include launching ramps with a swipe card system local residents could access
- a great deal of us residents purchase here as we were advised marina came with restaurants and cafes.can see none of this in proposal.so for me this only for the boaties.
- Still believe for maintance of tenders and jetskis a single lane boat ramp for penholders
- not all boat owners feel comfortable travelling all way to henderson and in some case eithier a ski or tender might have mechanical issues rendering it not drive able
- No comment on :- likely demand for facilities beyond the immediate berth requirements, eg food and beverage flow-on demand; - impact of less desirable outcomes such as contaminated water, rubbish, attraction of crime, noise; - visitor berths not well described.
- Too many 20 mt pens in a small marina would be advisable to be 15 mt and less.This represents 70 to 80% of boats owned.You need to leave larger areas for boats 20 mts plus.The returns would be far greater. This is about maximising the return on rate payers money.jet skis should not be allowed into

the marina. Sit at the dome and watch how they zoom between boats now. If I had a boat in one of the pens I would not be happy.

- I believe the large number of large pens in stage 1 is not reflective of community need. More in the 12 to 15m length would be better suited. The business case doesn't mention whether or not catamaran pens are included. The plan does not specify catamaran pens.
- Parking, hope they are adequate for boat owners and guests
- In principle I have no issues with the proposed expansion. However I do not believe the City has resolved the parking related issues identified in the report. The City has only entered into a 5 year lease for a temporary car park, yet the report states that 75 dedicated parking bays are required for Marina purposes of the expansion goes ahead. What is the City proposing long term for parking? Has/is a reserve funding being created to fund future parking requirements and is this being funded by Marina revenue?
- Further, the report states Port Rockingham is not viewed as a threat as it is located 45 minutes away. The fact is the proposed Marina in a maximum of 30 minutes from Port Coogee. Does the 15 minute discrepancy increase Port Rockingham as a potential threat? The additional staffing costs seem low at \$100k as this is meant to account for all i costs."
- More Residential and apartments in Port Coogee will definitely require progress in enhancing the Marina capacity
- My only concern would be lack of parking for Stage 1, considering its proximity to the beach, these carparks would also be used by day visitors, leaving very little parking for boat owners.
- For the number and location of the pens proposed -
 - There is inadequate parking.
 - There is inadequate access.
 - There is inadequate loading zones.
 - There is inadequate waste removal.
- I do think the marina precinct is more important than the report seems to suggest. The boat owners are potential business for small business in the area, but small businesses are also an attraction - for provisioning before a trip, for relaxing after a trip (meal/ bar?). It is a pity there are so very few businesses. So hopefully the marina expansion will help some more businesses open in the area - and this will improve the amenity to residents of North Coogee
- I am disappointed to learn that there are no plans to build facilities for non boat users like cafes and restaurants
- There are a lot of good points but not enough is being put in place to fix parking issues. Is 30 extra bays along Cheiftan really enough for another 150 boat pen bays when the existing temporary parking in the gravel for the current 150 marina pen bays is going to be enough... definitely not. We need more parking
- You are trying to place way too many pens into a very tight place.

- You are introducing an environmental nightmare with all the pollution with so many more vessels and the algal blooms that have been already proven into this very tight canals with no tidal flow.
- There are no where near enough car parking spaces with 107 new bays required if only 1 car per person was used and this is proven by what is happening now every weekend and you only have a temporary carpark no to get you out of the problems. Public should not have access to the boat areas or carparking!"
- The main issue is parking.
 - Parking around the current marina is already at full capacity on a daily basis with the area Maraboo Is (before current construction) and the proposed Chieftain Boulevard, being used as overflow parking. The proposal is only is providing public parking in areas which are already being used fully for visitors to units, the sheltered beach and current businesses is already at full capacity, before allowances for extra boat users and other future developments in the area are factored in.
- With the current trend, at least double of the amount of parking space would be required to cover for public and boat users.
 - The proposal does not take into consideration the impact or allowances on the marina, to be developed for residential and businesses on the south side of the marina, or how these developments will impact on the marina.
 - Boat users currently park illegally (double park etc.) to offload/load supplies and equipment for their boats, due to current bays being full. Consideration for setdown parking (15 minutes) close to the marina edge for this purpose.
 - The marina owners need to provide more (private) parking for their members/users, staff, service vehicles and set down (load & offload from vehicles) instead of using public parking.
- I agree with the report and its recommendations and also do strongly agree that parking, pen security access and loading of vessels is paramount in any decision to improve and expand the Marina. Security from theft and tampering from the water ways still a key issue with little ,if any decent security to cover this other than very poor quality CCTV cameras. This needs to be addressed along with response times to unacceptable behavior and activity a sit takes place and is reported
- Response to theft illegal activity and interference with residents and visitors property is lacking badly.
- The Marina needs continued development and definitely needs more boat pens
- The BC should include additional board walks and entertainment infrastructure such as recreational tour operators (eg snorkeling, scuba diving, fishing etc) cafes, tapas style establishments, kids amusement park etc in order to attract new residents, visitors and get existing residents to enjoy the area. New Boat

bays must be no bigger than 15m in line with the existing design. JetSki bays should not be provided. Small rubbish bins are ok but must be regularly maintained. Large bin storage is unattractive and not necessary for this area.

- We are not boat owners. Our concern is lack of dedicated parking for boat pen holders. The tarmac car park that has just been developed should be solely for boat pen holders.
- With the Port Coogee residential developments increasing by the month, we need facilities upgrade
- The marina was originally proposed to have more pens however this was when the plans of the marina village were wider. As it is there is a real problem with parking and rubbish in the area. The affects of creating new pens on the environment have not been studied and with extra pen extra parking will be required and there is not enough. I am really concerned with the beautiful water ways and how the extra vessels will impact on the water quality in the area.
- Parking is the most obvious necessity
- I believe expansion is desired, but unsure if the plan meets all desires and needs. I feel the business case oversteps some requirements, yet fails terribly in others :
 - implicates a high level of congestion
 - provides for vessels which are too large for the facility and present potential safety risks
 - doesnt address the issue of dedicated parking for penholders, despite recommendations from International Marina Consultants to provide this
 - doesnt address the issue of community meeting facilities nor promote retail opportunities to bring visitors to the area"
- Cost of the development proposal, car parking, landscaping, future costs to residents and then return benefits to local residents when the facility is profitable is not clearly understood.
- Local residents should not have to pay a premium to live in the suburb and pay again for parking facilities for out of area marina users.
- Local resident boat pens should be discounted as we do not use the car parks.
- It covers the needs but i'm worried its going to be too densely packed in for safe and easy access
- There are issues with car parking currently and expansion will only exacerbate that problem. More parking that will be secure into the future is required. Jet skis are not in keeping with the marina.
- More infrastructure equals better facilities.
- 1. The distribution of proposed boat pen sizes and numbers should be reviewed. There are now many more vacant pens at Fremantle Fishing Boat Harbour and in the Swan River, eg Aquarama, than there were only a short time ago. Consultation was too limited in my view.
- 2. Sea weed and Algae management may become an issue as the Marina becomes built to capacity.

- Although the Business Case theoretically sounds viable the benefit for visitors and the local community is very limited. The vision of the marina as the focal point of the community and an integral part of the Pt Coogee development is not clearly met as the proposal is focussed on providing rental spaces for private vessel owners only. This location has the potential to be a popular boating destination for the general public - both those with vessels taking day trips and as a means to inspire land based potential boat owners. The range of participants in the engagement summary (AnnexureA) is very limited I feel further engagement of both the wider community and the boating public should be considered. The participants comments have not been fully addressed

4. I would like to see the Marina's facilities expanded so more people can use and benefit from it:	
Strongly Agree	39
Agree	19
Neither Agree or Disagree	4
Disagree	6
Strongly Disagree	3
Comments:	
<ul style="list-style-type: none"> • Port coogee Marina is like a dead zone apart from the Dome cafe. • CoC couldn't even approve the apartment building opposite the water and negotiate with a developer to limit the types of tenancies to the water front to activate the street frontage. so far you have a hair dresser and a doctors surgery with 4 of its 6 windows darkened by stickers so its very introverted. What an absolute loss of opportunity. sure coC and the Marina developers wish to sell more land in the area but really whats the attraction other than a boat pen? • Having more pens is good but, there should also be a provision for a club where us "boaties" can socialise. • I have a small 6hp 2.9mtr RIB inflatable which until recently I could wheel down to Narkal beach to launch as I am less than 100mtrs away. With the introduction of the northern Pontoon "Boating Prohibitive" signs have gone up taking away my enjoyment of boating and the easy access to launch. I am all for safety however feel strongly that the development needs to take into consideration all vessel owners including those who have non trailer crafts such as myself and provide facilities within the marina to launch such 	

vessels. I also kayak and now have no access under the whale bone bridge due to expansion of the fueling pontoon and a barrier. Perhaps consideration could be given to creating a swim free / less than 3mtr vessel area at the northern end of the Narkal beach which allows for non engine use until the vessel is beyond the pontoon? The yellow barrier could be used to segregate the area. Alternatively incorporate into the southern side of the Maraboo Island.

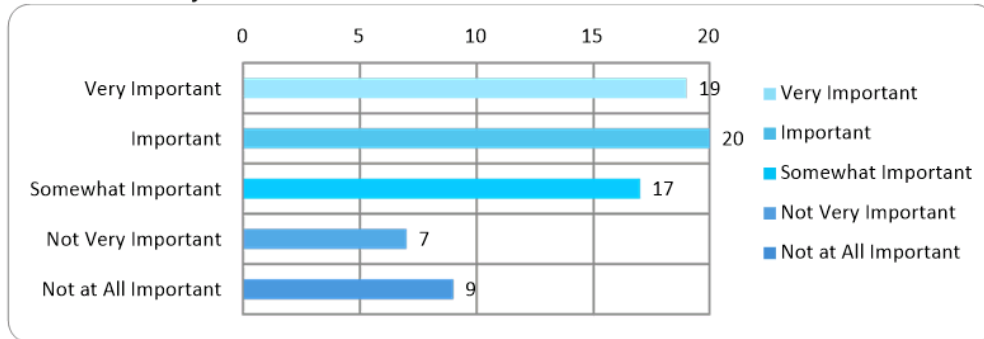
- my answer is due to your thoughts that more pens is for all to benefit and use. seems to me is only for the boaties once again
- My choice above is due to the fact that I am not a boat owner and would prefer the area to stay quieter. My other concern is the amount of diesel fumes in the air - usually caused by boat owners idling their boats, in the marina, for extended periods. If this could be addressed it would be great.
- More board walks and viewing platforms.
- No jet skis
- Our 38 year old son loves fishing but is wheelchair bound. More consideration is required for another fishing jetty, dedicated only for wheelchair bound persons. Signage should also make this clear, along with the Marina Manager's 24x7 mobile phone number, including Cockburn shire ranger contact details.
- Although one such jetty already exists at the northwestern end, it is often fully occupied by able bodied persons. This is very wrong and more-so when they refuse to give up their fishing space for persons such as my son.
- That particular jetty also orients somewhat towards our famous summer sea breeze.
- I would like to see another jetty at the southwestern end.
- Would like to see more resteranunts and a bar area for the General Public
- More needs to be done to attract entertainment/commercial opportunities.
- Agree subject to having adequate –
- Parking.
- Access.
- Loading zones.
- Waste removal facilities.
- Please don't isolate port coogee to boat users only
- We definitely need restaurants and a boating club or place for dinner and drinks or private events for this to be a good marina for the community
- A smaller version maybe ok
- I assume by the more people to benefit " you mean pen holders not a free for all and general public clearly the pen holders are the financial contributors unlike the beach and BBQ area that gets abused and trashed all the time.
- I would particularly like to see some restaurants, cafes and bars to enhance the ambience of the area. Most other marinas and yacht clubs have these

facilities and it is what is missing for locals and visitors to the area.

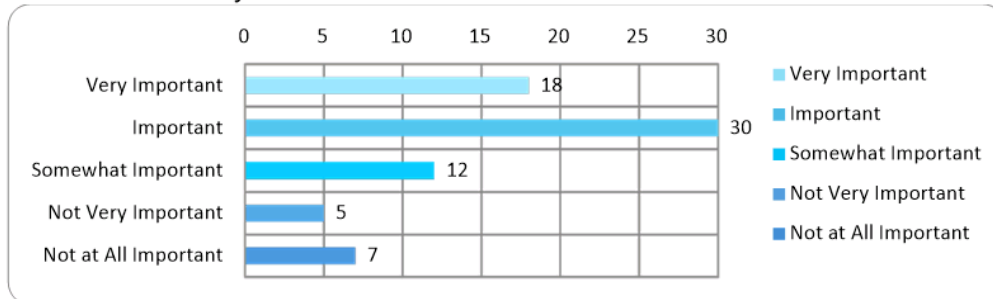
- Port Coogee has large increase of number of residents in the past few years. Accordingly marina facilities need to accommodate for the demand and also for the large size boats
- There are other locations which more pens can be created. The council needs to address the current problems instead of creating more problems and revenue.
- i am not a boat owner, and therefore the boating aspects of the proposed business plan do not interest me, and I would be concerned if this led to increased Rates for the people of Port Coogee who already pay a Specified Area Fee, just for living here. The prospects of Boardwalks and potential Hospitality Businesses, would provide owners in Port Coogee with dining experiences etc within walking distance of their homes.
- Conditional upon the a suitable solution with congestion and car parking. by the way the pristine fore shore should not be taken up with car parking.
- Provided users pay, that is, out of suburb car park users have to pay for the infrastructure and local residents should have discount fees on boat pens.
- The Fraser's sales office should be allocated to Marina Club and the lower level Marina Management office should be better utilised to accommodate the expansion requirements.
- Expansion should be as demand requires. This agreement is subject to the current Frasers office not being used as the Marina Office. It should be made available for more public use such as community facility, restaurant, bar etc so that it can be used by the whole community not just the boating community.
- The pen expansion is too intensive and I believe that there are safety concerns with boat manoeuvrability in the vicinity of the breakwaters and the new extended pens.
- Expansion gives more options for people and pets of all ages to enjoy the sunshine and friendly atmosphere of the Marina and surrounding areas.
- Parking of cars for both casual Dome Café users and longer term boat users could become a difficult problem if it is not addressed at the outset.
- Providing a boating destination for the wider community not just a facility limited to boat storage.

5. When it comes to Port Coogee Marina, how important to you are the following features?

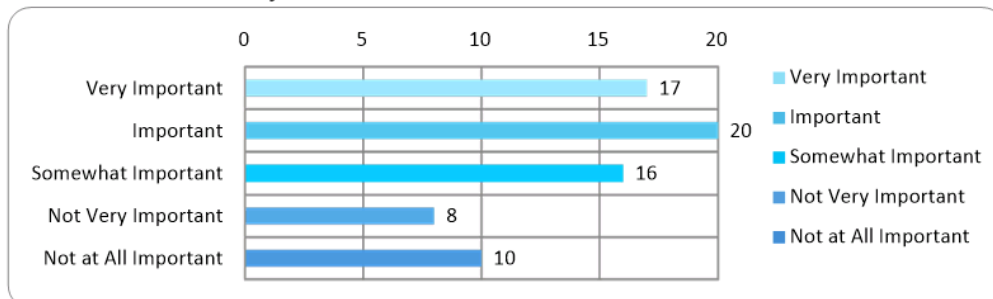
Size of Boat Bays



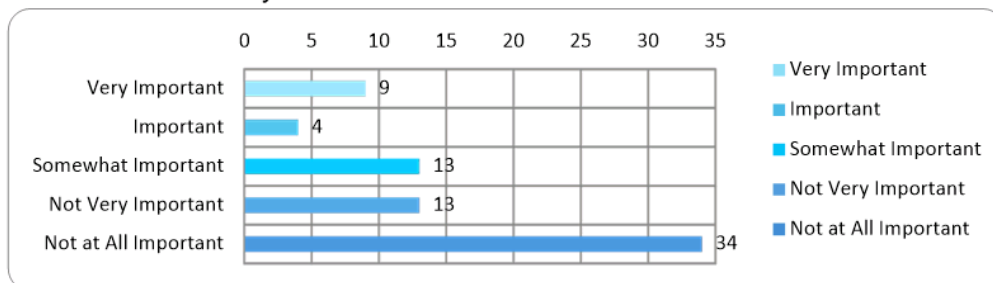
Number of Boat Bays



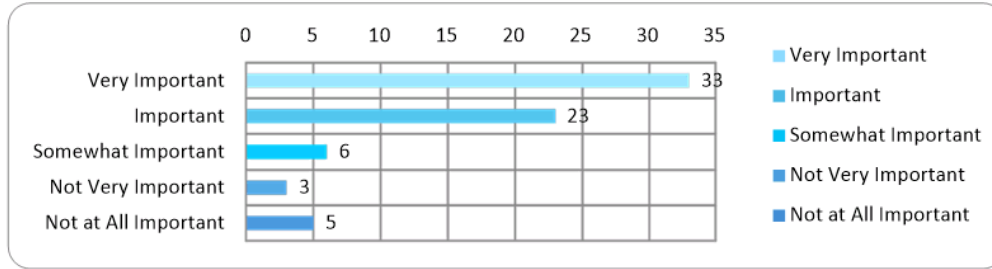
Orientation of Boat Bays



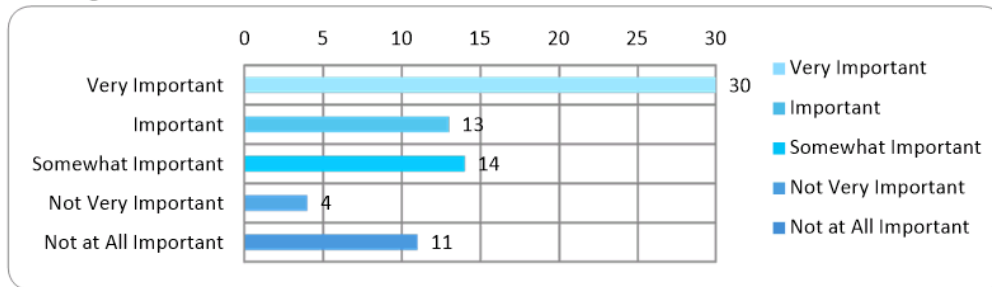
Provision of Jetski Bays



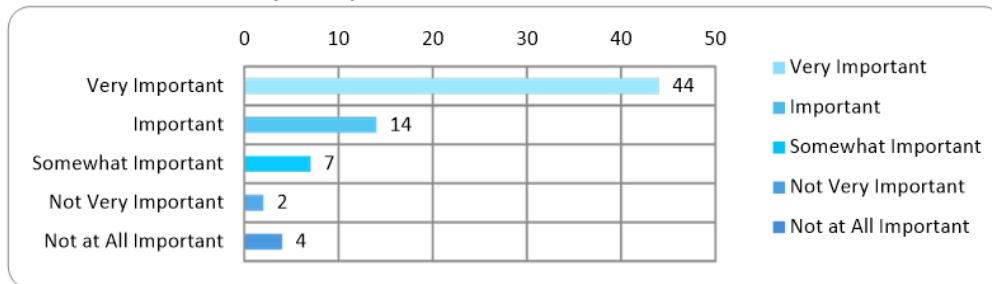
Bin Storage and Access to Bins



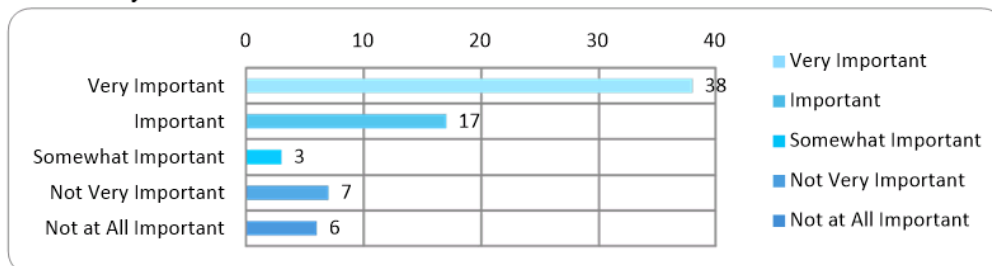
Loading Zones for Vehicles



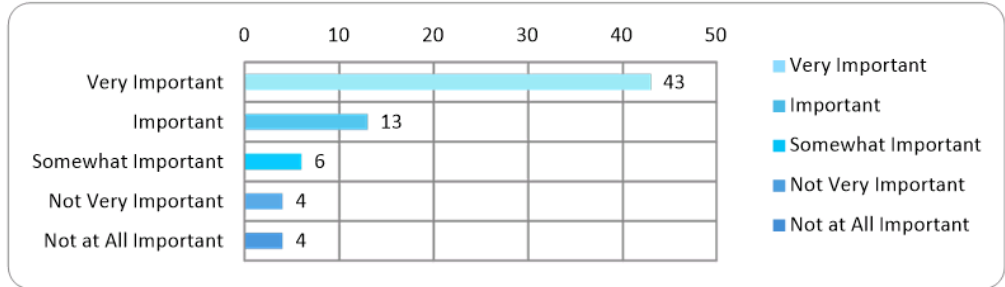
Pedestrian/Accessibility Ramps



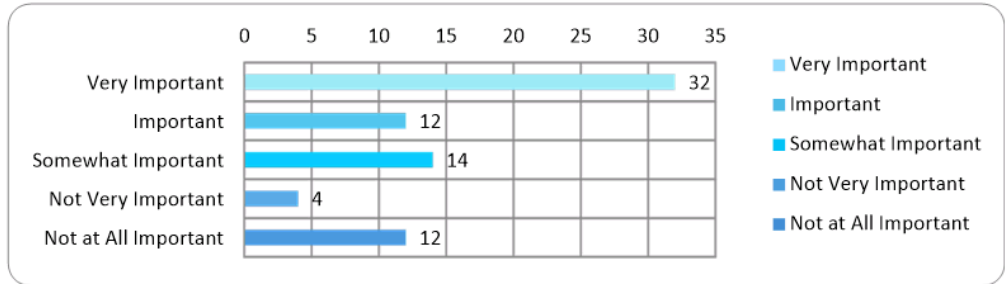
Public Jetty



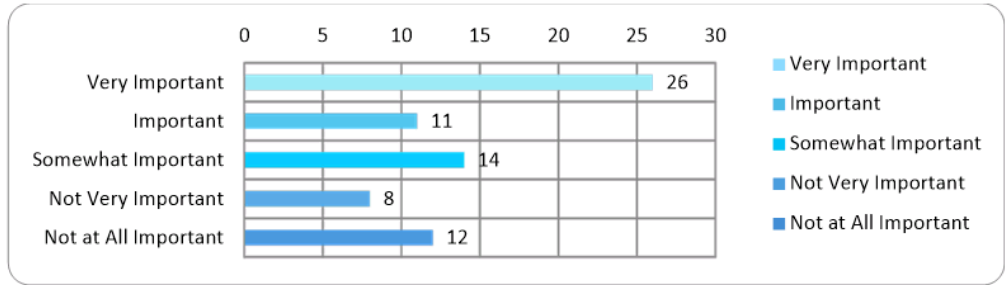
Public Perimeter Boardwalk



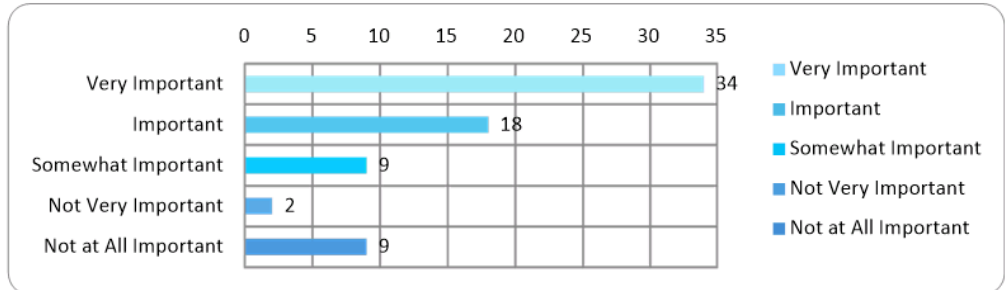
Parking Close Proximity to Jetties



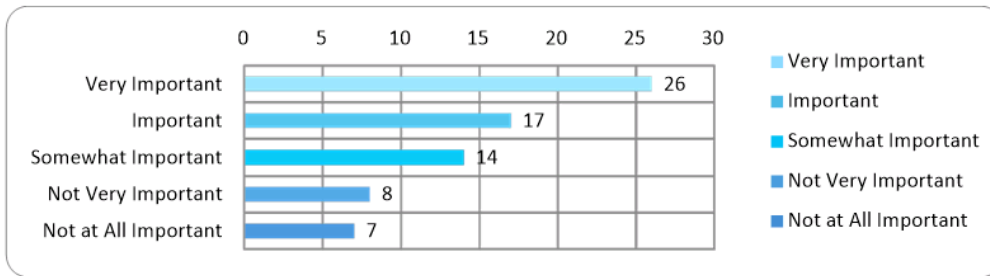
Load Rated Platform to Transfer Items from Vessels to Vehicles



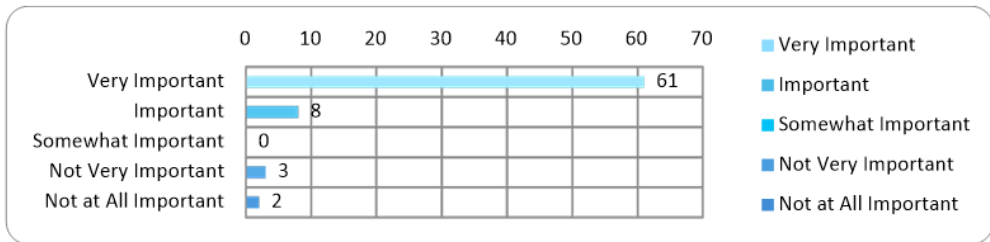
Fuel Facility



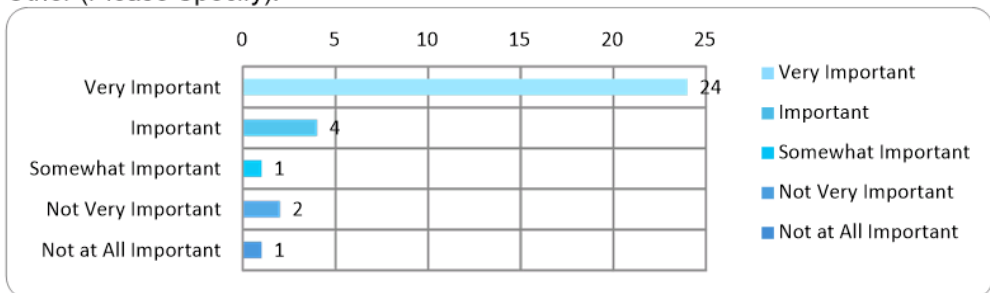
Marina Toilets/Showers in Close Proximity to Marina Pens



Overall Aesthetic



Other (Please Specify):



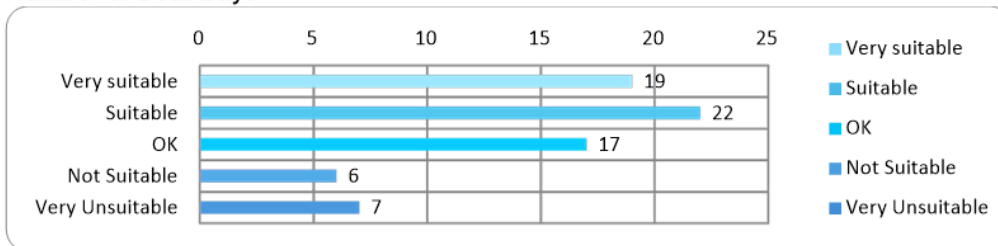
Very Important	need a social marina club.
Very Important	That I as a penholder am not burdened with extra costs associated with this. At the end of the day it is a marina not a tourist attraction so why waste money on fancy boardwalk etc that don't benefit those paying for it all.
Very Important	Ice and bait
Very Important	Small vessel launching area as explained above
Very Important	cafes and restaurants
Very Important	Rules limiting idling of boats in marina
Important	Visitor berths

Very Important	NO JET SKIS
Important	Provision of boat launch/parking facilities
Very Important	Security of vessels
Not Very Important	Restaurants and bars for Gerald public
Very Important	Parking and commercial precincts need to be considered if the marina proposal proceeds. The area does not need parking and congestion issues similar to Cockburn Central train station precinct.
Very Important	future boardwalk developments with restaurants, shops, entertainment facilities around the marina area.
Very Important	It is UNimportant to include 1 x 30m vessel Pen. There is currently a sign at the breakwater "that no vessel over 20m may enter the marina". Allowing one vessel will encourage visiting vessels the same size. I thought that jet ski's were not permitted?
Very Important	Affordable facilities
Very Important	Adjacent businesses to service the marina users and those who simply visit the marina precinct.
Very Important	Cafes and restaurants
Very Important	Parking
Very Important	Security from the water ways vessel access, response to activities taking place in real time, the current deterrents whilst do exist are not effective there needs to be 24 hr attendance in the Marina and on weekends and public holidays
Very Important	Sustaining the current sea life - fish, crabs, and even a turtle! The Marina expansion shouldn't pollute the Marina waters. Need to make provision for restoring and maintaining the eco system after the construction's end.
Very Important	Please see my comments above on eating and entertainment

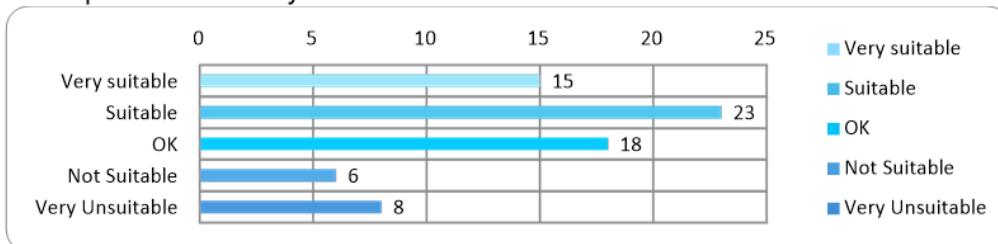
	facilities in and around the marina.
Important	Security
Very Important	Room to manoeuvre vessels within the marina, particularly around the fuel jetty
Very Important	Require dedicated parking for pen holders. Need to avoid boat congestion particularly when boats experience mechanical or maneuvering difficulties.
Very Important	price reductions or price freezes for pens
Very Important	Parking bays for vehicles 1 boat can equal 4 or more cars depending on size of vessel

6. After viewing the preferred draft Concept Design, how suitable do you believe the design of these features are for the expansion of Port Coogee Marina (keeping in mind that a more detailed design will be produced in the next stage of the process)?

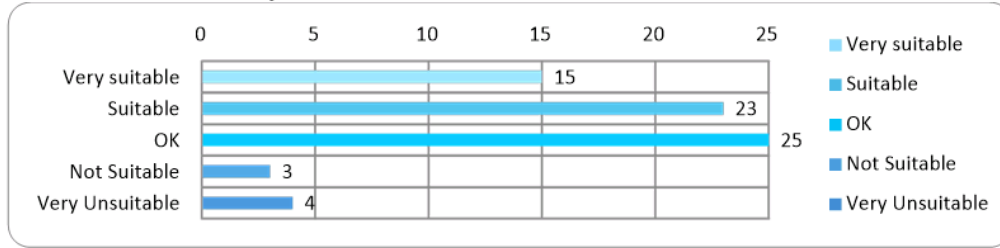
Number of Boat Bays



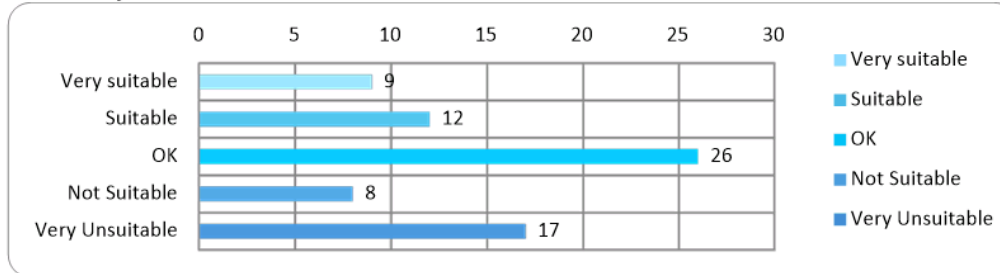
Size Options of Boat Bays Provided



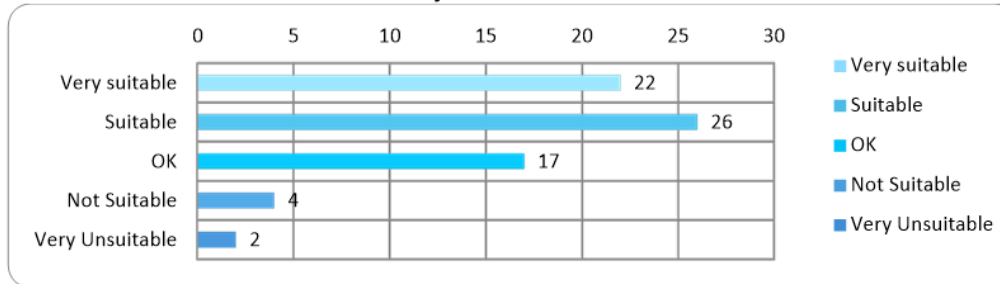
Orientation of Boat Bays Provided



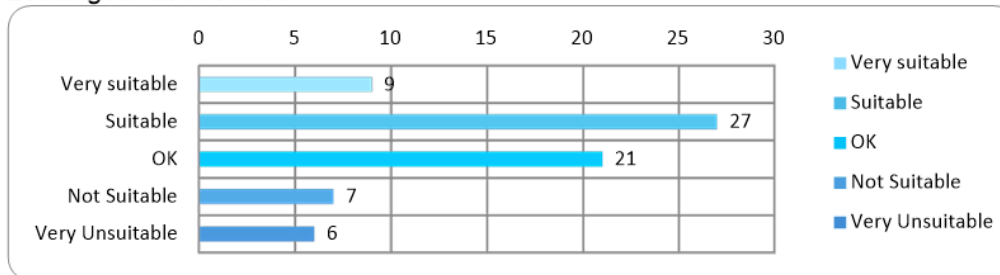
Jetski Bays Provided



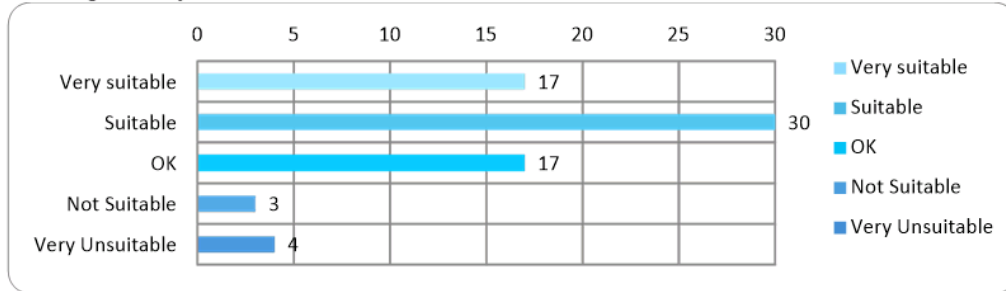
Perimeter Board Walk for Community Provided



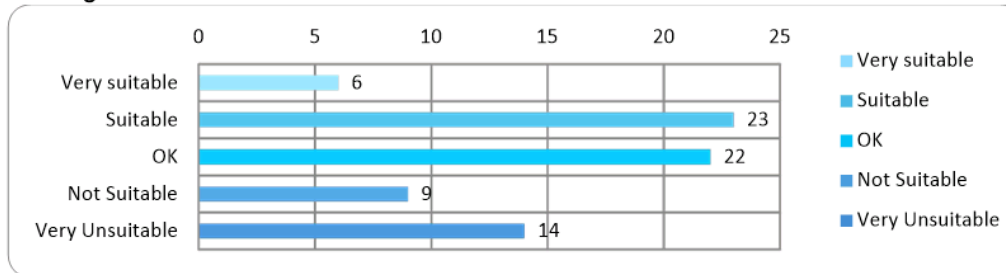
Loading Areas Provided



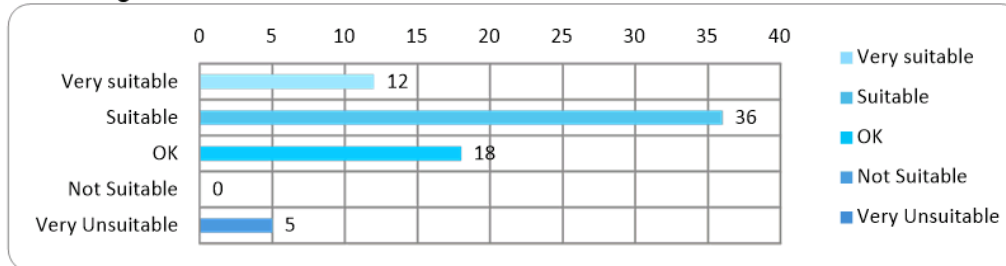
Fuelling Facility Provided



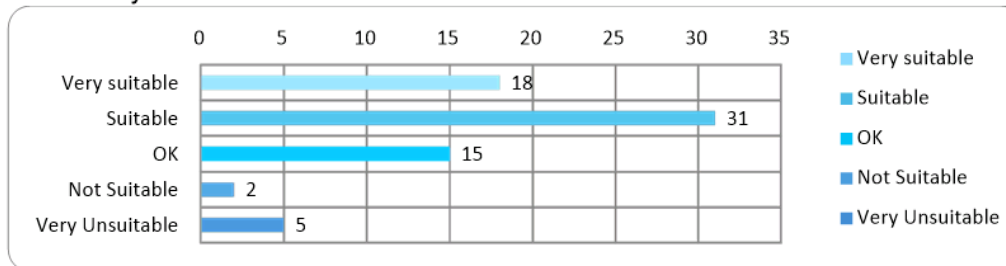
Parking Provided



Bin Storage Provided



Public Jetty Provided



Comments:

- continue boardwalk further if possible and consider other public facilities, shade, street furniture, suitable native trees/plantings (not palms!)try and create some life in the area...
- Why are you considering jet ski access? or a boat ramp? This is not suitable for

a residential area.

- The waitlist for 10m pens would appear to be the largest, so why the least number of additional pens?
- Very few bays for boats <10m. Believe more would be required.
- We feel that Marraboo Island residents should be able to have their own jetties only and no more jetties should be built as there is enough noise and pollution already with what the marina has. The marina does not flush properly now so having more boats is only going to cause further issues. This plan is more for a monetary gain than what the residents of Port Coogee want. Living on the marina ourselves we are finding the noise factor already bad enough although noise is expected of course bringing more boats to area is only going to increase this.
- There are enough refilling points around Fremantle already, this facility should be pulled out. Use the area for suitable pens.
- Environmental thinking should over rule with this one.
- NO JET SKIS
- A public jetty to allow fishing, would be very nice.
- How about a marina yacht club?
- There is definitely need for more parking bays in addition to the new bays on the southern side of the marina in the reclaimed land.
- Parking on chieftain parade is not a good idea and the aesthetics of chieftain parade should not be compromised from its current status, need the greens and footpaths for walks and dogs and bikes riders
- As previously stated, my only concern would be lack of parking for Stage 1, considering its proximity to the beach, these carparks would also be used by day visitors, leaving very little parking for boat owners.
- The fact that parking is on a temporary lease in an area that could become extremely expensive to lease once the area is fully developed has to be a major concern for the future. The future cost of leasing bays right next to the marina doesn't seem to be considered in the plan, despite only having a 5 year lease on the parking bays and a 20 year horizon for the financials if I'm reading the report correctly
- You are trying to place way too many pens into a very tight place.
- You are introducing an environmental nightmare with all the pollution with so many more vessels and the algal blooms that have been already proven into this very tight canals with no tidal flow.
- There are no where near enough car parking spaces with 107 new bays required if only 1 car per person was used and this is proven by what is happening now every weekend and you only have a temporary carpark no to get you out of the problems. Public should not have access to the boat areas or carparking!
- Access for a fuel tanker to load fuel storage tanks not defined. Currently located and on the paved area at front of Dome Cafe, next to customers?
- The loading area needs to be where a vessel can come alongside next to a car park area where supplies and goods can be transferred directly from a vehicle to the vessel not to a platform and then hand trollyed to the vessel which could be at the very end of a jetty.
- it would be useful to have a dock that had direct road access to the vessel for this reason maybe the first pens on the new Southern side maybe where the jetskis are
- In My opinion there are not enough 30m pens

- need space for catamaran use
- I feel there are too many bays and the marina as designed is too congested. I understood there has always been a waitlist for 12m bays and yet only 1 is provided, but 53 15m bays added. My only concern about the public board walk is the easy access to boat bays. I have seen people easily manoeuvre around the gates. Parking continues to be an issue.
- Boats at 30m are too big for such a small marina, particularly if trying to access the refueling jetty. The top story of the sales office would be better set aside for community meeting or retail purposes. The Marina Management office should remain on the ground floor where only essential services and facilities are provided. Any additional administrative requirements should be allocated elsewhere.
- From the Concept Design it's not possible to establish the architectural value of the development. The Aesthetics is critical to the stand out centre piece expectations of the expansion.
- There are a lot of large bays and not so many additional 10m bays. It would also be nice to see a few 8m bays
- Jetty boardwalks and pen numbers need to be reduced to provide additional "open water" in conflict areas.
- Parking is suitable at the moment BUT with expansion even with the Aust. Standards by the time there are shops, wine bars, more developments and if charter vessels are allowed into the marina it wont be long before it will be vastly inadequate. I have seen this happen time and time again as we have had boats for more than 30 years and previously I worked at Aquarama Marina for over 11 years where there was and still is parking issues especially on weekends and public holidays. I am a Certified Marina Manager.
- The proposal is not clear on the size of vessel that can access the fuel facility and the public jetty. I believe the location of the public jetty closer to the proposed future community centre needs further consideration.
- The future use as a boating destination is limited by this design.
- The design seems to maximize private rental spaces. Consideration of more 16m bays by reducing some of the 15m on smallest arm to allow increasing the next arm to 16m spaces. (There are many boat that are just that fraction too big for a 15m and offering some 14m bays would also be of benefit - the number of rentable m could increase)
- There is no provision for multihull bays.

7. Is there anything else you would like to see included in the preferred Draft Concept Design?	
Yes	32
No	24
Unsure	16
Comments:	
<ul style="list-style-type: none"> • Ice and bait vending 	

- Accommodate non trailer small vessel access/launching cafes
- Boating community meeting place for notices, crew enlistments etc
- Please refer to comment at point 13.
- Resteranunts and Bars
- The provision of more Commerical which will support the Marina and public activities.
- Not enough public pedestrian walkways/jetties around marina. Still a lot of work to be done to make this a vibrant engaging place.
- Underground bin system as they use in Europe. i.e. Large steel bins are sunk in pits and lifted and emptied with a hiab style truck.
- Facilities for pen holders to socialise and network
- A more solid parking plan
- More parking, and a community use boating club for priavate events. More boating pens have a facility for owners to use for functions etc
- a dock side loading space for a vessel up to 30 mtrs to take on provisions and goods More 30 mtr pens not just one
- More sea bins like the one currently installed next to the Public jetty and the Dome café
- More space set aside for the aforementioned facilities to entertain friends and facilities. Current eating and drinking spots able to be accessed by locals on foot is not commensurate with resident population.
- More 22m pens
- Secure parking
- Community meeting facility or retail food options. More 8m pens. Facilities to cater for separate tender boat storage
- A reduced number of new pens to the south of Maraboo island. This is to reduce the perceived congestion the proposed design would have with E and F jetty traffic.
- Remove the loading jetty off Maraboo island and replace this by freeing up pens proposed opposite the public jetty
- Leave marina reception on the ground floor as is currently. The floor above to be reallocated for either community meeting access or retail food and beverage opportunities. If necessary, add a second floor to provide these facilities as part of the expansion, but not in 2,5 or 10 years time please.
- Consider adding more 8m pens – notice there are no additional 8m pens
- Consider area for hoisting and storing tender boats up to 3m
- Concerns that 30m vessels in a relatively small marina will create safety, navigation and congestion issues
- Provide a facility for obtaining bag ice
- Provide a facility for scuba tank refill
- See suggested amended design drawing below:



8. If you could change one thing about the preferred Draft Concept Design, what would it be?

- Revise and use planning clout to require developer to provide activated areas and improved public amenity.
- No jet skis
- Please consider the Jet Ski area to be included in stage one opposite the fuel jetty on option 2
- No Jetski pens. Jet skis are noisy just like motor bikes on the water and they are antisocial around other boating activities. In the Swan river Jetski riders are responsible for much of the bad behaviour and safety infringements
- Less overall increase in pens
- Boat pen's are fine, but boat ramp/jet ski access is available just up the road where there isn't residential buildings
- more car parking bays
- More 8m pens, cater for the less affluent boat owner that wants to keep the boat in the water.
- As above incorporate some way to accommodate non trailer small vessel access/launching.
- No Jetskis
- Boat ramps for residents
- More bays for boats <10m
- Service ramp for pen holders

- EVERYTHING.....
- Utilise the area better, 15 mt pens and below and maximise the area of sea bed. Pull out the refuelling facility as it is not required.
- Also the main roads leading to the marina are poorly landscaped, pretty average actually. The islands up on the main road are dirt no plants at all.
- This is disappointing to see happen.
- NO JET SKIS
- Covered in prior points.
- Preferential pen allocation for residents of North Coogee
- Fishing area and Crabbing
- Please ensure that more parking bays are considered for this expansion.
- Vacant private land should be kept for future cafe/restaurant development, between mariana and ocean.
- Connecting pedestrian bridges to connect all areas of the marina.
- Provide more public parking for stage 1.
- Less pens. NO parking AT ALL at Maraboo Island - Just 15 minute Load & Unload bays.
- Provide adequate secure long term parking within walking distance away from the Marina.
- More jetski bays
- Establish parking and perhaps emphasise the need to make the marina area an entertainment hub for residents of North Coogee.
- More parking
- You are trying to place way too many pens into a very tight place.
- You are introducing an environmental nightmare with all the pollution with so many more vessels and the algal blooms that have been already proven into this very tight canals with no tidal flow.
- There are no where near enough car parking spaces with 107 new bays required if only 1 car per person was used and this is proven by what is happening now every weekend and you only have a temporary carpark no to get you out of the problems. Public should not have access to the boat areas or carparking!
- Parking considerations as mentioned earlier
- I'd make the proposed 22 m pen a 30 as well, you can fit a 22 m in a 30 m but not the other way around
Or can you make the last two pens on the North west end of the Maraboo island jetty 26 to 30 mtr pens this is where the water way widens and a 26 to 30 mtr boat can go stern to or bow to with plenty of maneuverability here . they need to be 30 x 12 mtr pens by the way
or one 30 mtr pen in the spare space on the North west side?? (my new boat is 26 meters 7.9 wide id like a pen here or I go back to Rous head
- Remove Jet ski bays.
- More Jet ski bays.
- Provision for more sea bins like the one currently installed next to the Public jetty

- and Dome café. The current one has made a huge difference to that corner of the Marina - no more rubbish floating around.
- Nothing to add.
 - Provide additional entertainment facilities for existing & new residents and visitors.
 - Just to accommodate for more variety of boat sizes
 - 22mboats are very common and most marinas accommodate for this size"
 - get rid of the extra pens. This will destroy the water ways and its quality
 - more parking closer to the pens and some more food eating options
 - Leave all parkland intact
 - Top floor of existing land sales office being allocated to marina users to develop into a social club facility. Not exclusive of residents, but similar to the Coogee Surf Life Saving Club where community members could be included and the area also be used by community groups. It is far too much valuable space to be used by a few admin offices.
 - Sorry two things:
 - Make the first floor of the sales office a community or retail facility
 - Reduce the number of pens to the south of Maraboo island to reduce conjection as per revised pictorial forwarded by separate email by myself
 - High level of architectural influence required in addition to the fuinctinality of the facility.
 - 10m pens provided so less space is taken up allowing safe and easy access to pens
 - The use of Frasers office space. It should not be for the Marina office - they do not need ocean views etc. It should be used as a community facility with uses such as community centre, restaurant, bar or similar so that the whole community can enjoy it.
 - Lock in parking in long term planning. Review safety concerns raised.
 - Parking.
 - Less larger pens with better access to the north side.
 - more multihull bays, public jetty to southern end, clarification on fuel facility access, increase in 16m bays

9. Overall, I consider the preferred Draft Concept Design to be:	
Very Good	18
Good	22
OK	19
Poor	10

Very Poor	3
<p>Very Good and Good comments:</p> <ul style="list-style-type: none"> • We needed a selection of boat pen sizes mostly larger + there is a very large number of locals who love to ride their pwc providing them with secure storage would bring all locals together enjoying the marina and meeting new friends • Efficient use of remaining land area. • well thought out plan • Orientation of pens appears to be optimised for best overall performance and amenity • I believe that we need to cater to boat owners, whilst keeping the area's aesthetics pleasing, and including and recognising that all residents and visitors have a right to use the area. • Fits in well with the area, provides for future growth • It provides the additional resources and pens needed while considering the aesthetic and practicality of the conditions of the marina • It is the hub of North Coogee. Would like to see more bbqs and seating and also ensure all parks are left as they more native trees planted to attract the birds and support their habitat. • Ease of use we are at the Marina every weekend and live in Port Coogee it is a lovely peaceful place everyone you speak to says how nice it is, the draft concept design just takes it into the future. • we need more pens to accomodate future residents with boats, importantly we also need a place where the pen holders can get together socially • It covers the required growth, just seems to get pen size a little over rated • Option 2 provides is good. I do have concerns with potential parking issues in the future if this is not dealt with in the concept design. From my understanding the additional parking is public parking not necessarily specific parking for marina patrons. • The proposed layout is functional whilst a little crowded, the design could be well improved but it would mean a complete restructure of existing fingers which of course is not viable financially, so its the best option with what is there to work with • Expansion of marina is good • Improved navigation lights at hte entrance. • Well prepared however please refer to above comments <p>OK comments:</p> <ul style="list-style-type: none"> • Too many new pens • Not enough space for boats <10m • You are trying to place way too many pens into a very tight place. You are introducing an environmental nightmare with all the pollution with so many more 	

vessels and the algal blooms that have been already proven into this very tight canals with no tidal

- Has not taken in consideration impact from or for future residential and business developments south of the marina.
- Parking recommendations have been ignored. Too many bays added.

Poor and Very Poor comments:

- no 8m pens
- No consideration has been given to residents living in the area at all. People who have paid millions of dollars to live in the area and would like to keep it as is.
- Because it is not maximising the return out of an important area of coast line nor do we see anything included to really make a statement for Cockburn.
- Does not address ANY critical areas other than a "requirement" to fill the Marina with boat pens.
- Because there is nothing there for people who don't own boats
- Hasnt addressed our parking issues we already have. Adding an extra 150 bays but taking away the temporary parking we have at the moment means we will end up with 300 boat pens and only 30 parking bays. When your stats show not many are even residents
- Too much conjection in Phase 1 to the south of Maraboo. Suggest Phase 1 scope be amended to reduce the number of new pens and declutter public landing area

10. Overall, I consider the Business Case to be:	
Very Good	18
Good	20
OK	21
Poor	12
Very Poor	1
Very Good and Good comments:	
<ul style="list-style-type: none"> • Very clear plan hope 3 rd time lucky with fuel jetty • Financials appear to stack up • Staged approach with good variety of pen sizes. Minimises financial risks to the City 	

- Seems to acknowledge the issue of parking, but doesn't cost this in the long term
- The addition of pens especially in the larger space will bring a good quality of boat to the marina along with increased revenue streams, which in turn will be used to further enhance the marina its services staffing and security above all else.
- Well explained. positive financial outcome even in the pessimistic scenario.
- as above
- It will attract potential residents with a need for a secure marina
- Concerns with respect to costs, that is, out of area boat pen occupiers should pay for the car parking and North Coogee residents should have discounted fees.
- The numbers seem viable however the rates charged at this private facility are below market for private (non-club) marinas (hence the waitlist)

OK comments:

- I would absolutely love to live there, with my own jetty and a boat. Unfortunately, it is WAY "over the top" too expensive. The pen rates are horrendous, begging the question "Does a need exist, to fall into line with price structures of other marinas?"
- I have concerns with the occupancy rate calculation. Given DoT only has an 87% occupancy and the potential of a 450+ marina located 30 minutes away, is this an acceptable calculation. Are new staffing costs accurate? There is only a provision of \$100k
- If I didn't live within walking distance to the marina I would prefer my boat at Cockburn Power Boat Club where there was secure parking.
- Good to see expansion plan, needs some revision based on above comments

Poor and Very Poor comments:

- I don't believe that this will help develop local business. Just make it more difficult for people to access/ park to use current facilities.
- does not consider need and appetite for 8m pens
- Simply not maximising the return that can be achieved. The more boats the more people, hence spend and so on.
- The plan on the Concept number2 (preferred) shows 27 car bays on Maraboo Island yet the actual provision is 14. Very misleading. Those 14 bays are very small and a normal car will block the lane.
- Has not taken in consideration impact from or for future residential and business developments south of the marina.

1.1.2 Submissions

**Note: For privacy reasons, personally identifiable information has been removed.*

Four (4) submissions were received, three (3) from local residents and resident group and one (1) from the Department of Transport Maritime Planning.

Key matters raised amongst local residents and resident group include:

- General support for the expansion and draft concept design, with requests for further consideration to addressing the below areas:
 - Provision of parking
 - Preference for removal of jetski bays
 - Suggestion to convert the future Marina Administration Office to a community space
 - Suggestion to include a fish cleaning facility

Key matters raised by Department of Transport Maritime Planning include:

- General support for the expansion and draft concept design, with requests for further consideration to addressing the below areas:
 - Width of internal channels

Submissions	From
<p>The PCCA supports the proposed expansion of the Marina if demand has been well demonstrated. We do have however two very significant concerns – parking and the proposed Marina office location.</p> <p>The Marina, Chieftain Parade and Maraboo are valued as the very heart of Port Coogee. Our focus is on ensuring a high level of amenity and good management of the area for residents and visitors. Much of the business case is focussed on Marina users, the major portion of which will not be Port Coogee residents or beach/waterfront visitors. For us, the residents, it is essential that there will be good parking management, noise and pollution control and security of the area.</p> <p>Parking remains an ongoing concern for all Port Coogee residents who are worried about the lack of parking for peak periods on one hand and the loss of green space amenity as Council tries back-fit more parking into the area. Eg. On Coromandel.</p>	<p>Port Coogee Community Association</p>

<p>Secondly, we are concerned by the proposed conversion of the council-owned building (now occupied by Frasers) to a Marina Office for a Manager and two full-time support staff. This building is an icon at the very hub of the community with sweeping views. We believe it is a wasted opportunity to turn it into a Marina Office when a simpler office could be located under the Regis building or a floating houseboat utilised as other marinas have around Australia. Marina offices do not typically occupy space valued as high traffic tourism or community engagement areas. Much of a marina office work is on-line or by telephone and foot traffic is light at most times. We urge the council to consider other community-beneficial options for this space such as a family restaurant, meeting space, function centre or a club for all Port Coogees and visitors. These uses open up the area for the local community and help create the vibrant hub at Port Coogee that is not well established presently and will also provide a much needed community meeting space.</p>	
<p>engage engineers to evaluate</p> <p>parking is already as scarce as Henson teeth at port coogee so adding more boating facilities?</p>	<p>Local resident</p>
<p>We are recent purchasers of [---]. A North facing apartment. We also have a boat in the marina [---]. we purchased here for the amenity of the parkland outlook and the convenience of the marina. We are here for the long haul. We have attended a community info session at Regis. The prime discussion related to Parking. This is our prime concern also. The temporary parking bays you have secured to the south of the marina are great but only for your limited tenure period. What will you do then?</p> <p>We were horrified to see your proposal to change the parking in the park on Corromandel approach to add only 5 bays. We would love to see the marina expand, BUT, until you sort out the poorly planned parking situation it should not happen. We have lodged our objection to the feeble attempt to increase parking by adding only 5 bays in our outlook. This park was one of our main reasons for buying here. Our grandkids and many others, including exercise groups use this beautiful park. The trees you propose to remove are full of birds that we wake to each morning.</p> <p>How can you change something that is already in place. If you</p>	<p>Local resident and Marina pen occupant</p>

<p>must find more parking spaces do it where nothing has been built.</p> <p>EG.. the undeveloped site opposite the swimming beach on Medina Parade. Put the parallel parking bays to straight in or angle parking to increase numbers. You will get approx. 30+ bays there. In Advocate turn on the Southern end, Northern side, you can fit another 18 approx. BEFORE people buy in good faith. The parking bays for the beach on Medina Parade could be increased by 5 by pulling out the trees that are in between the bays and currently uprooting the paving.</p> <p>Back to the marina itself.</p> <p>We object to the introduction of JET SKI berths. That is asking for a major headache for police and rangers and marina staff. We [---] the canals and Murray River at South Yunderup where jet skis are a huge problem. My advice based on experience, is to ban Jet Skis completely in the marina.</p> <p>We would like to see a fish cleaning facility incorporated into the future design of the marina. It could be floating and connected to the sewer system at the southern end just inside the southern sea wall.</p>	
<p>Hi Sam, Jon</p> <p>After a review of the marina expansion proposal, Department of Transport, Maritime Planning is supportive of the City of Cockburn's expansion plans for the marina, however we have some concerns about the proposed interior channel widths. DoT maritime planning officers are available to meet with the City to discuss these concerns in more detail.</p> <p>regards</p>	<p>Department of Transport Maritime Planning</p>

4. Demographics

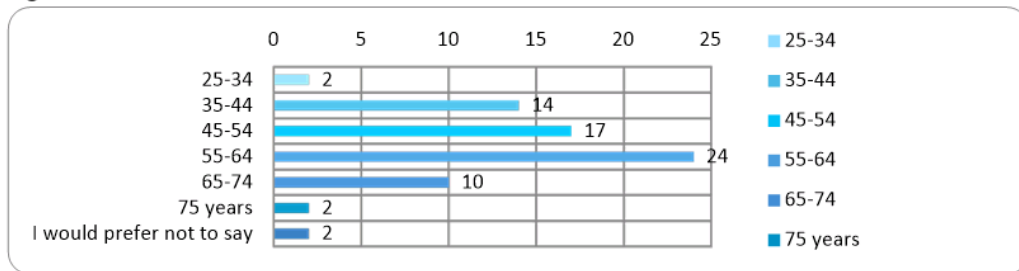
The community (both local and wider) was invited to provide their feedback on the business case and preferred concept layout, with a primary focus on pen owners, potential pen owners and residents in the immediately surrounding area.

Demographic details were collected via the online survey tool for those that chose to provide this information.

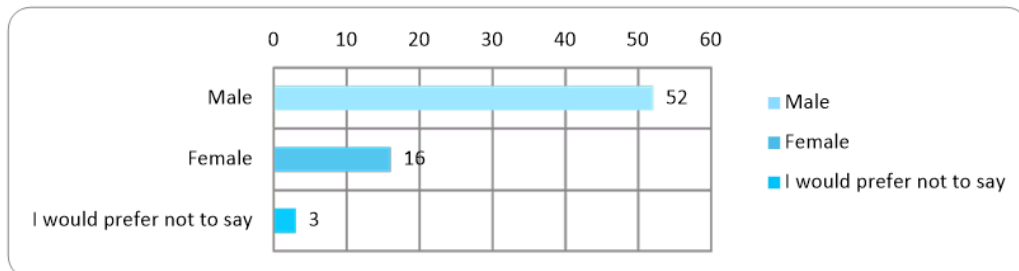
Of the responses collected, the 55-64 age group was the most represented demographic, however all age groups over 25 were represented in the feedback. Most respondents were male (75%) and from the suburb of North Coogee (77%).

Other respondent demographics captured include persons from culturally diverse backgrounds (4%) and a person who has or has a family member who has a disability (1%).

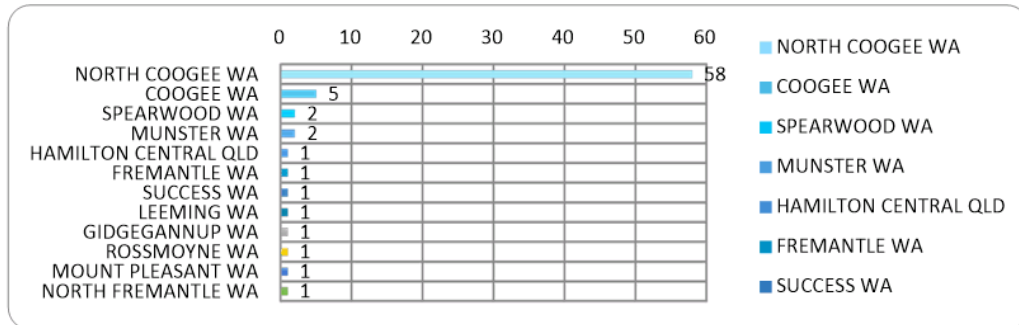
Age



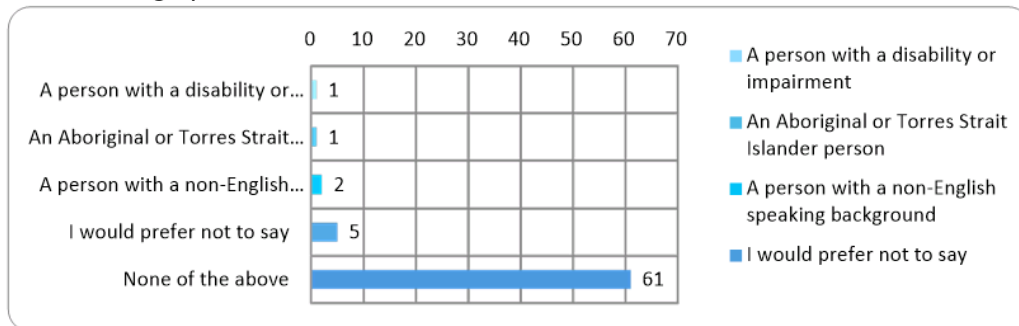
Gender



Suburb



Other Demographic Details



5. Next Steps

The City of Cockburn is reviewing feedback received. Feedback will be used to guide any revisions to the concept design. A report on the engagement findings and a revised concept design will be presented to Council at the December 2019 Ordinary Council Meeting. The detailed design process will follow a Council endorsement of the concept design.

City of Cockburn

9 Coleville Crescent, Spearwood WA 6193

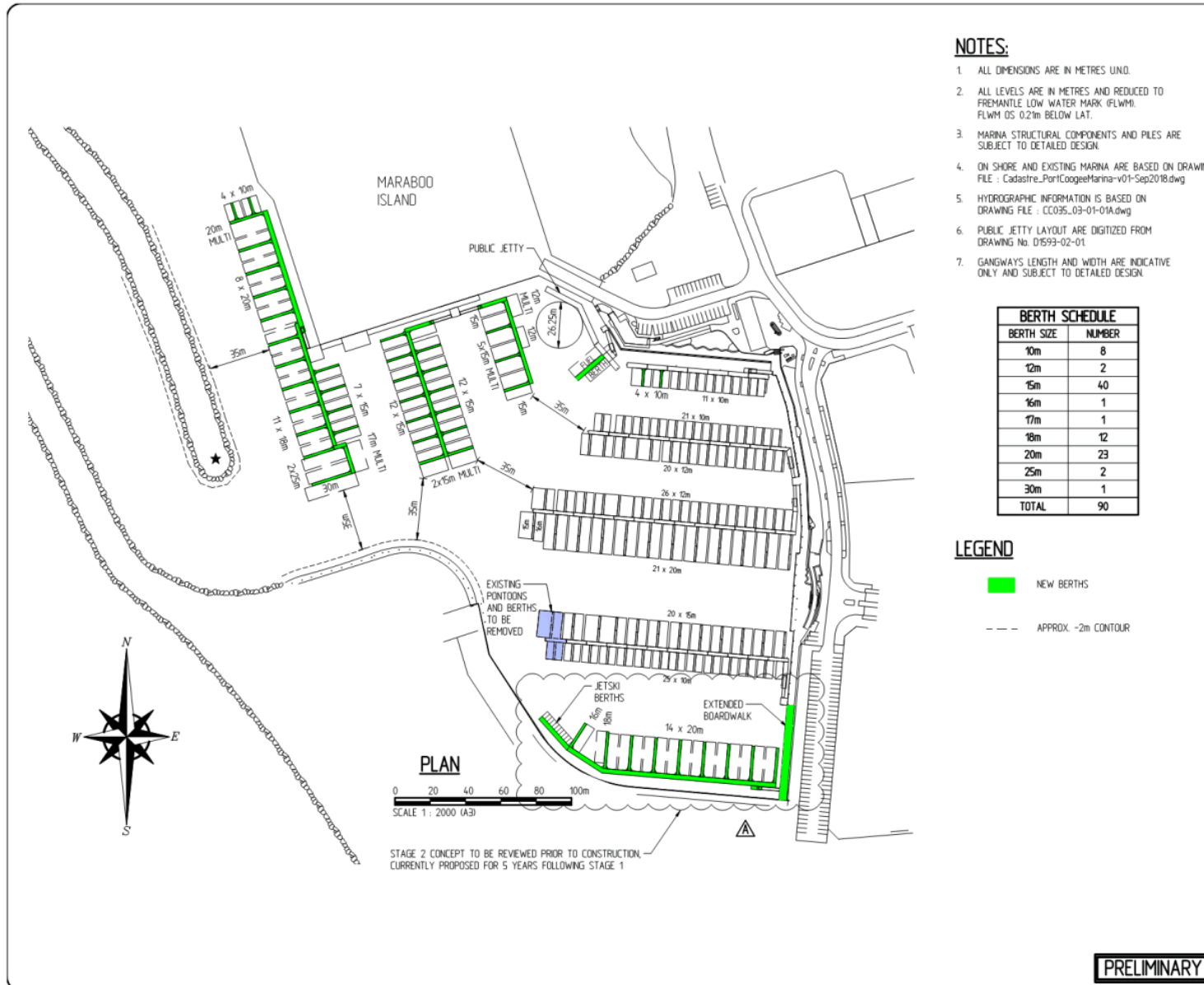
PO Box 1215, Bibra Lake DC Western Australia 6965

T: 08 9411 3444 F: 08 9411 3333

E: comment@cockburn.wa.gov.au

cockburn.gov.wa.au





A 22/11/19 STAGE 2 NOTE ADDED.

Revisions

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CLIENT:
CITY OF COCKBURN

PROJECT:
PORT COOGEE MARINA

TITLE:
OVERALL LAYOUT
OPTION 2A

Date: 21/11/2019
Drawing No.: 5524-03/A
Scale: AS SHOWN
Drawn By: T.J.S. **Designed By:**
Approved By:

PRELIMINARY

17. COMMUNITY SERVICES DIVISION ISSUES

17.1 ANNUAL REPORT 2018-2019

Author(s) S Seymour-Eyles

Attachments 1. Annual Report 2018-2019 [↓](#)

RECOMMENDATION

That Council adopts the 2018-2019 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.

Background

Council is required to accept the 2018-2019 Annual Report to enable it to be available for the Annual Electors' Meeting scheduled to be held on Tuesday, 4 February 2020. 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 a Special Meeting of the Audit and Strategic Finance Committee, the Minutes of which are presented at this Council Meeting. There will be a website link provided in the Annual Report to the full 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 2018-2019 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
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. Required report under Section 29(2) of the *Disabilities Services Act 1993*.
7. Divisional Reports.
8. A link to the full year Financial Report and Auditor's report.
9. 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 and Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

The cost of producing 50 copies is provided for in Council's municipal budget.

Legal Implications

Section 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 4 February 2020.

Risk Management Implications

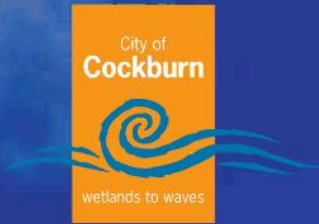
The *Local Government Act 1995* requires Council to accept the report no later than 31 December each year. The implication of not doing so will be non-compliance with the Act, which will result in a breach.

Advice to Proponent(s)/Submitters

N/A

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

Nil



City of Cockburn
Annual Report
2018-2019



cockburn.wa.gov.au



Above: Aboriginal Cultural Dance Group
Front Cover: Walliabup Skate Park, Bibra Lake



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The Mayor, Councillors and the staff of the City of Cockburn acknowledge the Nyungar people of Beeliiar boodja who are the traditional custodians of this land. The City is thankful for the help and support of the Aboriginal Reference Group in implementing the Reconciliation Action Plan.



Elected Members and Executive Team 2018-2019

Elected Members



Logan K. Howlett, JP
Mayor



Lee-Anne Smith, OAM
Deputy Mayor and
Councillor, East Ward



Stephen Pratt
Councillor,
Central Ward



Philip Eva, JP
Councillor,
Central Ward



Michael Separovich
Councillor,
West Ward



Carol Reeve-Fowkes
Councillor,
West Ward



Chamonix Terblanche
Councillor,
East Ward



Kevin Allen
Councillor,
West Ward



Lara Kirkwood
Councillor,
East Ward



Chontelle Sands
Councillor,
Central Ward

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 retired
February 2019



Gail Bowman
Executive Manager
Strategy and Civic
Support from
February 2019

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.

Council Meeting Attendance of Elected Members 2018–2019

Elected Members	Ordinary Council Meetings (11)	Special Council Meetings (4)	DAPPS# Committee Meetings (4)	Audit and Strategic Finance Committee Meetings (3)
Mayor Logan Howlett	11	2	4	3
Deputy Mayor/Cr Lee-Anne Smith	9	3	3	2
Cr Kevin Allen	10	2	n/a	3
Cr Carol Reeve-Fowkes	10	2	3	3
Cr Stephen Pratt	10	2	n/a	n/a
Cr Philip Eva	11	1	n/a	n/a
Cr Chamonix Terblanche	10	3	n/a	n/a
Cr Lara Kirkwood	11	3	n/a	n/a
Cr Chontelle Sands	11	2	4	n/a
Cr Michael Separovich	11	3	4	3

#Delegated Authorities Policies and Position Statements Committee



Mayor's Message

I am delighted to provide my eleventh annual report statement to the Cockburn community. The City continues to make significant progress in delivering the Strategic Community Plan, with a long list of infrastructure projects completed and forward planning for others underway.

To this end, Council adopted its Community, Sport and Recreation Facilities Plan which sets out a vision for the City of Cockburn's community facilities over the next 15 years until 2033.

The Plan provides strategic direction and guidance in the provision of community, sport and recreation facilities across the City with a proposed \$209 million worth of infrastructure and reserve development to serve the significant level of population growth.

The projects listed in this Plan are funded a variety of ways, including municipal contributions, developer contributions, community organisation contributions, external grants and where necessary loan funds. The implementation of all community, sport and recreation facilities will continue to be subject to Council's annual budget deliberation process and dependent on the City's ability to leverage Council funding with external funding sources.



Mayor Howlett presented Desmond O'Brien of Coogee the WA Day Award in May 2019

Our annual Community Scorecard survey demonstrates yet again that traffic remained the number one priority issue for residents and businesses. To address this, we continued to prioritise investments in road programs and advocate for improvements to public transport. The majority of traffic issues involve the Cockburn Central/Armadale Road area, and it is pleasing to report the duplication of Armadale Road is due for completion in late 2019. This project will provide safer motoring for the 27,000 vehicles that use Armadale Road each day between Tapper and Anstey Roads.

The construction of a new bridge over the Kwinana Freeway connecting Armadale Road and North Lake Road will commence late 2019 – this is funded by the Commonwealth and State Governments, with the City contributing \$6 million to local road infrastructure. The bridge will help address significant congestion in the Cockburn Central area.

Last year, the City allocated \$40.9 million to capital work expenditure on roads, drainage, parks and community facilities, with a similar amount allocated for next year. The completion of Spearwood Avenue widening was welcomed by road users, while works started on significant upgrades to Jandakot Road. These works are both imperative for community safety and to reduce congestion.

I was delighted to open the magnificent Cockburn Bowling and Recreation Facility at Visko Park in Yangebup, as the bowling club celebrated its 54th year.

The Jandakot Volunteer Bush Fire Brigade will look forward to moving in to their new building in Banjup next year. It will be a welcome replacement to the former station, which was a 15m by 15m farm shed built in the 80s.

Cockburn ARC continues to perform above expectations resulting in the City undertaking a health club expansion needs and feasibility study, while making ongoing improvements such as



Artist Irene Osborne, Spearwood resident Tony Ravlich, Mayor Howlett and Spearwood resident Len Glamuzina

the installation of shade sails outside and new features added to the leisure pool.

Work on concept plans, designs and consultation commenced for the Aboriginal Cultural and Visitors Centre in Bibra Lake and for the Treeby (Calleya) Community Centre and Sporting Club Rooms.

The City undertook the Seniors Right Sizing Housing Study last year to create a better market awareness of the different housing options that people are looking for in the established suburbs of Spearwood, Hamilton Hill and Coolbellup. Importantly, builders and designers will find this information highly relevant to consider when designing new homes or modifying existing ones for residents aged 50+ in Cockburn. The aim is to help people to remain in their suburb and in their own home for as long as they want to, without being forced to move.

Last year, we engaged with our community on more than 100 projects and received 56,200 visits to our engagement website Comment on Cockburn. We take community engagement

very seriously and continue to refine how we engage with our community so that everyone has an opportunity to have their say on what is of interest and relevant to them. Last year, we reviewed our community engagement policy and framework in line with our commitment to continually improve engagement with our community. Council adopted the IAP2 model which is regarded as best practice for community engagement, across Australia and internationally.

So while we reflect on another year in this annual report, we can now look much further back on the rich history of Cockburn since the City launched its Cockburn history website early 2019. It is a fabulous resource that will be updated on an ongoing basis as we see history in its making.

Logan K. Howlett, JP
Mayor

Report of the Chief Executive Officer



The City of Cockburn population forecast for 2019 is 117,500, and is forecast to grow to 161,000 by 2036 (Source: .id). As the population of our City continues to increase, the need for new infrastructure grows along with it. However, in this fast paced world it is not just infrastructure that is required; we also need to invest in and improve the way the City delivers its services.

In the City's Strategic Community Plan, the pace of innovation and cost of new technology has been identified as a key challenge for the City. Converting to digital solutions requires significant financial and human resources, so to remain fiscally and socially responsible the City is phasing this conversion over a number of years.

With this in mind, Council adopted its first Digital Strategy last year, a document that will guide the City in its digital priorities over the next four years.

The City's ongoing journey to digitise services has cut costs, reduced printed materials, provided business efficiencies and allowed us to respond

faster to customers. It also enables customers to access many services when they want them; not just during office hours. We continue to reinvest the savings in more digitisation and providing improved customer service.

We are mindful too, that many of our customers still want to do business face-to-face, over the phone and to receive printed material. Over time that may change, but to continue to provide the best access for our residents and ratepayers, we will continue to offer digital and non-digital options where appropriate.

Some digital highlights to date include the City's Finance department becoming 99 per cent paperless to internal and external customers; the implementation of self-service online zoning statements; and the ongoing review of all internal business processes. Cockburn was the first local authority in the State to have automated the provision of building data on a daily basis to the Building Commission. Our Smart Rates initiative has proved popular with residents. This allows ratepayers to elect to



Left:
CEO Stephen Cain
with student
folding cranes on
Hiroshima Day

Opposite:
CEO Stephen Cain,
New Energy
Corporation CEO
Jason Pugh and
Mayor Howlett

pay their rates at regular intervals and help manage their finances. These transactions are also fully automated, making it easier for customers and staff. To date, there have been 8,559 smart rate registrations, representing 17.2 per cent of all properties.

The City's Gross Regional Product is estimated at \$9.12 billion, roughly 3.7 per cent of the Gross State Product. There are 8,349 local businesses (3.6 per cent of the businesses in WA) providing 54,164 local jobs (4 per cent of the jobs in WA). In 2018, businesses told us they wanted more information and consultation from the City. As a result, the City employed a business engagement officer last year, who is working hard to improve engagement with the business community. A further priority area for this role will be listening to business to help us understand how we can reduce red tape.

Local government must be scrupulous in its procurement, ensuring fairness for all businesses and avoiding favouritism for certain suppliers. Last year, we undertook a comprehensive supplier integrity analysis. The purpose was to show linkages between suppliers and all

beneficiary owners, shareholders and directors of the suppliers and related companies. This measure helps us mitigate the risk of fraudulent and non-compliant behaviour within supply markets. The system integrity testing was very positive, but it will remain a feature of our fraud prevention program.

In the coming year, we will be engaging with our community to review our Strategic Community Plan. This is the primary document that charts the City's direction and lists our strategic aspirations. It reflects the priorities of our community, which is what we all come to work each day to fulfil. The annual Community Perceptions survey results tell us that the community continues to highly value what the City provides. For the benefit of all, our aim is that the new Strategic Community Plan will continue to deliver this outcome.

Stephen Cain
Chief Executive Officer

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



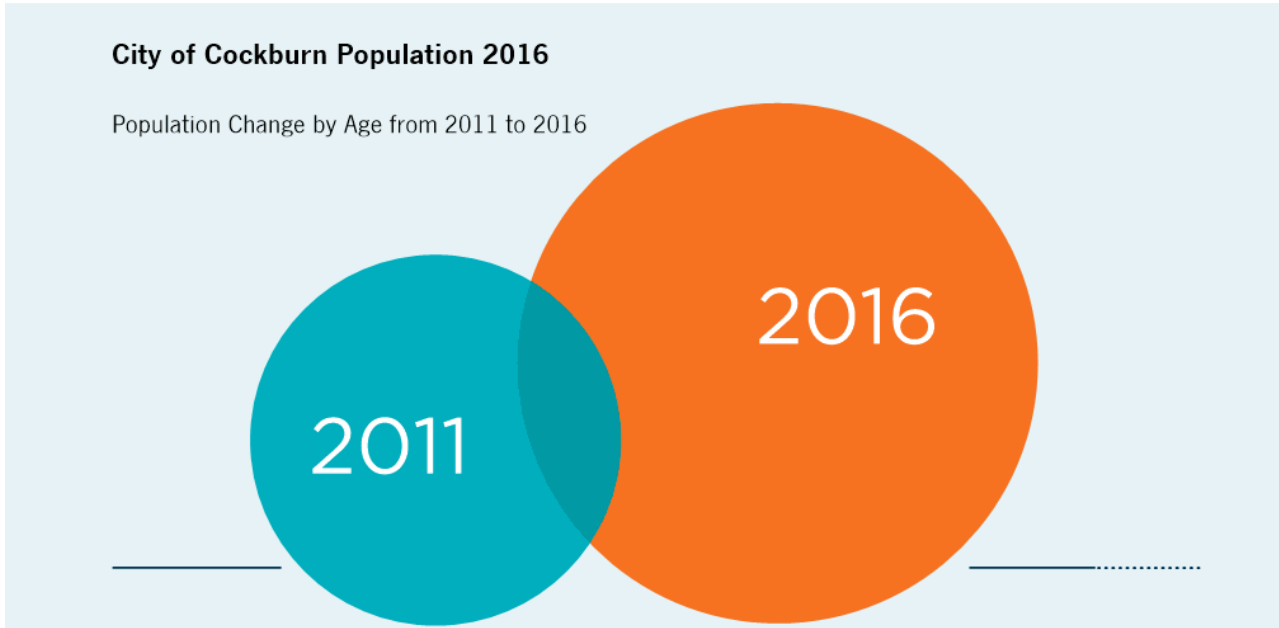
\$1,756
Median weekly household income



\$380
Median weekly rent



6.67 persons by hectare
Population density



+795

Babies and pre-schoolers (0 to 4)

2016 7,581

+1,390

Primary schoolers (5 to 11)

2016 8,316

+330

Secondary schoolers (12 to 17)

2016 7,087

+682

Tertiary education and independence (18 to 24)

2016 9,316

+2,701

Young workforce (25 to 34)

2016 16,800

+3,036

Parents and homebuilders (35 to 49)

2016 23,959

+2,080

Older workers and pre-retirees (50 to 59)

2016 12,585

+1,931

Empty nesters and retirees (60 to 69)

2016 9,121

+1,354

Seniors (70 to 84)

2016 6,552

+485

Elderly (85 and over)

2016 1,430

+14,784

Total population change

2016 111,787

Source: .id

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Cultural Diversity in Cockburn



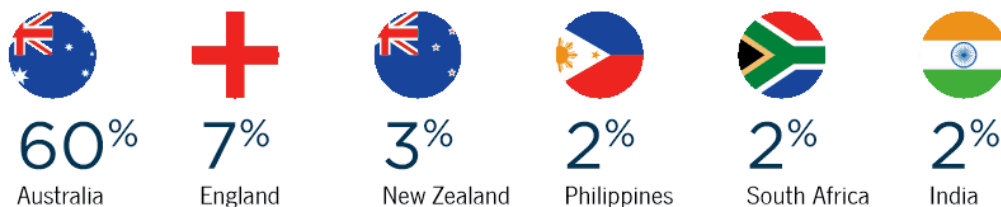
Diversity statistics in Cockburn from the 2016 Census

Australian Census 2016 results show that the City of Cockburn is becoming more culturally diverse. Overall, 34.1 per cent of the population was born overseas.

The most common ancestries



The most common countries of birth





Left:
Cockburn Care

Opposite:
Coogee Live

The common languages other than English spoken at home

In 2016, 21.4 per cent of residents spoke a language other than English at home, again above the average for Western Australia (19 per cent).

你好	<i>Ciao!</i>	<i>Zdravo</i>	<i>Olá</i>	<i>Kamusta</i>
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 and Annual Business Plan detail area specific projects related to the Strategic Community Plan, some of which are detailed below.

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 2018–19, 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
- State of Sustainability Report and the Internal Audit Report.

Highlights From the Year



1. City Growth

Planning for the City's population growth while maintaining our strong financial position

Completed community consultation for the Yangebup Revitalisation Strategy

Continued negotiating for the long term development of aged care accommodation in Coolbellup to meet the shortage of affordable aged care accommodation in Cockburn's western suburbs

Initial consultation with residents and business owners has commenced for a new Local Planning Strategy which will take about two years to finalise

Early planning has commenced for the current City Administration to move to Cockburn Central.

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

The District Traffic Study 2013 was updated to prioritise and inform future road projects

The City participated in reference groups for several major road works under the control of Main Roads WA including Karel Avenue duplication, the Kwinana Freeway widening, Murdoch Drive, Armadale Road, and the North Lake Road bridge

Completed a number of major roads projects including Spearwood Avenue duplication and bridge construction, and Verde Drive extension with roundabout (Solomon Road)

A city-wide Parking Strategy was developed to plan for parking requirements.



3. Community, Lifestyle and Security

Providing safe, attractive, healthy programs and infrastructure for a diverse range of activities and people

Two major community facilities were constructed and opened, the Cockburn Bowling and Recreation Facility in Yangebup and the Walliabup (Bibra Lake) Skate Park

Extensive planning and consultation for future community infrastructure has culminated in the adoption of the Community, Sport and Recreation Facilities Plan (CSRFP) 2018–2033

The South Lake Pump Track and Yangebup Pump Track have been completed and opened for community use

Construction work on Lakelands Hockey and Community Facility commenced.



4. Economic, Social and Environmental Responsibility

Enabling a sustainable future economically, socially and environmentally including business activity, job opportunities and sustainable use of resources

The State of Sustainability Report was presented which details a comprehensive update on the initiatives that have been achieved in this area. These initiatives are across all four areas of sustainability – Governance, Environment, Society and Economy

A local history website was developed and launched

A review of the Natural Area Management Strategy 2012–2022 was completed

The Wetlands Precinct Redevelopment has commenced with extensive consultation with key participants regarding the concept design

The City produced its first Cultural Diversity Strategy this year, recognising that individuals come from diverse backgrounds and are entitled to access opportunities, to participate, and contribute to the social, cultural, economic and political life of our community.



5. Leading and Listening

Being accountable to our community and engaging through multiple effective communication channels

Reviewed and updated the City's Community Engagement Policy and Framework to continue strengthening our community engagement practice

Implementation of recommendations contained in the City's Cybersecurity Report commenced.

Community Scorecard Results 2019

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 – 2019

Overall performance	Performance Index Score*
The City as a governing organisation	70
Sport and recreation facilities	74
Enjoy living in the City of Cockburn	78
Maintenance of local roads	63
Customer service	68
Preservation and promotion of local history and heritage	63
Management of the environment	66
Safety and security	55
Mobile security patrols	57
Promotion and adoption of sustainable practices	66
Community buildings, halls and toilets	62
Streetscapes	58
Footpath and cycleways	59
Development of their local area	55
Traffic management	53
Feel included and connected to the community	62
Cockburn ARC	86

Percentage of population who agree	Agreement Index Score*
The City has developed and communicated a clear vision	52
The City has a good understanding of the community's needs	57

*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 $(\text{average score} - 1) \div 4 \times 100$.



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 seven or more out of 10. The surveys were conducted by Research Solutions.



Top: Ranger at Spearwood Vet
Right: Bibra Lake Regional Playground

Awards and Achievements

Award or Agency	Place and Category
2018 Infinity Awards	Highly Commended, Waste Team of the Year
2018 Infinity Awards	Commended, Community Waste Award
2018 National Growth Areas Alliance (NGAA) Awards	Winner, Building Connections in Growth Areas – Cockburn ARC
2018 Sport and Recreation Industry Awards	Winner, Places and Spaces: Planning and Design Award – Cockburn ARC
2018/19 Australian Institute Of Management WA Pinnacle Awards	Winner, PrintSync Marketing Excellence – Cockburn ARC
2019 Regional Awards of Excellence – Strategic Planning Award	Winner, Community Sport and Recreation Facilities Plan
Australian Sport, Recreation and Play Industry Awards 2018	Overall Winner, Australian Sport, Recreation, Play Innovation Award – Cockburn ARC
Australian Sport, Recreation and Play Industry Awards 2018	Winner, Facility Design and Development Award – Cockburn ARC
AustSwim	Recognised Swim Centre Award 2018 – Cockburn ARC
2018 Department of Transport Your Move Awards	Winner, Your Move Local Government Champion Award – Jillian Woolmer
2018 Department of Transport Your Move Awards	Winner, Your Move Local Government Innovate Award – Glow in the Dark Path
Regional Capitals Alliance of WA	Overall Winner, Most Accessible Community in Western Australia
Regional Capitals Alliance of WA	Winner, Most Accessible Community in Western Australia – Metropolitan Council

Award or Agency	Place and Category
Basketball WA Gala Awards 2018	Winner, Community Program of the Year 2018 – Cockburn Youth Centre
Public Health Advocacy Institute of WA	Highly Commended, Shade in Public Places
Public Health Advocacy Institute of WA	Highly Commended, Smoke Free Environments
Public Health Advocacy Institute of WA	Highly Commended, Aboriginal Child Health
Public Health Advocacy Institute of WA	Winner, Road and Active Transport Safety
Royal Life Saving Association – National Aquatic Industry Safety Award 2018	Winner, Excellence in Facility Management – Cockburn ARC
Royal Life Saving Association of WA Bravery Awards 2018	Winners, Gold Star Bravery Award – Cockburn ARC Lifeguards



Waste Services Staff – Recycling Award

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 through:

-  **109** engagement projects
-  **56,200** visits to the site
-  **2,858** registered participants
-  **3,666** survey responses.

Major engagement was undertaken last year for the following:

City Growth

Planning applications, Structure Plan and Scheme amendments.

Moving Around

- Rockingham Road Town Centre Boulevard
- District Traffic Study
- Gaebler Road intersection changes
- Harvest Lakes traffic management
- Coolbellup traffic speeds
- Cockburn to Fremantle bus service
- Parking review Bibra Lake.



Community, Lifestyle and Security

- Proposed dog park for Hammond Park
- Wetlands Precinct Bibra Lake
- Yangebup Revitalisation Strategy
- Pontoons at Coogee Beach this summer
- Pump Track, Barrow Park
- Southwell Park upgrade
- Draft Western Suburbs Sports Study
- Draft Community, Sport and Recreation Facilities Plan
- Treeby Community Centre
- Bibra Lake Aboriginal Cultural and Visitors Centre
- Play spaces – let our children play.

Economic, Social and Environmental Responsibility

- Sustainability – how can we achieve it?
- Plastics – how can we reduce them?

Leading and Listening

- Your budget requests
- Cockburn Creates, a participatory budgeting process
- Lake Coogee – should part of Munster be renamed?
- Digital Strategy
- City of Cockburn draft Budget.



Left:
Cockburn Libraries

Opposite:
Cockburn Ranger

State of Sustainability

The City of Cockburn’s ninth annual State of Sustainability Report is a snapshot of the City’s collective efforts in working towards a sustainable future.

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 95 per cent of the key performance indicators were in progress or achieved during 2018–2019 reflecting the City’s commitment to pursuing sustainability excellence.

Below is a snapshot of the City’s sustainability highlights for 2018–19.

Sustainability Highlights

Achieved the City’s renewable energy target by generating 23 per cent of power for Council buildings from solar photovoltaic systems

Installed solar photovoltaic systems on Lakelands Hockey Facility (40kW) and the Cockburn Bowling and Recreation Facility (30kW)

Undertook feasibility studies to increase renewable energy and battery storage at Cockburn ARC and the Operations Centre

Supported trials of Reconophalt in North Coogee using recycled road-surfacing material made from plastic and car tyres

Developed the Urban Forest Plan 2018–2028

Governance – 18 KPIs

- 50% complete
- 50% in progress
- 0% not started



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

- 39% complete
- 55% in progress
- 6% not started



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.



Rehabilitated 4.8 hectares of bushland

Delivered over 100 sustainability related events and workshops to the community

Free energy audits were delivered to 80 households

Continued the roll-out of more than 26,400 garden waste bins

Maintained a 'Zero Emissions Fleet' via the carbon offset program and undertook desktop analysis on electric waste trucks

Awarded 15 sustainability grants and 11 environmental education grants to enhance sustainability outcomes in the community

Rolled out a number of online systems to improve access to information and reduce paper usage

Developed the City's first Cultural Diversity Strategy

Awarded several new contracts to indigenous enterprises

Won a suite of awards for excellence in accessibility and inclusiveness, TravelSmart programs, and the Cockburn ARC

Constructed over 12,000m² of new pathways and cycleways to facilitate sustainable transport.

Society – 18 KPIs

55% complete
39% in progress
6% not started



Society is at the heart of sustainability in Cockburn. Our people, from our residents, ratepayers, volunteers and businesses, to schools, visitors and employees, are the driving force behind the way we develop, now and into the future.



Economy – 9 KPIs

33% complete
56% in progress
11% not started



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 2019–2020

Below are examples of major projects and services as detailed in the Corporate Business Plan 2016–2020.

Project	\$M
Roads, footpaths, drains and cycleways including Jandakot Road duplication, Karel Avenue and Verde Drive upgrades	23.65 (Includes State and Federal Government funding)
Construct Cockburn Wetlands Precinct facilities	5
Parks – new playgrounds and playground upgrades	5.4
Design of Frankland Park Sport and Community facility, Malabar Park BMX Facility, Beale Park redevelopment	2
Cockburn Coast Oval and club rooms design	3
Treeby Community and Sports Centre	0.4
Community grants and donations	1.45
Free community events	0.9
Streetscape renewal and street tree planting	0.3 Street tree planting

Major Strategies, Plans and Studies

Following is a snapshot of major activities planned for 2019–20.

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

Implement 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 TravelSmart Plan

Complete the Jandakot Road duplication, Verde Drive and Prinsep Road extensions.



3. Community, Lifestyle and Security

Review and update the Library Services Strategy

Commence construction of the Cockburn Wetlands Precinct facilities

Commence design of the Frankland Park Sport and Community facility, Malabar Park BMX Facility, and the Beale Park redevelopment

Complete the construction of the hockey and sporting facilities on Lakelands Reserve

Install CCTV at priority locations

Undertake consultation and develop a concept plan for the Aboriginal Cultural and Visitors Centre

Undertake a concept and detailed design for Treeby Community and Sports Centre.



4. Economic, Social and Environmental Responsibility

Create an Asset Management Plan for the Cockburn ARC and Coastal and Marine Infrastructure

Review and update the Economic Development Strategy and incorporate tourism planning

Implement the Local Commercial and Activity Centres Strategy

Construct the Jandakot Volunteer Bush Fire Brigade building in Banjup

Implement the Greenhouse Gas Emissions Reduction Plan and the Urban Forest Strategy

Review and update the Waste Management and Education Strategic Plan 2013–2023

Conduct a feasibility study for the Henderson Waste Recovery Park

Research and develop a position on alternative-fuelled waste trucks

Develop a Climate Change Strategy

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.



5. Leading and Listening

Implement the City's first Digital Strategy

Business process review and implementation for ongoing transition to Ci Anywhere, focussing on customer requests

Undertake community and stakeholder consultation for the major review of the Strategic Community Plan 2016–2026.

Rates Allocation

The City uses rates to fund a range of services, with the following (percentage of total spend) allocated for 2019–20.





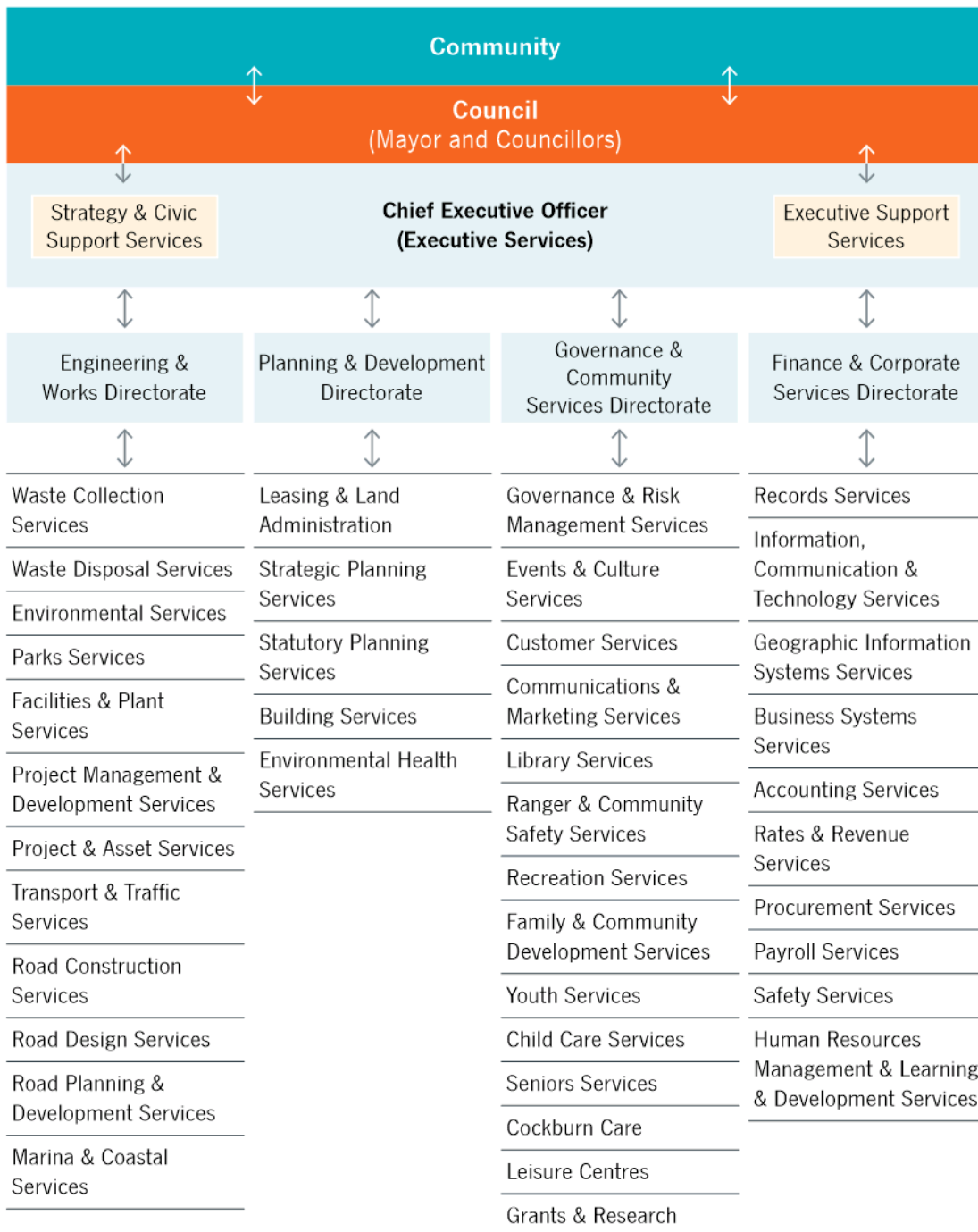
Top Left:
Cockburn Child Care

Top Right:
Waste Truck

Middle:
Lakelands Hockey &
Sporting Facility

Left:
Cockburn Libraries

Organisational Structure





Top: Parks Team
 Middle: Cockburn Care
 Bottom: Executive Support Services

Remuneration of Senior Employees

Annual Salary of Senior Employees

Annual Salary Range (\$)	No. of Employees
100,000 – 109,999	42
110,000 – 119,999	34
120,000 – 129,999	15
130,000 – 139,999	9
140,000 – 149,999	4
150,000 – 159,999	5
160,000 – 169,999	3
170,000 – 179,999	1
180,000 – 189,999	2
190,000 – 199,999	2
200,000 – 209,999	3
210,000 – 219,999	1
220,000 – 229,999	1
230,000 – 239,999	0
250,000 – 259,999	1
270,000 – 279,999	0
370,000 – 379,999	1

The 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.

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

9,172

Number of jobs attended by rangers

32,533

Customer service requests raised

697,017

Items issued by Cockburn libraries.



Top:
CoSafe

Middle Left:
Artist Sharyn Egan
and Mayor Howlett,
Yandi Park

Middle Right:
Cockburn Libraries

Left:
San Cisco at
Cockburn Community
Concert

Governance

Compliance

The City's 2018 Compliance Audit Return indicated a conformity rating of 100 per cent. 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

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 29 FOI requests in 2018–19.

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 2005–2006 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 business
- Cockburn ARC (leisure centre).

The City has resolved to retain the in-house provision of Cockburn ARC, domestic waste collection and waste disposal business.

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

External review of the City's Risk Management Framework and update of the framework;

Review of the City's Business Continuity Plans; and

Continual strategic and risk reporting and monitoring.

Complaints of Breach

The *Local Government Act 1995* requires a Register of Complaints against Elected Members to be maintained. For 2018–19, two official complaints were received and have been entered into the complaints register.

Complaint 1 – made by Cr Chontelle Sands

Councillor Lee-Anne Smith, the Deputy Mayor of the City of Cockburn, committed two minor breaches of Regulation 7 (1)(b) of the *Local Government (Rules of Conduct) Regulations 2007 (WA)* when at the Special Meeting of Council held 22 August 2018 she:

- a. falsely stated that Cr Chontelle Sands was the subject of two minor breach complaints and an investigation by the Department of Local Government, Sport and Cultural Industries ("the Department"); and
- b. stated that Cr Chontelle Sands had lied about having an impartiality interest in respect to a matter previously considered by the Council;

In engaging in this conduct the Local Government Standards Panel found that Councillor Smith made improper use of her office as a council member with the intent to cause detriment to Councillor Sands.

The Panel (9 April 2019) censured Councillor Smith for the two breaches and required the following action under Section 5.110(6); that Councillor Smith:

- a. make a public apology to Councillor Sands
- b. be publicly censured by advertisement in the West Australian, Cockburn Gazette and Cockburn Herald newspapers

Complaint 2 – made by Cr Chontelle Sands

Councillor Lee-Anne Smith, the Deputy Mayor of the City of Cockburn, committed two minor breaches of Regulation 7 (1)(b) of the *Local Government (Rules of Conduct) Regulations 2007 (WA)* when she:

- a. had discussions and made agreements with an applicant regarding a development application for the installation of electronic signage on land situated in the City; and
- b. drafted an alternative recommendation for the approval of the Development application and inclusion of certain development approval conditions proposed to be raised at the Ordinary Council Meeting of 10 May 2018.

The Panel (22 February 2019) censured Councillor Smith for the two breaches and required the following action under Section 5.110(6); that Councillor Smith undertake training 'Serving on Council'.

Library Services

Delivers exciting and an ever changing collection of materials, as well as a calendar of interesting events, activities and programs for all ages and interests through the City's three libraries; Coolbellup, Spearwood and Success.

Achievements

Customer service rating (see page 17 for details): 94%.

Cockburn's local history website was launched in February 2019, representing a major step forward in the City's commitment to recording local history

Received a grant for the federally funded program 'Be Connected' which will be used to introduce programs that encourage older people to learn to use digital technology

Annual library visits decreased by three per cent to 368,669

The number of items issued increased by five per cent to 697,017

Annual attendances to library events and services increased by two per cent to 26,393

Better Beginnings is about promoting the importance of reading to babies and encouraging early literacy and this year the library service distributed Early Literacy Kits to 3,039 children through 36 schools, five Child Health Clinics

A STEAM club educating young people with skills for the future has been introduced with a focus on the principles of science, technology, engineering, arts and maths

Scratch Coding for Beginners is running monthly for children to learn the basics of computer coding

Pram Jams, Storytimes and holiday programs for children were hosted

Events held included author talks, tech help, memory cafés to improve brain function, English conversation classes and sessions on sustainable lifestyles.



Library Book Week

Recreation and Community Safety Services

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 classes with staff and local primary schools

Ranger Services improved productivity this year through the development of online dog registrations and dog barking complaints.

The rangers attended 9,172 jobs, with dog (2,693) and parking-related (2,099) matters the most significant

During the year, City rangers attended 1,251 dog wandering and dog pick-up requests, of which 512 were collected and impounded. Of these:

- 437 dogs were released to owners
- 67 dogs were sent to rescue and rehoming
- Eight dogs were euthanised (on medical grounds)
- 357 cats were captured, of which
 - 51 were released to owners
 - 306 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

Installed CCTV at Bibra Lake Skate Park and Visko Park

Maintained and managed 500 CCTV cameras across the City

In addition to static cameras, CoSafe Officers were equipped with body-worn cameras capable of facial recognition.



Cockburn Ranger

Recreation and Community Safety Services (continued)

Emergency Services

The City's Fire and Emergency Management Unit continued to promote preparedness and disaster recovery to the community.

Achievements

Commenced construction on the new Jandakot Volunteer Bush Fire Brigade building

Planned autumn hazard reduction burns throughout the City

Completed evacuation centre training for staff and the City's Local Emergency Management Committee

Provided ongoing support to the City's Local Emergency Management Committee and Bushfire Advisory Reference Group

Continued to work with the CSIRO on a city-wide bush fire 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 17 for details):

Facility booking and management services: 98%

Management of facilities: 76.9%

Sports field hire and facility booking service: 100%

Management of sports fields: 79.2%

Implementation of online payments for casual facility bookings.

Recreation Future Planning

In 2018–19, the Council adopted the Western Suburbs Sporting Precinct Study (WSSPS) which investigated the development of seven different sport and recreation reserves in the western suburbs.

Following the adoption of the WSSPS, the Community, Sport and Recreation Facilities Plan 2018–2033 was adopted by Council. This plan will guide the development of community, sport and recreation facilities over the next 15 years.

Capital Works

The City progressed and completed a number of capital works projects, in particular the \$6.53 million Lakelands Hockey and Sporting Facility.

Planning started for a new community and sporting facility at Treeby, the Malabar Park (Cockburn BMX) redevelopment and Frankland Park development.

Club Development

Achievements

The City continued to provide ongoing support through its club development initiative, 'Champion Clubs' which included:

Seven workshops and events for local sporting club volunteers

Contribution of \$29,602 to 19 clubs for sporting equipment and minor capital works

KidSport – contributed \$147,480 vouchers (1,018 vouchers) towards 142 local sporting clubs

569 people registered for the Bibra Lake Fun Run

The City's Junior Sport Travel Assistance Program helped fund 112 junior athletes to represent WA or Australia in their chosen sport at a national and/or international event, equating to \$44,800 in grants.

**Cockburn Aquatic and Recreation Centre
(Cockburn ARC)**

Cockburn ARC continued to achieve its mission of getting more people, more active, more often throughout 2018–19 period:

 **Achievements**

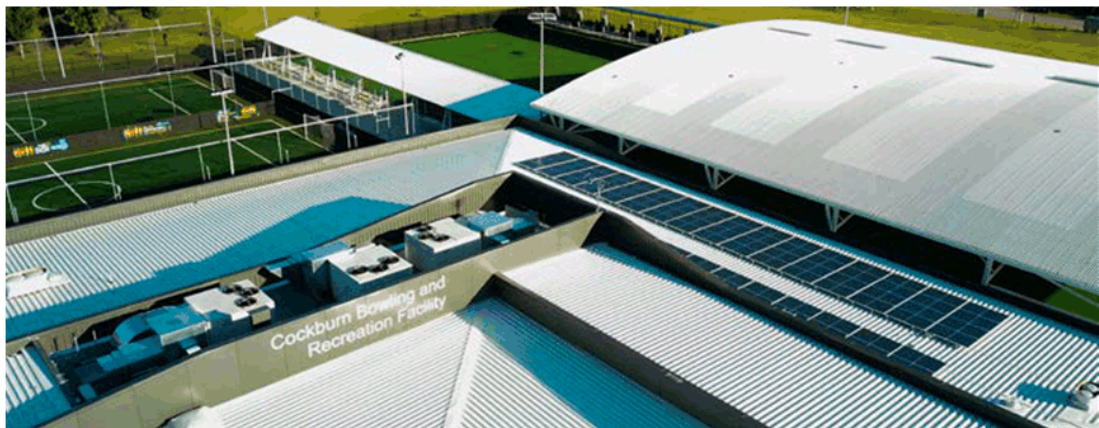
Cockburn ARC continues to perform exceptionally well in terms of customer service, and has an average Net Promoter Score of 67

Over 1.4 million visitations were recorded at Cockburn ARC, two per cent more than the previous year

Key programs and services at the Centres have continued to grow compared to the previous year, with all programs exceeding year four targets

Cockburn ARC has been nominated and received several industry awards over the year (see pages 18–19)

In partnership with Curtin University, Cockburn ARC has provided educational placements for 40 students studying sports science and provided health intervention programs for more than 100 participants.



Top:
Cockburn Bowling and Recreation Facility

Left:
Cockburn ARC

Community Development and Services

Child Care Services (CCS)

This service unit administers income from fees for the operation of the Family Day Care (FDC) service and In-Home Child Care (IHC) service. The Child Care Services operate in compliance with legislation and focus on continuing 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

FDC Service provided 335,000 hours of early childhood education and care

At 30 June 2019 the service was operating with 52 FDC educators registered under the Service Educator Membership Agreement and its policies.



Family Day Care

In-Home Child Care Service (IHC)

The Commonwealth has ceased funding the National IHC Program and significantly changed the criteria for families to receive education and care within the child's family home. The service now operates on a small fee for service from educators and parents of children in care.

✔ Achievements

IHC Service provided 50,000 hours of early education and care within the IHC Service

At 30 June 2019 the service was operating with 26 IHC educators registered under the Service Educator Membership Agreement and its policies.

Cockburn 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 17 for details): 93.3%

Provided a total of 40,055 hours of service and 5,167 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.

✔ Achievements

Provided 13,557 hours of client service

Transferred from Home and Community Care (HACC) to Commonwealth Home Support Program (CHSP).

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 19,749 hours of client services across three funding streams.

Home Care Packages

Home Care packages are individually funded to meet the needs of seniors with extensive and complex requirements including medication prompting. Many of these seniors are eligible for residential care although they prefer to remain within their own homes.

 **Achievements**

Provided 6,749 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 2,745 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 3,491 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 seniors.

The Age-Friendly Reference Group commenced in October 2018. The group is working on age-friendly initiatives and supporting the implementation of the City of Cockburn Age-Friendly Strategy 2016–2021.

Cockburn Seniors Centre

 **Achievements**

Customer service rating (see page 17 for details): 99.1%

1,137 members

Average 2,500 visits per month

91 volunteers contributed more than 300 hours per week

508 people attended Healthy Living classes for over 50s.



Cockburn Seniors Centre

Community Development and Services (continued)

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

48 households celebrated 'Neighbour Day' as part of the 'Get to know your Neighbour' program

12 training workshops to develop skills to build capacity within the community were attended by 204 community leaders and volunteers

13 community-led projects and events were delivered through the 'Project Support Program' initiative.

Cockburn Volunteer Resource Centre

Achievements

856 one-on-one individual volunteer consultations were conducted, 2,425 referrals were made to place prospective volunteers into community roles

205 volunteer organisations were assisted

The 2018 Inspirational Volunteer Awards attracted 63 nominations from 38 organisations.

1,563 'Very Important Volunteer' (VIV) Cards were issued, supported by 103 local businesses.

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 814 individuals and families in face-to-face consultations and the provision of a range of workshops

Cockburn Support Service helped 984 individuals and families in face-to-face consultations, support groups and workshops.

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 25 parenting courses or workshops to parents, including the Parenting by Connection, Baby Makes 3 and others

Community Education sessions including Teen Mental Health and Listening to Children were delivered to 286 individuals

Support, information, learning and referral was provided to 1,158 individuals through groups, workshops, and consultations.

Cultural Diversity

Working directly with people of Culturally and Linguistically Diverse (CaLD) backgrounds to ensure Cockburn is a welcoming and inclusive environment

for all. The area provides capacity building opportunities to enhance a sense of belonging and enable CaLD residents to fully participate in social, cultural, civic, and economic life.

Achievements

A seniors-focused Harmony Week event was attended by over 350 CaLD residents

Five cultural groups showcased their culture through performance and catering at a community Harmony Week event

Four capacity building workshops were held for incorporated cultural groups

Five informal consultations were held to identify needs and strengths of CaLD communities.

Children’s Development

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

Conducted a creative play trial called Loose Parts in Parks in three locations, attracting 60–300 people per session

An intergenerational holiday program, Giant Games, was held at the Seniors Centre with 14 grandparents and 21 children

Froggy’s Fun on the Green outdoor playgroup had a large increase in numbers, attracting 2,368 adults/3,042 children

Participants for skate park clinics increased to 1,007 across four skate parks since the new Bibra Lake Skate Park opened

A Sundowner informing the community about City services and activities attracted 33 attendees from 16 schools.

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 2018 had the theme ‘Because of her, we can’, celebrating the significant role that Aboriginal and Torres Strait Islander women play in families and community. This was celebrated with the screening of a video interviewing and acknowledging the strength and contribution of a number of local women

Reconciliation Week 2019 had the theme of ‘Grounded in Truth’, highlighted at the City’s

Flag Raising ceremony with guest speakers telling stories from their lives, as a means of connecting and building honest relationships with others

Aboriginal cultural competency training was delivered to several community groups

Architects were selected for the development of the concept design for the City’s proposed Aboriginal Cultural and Visitors Centre.



Reconciliation Week

Community Development and Services (continued)

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).

Outcome 1: People with disability can access City of Cockburn services and events

Auslan (Australian sign language) interpreting was provided for the Celebrate Ability event and the ANZAC Day dawn service

Auslan theatrical interpreting was provided for the first time at the Christmas on the Green event, enabling the deaf and hard of hearing community to participate

Audio description and video captioning was provided at the Coogee Live event, for a visual acrobatic show on the beach. An accessible tactile tour was run by Disability in the Arts, Disadvantage in the Arts, Australia (DADAA). A silent movie with headsets was also provided

Recreation matting and the beach wheelchair were provided at outdoor events to enhance access

The human library was set up for Youth Week and Coogee Live to explore stereotypes and prejudices, with storytellers with backgrounds including CaLD, LGBTQI+ and disability

An accessible van was used in transporting seniors with access needs

The Disability Access and Inclusion Officer, with feedback from the Disability Reference Group, created an accessible events module for the annual events workshop for staff

A portable Radio Frequency (RF) hearing loop was purchased for use at events

A survey was completed by a selection of contractors and grant recipients to check their understanding of their DAIP obligations

A new Access and Equity policy was developed in consultation with the City's Disability Reference Group

Disability Awareness Training was conducted for staff

An independent access audit was conducted on all City buildings and facilities

Suicide prevention training was provided to the community at no cost to benefit the health, wellbeing and social inclusion of people with disability

Accessible programs for children and youth with disability were promoted

Cockburn Care provided respite support and services for older people with disability

Inclusive sports programs and clubs i.e. basketball, were supported at Cockburn ARC

Communication pictures are used in customer service areas to increase communication with people who are non-verbal and/or of CaLD backgrounds

Cockburn ARC continued its affiliation with the Companion Card Program, so that people with disability can bring a carer along for free.

Outcome 2: People with disability have equal opportunity to access the buildings and other facilities at the City of Cockburn

Infra-red hearing loop technology was installed to assist with community consultation

Beach matting was laid again at Port Coogee Marina for the summer season

A floating beach wheelchair and sand rider beach wheelchair were purchased and provided for free hire for people with disability at the beach

Southwell Park, Ramsay Park and Mellor Park playgrounds were upgraded with accessible play equipment, accessible pathways and park furniture

Pathway improvements were implemented at community request

Disability Reference Group was consulted on a range of projects

Accessibility checkpoints are now built into City procurement processes

Sensory quiet time sessions were introduced at Cockburn ARC for people who are impacted by sensory differences.

Outcome 3: People with disability receive information that is readily accessible from the City of Cockburn

The City's 2.0 AA level compliant Web Content Accessibility Guideline (WCAG) rating is constantly monitored with monthly and annual audits in addition to ad-hoc compliance testing with regards to the addition of new features and/or content to the websites. The City aims to increase the level of compliance to WCAG 2.1 accreditation, further improving digital information access for the community

The City has engaged VisAbility to assist with the conversion of documents to accessible format. The colour contrast analyser tool has also been used on various publications

A full time Digital Communications Officer role is employed to manage and maintain the City's accessible web services

Staff have access to specialised accessibility training, including improved accessible software for graphic designers, a five-day certificate level digital accessibility course, and accessible documents training

The City continued to support an interpreting and translation budget.

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 a range of training sessions to enhance their knowledge and understanding of access and inclusion

The City continued its subscription to Access Awareness E-books which include checklists for accessible and inclusive facilities, programs and services

Occupational health and safety induction training included disability access and emergency egress considerations.

Outcome 5: People with disability have equal opportunity to lodge complaints to the City of Cockburn

Complaints processes were promoted among staff, outlining the range of options for residents wishing to lodge a complaint

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 utilises 'Comment on Cockburn' online engagement, and has added an Auslan-interpreted and captioned video to encourage the deaf and hard of hearing community to fully participate in public consultation

The City continued to facilitate monthly Disability Reference Group meetings.

Community Development and Services (continued)

Disability Access & Inclusion (continued)

Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with City of Cockburn

7.15 per cent of the City’s workforce identify as having a disability and are employed in a range of areas including our parks and executive teams

People with disability undertook work experience at the Cockburn Youth Centre and the Cockburn Seniors Centre

Social procurement awareness training has been provided to staff, with the aim of increasing social procurement in partnership with West Australian Disability Enterprises. This resulted in a number of new contracts being awarded

The City won awards for accessibility and inclusion – see pages 18–19.



Floating Wheelchair, Ngarkal Beach, North Coogee

Youth Services

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.

Youth Services administers grant and Council funded services, programs and community development. Provides events and facilities to increase support, activity and leisure opportunities for young people.

✔ Achievements

Customer service rating Youth Centre (see page 17 for details): 96%

Animated video released to increase awareness of the City’s Youth Services Strategy 2016–2022.

Youth Support Services

✔ Achievements

Employed three full-time youth workers to support at-risk young people aged 12–18 years and their families

Supported 65 young people to develop and work intensively towards the achievement of individualised case plan goals.

Youth Centre

✔ Achievements

Supervised six placement students, two were later employed by the centre, and another joined the City’s Youth Advisory Collective (YAC).

Youth Development

Achievements

Expanded the YAC membership to twelve
Promoted 12 young person-focused 'Good News Stories' including the City's young citizen of the year, young person selected for an international youth exchange to Hong Kong.

Youth Programs and Events

Achievements

260 young women attended skating coaching clinics and events
1,509 youth participated in four school holiday excursion programs
Provided 172 supervised driving hours to young people through the RYDE supervised driving program
1,290 young people attended the after school Blissco mobile youth sessions in four suburbs.

Grants & Research

The Grants & Research team provides a central coordinating service for the distribution of the City's grants, donations and sponsorships 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 2018-19, \$1.35 million was made available to the community through this fund.

Achievements

A new community funding framework and policy was approved by Council
Assisted with the development, coordination and submission of many successful grant applications and award nominations.



Women's Skate Clinic

Corporate Communications

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

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, two–day coastal event

The Show Off 14 Art Exhibition involved 65 artists

The ANZAC Dawn Service was attended by more than 5,000 people, with 1,500 attending the 10am service. More than 1,500 students took part in the ANZAC Youth Parade.



Civic Events

Civic events are run by the Strategy & Civic Support Department.

Achievements

Twelve Citizenship Ceremonies – 1,035 people from 98 countries became Australian citizens. The top 10 represented countries were (from highest to lowest): Philippines, United Kingdom, India, China, Malaysia, South Africa, Italy, Ireland, Iran and New Zealand.

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 17 for details):
Front counter 98%
Contact centre 83.6%
107,954 calls were received by the Contact Centre
10,644 enquiries were made at the front counter
32,533 customer requests were raised
6,608 transactions were processed at the front counter.



Left:
Pioneers Luncheon
May 2019, Cr Carol
Reeve-Fowkes,
Patricia Howlett,
Frances Bucat and
Cr Lee-Anne Smith

Opposite:
Show Off –
Art Exhibition
Cassandra Cooper,
Patricia Howlett
and Mayor Howlett

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, industrial and commercial properties in the City, provides and maintains buildings and other facilities on Council property for community use, and promotes and implements sustainability. This directorate maintains the City's plant and vehicle fleets.

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

5,850

Tonnes of waste diverted from landfill and recycled at Henderson Waste Recovery Park

79,948

Bins lifted per week by the City's trucks

5,000

Trees pruned under power lines

226

Playgrounds maintained

893

Kilometres of verges maintained



Top:
Port Coogee
Marina

Middle:
Spearwood
Heritage Artwork
Wall dedication
June 2019

Left:
Bibra Lake
Regional
Playground

Spend on Asset Development and Operational Activities

Asset Development	\$M	Operational Activities	\$M
Landfill site	0.2	Plant maintenance	3.1
Plant – new and replacement	2.6	Facilities maintenance	6
Parks and environment	5.3	Marina and coastal	1.4
Roads, footpath and drainage	19.5	Waste disposal	7.3
Developer contributed infrastructure	8.4	Roads, footpaths and drainage maintenance	8
Buildings	9.7	Parks and environment maintenance	16
Marina and coastal	0.7	Waste collection	12.9
Total	46.4	Total	54.7



Paddock Parade in Cockburn Central

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 licence 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 17 for details): 98.1%

6.7 per cent of recyclable items (5,850 tonnes) were recovered and diverted from landfill including 134 tonnes of recyclable items sold at the Re-use Shop

Complete the masterplan for the redevelopment of HWRP

43 tonnes of toxic household hazardous waste were diverted from landfill

3.7million m³ of landfill gas was captured, down by 12.5 per cent from the previous year

Completed waste service agreement for the long term waste to energy disposal of municipal solid waste

Constructed two separate drop off areas at the transfer station to eliminate the safety hazard for users at the push wall.

Waste Collection Services

Provide 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

An average of 79,948 bins per week were emptied, an increase of 12 per cent from the

previous year. This equates to 4,157 million bins emptied over the year by 15 waste trucks

Received general waste tonnages by 16.8 per cent over the year, largely due to the introduction of the 24,720 garden waste bins that collected 4,882 tonnes of green waste. This decrease occurred despite the allowance for an extra 750 tonnes from an additional 950 new residential properties

2,781 tonnes of hard waste and 1,603 tonnes of green waste were collected in the City's verge collection program. This represented a decrease of 5.1 per cent from the previous year

Recovered and recycled 2,384 (60 tonnes) mattresses, 201 tonnes of scrap metal and 7 tonnes of e-Waste

228 tonnes of waste were collected by our illegal dumping crew

Approved 24 waste management plans for developments

Installed 12 public place recycling enclosures.



Cardboard Compactor at Henderson

Waste Services Business Unit (continued)

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

Improved diversion of waste to landfill by improving the correct use of bins through doorknocking and bin auditing during the three bin roll-out program. 13,518 residences doorknocked and 45,725 bins audited

Introduced compostable dog bags

Managed the State Government changes to recycling rules by rolling out information campaign and updating all material

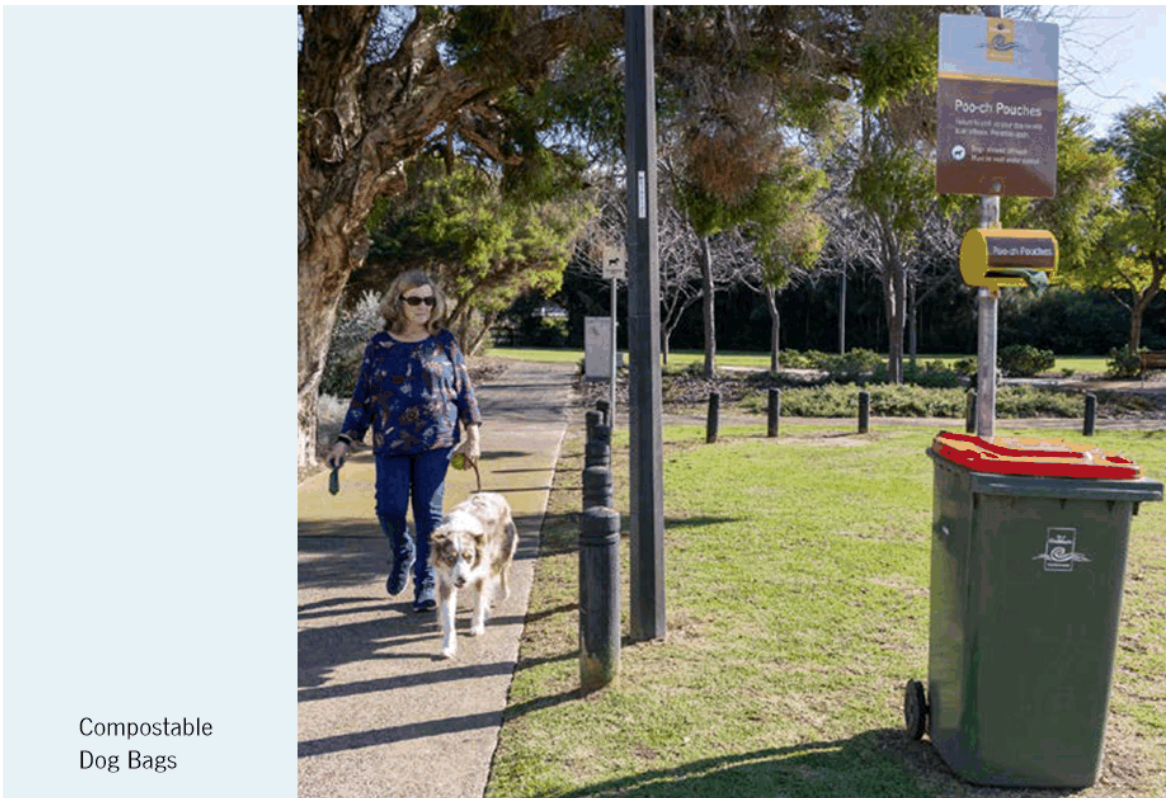
Received Waste Authority grants for a cardboard compactor and a commercial food waste trial

Introduced Western Australia's first Sea Bin at Port Coogee Marina

Created waste truck videos to explain to developers the importance of good road layout and building design to accommodate waste management

Introduced the Waste Wise Events Policy

Supported the roll-out of the State's Plastic Bag Ban through video and community events.



Compostable Dog Bags

Parks & Environment Services

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 17 for details): 71.7%

This rating refers to the level of satisfaction with how customer requests were dealt with and not from satisfaction with parks themselves.



Dixon Reserve Adventure Playground

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

Maintained over 600 hectares of turf and landscaping at sporting ovals, passive parks and community facilities

Managed park infrastructure valued at \$65 million

Managed 226 playgrounds

Maintained 121 hectares of streetscapes, including roundabouts, median strips and verges

Maintained 893 kilometres of road verges

Undertook annual turf analysis, soil assessments and sport oval renovations

Undertook annual Yardstick Parks Assessment (comparisons with other local governments).

Street Tree Management

Achievements

Completed 1,840 tree maintenance customer requests

Pruned over 5,000 trees under power lines.

Parks & Environment Services (continued)

Groundwater Operating Strategy

Provides strategic direction for the City's monitoring and management of groundwater abstraction in accordance with the Department of Water and Environmental Regulation licence conditions.

Achievements

Monitored 223 bore locations to inform individual water budgets for each park

Maintained 11 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 and Environmental Regulations 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 13 playgrounds including Blackburn Park, Boyd Reserve, Hargreaves Park, Jan Hammond Park, Kennack Park, Lucken Reserve, Marshwood Reserve, Reeves Park, Steiner Park, Touchell Park and significant upgrades at Brandwood Reserve and Southwell Park

Replaced irrigation systems at Katich Park and Atwell Oval

Renewed 16 groundwater pump units

Upgrades to Kooboolong Park, Tangle Park, Hakea Park and Broadwater Park

Planted 1,250 street trees

Streetscape enhancements to Wentworth Parade and Alabaster Drive

Constructed a clay pump track at Barrow Reserve.

Shade Sail Strategy

Identifies the criteria for installing shade sails and planting trees around playgrounds.

Achievements

Installed shade sails at the following parks: Beaumont Park, Marquis Park, Perdita Park, Ronsard Park, Spinnaker Park, Tranquil Park and Weetman Park.

Bibra Lake Management Plan

The plan guides best practice sustainable management of the Bibra Lake Reserve for maximum environmental, recreational and community benefit.

Achievements

Completed repair works to the foreshore retaining wall adjacent the Bibra Lake picnic area, including earthworks, revegetation plantings and the installation of turtle breeding enclosures.

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**

Landscape design drawings compiled for the enabling works to the Coogee Café precinct.

North Coogee Foreshore Management Plan

The plan provides for the development of the northern section of the CY O'Connor Reserve to improve the amenity of adjacent residents and the wider community.

 **Achievements**

Contract awarded for the delivery of sewer, potable water, electrical cabling and toilet facility.

Cockburn Central West Memorial Walk

 **Achievements**

Installed 36 interpretive signs commemorating Australia's involvement in conflicts throughout history.

Revitalisation Strategies

Facilitate the urban renewal of each precinct including the enhancement of existing public open space and streetscapes.

 **Achievements**

Completed planting program to streets in Spearwood

Contract awarded for the construction of the Len Packham nature playground, Coolbellup

Completed upgrades to Dodd Park, Hamilton Hill

Completed South Lake fenced dog exercise area

Made improvements to Lots 12 and 52 Briggs Street including vegetation removal, bollard and gate installation, earthworks and pathways

Completed upgrade of Ramsay Park, including landscaping, shelter and path.

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**

Revegetated 4.8 hectares of degraded bushland with 67,107 plants

Continued the feral animal control program at reserves throughout the City

Completed dieback mapping at Bosworth, Denis de Young, Rose Shanks, Success, Triandra and Yangebup Reserves with re-treatment being undertaken at Denis de Young

Veldt grass control measures in Bandicoot, Banksia Eucalypt Woodland, Bibra Lake, Denis De young, Little Rush Lake, Manning, Success and Yangebup Reserves to reduce fuel loading and prevent biodiversity loss

Fire control measures implemented on a number of reserves to minimise fire risk

Assessment completed of the North Lake Road and Beeliar Drive fauna underpasses

Vertebrate Fauna Survey (Level 1) undertaken at Boorn Park and Djidi Djidi Reserve

Completed condition rating of 16 reserves encompassing 173 hectares.

Parks & Environment Services (continued)

Capital Works Projects

Achievements

Engaged project manager and architect for the Wetlands Precinct project

Sourced new artificial reef structures for the Coogee Maritime Trail

Completed the board walk extension at Eco Park

Developed the Yangebup and Little Rush Lake Master Plans

Installed a hard edge at Market Garden Swamp to restrict grass encroaching into the wetland

Installed possum bridge across Beeliar Drive (between Spearwood Avenue and Hammond Drive), linking Yangebup and Kogalup Lakes.

Grants

Achievements

Supported four landowners to maintain and protect remnant bushland and wetlands through the Landowner Biodiversity Conservation Grants

Supported the State Natural Resource Management funding program, partnering with the South West Group to implement a Fox Collar Program Study. The primary objective of this project was to gather additional information about how these animals move across the urban environment, which will be used to develop more effective control programs

Delivered Stage 2 of the Local Projects Local Jobs Urban Greening Project with community participation. This included the installation of native trees along Cockburn Coast and the tramway trail.

Community Events

Achievements

Held 31 community and school planting events across the City's conservation reserves. More than 500 people participated, contributing over 5,000 hours of volunteer time to conservation efforts

Hosted a Green Army work team with other south metropolitan councils. The Green Army is a practical environmental action program that supports local environment and heritage conservation projects across Australia

Hosted the Terrific Turtle Fest in partnership with the Wetlands Precinct

Supported five community groups to undertake clean-ups as part of Clean Up Australia Day (CUAD) and held a CUAD event at Port Coogee with over 100 volunteers

Facilitated volunteer activities in the City's conservation reserves

Native Plant Subsidy Scheme: 4,333 plants were provided at a discounted rate to residents. 17 schools participated with 360 free plants being provided

Habitat for Homes: 21 residents took part in the Bird Bath Subsidy Scheme

Participated for the third year in the Great Aussie Backyard Bird Count which is a national citizen science program that collects data on common birds

Guided indigenous walks at Banksia Eucalypt Woodland and Bibra Lake.

Energy and Emissions Reduction

 **Achievements**

Completed the annual greenhouse gas emission inventory

Maintained a Zero Emissions Fleet via the carbon offset program

Offered free energy audit advisory visits for 40 households, community and child care centres.

Sustainability

 **Achievements**

Updated the Sustainability Policy to include provisions for new Council facilities to allocate three per cent of the project cost for innovative Environmentally Sustainable Design

Coordinated a revision of the Community Garden Policy and guidelines to facilitate the establishment of community gardens

Developed the Urban Forest Plan 2018–2028

Coordinated the Sustainability Committee to facilitate sustainable outcomes in the workplace

Awarded 15 sustainability grants to community groups, small business, collective households and schools

Developed the '15 Ways To Sustainable Living' and 'Sustainable Living Events' booklet

Completed the Smart Park Sustainability Study to guide future management of the park.

Water Campaign

 **Achievements**

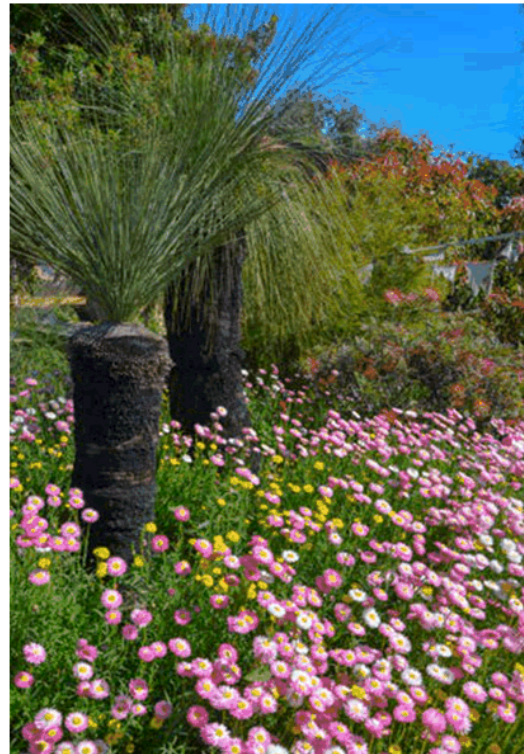
Submitted the annual Waterwise Council Report on water reduction targets to the Water Corporation. The City maintained its gold Waterwise Council status

Delivered the waterwise verge subsidy scheme to 17 households

The Yangebup Lake nutrient stripping basin (stage 2) was commissioned

Active member of WA's Water Sensitive Cities Transition Network

Cockburn ARC awarded Waterwise Aquatic Centre accreditation.



Waterwise Verge Garden

Parks & Environment Services (continued)

Environmental Education

Achievements

Conducted 29 environmental education excursions/incursions for over 1,000 school students

Conducted 10 school revegetation excursions for over 380 students

Ran 25 events for 900 participants for the Get Wild about Wetlands holiday program

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

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 events for five local high schools and 86 students

Enabled two 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 the 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

Hosted three sustainability internships delivering projects on establishing green spaces in residential developments, home energy assessment toolkits, and social rehabilitation.

Community Planting Day, Bibra Lake



Roe 8 Rehabilitation Project

Funded by Main Roads WA

 **Achievements**

Continued implementation of the 10-year Rehabilitation Management Plan

Established Rehabilitating Roe 8 Advisory Committee

Development of cultural protocols and Community Expectations Report

1,912 volunteer hours contributed

Volunteer contribution valued at \$57,360

346 attendees at community on-ground events

Completed revegetation program with 52,500 plants

Completed invertebrate monitoring program

Completed vegetation monitoring program in partnership with Murdoch University

Completed weed mapping of site

Coordinated 32 weeding days in conjunction with local community groups

Ran two community capacity building workshops

Held Community Open Day

Completed 18 hectares of weed control

Five schools engaged in on-ground activities and environmental education.



Community Planting, Malvolio Park

Infrastructure Services

Project Management & Development Services

Project manages the planning, design and construction delivery, including contract administration, of larger value building and facility infrastructure capital works projects. Assist in the development and application of best practice project management systems and processes across the organisation.

Achievements

Supported the development of the following key projects from the Community, Sport and Recreation Facilities Plan 2018–2033 including:

- The construction of the Lakelands Reserve Hockey Facility
- The Cockburn Bowling and Recreation Facility at Visko Park in Yangebup
- Aboriginal Cultural and Visitor Centre
- Calleya Estate Treeby Community Centre
- Frankland Park Recreation Centre
- Malabar Park BMX Facility
- Wetlands Education Precinct.

Undertook minor upgrades to the Administrative Building, Youth Centre, Jean Willis Centre, Operations Centre.

Asset Services

To ensure that Council's assets meet and provide the required levels of service in the most cost effective method through an optimal balance of creation, preservation, enhancement and disposal.

Achievements

Continued development and roll-out of the work management mobility strategy, including Geographic Information System (GIS) access in the field and in-field asset data access and updating for Community Safety and Parking Compliance and open space infrastructure, road, footpath and kerbing condition and defect survey

- Ongoing implementation of the Project Portfolio Management System.
-

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 upgrades and refurbishments at Coogee Beach Surf Life Saving Club, Cockburn Youth Centre, the Jean Willis Centre, Success Regional Sports Centre, Beale Park Clubrooms and Jandakot Hall, and sign installation across the City

Undertook disability access improvement works

Reviewed and updated the asbestos audit and associated improvement works across the City's building portfolio

Replaced underperforming air conditioning systems for reduced running costs and energy emission reduction benefits

Installed sensors and data management software to improve data capture and fault finding of the City's photo-voltaic (solar) systems.

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**

- The marina fuel facility opened
- Roll-out of new software for managing the marina pens
- Pen occupancy rate of over 95 per cent
- Development of a business case for the expansion of the marina to create over 100 new boat pens, including preparation of concept designs for jetties, parking and related facilities plus financial modelling to support the project
- Refurbishment of the Port Coogee fishing jetty, to treat and prevent corrosion
- Upgrade of existing navigation marks and installation of an additional beacon on the Port Coogee breakwaters, to make navigation in and out of Port Coogee safer and easier

- Completion of planning for an accessible storage base at Ngarkal Beach for the Coogee Beach Surf Life Saving Club and the City's new beach wheelchairs
- Continuation and improvement to the City's coastal monitoring program, with the installation of photo monitoring point markers and expansion to include built coastal structures and awarding of a new four-year monitoring contract
- Triennial sand bypassing undertaken at Port Coogee, to nourish Coogee Beach and maintain the natural southward drift of beach sand past Port Coogee.
- Sand bypassing completed at CY O'Connor Beach to rebuild the beach and address erosion
- The marina fuel facility open in November 2018
- Installed Western Australia's first Seabin.



CY O'Connor statue, CY O'Connor Beach

Engineering Services

Road Construction Services

Construct and maintain roads, drains and associated infrastructure.

Achievements

Customer service rating (see page 17 for details): 72%

This rating refers to the level of satisfaction with how requests were dealt with, and not from satisfaction with roads themselves

Completed Spearwood Avenue Duplication and Bridge between Beeliar Drive and Barrington Street

Completed Verde Drive extension Biscayne Way to Solomon Road

Completed new footpaths in Lyon Road, Solomon Road, Sudlow Road, Rowley Road, Russell Road, Cockburn Road, Frankland Avenue and North Lake Road

Completed drainage improvements at Jakovich Park, Menas Place, Hamilton Road, Jewell Gardens

Completed drainage sump upgrades at Powell Reserve, Peace Park, Evelyn Massey Park and Giudice Way

Completed the construction of the Black Spot projects for the extension of the left turn at the Wentworth Parade and Beeliar Drive intersection, Spearwood Avenue and Rockingham Road intersection upgrade, and extended turning areas and added right turn pocket Phoenix and North Lake Roads

Completed the annual bus shelter upgrade program with the Perth Transport Authority.



Cockburn Bowling and Recreation Facility Opening Cr Kevin Allen, Cr Stephen Pratt, Cr Carol Reeve-Fowkes, Cr Philip Eva, Cr Lara Kirkwood, Mayor Logan Howlett, Senator Slade Brockman, Cr Chontelle Sands, CEO Stephen Cain

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

Completed the design of road upgrade to Barrington Street (Stock Road to Rockingham Road)

Completed the design of the Prinsep Road extension to Verde Drive and the Verde Drive extension from Solomon Road to the Armadale Road extension

Completed the design for Jandakot Road widening and Solomon Road to Berrigan Drive

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

Assisted Main Roads Western Australia with the design of the Murdoch Activity Centre Link, Armadale Road duplication and the Armadale Road to North Lake Road Bridge projects.



Reconophalt Coogee

Engineering Services (continued)

Road Planning & Development Services

Ensure development occurs in accordance with all relevant Australian Standards, WA Planning Commission Conditions and Council's development guidelines and specifications.

✔ Achievements

Completed the road design projects including a detailed plan for Jandakot Road duplication between Berrigan Drive and Solomon Road, the design for Verde Drive extension from Biscayne Way to Armadale Road and the design for connection of Prinsep Road to Armadale Road

Completed the design for the black spot projects Rockingham Road, Phoenix Road and North Lake Road

Completed 60 per cent of design for Hammond Road widening from Bartram Road to Branch Circus and the design for Frankland Avenue from Gaebler Road to Frankland Avenue Road

Completed 80 per cent of various traffic, storm water and drainage sump projects

Engineering construction drawings of 27 subdivisions have been reviewed, approved and construction managed successfully

120 crossover applications and building permit applications including residential premises have been 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

Complete the review and improvement of the process to assess and approve the traffic management plans and construction management plans submitted for roadworks, events and building activities on the City's road network completed

Completed requests for traffic calming

Completed the traffic management projects for Banksia Court cul-de-sac, Nadilo Drive and Burr ridge Way on-street parking

Completed the Coleville Crescent bike boulevard project development and submitted to the Department of Transport for funding approval

Completed review and update of the City's District Traffic Study

Completed the submissions for the Black Spot Program 2020–2021 Federal and State Black Spot funding

Completed the Russell Road Corridor Planning Study.



Top:
Russell Road and
Hammond Road
intersection, Mayor
Howlett, Hon. Roger
Cook – Deputy
Premier of Western
Australia and
CEO Stephen Cain

Left:
Ossie Pereira,
Road Design
Services

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

\$506 million

Value of building works approved

\$372.9 million

estimated construction value of development applications received over the year

1,068

Number of complaints about noise

806

Number of development applications assessed



Top: Hamilton Hill Senior High School redevelopment
Bottom: Yandi Park

Planning & Development Directorate

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 17 for details)
Building Services: 82%
Swimming pool inspections: 95.1%

2,230 building permits issued

Total value of building works \$506 million

Fee income \$848,000

Average time of fifteen working days to issue all building permits

The average issuance time for a building permit in 2018–19 was:

- Certified – nine working days
- Uncertified – 22 working days.

Electronic Lodgement System

Over the past year, 53 per cent of all building permit applications were lodged online. Work will continue through the 2019–20 financial year to prepare for further process upgrades to facilitate the increased uptake of online submissions.

Other Building Services approvals:

- Issued 116 occupancy permits
- Issued 73 demolition permits
- Issued 32 sign licences
- Issued 19 built strata title clearances.

4,027 mandatory private swimming pool inspections.

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 generally each 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
30/06/16	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
30/06/19	2,230	506	0.848	988	27	46	1169

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 17 for details): 72.8%

Healthy Lifestyles

The City continues to collaborate with the Cockburn Health and Community facility to deliver the Cockburn Healthy Lifestyle Program (CHLP). The Healthy Eating Activity and Lifestyle (HEAL) Program (HEAL) continues to be supported and sponsored by the City and, in the last 12 months, there have been over 188 clients undertaking assessments. Achievements include:

- 75 per cent of participants lost weight
- 79 per cent reduced hip circumference
- 67 per cent reduced BMI and waist circumference respectively
- 50 per cent increased serves of vegetables daily and 44 per cent increased serves of fruit
- 58 per cent improved their fitness
- The City sponsored the Healthy Schools pilot program run through CHLP to deliver nutrition education at 12 local schools to over 850 school children
- Provided 692 free health checks at City-run events of which 214 participants were found to be at risk of developing Diabetes Type 2 and/or had BMI over 30
- The City continued to support 10 Heart Foundation Walking groups
- Major new men’s health program Man v Fat was launched, resulting in 88 players losing 370kg.



Man v Fat

Planning & Development Directorate (continued)

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

Twelve infringements were issued for non-compliance with the Food Standards Australia New Zealand Food Safety Standards and Food Code. Three \$1,000 infringements were issued to companies and nine \$250 infringements to individuals. One infringement was forwarded to the Fines Enforcement Registry for non-payment. All infringements issued under the *Food Act 2008* totalled \$5,250.

One Food Act prosecution was undertaken with a fine of \$60,000

Officers conducted 1,071 inspections of 787 food premises resulting in 48 improvement notices being issued for serious items to be completed

Approved 56 new (or amendments to) food businesses

Approved 443 mobile food vendors

Conducted four training sessions for 70 potential food handlers.

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

42 noise management plan approvals were issued for night time works on essential infrastructure

1,068 noise complaints were received by the City, with 765 received outside normal working hours. This is a decrease of 37 complaints from last year and a breakdown of complaints received follows with about 60 per cent being due to noisy music or parties.

Type of noise complaint	Received within work hours	Received outside work hours
Air conditioning	9	0
Alarms	7	12
Birds	14	0
Construction	40	47
Industrial	15	0
Music	124	523
Power tools	23	38
Swimming pools	4	0
Transport	13	14
Vibration	8	3
Other	46	128
Total	303	765

Six infringements were issued for noise. Noise infringements are issued for \$250 for a first offence, and \$500 for second and subsequent offences.

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. One infringement penalty of \$500 was issued for failure to abate dust/sand from a property.

Mosquito Program

Mosquito activity last season was low across Perth due to local weather conditions.

There are a total of 633 infrastructure locations within 18 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 16 notifications for RRV from the WA Department of Health for follow-up patient interviews

22 complaints were received from residents in relation to what they perceived as being abnormally high numbers of mosquitoes localised in their area

In total, 313 sites in 18 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**

154 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 28 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 17 for details): 83.1%

Received 1,015 development applications, 0.4 per cent down from the previous year

Assessed 806 applications, a decrease of seven per cent over the previous year

598 development applications were required to be determined within 60 days. The City determined 89 per cent of those applications within 60 days

208 development applications were required to be determined within 90 days. The City determined 85 per cent of those applications within 90 days

Planning & Development Directorate (continued)

Statutory Planning Business Unit (continued)

Submitted five development applications for determination under the Joint Development Assessments Panel, down from nine last year

1,672 new lots were approved (green title, survey strata and built strata), a decrease of 10 per cent from the previous year

Approved 40 new Local Development Plans for small lot development, an increase from 39 in the previous year

Logged 238 development compliance matters, an increase of five per cent over the previous year. Resolved 246 compliance matters, a decrease of nine per cent over the previous year

The estimated construction value of all development applications received over the year decreased by seven per cent over the previous year to \$372.9 million

Issued 2,359 zoning statements, a decrease of 11.7 per cent over the previous year

Finalised second stage of a new online planning application lodgement and reporting system to improve the customer experience and provide more efficient processing

Introduced a new self-service online zoning statement service to improve the customer service experience and internal efficiencies.

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 scheme amendments, formulates strategies, and adopts 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 Geographic Information Services expertise relevant to planning, and administers geographic naming and street numbering.

✔ Achievements

Customer service rating (see page 17 for details): 100%

Ensured comprehensive application of the City's developer contribution plans including the timely closure of the Development Contribution Plans 2, 3 and 7

Introduced additional exemptions to the liability for development contributions to cater for the types of developments undertaken by Cockburn landowners and increase alignment with the intent of the State's infrastructure contribution policy

Commenced creation of a new Development Contribution Plan 15 for the Treeby East oval and clubrooms

Progressed the structure plan for the Hamilton Hill High School site

Commenced re-assessment of the local planning framework for the Australian Marine Complex – currently being considered to change to a 'Strategic Industry' zone

Undertook a number of structure plan rationalisations in preparation for a new local planning scheme

Progressed structure plans for Hammond Park, Beeliar and Munster, and amendments in Cockburn Central North to further progress these areas towards mixed-use residential development outcomes

Considered responses to the advertised key issue papers underpinning the preparation of the City's new Local Planning Strategy and Scheme and undertook further consultation with key stakeholders

Undertook the My Best Home project which seeks to improve the information available to residents, builders, designers, architects and real estate agents on how to design age friendly homes in Cockburn's most established suburban areas

Provided services related to geographic naming, which helps enable further implementation of the City's Reconciliation Action Plan, and

Assisted the GIS Team progress plans to transition the City's spatial mapping system to a new provider.

Land & Lease Administration

Administers leases and licences which span commercial, community and tourism purposes, and 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

Contributed to the planning of the Jandakot Road upgrade by facilitating the land acquisition process for stage 1 road widening requirements

Worked with Main Roads WA to acquire land associated with the Armadale Road and North Lake Road bridge project including the upgrade of Verde Drive and Prinsep Road

Prepared land assets ready for disposal in accordance with the Land Management Strategy (2017–2022)

Prepared lease documentation for new City assets and tenants including the City's new hockey facility at South Lake

Managed leasing requirements for the City's community, recreation and commercial assets.

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

\$XX million

Net Operating Result

\$XX billion

Value Net Assets



Top: Sustainability Committee
Bottom: Disability Enterprise Group

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

Significant improvement in safety culture resulting in the achievement of lowest Lost Time Injury Frequency Rate, lowest incidents per 100 employees and lowest days lost per incident in many years

Expansion of range of online training courses developed in-house

Implementation of a range of injury management and injury prevention initiatives for both work and non-work related issues that has decreased both the frequency and duration of absenteeism

Completed review of all Health and Safety procedures and policies to ensure currency and relevance

Creation of two new Indigenous Trainee positions.



Safety Representatives 2019

Financial Services Business Unit

Internal Audit

Internal audit activities for the year were aligned to the City's three-year Strategic Internal Audit Plan. The plan is driven by the City's risk assessments with those areas considered high or substantial risk included. The City completed internal audits on internal communications and financial management (systems and procedures), which were reported to the July 2019 Audit Committee Meeting. An audit engagement into the City's land development activities and developer contributions framework was also carried out during the year, with a final report planned to be presented to the November 2019 Audit Committee Meeting.

2018–19 coincided with the final year of the current strategic internal audit plan. A new plan was subsequently developed for the 2019–22 three-year period and approved at the July 2019 Audit Committee Meeting. This includes inherent and individual risk topics specific to the City's needs such as privacy of data and information, contract management and service delivery planning effectiveness.

The Office of Auditor General (OAG) took over auditing responsibilities for local governments several years ago and commenced a program of performance audits. The City was not directly impacted by these during the year but took the opportunity to review the findings of several of these audits and report them to Audit Committee (with improvement recommendations where appropriate). These included corporate credit cards, records management and annual 2017–18 financial audit results across the sector.

External Audit

During the year, delivery of the City's financial audits was formally tendered out by the Office of the Auditor General (OAG). This followed previous legislative change making the OAG responsible for all local government audits and the sub-contracting of the City's 2017–18 financial audit to the City's previous auditor (Macri Partners).

KPMG were the successful tenderer and have since completed the City's 2018–19 financial audit. This included interim audit work during June 2019, where the City's internal controls and procedures were documented by KPMG to establish an understanding of the City's financial management environment and to inform the audit plan. An audit entrance meeting was then held with the OAG and KPMG in July 2019 to review and discuss the audit plan.

The audit of the City's annual financial report was completed in November 2019 and both the audit management letter and annual financial report were presented to a specially convened meeting of the Audit & Strategic Finance Committee held in December.

Achievements

No significant internal control failures or errors were detected during the audit and the 2018–19 financial report received an unqualified audit opinion.

Financial Services Business Unit (continued)

Financial Systems Development

The Financial Services business unit has resources dedicated to the strategic development of financial management systems and processes. New projects and initiatives are aimed at improving financial system efficiency, performance and controls, with a strong focus on transitioning to automated paperless business processes.

Achievements

The pilot phase of the Project Portfolio Management (PPM) solution successfully went live in March 2019, marking a significant achievement in the City's project governance and management requirements. This solution implementation has also been a driver for change management and technological improvement. The pilot phase roll-out will continue, further embedding PPM competencies across the organisation

The City completed the Australasian LG Performance Excellence Program survey for the third year of a three-year commitment. A significant component of this survey relates to financial data, with data capturing techniques further refined to improve quality and efficiency of the process. The City will continue its participation in the survey and relies on effective data capture and reporting to ensure the accuracy of the survey results attained.

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

Completion and commissioning of the City's 'cloud' based fees and charges solution, allowing greater visibility and transparency over the annual fee setting and revenue budgeting process

The City's financial statements are now published directly from source data using the TechnologyOne publisher module. This eliminates manual table conversions and reduces human error in the finished product

Successfully completed and implemented a new reporting tool to meet the City's statutory requirement to report all taxable payments (TPAR) to the Australian Taxation Office from 2018–19 onwards.

Procurement Services

Facilitate efficient and cost-effective procurement for all stakeholders through an effective centred 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

Improvements made to market engagement documentation and the evaluation system in order to better achieve procurement outcomes for project delivery across the City

The City's procurement policy was revised to better reflect legislative requirements. Opportunities to leverage value from the local business economy have been strengthened and it reinforces the principle of corporate social responsibility in the City's procurement spend.

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

Implemented a new debt recovery module, delivering significant efficiency benefits

Streamlined the financial reporting requirements and reconciliation of the Building Services Levy and Building and Construction Industry Training Fund

Converted a number of properties rated under the Unimproved Value (UV) method to the Gross Rental Value (GRV) method. This initiative ensures all properties across the City are properly rated according to their land use and involves an increasing level of consultation with affected property owners, as well as the Department of Local Government, Sport and Cultural Industries.



Budgeting and Financial Reporting Services

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

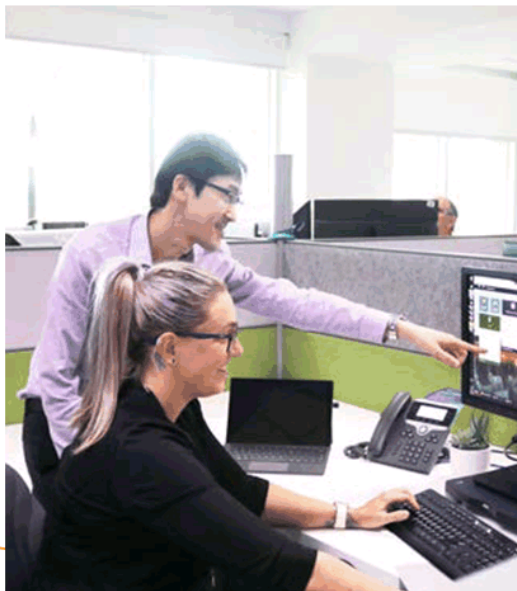
Stage 1 renovations of Administration data centre (server room) completed

Continued roll-out of public Wi-Fi

Rolled out new multi-function devices across the whole organisation

Progressed CCTV network separation

Commenced implementation of Cyber Security Plan.



Information Services Business Unit

Business Systems

Provides solution development and business analysis services in support of the City's core information systems.

✔ Achievements

Started city-wide business process review

Undertook feasibility study for Live Chat

Put Environmental Health Services applications online with inspections available via tablet

Added more Statutory Planning online applications

Automated zoning statement creation process

Continued roll-out EmpLive rostering system

Undertook full system TechnologyOne upgrade

Implemented single touch payroll

Implemented new marina software

Updated financial counselling system to meet legislative requirements

Redeveloped Cockburn Community Groups and history websites.

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.

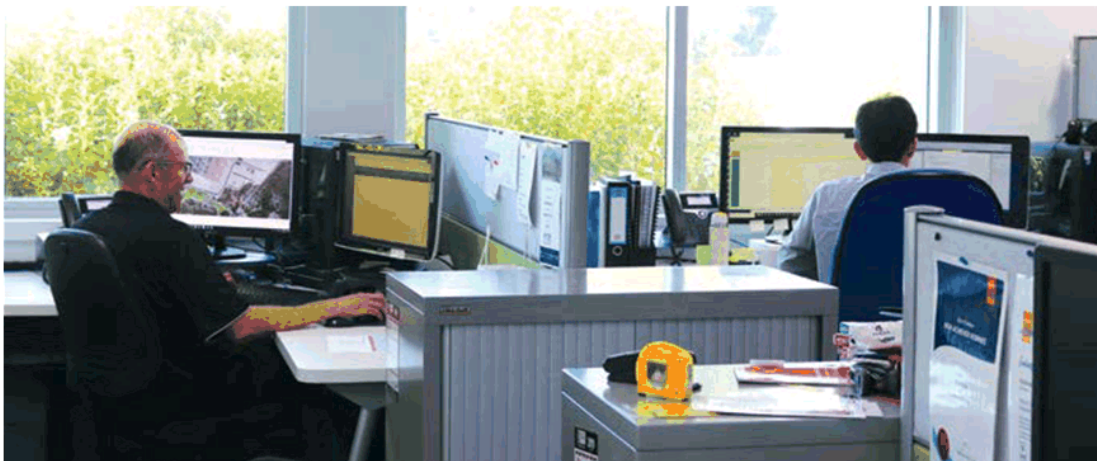
✔ Achievements

Commenced the IntraMaps replacement project with ESRI

Developed Cockburn Explore bike map for City website

Mapped the tree canopy within the City

Designed and implemented internal Dial Before You Dig system.



Top:
Geographic
Information
Systems (GIS)
Services

Left:
Urban Forest –
Tree Canopy

Information Services Business Unit (continued)

Records Services

Provide a high standard of technologically advanced records management services to support the governing functions of Council.

Achievements

Completed stages 2 and 3 of the Knowledge Management project

Reviewed and implemented improvements to archiving processes

Digitised hard copy Council minute books

Upgraded Enterprise Content Management (ECM) to 2018A release.



Records Services

Recordkeeping Compliance

[Evaluation of recordkeeping systems](#)

Reviewed the City's Records Management Policy which was subsequently adopted by Council.

[Recordkeeping Training 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. Participants must undertake and pass a short assessment at the completion of the course. Employees must then repeat the course every two years.

An online course outlining the recordkeeping responsibilities of Managers and Supervisors has also been implemented.

Regular training for new and existing staff is also held on the use of the organisations electronic document and records management system called ECM.

[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.

[Recordkeeping Induction Program](#)

New staff must complete the Records Awareness Training (RAT) and, where relevant, ECM training as part of their induction.

New Managers/Supervisors are also required to complete the online Recordkeeping Training for Managers and Supervisors.

Recordkeeping is also highlighted in the online corporate inductions that are coordinated by the Human Resources team.

Financial Report

To view the City of Cockburn Annual Report 2018–19 Financial Report visit City of Cockburn website: Corporate Strategic Planning:
www.cockburn.wa.gov.au/Council/About-Council/Strategic-Planning#annualreport



City of Cockburn Administration Building

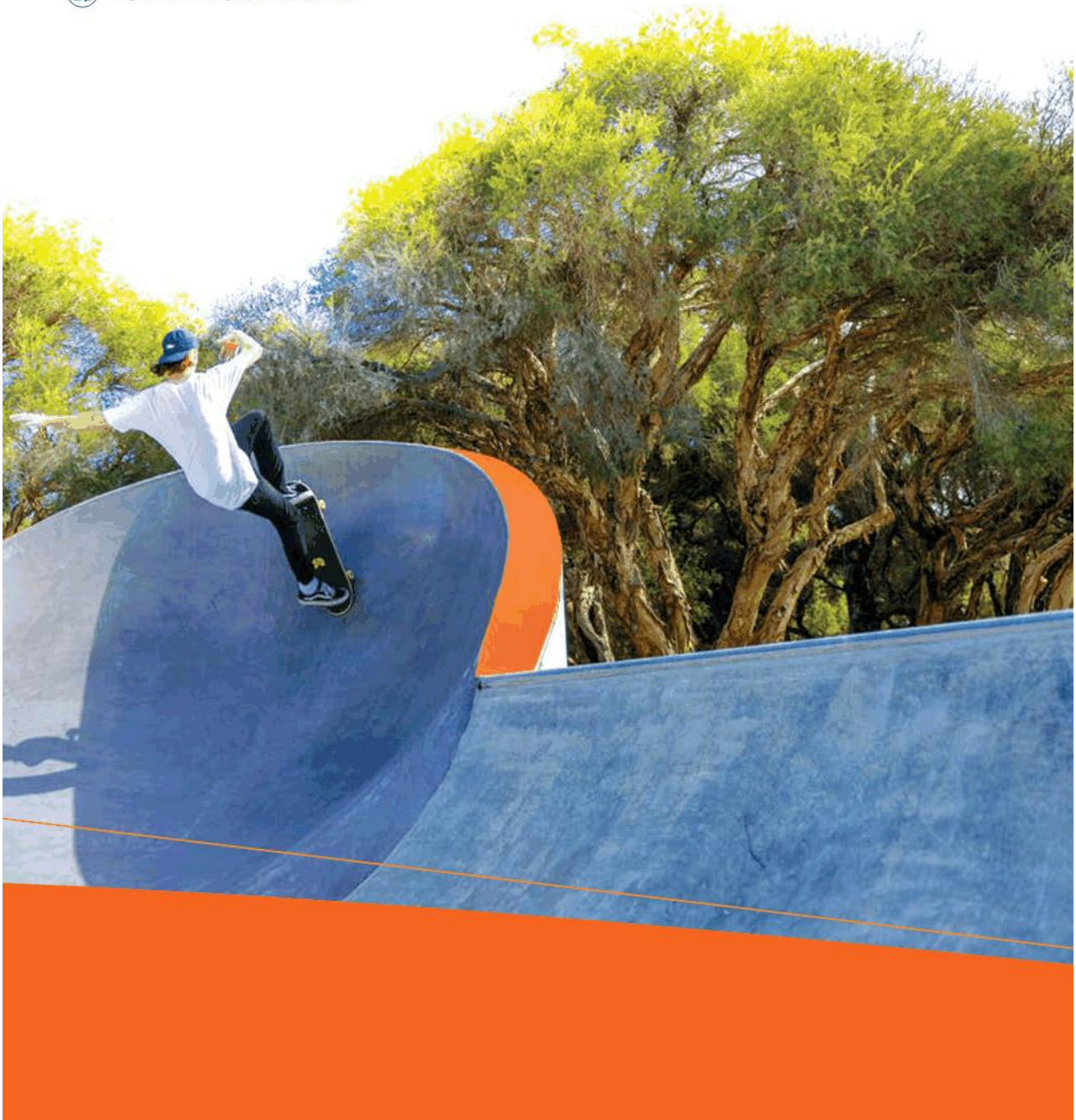
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 This information is available in alternative formats upon request

 Paper from responsible sources



17.2 REVIEW OF THE COSAFE COMMUNITY SAFETY PATROL SERVICE

Author(s) M Emery
Attachments 1. CoSafe Service Delivery Review [↓](#)

RECOMMENDATION

That Council:

1. receive the CoSafe Service Delivery Review Report (*Attachment 1*);
2. endorse Service Model Two as being the preferred CoSafe service delivery model, as outlined within the CoSafe Review Report;
3. consider a budget of \$2.8M as part of the 2020-2021 annual budget deliberation process to deliver the CoSafe Service and technological security upgrades;
4. consider a budget of \$240,000 as part of the 2019-2020 mid-year budget review process to establish the new CoSafe service and provide a transitional service until July 2020, and
5. note that a future report will be presented to Council to consider appointing the preferred contractor following a public tender process.

Background

The City of Cockburn has operated a community safety patrol service (CoSafe) since 2011. Prior to this, the City had a joint service delivery model with the City of Melville from 2008.

The intent of the community patrol service has been to improve overall community safety by providing a presence within the community, as an extra set of 'eyes on the street'. The service also protects City facilities from vandalism and malicious damage, and from time to time assists WA Police with the cross-sharing of information.

Since commencement, the CoSafe service has grown from four to five vehicles operating on a 24 hour basis throughout the year. The service style (to date) has been through a contracted workforce, which has been awarded to Wilson Security through a public tender process.

In February 2018, Cr Lee-Anne Smith requested a report into the benefits of the CoSafe service being run by internally employed staff or for it to remain as a contracted workforce. At the same time, staff began a review into the service due to the current contract expiring in July 2018.

Since commencement of the review, the City has used the additional 12-month contract extension option to maintain the service until completion of the service delivery review within the CoSafe Review (*Attachment 1*).

As such, the CoSafe review report is now presented to Council to consider the future delivery model of the service.

Submission

N/A

Report

The service delivery review scope was to explore various options to change CoSafe's service delivery, beyond looking at just the structure and employment of CoSafe Officers.

The review extended to consider:

- Gaps within the current service,
- Activities undertaken by CoSafe,
- Use of CoSafe by the community,
- How other Local Governments and industry peers manage equivalent services.

The intent of the review was ultimately based on improving the overall effectiveness of CoSafe for the community.

The report recommends two key changes;

1. Change to Service Delivery Model; and
2. Creation of Smarter, Safer Buildings, through a CCTV and alarm integration project.

During the review period, the City considered approximately nine different service options, with the salient three shown within the table below;

Service Model	Estimated Operating cost per year	Estimated Establishment cost
Service Model One – All Contracted Staff with a variable roster	\$2,225,000	\$82,000
Service Model Two - Internally supervised with contracted staff (hybrid)	\$2,514,000	\$130,000
Service Model Three- Internal workforce using a variable roster	\$2,995,000	\$286,000

*** Recommended Service.**

NB: CoSafe current operating cost are approximately \$2.8M per annum.

In relation to the service delivery model, the hybrid style service option was determined as being the best-suited service for the Cockburn community. This assessment has been based on the recommended model reducing ongoing quality control concerns whilst operating at a lesser overall cost due to efficiencies gained by adjusting the current standardised roster of CoSafe.

Should the hybrid service model be accepted, the City will require the employment of four (4) new full-time positions as CoSafe Team Leaders. The Team Leaders' role would be to oversee the day to day supervision of contracted CoSafe Officers.

The hybrid service option would engage an external security company to contract Officers within the CoSafe teams. Awarding this scope of the service would be via a public tender process with acceptance of the recommended company by Council in early 2020.

The internally employed Team Leaders would be trained through external training providers in a range of activities. As part of their duties, Team Leaders will be authorised to complete minor tasks within the authority of the City under several State Acts and the City's Local Laws. Some of these activities would include:

- Authorising removal of traffic hazards after hours;
- Removal of illegal signage or bill postings; and
- Ensuring illegal burns are dealt with at the time of the incident.

Further to changing the service model, the review also highlighted the use of CoSafe checking on City facilities accounting for approximately 56 percent of the overall CoSafe usage.

Additional research showed these patrols have limited effectiveness in preventing vandalism and malicious damage, but rather increased the speed in reporting of such events after the fact.

With the growth in technology, mainly in Closed Circuit Television (CCTV), an opportunity to reinvest cost savings from CoSafe to improve City facility surveillance was explored. The intent of reinvesting into smart technology such as CCTV and integrated alarm systems would allow for targeted responses by CoSafe when possible vandalism is occurring, or is about to occur.

Such a system would use artificial intelligence (AI) within the City's CCTV network and assist with the identification of suspects and provide actionable information for further criminal investigation by the WA Police.

Should Council approve Service Model Two as outlined within the Service Delivery Review and the reinvestment of funds into upgrading City facilities, initial contract works would commence in December 2019, with the new service model operational by June 2020.

As such, it is recommended that the existing service provided by Wilson Security remain in place until July 2020, with both services operating parallel to each other during the transition period of June. Running in parallel for June will allow for a seamless transition between the services.

Strategic Plans/Policy Implications

City Growth

Maintain service levels across all programs and areas.

Community, Lifestyle and Security

Provide safe places and activities for residents and visitors to relax and socialise.

Economic, Social and Environmental Responsibility

Increase local employment and career opportunities across a range of different employment areas.

Leading and Listening

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

Budget/Financial Implications

Should Council be supportive of the Hybrid Model (Service Model Two), it would require a budget amendment at the 2019-2020 mid-year review of \$240,000. This is to cover the establishment costs of the service, transitional salaries and labour contract.

At this stage the estimated operational budget for 2020-2021 is \$2.51M to deliver the service under Service Model Two, which represents a saving of approximately \$300,000.

In addition, it is recommended that the cost savings be allocated towards other complimentary safety and security initiatives such as CCTV upgrades, AI technology and security and access control upgrades.

Legal Implications

The employment of Security Officers is regulated by the *Security and Related Activities (Control) Act 1996*. Although the CoSafe Officers will not undertake traditional Security Officer functions, it would be envisioned a Security License will be part of prerequisite employment screening. As such, it is recommended that the City of Cockburn obtain a Security Agents License through the WA Police.

Community Consultation

As part of this service delivery review, a number of residents who used the existing CoSafe service were contacted for feedback of their opinion of their service experience with CoSafe.

The consultation showed that the CoSafe Officers were able to assist with their customer requests and residents would recommend the service to others. Some limited feedback was received in relation to the ability of CoSafe Officers being able to perform municipal law enforcement functions. Officers' scope was taken into further consideration and added as part of the training requirements for the CoSafe team leaders internally employed.

Risk Management Implications

The current CoSafe contract is due to expire at the end of June 2020, with no further contract extensions available. Due to the size and scope of the tender for such a service, it would likely take City Officers up to five months to amend a service style, present to Council and go to market for any external labour contracts.

Should the service remain the same, it is likely the City may attract low levels of brand/reputation damage through association with the service.

Allowing the service to expire and removing the CoSafe service is likely to create a substantial brand/reputational risk to the Council.

Advice to Proponent(s)/Submitters

N/A

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

Nil



CoSafe Service Delivery Review

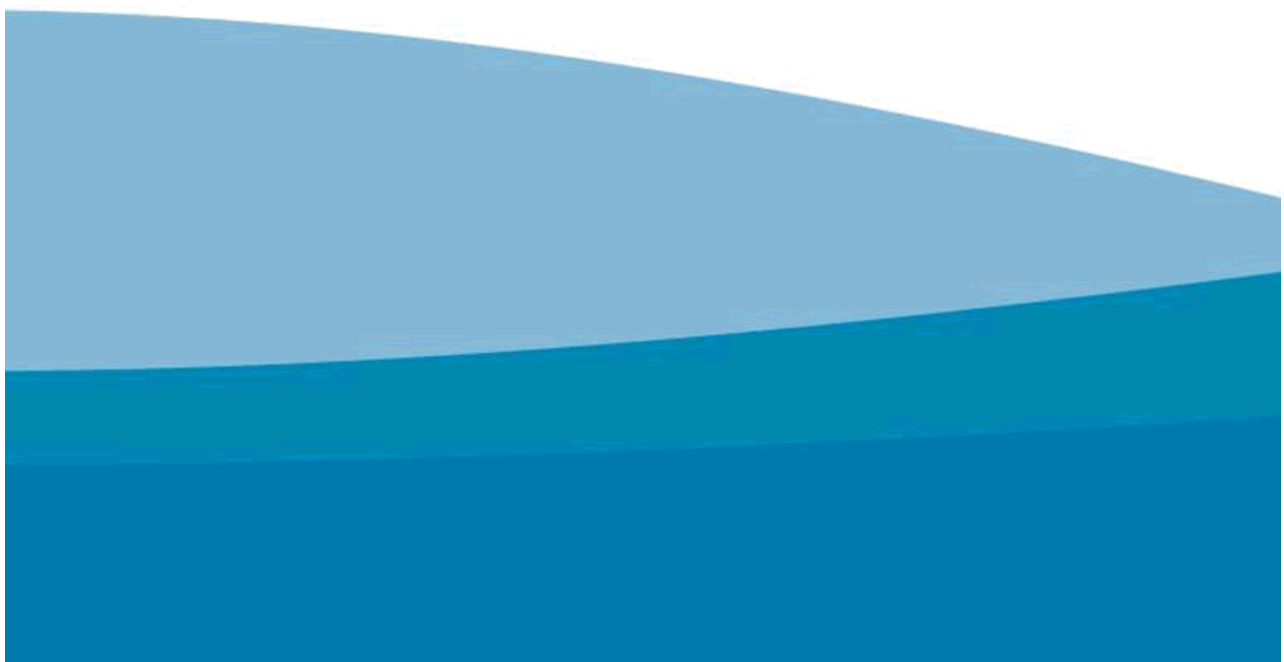


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EXECUTIVE SUMMARY

The City of Cockburn has operated a community safety patrol service since 2008. In 2011 the City moved to the dedicated service ‘CoSafe’ through a contracted workforce provided by Wilson Security. Since the commencement of CoSafe, the service has provided a number of vital community safety services, including but not limited to the security of City facilities, security patrols for residents and assisting the WA Police.

The scope of this review was to explore various options to change the service delivery, ultimately improving the overall effectiveness of CoSafe. Throughout the review, recognition of adjusting how CoSafe operates and types of tasks undertaken by CoSafe were scrutinised.

The report recommends two changes:

1. Change to Service Delivery Model; and
2. Creation of Smarter Safer Buildings, through a CCTV and alarm integration project.

When exploring the service model, two models are presented.

Service Model	Estimated Operating cost per year	Estimated Establishment cost
Service Model One – All Contracted Staff with a variable roster	\$2,225,000	\$82,000
Service Model Two - Internally supervised with contracted staff (hybrid)	\$2,514,000	\$130,000
Service Model Three- Internal workforce using a variable roster	\$2,995,000	\$286,000

* Recommended Option

NB: Current operating cost of CoSafe is \$2.8M per annum.

The review considered a hybrid service as the best-suited service style for the community of Cockburn. The hybrid service would reduce ongoing concerns of the existing service while operating at a lesser overall cost due to efficiencies gained by adjusting the current standardised roster of CoSafe.

The review has shown that overtime the CoSafe has seen a scope increase of more facility security orientated tasks. Although there was no evidence to suggest this has been a detriment to community safety patrols, there was anecdotal information to suggest this confused the understanding of CoSafe to the community and internal stakeholders.

To improve the perception of service delivery by CoSafe to the public it is also recommended in all three service options further community promotion on the new service style is undertaken. The community promotion goal would be based on changing community behaviour and perception as opposed to normal brand awareness of the CoSafe service as that has been previously done.

Together with the hybrid service style, the review recommends a significant investment in overhauling the current security systems at each of the City's facilities reducing unnecessary and reparative work undertaken by the CoSafe service.

Updating City facilities to a unified and smarter city style management will improve efficacies for CoSafe, increase security of facilities and assist with improved facility accessibility by users.

The report has then further taken a two prong approach to the proliferation of CCTV systems throughout the City. Firstly, the expansion of the City's network in public areas, and secondly, leveraging the use of private CCTV systems at residences to connect suspicious behaviour into a 21st century style Neighbourhood Watch style program, where smart video analytics and artificial intelligences could be used to identify suspicious behaviour, a first of its kind, all of which could form part of a future online CoSafe reporting page

INTRODUCTION

Since establishment, CoSafe has provided three distinct services:

1. Crime Prevention through proactive and targeted patrols;
2. Support service to the community – Holiday Watch and home security patrols; and
3. Security patrols for City assets.

In recent years CoSafe has taken on a number support functions that now include, but not limited to, targeted patrols for the WA Police Force and assisting with municipal law enforcement matters on an as needed basis.

The City's facilities have also grown in recent years, requiring increased dependence on CoSafe to protect these new buildings. CoSafe has had a growing responsibility to respond to these facilities when alarms are triggered. The increase in use of CoSafe for this exacerbates the need to improve the accuracy of the alarm systems, and also integrating CCTV to avoid unnecessary alarm responses.

With improvements to CCTV technology and its capability for increasing the perception of safety, the growth of CCTV throughout the City has increased from 16 cameras in 2012 to the current network of over 550 cameras. Residentially the growth has increased significantly due to lowered cost and high availability of residential systems. The growth of these two areas can be capitalised on by the use of artificial intelligence, and connecting the CCTV outputs to CoSafe patrols. Some of the key benefits to connecting the systems will allow for improved patrol patterns, use of facial recognition to alert officers and respond to anti-social behaviour proactively.

CRIME WITHIN THE CITY

Anti-social behaviour related crimes in recent years have had fluctuating changes throughout the City, primarily due to isolated behaviour of fastidious repeat offenders. Other crimes that are not seen as appropriate for CoSafe, such as domestic violence has shown a national escalation, however, this can be attributed to higher rates of reporting by victims and community focus on this subject. Where there is an escalation of anti-social/volume related crimes, the City and WA Police have a continued to work collaboratively in adjusting CoSafe patrol patterns to ensure there is an increase opportunity to limit this behaviour by visible patrols of CoSafe and WA Police.

The Australian Institute of Criminology (AIC) updated a previously released study in 2017, calculating a holistic approach to measuring the cost of crime.

Using the AIC study and highlighted within table 1 below, most volume crime (i.e. the most frequently recorded crimes) within the City, has an estimated \$4.73m impact on the Cockburn community for those reported to WA Police in 2016- 17. This figure is likely to be much higher, as many crimes of a minor nature go unreported.

Table 1 - Cost of Crime

Crime	Community cost per occurrence of crime	Overall cost to Cockburn Community 2017 - 18
Residential Burglaries	\$1,100	\$1,381,600
Commercial Burglaries	\$2,400	\$777,600
Theft of Vehicles	\$6,000	\$2,166,000
Criminal Damage – Vandalism	\$350	\$402,500
Total		\$4,727,700

The AIC study took into consideration lost economic output, intangible value and transfer of resources, in addition to the actual cost of replacement and repair of assets.

THE CURRENT SERVICE

HISTORY

The City commenced a Community Safety Patrol service in partnership with City of Melville in 2008, moving to a dedicated service since 2011. Through two subsequent Tenders, Wilson Security was appointed in both tenders.

In 2015, the service expanded from four to five officers (including one supervisor) to keep up with the growing demand of the service by internal stakeholders and the community.

85%

CoSafe calls were responded to within 15 minutes in 2017-18

THE CURRENT COSAFE SERVICE

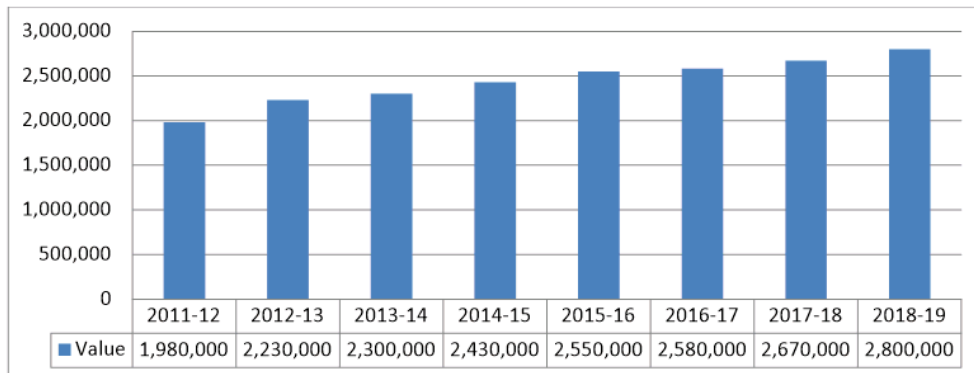
The current CoSafe model is based on five outsourced guards, rotating on 12-hour shifts providing continual coverage, throughout the year.

Tasks from the community are allocated through the Wilson Security Call Centre and reported on the internal reporting system – *CoSafe Mobility App* managed by the City.

The CoSafe service provides an invaluable amount of information to the WA Police, through the ‘*Eyes on the Streets*’ intelligence reports. These reports range from suspicious vehicles within industrial areas at night, to targeting specific areas at the request of the WA Police.

85% of residents are aware of CoSafe. People with young children report the highest awareness — source: Catalyse 2018 City of Cockburn Perceptions Survey.

CURRENT COST



SERVICE TO RESIDENTS

CoSafe provides many community-focused activities, including the attendance at community events and providing a holiday watch service to residents when away.



Holiday Watch

The free Holiday Watch service CoSafe provided to the community saves residents on average \$40 per day in hiring private security to check their property when away.

Relative to the Australian Bureau of Statistics data, the current service is underutilised and more concerning, the service is not often used by residents in lower-socioeconomic areas, which have lesser levels of home security systems.

CoSafe is primarily known by the community for its additional Patrols of streets and areas where there is a community perception of anti-social behaviour. The process to request this service is primarily by email or calls through the 1300 COSAFE number.

Patrols of these areas are generally conducted over several weeks, and research into the effectiveness has shown the perception of the community concerns improve. The overall tangible benefits of capturing information for the Police during these proactive patrols are rare.

CoSafe has shown to be effective to monitor activities relating to municipal Law enforcement matters for the City's compliance based units.

PATROLS OF CITY FACILITIES

CoSafe oversees the physical patrol of over 60 facilities throughout the City, in addition to locking and unlocking bollards, toilets and BBQ facilities within Reserves.

By the number of tasks, facility checks represent the highest demand for the current CoSafe service. Every month, CoSafe oversees approximately 5,000 tasks relating to this function of their service.

The current level of service CoSafe provides for this service equates to approximately \$430,000 P/A in savings to the City should these functions be outsourced to a third party security supplier.

The effectiveness of these patrols under the current service is limited to discovering unlocked doors and the rapid reporting of graffiti. Since the start of the CoSafe service there has been no known events where a CoSafe officer during a patrol has prevented malicious damage. Research into the patrols effectiveness has shown disruption to this behaviour only while the Officer is present.

GAPS IN THE CURRENT COSAFE SERVICE

Salient findings that affect the current service delivery of CoSafe are:

Community Perception of CoSafe

The ongoing perception of CoSafe (as shown in Annexure 1) has been mixed. Residents critical of the service, have wide-ranging beliefs that stem from seeing CoSafe officer's in person or seeing negative social media posts about CoSafe.

Reviewing anecdotal records of CoSafe and recent social media posts relating to CoSafe show most residents' critical comments related to;

- Officer's appearance and dress standards;
- Questioning the usefulness of a CoSafe Officer (possibly referring to training); and
- Seeing CoSafe Officer's stationery in parks and reserves with the perception they are not completing useful tasks.

Officer Training

With the assistance of CoSafe's current provider, Wilson Security, it has been recognised the training for CoSafe Officer's is limited to an Australian Nationally Accredited Certificate 2 in Security Operations.

To obtain a Certificate 2, there are 12 units of competencies to be archived. All 12 of these units relate to the security industry – i.e. using radios, licensing requirements and identifying unsecured buildings.

None of the Certificate 2 course units addresses critical areas ensuring CoSafe is successful in engaging with the community, and more so, nothing relevant to contemporary community safety issues faced by the community.

Officer's Awareness of Community Issues

Further exacerbating the CoSafe Officer's training shortfall is a lack of fundamental understanding of Local Government practices. Most Officers currently employed by the service provider come from a culturally and linguistically diverse background, where their knowledge of Local Government responsibilities within an Australian context is not widely understood.

Although onsite training and changes to processes has limited the effects of this identified gap, there is ongoing need to respond to community complaints that occur due to Officer's behaviour and actions. This generally has a flow on effect to City staff supervising the service, by constantly responding to community complaints and concerns and clarifying the role of CoSafe.

Call Centre

The lack of awareness of the CoSafe service also extends to the current contractor's call centre. The Call Centre acts as the initial point of contact for residents requiring CoSafe assistance. The Call Centre staff regularly answer phone calls from residents who are under the impression that they work for the City of Cockburn. Residents using this Call Centre have expectation the Call Centre Operator is aware of geographical locations and contemporary community problems.

Due to the current set-up of the Call Centre by the current contractor, there is no exclusive CoSafe Call Centre Operator(s), and the call centre staff attend to numerous phone calls from other security companies and alarm monitoring companies. Anecdotal research has shown that the current contractor's call centre staff have limited training provided in relation to understanding the role of CoSafe.

Highlighted further within this report is the average 2 minute call time from residents to the 1300 CoSafe Call Centre Operator. Anecdotal research has shown the officers and call centre staff spend longer time conveying the initial customer information to each other than the original call, delaying response time and creating opportunity for error in information flow.

Recruitment

Since the commencement of CoSafe, the service provider has been responsible for the recruitment of all contracted staff. Although the City enjoys the benefit of not managing the recruiting process, this has often led to a deterrent to the service by the Officer's performance.

To date, the City has had to request the removal of numerous officers due to behavioural issues and officer incompetencies that could have been identified within a rigorous selection process.

Further problems with recruitment have been highlighted, with the lack of specific advertising for the role by the current supplier. Officers for the CoSafe contract are selected from a pool of security officers the contractor has already employed.

The lack of specific recruitment for the contract often means there are little applications by people interested in community safety, more so, just candidates trying to achieve employment within the security industry.

Overall and as shown in the above identified gaps, the diversity of the CoSafe Officer's role is large. They are expected to perform many functions ranging from traditional security patrols of facilities and responding to alarms at facilities to dealing with matters relating Municipal Law Enforcement, attending community events and changing the community's perception of safety.

The scope of these roles shows a clear need for the above gaps to be addressed, regardless of the service model style chosen.

BENEFITS OF THE CURRENT COSAFE SERVICE

Cost of Security for City Facilities

CoSafe's most substantial service use is the physical patrols of City facilities, in the hopes of deterring anti-social behaviour and break-ins.

The use of CoSafe to patrol City facilities has a significant cost reduction when compared to a sole source contract to an external security provider. Estimated cost savings for this are estimated \$430,000 per annum.

Visible Presence

Having 5 CoSafe vehicles driving around the City on a 24-hour basis provides high visibility of the vehicles and the CoSafe brand.

Various academic researchers have noted that a physical presence of security and policing services often detract opportunistic crime and improve the community's perception of safety and freedom of movement for elderly members of the community.

Assisting With Emergencies

Although not regularly used, CoSafe has in the past helped the City handle various emergencies, due to the constant number of Officers available at any one time, CoSafe has assisted by providing immediate road closures for bush fires and serious road accidents.

INDUSTRY TRENDS

COMPARABLE SERVICES

Similar services to that of CoSafe have been used by many other metropolitan Local Governments, most of which have now changed their service delivery to an internal service delivery model, or an expanded ranger service. The most recent and comparable example was at the City of Rockingham, where it operates an internal service supported by contracted staff on an as-needed basis.

The City of Belmont currently uses an external service provider for community safety patrols, but the service is variable, covering peak periods such as weekends and Thursday and Friday nights, where anti-social behaviour is considered to be more

prevalent. The City of Belmont service only operates two vehicles during this time and is supported by a community safety focused Ranger service.

As shown in table 2 below, the City of Cockburn is the only larger Local Government Authority within the Perth Metropolitan Area to have an entirely external operated service.

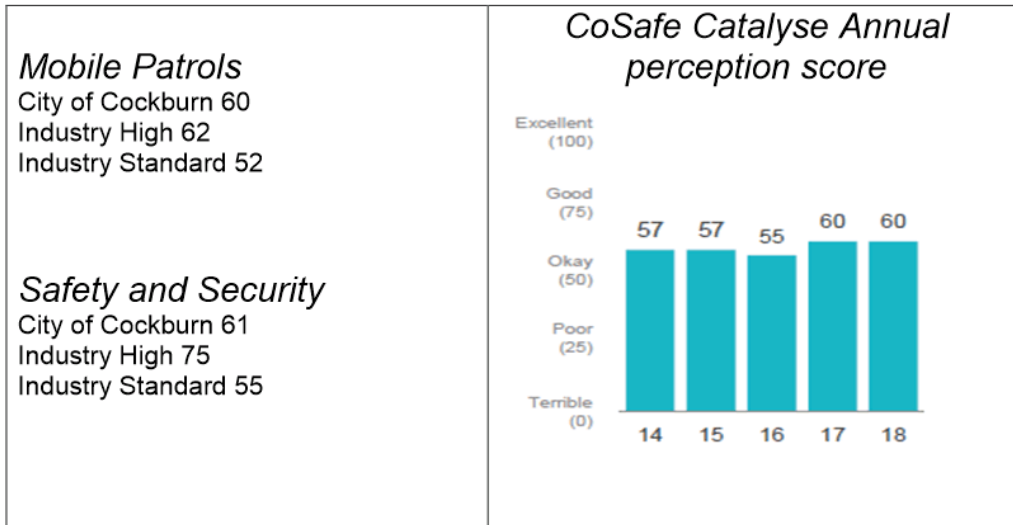
Table 2 - Industry Trends (Local Governments)

LGA	No. of residents	Service Type	No. of vehicles	Estimated Annual Cost
Stirling	220,000	In-house	4	\$2.1M
Wanneroo	188,000	In-house	2 (between 9 pm – 6 am, with Rangers operating between 6 am – 9 pm)	\$1.3M
Joondalup	161,000	In-house	2 (Mon-Wed) 4 (Thurs-Sun)	\$1.2M
Rockingham	129,000	In-house	6 (operates 12pm- 4am)	\$2.2M
Cockburn (Currently)	110,000	Contract	5	\$2.8M
Melville	102,000	In-house	5	\$2.3M
Canning	94,000	In-house	4	\$2.0M
Bayswater	68,000	In-house	2	\$1.4M
Belmont	41,000	Contract	3 (Thursdays - Sundays)	\$1.5M

Note: Estimated Annual Cost is based on third party information provided by Officers at each Local Government and published Annual Reports. These figures are estimated at +/-10% accuracy, due to some services being integrated with Ranger Services, support staff differs between LGs, and some estimates may not reflect management charges. The estimated annual cost should be used as guidance only.

The level of community satisfaction of mobile community safety patrol services varies widely between Local Governments. Also noted as part of this review, was most Local Governments Authorities that do not operate a patrol service do not measure the community's perception of safety.

INDUSTRY –WIDE COMMUNITY SCORES



Resident Quote (Catalyse Survey)–

“CoSafe were really helpful, they came out and had a look down the street and called me back, it just made me feel safe to know that there was someone I could call on”

USE OF COSAFE

WA Police Assistance

Through regular contact with the WA Police Force, CoSafe has continued to patrol areas, and in some cases specific homes at the request of the Police. Information from CoSafe is used regularly to assist in more extensive investigations.

The service CoSafe provides in this aspect is seen to be beneficial to the Police, and the service is often well regarded by Local Officer In-Charge’s (OIC) of each Police Station.

Within recent months, assistance for the Police has included patrols for over 500 suspicious complaints and has made up 21% of ongoing tasks, of which the Police request most of these tasks.

Community Request for Assistance

Through researching the previous six months’ data, CoSafe tasks appear to have a 10 percent increase in requests for assistance over Friday, Saturday and Sunday evenings.

Anti-social behaviour throughout the day was consistent throughout the week, regardless of time.

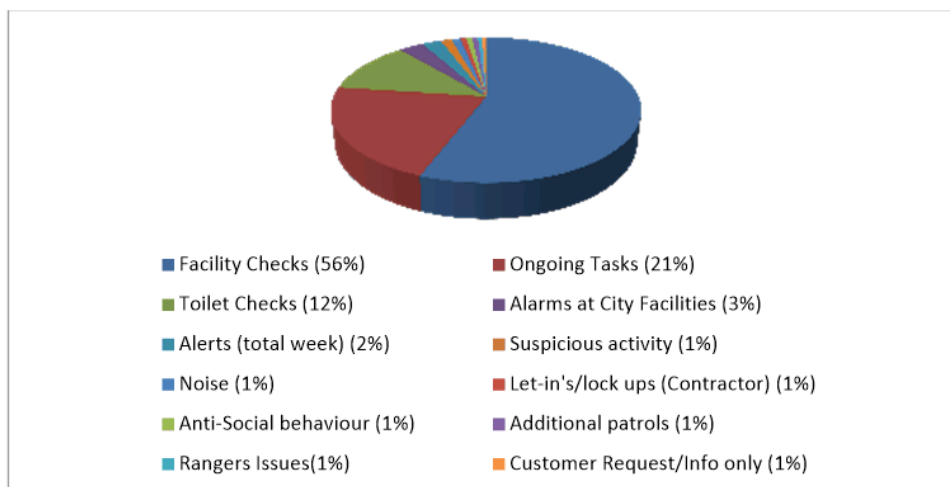
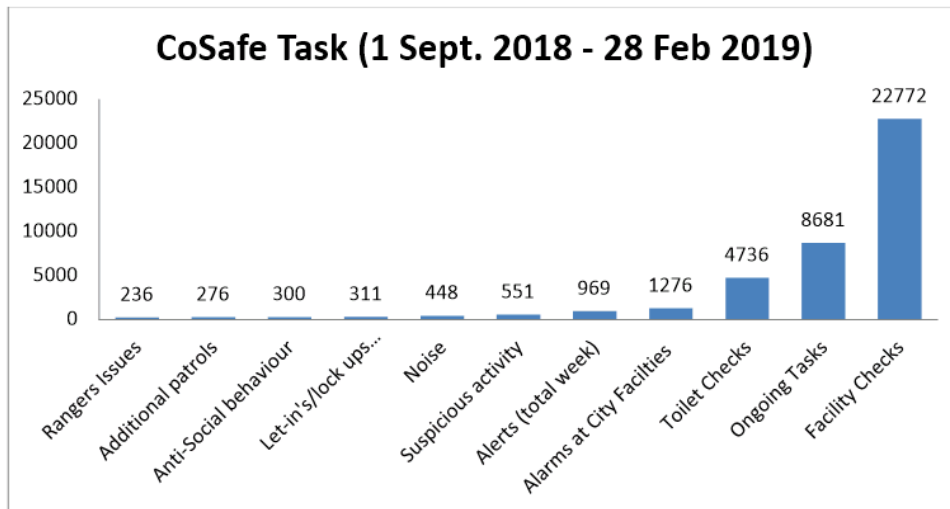
Facility Tasks

There is a significant reliance on CoSafe to patrol community facilities, ablution blocks and BBQ areas. The growth of patrols was measured through analysis of anecdotal evidence, and also a more specific assessment was completed by reviewing the total allocated time to each officer, and estimated travel time between tasks.

Salient findings over the six months (1 September 2018 – 28 February 2019) showed that facilities tasks related to;

- 56% of facility checks;
- 12% toilet checks;
- 1% responding to alarms at City facilities; and
- 1% letting in contractors at facilities.

Equating to 70 percent of all CoSafe task throughout the period.



Further research showed that the City's current level of physical patrols is significantly higher than that of other Local Governments. Also, when compared to similar buildings within the area of Cockburn, the City facilities enjoy a much higher rate of physical security patrols than that of the private sector or State Government Assets.

Summary of Data analysis

Through the research of CoSafe tasks between the months of September 2018 and February 2019, and through wider anecdotal research from previous years, it can be seen that the current service is heavily committed to City facilities. The level of security provided to these facilities is above other equivalent Local Government Authorities or at (non-City owned) facilities within the City of Cockburn.

The current workload of a CoSafe Officer is underutilised when averaged across all five patrol zones. Based on further research, the underutilisation calculates the current workload leaves approximately 5 hours (or 40% of their shift) without an allocated task.

Typically, the use of unallocated time would be seen as a time for proactive patrolling, but as this report has already highlighted, the use of CoSafe for this service, when focusing on community safety is currently ill-equipped to complete this task.

SALIENT SERVICE CHANGES

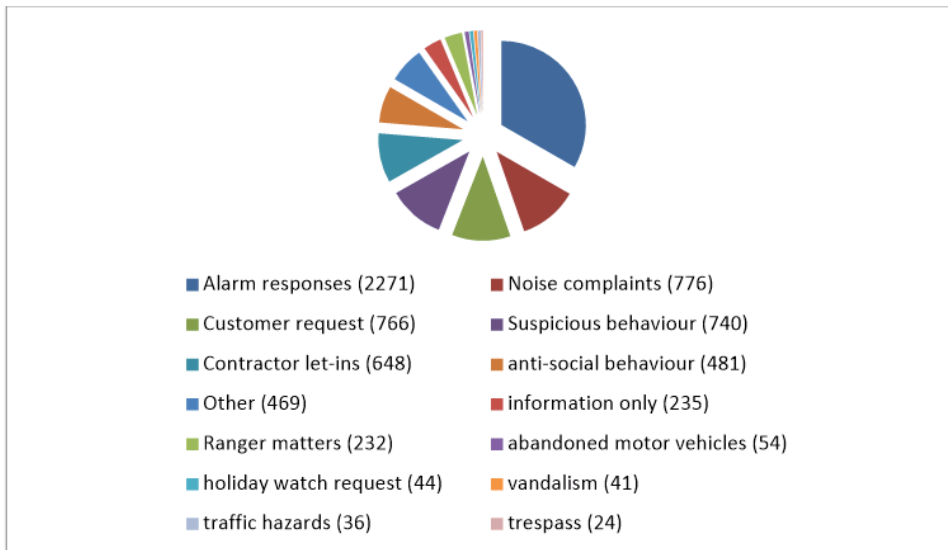
Aside from the change in service delivery, below are 4 salient changes that should be considered when reviewing the overall CoSafe service:

1. CoSafe Call and Reporting Centre;
2. Static Vs. Variable Roster;
3. Facility Security Upgrade; and
4. CCTV Expansion.
 - a. City Network
 - b. Private Network

1. COSAFE CALL AND REPORTING CENTRE

Based on review of incoming (1300 COSAFE) calls between 1 April 2018 to 29 March 2019, 6,817 calls were received.

Upon further review of the calls a high number (2,271) of these were support of City facilities with alarm alerts. With the opportunity of upgrading the City's facility security systems, these calls could be avoided. Further reductions in calls could be achieved by contractors not relying on the use of CoSafe to access facilities they have already been issued keys and access cards to. A further breakdown is shown within the graph below.



Throughout the assessment period only approximately 2,700 calls were from members of the public that constituted urgent assistance, or on average approximately 50 per week. These assessed calls had an average 2 minute call time.

Technology Changes

Further improvements in call centre management have been explored, where an Interactive Voice Response (IVR) management system should be installed.

The use of (IVR) management system would improve call times by prioritising customers that require urgent response and providing a messaging service system for non-urgent calls i.e. request of a holiday watch or information only calls.

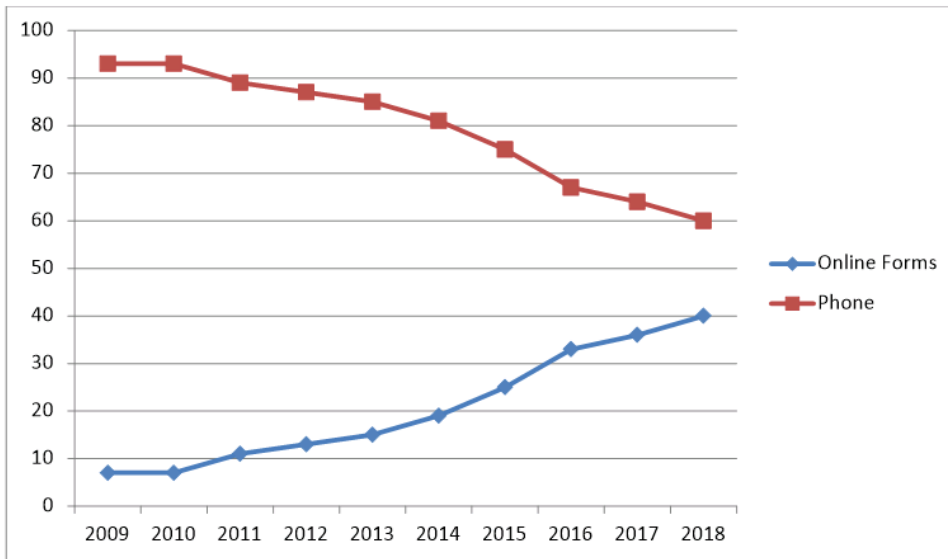
IVR solutions researched would have the ability to send progress text messages to customers reducing the need for unnecessary customer interaction and call backs late at night.

CoSafe Reporting APP

As part of the review, the City’s officers reviewed reporting through Crimestoppers WA as an indication on how volume date is reviewed, logged and used for Police response.

While reviewing the Crimestoppers system for managing data, it was noted their use of an App could benefit the community to pass on information to CoSafe for further follow up.

The review noted that an app is becoming an increasingly useful tool for Crimestoppers.



Rostered Call Centre and Operations Officer

The review has also explored an opportunity to engage an employee or contractor to handle busy periods of increased calls between Wednesdays – Sunday (5 days) between 6PM – 2AM. Outside of these hours it is anticipated any call for CoSafe will go through to the CoSafe supervisor.

Cost for this option will depend if there is an employee hired or through a contractor. Cost estimates are;

Internally employed

- Level 3 \$120,000 P/A (includes 18% overhead)

Contractor

- \$83,000P/A (includes 20% Contractor Overheads)

The use of this officer would have value added benefits to the service and overall use of the City’s CCTV network. However, the overall outputs of this position verse the ongoing cost do not show an immediate need for this position.

Due to the proposed scope of work for the role and direct customer service with members of the community it is recommended this role (if created) should be internally filled on a fixed term basis.

2. STATIC VS VARIABLE ROSTER

One of the key issues identified during the review has been the structure of the CoSafe Officers’ roster. In particular, the existing service operates under a static 24

hr / 7 days a week roster, which allocates 5 officers at all times. This roster doesn't take into consideration the peaks and troughs for when the service is required.

As an example of this, the current officer provision for a quiet period of 6 am till 7 am is the same as the busiest times such as 6 pm till 1 am on a Friday night / Saturday morning.

The review has considered a variety of options to the structure of the CoSafe roster and identified the pros and cons of both a static and variable roster.

Static Roster (24/7 – 5 Officers at all times)

While the current model ensures a consistent level of service, it is highly limited in its flexibility to deal with peak times during the week where the majority of calls are received. It is also considered to be a poor use of resources to have 5 officers operating during the quieter times of the week. In summary, the current structure leads to scenarios where the City is effectively under or over resourced with CoSafe Officers.

Variable Roster

An alternative option is the use of a variable roster which takes into consideration peak periods and seasonal requirements.

City employed CoSafe Officers could be rostered in a way that is conducive of the City's 152 hours per month required as per the City's Enterprise Agreement whilst also achieving the increased flexibility of being able to adjust resourcing levels to cater for peak times, such as weekends and nights.

The following considerations were made in the development of a potential variable roster.

1. The roster of Officers (either internally employed or contracted); and
2. The number of Officers required to maintain sufficient service levels;
3. Peak service times where a higher number of officers may be required; and
4. Seasonal variations to requirements

In consideration of the above factors, a proposed variable roster has been developed and attached as Annexure 2.

The proposed roster is based on research showing the CoSafe service is approximately 10 percent busier on Friday's, Saturday's and Sunday's. Furthermore, the service analysis also considered the volume of calls received through the 1300 COSAFE phone number. The data was collected between 1 April 2018 to 29 March 2019. The data below shows constant level of calls throughout the week (Monday to Thursday), with peak times being Friday to Sunday.

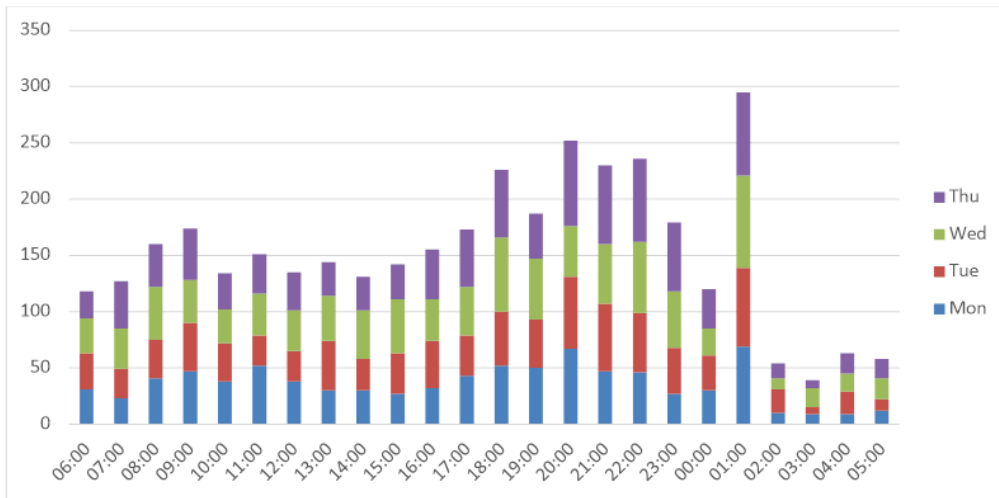


Chart 1 Call Volumes – Monday – Thursday (1 April 2018 – 29 March 2019)
 The data showed in chart 1 (above) indicates Monday's display a relatively lower number of calls when compared to the weekend (see Chart 2 below).

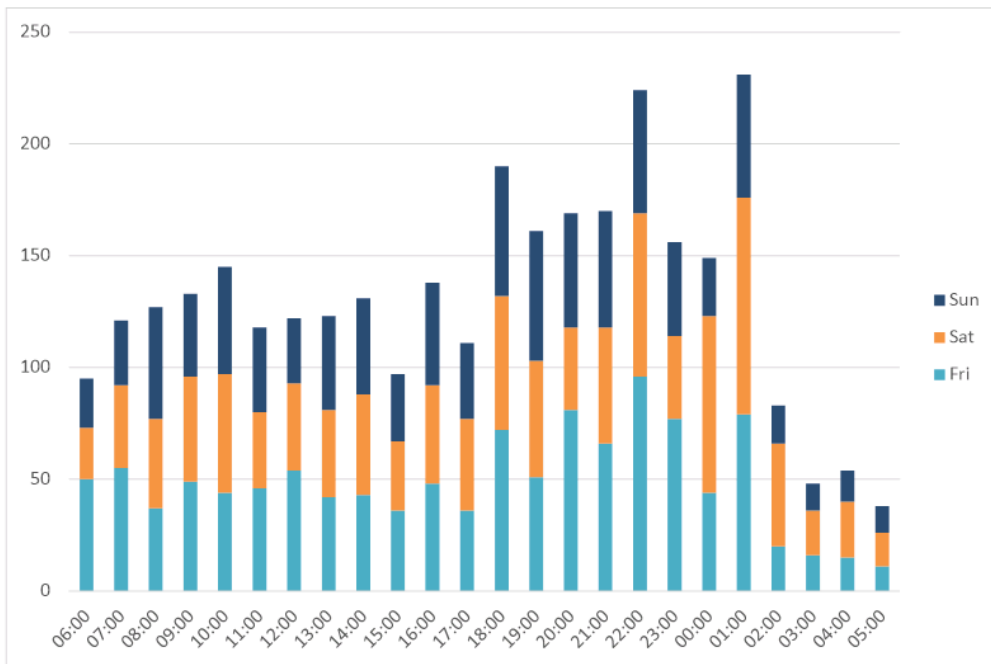


Chart 2 Call Volumes – Friday – Sunday (1 April 2018 – 29 March 2019)
 Chart 2 shows a constant number of calls between Friday and Sunday.

Overall, the call volume across the entire week escalates between the hours of 6 pm – 1 am, and then tapering off between 2 am and 6 am.

Based on the above findings, the report recommends the service is administered with a variable roster shown as per Annexure 2. To accommodate the flexible

rostering arrangement, the existing patrol zones have been amended and attached as Annexure 3.

3. FACILITY SECURITY

As previously highlighted within this review, approximately 70% of the current CoSafe service utilisation relates to City facilities. Most of these tasks relate to ongoing and continuous facility patrols. Facility patrols are completed on a 24 hour basis with the intent of reducing potential damage and theft.

The review has found that the City's alarm and access control systems are all separate and unique to each building. The disconnected design makes it hard to manage and update, making it difficult to be monitored by CoSafe in its current design. The design also contributes to delays in CoSafe response time due to the use of two third parties handling alarm signals prior to being received by the CoSafe Officers.

The lack of integrated systems creates a reliance on psychical CoSafe patrols to ensure buildings are secured and damage is reported in a timely manner.

As part of this review, an initial Feasibility Study has been completed on two possible integration solutions.

Cost savings from an adjusted CoSafe service can be reinvested into the progressive roll-out of an integrated security solution. Attached as Annexure 4 is a multi-year capital works plan to implement the upgraded Security system outlined within an initial Feasibility Study.

Should the alarm systems be upgraded, the number of patrols conducted by CoSafe could be reduced, allowing for the CoSafe resources be better utilised within the community.

4. CCTV EXPANSION

a. City Network

The City's CCTV network has expanded in recent years to approximately 500 CCTV cameras. The City's cameras cover City facilities and key public areas. Currently, access to the camera system by CoSafe Officers has been limited. This is mostly due to technology constraints, the level of training for contracted (CoSafe) staff, and the benefits of the cameras not yet being incorporated into current work processes.

The proliferation of CCTV will further improve CoSafe effectiveness and provide greater opportunities to immediately monitor areas of concern. With the increase of CCTV cameras, there is a need to integrate an artificial intelligence (A.I.) video based analytics program. The analytics program will allow for computer aided response to anti-social behaviour. The A.I. program has been added to the capital expenditure plan in Annexure 4.

b. Private Network

According to the Australian Bureau of Statistics, during 2017-18, one in eight homes upgraded their home security systems, with one in twenty of these homes noting the primary reason for the upgrade was due to the occurrence of crime or anti-social activity nearby. Of these homes, approximately 10 percent included the installation of CCTV cameras.

Most private camera systems obtain valuable footage that could assist with the identification of prolific offenders within the community and support the WA Police with investigations. At present, there is no mechanism for the community to submit this footage. The review noted that many residents who report suspicious behaviour to the Police are rarely requested to provide the footage.

With limitations of research for this report, it is unclear what WA Police's procedures are for retaining this footage. WA Police's internal capability of cross-referencing footage and making connections between other seemingly unrelated crimes is also unknown.

As a means to strengthen the use of community captured CCTV footage, the City could utilise an online submission process for residents to upload footage into a cloud environment. The footage will be assessed by the City's future A.I. CCTV software to match against known people within a centrally controlled database. The type of system recommended is understood to be the first of its kind.

SERVICE DELIVERY OPTIONS

The CoSafe service review has highlighted three potential options for consideration;

1. Service Model One – All Contracted Staff with variable roster;
2. Service Model Two - Internally supervised with contracted staff (hybrid);
and
3. Service Model Three- Internal workforce using a variable roster.

A non-branded third-party option was also explored as part of this review. The non-branded third-party service option would be the most cost-effective but provided a significantly reduced service quality. The third-party option would have closely aligned to the Australian Standard for Guard and Patrol Security Services (AS/NZS 4421:2011), rather than the City's expectations for its CoSafe model.

A service that complies only to AS/NZS 4421:2011 will be significantly reduced to the current level of CoSafe. For example, alarm responses to City facilities could change from approximately 8 minutes up to 45 minutes. As such, this option was not further explored within this report.

A 24 hour Ranger service was also considered, however the overall low demand for urgent after hours calls (where a Ranger attended) only represented approximately 1.9% (for 2017-18) of all combined requests for Ranger related matters (after-hours) during the week. Although this figure does not take into account after-hours calls on weekends, an anecdotal assessment shows the figures are not significantly higher than during the week.

Each service option explored within this report provides initial set-up costs, and estimated annual operating costs over five years. The five-year cost estimation is provided as an example as it aligns to the current CoSafe service contract period,

with a 2 per cent annual increase to cover rising costs, inflation and the Consumer Price Index.

Insurance

During this review, Officers contacted LGISWA (the City's insurer) and confirmed the existing liability protection covered all service model options provided as part of this report, including the outsourced options.

Fleet

The option of leasing vehicles compared to purchasing was also explored as part of this review. The report determined an option for leasing vehicles should be further explored, weather the leasing is managed by the City or by the security staff contractors was not determine and should be further considered as part of the tender process. The report has assumed the responsibility for purchasing and maintaining vehicles used by City employees will be purchased.

This report based fleet insurance at 2.1 percent and vehicle changeover occurring every 18 months. The report also conducted market research into the possible fleet type and manufacturer's warranty. The review also assessed recent historical prices of diesel and unleaded petroleum, and the associated carbon emissions from the two types of fuel.

Electric power vehicles were explored, however, considering the required charging times and nature of CoSafe's 24 hour service, it would result in the need to effectively double the CoSafe fleet size.

SERVICE MODEL ONE – ALL CONTRACTED STAFF WITH A VARIABLE ROSTER

Overview

While maintaining the existing style of CoSafe with contracted staff, the service change will allow for an increase in vehicles during peak periods (weekends and nights) and a smaller sized team to handle the quieter periods over 24 hours. Attached as *Annexure 2* is a conceptual roster solution for service model one.

In addition to adjusting the size of the CoSafe teams, the proposed service model will change the officer criteria within the Tender, specifying a minimum pay level for Guards (Level 3) and Supervisors (Level 4) retrospectively under the Security Award. The increase in salary to the Guards and Supervisors will contribute to the employment of more qualified staff and ensure the CoSafe contract is an industry desirable workplace. The addition of these minimum requirements would allow for pre-employment screening of Officers to ensure minimum requirements and expected service standards are met.

The intent of Service Model One is for CoSafe to remain as a contracted workforce, but provide ancillary equipment for the contractors to use. The intent of this would

allow for greater market participation in the tender process, creating a more competitive submission outcome.

Further enhancing the service of CoSafe, a suite of internally created online courses will be developed, educating prospective Officers and Supervisors in line with the City's requirements. These courses will become a mandatory criteria stipulated within the new CoSafe Contract.

The service model would operate on a single contracted workforce, with one shift supervisor and a varying number of CoSafe Officers. Service Model One proposal would have minimal impact on other internal service units, and will not require any additional FTE positions to be created.

Benefits

Notwithstanding the cost savings of an adjustable service, benefits would include the use of a well-developed service style and maintain the existing high level of branding and awareness of CoSafe.

Adjusting the service style to increase staffing levels on weekends will allow CoSafe to focus on anti-social activity throughout peak periods and spending more time in identified problem areas.

Development of an in-house training program will allow for improved education for the CoSafe Officers. Further assessments on the retention of on-job knowledge will be standardised ensuring high levels of on the job training are retained.

Negatives

The use of an adjustable roster may need to be amended from time to time to suit changing issues within the community. The time required to alter the roster will depend on the tender specifications and a reliance on the City's Officers to monitor emerging problems.

CoSafe Officers may become involved in a protracted task (i.e. maintain security at damaged facilities until repairs are completed), which may reduce the number of tasks able to be attended by CoSafe.

Financials

Ongoing:

Item	Estimated cost
Contract Cost	\$1,510,000 ⁴
Contract Fleet	\$95,000
Fuel	\$60,000
Telecommunications	\$14,000
Uniform/ PPE budget	\$15,000
Salaries (City Staff)	\$250,000

Staff Overheads and Superannuation (City Staff)	\$45,000
Promotion/ Sundry expenses	\$15,000
Fleet Maintenance and Carbon Offset	\$10,000
ABC management and service Charges	\$205,000
Insurance Allocation	\$6,000
Total:	E\$2,225,000

Establishment:

Item	Estimated cost
Radio Communications	\$15,000
eLearning Courses Created	\$35,000
Minor Equipment	\$12,000
Promotional Campaign	\$20,000
Total:	E\$82,000

Estimated Establishment Cost: \$82,000

Estimated Cost per year: \$2,225,000

Estimated Cost over a five year period: \$11,660,989.36⁵

⁴Based on award wage (\$1,155,334.32) with 20 per cent overheads of the contractor.

⁵ Based on a 2 per cent increase on all ongoing cost. The total includes the establishment cost.

Human Resources

No new positions would be created within this proposed service delivery model.

SERVICE MODEL TWO – INTERNALLY SUPERVISED WITH CONTRACTED STAFF (HYBRID)

Overview

Service Model Two is based on similar outputs to the proposal in Service Model One and Three (including the roster set out in Annexure 2), except for internally employing the CoSafe supervisors. The bulk of the workforce will be employed through a contract arrangement with an external labour provider.

Benefits

The rationale for Service Model Two is the benefit of direct and constant supervision of the CoSafe workforce, without the need to employ significant numbers of staff.

Further benefits of this would be potentially increasing service scope to the community with an overall cost saving compared to the current service model. Furthermore, the new service would allow for the urgent matters relating to the Ranger and Community Safety Service unit to be dealt with on a 24-hour basis. These new services include, but are not limited to;

- Organising the towage of abandoned vehicles in dangerous locations;
- Assisting with the closure of roads after severe accidents;
- Supervisors handling initial response to after-hours dog attacks;
- Collect wandering dogs;
- Investigate illegal dumping;
- Respond to unlawful camping; and
- Respond to illicit fires.

More so, the internally employed supervisors will provide a greater sense of ownership with the CoSafe service and more local knowledge on handling matters that arise.

The service could undertake municipal compliance by authorising the Supervisors, similar to other local governments, where they could undertake minor enforcement matters.

Further to the increased service delivery to the community, the City will reduce its reliance on the current on-call roster for Rangers, creating a further financial saving.

Proposed Casual positions employed may be offered additional employment within the Rangers Service Unit, further improving the synergies of each team to work closer together.

Negatives

The employment of four FTE and two casuals to perform the CoSafe Supervisor function could increase the exposure of the City to Industrial Relation matters.

Further to this, the supervisors would be employed under the Local Government Award, increasing the cost of the positions when compared to outsourcing.

The internally employed staff would have to be skilled in contract management and understand the role of CoSafe contracted staff.

Sham Contracting Risk

The City engaged McLeods Solicitor's to review the proposed model. The review was completed to assess any legal implications relating to an allegation of sham contracting.

A sham contract is when an employer deliberately disguises an employment relationship as an independent contracting arrangement, instead of engaging the worker as an employee. This is usually done to avoid paying employee entitlements such as superannuation, workers' compensation, leave, and certain taxes. Department of Industry, Innovation and Science

McLeods has confirmed (hereto attached as Annexure 5) the concept of Service Model Two will not violate industrial law relating to sham contracting. The legal advice highlighted relating to conformance with industrial law is based on the City's Service Contractors not sub-contracting their services to another third-party.

Given the regulation of the security industry within Western Australia as set out within the *Security and Related Activities (Control) Act 1996*, the risk of subcontracting is unlikely as the employment of licensed security guards requires an Agent License of each company. The WA Police Licensing Services Branch governs the issuance of Agent licenses which are not generally issued to individuals.

Financials

Estimated cost per year is based on the proposed roster within Annexure 2. Additional expenditures are estimated within the table below;

Ongoing:

Item	Estimated cost
Labour Contract Cost (Incl. 6 Officer vehicles)	\$1,180,000 ^b
Fleet	\$85,000
Fuel	\$60,000
Telecommunications	\$14,000
Uniform/ PPE budget	\$15,000
Salaries (City Staff)	\$750,000
Staff Overheads and Superannuation (City Staff)	\$135,000 ^f
Promotion/ Sundry expenses	\$15,000
Fleet Maintenance and Carbon Offset	\$10,000
ABC management and service Charges	\$230,000
Insurance Allocation (fleet included)	\$20,000
Total:	E\$2,514,000

Establishment:

Item	Estimated cost
Purchase of Vehicle (Supervisors)	\$38,000
Radio Communications	\$15,000
eLearning Courses Created	\$45,000
Minor Equipment	\$12,000
Promotional Campaign	\$20,000
Total:	E\$130,000

Estimated Establishment Cost: \$130,000

Estimated Cost per year: \$2,514,000

Estimated Cost over a five year period: \$13,404,956.96⁸

⁶ Based on award wage (\$901,564.56) with 20 percent overheads (inclusive of Superannuation) of the contractor.

⁷ Calculated at 18 percent.

⁸ based on a 2 per cent increase on all ongoing cost. The total includes establishment cost and vehicle changeover (3 times within 5 years – every 18 months) with residual vehicle value included.

Human Resources

Service Model Two would require the employment of four new FTE positions with the possible future employment of two casuals. The internally employed Supervisors would be hired under the City's Enterprise Agreement, Category B Level 5. The casual staff will likely assist with Ranger duties during times they are not required to service CoSafe, thus broadening the team's ability to integrate with the Ranger's team.

Further explanation of salaries is provided within the below table:

Salaries (explained)	
Salaries – Patrol Supervisors	\$450,000
Salaries - Support Staff (CoSafe Operations Coordinator, CCTV Officer and Community Safety Officer)	\$240,000
Interchange Shift Coverage (768hrs PA)	\$10,000
Contingency for interchange	\$6,000
Backfilling allowance (for leave coverage – Supervisor)	\$45,000
Total	\$751,000

Service Model Two provides the opportunity to employ internal staff while maintaining the 152 regular hours per month specified within the City's EA. With the introduction of an interchange roster, City employed staff will have a consistent

roster pattern, with a mixture of day and night shifts, and generous rest periods between shifts.

The below table outlines how the Supervisor roster will be implemented over a four week period.

	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S		
Supervisor 1	D	D	8h								N	N	N	N	N	N											D	D	D	D
Supervisor 2	N	N	8h								D	D	D	D	D	D											N	N	N	N
Supervisor 3				D	D	D	D	D	D									N	N	N	N	N	N	8h						
Supervisor 4				N	N	N	N	N	N									D	D	D	D	D	D	8h						
Casual 1			8h						D								N													
Casual 2									N								D						8h							

Legend:

D = Day shift 6AM – 6PM

N = Night shift 6PM – 6AM

8h = 8 hour shift (6AM – 2PM FTE rostered) - (2PM – 10PM Casual Staff member) (10PM – 6AM FTE rostered)

The proposed model requires City employees (supervisors) to oversee teams of contractors. Due to the direct supervision of contractors, the supervisors will need a greater delegation of authority, requiring at least a level 5 classification.

The current CoSafe Operations Coordinator position would need to be reviewed, and likely incur a level increase to 7 acknowledging additional direct staff supervision requirements.

SERVICE MODEL THREE – INTERNAL WORKFORCE USING A VARIABLE ROSTER

Overview

Service Model Three is based on similar outputs to the proposal in Service Model Two (including the roster set out in Annexure 2), with the key difference being that the CoSafe staff would be internally employed. The roles and responsibilities of the Officers would change slightly, however the overall outputs of the service would not significantly change.

Staff within this option will be employed under the City's Enterprise Agreement. The envisioned employment conditions would be part-time (catering for less than 76 hours per fortnight) on three year fixed-term contracts.

Benefits

The use of an internal workforce has advantages in quality control and recruitment, however these benefits are not unattainable through an external provider. The benefits of direct supervision will allow for greater control of the service deliverables and monitoring performance.

Further research into similar service deliveries at other Local Governments, Hospitals and Universities was undertaken during the review of this style of service. The investigation concluded that direct recruitment and employment for this service model would ensure high-quality candidates apply for the role, inherently raising the level of performance of the teams.

Further service benefits would include:

- Increased ability to integrate the CoSafe service with Technology One digital solutions;
- Better trained employees equipped to handle problems and improve customer satisfaction;
- Employee benefits as an incentive to improving the quality of staff and recognition of good work;
- Continuity of proactive patrols throughout the City and patrol zone areas;
- Work closer with WA Police in information sharing and collaboration when dealing with a response to emerging crime trends;
- Supervisors handling after-hours dog attacks;
- Collect wandering dogs;
- Organising the towage of abandoned vehicles in dangerous locations;
- Assisting with the closure of roads after severe accidents;
- Investigate illegal dumping;
- Respond to illegal camping; and
- Respond to illicit fires.

Negatives

A directly employed workforce represents many risks for the City, of which human relations is the most significant.

Although the quality of Officers may be higher, the overall structure within this proposed service model will not result in significantly improved service delivery, particularly when compared to the foreseeable outputs of Service Model Two. Furthermore, there is an additional estimated cost of \$480,000p/a when compared to Service Model Two.

Financials

Ongoing:

Item	Estimated cost
Salaries (Patrol Officers and Supervisors)	\$1,760,000
Salaries – Support Staff	\$240,000
Staff Overheads and Superannuation (City Staff)	\$360,000 ⁹
Interchange roster	\$10,000
Contingency for interchange	\$6,000
Backfilling allowance (for leave coverage – Patrol Officers and Supervisor)	\$185,000
ABC management and service Charges	\$290,000
Fuel	\$60,000
Telecommunications	\$14,000
Uniform/ PPE budget	\$15,000
Promotion/ Sundry expenses	\$15,000
Fleet Maintenance and Carbon Offset	\$20,000
Insurance Allocation (fleet included)	\$20,000
Total:	E\$2,995,000

Establishment:

Item	Estimated cost
Purchase of Vehicles	\$194,000
Radio Communications	\$15,000
eLearning Courses Created	\$45,000
Minor Equipment	\$12,000
Promotional Campaign	\$20,000
Total:	E\$286,000

Estimated Establishment Cost: \$286,000

Estimated Cost per year: \$2,995,000

Estimated Cost over a five year period: \$16,040,100.28¹⁰

⁹ Based on 18 per cent overheads

¹⁰ Based on a 2 per cent increase on all ongoing cost. The total includes establishment cost and vehicle changeover with residual vehicle value included.

Human Resources

Service Model Three would require the employment of 20 positions, (16 Officers – employed as part-time and 4 Supervisors employed as fulltime with overtime) with an estimated two casuals required for backfilling and supplementing summer period weekend shifts.

Employment of the aforementioned part-time positions would be conducted in group intakes and will take approximately eight weeks to complete recruitment. The ongoing support of this service model can be managed by the current Human Resources Service Unit.

The recruitment of 20 officers would be a significant challenge and would likely require 1 to 2 years for the right balance of skill, experience and local knowledge to be achieved.

The current CoSafe Operations Coordinator position would need to be reviewed and likely incur a level increase to 7 acknowledging additional direct staff supervision requirements.

RECOMMENDATIONS

The current CoSafe service completes approximately 80,000 tasks per year, mostly driven by the current requirements for high levels of patrols of City facilities. Although no direct data shows a correlation between increased patrolling and overall quality of service, it does however create confusion about what focus and core services are intended to be provided to the community by CoSafe.

The report has identified a number of areas of improvement required to change the perception and use of CoSafe, leading to better secured City facilities, use of smarter City technologies and a community that feels safe.

The review recommends:

1. **Change in CoSafe Service Delivery** - That Service Model Two (Hybrid Model) be chosen to commence on 1 July 2020. This recommendation will ensure a smooth transition from the current Contractor. Service Model Two represents the most significant, but, pragmatic improvement option for service improvement.
2. **Facility Security** – Implement a multi-year program to update the security systems at City facilities in accordance with the recommendations of an initial Feasibility Study. Review all facility checks on an individual basis and rationalise patrols. Furthermore, security checks of ablutions blocks continue at their current rate, but the reporting requirement of CoSafe is reduced to avoid possible workload duplication with the City's contracted cleaning company.
3. **Tracking Crime** – Utilise the new ESRI GIS mapping software to accurately track occurrences of crime to improve the patrol zones of

CoSafe. Ensuring the data obtained from the geospatial heatmaps is provided to the CoSafe Officer's.

4. **Community Perception of CoSafe** - Change the style/branding of CoSafe to better promote the feeling of security within the community by the use of CoSafe. As part of this recommendation, it is noted that a social marketing and behavioral consultant should be engaged.
5. **CoSafe Call and Reporting Centre** – Implement a peak period style call centre function between Wednesday to Sunday between the hours of 6PM – 2AM. Furthermore, create an Interactive Voice Response system (IVR) for filtering calls to the Supervisor. The use of an app or mobile friendly webpage is developed for online reporting to CoSafe to improve accessibility to the CoSafe service.
6. **Holiday Watch** - Increase promotion of the holiday watch service through community groups and also local travel agents.
7. **Officer training** – Develop an eLearning course covering several modules to better equip CoSafe Officers with the necessary training to undertake their tasks effectively.

Peer Reviewed

The CoSafe Service Delivery Review report was completed with information made available through research of historical data, financial records and third-party information from contributing local Government Authorities and WA Police. The Report was done to the best of available knowledge.

<i>Content, service analysis, comparative service study</i>	_____ Michael Emery Ranger and Community Safety Services Manager
<i>Review of proposals and needs analysis</i>	_____ Travis Moore Manager Recreation and Community Safety
<i>Reviewed ABC service charges for each proposed service model</i>	_____ Sinta Ng Accounting Services Manager
<i>Facilitated ABC management charges review provided advice on financial aspects</i>	_____ Nelson Mauricio Manager Financial Services

<i>EA advice and preliminary internal staffing costings and estimated overheads</i>	<hr/> Cliff McKinley Manager Human Resources
<i>Reviewed fleet asset purchasing</i>	<hr/> Ben Roser Facilities and Plant Manager

Annexure 1 – Customer Satisfaction Survey

<i>Satisfied with Response Time</i>	<i>Was the Officer able to assist</i>	<i>Would you recommend the CoSafe service</i>	<i>Customer Comment</i>
5	YES	YES	Cannot get through to 1300 quickly, operator doesn't understand area? CoSafe officer excellent
4	YES	YES	Made me feel safe (I live alone)
1	Unsure	Unsure	Had to wait to get through, didn't see CoSafe arrive, noise still continued! Will call CoSafe again though
5	YES	YES	Love the service. Previous council did have this service.
5	Yes	YES	Great service, always pleasant and keen to assist
4	YES	YES	I nearly hung up, as waited a long time to get through, operator appeared hard of hearing, I had to keep repeating
4	YES	YES	When CoSafe arrived the offenders went away - well done!
4	YES	YES	Great service, always pleasant and keen to assist
5	YES	YES	Arrived immediately, and spoke with person
4	Unsure	Unsure	CoSafe did their best but could only report, did not knock on door, disappointing
5	YES	YES	Waited a while to get through but CoSafe arrived quickly and helped me
4	YES	YES	Very helpful, thank you!
5	YES	YES	CoSafe arrived and the music stopped immediately
5	YES	YES	I called 1300 twice couldn't get through (frustrated) but when CoSafe arrived all good
3	Unsure	Unsure	Whole process difficult, long wait, didn't understand what I wanted and the car had left before CoSafe arrived
5	YES	YES	Always call them - fantastic service!
4	YES	YES	Wish they had the ability to do more though (issue a ticket!)
4	YES	YES	CoSafe were excellent, will definitely use again
5	Unsure	YES	Officer did best he could, wish they could go onto private property

Score rating 1-5 (1=low 5= very satisfied)

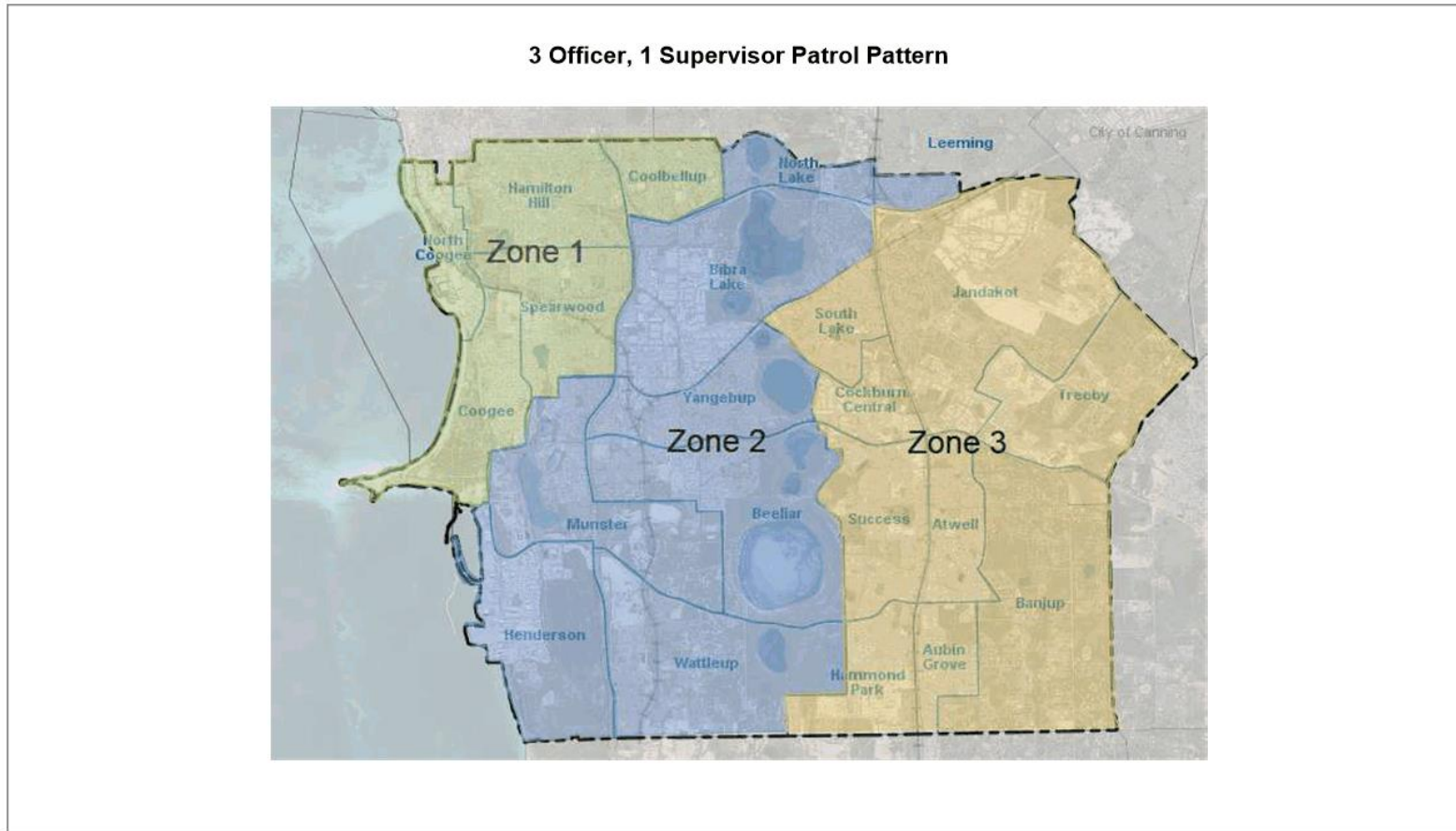
Annexure 2 – Proposed Variable Roster

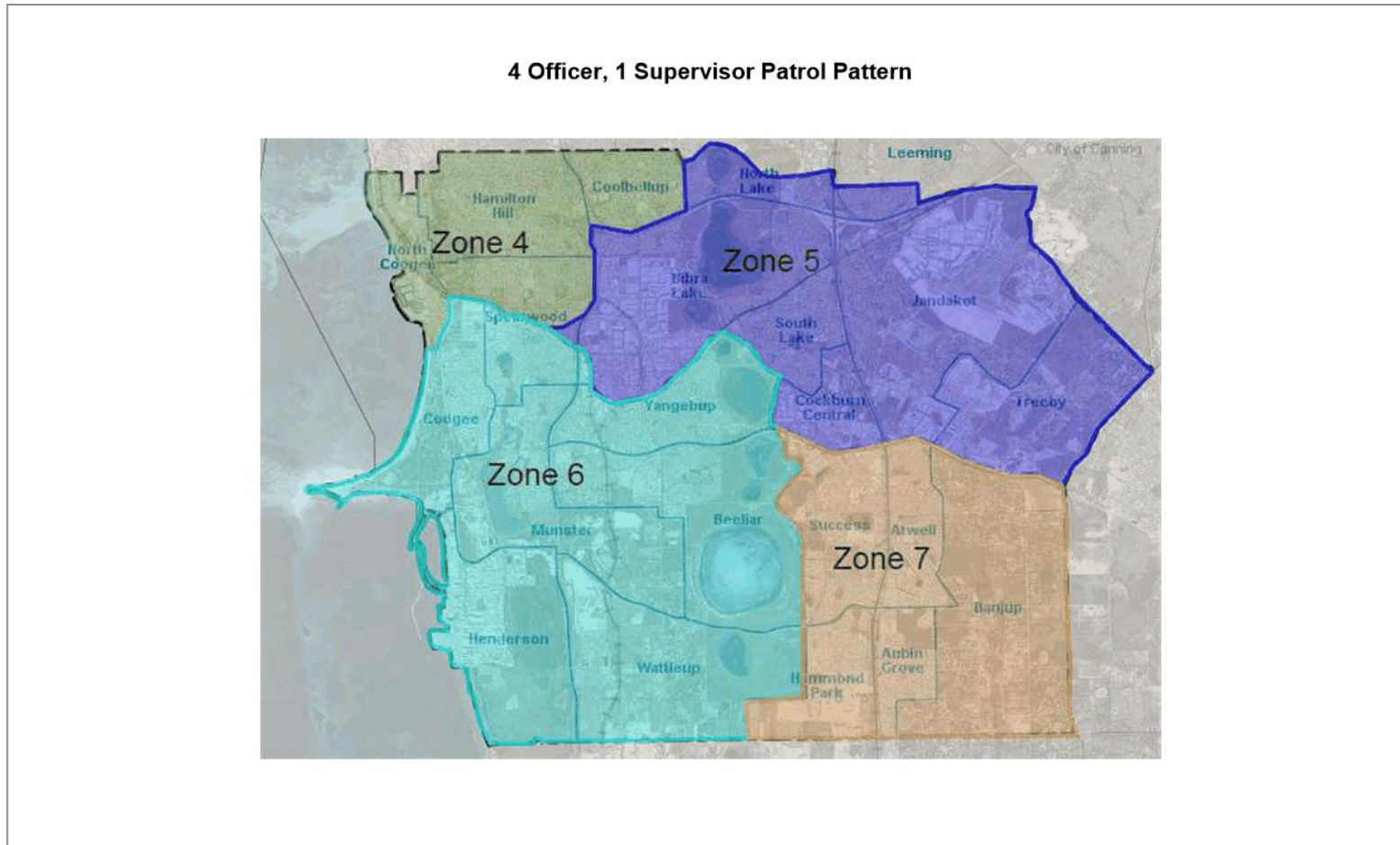
Saturday Day Shift x3 officers 1x Supervisor
Sunday Day Shift x3 Officer 1x Supervisor
Saturday Day Shift x4 Officers 1x Supervisor
Sunday Day Shift x4 Officers 1x Supervisor
Weekday Day Shift x 3 Officers 1 supervisor
Weekday Day Shift x 4 Officers 1x Supervisor
Night Shift
Weekday Night Shift 3 Officers 1x supervisor
6:00PM - 7:00PM
7:00PM - 9:00PM
9:00PM - 5:00AM
Weekday Night Shift 4 Officer 1x supervisor
6:00PM - 7:00PM
7:00PM - 9:00PM
9:00PM - 5:00AM
9:00PM - 5:00AM (added for Saturday half span)
Split Shift with Saturday - i.e. 12AM onwards
Friday Night - 5 Officers 1x Supervisor
6:00PM - 7:00PM
7:00PM - 9:00PM
9:00PM - 11:59PM
12:00AM - 6:00AM
Saturday Night Shift x4 Officers 1x supervisor
Split with Sunday
Sunday Night Shift x4 Officers 1x supervisor
Split Shift with Monday
Saturday Night Shift x5 officers 1x supervisor
Split with Sunday
Sunday Night Shift x5 officers 1x supervisor
Sunday Split to Monday

Day Shift																											
JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	1	2	3	1	2	3	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	18	19	20	21	22	23	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	25	26	27	28	29	30	
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31							
MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	
11	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	
27	28	29	30	31			24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30	31	
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	
30																					30	31					

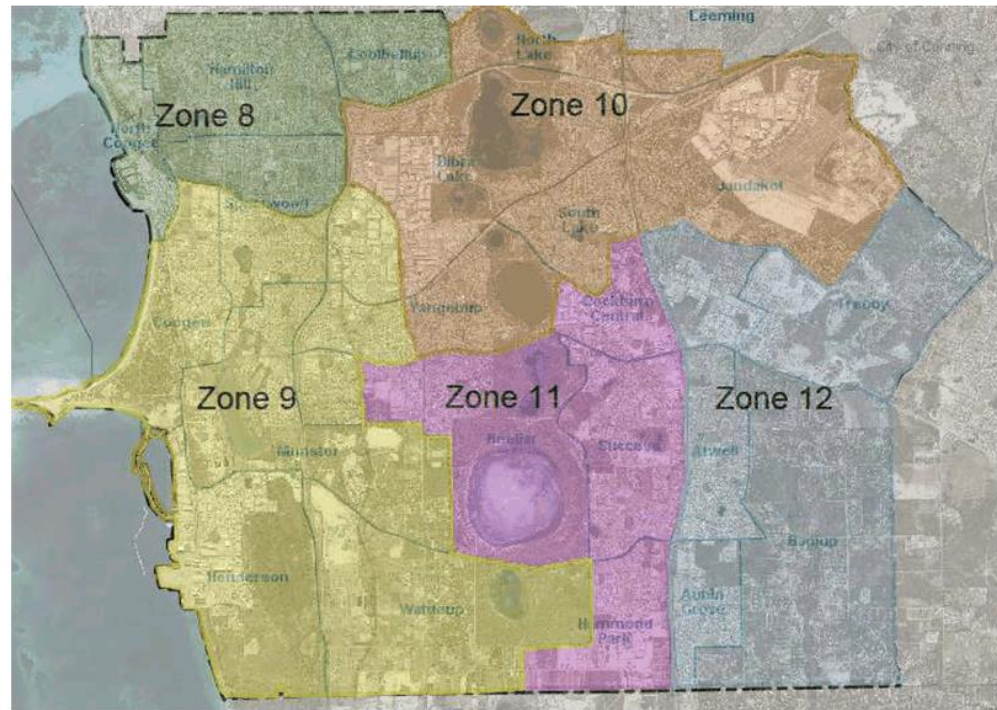
Night Shift																											
JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	1	2	3	1	2	3	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	18	19	20	21	22	23	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	25	26	27	28	29	30	
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31							
MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	
27	28	29	30	31			24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30	31	
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	
30																					30	31					

Annexure 3 – CoSafe Patrol Zones





5 Officer, 1 Supervisor Patrol Pattern



Annexure 4

Facility/ Project	Scheduled Years to Complete						Total by Project
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	
Community Centres	\$ 141,000.00	\$ 166,000.00	\$ 23,000.00	\$ -	\$ -	\$ -	\$ 330,000.00
Clubrooms	\$ 93,000.00	\$ 3,000.00	\$ 88,000.00	\$ 12,000.00	\$ -	\$ -	\$ 196,000.00
Civic Buildings	\$ 90,000.00	\$ 8,000.00	\$ 14,000.00	\$ -	\$ -	\$ -	\$ 112,000.00
Volunteer Emergency Services Buildings	\$ 9,000.00	\$ 9,000.00	\$ 18,000.00	\$ -	\$ -	\$ -	\$ 36,000.00
Special Education Centres	\$ 36,000.00	\$ 8,000.00	\$ 3,000.00	\$ 28,000.00	\$ -	\$ -	\$ 75,000.00
District level Playing fields	\$ -	\$ 48,000.00	\$ -	\$ 52,000.00	\$ -	\$ -	\$ 130,000.00
Skate Parks	\$ -	\$ 25,000.00	\$ 53,000.00	\$ -	\$ -	\$ -	\$ 78,000.00
Pumps tracks and BMX	\$ -	\$ 26,000.00	\$ 54,000.00	\$ 48,000.00	\$ -	\$ -	\$ 128,000.00
Public Open Space	\$ -	\$ 110,000.00	\$ 80,000.00	\$ 110,000.00	\$ 30,000.00	\$ 180,000.00	\$ 510,000.00
Strategic Locations	\$ -	\$ -	\$ -	\$ 280,000.00	\$ 330,000.00	\$ 100,000.00	\$ 710,000.00
Network Infrastructure	\$ 130,000.00	\$ 35,000.00	\$ 205,000.00	\$ 30,000.00	\$ 60,000.00	\$ 110,000.00	\$ 570,000.00
Total	\$ 499,000.00	\$ 438,000.00	\$ 538,000.00	\$ 560,000.00	\$ 420,000.00	\$ 390,000.00	\$ 2,875,000.00



Our Ref
Your Ref

DFN:COCKB:43926

Annexure 5



Stirling Law Chambers
220 Stirling Highway
Claremont WA 6010
Tel (08) 9383 3133
Fax (08) 9383 4935
Email: mcleods@mcleods.com.au

15 March 2019

Mr Stuart Downing
Director Finance and Corporate Services
City of Cockburn
PO Box 1215
BIBRA LAKE WA 6965

By email: sdowning@cockburn.wa.gov.au

Dear Stuart

Community Safety Patrol Contract

Thank you for your email correspondence and instructions dated 21 February 2019 and 1 March 2019.

1. Background

The City of Cockburn (**City**) commenced a Community Safety Patrol in partnership with City of Melville in 2008, moving to a dedicated City of Cockburn service since 2011. In two subsequent tenders Wilson Security (**Wilson's**) was appointed to undertake the Community Safety Patrol.

Under the existing arrangement with Wilson's tasks from the community are allocated through the Wilson's Call Centre and reported on a City managed internal reporting system (via the CoSafe Mobility App). The community safety officers (who undertake the community safety patrols) are employed by Wilson's and their uniform and motor vehicles are also supplied by Wilson's. The officers are not designated as authorised persons for any purpose under the *Local Government Act 1995*. All equipment and vehicles required for provision of the community safety patrol services are provided by Wilson's other than petrol (which is provided by the City as it is convenient to refuel through the City's petrol supply) and iPads for each of the officers (to operate the CoSafe Mobility App). The officers report to a Wilson's supervisor. The Wilson's contract and service is currently managed by two employees of the City.

You have provided me with contractual documentation in relation to the existing contractual arrangement with Wilson's, which comprises:

- (a) RFT 03/2015 for the Provision of Security Services to Supply and Operate the Mobile Security Patrols, Static Guards and Crowd Control (three year contract)

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- (b) General Conditions of Contract
- (c) Letter of acceptance dated 23 June 2015
- (d) Contractor's Acknowledgement, Acceptance & Agreement

The City is currently proposing to modify the existing arrangement with Wilsons. The proposed modifications arose out of a 'CoSafe Service Delivery Review', which proposed various Service Models and ultimately recommended Service Model Four described as "Internally supervised with contracted staff (hybrid)". The proposed model would achieve a cost reduction when compared with the current contractor service and is additionally intended to achieve an improved level of service in terms of quality, effectiveness and efficiency.

Under the proposed modified arrangement, which could be with Wilsons or a different service provider, the officers would report direct to supervisors who will be employed by the City. The officers' vehicles would also be supplied by the City. The scope of the officers' duties would otherwise not change. The third party (whether Wilsons or another provider) would be responsible for recruitment of the officers and assigning staff to the roster.

You have requested advice as to whether the arrangement proposed by the City, whereby the officers would be supervised internally by the City rather than the third party contractor, would be at risk of being found by a court to constitute 'sham contracting', namely an employment relationship that is misrepresented as an independent contracting arrangement.

2. Legal test for distinguishing between an employee and an independent contractor

There are many decisions of the High Court of Australia establishing and confirming the proposition that the question whether a particular person is an independent contractor or an employee is not to be determined solely by reference to the terms of the relevant agreement. Thus it is not sufficient that a contract identify or describe a person providing services as an independent contractor or an employee. Instead, as summarised by the Full Bench of the Industrial Relations Commission in *Abdalla v Viewdaze Pty Ltd* [2003] AIRC 504, the answer to the question is to be gleaned from looking at the totality of the relationship taking into account a range of factors relevant to the particular circumstances of the case. The weighting and range of factors may vary from case to case and sometimes may point in opposing directions. The exercise is not just a mechanical one of ticking off the boxes one by one but rather -

'the object of the exercise is to paint a picture from the accumulation of detail. The overall effect can only be appreciated by standing back from the detailed picture which has been painted, by viewing it from a distance and by making an informed, considered, qualitative appreciation of the whole. It is a matter of evaluation of the overall effect of the detail, which is not necessarily the same as the sum total of the individual details. Not all details are of equal weight or importance in any given

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situation. The details may also vary in importance from one situation to another' (*Hall (Inspector of Taxes) v Lorimer* [1992] 1 WLR 939 at 944).

The widely recognized approach is thus to consider a wide range of indicia, none of which are determinative in themselves: *Stevens v Brodribb Sawmilling Co Pty Ltd* (1986) 160 CLR 16; 60 ALJR 194; 63 ALR 513; [1986] Aust Torts Reports 80-000, Mason CJ at 24 (Brennan J agreeing), Wilson and Dawson JJ at 35, Deane J at 49 (CLR); *Allen v Clarence Senior Citizens Centre* (1996) 65 IR 164 (TASSC), Slicer J at 170. The weight to be given to each of these indicia will vary according to the circumstances of each case.

The indicia that would be considered by a court in determining whether a person was providing services as an independent contractor or an employee include, but are not necessarily limited to, whether the worker:

- (a) is in reality in business on their own account as distinct from working for the employer's business: *Hollis v Vabu* (2001) 207 CLR 21 at 39;
- (b) may be regarded as being "part and parcel" of the employer's business: *Federal Commissioner of Taxation v Barrett* (1973) 129 CLR 395;
- (c) is subject to the control and direction of the employer: *Stevens v Brodribb Sawmilling Co Pty Ltd* (1986) 160 CLR 16;
- (d) has the ability to generate goodwill as part of their own business or as part of the putative employer's organisation;
- (e) supplies his or her own capital and bears the risk of losses;
- (f) has discretion to reject work;
- (g) has the ability to subcontract or delegate work;
- (h) is paid a fixed wage, rather than being paid per job or in a manner that involves some assumption of risk in making a profit of loss by the worker;
- (i) or the employer provides any tools, vehicles and equipment: *Queensland Stations Pty Ltd v Federal Commissioner of Taxation* (1945) 70 CLR 539;
- (j) is required to be identified with the business, such as being required to wear a uniform showing the business name;
- (k) is free to work for other businesses;
- (l) is described as a contractor or employee (although as noted above this will not be conclusive);
- (m) is responsible for paying his or her own tax and superannuation; and
- (n) gets paid any other entitlements such as annual leave.

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Whilst all of these matters are relevant indicia, the answer to any of these questions individually will not finally determine whether or not the worker is an employee. One of the results of this approach is that a considerable amount of discretion is left in the hands of the court determining the issue and the courts engage in balancing a number of factors. It has been acknowledged that the resolution of the issue is often a matter of impression.

3. Whether contractor under triangular contracting arrangement can be employee

The service model proposed by the City, as I understand it, involves the City contracting with Wilsons or an alternative service provider (**Contractor**) who would supply personnel to act as officers undertaking community safety patrols under the supervision of the City. I am not presently aware as to whether the personnel to be supplied by the Contractor would themselves be subcontractors to the Contractor or employees. That is a material difference in my view, as I have discussed further below.

If the officers (drivers) were engaged as independent contractors by the Contractor the arrangement would constitute what is sometimes referred to as a 'triangular contracting arrangement' whereby the City engages the Contractor as an independent contractor, which in turn engages the officers as subcontractors to provide the required services to the City on its behalf. The City in that scenario would therefore not, at least on the face of it, have any direct privity of contract with the officers who would be sub-contractors to the Contractor.

Whilst triangular structures of this nature (utilising a third party labour hire or supply company) have historically sometimes been utilised by businesses to enable workers to be engaged as independent contractors rather than employees, in the recent High Court case of *Fair Work Ombudsman v Quest South Perth Holdings Pty Ltd* (2015) 256 CLR 137; [2015] HCA 45 the Court held that the prohibition contained in s 357(1) of the *Fair Work Act 2009* (**FW Act**) is not confined to a misrepresentation made in the context of an employment relationship, but extends to situations where an employer engages 'independent contractors' from a third party labour supply company to perform work.

In that case Quest South Perth Holdings Pty Ltd (**Quest**), which operated a business of providing serviced apartments, had previously employed two cleaners as housekeepers. Subsequently, Quest terminated their employment, and then sought to engage them as independent contractors under a service agreement with a labour hire business named Contracting Solutions Pty Ltd (**Contracting Solutions**). The cleaners then continued to perform the work they had previously done, but in the capacity of independent contractors to Contracting Solutions, rather than employees of Quest.

The High Court found that Quest contravened section 357(1) of the FW Act as, by its conduct, it had represented to the cleaners that they were independent contractors of Contracting Solutions, when as a matter of law the cleaners remained employees of Quest under implied contracts of employment. The decision overturns a previous decision of the Federal Court that the prohibition in the FW Act was confined to a mischaracterisation of a relationship between an employee and an employer, and not to 'triangular contracting arrangements', as existed between Quest and Contracting Solutions.

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Given the decision of the High Court in *Fair Work Ombudsman v Quest South Perth Holdings Pty Ltd*, the City would not be protected from a contravention of section 357(1) of the FW Act simply by virtue of the fact that the officers were independent contractors to the Contractor, rather than the City itself. The High Court's decision confirms that the prohibition in section 357(1) would extend to such a 'triangular contracting' arrangement.

However, as noted above, the position would be different if the officers were employees of the Contractor, rather than sub-contractors. If the officers were employees of the Contractor, as is presently the case with Wilsons, then in my view a potential contravention of section 357(1) would not arise. This is evident from the terms of section 357(1) itself, which provides:

- (1) A person (the employer) that employs, or proposes to employ, an individual must not represent to the individual that the contract of employment under which the individual is, or would be, employed by the employer is a contract for services under which the individual performs, or would perform, work as an independent contractor.

If the officers in question were employed by the Contractor then the City could not be construed as representing to the officers that the contract of employment under which the individual is employed (which in the case of a breach of section 357(1) would be an implied contract of employment) is "...a contract for services under which the individual performs, or would perform, work as an independent contractor". The City would not be representing (by its conduct) that the individual was performing work as an independent contractor, as the person would be employed by the Contractor. Rather the arrangement would be more akin to a secondment, where a person is employed by Party A, but in the course of that employment is made available to undertake work under the supervision of Party B. In that situation, the statutory entitlements of the officers as employees would also be fulfilled through their employment relationship with the Contractor, so the same issues of fairness as considered in the *Quest* case (where the Court found the employer sought to 'cloak a work relationship to falsely appear as an independent contracting arrangement in order to avoid legal entitlements due to employees') would not arise.

However, for present purposes, I have proceeded to consider, with reference to the indicia discussed above, whether the work to be performed by the officers under the proposed service model could provide grounds for a court to conclude that there was an implied contract of employment between the City and the officers in the event that the officers were engaged by the Contractor as independent contractors, rather than employees.

4. Whether implied contract of employment with officers under proposed service model

As noted above, no single indicia is itself determinative as to the legal status of the officers. Whilst any contractual documentation and payment arrangements associated with the proposed service model would presumably deal with the officers as independent contractors rather than employees in terms of the payment, tax and entitlements this is likely to be given little weight by a court as it simply demonstrates the purported basis on which they are engaged and is a question of form rather than substance. Rather, a court would look to the

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totality of the arrangement with reference to the indicia outlined above, rather than the form of any contractual arrangement.

Given the requirement to examine the totality of the relationship between a worker and the employer/business, it is difficult to come to a conclusive opinion in relation to a hypothetical arrangement, the details of which have not yet been finalised or documented. However, on the basis of the proposed arrangement as described in the Business Case review and your instructions I consider that there would be significant risk of the arrangement being classified as a 'sham contracting' arrangement, which contravened section 357(1) of the FW Act for the reasons set out below.

As noted above, the degree to which a worker is subject to the control and direction of the employer (also referred to as the 'control test') is relevant to determining whether a contract of service (employment contract) or contract for services (independent contractor relationship) exists. Under the proposed arrangement, the City (through its employed supervisors), rather than the Contractor, would supervise the work of the officers. I understand that this is intended to improve service outcomes and the manner in which the service is delivered, which would tend to imply a fairly high level of supervision. It would then appear that the officers would have little independence or autonomy in their work, but rather would be controlled and directed in their work by the City. This would provide support for implication of a contract of employment between the City and the officers.

I additionally note that under the proposed service delivery model the City would provide the vehicles used by the officers, whereas it currently does not. This is also a significant difference with the current model and would support implication of a contract of employment in which the employer typically would supply any tools, vehicles or equipment required. The officers would also be required to be identified with the City, given that they would be required to wear a uniform showing the City's logo. Whilst the officer's uniform presumably would also display the Contractor's logo I consider that under the proposed arrangement the officers could more readily be considered "part and parcel" of the City's organisation. The officers would be the face of a Community Safety Patrol program conceived and delivered by the City and would be controlled and directed by City employed supervisors. Certainly under the proposed arrangement it would be difficult to regard the officers as carrying on a business on their own account.

For the reasons set out above, I consider that the proposed arrangement would be at significant risk of being deemed a 'sham contracting' arrangement in contravention of section 357(1) of the FW Act if the officers were engaged as sub-contractors by the Contractor in a 'triangular' contracting arrangement.

5. Conclusion

In summary, I reiterate the following conclusions:

- (a) Courts have regard to the 'totality of the relationship' and a wide range of indicia in determining whether an independent contracting arrangement is as a matter of substance of a contract of employment.

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- (b) If under the proposed service model the officers (drivers) were sub-contractors to the Contractor then there is a significant risk in my view that the 'triangular' contracting arrangement that would result would contravene section 357(1) of the FW Act on the basis that there would be an implied contract of employment between the City and the officers.
- (c) However, the City would not contravene section 357(1) if the officers were employed by the Contractor (as they presently are by Wilsons) as in that case, the City would not be representing that the officers were performing work as independent contractors and the statutory entitlements of the officers as employees would be met by the Contractor.

I trust this advice satisfies your requirements. Please contact me should you have any further queries in respect of this matter.

Yours sincerely



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Partner

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17.3 CANCELLATION OF THE MEWSTONE CRESCENT - NORTH COOGEE RESIDENTIAL PARKING PERMIT PRECINCT

Author(s) M Emery

Attachments 1. Mewstone Cr Parking Precinct Map [↓](#)

RECOMMENDATION

That Council

1. remove the Residential Parking Permit Precinct for the area of Mewstone Crescent, North Coogee as created in March of 2012.
2. provide notification to all residents within the Mewstone Crescent designated residential parking permit area of the Council decision.

Background

In March 2012, the area of Mewstone Crescent, North Coogee was designated a 'Residential Parking Permit' precinct by a Council decision. The decision was made in pursuant to Part 5 of the City's Parking Local Law 2008.

The reason provided for Council's decision was;

Mewstone Crescent residents are parking their vehicles in and around Mewstone Crescent, in an indiscriminate manner, because they have insufficient parking bays provided on their property to accommodate their vehicle parking needs.

At the time, the Officer's report did not recommend such a decision, due to minimal community support for the precinct.

Since Council's decision, the City has installed the relevant signage within the street and for several years has been issuing parking permits to residents who qualify.

Upon review, it has been noted there has been minimal uptake of the parking permits within the Precinct. The permits are a cause of frustration by residents within the area and Officers understand the system has led to hostilities amongst residents. The time required by the City's Officers in administering the area is disproportionate to the limited times where there is a high influx of parking within the street.

Submission

N/A

Report

The area of Mewstone Crescent falls within the South Beach Estate in North Coogee. The estate design was based on high-density living, encouraging public transport.

All homes (except number 7 Mewstone Crescent) have front-facing driveways typically between three and five metres in length. The length of these driveways provides off-street parking for residents and visitors.

The precinct also offers approximately 13 on-street parking bays. These bays, at present, can only be used by parking permit holders and this restriction limits where visitors of residents without permits can lawfully park.

Further to the restricting of the on-street parking bays, it is lawful for a permit holder to utilise the on-street parking facilities for longer than 24 hours in duration without penalty. The extended use of these bays does create community frustration and is seen by some residents as only a benefit to those who have multiple vehicles.

Out of the 18 eligible properties within Mewstone Crescent, only five have applied for permits.

Pursuant to Part 5 of the City's Local Parking Law, the reissuing of these permits for 2020 will need to be undertaken by 31 December 2019. As part of this process, each resident seeking a permit will be required to lodge an application. The permits will again expire 31 December of each year.

A review of parking related customer requests for Mewstone Crescent concludes that should any parking issues arise within the precinct, they can be adequately handled by the City's Ranger Services as part of their routine business.

Strategic Plans/Policy Implications

City Growth

Maintain service levels across all programs and areas.

Moving Around

Improve parking facilities, especially close to public transport links and the city centre.

Leading and Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

The City's Officers undertook community consultation in October 2019. The consultation found that most residents did not support the ongoing use of the Parking Permit Precinct. With the 10 responses received, seven residents did not wish for the permit system to remain in place. Only three of the 10 were in support of the system, of which two identified only occasional problematic periods when parking is limited.

This consultation included a direct mail out to all residents within the parking precinct and a 'Comment on Cockburn' online survey.

When asked if they believe the current Parking Permit Scheme is effective, only two said it was 'very effective', two said 'somewhat' and the remaining six stated 'No, not at all'.

Risk Management Implications

Should Council maintain the current Parking Permit Precinct, there will be a continuation of resentment among some residents that may result in a 'moderate' level of 'brand/reputation' risk to Council.

The broader risk of precedent creation could result in Council having to review other areas within the City, whereby residents would desire the implementation of similar precincts without thorough analysis. This would potentially represent a 'substantial' level of 'operations/service disruption' risk.

Advice to Proponent(s)/Submitters

Those who lodged a submission on the proposal have been advised this matter is to be considered at the 12 December 2019 Ordinary Council Meeting.

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

Nil



18. EXECUTIVE DIVISION ISSUES

Nil

19. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**19.1 CR C STONE - PROPOSED ADDITION TO COUNCIL MEETING BUSINESS PROCEDURE**

Author(s) D Green

Attachments 1. Bayswater Agenda Template [↓](#)

RECOMMENDATION

That Council

- (1) not amend its business procedure to include the provision of "Delegates Reports" at Ordinary Council Meetings, and
- (2) refer the matter to the Delegated Authorities and Policies (DAP) Committee for consideration of including the process in the "Attendance at Conferences, Seminars and Training" Policy

Background

The following Notice of Motion was provided by Councillor Stone at the Ordinary Council Meeting conducted on 14 November 2019:

"That Council includes a provision in the Ordinary Council Meeting agenda for a new item called "Delegates Report"

REASON

The Council often has Elected Members and Executive Staff attending various conferences. It would be beneficial to Council if there was time allocated in the Ordinary Council Meetings to hear a brief summary report from those whom have attended these conferences.

The City of Bayswater includes a similar item on their agenda (see attached).

It is considered this would ensure transparency and accountability for those attending conferences on behalf of Council and help keep everyone in the loop.

Submission

N/A

Report

Council Meetings are controlled by the City of Cockburn Standing Orders Local Law. The business of the meeting is determined by Clause 4.2, which stipulates the order of business for these meetings, to ensure they are conducted in a structured way and in accordance with specified rules. This ensures that the meeting is able to progress efficiently and the main purpose of the meetings, which is for Council to consider officer reports and endorse recommendations, is effectively undertaken.

Any amendment to the Order of Business is required to be reflected in the Standing Orders. Even a minor change triggers the process of amending the Local Law, which involves public advertising and a subsequent decision of Council to adopt an amendment and forward it for review by the State Government. This process takes a minimum of three months to come into effect.

For a matter such as the one proposed, it is not recommended that it be necessary for verbal reports to be provided to the Council Meeting, when there are other methods of achieving a similar outcome. For example, the Council Policy which relates to elected members and staff attendance at conferences could contain a requirement that Council delegates to these conferences be required to submit a written report on the relevant conference presentations, which could then be uploaded to the City's website. While this would require an amendment to Policy document, this is a comparatively simple process and would be only subject to a Council decision.

Strategic Plans/Policy Implications

Leading and Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

N/A

Legal Implications

Clause 4.2 of the City of Cockburn Standing Orders Local Law refers.

Community Consultation

N/A

Risk Management Implications

There is a moderate level of risk to operations/service disruption associated with this item.

Advice to Proponent(s)/Submitters

N/A

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

Nil

ORDINARY COUNCIL MEETING AGENDA

19 NOVEMBER 2019

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19.2 CR STONE - REGISTER FOR NOTICES OF MOTION

Author(s) D Green

Attachments N/A

RECOMMENDATION

That Council establishes a Register of Notices of Motion to be published and regularly updated on the City of Cockburn website for a trial period of 12 months, following which public access data be reviewed to determine whether the Register is retained.

Background

By email received on 19 November 2019, Cr Stone submitted the following Notice of Motion:

“That Council develops a register of Notice of Motions raised by Elected Members that includes a progress status and is published on the City’s website.”

Reason

Currently, if an Elected Member raises a Notice of Motion, there is no place other than the individual meeting minutes to view the details of the motion and unless an Elected Member asks for an update, there are no details as to the progress of these motions.

This register would allow greater transparency of motions raised by Councillors and by publishing on the website, it would also keep residents in the loop about progress of such motions should they have an interest.

The City of Bayswater has a Notice of Motions Progress Table which is regularly updated on their website. It would be advantageous for Cockburn to have something similar.

Submission

N/A

Report

The process for implementing decisions made at a Council Meeting is an administrative function which is undertaken by relevant staff members who are responsible for the outcomes resolved by Council. This is a necessary separation of the functions of the administration (employees) from the Executive (Council) arms of any local government in the State.

The effect of implementing any Council decision is essentially reflected in the resolution made. While the time commitment made in ensuring the decisions of Council are implemented is dependent on the complexity of the matter and can often involve the input of third parties associated with the decisions, the responsibility for delivering the outcome rests with staff.

Therefore, any Notices of Motion which result in a decision of Council and which require implementation, are assessed and prioritised in accordance with the commitments associated with all Council decisions. Depending on the level of resources required to implement the decisions of Council resulting from Notices of Motion, the capacity of the administration to undertake the necessary action could vary, depending on predetermined staff workloads.

Notwithstanding, it is possible for a register to be established which itemises these, records progress updates and is published on the City's website. However, it is unknown how such information would be valued in the community and whether the public interest would warrant the effort in maintaining the details on the website.

Accordingly, it is suggested that a register be established and published on the City's website, with a review of its usage to be undertaken after 12 months to evaluate its effect.

Strategic Plans/Policy Implications

Leading and 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

A substantial level of Operations / Service Disruption is associated with this item.

Advice to Proponent(s)/Submitters

N/A

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

Nil

19.3 DEPUTY MAYOR KIRKWOOD - ADOPT-A-PARK PROGRAMME IN COCKBURN

Author(s) C Sullivan

Attachments N/A

RECOMMENDATION

That Council note a detailed report will be prepared and presented to the 13 February 2020 Ordinary Council Meeting.

Background

By email received on 27 November 2019, Deputy Mayor Kirkwood submitted the following Notice of Motion:

That Council creates an Adopt-A-Park Programme in Cockburn.

Reason

We have many parks within the City of Cockburn. Residents love where they live and want to see their parks cared for and looking great.

The Adopt-A-Park initiative allows for local residents to take pride in their local amenity by taking on the responsibility of reporting issues which the City may not be aware of in a timely manner.

This program, through its volunteer supporters, will assist the City by picking up litter, assisting in removal of graffiti and through reporting, allowing the City to respond faster to issues needing attention, such as broken equipment, graffiti and full bins.

The City of Stirling has successfully introduced this initiative to the community with registration and information events.

Adopt-A-Park would be a strong community building initiative for Cockburn and will encourage people to be more proactive and take some responsibility for their local area.

Submission

N/A

Report

The City of Stirling hosted a series of four Adopt-A-Park registration events between March and May this year, which resulted in more than 80 people signing up to be part of the program.

Adopt-A-Park supporters are the eyes and ears of their adopted parks and are responsible for reporting any matters of interest to the City, like graffiti, broken equipment and over-full bins. The objective is to assist the City make faster responses to any issues that need attention.

The ACT Government has an Adopt a Park Community Grants Program open to any residents and volunteer groups who want to care for their local urban spaces. The objective of the program is capacity building in local communities for open space, maintenance and surveillance.

The Keep Australia Beautiful Council of WA (KABWA) has an Adopt-a-Spot program in place where volunteers can agree to look after a site for two years and KABWA provides clean up tools, an adoption certificate, volunteer insurance, safety information and recognition on the KABWA website honour roll. This program is supported by the Town of Victoria Park.

Research will need to be carried out into the experience of other local authorities with such a program in order to fully advise Council on the implications and impacts for the City of Cockburn. Aspects to consider will include how to administer such a program, reporting methods, safety and security, litter collection and disposal, cost to the City and staff/volunteer training. Insurance and public liability will also need to be considered.

It is expected that a report will be presented to the February 2020 Ordinary Meeting of Council for Council's consideration.

Strategic Plans/Policy Implications

Community, Lifestyle and Security

Create and maintain recreational, social and sports facilities and regional open space.

Provide safe places and activities for residents and visitors to relax and socialise.

Economic, Social and Environmental Responsibility

Sustainably manage our environment by protecting, managing and enhancing our unique natural resources and minimising risks to human health.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

This aspect will be considered in a future report to Council on this matter.

Risk Management Implications

Advice to Proponent(s)/Submitters

N/A

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

Nil.

19.4 PLANNING INVESTIGATION AREA JANDAKOT/TREEBY – SUB-REGIONAL PLANNING FRAMEWORK

Author(s)	L Santoriello
Attachments	1. Location Plan ↓ 2. Sub-Regional Framework Details - Jandakot/Treeby ↓
Location	Jandakot/ Treeby
Owner	N/A
Applicant	N/A
Application Reference	N/A

RECOMMENDATION

That Council advocates to the *Western Australian Planning Commission* (WAPC) that the *Planning Investigation Area Jandakot/ Treeby* within the *Sub-regional Planning Framework* should be prioritised and undertaken earlier than 2023.

Background

In March 2018, the Government released *Perth and Peel/@3.5million*, a suite of strategic land use and infrastructure frameworks to guide anticipated development across the Perth and Peel regions to 2050.

As part of *Perth and Peel/@3.5million*, the *Sub-regional Planning Frameworks* (frameworks) identify some sites as Planning Investigation Areas (PIA), where further detailed work and strategic land use decisions need to be made by Government to determine whether any possible change to current zonings may be appropriate.

PIAs need to be considered as part of the strategic review of land use in the subregion and the investigations are required to be undertaken prior to any Region Scheme amendment process. The Western Australian Planning Commission (WAPC) is specified as the relevant agency to lead the investigations.

On 24 July 2019 the WAPC formally advised the City that PIAs are intended to be resolved prior to the review of the Frameworks, which is anticipated to commence in 2023.

In an email received on 28 November 2019, Cr Smith has submitted the following Notice of Motion

That Council:

1. *Write to the State Government advocating for land investigation seeking options for Jandakot residents and ratepayers.*
2. *Bring the date to commence assessment forward from 2023 to 2020.*
3. *Seek a briefing for residents, executive and elected members from the State Government outlining their response.*

Reason

The state government is supportive of urban investigation, we are just seeking this to commence in 2020.

Submission

N/A

ReportSummary of State Government Details

On 23 March 2018 the Minister for Planning, Lands and Heritage formally released the finalised Perth and Peel @ 3.5million land use planning and infrastructure frameworks to accommodate 3.5 million people by 2050.

The frameworks define the urban form for the next 30 years, limit unsustainable urban sprawl and encourage greater housing diversity to meet changing community needs. They provide guidance and certainty to landowners, State Government agencies, Local Government and the development sector.

The frameworks also determine where future homes and jobs will be located, how we protect the natural environment, and how to make best use of new and existing infrastructure

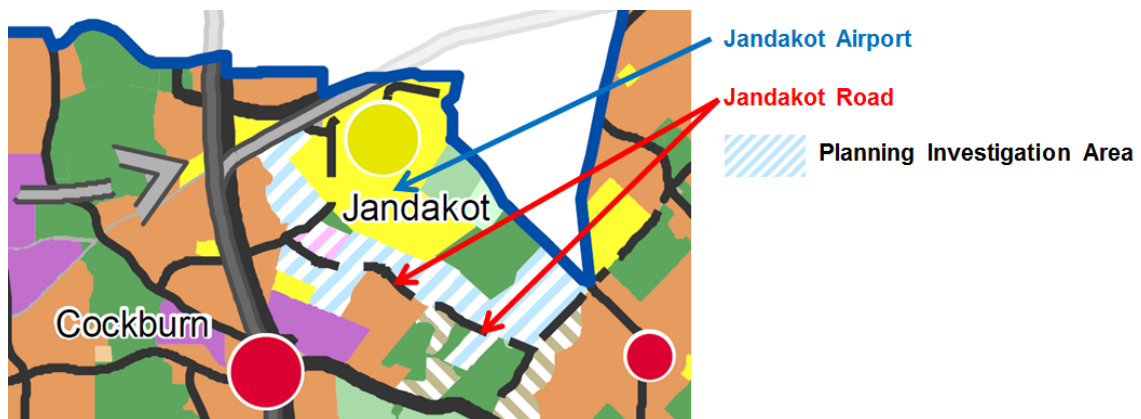
Representatives of the City's executive team met with the Director-General of the Department of Planning, Lands and Heritage (the Department) and the Chairman of WAPC in mid-2018 who further clarified that the planning investigation will be carried out by the Department in consultation with the City of Cockburn and that at that point in time the Department is still determining the timing of each of the respective investigations.

The WAPC made it clear that no proponent led reviews would be considered. However, the Commissioner indicated that the Department were aware of the City and the community's concerns over the future of this land and that it was likely to be a priority of the Department in the next few years.

It is understood, under the details on the Sub-regional framework, that the Planning Investigation classification should not be construed as WAPC support for a change from the existing land use/zoning, as this will depend upon the outcome of further investigations; such as, but not limited to;

- *Impacts, risks and management of Jandakot groundwater resources (existing Priority 2 Source Protection Area).*
- *Protection of significant environmental values.*
- *ANEF (aircraft noise) considerations associated with Jandakot Airport.*

The below image has been taken from the Framework as it relates to the area in question within the *Planning Investigation Area – Jandakot/Treeby*;



In addition to the above, Attachment 2 provides the details as extracted from the South Metropolitan Peel Sub-regional Planning Framework March 2018.

Summary of City of Cockburn Details

On 4 April 2018 the City of Cockburn wrote to residents within the area identified above, Attachment 1, advising them of the Planning Investigation Area. Included in that letter were the details within Attachment 2 of this report.

On Saturday 15 September 2018 the City of Cockburn held a community “*Local Planning Strategy and Scheme - Treeby and Jandakot*” workshop. The workshop covered a short presentation by Staff followed by the attendees providing their thoughts, to staff, about:

The Natural environment

- *Looking at our natural areas in and around this precinct, are they managed well?*
- *What could be done to improve their management?*

Land uses

- *Are there uses occurring causing concern? (including possibly unapproved uses)*
- *Are there uses people would like to see more of/undertake?*
- *What is the perception of how light industrial or urban would fit within this area? How about other uses – is there a preference?*
- *How do the environmental elements that are now protected at a Federal level factor in to peoples' considerations?*
- *Is further (more intensive) development appropriate?*

Following the above, staff collated a Jandakot and Treeby (Resource Zone) Workshop report from the City's independent community consultation facilitator. A separate report *Local Planning Strategy and Scheme Summary of Submissions Local Profile Papers* was also prepared. These reports will inform the preparation of the City's Local Planning Strategy, which is currently underway.

Conclusion

The Planning Investigation Area Jandakot/Treeby – Sub-Regional Planning Framework is a topic which has been debated and discussed since its release on 23 March 2018. The State Government has provided its position on 24 July 2019 when WAPC formally advised the City that PIAs are intended to be resolved prior to the review of the Frameworks, which is anticipated to commence in 2023.

It has been requested; that Council writes to the *Western Australian Planning Commission* ('WAPC') advocating for Planning Investigation Area Jandakot/Treeby within the Sub-Regional Planning Framework to be prioritised earlier than 2023.

Strategic Plans/Policy Implications

This matter relates to the South Metropolitan Peel Sub-Regional Planning Framework March 2018 document as released by the WAPC.

Budget/Financial Implications

Nil

Legal Implications

N/A

Community Consultation

This report is in response to a customer enquiry/Elected Member of Council request.

Risk Management Implications

The Community has requested Council write to and seek a formal response in relation to the expedition of *Planning Investigation Area* Jandakot/Treeby – Sub-Regional Planning Framework from the state government. The state government advised Council on 24 July 2019 that the PIAs are intended to be resolved prior to the review of the Frameworks, which is anticipated to commence in 2023.

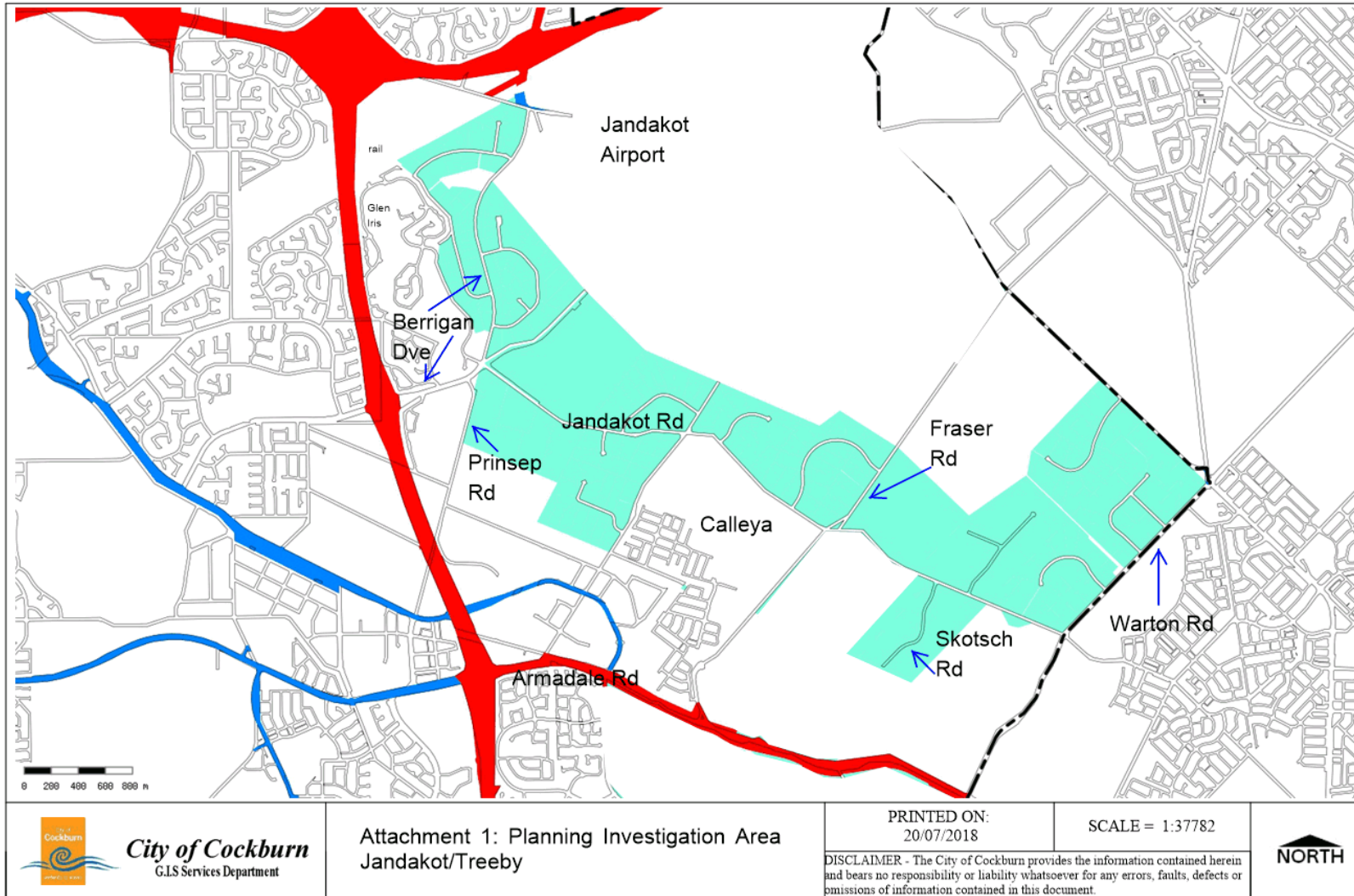
The associated risk in relation to this request is that the State Government reiterates their previous position of a 2023 commencement date.

Advice to Proponent(s)/Submitters

Following the outcome of this report and the associated response from the state government the residents will be advised.

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

Nil.



Planning Investigation

Limited areas of land in Jandakot/Treeby, Langford, Cardup, Mangles Bay, and in the east of Kwinana and Pinjarra-Ravenswood sectors have been classified for further planning investigation as part of the strategic reconsideration of land use in the sub-region.

These investigations will determine whether any possible change from the lands current zoning is possible and/or appropriate. These investigations are required to be undertaken prior to any related MRS amendment processes.

The Planning Investigation classification should not be construed as WAPC support for a change from the existing land use/zoning, as this will depend upon the outcome of further investigations. The specific matters that are intended to be investigated for these areas include, but are not limited to, those in Table 3.

TABLE 3: Planning Investigation areas – key considerations

Site	Key considerations
East of Kwinana and Pinjarra-Ravenswood sectors	<p>Employment – access to employment opportunities (and identification of land for employment generating activities).</p> <p>Passenger rail – access to, timing of and implications for passenger rail services and travel times.</p> <p>Road networks – function, capacity and/or cost of existing and proposed networks.</p> <p>Environmental considerations – implications of/for significant on-ground environmental attributes and Peel-Harvey catchment considerations.</p> <p>Sand fill – including volume, source and comparison of one-off and recurring transport requirements.</p> <p>Inundation/flood management – implications of the need to manage water.</p> <p>Basic raw materials – implications of on-site resources.</p> <p>Dwellings/population – consider overall capacity in the context of accommodating 3.5 million people in Perth and Peel.</p> <p>Critical mass/urban form – any need to achieve a critical mass/threshold of population (e.g. for the provision of key facilities, services and/or employment opportunities) and the ability to create an integrated and efficient urban form.</p> <p>Mosquitoes – nuisance and health considerations.</p> <p>Social and community infrastructure – implications for existing and/or possible requirements for additional key social and community infrastructure.</p> <p>Movement and access – relationship with, and identification of, road and public transport networks.</p> <p>Environment and landscape – identify any requirements for additional open space (nature/passive recreation).</p> <p>Service Infrastructure – any implications of/for key service infrastructure networks, including drainage networks.</p> <p>Staging – any implications of, or solutions provided by, staging.</p> <p>Future planning options – consider any need to retain post-2050 planning options.</p> <p>Built form – consider alternate built form opportunities to minimise fill requirements.</p>
Jandakot/Treeby	<p>Impacts, risks and management of Jandakot groundwater resources (existing Priority 2 Source Protection Area).</p> <p>Protection of significant environmental values.</p> <p>ANEF considerations associated with Jandakot Airport.</p>



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

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

22. MATTERS TO BE NOTED FOR INVESTIGATION, WITHOUT DEBATE

22.1 LINE MARKINGS AT THE INTERSECTION OF WENTWORTH PARADE AND BEELIAR DRIVE, SUCCESS

Author(s) C Sullivan

Attachments 1. Beeliar/Wentworth Line Marking Diagram [↓](#)

RECOMMENDATION

That Council note the report

Background

At the June 2018 Ordinary Meeting of Council, a Matter for Investigation, Without Debate was raised by Cr Kirkwood as follows:

A report be presented to a future Council Meeting into the installation of road pavement marking to the Main Roads standard for the prevention of vehicles obstructing the intersection of Wentworth Parade and Beeliar Drive in peak hours.

This report addresses the above request.

Submission

N/A

Report

The extensive time in responding to this Matter for Investigation is due to the protracted negotiation with Main Roads WA (MRWA). Agreement has been reached on the design of the proposed line marking, as shown on Attachment 1.

MRWA employ contractors to carry out line marking and a quote has been received – the work will be carried out as night works in late December 2019.

Strategic Plans/Policy Implications

Moving Around

Reduce traffic congestion, particularly around Cockburn Central and other activity centres.

Improve connectivity of transport infrastructure.

Leading and Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

MRWA have submitted a quote for the sum of \$13,985.33 excluding GST which can be accommodated in the current Traffic Safety Management account WC00217.

Legal Implications

N/A

Community Consultation

The line marking modification to the intersection will be carried out as night works to minimise disruption, surrounding properties will be notified giving prior notice of the works.

Risk Management Implications

Should Council not approve the recommendation, the safety matter of vehicles obstructing the intersection area during changes of traffic signals will continue.

Advice to Proponent(s)/Submitters

There were no submissions as this was raised as a Matter for Investigation, Without Debate.

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

Nil

22.2 POTENTIAL MODIFICATIONS TO MARINA SERVICES BUILDING

Author(s)	SS Standish
Attachments	<ol style="list-style-type: none">1. Food and Beverage Modifications Report - Marina Services Building ↓2. Concept Design Set - Marina Services Building - Port Coogee Marina ↓3. Option 1 High Level OPC - Marina Services Building Modifications ↓4. Option 2 High Level OPC - Marina Services Building Modifications ↓

RECOMMENDATION

That Council note the report

Background

A Matter for Investigation, Without Debate was raised by Cr Terblanche at the August 2019 Ordinary Council Meeting, as follows:

Item 22.6 Possible Modifications to Marina Services Building

Cr Terblanche requested a report be presented to a future Council meeting on possible modifications that could be made to the Marina Services Building to add a commercial food and beverage business in order to make the marina a better tourist destination.

Reason

There is a large shortage of upmarket social spaces and food and beverage outlets in Cockburn. The marina provides the perfect setting for this and would support increasing coastal tourism and in return desperate economical influx for our flagship coastal space in Cockburn.

Submission

N/A

Report

The Marina Services Building (MSB) is a two storey building owned by the City of Cockburn, situated on Maraboo Loop North Coogee, adjacent to Ngarkal Beach, Maraboo Island and the pristine marina waterways. The lower level supports Port Coogee Marina Reception, the City's Marina and Coastal Engineering Service Unit, storage room and plant. The upper level office space is currently leased as a Land Sales office to Fraser Property and there are two private toilet and shower facilities for marina customers.

The MSB is architecturally designed and due to its location, visitors and local residents often suggest it is the ideal location for a Wine and Tapas Bar, Café or similar Food and Beverage opportunity. This is further emphasised as there are few commercial or retail opportunities immediately neighbouring the marina waterways. There is no licenced venue and the area suffers from a generally low level of activation.



The recent Community Engagement Summary for the Marina Expansion Business Case and Draft Concept Design concluded the second highest ranked concern was the activation of the area by way of a commercial/retail establishment and something for the wider community to enjoy in the local area.

The original MSB concept included the Marina Reception, workshop, open air terrace, commercial office, and Café as well as customer ablutions. This building is now the Port Coogee Dome Cafe. A variation to the Port Coogee Local Structure Plan was presented to Council in October 2011 and proposed the current MSB to replace the original.

Artem Design Studio were engaged to research the Matter for Investigation and prepare a report, concept design and high level cost estimates for possible modifications to the MSB to add a commercial food and beverage business within the existing building foot print. The design brief also incorporated the requirements of the Port Coogee Marina and Coastal Engineering Service Unit and associated facilities as well as future ablutions and services as a result of the proposed marina expansion.

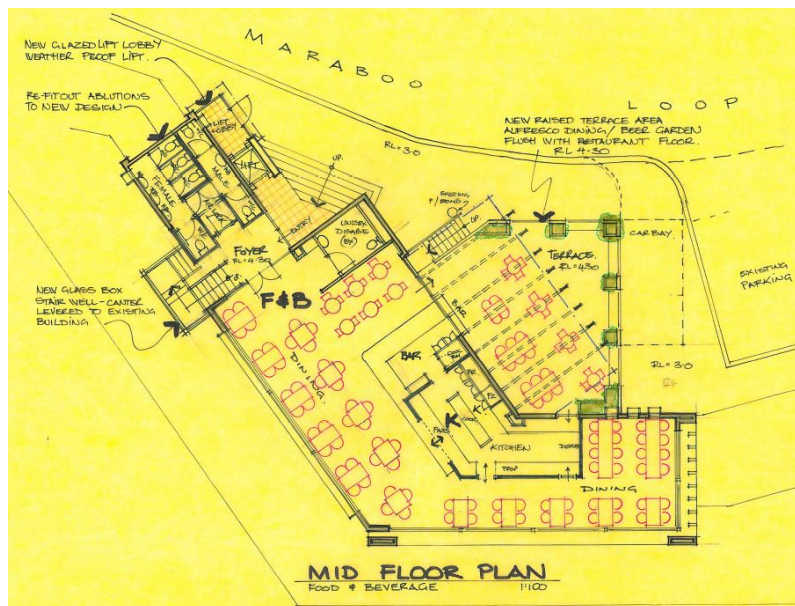
The design brief is included for reference as Attachment 1. Following on from the definition of the design brief, Artem Design Studio produced a set of building layout concepts which are included as Attachment 2.

Food and Beverage – Upper Ground Floor

To understand the minimum requirements of floor space area to produce an economically viable business, Artem Design Studio went to food and beverage industry professionals to seek advice. Advice received regarding break even size for both restaurant and liquor outlet/ small bar, indicated the need to expand this floor with a cost effective solution.

Early concepts for the food and beverage modification involved balconies over the water, however exposure to strong prevailing winds and proximity to the nearby marine fuel dispensers made this unsuitable.

The northern terraced area was identified as a possibility to incorporate extra floor space and to produce an economically viable commercial space with a northern aspect, for natural light and sun, further activating Maraboo Loop. The sketch below is an extract from the design report, for a more detailed layout refer to Attachment 2 Drawing Number A203.



Marina Ablutions and Club House - Lower Ground Floor

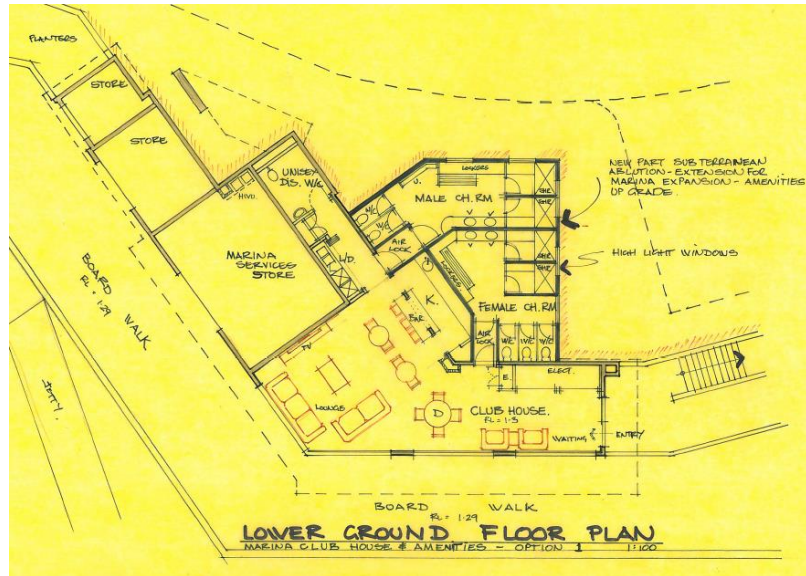
Two options have been presented for the lower ground floor

Option One

This option includes a Club House area with kitchen, lounge bar and consideration for laundry facilities to service the future potential of people living aboard their vessels in the marina. A below ground area has been proposed utilising the existing three MSB car bays and will form the base of the upper ground floor terraced area. The below ground area is proposed to accommodate family ablution rooms with toilets and showers including storage lockers.

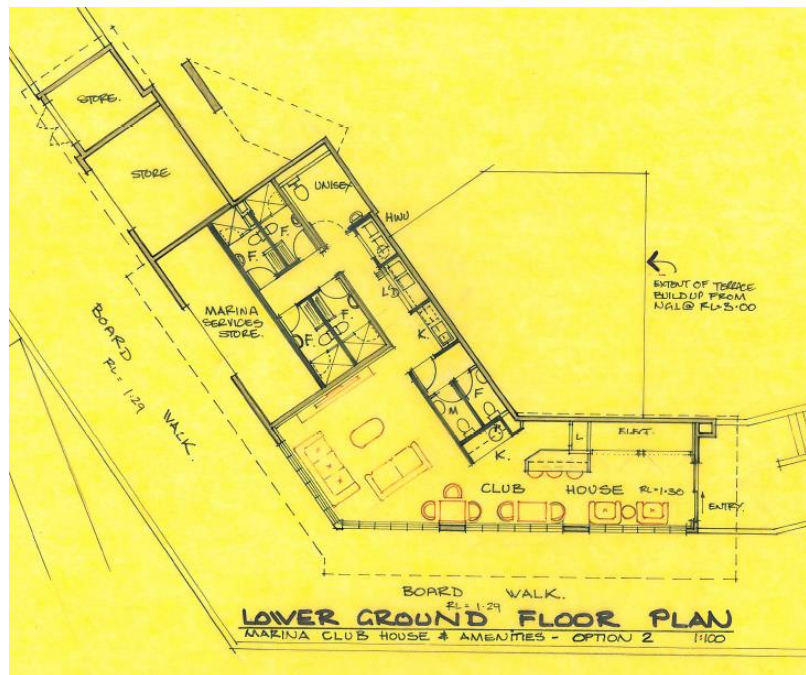
Seven toilets are provided in this space to cater for the Marina at full capacity, to comply with Guidelines for Design of Marinas AS 3962-2001. Four showers have also been incorporated.

This option retains the existing marina storage areas which comprise the pump room, marina shed and storage for plant and the emergency response equipment required for the Marina business. The sketch below is an extract from the design report, for a more detailed layout refer to Attachment 2, Drawing Number A202.



Option Two

This option retains the current building foot print and incorporates a Club House with limited facilities. Some of the marina storage will be transformed into sanitary facilities and showers, to comply with AS 3962-2001. The sketch below is an extract from the design report, for a more detailed layout refer to Attachment 2, Drawing Number A201.



Both options have retained the lower ground concrete sea wall. This in itself required careful consideration in that any alteration to the sea wall will compromise its function of providing protection against the 1 in 100 year storm and provision of a minimum building level height to prevent high tidal event flooding.

Marina and Coastal Engineering Services and Reception - Upper First Floor

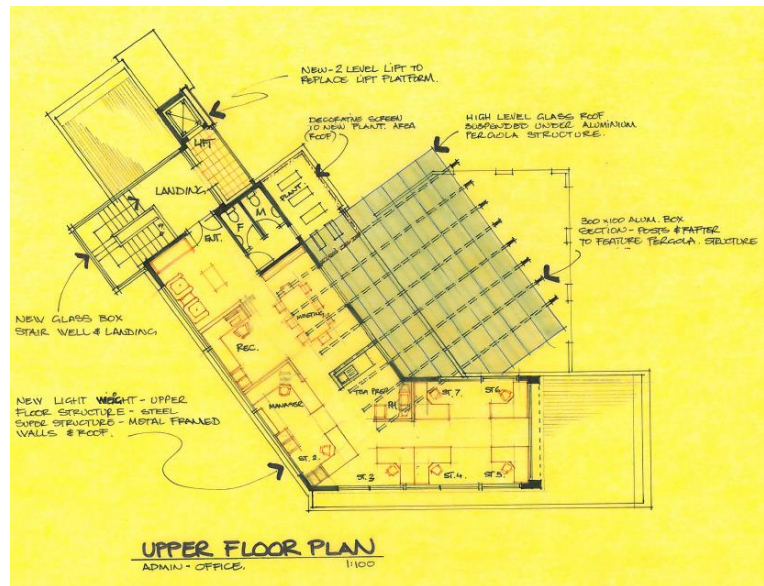
The original intent of the investigation into the effective utilisation of the MSB was to accommodate within the existing building foot print;

1. Port Coogee Marina Reception
2. The City's Marina and Coastal Engineering Service Unit
3. Marina ablutions
4. Clubhouse
5. Commercial Food and Beverage business
6. Storage

Through the concept design is based on best practice, it became apparent that the existing building foot print area is limited in capacity to achieve these outcomes. As a consequence, Artem Design Studio advised that an additional floor level is required to cater for the Marina Services Administration. Given its smaller space requirements, this office would best be located on a new upper level as opposed to the commercial area.

The new upper floor would accommodate the Port Coogee Marina Reception and Marina and Coastal Engineering Service Unit. This provides similar office space to that which is presently planned for the existing building at full marina capacity.

The lower level passenger lift would need to be extended to the upper first floor and then modified to an internal hydraulic lift on the upper ground floor. There are provisions on this roof space to house the various mechanical plant for the entire MSB. The sketch below is an extract from the design report, for more detail refer to Attachment 2 Drawing Number A204.



Car Parking

There are currently three designated car spaces for the MSB. With the proposed terrace area for the upper ground floor this would reduce the car spaces for the building to one. The July 2009 SKM Port Coogee Transport Report references a calculation for food and beverage car spaces, taking into consideration the local residents that would frequent the site and the times of day they would be utilised.

Based on the SKM report and the proposed floor area for the food and beverage and office space, a total of 21 car parking bays are required. Artem Design Studio estimated that there are 29 shared car bays between the Dome Café and MSB, 38 car bays within a 50m radius and 227 public car bays within a 200m radius of the building.

Furthermore, much of a licenced premise's peak trading periods would be during non-peak (evening) parking hours, mitigating competition for existing car parking bays.

In summary, Artem Design Studio have produced practical improvements to the landmark Marina Services Building utilising the existing and neighbouring building designs to ensure continuity and connection for amenity to the marina village, while providing a valuable social aspect to connect the marina to the wider community providing immediate activation of the Port Coogee Area.

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.

Community, Lifestyle and Security

Provide safe places and activities for residents and visitors to relax and socialise.

Create and maintain recreational, social and sports facilities and regional open space.

Economic, Social and Environmental Responsibility

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

Budget/Financial Implications

Option 1 – including the sub ground area for the lower ground floor is estimated at \$3,110,000 excluding GST. A detailed high level opinion of cost is included as Attachment 3

Option 2 – excluding the sub ground area for the lower ground floor is estimated at \$2,640,000 excluding GST. A detailed high level opinion of cost is included as Attachment 4.

Legal Implications

N/A

Community Consultation

No public consultation was intended in responding to the Matter for Investigation. Should Council wish to progress the options then detailed public consultation with the residents of Port Coogee would be required.

Risk Management Implications

Investigation by way of a detailed Needs Analysis from an Economist or similar, to assess the economic feasibility of this proposal for the City and Marina Village precinct would be required, should Council wish to progress the options. Due to the value of the cost estimates, the risk has been rated as High.

Advice to Proponent(s)/Submitters

N/A

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

Nil



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Member
Australian Institute
of Architects

ARTEM DESIGN STUDIO
ARCHITECTURE | URBAN DESIGN | INTERIORS
City of
Cockburn
22nd Nov 2019

**Proposed Port Coogee Marina Facility
New Food & Beverage Venue
Renovation**

TEV



Current Layouts and Car Parking Configuration



Photographic Records of Existing Maraboo Loop, Port Coogee

SR-01 Summary Report

PORT COOGEE MARINA SERVICES BUILDING
PROJECT NO - 1909





Artists Impression Proposed Building Re Adaption Maraboo Loop, Port Coogee

SR-02 Summary Report

PORT COOGEE MARINA SERVICES BUILDING
PROJECT NO - 1909

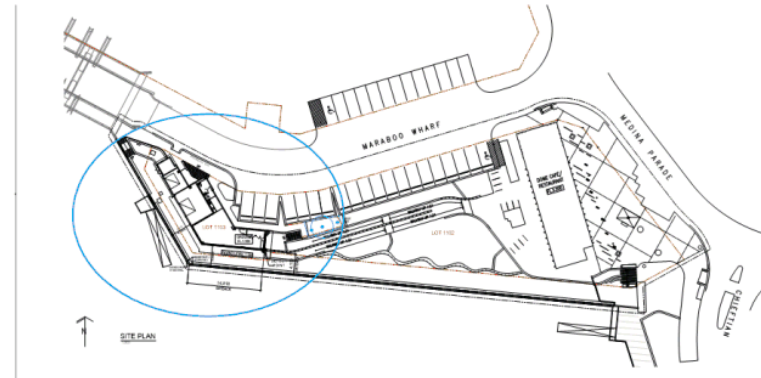


REQUEST

CLIENT BRIEF

The City of Cockburn has commissioned Artem Design Studio – Architects to prepare a concept design for the re adaption and possible expansion of the existing Marina Services Building at Maraboo Loop, Port Coogee, to address multiple aspects facing the city officers. Those aspects define the request and formulate the project brief. They are as follows:-

- Address the request from Councillor Terblanche to investigate the matter :-
'for a report to be presented to Council on possible modifications that could be made to the Marina Services Building to add a commercial food and beverage business',
- Investigate the required needs for marina shore side amenities and at what capacity to achieve compliance in accordance with relevant codes for the proposed marina pens upgrade as defined in the proposed Port Coogee Marina Expansion Business Case and Preferred Draft Concept Plan.
- In addition consider the needs and future spatial requirement for the Port Coogee Marina Administration Office, Storage Facilities when the marina expansion occurs.



DESIGN CONTEXT

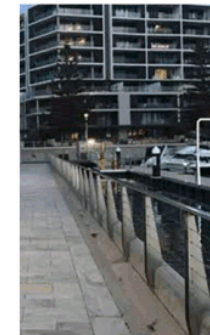
SITE LOCATION

The Marina Services Building (MSB) is located on the Port Coogee Marina board walk fronting the marina proper and on the site known as 5 Maraboo Loop, Port Coogee, WA - (Lot 1101 on Deposit Plan 401231 - C/T 2835/408). The site has an existing purpose built structure with floor levels at the board walk level and one storey above. Those floors house the Marina Services Administration Offices, Emergency Services Storage, Marina Work Shop and some Marina Amenities on the lower ground floor level (RL – 1.30). The balance of the Marina Services Facilities Amenities plus a commercial function space are located on the upper ground floor level (RL – 4.30). Due to the tidal high water mark, the lowest level for construction in the marina precinct is RL - 1.30. The site has an area of 430m2 and addresses Maraboo Loop, street front with 3 car bays located on site. It has a legal easement over the area of the board walk allowing public access.

The site sits within the Local Centre (Marina Village) precinct zoning under the City of Cockburn's Town Planning Scheme and that "Local Centre" zoning has provisions to allow approval for Food & Beverage uses. Refer Table 1 – Zoning Table.

The existing built form allows for the topography change in levels from board walk to street level as well as allowing for extreme tidal high water through containment walls and ramps. The upper level is raised above the street (Maraboo Loop) by some 1.30m and has stair access and a mobility platform lift at the front entry.

NO.	DESCRIPTION	UNIT	AREA	PERMITS	STATUS	DATE	BY
1	Site Investigation	1	1	1	1	1	1
2	Concept Design	1	1	1	1	1	1
3	Final Design	1	1	1	1	1	1
4	Construction	1	1	1	1	1	1
5	Handover	1	1	1	1	1	1
6	Final Inspection	1	1	1	1	1	1
7	Final Report	1	1	1	1	1	1
8	Final Approval	1	1	1	1	1	1
9	Final Sign-off	1	1	1	1	1	1
10	Final Completion	1	1	1	1	1	1



SR-03 Summary Report

PORT COOGEE MARINA SERVICES BUILDING
PROJECT NO - 1909



DESIGN CONTEXT

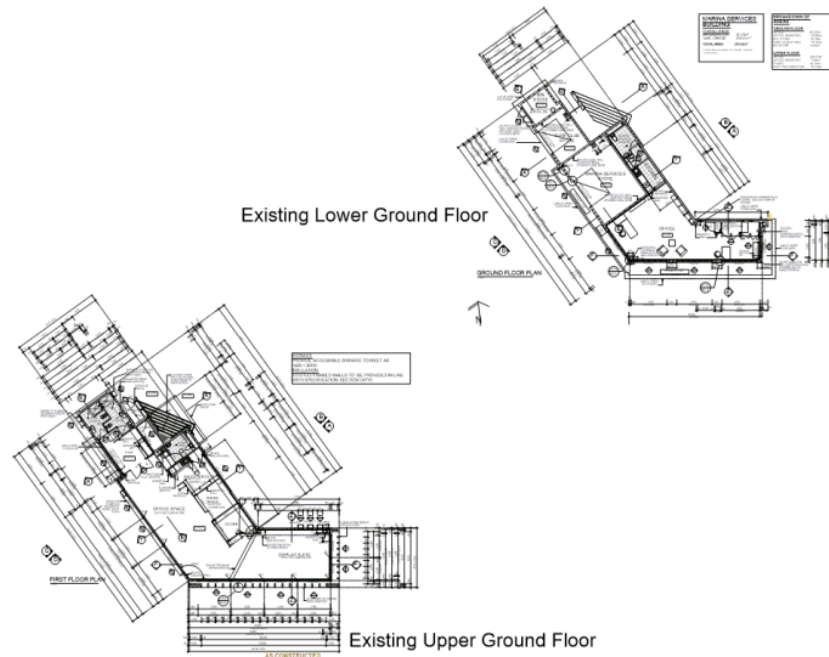
SITE FACTORS

The site is owned by the City of Cockburn and assigned as the Marina Services Building for the purposes of their roles in managing the Port Coogee Marina. The building is a Land Mark building in locality and built form architecture. The facility enjoys direct access and outlook over the marina waters, boat pens, board walks and surrounding park lands. The facility is located west of the existing commercial cafe "Port Coogee Dome" with manicured park lands, ramps and marina boardwalks between creating a very pleasant social community setting. The street, Maraboo Loop contains right angle street parking on both sides to the extent of area between the MSB and Dome Cafe with a total of 34 car bays.

The building has been designed to address the marina waters, boat pens with outlooks to the west and south. It has a straightened L Shape matching the marina board walk angles and is located between the board walk and the street.

The current building's amenity capacity meets with the current marina pen count but will require expansion when the marina pen expansion occurs.

Sinclair Knight Merz published a report for the Port Coogee Land developers Australand that indicated the Marina Village land use yields capacity for food and beverage could support up to 2500m2 of developed food and beverage facilities with this precinct.



SITE CONSTRAINTS

Water Side Refuelling – The marina provides water side boat refuelling off the floating jetty to the west of the existing MSB. Investigation with the Department of Mines, Industry regulation and Safety revealed through advice from Dangerous Goods Officer Mr Jon Palfreyman the hazardous zone requiring separation between bowser location and any part of a building is 4.0m, and or 1.0m from the bowser nozzle end, whichever is the greater.

Parking – The limited foot print of the site and the existing built form structure determines and constrains additional car bays being developed on site.

As previously mentioned the levels limitation due to tidal high water and the locality of street level being somewhat different levels plus alignment of lower ground floor level with the board walk has demanded vertical transport in the form of ramps and stairs / steps. All of the above factors has effectively guided the architectural design and resulted in the upper ground floor being raised 1.3 m above the street level, causing the need for accessibility access solutions. Currently accessibility access into the upper ground floor level is via a accessibility platform lift plus abled pedestrian via front entry steps. Conversely access to the lower ground floor level is via accessibility compliant ramps and or stairs. There is no direct access into the existing marina services administration office element of the lower ground floor from the board walk. This is due to the predetermined statutory town planning scheme adopted high water line of 1.2m above RL 1.30.

The nature of the small building site (450m2) and the legal easement burdens placed upon the site for public access in the form of the board walk wrapping around the south and west limit the available site foot print for building expansion and infrastructure inclusion.

Any inclusion of the existing built form for a different use, say Food & Beverage, would need to meet with the demand needs for this geographic locality. A visual assessment of similar facility, (lic. F&B) are found closest at the Cafe within the Port Coogee Shopping Centre. The next closest F & B facility currently operating with in 1.45 Km as the crow fly's is the Tickyety Boo Cafe Restaurant – 180 Hamilton Road, Spearwood. A new F & B facility currently under reconstruction is the Old Coogee Hotel, soon to be Coogee Common will become the closest commercial competitor at 1.28KM as the crow fly's.



SR-04 Summary Report

PORT COOGEE MARINA SERVICES BUILDING
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DESIGN RATIONALE

DESIGN APPROACH

Armed with the project brief we started our design approach by conducting research into the various aspects of the task. The research consisted of the following:-

- Fact finding and study of the newly adopted Port Coogee Marina Expansion Business Case to discover expected Boat Pen capacity, need for additional administration staff and office / storage requirements but additional car parking expected will not be included in this report as its outside our remit.
 - Current marina size in Boat Pen's = 154
 - Proposed additional Boat Pen's = 103
 - Total expanded Boat Pen's = 257
- Based on total boat pen's under AS 3962 clause 6.10 there would be a min need of 7 toilets and it is encouraged to include showers.
- The advice received from the marina operation manager (Client) is to allow for marina reception plus additional 4 staff members. We have assumed there would be the need for future staff on top of this calculation when the expansion is complete and the marina is at full capacity. We have allowed for 7 staff in total.
- DBYG + the City of Cockburn – to determine services infrastructure – both in ground and above ground services plus their capacity.
 - Information received has confirmed critical infrastructure are currently provided to the existing building in the form of – water, power, communications, sewer and gas is available directly across Maraboo Loop ready for connection. Should F & B be developed there would be a need for a Grease arrestor and that device could be located in either of two locations. First and preferred within the northern garden bed and the second within the remain car parking bay but clarification of trafficable lid capacity would be required.
- Local Planning Scheme – zoning and allowed uses.
 - Under the current structure plan the site is zoned Local Centre (Marina Village) and F & B uses fall within the discretionary approval process, so with support from the City these uses can be achieved. See table 1 – Zoning Table column Local Centre and Commercial Use "Entertainment".
- Australian standard requirements for Marina's and F & B facilities.
 - AS3962 -2001 Guidelines for design of marinas – provides guidance for sanitary facilities and showers under clause 6.10. here it states "Sanitary facilities should be provided on a minimum basis of one for every 40 berths".
- Consult with industry experts in F & B for viability levels in this locality and demographic.
 - We approached a previous client – restaurateur whom has vast experience in the industry having developed and ran a chain of successful restaurants and met with them to discuss the project and what the expected needed capacity for the proposed F & B floor space would need to achieve to be viable for this project. The resulting advice suggested a patronage of 120 to 150. The ratio of floor space to patron for restaurant is 1.25m² to 1.5m² therefore 120 patron would require between 121m² to 180m².
 - Similarly we approached a experienced liquor industry expert (and bar owner) whom also provided advice that suggested the foot print of the existing building identified was much too small to be viable and would need to be expanded to between 150m² to 200m². This was based on a mix of 1.25m² per patron for dining and 0.75m² for licensed standing area (bar / beer garden).
- Research and investigation of other successful marina's for best practice in delivery of marina amenities such as club house and ablutions, F & B.
 - Reference to Birkenhead Marina web site and general marina data.
 - MIAA Australian Marina Value Pilot Study.
- Food & Beverage Amenities Calculations - car parking, sanitary facilities, services ect.

DESIGN APPROACH - CONTINUE

- Under the current town planning scheme land use table for car parking for F & B based on a Tavern use requires 1 bay per 2 m² of drinking area floor space. Restaurant use require 1 bay per 4 patrons.
- BCA NCC – define sanitary facility needs to achieve compliance for Tavern / Restaurant Use for up to 200 as the following :- male W/C = 2, Urinal = 4 wash basin = 2 Plus female W/C = 5, wash basins - 2
- State Government of WA - Dept of Racing, Gaming & Liquor - standards of Licensed Premises.
- The standards for designs relating to licensed facilities expand on the health requirement elements of BCA NCC and this has been taken into account within the design areas and spaces .
- Capacity of rubbish storage and disposal.
 - The City published "A guide to the construction of Food Businesses" where by clause 8.4 "Storage of garbage and recyclable matter" is defined. This guide is not specific in its requirements for calculation but subjective. Allowance within the existing lower ground floor storage spaces can be made subject to a more detailed design. This area is accessible via ramps for wheeled mobile bin movements. The storage space to the north has an existing ventilated doors and well suited for this use.

The concept designs are well informed and considered but are still only concepts. They have not been developed into schematics designs with further design considerations needed once the feasibility phase is concluded and the viability confirmed. At that point it is expected the economic feasibility and concept design plus estimated costs would be collated to align and any adjustment required would be undertaken (in consultation with the client).



SR-05 Summary Report

PORT COOGEE MARINA SERVICES BUILDING
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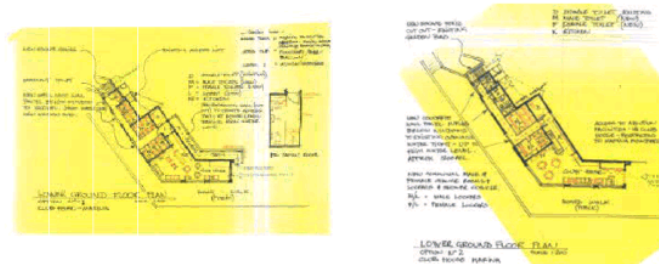


DESIGN RATIONALE

DESIGN PRINCIPALS

Design investigation – The process of design commences with sketching of various design layouts to test that design direction against the finding of opportunities and constraints. The weaker design elements are discarded with reason, mostly relating to physical constraints, then the functional and well considered design elements remaining are progressed to the next design concept.

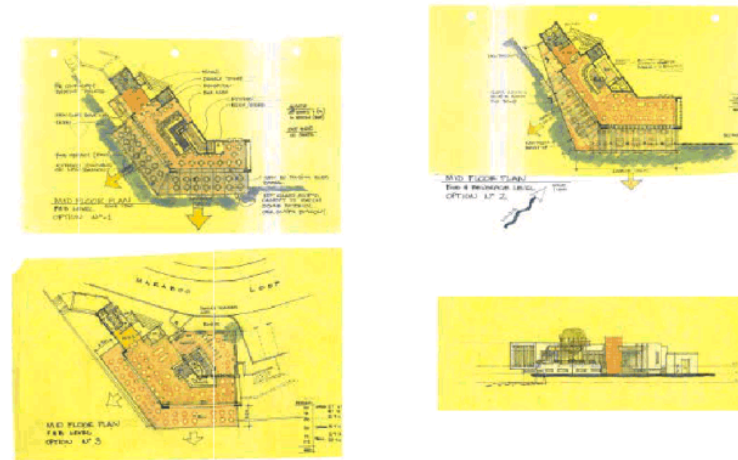
The following hand sketches represent the initial design layouts.



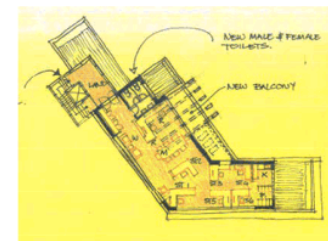
The lower ground floor initial designs considered two options. One maintained the existing footprint and re adapted the storage rooms into marina amenities to bring the marina up to code regulations and meet the requirements for the marina expansion. The other considered this design methodology but allowed for external access preventing pedestrian traffic pathways through the propose marina club house. Both option required a second exit (door way at the north and new stairs to street level) due to code distance of travel demands (NCC).

These options were discarded as they were compromised by the tidal high water line and the removal of marina services emergency equipment storage.

A third design considered expanding the marina services offices into the sub ground area where currently the three car bays are located. The foot print effectively provided a sub structure for the proposed terrace above. This design also proposed a direct access off the lower ground floor external landing behind the tidal high water walls protecting the entrance. This design maintained the existing storage capacity and prevented the need for the additional northern stairs. The final design options incorporate most of this designs outline but substitutes the ablution amenities in lieu of the office in that location. The direct access option was omitted. The MSB offices location were considered unsuitable due to restricted surveillance opportunity the subterranean design provided.



The upper ground floor design started with the re invention of the existing floor foot print re adapting this space into a foot & beverage facility. This space totalled 166m² as measured in its perimeter so fitting in a bar, kitchen, ablutions and dining to the patron levels suggested, to be viable was always going to be a challenge. External balcony alfresco dining was considered and included in three designs, however upon reflection of the prevailing south westerly winds effect on dining and the cost of protecting this area plus the constraint regarding water side re fuelling, odours ect. these balconies were discarded for now. This lead us to considering the alfresco dining via a terrace on the north east section of the upper ground floor where it would be protected from the prevailing winds, while enjoying the direct northern sun light creating a pleasant sunny space.



The alternative solution for MSB offices location is to add an additional floor to the built form. This would necessitate the need for a new stair and lift for vertical transport. Consideration for allowing adequate roof space to cater for roof plant in its current general location was undertaken in the sketch. It was proposed to incorporate screening to shroud the plant from visual at lower levels.



DESIGN OUTCOMES

REFINED CLIENT BRIEF

The final design concepts were the result of consultation with the client, incorporation of the comments received from that consultation and adoption of all the best elements discovered during the sketching evolution phase while addressing identified constraints and exploiting the available opportunities.

The client requested we prepare cost options for a design that contains the proposal within the existing two storey built form foot print and another that expands if and as viability allows for a design that meets the needs of the project brief.

We interrupted this instruction to require at a minimum Artem DS to prepare two designs.

FINAL DESIGN OUTCOMES

LOWER GROUND FLOOR LEVEL

Our assessment of spatial relationship planning in terms of functional uses and movements through the building determined the best uses of the existing lower ground floor area were to maintain the existing storage, house the proposed marina club house and upgraded amenities. The minimum requirements for ablutions to meet the marina upgrade were established and two designs were prepared. The first, a compact version were by the ablutions (albeit Family style self-contained unisex) were incorporated into the existing built form but compromised storage spaces slightly. This design also included a marina club house and laundry facility. This design would be the most cost effective solution however that design would deliver a lesser standard of amenity than the second design that may have an impact on marina membership fees.

The second design expands on the existing buildings foot print to deliver a more up market separate male and female change rooms style ablutions with individual access off the club house. The club house also expand the kitchen into a dedicated space which affords a large area for the lounge space. This design with the expanded ablution defines the upper terrace foot print but comes at a additional cost. Refer POC.

UPPER GROUND FLOOR LEVEL

Our assessment of gathered information has concluded the need to expand the foot print of this level to allow adequate floor area to achieve patron number to make the facility economically viable option. This fact together with the balance of the available foot print site area, confirmed the northern area was the only appropriate space. As mentioned previously this space is well located to capture the northern sun while being protected from prevailing winds. Its area satisfactorily tops up the dining / drinking spaces to make the facility adequately viable in terms of achievable patron numbers. The inside dining areas are oriented to enjoy the marina outlooks while the terrace's vista takes in the parklands across Maraboo Loop and activates the street.

The inclusion of the trellis / pergola feature provide the key architectural finer detail to enhance this land mark building while providing the structure to support the glass roof, protecting the outdoor patrons.

Vertical transport has been included via the new stair well that introduces a architectural element to the western face which balances the built form when adding the top floor. Replacement of the platform lift with a 2.5 level capacity hydraulic passenger lift allows the incorporation of the building branding feature plinth which is proposed to be backlit for night time illumination further enhancing this building focus, assisting its reputation as a destination, a must for the success of the F & B operation.

Sanitary facility are designed to be upgraded within the existing spaces, pushing out into the foyer area slightly but meeting with codes requirements.

UPPER FIRST FLOOR LEVEL

It was determined the best locality for the marina services office is the proposed additional upper floor whereby surveillance of the marina to the west south and north can be maintained. Locating the offices on the upper level provides a discreet administration presence while still being accessible (via the main building entrance). Signage and branding at high level on the building branding plinth subconsciously suggests and direct customers to the upper level.

CARPARKING

Currently the site enjoys three car bays within the legal boundaries. The proposed design sees two bays removed to allow for the new terrace. City of Cockburn TPS car parking requirements are suggested to be over ridden by a methodology for calculation as seen in the Sinclair Knight Merz Port Coogee Transport Report Cluase 4.3.3. for Food and Beverage uses. This formula indicates a calculations based on meter squared of dining / drinking space (m² :- 6 x 0.7). Our proposed design has 163 m² :- 6 = 27.16 x 0.7 = 19.00 bays. Administration office is 93m² with a calculation of 1 bay per 50m² therefore requiring 2 bays. The marina club house facility and amenities falls within the greater marina upgrade expansion and is considered well catered for within the greater precinct public street side car parking.

Total of 21 bays required.

Currently the allocated public street verge parking allowed within the marina village development but in the immediate vicinity is as follows:

Maraboo Loop – between the MSB and Dome Cafe, either side of the street = 29 car bays. To be shared.

Ngarkal Beach – within 50meter = 38 car bays

General street public parking within 200m radius = 227 car bays.

General street public parking within 400m radius in addition to the above = 295 car bays

Total available public street side bays = 522 car bays

Future car bays as defined in the Port Coogee Marnia Structure Plan and expected to be constructed in the near future are:- 142 bays.

In summary it is our professional opinion based on the gathered information referred above, the current supplied public street car bays to the immediate area and surrounding areas within the 400 meter radius are adequate to service and cater for the propose uses this proposal sets forward.

SR-07 Summary Report

PORT COOGEE MARINA SERVICES BUILDING
PROJECT NO - 1909



Probable Order of Costs

High Level Opinion of Costs - Option 1

Artem Design Studio rely upon experts sub consultant and in terms of our requirements to establishment of project costs we have engaged the services of DCWC Quantity Surveyors to prepare a Probable Order of Costs.

Below is the Executive Summary section extract of the QS Report into Costs for the proposed concept designs - Option N0 1

**DONALD
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Executive Summary

Donald Cant Watts Corke (DCWC) has been appointed by Artem Design Studio to develop a high-level Opinion of Cost (OPC) for the proposed alterations and additions to the multi-use building at the corner of Maraboo Warf and Medina Parade in Port Coogee.

In our opinion the proposed works will cost **\$3,110,000 excluding GST**. Our estimate is indicative and will be subject to scope, specification and design development.

The estimated cost of the work included in the scope of this project is summarised below in Australian Dollars and exclude GST:

Option 1	Concept Cost Plan		
	Area (sqm)	Rate	Total
	GFA	\$/m2	(\$)
Alterations & Additions	526	\$5,114	\$2,690,000
NET PROJECT COST	526	\$5,114	\$2,690,000
Design Contingency	7.5%		\$200,000
Construction Contingency	7.5%		\$220,000
ESTIMATED TOTAL CONSTRUCTION COST	526	\$5,913	\$3,110,000

High Level Opinion of Costs - Option 2

Below is the Executive Summary section extract of the QS Report into Costs for the proposed concept designs - Option N0 2

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Executive Summary

Donald Cant Watts Corke (DCWC) has been appointed by Artem Design Studio to develop a high-level Opinion of Cost (OPC) for the proposed alterations and additions to the multi-use building at the corner of Maraboo Warf and Medina Parade in Port Coogee.

In our opinion the proposed works will cost **\$2,640,000 excluding GST**. Our estimate is indicative and will be subject to scope, specification and design development.

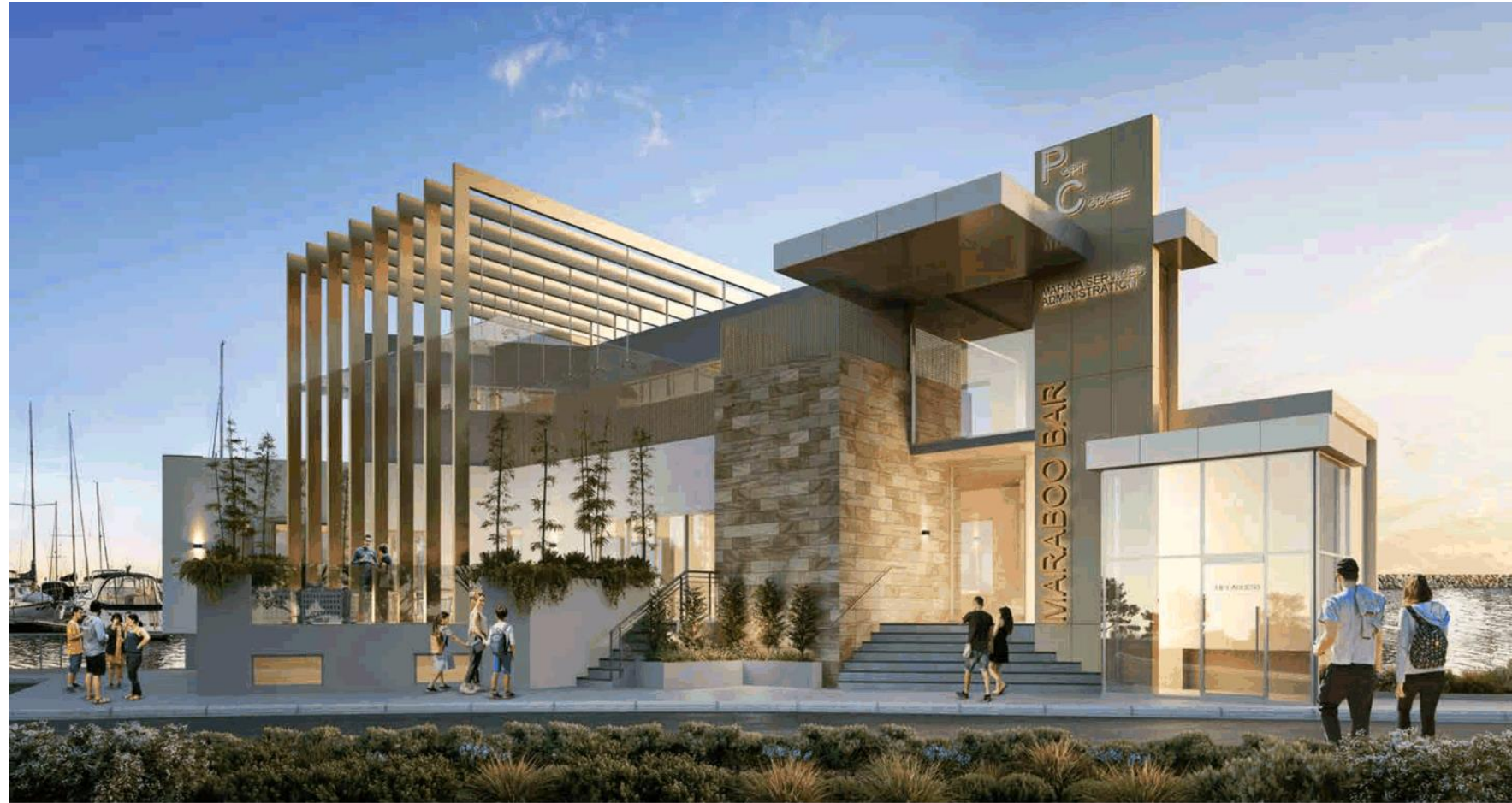
The estimated cost of the work included in the scope of this project is summarised below in Australian Dollars and exclude GST:

Option 2	Concept Cost Plan		
	Area (sqm)	Rate	Total
	GFA	\$/m2	(\$)
Alterations & Additions	505	\$4,535	\$2,290,000
NET PROJECT COST	505	\$4,535	\$2,290,000
Design Contingency	7.5%		\$170,000
Construction Contingency	7.5%		\$180,000
ESTIMATED TOTAL CONSTRUCTION COST	505	\$5,228	\$2,640,000

SR-08 Summary Report

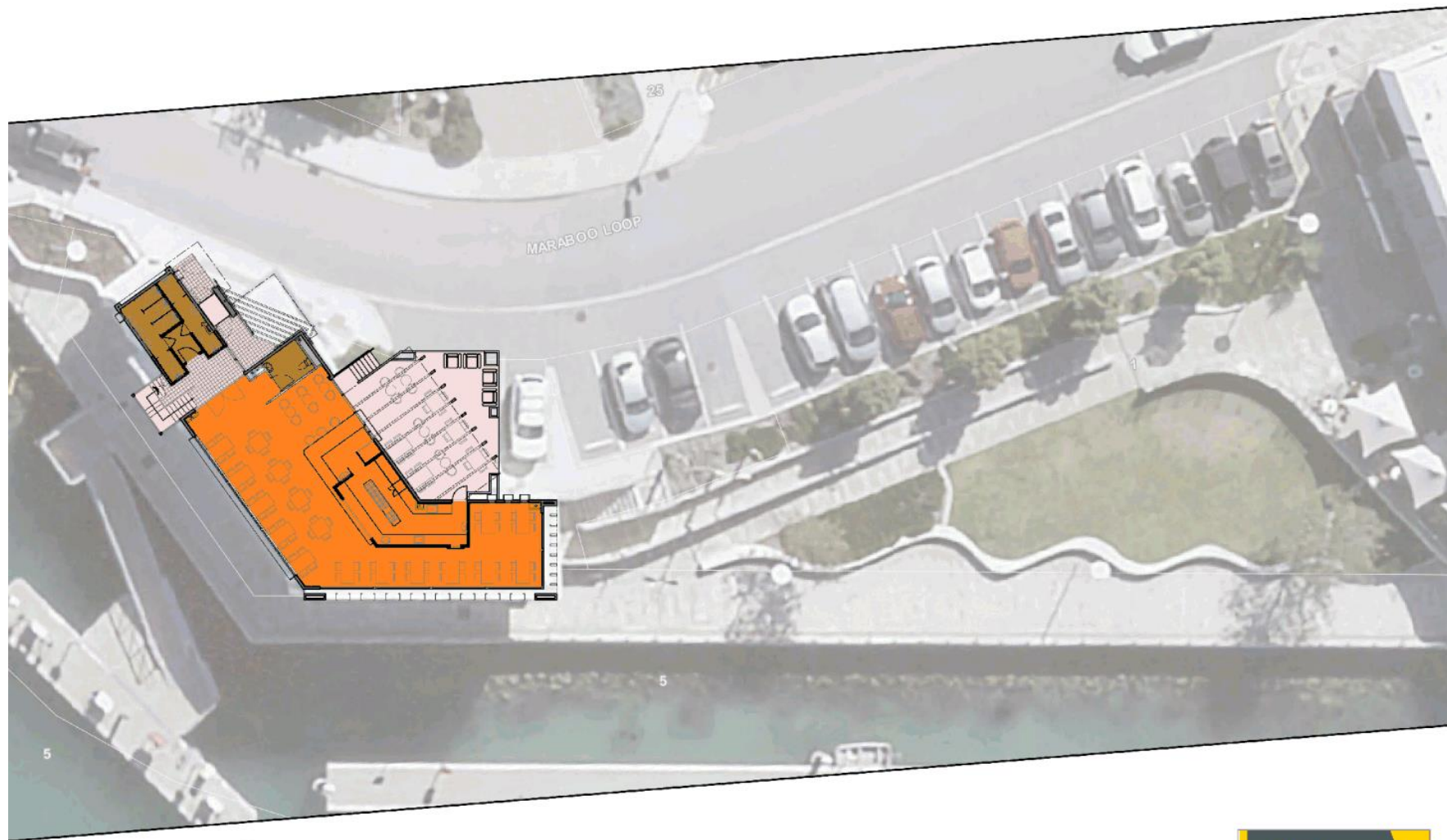
PORT COOGEE MARINA SERVICES BUILDING
PROJECT NO - 1909





PROJECT NO - 1909
PORT COOGEE MARINA SERVICES BUILDING + FOOD & BEVERAGE





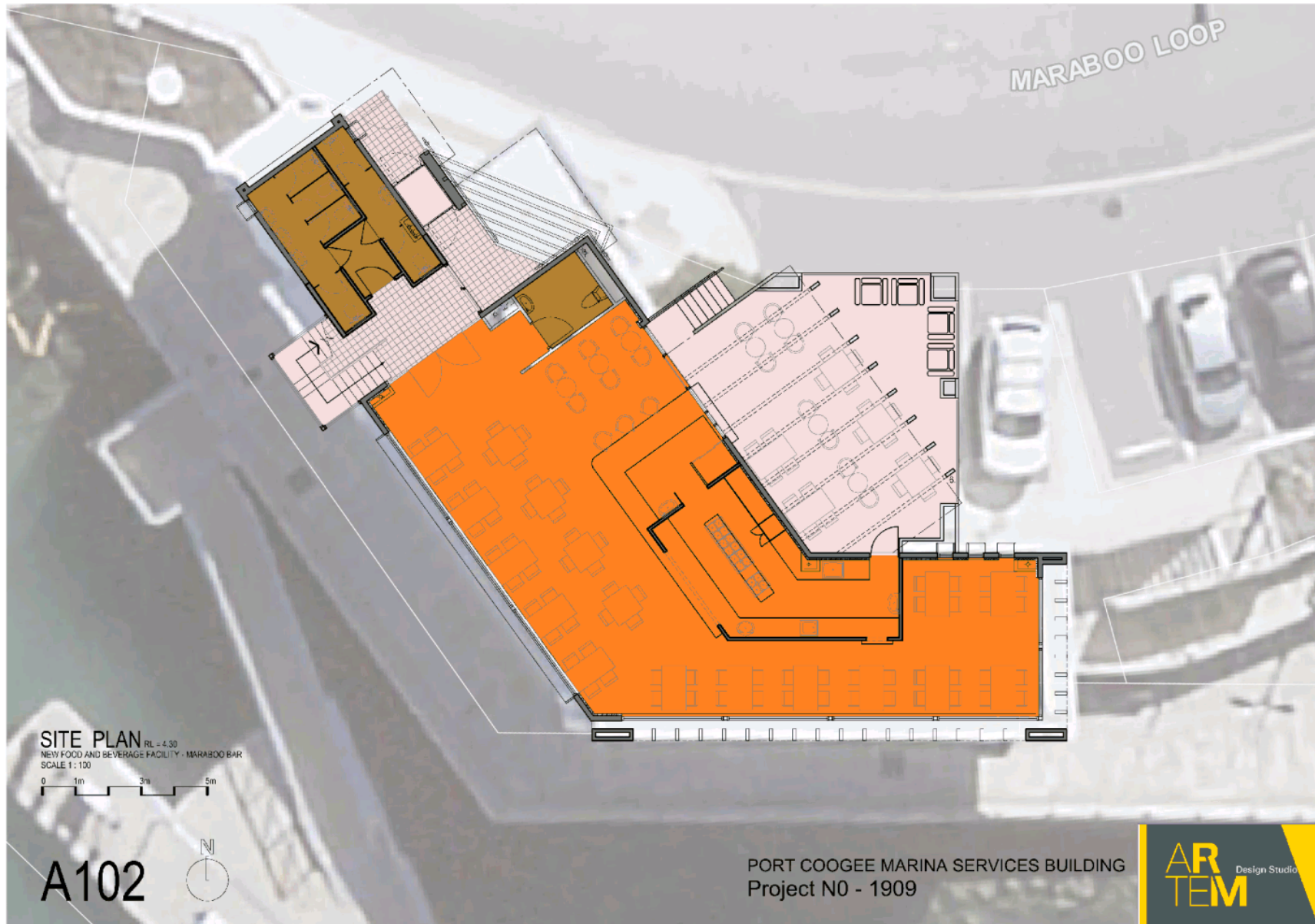
A101



MID FLOOR AND SITE PLAN
NEW FOOD AND BEVERAGE FACILITY - MARABOO BAR RL = 4.30
SCALE 1 : 200
0 2m 6m 10m

PORT COOGEE MARINA SERVICES BUILDING
Project N0 - 1909







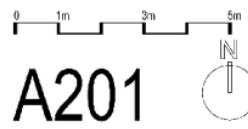
SPACES LEGEND

- MARINA SERVICES ADMINISTRATION STORE AND WORKSHOP
NET LETTABLE FLOOR AREA = 91.63 m²
- PUBLIC SPACES / ACCESS STAIRS LANDINGS
NET LETTABLE FLOOR AREA = 22.22 m²
- ABLUTION AMENITIES
NET LETTABLE FLOOR AREA = 5.20 m²
- MARINA CLUB HOUSE FACILITY
NET LETTABLE FLOOR AREA = 75.00 m²

LEGEND

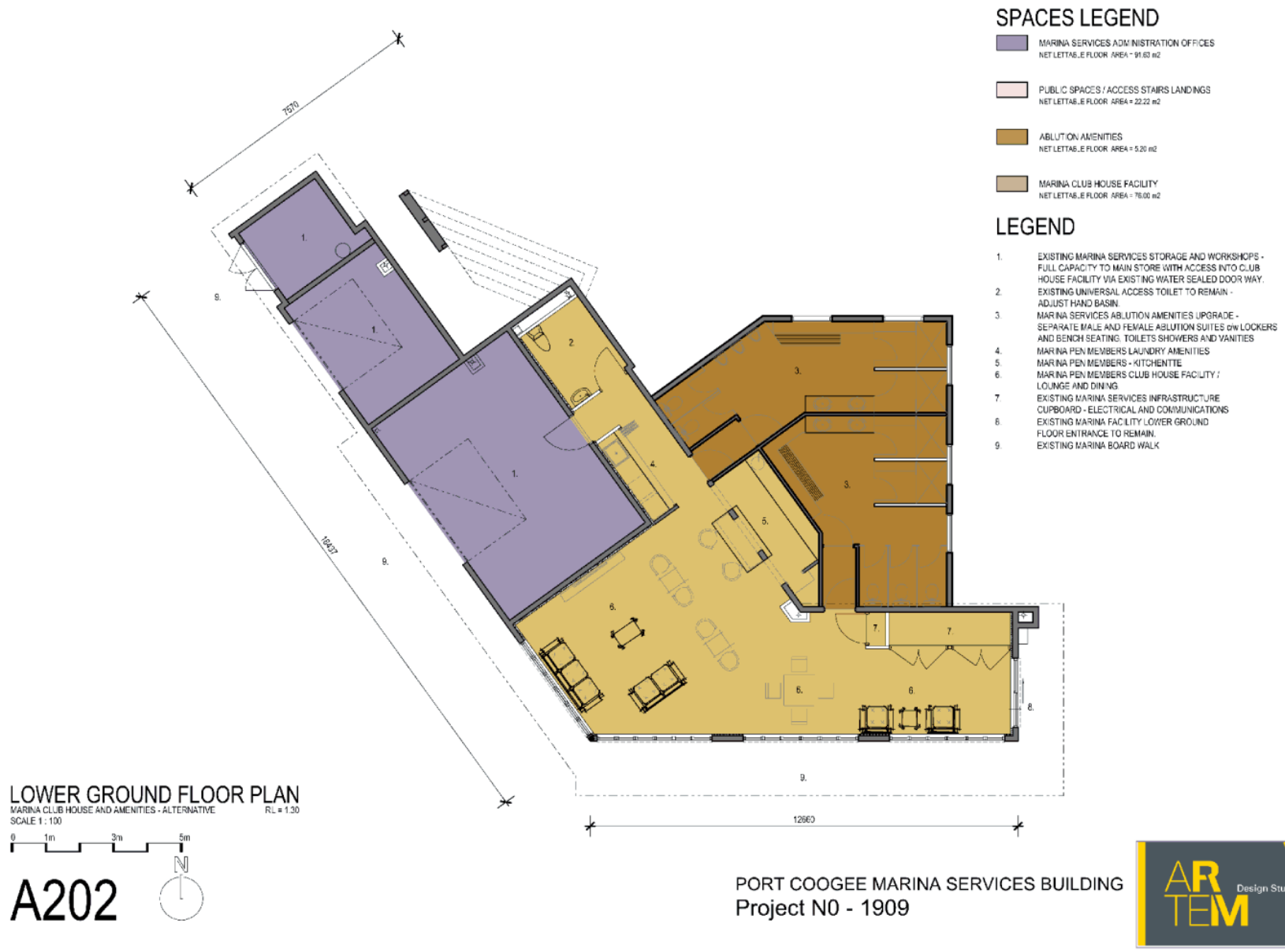
1. EXISTING MARINA SERVICES STORAGE AND WORKSHOPS - REDUCED CAPACITY TO MAIN STORE TO ALLOW FOR NEW MARINA ABLUTION AMENITIES
2. EXISTING UNIVERSAL ACCESS TOILET TO REMAIN - ADJUST HAND BASIN
3. MARINA SERVICES ABLUTION AMENITIES UPGRADE - 4 X FAMILY ABLUTION SUITES
4. MARINA PEN MEMBERS LAUNDRY AMENITIES
5. MARINA PEN MEMBERS - KITCHENETTE
6. MARINA PEN MEMBERS TOILET UP GRADE AMENITIES
7. MARINA PEN MEMBERS CLUB HOUSE FACILITY / LOUNGE AND DINING
8. EXISTING MARINA SERVICES INFRASTRUCTURE CUPBOARD - ELECTRICAL AND COMMUNICATIONS
9. EXISTING MARINA FACILITY LOWER GROUND FLOOR ENTRANCE TO REMAIN
10. EXISTING MARINA BOARD WALK
11. EXTENT OF NEW TERRACE BUILD UP ON LEVEL ABOVE - SHOWN DOTTED

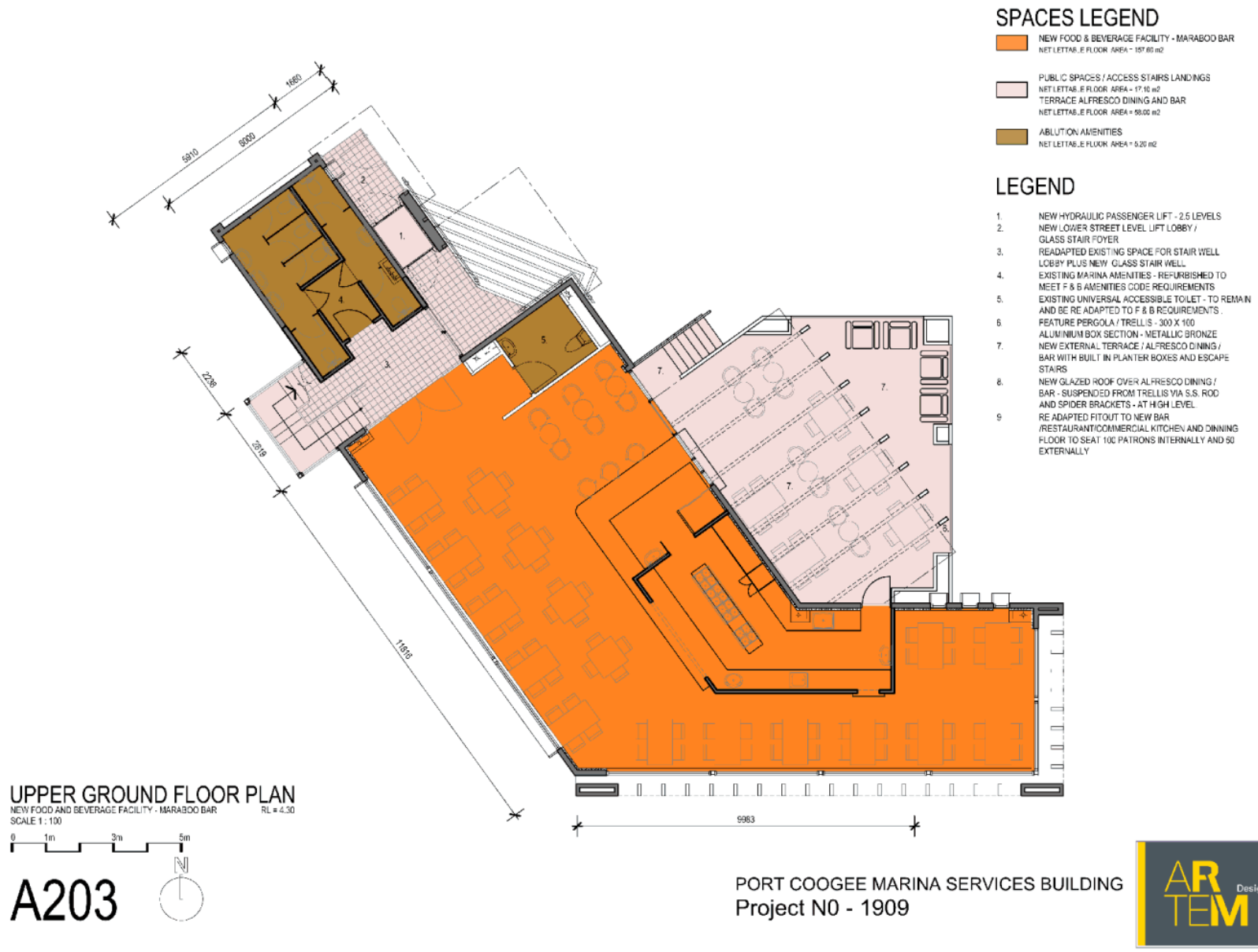
LOWER GROUND FLOOR PLAN
MARINA CLUB HOUSE AND AMENITIES
SCALE 1 : 100
RL = 1.30

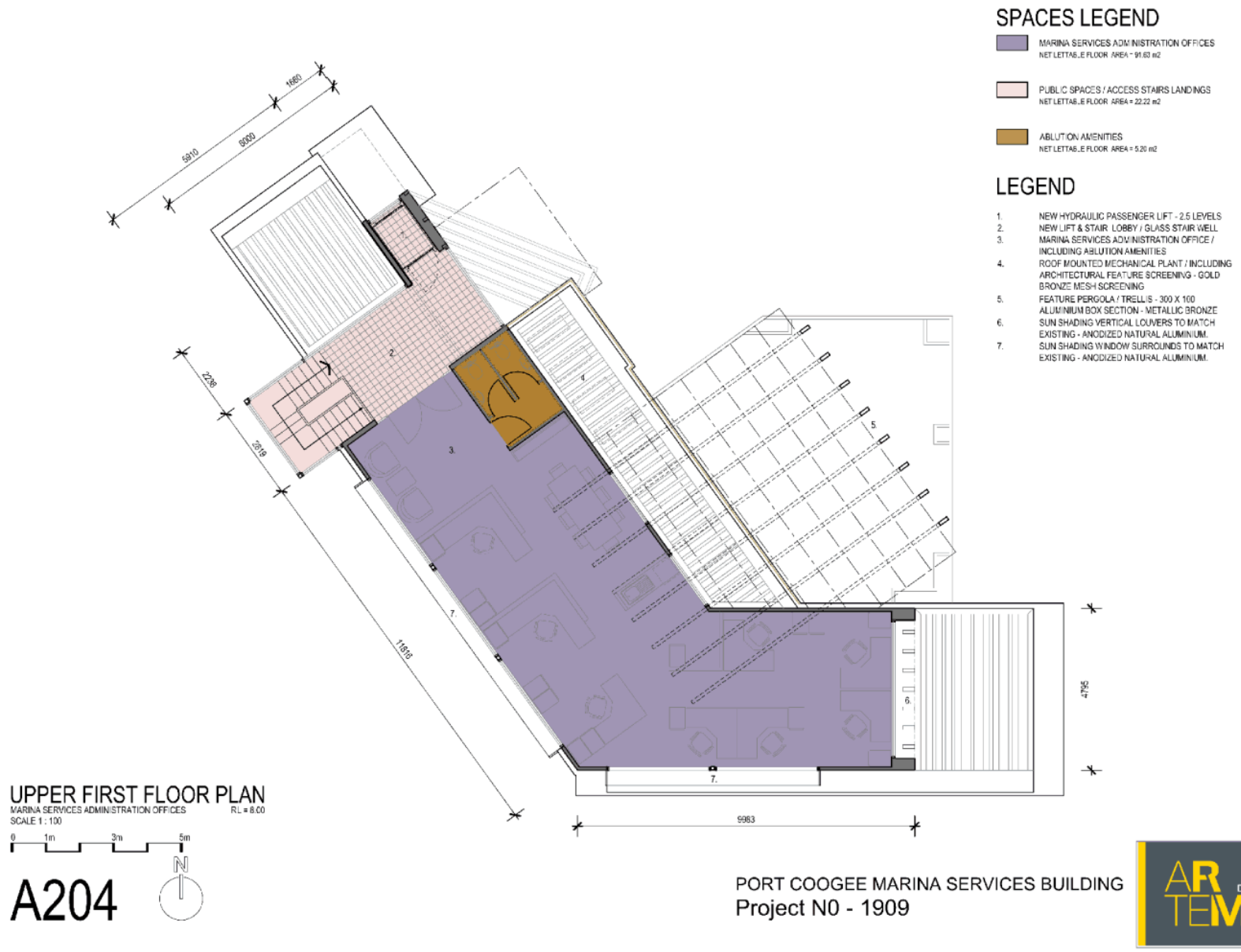


PORT COOGEE MARINA SERVICES BUILDING
Project N0 - 1909









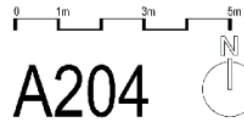
SPACES LEGEND

- MARINA SERVICES ADMINISTRATION OFFICES
NET LETTAB.,E.FLOOR AREA = 91.63 m2
- PUBLIC SPACES / ACCESS STAIRS LANDINGS
NET LETTAB.,E.FLOOR AREA = 22.22 m2
- ABLUTION AMENITIES
NET LETTAB.,E.FLOOR AREA = 5.20 m2

LEGEND

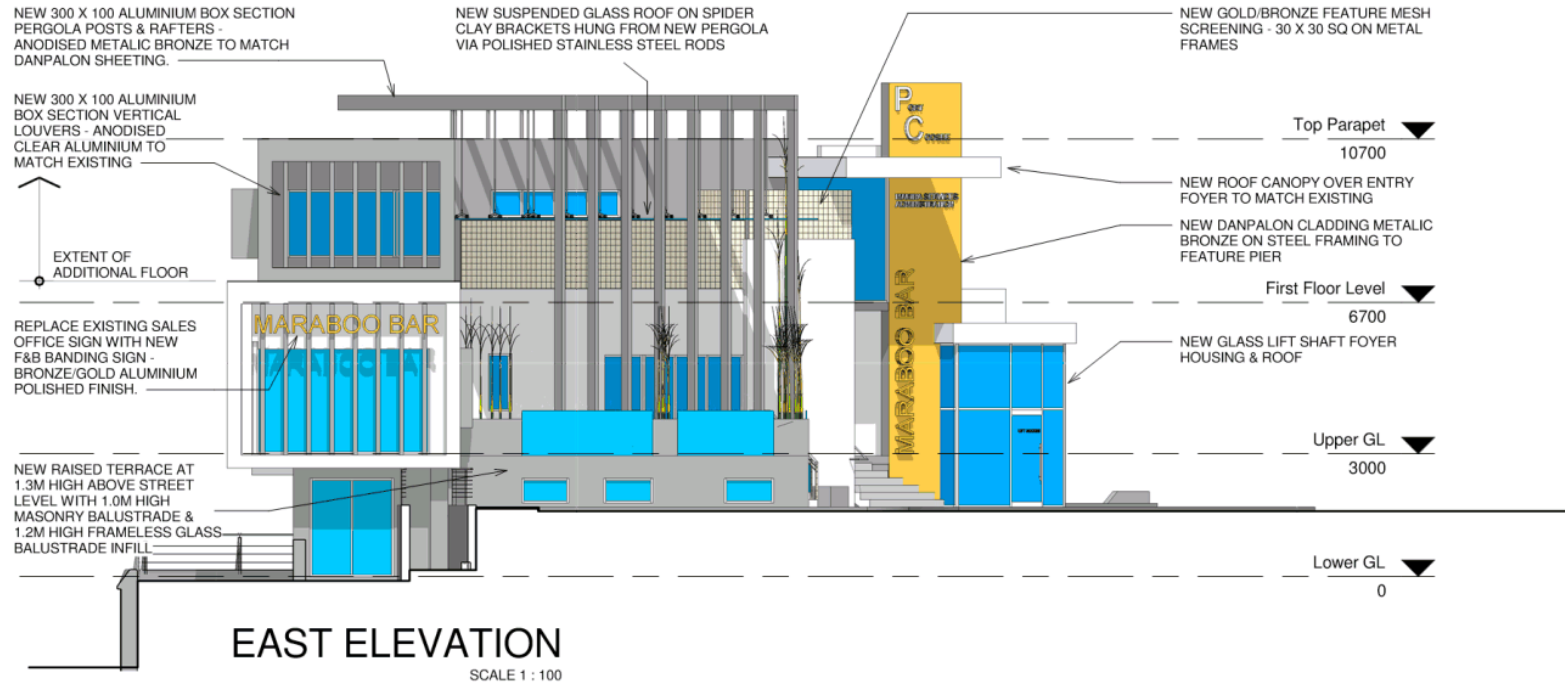
1. NEW HYDRAULIC PASSENGER LIFT - 2.5 LEVELS
2. NEW LIFT & STAIR LOBBY / GLASS STAIR WELL
3. MARINA SERVICES ADMINISTRATION OFFICE / INCLUDING ABLUTION AMENITIES
4. ROOF MOUNTED MECHANICAL PLANT / INCLUDING ARCHITECTURAL FEATURE SCREENING - GOLD BRONZE MESH SCREENING
5. FEATURE PERGOLA / TRELLIS - 300 X 100 ALUMINIUM BOX SECTION - METALLIC BRONZE
6. SUN SHADING VERTICAL LOUVERS TO MATCH EXISTING - ANODIZED NATURAL ALUMINIUM
7. SUN SHADING WINDOW SURROUNDS TO MATCH EXISTING - ANODIZED NATURAL ALUMINIUM

UPPER FIRST FLOOR PLAN
MARINA SERVICES ADMINISTRATION OFFICES
SCALE 1:100
RL = 8.00



PORT COOGEE MARINA SERVICES BUILDING
Project N0 - 1909





A301 

PORT COOGEE MARINA SERVICES BUILDING
Project N0 - 1909





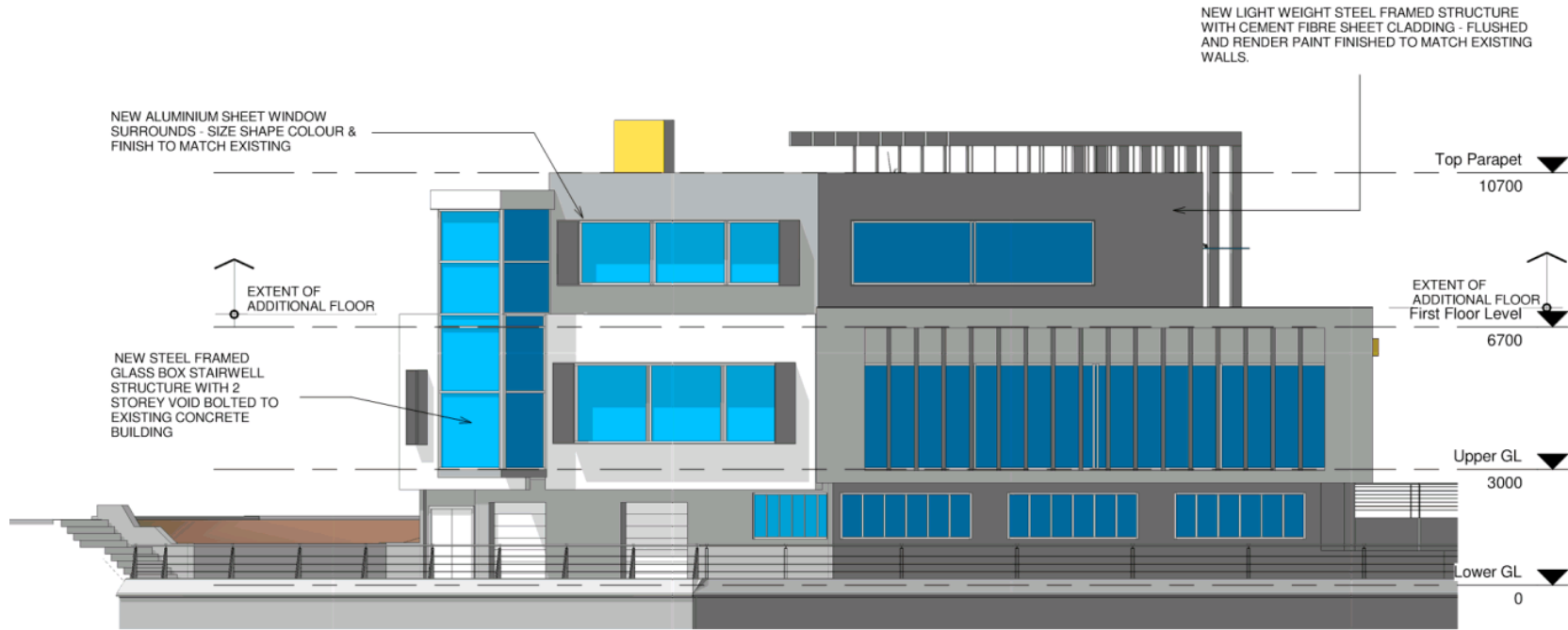
WEST ELEVATION

SCALE 1 : 100

A302 

PORT COOGEE MARINA SERVICES BUILDING
Project N0 - 1909





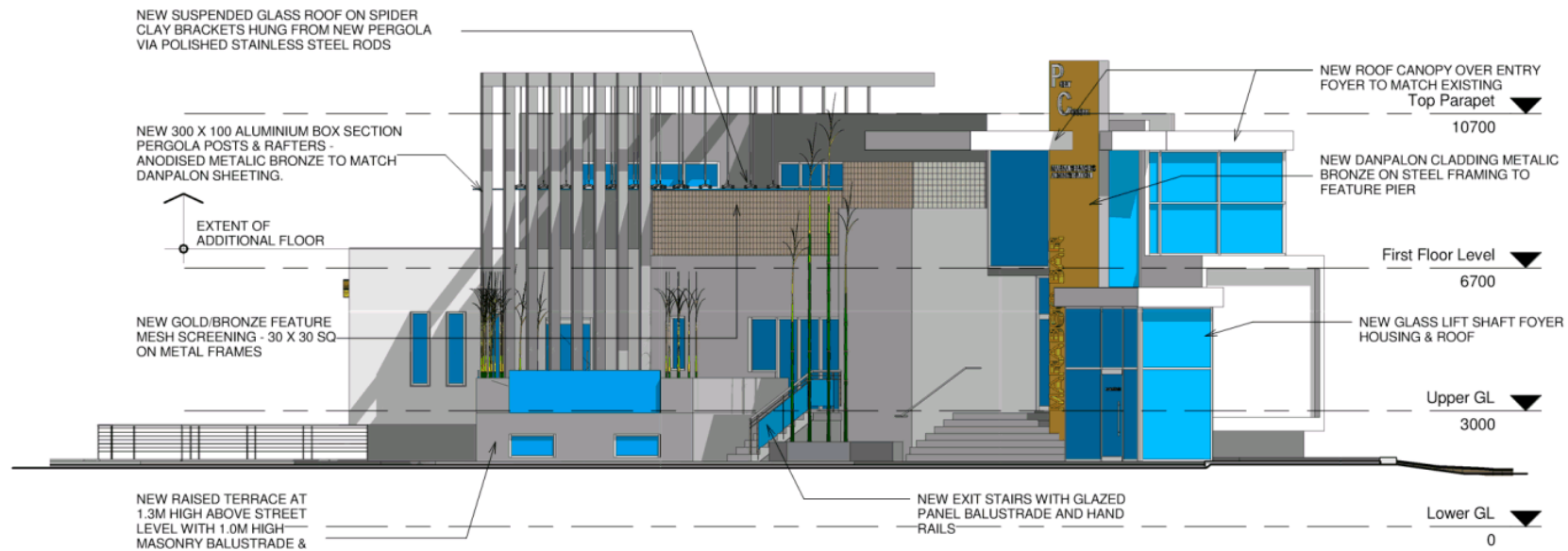
SOUTH ELEVATION

SCALE 1 : 100

A303 

PORT COOGEE MARINA SERVICES BUILDING
Project N0 - 1909





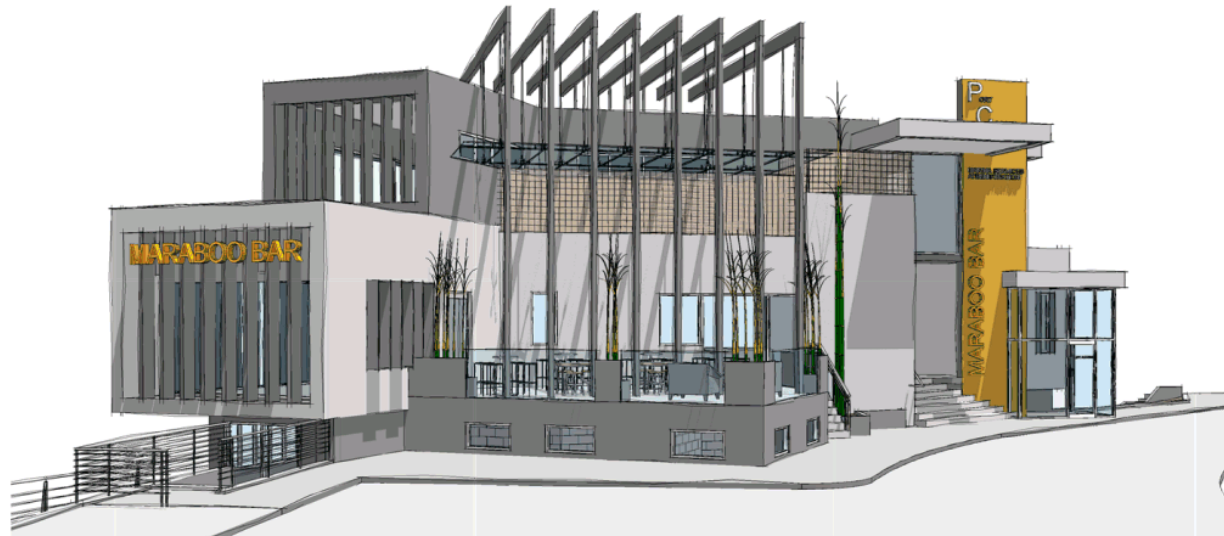
NORTH ELEVATION

SCALE 1 : 100

A304 

PORT COOGEE MARINA SERVICES BUILDING
Project N0 - 1909





South Eastern Perspective View



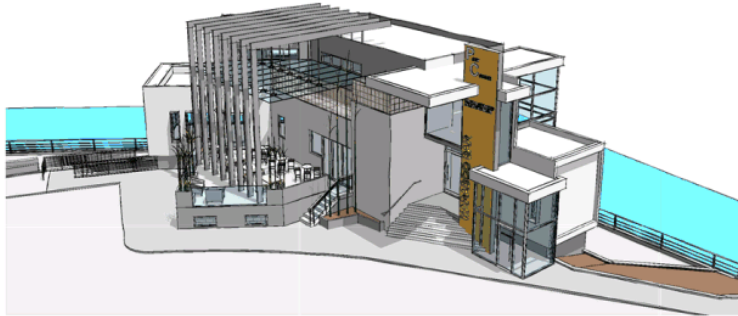
Eastern Perspective View

A305

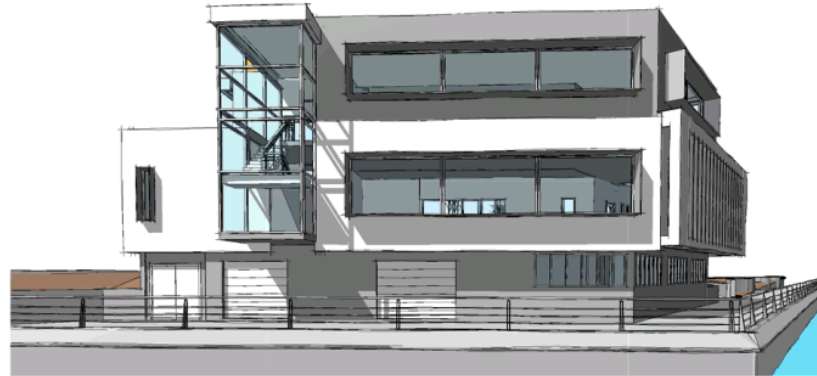


PORT COOGEE MARINA SERVICES BUILDING
Project N0 - 1909

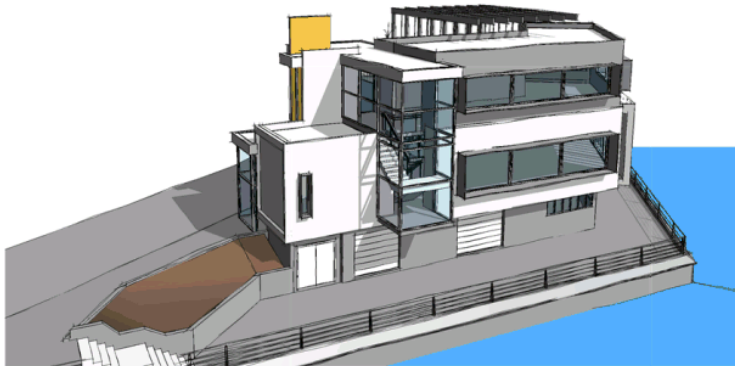




North North Westerly Perspective View



Western Perspective View



North Westerly Perspective View



Southern Perspective View

A306 

PORT COOGEE MARINA SERVICES BUILDING
Project N0 - 1909



**DONALD
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Port Coogee Marina Facility Upgrade High Level Opinion of Cost – Option 1

November 2019

CONFIDENTIAL

Client:	Artem Design Studio
DCWC Project No:	W19132

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excellence**

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Contents

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Executive Summary

Donald Cant Watts Corke (DCWC) has been appointed by Artem Design Studio to develop a high-level Opinion of Cost (OPC) for the proposed alterations and additions to the multi-use building at the corner of Maraboo Warf and Medina Parade in Port Coogee.

In our opinion the proposed works will cost \$3,110,000 excluding GST. Our estimate is indicative and will be subject to scope, specification and design development.

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Construction Contingency	7.5%		\$220,000
ESTIMATED TOTAL CONSTRUCTION COST	526	\$5,913	\$3,110,000

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Basis of OPC

Schedule of Information

The estimate is based on released documentation which includes drawings as listed below:

- Concept floor plans developed by Artem Design Studio and received on the 15 November 2019;

Methodology

The OPC has been prepared using elemental quantities and rates, making assumptions for likely or assumed materials and construction methods for the construction elements. The cost plan assumes that the works will be competitively procured.

Exclusions

- Relocation costs and temporary facilities;
- Staging of the works;
- Latent ground conditions;
- Major service upgrades;
- CCTV & Security Services;
- Bar equipment;
- Loose furniture and equipment including office workstations and screens;
- Artwork;
- Window treatments;
- Statutory Fees – DA, BL etc.;
- Professional Fees;
- Escalation;
- Goods and Service Tax.

Elemental Breakdown

Project: Port Coogee Marina Facility Upgrade	Details: 2019-11-19 Option 1
Building: Alterations and Additions	

Autocode	Description	Quantity	Unit	Rate	Total
1	ALTERATIONS & ADDITIONS				
1.1	PRELIMINARIES				
1	Allowance for Builder's Preliminaries	1	Item	449,810.00	449,810
					449,810
1.2	DEMOLITION				
1	Demolish existing portion of existing concrete wall	24	m2	120.00	2,880
2	External demolition for new building works	83	m2	80.00	6,640
3	Demolish existing fitout including nominated walls, windows and the like	241	m2	70.00	16,870
4	Demolish existing roof	117	m2	50.00	5,850
5	Sundry demolition	1	Item	5,000.00	5,000
					37,240
1.3	SUBSTRUCTURE				
1	Excavate to reduce levels	170	m3	50.00	8,500
2	Allowance for dewatering	1	Item	30,000.00	30,000
3	Allowance for underpinning	1	Item	20,000.00	20,000
4	Allowance for concrete pad footings including formwork and reinforcement	18	m3	800.00	14,400
5	Allowance for concrete strip footings including formwork and reinforcement	10	m3	800.00	8,000
6	Allowance for retaining wall including waterproofing and external rendered finish	46	m2	450.00	20,700
7	In-situ concrete ground slab including reinforcement, thickenings, formwork, WPM and monolithic finish	66	m2	120.00	7,920
					109,520
1.4	COLUMNS				
1	Allowance for structural steel columns including treatment and connections	6.62	t	8,500.00	56,270
					56,270
1.5	UPPER FLOORS				
1	Allowance for external concrete suspended slab including formwork, reinforcement and waterproofing	61	m2	380.00	23,180
2	Allowance for suspended lightweight upper floor slab	126	m2	280.00	35,280
3	Extra over for steel supports for new lightweight upper floor structure	126	m2	250.00	31,500
					89,960
1.6	STAIRCASES				
1	Steel framed stairs and landings including balustrades and finishes	4	m/rise	6,500.00	26,000
2	Reinforced concrete stairs and landings including balustrades and finishes	3	m/rise	4,500.00	13,500
					39,500
1.7	ROOF				
1	Suspended glass roof including all support framing	60	m2	2,400.00	144,000

Elemental Breakdown

Project: Port Coogee Marina Facility Upgrade	Details: 2019-11-19 Option 1
Building: Alterations and Additions	

Autocode	Description	Quantity	Unit	Rate	Total
1	ALTERATIONS & ADDITIONS				(Continued)
1.7	ROOF				(Continued)
2	Allowance for entry canopy and roof over glass box stairwell including framing, selected cladding, cappings, flashings and all associated roof plumbing	25	m2	800.00	20,000
3	Allowance for roof including framing, insulation, cappings, flashings and all associated roof plumbing	122	m2	420.00	51,240
4	300 x 100 anodized aluminium box section feature fins to pergola structure	175	m	750.00	131,250
5	Interface works of existing roof at new upper floor structure	21	m	500.00	10,500
					356,990

1.8 EXTERNAL WALLS

1	Steel framed Signage Wall with selected cladding externally	25	m2	950.00	23,750
2	Decorative screens including framing	19	m2	650.00	12,350
3	Cavity brick wall including render externally and plaster and paint internally	46	m2	370.00	17,020
4	Framed external walls to Upper Floor including insulation, linings and paint	178	m2	305.00	54,290
5	Brick screen wall at Terrace including render and paint to both sides	37	m2	270.00	9,990
6	Extra over brick screen walls for waterproofing to planters	20	m2	70.00	1,400
7	Allowance for external signage	1	Item	20,000.00	20,000
8	Make good to wall cladding following the removal of the existing entry canopy	1	Item	5,000.00	5,000
					143,800

1.9 WINDOWS

1	Double glazed high span 'glass box'	67	m2	1,500.00	100,500
2	Double glazed lift lobby	25	m2	1,200.00	30,000
3	Aluminium framed obscure single glazed windows	5	m2	600.00	3,000
4	Aluminium framed single glazed windows	87	m2	550.00	47,850
					181,350

1.10 EXTERNAL DOORS

1	Glazed automatic main entry door including hardware	1	No	8,500.00	8,500
2	Glazed door at Lift Lobby including hardware	1	No	4,000.00	4,000
3	Aluminium framed glazed door to Terrace including hardware	1	No	4,000.00	4,000
4	Kitchen access door to Terrace	1	No	2,000.00	2,000
					18,500

1.11 INTERNAL WALLS

1	Load bearing single skin brickwork including plaster and paint to both sides	88	m2	230.00	20,240
2	Non load bearing single skin brickwork including plaster and paint to both sides	98	m2	220.00	21,560
3	Steel stud partition walls including insulation, plasterboard linings and paint	63	m2	205.00	12,915
					54,715

Elemental Breakdown

Project: Port Coogee Marina Facility Upgrade	Details: 2019-11-19 Option 1
Building: Alterations and Additions	

Autocode	Description	Quantity	Unit	Rate	Total
----------	-------------	----------	------	------	-------

1 ALTERATIONS & ADDITIONS (Continued)

1.12 INTERNAL DOORS

1	Bi-fold door to Utilities, nominal 2600 long x 2100 high	1	No	3,000.00	3,000
2	Servery / bar roller door	1	No	2,800.00	2,800
3	Solid timber door including frame, hardware and paint	9	No	1,250.00	11,250

17,050

1.13 WALL FINISHES

1	Wall tiling	85	m2	150.00	12,750
2	Plaster and paint to existing walls internally	29	m2	60.00	1,740
3	Make good and paint existing walls internally	255	m2	20.00	5,100
4	Allowance for feature walls	1	Item	12,000.00	12,000

31,590

1.14 FLOOR FINISHES

1	Allowance for external floor tiling to Terrace and Entry including waterproofing	62	m2	260.00	16,120
2	Allowance for floor tiling to Lobbies, Clubroom and Dining	218	m2	190.00	41,420
3	Allowance for floor tiling to wet areas	95	m2	180.00	17,100
4	Allowance for resilient floor finish to Clubhouse	76	m2	120.00	9,120
5	Allowance for resilient floor finish to Office	87	m2	80.00	6,960
6	Allowance for tiled skirtings	72	m	35.00	2,520
7	Allowance for painted timber skirtings	149	m	25.00	3,725

96,965

1.15 CEILING FINISHES

1	Allowance for flush moisture resistant plasterboard ceilings to wet areas including paint	95	m2	110.00	10,450
2	Allowance for flush plasterboard ceilings to Lobbies, Clubroom and Dining including paint	218	m2	105.00	22,890
3	Allowance for suspended T-Bar grid ceiling system to Office	87	m2	110.00	9,570
4	Make good and paint existing ceilings	10	m2	20.00	200
5	Allowance for bulkheads and features	1	Item	10,000.00	10,000

53,110

1.16 FITMENTS

1	Laminated toilet partitions	29	m2	450.00	13,050
2	Bar front and top	13	m	3,500.00	45,500
3	Back bars	8	m	2,200.00	17,600
4	Vanity benchtops	5	m	1,500.00	7,500
5	Tea Prep / Utilities benchtop with cupboards under	3	m	1,200.00	3,600
6	Lockers units	8	m	1,200.00	9,600

Elemental Breakdown

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Project: Port Coogee Marina Facility Upgrade	Details: 2019-11-19 Option 1
Building: Alterations and Additions	

Autocode	Description	Quantity	Unit	Rate	Total
1	ALTERATIONS & ADDITIONS				(Continued)
1.16	FITMENTS				(Continued)
7	Overhead cupboard units	3	m	480.00	1,440
8	Timber bench seating	9	m	450.00	4,050
9	Toilet partition doors	17	No	600.00	10,200
10	Commercial kitchen fitout including benchtops and cooking equipment	1	Item	150,000.00	150,000
11	Allowance for sanitary fitments including mirrors, grab rails and the like	1	Item	5,000.00	5,000
12	Allowance for statutory signage	1	Item	5,000.00	5,000
13	Sundry fitments	1	Item	2,000.00	2,000

274,540

1.17 HYDRAULICS

	<u>Sanitary Fixtures</u>				
1	WC pan and cistern	13	No	1,800.00	23,400
2	Vanity basin including tapware	10	No	1,500.00	15,000
3	Stainless steel sink including tapware	5	No	1,500.00	7,500
4	Shower tapware	4	No	650.00	2,600
	<u>Sanitary Plumbing</u>				
5	Allowance for sanitary plumbing and connection to existing	1	Item	50,000.00	50,000
	<u>Water Supply</u>				
6	Allowance for water supply and connection to existing	1	Item	40,000.00	40,000
	<u>Stormwater</u>				
7	Allowance for external stormwater services	1	Item	20,000.00	20,000

158,500

1.18 ELECTRICAL SERVICES

1	Allowance for electrical services internally	428	m2	370.00	158,360
2	Allowance for electrical services externally	98	m2	220.00	21,560
3	Builder's work in conjunction with services	1	Item	4,500.00	4,500

184,420

1.19 MECHANICAL SERVICES

1	Allowance for mechanical services	428	m2	400.00	171,200
2	Extra over for Kitchen Exhaust	1	Item	25,000.00	25,000
3	Extra over for Coolroom	1	Item	12,000.00	12,000
4	Builder's work in conjunction with services	1	Item	5,210.00	5,210

213,410

1.20 TRANSPORTATION SYSTEMS

1	Lift servicing 2 levels including fitout	1	Item	100,000.00	100,000
2	Builder's work in conjunction with services	1	Item	2,500.00	2,500

Elemental Breakdown

Project: Port Coogee Marina Facility Upgrade	Details: 2019-11-19 Option 1
Building: Alterations and Additions	

Autocode	Description	Quantity	Unit	Rate	Total
1	ALTERATIONS & ADDITIONS				<i>(Continued)</i>
	<u>1.20 TRANSPORTATION SYSTEMS</u>				<i>(Continued)</i>
					<u>102.500</u>
	<u>1.21 ROAD, FOOTPATHS AND PAVED AREAS</u>				
1	Brick paving reinstatement	71	m2	60.00	4,260
2	Car bay including line marking and signage	1	No	1,000.00	1,000
					<u>5,260</u>
	<u>1.22 LANDSCAPING & IMPROVEMENTS</u>				
1	Allowance for soft landscaping and irrigation works	1	Item	15,000.00	15,000
					<u>15,000</u>
					<u>2,690,000</u>
0					<u>2,690,000</u>

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Port Coogee Marina Facility Upgrade High Level Opinion of Cost – Option 2

November 2019

CONFIDENTIAL

Client:	Artem Design Studio
DCWC Project No:	W19132

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DOCUMENT CONTROL

Version	Date	Purpose	Author
1.0	2019-11-21	High Level Opinion of Cost	GC

DISTRIBUTION

Name	Organisation	Date	Method
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Executive Summary

Donald Cant Watts Corke (DCWC) has been appointed by Artem Design Studio to develop a high-level Opinion of Cost (OPC) for the proposed alterations and additions to the multi-use building at the corner of Maraboo Warf and Medina Parade in Port Coogee.

In our opinion the proposed works will cost **\$2,640,000 excluding GST**. Our estimate is indicative and will be subject to scope, specification and design development.

The estimated cost of the work included in the scope of this project is summarised below in Australian Dollars and exclude GST:

Option 2	Concept Cost Plan		
	Area (sqm)	Rate	Total
	GFA	\$/m2	(\$)
Alterations & Additions	505	\$4,535	\$2,290,000
NET PROJECT COST	505	\$4,535	\$2,290,000
Design Contingency	7.5%		\$170,000
Construction Contingency	7.5%		\$180,000
ESTIMATED TOTAL CONSTRUCTION COST	505	\$5,228	\$2,640,000

Basis of OPC

Schedule of Information

The estimate is based on released documentation which includes drawings as listed below:

- Concept floor plans developed by Artem Design Studio and received on the 15 November 2019;

Methodology

The OPC has been prepared using elemental quantities and rates, making assumptions for likely or assumed materials and construction methods for the construction elements. The cost plan assumes that the works will be competitively procured.

Exclusions

- Relocation costs and temporary facilities;
- Staging of the works;
- Latent ground conditions;
- Major service upgrades;
- CCTV & Security Services;
- Bar equipment;
- Loose furniture and equipment including office workstations and screens;
- Artwork;
- Window treatments;
- Statutory Fees – DA, BL etc.;
- Professional Fees;
- Escalation;
- Goods and Service Tax.

Elemental Breakdown

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Project: Port Coogee Marina	Details: 2019-11-20 Option 2
Building: Alterations and Additions	

Auto code	Description	Quantity	Unit	Rate	Total
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1 ALTERATIONS & ADDITIONS1.1 PRELIMINARIES

1	Allowance for Builder's Preliminaries	1	Item	385,675.00	385,675
					<u>385,675</u>

1.2 DEMOLITION

1	External demolition for new building works	83	m2	80.00	6,640
2	Demolish existing fitout including nominated walls, windows and the like	278	m2	70.00	19,460
3	Demolish existing roof	117	m2	50.00	5,850
4	Sundry demolition	1	Item	5,000.00	5,000
					<u>36,950</u>

1.3 SUBSTRUCTURE

1	Allowance for concrete pad footings including formwork and reinforcement	18	m3	800.00	14,400
2	Allowance for concrete strip footings including formwork and reinforcement	6	m3	800.00	4,800
3	In-situ concrete ground slab including reinforcement, thickenings, formwork, WPM and monolithic finish	66	m2	120.00	7,920
4	Allowance for retaining wall including waterproofing and external rendered finish	27	m2	450.00	12,150
5	Clean fill to build up levels	100	m2	40.00	4,000
					<u>43,270</u>

1.4 COLUMNS

1	Allowance for structural steel columns including treatment and connections	6.62	t	8,500.00	56,270
					<u>56,270</u>

1.5 UPPER FLOORS

1	Allowance for suspended lightweight upper floor slab	126	m2	280.00	35,280
2	Extra over for steel supports for new lightweight upper floor structure	126	m2	250.00	31,500
					<u>66,780</u>

1.6 STAIRCASES

1	Steel framed stairs and landings including balustrades and finishes	4	m/rise	6,500.00	26,000
2	Reinforced concrete stairs and landings including balustrades and finishes	3	m/rise	4,500.00	13,500
					<u>39,500</u>

1.7 ROOF

1	Suspended glass roof including all support framing	60	m2	2,400.00	144,000
2	Allowance for entry canopy and roof over glass box stairwell including framing, selected cladding, cappings, flashings and all associated roof plumbing	25	m2	800.00	20,000
3	Allowance for roof including framing, insulation, cappings, flashings and all associated roof plumbing	122	m2	420.00	51,240

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Elemental Breakdown

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Project: Port Coogee Marina	Details: 2019-11-20 Option 2
Building: Alterations and Additions	

Auto code	Description	Quantity	Unit	Rate	Total
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1 ALTERATIONS & ADDITIONS (Continued)1.7 ROOF (Continued)

4	300 x 100 anodized aluminium box section feature fins to pergola structure	175	m	750.00	131,250
5	Interface works of existing roof at new upper floor structure	21	m	500.00	10,500
					<u>356,990</u>

1.8 EXTERNAL WALLS

1	Steel framed Signage Wall with selected cladding externally	25	m2	950.00	23,750
2	Decorative screens including framing	19	m2	650.00	12,350
3	Cavity brick wall including render externally and plaster and paint internally	19	m2	370.00	7,030
4	Framed external walls to Upper Floor including insulation, linings and paint	178	m2	305.00	54,290
5	Brick screen wall at Terrace including render and paint to both sides	37	m2	270.00	9,990
6	Extra over brick screen walls for waterproofing to planters	20	m2	70.00	1,400
7	Allowance for external signage	1	Item	20,000.00	20,000
8	Make good to wall cladding following the removal of the existing entry canopy	1	Item	5,000.00	5,000
					<u>133,810</u>

1.9 WINDOWS

1	Double glazed high span 'glass box'	67	m2	1,500.00	100,500
2	Double glazed lift lobby	25	m2	1,200.00	30,000
3	Aluminium framed obscure single glazed windows	2	m2	600.00	1,200
4	Aluminium framed single glazed windows	87	m2	550.00	47,850
					<u>179,550</u>

1.10 EXTERNAL DOORS

1	Glazed automatic main entry door including hardware	1	No	8,500.00	8,500
2	Glazed door at Lift Lobby including hardware	1	No	4,000.00	4,000
3	Aluminium framed glazed door to Terrace including hardware	1	No	4,000.00	4,000
4	Kitchen access door to Terrace	1	No	2,000.00	2,000
					<u>18,500</u>

1.11 INTERNAL WALLS

1	Non load bearing single skin brickwork including plaster and paint to both sides	214	m2	220.00	47,080
2	Steel stud partition walls including insulation, plasterboard linings and paint	63	m2	205.00	12,915
					<u>59,995</u>

1.12 INTERNAL DOORS

1	Bi-fold door to Utilities, nominal 1850 long x 2100 high	1	No	2,200.00	2,200
2	Servery / bar roller door	1	No	2,800.00	2,800

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Elemental Breakdown

DONALD
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Project: Port Coogee Marina	Details: 2019-11-20 Option 2
Building: Alterations and Additions	

Auto code	Description	Quantity	Unit	Rate	Total
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1 ALTERATIONS & ADDITIONS (Continued)

1.12 INTERNAL DOORS (Continued)

3	Solid timber door including frame, hardware and paint	12	No	1,250.00	15,000
					<u>20,000</u>

1.13 WALL FINISHES

1	Wall tiling	86	m2	150.00	12,900
2	Plaster and paint to existing walls internally	8	m2	60.00	480
3	Make good and paint existing walls internally	301	m2	20.00	6,020
4	Allowance for feature walls	1	Item	12,000.00	12,000
					<u>31,400</u>

1.14 FLOOR FINISHES

1	Allowance for external floor tiling to Terrace and Entry including waterproofing	62	m2	260.00	16,120
2	Allowance for floor tiling to Lobbies, Clubroom and Dining	206	m2	190.00	39,140
3	Allowance for floor tiling to wet areas	68	m2	180.00	12,240
4	Allowance for resilient floor finish to Office	87	m2	80.00	6,960
5	Allowance for tiled skirtings	57	m	35.00	1,995
6	Allowance for painted timber skirtings	147	m	25.00	3,675
					<u>80,130</u>

1.15 CEILING FINISHES

1	Allowance for flush moisture resistant plasterboard ceilings to wet areas including paint	68	m2	110.00	7,480
2	Allowance for flush plasterboard ceilings to Lobbies, Clubroom and Dining including paint	206	m2	105.00	21,630
3	Allowance for suspended T-Bar grid ceiling system to Office	87	m2	110.00	9,570
4	Make good and paint existing ceilings	10	m2	20.00	200
5	Allowance for bulkheads and features	1	Item	10,000.00	10,000
					<u>48,880</u>

1.16 FITMENTS

1	Laminated toilet partitions	19	m2	450.00	8,550
2	Bar front and top	13	m	3,500.00	45,500
3	Back bars	3	m	2,200.00	6,600
4	Tea Prep / Utilities benchtop with cupboards under	7	m	1,200.00	8,400
5	Overhead cupboard units	7	m	480.00	3,360
6	Timber bench seating	4	m	450.00	1,800
7	Toilet partition doors	12	No	600.00	7,200
8	Allowance for sanitary fitments including mirrors, grab rails and the like	1	Item	4,000.00	4,000
9	Allowance for statutory signage	1	Item	5,000.00	5,000

Elemental Breakdown

Project: Port Coogee Marina	Details: 2019-11-20 Option 2
Building: Alterations and Additions	

Auto code	Description	Quantity	Unit	Rate	Total
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1 ALTERATIONS & ADDITIONS *(Continued)*

1.16 FITMENTS *(Continued)*

10	Sundry fitments	1	Item	2,000.00	2,000
					<u>92,410</u>

1.17 HYDRAULICS

<u>Sanitary Fixtures</u>					
1	WC pan and cistern	14	No	1,800.00	25,200
2	Vanity basin including tapware	12	No	1,500.00	18,000
3	Stainless steel sink including tapware	6	No	1,500.00	9,000
4	Shower tapware	4	No	650.00	2,600
<u>Sanitary Plumbing</u>					
5	Allowance for sanitary plumbing and connection to existing	1	Item	55,000.00	55,000
<u>Water Supply</u>					
6	Allowance for water supply and connection to existing	1	Item	44,000.00	44,000
<u>Stormwater</u>					
7	Allowance for external stormwater services	1	Item	20,000.00	20,000
					<u>173,800</u>

1.18 ELECTRICAL SERVICES

1	Allowance for electrical services internally	407	m2	370.00	150,590
2	Allowance for electrical services externally	98	m2	220.00	21,560
3	Builder's work in conjunction with services	1	Item	4,310.00	4,310
					<u>176,460</u>

1.19 MECHANICAL SERVICES

1	Allowance for mechanical services	407	m2	400.00	162,800
2	Builder's work in conjunction with services	1	Item	4,070.00	4,070
					<u>166,870</u>

1.20 TRANSPORTATION SYSTEMS

1	Lift servicing 2 levels including fitout	1	Item	100,000.00	100,000
2	Builder's work in conjunction with services	1	Item	2,500.00	2,500
					<u>102,500</u>

1.21 ROAD, FOOTPATHS AND PAVED AREAS

1	Brick paving reinstatement	71	m2	60.00	4,260
2	Car bay including line marking and signage	1	No	1,000.00	1,000
					<u>5,260</u>

1.22 LANDSCAPING & IMPROVEMENTS

1	Allowance for soft landscaping and irrigation works	1	Item	15,000.00	15,000
					<u>15,000</u>

Elemental Breakdown

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Project: Port Coogee Marina	Details: 2019-11-20 Option 2
Building: Alterations and Additions	

Auto code	Description	Quantity	Unit	Rate	Total
1	ALTERATIONS & ADDITIONS				<i>(Continued)</i> 2,290,000
0					2,290,000

22.3 FEASIBILITY - INSTALLATION OF BRIDGE OR PEDESTRIAN CROSSING WITH LIGHTS ON BEELIAR DRIVE BETWEEN DUNRAVEN DRIVE AND THE GRANGE, BEELIAR

Author(s) C Sullivan

Cr Eva has requested a report on the feasibility of a bridge or a pedestrian crossing with traffic lights being installed on Beeliar Drive in-between Dunraven Drive and The Grange.

Reason

Beeliar Drive is becoming increasingly dangerous for residents and local school students to cross as this is also a main crossing point for several schools in the area.

23. CONFIDENTIAL BUSINESS

Nil

24. 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.

25. CLOSURE OF MEETING